All information obtained is confidential and will be used for application review purposes only. Boston Road maintains a firm commitment to equal opportunity for all applicants. Boston Road does not discriminate based on race, sex, age, color, national origin, religion, sexual orientation, HIV status, or disability.
Dear Applicant,

Thank you for your interest in Boston Road which is owned and managed by Common Ground in partnership with Services for the Underserved. Upon completion, this newly constructed building will offer 24-hour security, fitness room, outdoor gardens, computer lab and on-site laundry. Per your request, an application is enclosed.

**Mailing Instructions:**
1. Mail only one application. If more than one is received, it will be dropped to the bottom of the list.
2. When completed, this application must be returned by regular mail only; do not send registered, express or certified mail.
3. The completed application must be received no later than March 27th, 2015. Applications received after this date will be set aside for possible future consideration.
4. Mail completed application to:

   Common Ground/Boston Road
   P.O. Box 760
   Midtown Station
   New York, NY 10018

The rent, household size, studio size and income distribution for these apartments is as follows:

<table>
<thead>
<tr>
<th>Apartments Available</th>
<th>Apartment Size</th>
<th>Household Size</th>
<th>Monthly Rent*</th>
<th>Total Annual Income Range** Minimum-Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Studio (300 sq. ft)</td>
<td>1</td>
<td>$550</td>
<td>$18,000-$35,280</td>
</tr>
</tbody>
</table>

* Includes Heat
**Income eligibility and rent is based on the Federal Low Income Housing Tax Credit guidelines and is subject to change. If your income is less than the minimum requirements listed above, you must have a rental subsidy (such as Section 8) to qualify. You will be required to submit proof of your rental subsidy (e.g. Rent Breakdown Letter or a copy of your voucher) at the time of interview.

**Additional eligibility requirements:**
- Full-time students are not eligible for residency, unless you qualify for an exception under the IRS code.
- Pets are not allowed.

**APPLICATION PROCESS**

Applications for these apartments will be randomly selected. If your application is selected, we will notify you to schedule an interview. Applicants will be asked to participate in at least two interviews. At the time of the interviews, the Intake Unit will review your financial, credit, housing and employment histories. Please be aware that acceptance for our housing is based on all of these criteria. AT NO TIME IN THE APPLICATION PROCESS ARE YOU GUARANTEED AN APARTMENT UNTIL YOU HAVE SIGNED A LEASE.

If you have any questions or experience difficulty completing the forms, please contact the Intake office at (212) 750-2827.

Sincerely,

Intake Department
Boston Road

*We Provide Housing in Compliance with Federal Fair Housing Laws*
Please complete all sections and questions and sign the last page. If one does not apply, please draw a line through the question or write “N/A.” If additional space is required please use blank space and/or attach a sheet of paper and clearly label the specific question you are answering (i.e., “Continuation from Question D1”).

**PLEASE PRINT.**

### A. CONTACT INFORMATION

1. **NAME**
   
   First  Middle  Last

2. **STREET ADDRESS**
   
   APT. NO

3. **CITY**  STATE  ZIP

4. **HOME/CELL PHONE**  WORK PHONE

5. **BIRTHDATE**  5a **GENDER**

6. **EMAIL (if applicable)**

### B. HOUSEHOLD CHARACTERISTICS

1. Are you or do you plan to be a full-time student in the next 12 months? **YES**  **NO**

   *(A full-time student is one who attends school during 5 months out of a calendar year and has full-time student status for those 5 months.)*

2. Are you or do you plan to be a part-time student in the next 12 months? **YES**  **NO**

   *(A part-time student is one who attends school during 5 months out of a calendar year and has part-time student status for those 5 months.)*

3. Have you been a full time student at any point during the current calendar year? **YES**  **NO**

4. Do you require a special accommodation in your residence? **YES**  **NO**

   If yes, please check which disability applies:
   
   - Mobility impairment
   - Visual impairment
   - Hearing impairment

5. Please specify the accommodation required:

### C. HOUSING INFORMATION

1. Present landlord  Phone **( )**

2. Landlord’s address

3. Is your apartment leased directly to you? **YES**  **NO**

4. Monthly rent

5. How long have you lived at this address?  Years  Months

6. Do you currently have a Housing Choice (Section 8) Voucher or similar portable voucher? **YES**  **NO**

Boston Road Application
D. INCOME AND ASSET INFORMATION

1 List all full and/or part time employment. Include self-employment and/or freelance income earnings.

If you freelance, are multiply employed, or commonly receive 1099s from employers, please list all current contracted positions. If not currently working, please list any positions held within the last 12 months. If you are self-employed, please provide us with the name of your company and the anticipated net income from your business.

<table>
<thead>
<tr>
<th>HOUSEHOLD MEMBER (NAME)</th>
<th>EMPLOYER NAME AND ADDRESS</th>
<th>DATES EMPLOYED</th>
<th>GROSS EARNINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FROM:</td>
<td>$ per</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TO:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FROM:</td>
<td>$ per</td>
</tr>
<tr>
<td></td>
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<td>FROM:</td>
<td>$ per</td>
</tr>
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<td></td>
<td></td>
<td>TO:</td>
<td></td>
</tr>
</tbody>
</table>

2 List other income that you currently receive, such as public assistance, Social Security, Supplemental Security Income, pension, disability, unemployment compensation, alimony, child support, Armed Forces Reserves, regular financial support and/or grants.

<table>
<thead>
<tr>
<th>TYPE OF INCOME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>per</td>
</tr>
<tr>
<td>2)</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>per</td>
</tr>
<tr>
<td>3)</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>per</td>
</tr>
</tbody>
</table>

3 What is your total annual income? $___________________________

4 List all assets:

<table>
<thead>
<tr>
<th>TYPE (CHECKING, SAVINGS, MONEY MARKET/TRUSTS, CDS, DIRECT DEPOSIT ACCOUNTS, IRA/RETIREMENT ACCOUNTS, CREDIT UNION SHARES, STOCKS/BONDS, ETC.)</th>
<th>FINANCIAL INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
5 List any assets disposed of for less than their fair market value during the past two years:

6 Do you own any real estate?  
   If yes, what is the current market value?  
   What is the value less any mortgage or lien?  
   Do you receive any rent from tenant(s) living at this property?  
   If yes, how much?  

7 Do you expect to receive income that you are not currently receiving?  

E. MARKETING INFORMATION

How did you learn about the availability of these apartments? Please check and fill in all choices that apply):

☐ Newspaper  ☐ Sign Posted on Property
☐ City “affordable housing hotline” listing new ads for the month  ☐ Friend
☐ Web Site/Internet  ☐ Local Organization or Church
☐ Other

F. RACIAL GROUP / ETHNICITY IDENTIFICATION

The following information is required for statistical purposes by the U.S. Department of Housing and Urban Development. It will not affect the processing of this application. Please check one box in each “a” and “b” of which identifies the HEAD OF THE HOUSEHOLD.

A  ☐ American Indian or Alaskan Native  ☐ Asian  ☐ Black or African American
   ☐ Native Hawaiian/Pacific Islander  ☐ White

B  ☐ Hispanic or Latino  ☐ Not Hispanic or Latino

I hereby affirm that, to the best of my knowledge, the foregoing information is true, accurate and complete. I understand that misleading or false statements, misrepresentations, or incomplete information in this application will be grounds for rejection. I authorize Common Ground Management to contact my agencies, offices, other groups or organizations to obtain any information or materials deemed necessary to process my application, including verifying my financial, credit, housing and legal history. I understand that this information will be considered when determining my eligibility.

APPLICANT'S SIGNATURE  DATE