

**BEACON MEWS APARTMENTS**

Thank you for contacting us. Per your request, an application is enclosed for Beacon Mews Apartments located at 34 W. 139<sup>th</sup> St. New York, NY

The completed application must be returned by **REGULAR MAIL ONLY** to the following **ADDRESS**  
**(Please note that this is a DIFFERENT address than where you wrote for an application):**

**\*\*\*\*Arlene Santiago\*\*\*\***  
**Beacon Mews**  
**34 West 139th Street**  
 New York, NY 10037

**Preference will be given to New York City residents.** The rent and income distribution for these apartments is as follows:

<b>Apartment Size</b>	<b>Monthly Rent *</b>	<b>Total Annual Minimum Income Limit Ranges**</b>	<b>Total Annual Maximum Income Limit Ranges **</b>
1 Bedroom	\$1,660	\$60,364	1 person \$139,440 2 persons \$139,440
2 Bedroom	\$2,019 \$1,950 \$1,850	\$69,223	2 persons \$169,596 3 persons \$177,250 4 persons \$177,250

\*Includes Cooking Gas,

\*\*Income Guidelines subject to change

**Application Instructions:**

1. Application is to be filled out by the applicant. **ONLY ONE ORIGINAL APPLICATION PER HOUSEHOLD**
2. Mail completed application to the address specified above. **Please write name & address as it appears above.**
3. A list of required documentation is attached. Please submit with application all documents that apply to you (i.e. tax returns, pay stubs, etc.). **All members of your household** who are to occupy the apartment will be required to attend the personal interview.
4. No payment or fee should be given to anyone in connection with the preparation or filing of this application for housing. However, **please submit with the application a non-refundable check or money order in the amount of \$50 dollars for a 1-2 persons household or \$75 dollars for a 3 or more persons household for a required credit/criminal report.**

Thank you for your interest.





**C. Income from Other Source**

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

<u>HOUSEHOLD MEMBER</u>	<u>Type of Income</u>	<u>Amount</u>
1. _____	_____	\$ _____ Per _____
2. _____	_____	\$ _____ Per _____
3. _____	_____	\$ _____ per _____
4. _____	_____	\$ _____ Per _____

**D. Total Annual Household Income**

Add all income listed above and indicate the total earned for the year: \$ \_\_\_\_\_ .00 per year.

**E. Current Landlord**

Landlord's name \_\_\_\_\_  
(If you 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. (\_\_\_\_) \_\_\_\_\_

**F. 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 anything, write "0"). \$ \_\_\_\_\_ .00 per month

**G. Reason for Moving**

Why are you moving? Check all that apply:

- Living with parents
- Not enough space
- Living in shelter or on the streets
- Bad housing conditions
- Current apartment not suitable for persons with disabilities
- Do not like neighborhood
- Living with relatives or another family
- Rent too high
- Increase in family size (marriage, birth)
- Health Reasons
- Other \_\_\_\_\_

**H. Section 8 Housing Assistance**

Are you presently receiving section 8 housing certificate or voucher?  Yes  No  
(Please check yes or no. This information will not affect the processing of this application).

**I. 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, starting with yourself, and provide the following information. Add additional pages if necessary.

<b>Full Name</b>	<b>Relationship to applicant</b>	<b>Date of Birth</b>	<b>Sex M/F</b>	<b>Occupation If in school write "Student"</b>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

Are you or a member of your household disabled? [ ] Yes [ ] No

If yes, would you describe disability as [ ] mobility impairment [ ] visual impairment [ ] hearing impairment?

If checked either mobility impairment, visual or hearing impairment, do you or a member of your household require special accommodations? [ ] Yes [ ] No

If Yes, remember to place a check mark on the outside of your envelope, and please specify the special accommodation required: \_\_\_\_\_

**J. Assets:** Include cash in checking or savings accounts, certificates of deposit, trust funds, equity in real estate and other capital investments, stocks, bonds, treasury bills, money market funds, IRA Accounts, retirement and pension funds (ex. 401K, 403B), lump sum receipts (i.e. Lottery winnings, insurance settlements, etc.), and personal property held as an investment (i.e. gem or coin collections, painting, antique cars, etc.)

**Checking Accounts/Bank** \_\_\_\_\_

\_\_\_\_\_

**Savings Accounts/Bank** \_\_\_\_\_

\_\_\_\_\_

**Other** \_\_\_\_\_

\_\_\_\_\_

**K. Source of information**

How did you hear about this development?

( ) Newspaper

( ) Sign Posted on Building

( ) Local Organization/Church

( ) Friend

( ) A City "affordable housing" hotline listing new ads for the month

( ) \_\_\_\_\_

( ) Other \_\_\_\_\_

**L. Ethnic Identification (Used for statistical purposes only).**

This information is optional and will not affect the processing of the application.

Please check one group which best identifies the applicant.

( ) White (non Hispanic origin)

( ) Black (non Hispanic origin)

( ) Hispanic origin

( ) Asian or Pacific Islander

( ) American Indian or Alaskan Native

( ) Other: \_\_\_\_\_

**M. Signature- (Must be signed by all household members 18 and over).**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Credit Authorization- (Must be signed by all household members 18 and over).**

I/We hereby authorize the management/developer/marketing agent to use any consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any 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 have been advised that I have the right, under 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INCOME AND ASSET CHECKLIST

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## INCOME SOURCES

If Employed

## YOU MUST BRING

- \* Last (6) Six current consecutive check stubs.
- \* Last 2 years Complete Income Tax Returns w/ W2 forms (All pages)
- \* Employer letter indicating salary, occupation and years at work.

If Self-Employed

- \* Complete Income Tax Returns for the last 3 years and Notarized/Stamped Accountant Letter estimating NET income for

If receiving Social Security or SSI

- \* Current Award Letter (dated within 30 days)

If receiving Public Assistance (AFDC)

- \* Current Budget Letter (dated within 30 days)

If receiving Alimony or Child Support

- \* Copy of Separation or Settlement agreement stating the amount and type of support and payment schedules.

If receiving Disability Insurance, Workman's Compensation or Severance Pay

- \* Six (6) current consecutive pay stubs or Verification Letter

If Receiving Pension Payments

- \* Current Award Letter (dated within 30 days)

If receiving Veteran's Benefits

- \* Current Award Letter (dated within 30 days)

If receiving any other form of Periodic income, recurring contributions And gifts.

- \* Verification of type of income  
Notarized statement or affidavit signed by the person providing the assistance, giving the purpose, dates and value of gift.

## ASSET SOURCES

If you have a Checking Account

## YOU MUST BRING

- \* Last Six (6) Consecutive Month's Bank Statement – All pages

If you have a Savings Account

- \* Passbook or Last month bank statement

If you have a Money Market Account

- \* Latest Statement of Account

If you have any Stocks, Bonds

- \* Latest Statement showing value of stocks or bond and earnings credited to you. Quotes from stockbrokers that verify penalties and reasonable costs incurred to convert asset to cash.

If you receive income from a Trust

- \* Documentation verifying income received

If you receive income from a Pension

- \* Documentation verifying income received

If you have a 401K Program

- \* Documentation verifying contributions and present amount in 401K program

If you own Real Estate

- \* Property Appraisal, Copies of real estate tax statements, if tax authority uses approximate market value, quotes from real estate that verify penalties and reasonable costs incurred to convert asset to cash. Copies of real estate closing documents that indicate distribution of sales proceeds and settlement costs.

## **OTHER DOCUMENTS REQUIRED**

- \* Current Lease (If no lease, you need a notarized letter from Landlord or person living with along with a copy of their lease)
- \* Last 6 months Rent Receipts or Cancelled Checks
- \* Latest Electricity and/or Telephone Bills
- \* Birth Certificate(s) & Social Security Card(s) for everyone in the household
- \* Picture ID(s) (ex. Driver's license, Non-Driver's ID, etc.) for all adults
- \* School Letters for everyone attending school.
- \* \$50.00 (1-2 adults)/ \$75.00 (3+ adults) Money Order for Credit /Criminal Report fee (**non-refundable**)

**YOU MUST BRING PHOTO COPIES OF THE REQUIRED DOCUMENTATION OR YOUR INTERVIEW WILL BE RESCHEDULED. REQUESTED DOCUMENTATION MUST BE SUBMITTED FOR EVERYONE LISTED ON THE APPLICATION (IF APPLICABLE). EVERYONE 18 YEARS OF AGE AND OVER LISTED ON THE APPLICATION MUST ATTEND THE INTERVIEW.**

**\*\*HDC's Qualification of Household Criteria:** - HDC's low-income housing programs are designated for individuals, families and households who can document financial interdependence as a household unit, bills sharing the same address, legal guardianship, among other specifications. These affordable programs are not intended for "roommate situations" and so such applicants will not be eligible under this household criteria. Aside from immediate family members (spouses and parent/child combinations), other possible households may document "financial interdependence" as follows:

- Adult persons already living together as a household may be formally documented through current leases or current utility records identifying each person residing at the same address
- Adult persons who can document shared assets (i.e. Bank accounts,) going back at least 1 year.
- Adult couples who are not married but who meet the criteria above or who can document registration with The City of New York as a domestic partnership
- Additional minors who can be documented as being lawful dependents of one or more adult household members. Individual letters signed by applicants or other individuals are not acceptable documentation. **Acceptable documentation may include:** legal custody or guardianship paper, tax documents reflecting the minor as a dependent, school records identifying the adult household member as the minor's guardian of record, third party verification from governmental social services agency regarding the placement of the minor within the household.

## **REJECTION CRITERIA**

The following are some reasons why your application may be declined:

- *Unsatisfactory Tenant and/or Rent Payment History:* (history of nuisance/damages, continued late payments of rent)
- *Housing court records* (judgments for non-payment of rent, evictions)
- *Poor Credit History:* Delinquent accounts, Collection accounts, bankruptcy 3 years or less, civil judgments, liens, late payment history, etc.
- *Falsification of Information*
- *Duplicate, incomplete or copy of application;* *household modifications to application*
- *Criminal record (any)*
- *Failure to respond to request of verification information within specified time given*
- *Failure to attend to 2 scheduled interviews*
- *Gross annual income does not meet minimum or exceeds maximum household income limits*
- *Family size is incompatible with available unit size*
- *Failure to meet HDC's household qualification criteria*