THE CITY OF PLEASANTON

ASSET : Eligibility Pre-Application

To apply for an opportunity to be placed on the **Waiting List** for the **One-Bedroom Below Market Rate (BMR) units** at **The Kensington Apartments**, you must complete this Eligibility Pre-Application form and return by mail or in person at:

The Kensington Apartments Leasing Office
1552 E Gate Way
Pleasanton, CA 94566

Pre-Applications must be received no later than Friday, November 6, 2026 at 5:00 pm.
(Late postmarks or submissions will **not** be accepted.)

PLEASE PROVIDE THE FOLLOWING INFORMATION: (TYPE OR PRINT CLEARLY)

Applicant:	First:	Last:	
Address:		City: State:	Zip:
Phone#:	Daytime:	Evening:	
Email:		Contact information must be current	

Co-Applicant:	First:	Last:	
Address:		City: State:	Zip:
Phone#:	Daytime:	Evening:	
Email:		Contact information must be current	

Household Members:

Member 1	First:	Last:	Age:
Member 2	First:	Last:	Age:
Member 3	First:	Last:	Age:

Total Number of Persons in Household:

Current GROSS Annual Income of Household*: $

**(Includes income of all household members age 18 and over; refer to Eligibility Guidelines)*

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To Assist us with the selection process, please check the statement below which applies to the current live/work situation of at least one adult who is applying to rent an apartment **(CHECK ONLY ONE)**:*****

☐ I / We currently live **and** work in Pleasanton and have done so continuously for 2 years or longer. (20 points)

☐ I/ We currently live **and** work in Pleasanton and have done so continuously for less than 2 years. (18 points)

☐ I/ We currently live **or** work in Pleasanton and have done so continuously for 2 years or longer. (16 points)

☐ I/ We currently live **or** work in Pleasanton and have done so continuously for less than 2 years. (14 points)

☐ I/ We have an immediate relative (define as a son, daughter, brother, sister, and/ or parent) who has resided in Pleasanton for 2 years or longer at the time of application. (12 points)

☐ None of the above applies to our /my household. (10 points)

CHECK ALL THAT APPLY BELOW. * (MAXIMUM POINT AWARDED IS ONLY 1 POINT.):

☐ I have lived in Pleasanton continuously for the past seven (7) years or longer prior to application. (1 point)

☐ I am a single parent household (defined as a biological or adoptive parent or guardian having legal and physical custody of a child under the age of 18 who will be living in the affordable home). (1 point)

☐ I am a head of household with a medically documented permanent physical or mental disability that prevents me from maintaining full-time employment. (1 point)

☐ I have a physical disability and would benefit from an apartment that includes special accessibility features. (1 point)

CHECK ALL THAT APPLY BELOW. ** (MAXIMUM POINT AWARDED IS ONLY 1 POINT.):

☐ I am an employee (sworn or civilian personnel) of the Pleasanton Police Department, Livermore-Pleasanton Fire Department, or other first responder[1] who primary works in Pleasanton. (1 point)

☐ I am a Pleasanton Unified School District or private schools employees, including teachers, providing prekindergarten through 12th grade education that are registered with the Alameda County Superintendent of Public Education per Cal. Education Code section 33190 and are located in Pleasanton. (1 point)

☐ I am a public employees of city or county governments. (1 point)

☐ I an employee of not-for-profit agencies granted tax-exempt status by the IRS that provide social services (including, but not limited to, food subsidies, health care, job training, subsidized housing, adoption, support for persons with disabilities, school readiness, etc.) from a Pleasanton location. (1 point)

NOTES:

*****As part of the review process, applicants will be contacted directly to provide verification of their residence and employment history and evidence of supporting any of the status items checked above. For persons who are retired at the time of application, the applicant's work history immediately prior to retirement can be considered in the top of four categories above. For applicants who moved away from Pleasanton less than 6 months prior to application and who lived in Pleasanton continuously for at least 10 years prior to that time, the prior residence history can count in the top category above.

****** To qualify for the maximum one (1) point for the employment categories described in this Section 5, the signator must be both: (a) currently employed at such position at the time of application; and (b) have been continuously employed in such position for at least six (6) months prior to the date of application.

[1] "First Responder" is defined as a person with specialized training who is among the first to arrive and provide assistance at the scene of an emergency, such as an accident, natural disaster or terrorism. First responders include, but are not limited to, law enforcement officers, paramedics, emergency medical technicians (EMTs) and firefighters.

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A household may submit only **one** Pre-Application form. The submittal of more than one Pre-Application or false information will result in disqualification from the selection process.

I / We have read the enclosed information and understand that being placed on the **One-Bedroom Waiting List** does not guarantee that I/We will be able to lease an apartment at The Kensington Apartments.

I / We certify that the information provided in this application is true and correct.

_____ _____

Signature of Prospective Lessee Signature of Prospective Lessee

LOTTERY PRE-APPLICATION #___

RECEIVED DATE: _____/_____/_____ TIME: ___:___ AM / PM

FILL OUT COMPLETELY, DETACH, AND SUBMIT ONLY PAGES 1, 2, & 3 TO THE KENSINGTON.

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BELOW MARKET RATE (BMR)
WAITING LIST PROCESS AND ELIGIBILITY GUIDELINES

Keep for your information. DO NOT RETURN THIS PORTION.

The Kensington Apartments

The City of Pleasanton, in coordination with Asset Living, is opening the Waiting List for the **One-Bedroom BMR units** at The Kensington Apartments located at 1552 E Gate Way, Pleasanton, CA 94566. All BMR units are reserved for low income persons/households earning up to 80% of the Area Median Income (AMI) limits established by the City, adjusted for household size.

Applicants will be required to submit a Pre-Application for placement on the Waiting List.

A pre-application **lottery** process will be administered to determine the Waiting List order for the **One-Bedroom BMR units**, in accordance with the **City Preference System for Pleasanton residents and employees** for City-assisted affordable housing development.

Applicants must meet the maximum income limits and household size requirements.

2026 Income Limits

Household Size	1	2	3
80% AMI	$95,050	$108,600	$122,200

Apartment Size	Monthly Rent	Minimum HH Size	Maximum HH Size
1 Bedroom	$2,294	1	3

Pre-Applications must be delivered by mail or in person before November 6, 2026, at 5:00 PM at:

The Kensington Apartments Leasing Office
1552 E Gate Way, Pleasanton, CA 94566

No exceptions or consideration will be given to Pre-Applications received after the deadline date, though, Pre-Applications postmarked November 6, 2026 will be accepted.

Emailed or faxed Pre-Applications will not be accepted. Only 1 application may be submitted per household. Multiple applications from the same household will be disqualified with no exceptions.

It is important that you review the below and attached information in detail. A full understanding of the eligibility guidelines in place will assist you in gathering the required information.

To qualify to rent an apartment, the applicant must meet the criteria listed herein and the attached screening criteria. Annual household income may not exceed the amounts indicated above. The income amounts are based on the Area Median Income (AMI), adjusted for household size, as issued by the Department of Housing and Urban Development for the San Francisco-Oakland-Fremont Metropolitan Statistical Area (PMSA). Interested applicants must also be able to afford the total monthly housing costs (see below for details).

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Monthly Rent, Deposit Amounts, & Minimum Income Required

Apartment Size	80% AMI Monthly Rent*	Deposit *(on approved credit)*	Minimum Gross Income Required per Month
1-Bedroom	$2,294	$500	$5,735

**rents described above exclude utilities in the broadest sense, including but not limited to gas, electricity, water, garbage, television cable, telephone and internet service. Existing Section 8 Voucher holders subject to minimum income based on the tenant's required portion of rent.*

CREDIT & RENTAL VERIFICATION

Interested applicants will be subject to credit check and employment history verification and MUST be able to provide landlord references. See attached ***Screening & Income Criteria*** for a full list of details.

MISCELLANEOUS INFORMATION

1. The City's policy is to issue lottery pre-application numbers to all eligible households to assure that all BMR units may be rented and to establish BMR unit Waiting Lists for the project.
2. Receipt of a Pre-Application does not obligate The Kensington Apartments to enter into a rental agreement. The purpose of the pre-application is to place interested households on the Waiting List for the **One-Bedroom and BMR units**, in the Waiting List order sorted using the **City Preference System for Pleasanton residents and employees** for City-assisted affordable housing developments.
3. The Kensington Apartments will determine timelines for the submittal of applications and follow-up material. Failure to complete and return all required information within the timelines will result in the household forfeiting its current Waiting List number and being removed from further consideration.
4. Waiting List numbers shall not be transferred or assigned to other parties. Changes in households as a result of divorce, marriage or other life changes are permissible if one of the signatory of the final sale documents was listed on the Pre-Application.
5. The Kensington Apartments will review all applications for program eligibility. Households that do not meet City program guidelines and The Kensington Apartments' rental criteria will be disqualified from further consideration.
6. If it is determined that residency, employment, and other priority category information submitted on the pre-application is inaccurate, the applicant will be disqualified.
7. A household may submit only **one** pre-application form. The submittal of more than one Pre-Application or false information will result in disqualification from the selection process with no exceptions.
8. In addition to information requested as part of the initial application process, all applicants are required to provide requested supplemental information to the City, or The Kensington Apartments which may be in addition to information requested as part of the initial application. Failure to provide supplemental information within the specified time frame will result in the applicant being removed from further consideration.

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DEFINITIONS AND MATTERS RELATED TO THE CITY'S PREFERENCE SYSTEM

1. "**Single Parent Head of Household**" is defined as biological or adoptive parent or guardian having legal and physical custody of a child under the age of 18, who will be living in the affordable home.

2. "**Pleasanton Resident**" is defined as a person or household who resides permanently and continuously at a residential address which is physically located within the then-current incorporated area of the City of Pleasanton and where that location is considered to be the household's permanent place of residence. The City will require applicants to submit evidence as a proof of residency in Pleasanton. For persons, who moved away from the city of Pleasanton less than 6 months prior to the time of application and who resided in the City of Pleasanton continuously for at least ten (10) years immediately prior to moving away, the residency history prior to the date of moving away shall be considered in determining the length of residency in the first four point categories.

3. Proof of Pleasanton residency is required and must be provided through the submittal of rent receipts or utility billing in the name of the applicant. In unique situations, the City may consider on a case by case basis other documentation, including a notarized statement from a landlord or relative attesting to residency, if the above information is unavailable.

4. "**Pleasanton employee**" is defined as a person who is permanently and continuously employed on at least a half-time basis (i.e., 20 or more hours per week) at a business which is physically located within the then-current incorporated area of the City of Pleasanton. For persons who are retired at the time of application, the applicant's work history immediately prior to the date of retirement shall be considered in determining the length of employment in Pleasanton. The City may require applicants to submit pay stubs, W-2 forms, tax returns, or other satisfactory evidence as proof of employment at the Pleasanton business.

5. "**Disabled Person**" is defined as a head of household who has a medically documented permanent physical or mental impairment which prevents him/her from maintaining full-time regular employment. Any individual claiming Disabled Person status must submit verification from a licensed doctor of disability and its effect on the ability to maintain full-time employment. A Disabled Person shall be assigned a number of points as if the person was employed regardless of the Disabled Person's employment status, plus one bonus point. If an individual has a disability that substantially limits one or more major life's activities and has a medical record of such impairment but the disability does not prevent the ability to maintain full-time regular employment the individual shall be assigned the appropriate number of points as detailed in Section 3 above plus one bonus point as detailed in Section 4 above. Examples of a disability include limitations on caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or working. ***Asset Living will market the availability of the ADA Accessible units only to those applicants who may benefit from the ADA Accessibility features but may rent to any eligible applicant on the list if a qualified disabled applicant is not available.***

6. A pre-application **lottery** process will be administered to determine the Waiting List order for the **One-Bedroom BMR units** in accordance to the **City Preference System for Pleasanton residents and employees** for City-assisted affordable housing development.

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ASSET

Resident Screening Policy for Affordable Housing

Application & Fees – To be placed on the Waiting Lists, please submit a Pre-Application. Application non-refundable fee of $65.00 is due upon submittal of a full application for screening for a BMR unit. A valid driver's license or government issued photo identification is required to confirm identity of all applicants. Renter's Insurance is required with proof of $100,000 liability coverage due upon move-in.

Employment - Verifiable employment history which includes 3 most recent months and consecutive pay stubs. If self-employed, income is verified by prior 3 years tax returns, most recent quarterly profit and loss statement and prior 3 months bank statements.

Ability to Pay Rent – Minimum monthly gross income-to-rent ratio = 2.5 times rent. Section 8 Housing Choice Voucher program shall be accepted.

Credit Standard – Positive Credit history; bankruptcy permitted if cleared.

Rental History Standard – No landlord tenant court records or unpaid landlord collections unless dismissed or satisfied records.

Household Size Standard – Occupancy guidelines set by Fair Housing will be followed:

Apartment Size	Minimum HH Size	Maximum HH Size
1 Bedroom	1	3

Income Information - Annual Household income includes the current annual income of household members over the age of 18 years who will be residing in the apartment. A household's "current annual income" shall mean the Annual Household Income for the 12 months following occupancy.

Household members include individuals who will be living in the affordable home including the head of household, spouse, children, or others listed, as dependents on federal tax forms, extended family members, and other adults or persons who are also living at the property.

Income shall include the following:

a) The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;

b) The net income from operation of a business or profession or from rental or real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business);

c) Interest and dividends;

d) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;

e) Payments in lieu of earnings, such as unemployment and disability compensations, worker's compensation and severance pay;

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f) Public Assistance.

g) Periodic and determinable allowances such as alimony and child support payments and regular contributions.

h) All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse;

i) In addition to the above, income from assets is also included. Where a family has net assets in excess of $5,000, the applicants' annual income shall include the actual amount of income derived from the asset(s), or .06% of the value of the asset(s), whichever is greater. If the total assets are less than $5,000, the actual amount of income derived from the asset will be included as income. For this section, assets is defined as equity in real property, savings, stocks, bonds or other investment instruments such as mutual funds, certificates of deposit, retirement plans such as IRA's, Keogh plans, and 401K plans, etc.

Income Certification Items Required:
This apartment community participates in the affordable housing program of the City of Pleasanton which is based on income restrictions. All applicants must meet the eligibility guidelines as required for the current or future occupancy approval.

This checklist is intended to assist you in gathering the necessary documents to assist in expediting your application process in verifying your income eligibility for the BMR units at The Kensington Apartments.

Check the box if document has been submitted	Valid documents	Comments
	Valid Government Issued Photo I.D.	
	Social Security Cards for all Adult Applicants	
	Documentation of Other Income:	
	Unemployment	
	Child Support (Full Court Order (s) Required)	
	Spousal Support (Full Court Order (s) Required)	
	Public Assistance	
	Social Security/SSI	
	Pensions	
	Self-Employment	
	Paycheck/Stubs, 3 months (current & consecutive)	
	Employer Information (contact person: email, phone & fax)	
	Self-Employment- Tax Returns w/ all attachments	
	Bank Statements: Checking – 6 months Savings - 6 months	
	Asset Statement(s) (Most Current) e.g.: 401 K	

****Failure on the part of applicant to return ALL of the requested items above within 72 hours from the time The Kensington Apartments leasing office contacted you will be grounds for cancellation and holding deposit forfeiture.*

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