



Dear Applicant:

Thank you for your interest in our apartments. Enclosed please find an application package. Please read the application carefully and complete every section. Mail the completed application to the attention of the Marketing Department at the address below. **DO NOT SEND MONEY WITH YOUR APPLICATION.**

When an apartment becomes available you will be asked to come to the office for an interview. At that time you will be required to bring **COPIES** of the following documents, where applicable. This documentation is required for everyone listed on the application, including children. **Do not mail or bring these documents until you are called for an interview.**

- * Last Year Tax Returns and W-2 Forms
 - * Last Three Year Tax Returns if Self-Employed
 - * Employer letter or last six (6) current consecutive pay stubs
 - * Any other Income Documentation (SSI, SSA, Unemployment Benefits, child support, etc.)
(For everyone listed on the application, including children)
 - * Budget letter (If received AFDC)
 - * Last six (6) month’s bank statements – All pages (checking account)
 - * Bank Books or last month’s statement for Savings, CD, Stocks, Bonds, Equity in real property
 - * Section 8 Voucher or Certificate (If presently receiving)
 - * Current Lease (If no lease letter from landlord indicating your status in their property)
 - * Last six (6) Rent Receipts or Cancelled Checks
 - * Last two (2) Telephone and/or Con Edison Bills
 - * Birth Certificate, Social Security Card and Picture ID
 - * School letter or Report cards (everyone attending school)
- * **Money Orders. \$50 Money Order per person over the age of 18 years old for Credit and Criminal Reports.** Please make the Money Order(s) payable to C&C Affordable Management, LLC. **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.** These are **NON-REFUNDABLE. DO NOT SEND MONEY WITH YOUR APPLICATION.**

Please retain a copy of this letter.

Thank you,
Marketing Department

Disclosure Notice:

Any information provided on this application may be used to obtain a tenant screening report from CoreLogic SafeRent, 7300 Westmore Road, Suite 3, Rockville, MD 20850-5223, a screening and risk management services agency. If you are rejected based on information contained in a tenant screening report we used, you have the right to inspect and receive a free copy of such report by contacting CoreLogic SafeRent. You have the right to obtain a free copy of the report from each national consumer reporting agency (Transunion, Equifax, and Experian) annually; you have the right to obtain a report from www.annualcreditreport.com; and you have the right to dispute any inaccurate information in the report.



RENTAL APARTMENT APPLICATION

Desired Apt Size

- Studio
- 1 Bedroom
- 2 Bedrooms
- 3 Bedrooms

Location Desired (check one)

- Manhattan
- Brooklyn
- Bronx

Instructions:

1. Only one (1) application per family.
2. All areas of the application must be filled out completely and accurately.
3. This application must be signed by all persons over the age of 18 in the household.

A. Name and Address

Name _____

Current Address: _____ (Number, Street, Apt. #)
 _____ (City, State, Zip)

How long have you been living at this address? _____ years _____ months

Home Phone No. () _____ Work Phone No. () _____

Cellular Phone No. () _____ E-mail Address: _____

B. Household Information

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING? _____

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, start with yourself, and provide the following information. Add additional pages if necessary.

Full Name	Relationship To Applicant	Age	Sex M/F	Occupation (Write "In School", if attending school)
	SELF			



C. Income from Employment

List all full and/or part-time employment for ALL HOUSEHOLD MEMBERS including yourself WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self employed earnings.

Household Member	Name & Address of Employer	Yrs at Job	Gross Annual Earnings
1.			
2.			
3.			
4.			
5.			

D. Income from Other Sources

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, S.S.I., pension, disability, compensation, unemployment compensation, Interest Income, babysitting, care taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships, and/or grants.

Household Member	Type of Income	Amount
1.		\$ _____ per _____
2.		\$ _____ per _____
3.		\$ _____ per _____
4.		\$ _____ per _____
5.		\$ _____ per _____

E. Total Annual Household Income

Add all income listed above and indicate the total earned for the year: \$ _____ per year.



F. Assets

	Name of Bank/Branch Address
Checking Accounts	
Savings Account	
CD's, Stocks, Bonds, Pension Plan	

G. Current Landlord

Landlord's Name: _____
 (If you are living in a public housing project write "NYCHA". If you are living in a City-owned ("In-Rem") building write ("HPD").

Landlord's Address: _____ (Number, Street, Apt#)
 _____ (City, State, Zip)

Landlord's Phone No. () _____

H. Current Rent

What is the total rent on the apartment where you currently live or are staying temporarily?
 \$ _____ .00 per month

How much do you contribute to the total rent on the apartment? (If you do not contribute, write "0")
 \$ _____ .00 per month



Why are you moving? Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Living with parent | <input type="checkbox"/> Do not like neighborhood |
| <input type="checkbox"/> Not enough space | <input type="checkbox"/> Living with relatives or another family |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Rent too high |
| <input type="checkbox"/> Bad housing conditions | <input type="checkbox"/> Increase in family size (marriage, birth) |
| <input type="checkbox"/> Current apartment not suitable for person(s) with disabilities | |
| <input type="checkbox"/> Health Reasons | <input type="checkbox"/> Other: _____ |

I. Section 8 Housing Assistance

Are you presently receiving a Section 8 housing certificate or voucher?

- Yes No

Please answer “Yes” or “No”. This information will not affect the processing of the application.

J. Source of Information

How did you hear about this development?

- | | |
|--|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Sign Posted on Building |
| <input type="checkbox"/> Local Organization or Church | <input type="checkbox"/> Friend |
| <input type="checkbox"/> A City “affordable housing” hotline listing new ads for the month | |
| <input type="checkbox"/> AM New York/METRO Paper (please specify): _____ | |
| <input type="checkbox"/> Other: _____ | |

K. Signature

I/WE DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature	Date
Co-Applicant’s Signature	Date
Co-Applicant’s Signature	Date
Co-Applicant’s Signature	Date





L. Credit Authorization

I/We hereby authorize C&C Affordable Management LLC to use CoreLogic SafeRent, a screening and risk management services agency employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result thereby, and to disclose and furnish such information to the owner/agent listed above in support of this application. I/We have been advised that I/We have the right, under Section 606B of the Fair Credit Reporting Act, to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation. I/We have been advised that I/We am/are entitled to a free annual tenant screening report, from each national consumer reporting agency, in addition to a credit report that should be obtained from www.annualcreditreport.com <<http://www.annualcreditreport.com>>

I/We certify that all information and answers to the above questions are true and complete to the best of my/our knowledge. I/We consent to release the necessary information to determine my/our eligibility. I/We understand that providing false information or making false statements may be grounds for denial of my application. I/We understand that my occupancy is contingent on meeting management’s residency selection criteria and requirements.

M. Signature

I/We DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. I/We have not withheld, falsified or otherwise misrepresented any information. **I/We fully understand that any and all information I/We provide during this application process is subject to review by local, state, and federal regulatory agencies, including The New York City Department of Investigation (DOI), a fully empowered law enforcement agency which investigates potential fraud in City-Sponsored programs.** I/We understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for this program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

I DECLARE THAT NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY IS EMPLOYED BY THE NEW YORK CITY HOUSING DEVELOPMENT CORPORATION OR ITS SUBSIDIARIES, OR THE BUILDING OWNERS OR ITS PRINCIPALS.

_____	_____
Applicant Signature	Date
_____	_____
Co-Applicant’s Signature	Date
_____	_____
Co-Applicant’s Signature	Date
_____	_____
Co-Applicant’s Signature	Date

