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Wellspring is an 88-unit community in Long Beach, CA offering 1-, 2- and 3-bedroom apartments. This quality affordable housing has been developed by BRIDGE Housing Corporation in conjunction with the City of Long Beach and County of Los Angeles. 47 affordable units will have set rents based on 40%, 50% or 60% of the Area Median Income (AMI). Twenty-seven (27) of these units will be open to residents of the entire County of Los Angeles and the remaining twenty (20) units will be leased in accordance with the Long Beach Local Housing Preference Policy. 1 unit is held for on-site staff. Construction is anticipated to be completed in Fall of 2023. Of the 47 units, 7 units are built out for handicapped accessibility and 7 units are built out for hearing-impaired applicants.

Amenities include: a community room with kitchen, on-site laundry room, a parking garage, free Wi-Fi in the common area, a courtyard with BBQ and picnic areas, a community garden, a tot lot, and on-site professional management. Rents include water and garbage; tenants are responsible for all other utilities including electricity, phone, and cable.

**The application period for the 47 affordable units at Wellspring is from July 11<sup>th</sup> to August 1st. Online applications are strongly encouraged.** Applications must be received by 5pm August 1st (postmark dates will not be considered). Only one pre-application will be accepted per household - duplicate applications will be denied.

After the application acceptance period, a computerized lottery for each list will be conducted, and all pre-applications received by the deadline will be randomly ordered. Applicants will be notified of their lottery number(s) after the lotteries are conducted. Apartments are offered on a first-qualified, first-offered basis.

After all units have been occupied by initial lease-up, an electronic waitlist for the non-subsidized units will be established. Property management reserves the right to cut the waitlist to 500 households (based on lottery number) after the lease-up. All other applicants will be notified that their pre-applications would not remain on the waitlist. When the waitlist reopens in the future, these applicants will be welcome to reapply.

Unit Size	# of Units	AMI Level	Monthly Rent*	Minimum Required Income**	Allowable Household Size
1 BR	7	40%	\$874	\$20,976	1 to 3 people
1 BR	5	50%	\$1,110	\$26,640	
2 BR	12	40%	\$1,049	\$25,176	2 to 5 people
2 BR	6	50%	\$1,332	\$31,968	
2 BR	2	60%	\$1,616	\$38,784	3 to 7 people
3 BR	8	40%	\$1,203	\$28,872	
3 BR	5	50%	\$1,531	\$36,744	
3 BR	2	60%	\$1,859	\$44,616	

Maximum Gross Annual Income Limits by Household Size			
HOUSEHOLD SIZE	40% AMI	50% AMI	60% AMI
1 PERSON	\$35,320	\$44,150	n/a
2 PERSONS	\$40,360	\$50,450	\$60,540
3 PERSONS	\$45,400	\$56,750	\$68,100
4 PERSONS	\$50,440	\$63,050	\$75,660
5 PERSONS	\$54,480	\$68,100	\$81,720
6 PERSONS	\$58,520	\$73,150	\$87,780
7 PERSONS	\$62,560	\$78,200	\$93,840

\*Rents & income limits are subject to change; rents include water & garbage; tenants are responsible for all other utilities including electricity, phone, & cable. \*\*No minimum income requirement for applicants with Section 8

The sentence below is a reminder that translation assistance is available  
 Si Ud necesita ayuda para traducir esta información al español, por favor llame al número de la oficina o pase por la oficina del Gerente.



One reason we are able to offer these apartments at affordable rents is because the property is funded in part by a federally regulated government program called the Low Income Housing Tax Credit Program (LIHTC). This regulated government program, as well as others sources used to build the property, requires management to screen all applicants carefully. All potential residents must qualify based on projected annual income (including all assets), household size, credit and rental history. The LIHTC program also has restrictions related to full-time students, which require us to determine a student's eligibility on a quarterly or semester basis. This screening and verification process is applied equally to every applicant.

All forms must be fully completed in order to be processed for an apartment. Apartments will be offered on a First-Qualified, First-Offered basis. We suggest you work closely with your leasing associate to complete the application process as quickly as possible, and we welcome any comments you may have regarding the process.

### **Pets**

Pets are allowed in this community. A \$300 Pet Deposit and an executed Pet Agreement will be required. Please contact Management if you have a pet.

### **Parking**

There are a limited number of resident spaces, and parking availability is not guaranteed. Parking is restricted to cars owned by resident(s). All cars must be registered in the name of the resident; and resident(s) must provide proof of current auto insurance and must provide a valid driver's license. All cars must be for personal use only, be in working order, and be maintained in a safe condition at all times. Vehicles not in compliance will be towed at the owner's expense. No exceptions. Accessible spaces are available, but cannot be assigned.

### **Nondiscrimination Statement**

Wellspring's goal is to ensure that all applicants are screened using consistently applied, fair criteria, to provide a desirable, well-maintained and affordable place to live for an economically, racially, and ethnically integrated resident population, while complying with the provisions of any federal, state, or local law prohibiting discrimination in housing on the basis of race, color, gender, sex, religion, national origin, disability, familial status, marital status, source of income, sexual orientation or gender identity, domestic violence victims, or voucher holders (rental assistance).

### **Contact information:**

Tel: (562) 579-2024

Email: [Wellspring.Leasing@bridgehousing.com](mailto:Wellspring.Leasing@bridgehousing.com)

Mailing Address:

Wellspring  
PO Box 4870  
Long Beach, CA 90804



# Wellspring – City of Long Beach Preferences

Twenty-seven (27) units will be open to residents of the entire County of Los Angeles and the remaining twenty (20) units will be leased in accordance with the Long Beach Local Housing Preference Policy. These preferences determine the order that applicants are contacted for processing. Applicants will still need to meet all tenant eligibility requirements.

You may claim a preference on your pre-application. Proof of preference is not required with your pre-application during the initial application period.

If you claim a preference and are contacted to continue processing, you must submit proof of preference when we contact you to interview. If you are unable to provide the necessary preference documentation your application will be determined as non-preference.

20 units of the property are made available to applicants in the following preference order:

1. **Residency:** Households where at least one member responsible for renting must have their principal place of residence within the City of Long Beach as of the date of application.

To prove this preference, at least one member of the household must submit one of the following documents showing their current Long Beach residence address:

- Current driver's license
- Voter registration card
- Social security payment or current printout of benefits in applicant's name
- Current lease agreement in applicant's name
- Property tax bill and grant deed in applicant's name
- Utility bill (i.e. water, gas, electricity) in the applicant's name with a service address showing an address in the City of Long Beach

2. **Employment:** Households where at least one member responsible for renting must be employed within the City of Long Beach, notified that they are hired to work in Long Beach, or are actively enrolled in an educational or job training program in Long Beach as of the date of application. (A student will not qualify for this preference if they are living with their parents at the time of application or selection.)

To prove this preference, at least one member of the household must submit one of the following in their name.

- Paystub
- W-2 or tax return
- Payroll record from employer
- Adequate evidence from an educational or job training facility of active enrollment in an educational or job training program

They must also prove that the employer is local by submitting one of:

- Business license filed with the City of Long Beach
- Letter from employer stating business address
- Phone book listing with address of business
- Other evidence as proof of enrollment in an educational/job training facility within the City of Long Beach

# Application Process

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Thank you for your interest in this property. Please review the steps below to understand what you need to submit for each phase of the process.

## **To apply for the property:**

Submit a complete pre-application, signed by each adult (18+ years) either online or by mail.

All applicants must complete a pre-application. After the pre-application deadline, all pre-applications will be randomly ordered to determine selection and processing order. Please remember, apartments will be offered on a First-Qualified, First-Offered basis.

## **Processing for an apartment – compliance interview**

When you are notified that it is your turn to be processed, you will need to meet with our leasing agents and submit the items listed on the next page. Credit checks, criminal background screening, landlord references, and income and asset verifications will be required for all applicants. This meeting will also give you an opportunity to ask any questions you may have about the application process and the property. This interview normally takes approximately one hour and may require a follow-up meeting. All persons who will be living in the apartment, irrespective of their age, must participate in this interview. Your patience and cooperation are appreciated.

1. Submit a **full application** including all required signatures for each adult applicant 18 and older.
2. Submit a **proof of preference** from one of the listed sections above, if you claimed a preference.
3. Submit a **non-refundable application fee of \$25** for each adult applicant 18 and older payable to Wellspring (cashiers' check or money order only; sorry, no personal checks or cash).
4. Schedule an **interview** with a leasing associate.

## **Apartment Offer**

When all documents have been received, verified and approved, qualified applicants will be invited back to view the apartment that has been selected for them. Remember that you will only receive one offer of an apartment. All offers will be confirmed in writing. If you decline that apartment, you will be considered to have withdrawn your application.

## **12 Month Lease Term**

Leases will be for a minimum term of one year.

## WELLSPRING

### GROUNDS FOR DENIAL OF RENTAL APPLICATION

It is the responsibility of each applicant to provide any and all information required to determine eligibility. The following lists the reasons why we might deny your application:

- 1. Credit** (student loans and medical expenses are excluded)
  - a. Total unmet credit problems (including governmental tax liens, collections, past due accounts, and write offs), within the last three (3) years in excess of \$2,500.
  - b. A bankruptcy (within the last three years).
  - c. A total of seven (7) unmet credit problems (including governmental tax liens, collections, past due accounts, and write offs) of any value within the last three (3) years.
  - d. All applicants who fail to meet the above criteria will be sent a letter of rejection which outlines the specific reasons for the denial. This letter will include instructions for appealing a denial.
  
- 2. Rental History**
  - a. A judgment against an applicant obtained by the current or previous landlord within the last three (3) years.
  - b. An unmet obligation owed to a previous landlord within the last three (3) years.
  - c. The applicant must have made timely payments of the last year's rental payments.
  
- 3. Personal History**
  - a. A documented history of violence or abuse, (physical or verbal), in which the applicant was determined to be the antagonist, that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and contractors who work with the project.
  - b. Current abuse of alcohol or use of illegal drugs. Use shall constitute abuse for illegal drugs (unless required by doctor's verification).
  
- 4. Criminal Background Check**
  - a. If any adult household member is subject to any state's sex offender lifetime registration requirement.
  - b. Conviction for violent criminal activity that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.
  - c. Conviction for drug related criminal activity that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.
  - d. Other criminal conviction that would: 1) threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project; or 2) be directly related to fulfilling financial obligations.
  - e. Regarding unresolved arrests (active pending criminal investigation or trial that has not been resolved): The nature and severity of conduct underlying charging history will be considered, if the unresolved arrest is for conduct that is: (a) a drug-related crime; (b) a person crime; (c) a sex offense; (d) a crime involving financial fraud, including identity theft and forgery; or (e) any other crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect: (i) property of the landlord or a tenant; or (ii) The health, safety or right to peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.

In making a decision based on criminal history, BPMS may conduct an individualized assessment from information within the last 5 years from the date of application, consisting only of Directly-Related Convictions and Unresolved Arrests, the time that has elapsed since

the Conviction or Unresolved Arrest, evidence of any inaccuracy in the reported information, Evidence of Rehabilitation, and Other Mitigating Factors which an Applicant may wish to submit.

**5. Annual Income/Occupancy standard/other program regulations**

- a. Annual Income (including assets) not within the established restrictions for the property.
- b. Household size must meet the established occupancy standard for the property.
- c. Applicant must meet all program regulated eligibility requirements.

**6. Documentation:** Each potential occupant must provide all documentation required by the selection process.

- a. Not showing up for an interview,
- b. Not providing a completed and signed application, release of information, grounds for denial, and application fee (if required).
- c. Not providing landlord references covering the last three years of residency.  
*Please note: Applicants who have not held a rental agreement for a minimum period of twelve months within the last three years will be required to provide references from a person not related to the applicant who has known the applicant for at least three years.*
- d. Not providing appropriate proof of all income sources and assets.
- e. Not providing any other documents required to determine eligibility.

**7. Offer of an Apartment**

Applicants will be offered only one apartment. Declining the offer of an apartment is considered to be a withdrawal of the application by the applicant.

**8. Other Eligibility Requirements**

- a. N/A

# Wellspring Document Checklist

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**We will need the following documents to determine your eligibility (we can make copies for you):**

1. A copy of a State or National Picture ID for each adult applicant
2. A copy of Social Security Card for all household members (if applicable)
3. Birth Certificates for all minors under 18
4. Preference Documentation, if not covered by other documents listed here
5. A **non-refundable application fee of \$25** for each adult applicant 18 and older, payable to Wellspring (cashiers' check or money order only; sorry, no personal checks or cash).
6. Supporting documents as defined below:

**Employment:** Last three months consecutive paystubs for all household members who are 18 and older; if a household member is cash paid, they must provide a tax return if filed.

**Self-Employment:** Last year's IRS Tax Return including Schedule C for all household members who are 18 and older

**Social Security (SSA):** Latest award letter, for any household member

**Supplemental Security (SSI)/Disability:** Award letter or printout, dated within last 30 days, for any household member

**Unemployment:** Printout of benefit statement or copy of last letter showing current monthly benefit for all household members who are 18 and older.

**Monetary Assistance:** This is regular gifts or payments from anyone outside of the household (includes anyone paying your bills) for any household member regardless of age. The payer may need to provide a bank/asset statement showing funds equaling ten times the annual assistance.

**GA/AFDC/TANF:** Latest Notice of Action letter, for any household member

**Child Support/Alimony:** Most current court order or CASES printout showing pay history and case summary

**Bank Accounts and** You may be asked to provide two to six most recent statements, owned by any household member.

**Other Assets:** You may be asked to provide the two most recent statements, owned by any household member. This includes 401(k)'s, 403(b)'s, IRA's, stocks, cryptocurrency, and any jointly held accounts.

**Students:** Student household members may be required to provide financial aid documentation and/or an unofficial transcript.

**Other:** If you have real estate, you will be asked to provide a grant deed, mortgage statement, and tax return. If any household member has regular pay as a member of the Armed Forces; severance payments; settlements; lottery winnings or inheritances; death benefits or life insurance dividends; trust benefits; or any other source of income, provide documentation to support the source of income.



# Wellspring - Modified Unit Information

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## **ADA built out units have the following modifications:**

### **Seven (7) units total – 2BR, 3BR**

#### Bathroom

- Accessible bathtub and controls with clearance for wheelchair
- Bathtub surround with two (2) grab bars installed
- Accessible bathroom sink and faucet
- Accessible medicine cabinet
- Grab bars at toilet

#### Kitchen

- Accessible range with space for wheelchair
- Accessible switch for circulating hood (stove)
- Kitchen electrical outlets and controls in proper reach range
- Kitchen cabinets with 34" high counter top and 30" wide work surface

#### Living room/Bedroom

- Closet rod and shelf at ADA height (one rod/shelf at 33", one rod/shelf at 63")
- Entry door and door hardware for ADA units includes lockset with levers, closer and peepholes (one peephole at 43", one at 57")

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## **Hearing Impaired Units have the following modifications:**

### **Seven (7) units total – 1 BR, 2BR, 3BR**

- Fire alarm has Strobes & Speaker (Audio and Visual Alarm)
- Doorbell with visual notification

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## **Other**

- All 88 units, including adaptable units, have the high/low peepholes.