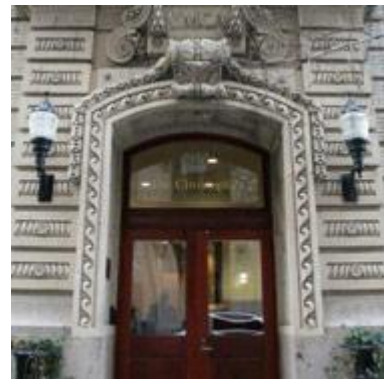




Ending homelessness in New York.

CENTRAL INTAKE UNIT HOUSING APPLICATION



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





Common Ground Community
Central Intake Unit
255 West 43rd Street
New York, NY 10036
Tel: 212-659-0908
Fax: 212-302-8147

Dear Applicant:

Thank you for your interest in The Times Square, The Prince George, and The Christopher. These are three of our supportive housing residences owned and managed by Common Ground Community in partnership with The Center for Urban and Community Services. These beautifully renovated residences located in the heart of Manhattan are all close to public transportation. We offer affordable studio apartments for working professionals and the formerly homeless, some of whom live with HIV/AIDS, mental illness, and/or physical disabilities. Our buildings offer amenities such as rehearsal space, exercise rooms, computer labs, roof top terraces and on-site laundry facilities. Each studio apartment has a private bath, a kitchenette with cooking facilities, a refrigerator and all units are partially furnished. Property management and social service staff is located on-site during normal business hours and twenty-four hour security is featured in all buildings.

ELIGIBILITY

Eligibility for our properties is based on the Federal Low Income Housing Tax Credit guidelines.

- The income requirements are as follows:

The Times Square - \$15,000 minimum, \$36,120 maximum.

Located at 255 West 43rd Street New York, NY 10036

The Prince George - \$15,000 minimum, \$36,120 maximum.

Located at 14 East 28th Street New York, NY 10016

The Christopher - \$19,250 minimum, \$36,120 maximum.

Located at 202 West 24th Street New York, NY 10011

If your income is less than the minimum requirements listed above, you **must** have a rental subsidy (such as Section 8) to qualify. Please submit proof of your rental subsidy (e.g., Rent Breakdown Letter or a copy of your voucher) with your application.

- Assets must be evaluated in determining eligibility. Assets do not include personal property such as furniture, automobiles, and clothing.
- Full-time students are not eligible for residency.
- One pet per tenant is permitted in The Times Square and/or The Prince George; however, no pets are allowed at The Christopher.

If you do not meet the income requirements and do not have a rental subsidy DO NOT FILL OUT THIS APPLICATION. If you are receiving services from the HIV/AIDS Services Administration (HASA) please speak with your assigned HASA worker. All HASA applications must be submitted to our social service partner, CUCS, via the HASA Housing Web.

If you are currently street homeless, in a shelter, or are receiving services from the Office of Mental Health, please contact the CUCS Housing Resource Center at (212) 801-3333 for information on housing options and assistance with the housing process.

CURRENT AVAILABILITY

Applications are considered in the order that they are received. It is difficult to determine how long you may have to wait before being contacted for an initial interview, as it is impossible to predict when a vacant apartment will become available. However, we encourage you to apply since we tend to move quickly through the applications we receive.

THE APPLICATION PROCESS

Please answer all questions and submit completed application to:

**Common Ground Community
Central Intake Unit
255 West 43rd Street
New York, NY 10036**

Please note that once your application and supporting documents have been submitted they are property of Common Ground Community. It is the responsibility of the applicant to keep a copy of the application and documents being submitted.

All applications are reviewed for eligibility. Applicants will be notified of their status by mail. 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.** A final interview may be conducted in your current residence, if deemed necessary. **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 Central Intake Unit at (212) 659-0908.

Good luck in your housing search!

Sincerely,

Common Ground Community
Central Intake Unit

We provide housing in accordance with the Federal Fair Housing Law

18. What was your total income from last year's federal tax return? _____

EMPLOYMENT HISTORY

19. Please list all full- and/or part-time jobs worked during the last five years, including self-employment and/or freelance income. List your current/most recent job first. Attach additional sheets if necessary.

DATE	EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

OTHER CURRENT SOURCES OF INCOME

20. Please 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, and/or grants.

TYPE OF INCOME	AMOUNT
1)	\$ per
2)	\$ per
3)	\$ per
4)	\$ per

ASSETS

21. Please complete each category as applicable.

TYPE	BANK NAME	AMOUNT
CHECKING		
DIRECT DEPOSIT ACCOUNTS		
SAVINGS/ PASSBOOK		
MONEY MARKET/TRUSTS		
CREDIT UNION SHARES		
CDs		
IRAs / RETIREMENT ACCOUNTS		
STOCKS/BONDS		

22. Do you own any real estate? YES NO
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? YES NO
If yes, how much? _____

23. Do you anticipate any significant changes in income or assets within the next 90 days?
 YES NO If yes, please explain: _____

GENERAL QUESTIONNAIRE

24. Have you even been evicted? YES NO

If yes, when? _____ Briefly explain circumstances: _____

25. Have you ever filed for personal bankruptcy? YES NO
If yes, when? _____ Briefly explain circumstances: _____

26. Have you ever been convicted of a felony? YES NO
If yes, when? _____ Briefly explain circumstances: _____

27. Are you subject to a state lifetime registration for sex offenders? YES NO

If yes, is this a lifetime registration? YES NO

Briefly explain circumstances: _____

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 to verify my credit worthiness.

APPLICANT'S SIGNATURE

DATE

COMMON GROUND COMMUNITY
BUILDING DESCRIPTIONS & PREFERENCE FORM

Please indicate which building(s) you are applying for.

The Times Square - \$15,000 minimum, \$36,120 maximum.

Located at 255 West 43rd Street New York, NY 10036

The Times Square, the largest supportive housing project in the nation, provides permanent affordable housing and supportive services for 652 low-income and formerly homeless individuals including many with physical and mental disabilities. The Times Square, one of New York's luxury hotels in the 1920s, has been meticulously restored and includes a spacious entrance lobby with sweeping staircases. All apartments at The Times Square are fully furnished, have private baths, ceiling fans and most have full kitchenettes. Common spaces include a garden roof deck, a dining area with a large commercial kitchen, library, art studio, medical suite, and computer, exercise, and laundry rooms. The Times Square is located in the heart of Manhattan with easy access to a range of amenities and public transportation. Twenty-four hour security is provided. One pet per apartment is permitted at The Times Square.

The Prince George - \$15,000 minimum, \$36,120 maximum.

Located at 14 East 28th Street New York, NY 10016

The Prince George provides permanent affordable housing and supportive services for 416 formerly homeless and low-income working individuals including many with physical and mental disabilities. The Prince George, a beautiful landmark building that was built in the 1920's, has been restored to its previous splendor and includes an opulent entrance lobby which houses a renaissance-style marble fireplace. All of the units at The Prince George are fully furnished studio apartments with private bathrooms and kitchenettes. In addition, community spaces include a computer learning center, an exercise room, a decorative arts studio, a rehearsal room and serenity and roof top gardens. The Prince George is located in a residential and business neighborhood with easy access to a range of amenities and transportation. Twenty-four hour security is provided. One pet per apartment is permitted at The Prince George.

The Christopher - \$19,250 minimum, \$36,120 maximum.

Located at 202 West 24th Street New York, NY 10011

The Christopher provides a total of 207 apartments: 167 units of permanent supportive housing for low-income and formerly homeless single adults, and 40 units for the pioneering Foyer program. To learn more about the Foyer program, please go to www.commonground.org. The Christopher, a newly renovated building that opened in 2004, features a spacious lobby, a computer center, a roof top garden, exercise room and twenty-four hour security. All units at The Christopher come fully furnished and include modern cooking facilities, private bathrooms, and hardwood floors. The Christopher is located in Chelsea, a beautiful residential area with easy access to amenities and transportation. Pets are not permitted at The Christopher.

COMMON GROUND COMMUNITY APPLICATION CHECKLIST

All applicable forms and/or documents must be submitted with the housing application. ***Applications will not be processed until they are complete.***

1. THE APPLICATION

Please fill out completely, sign and date. Return to:

**Common Ground Community
Central Intake Unit
255 West 43rd Street
New York, NY 10036**

2. EMPLOYMENT VERIFICATION FORM

If you are working, please have your employer(s) fill out the enclosed form(s) and return it to the above address.

3. LANDLORD VERIFICATION FORM

Please have your past or current landlord (apartment lessee, primary tenant or housing specialist) fill out the enclosed landlord verification form and return it to the above address. If you receive a rental subsidy (such as Section 8), please provide proof of your subsidy with you application. (e.g., a recent Rent Breakdown Letter, copy of your voucher, etc.)

4. RECENT PAY STUBS

If you are working, please include copies of your six most recent, consecutive pay stubs with year-to-date totals.

5. VERIFICATION OF SOCIAL SECURITY BENEFITS

If you receive SSA, SSI, or SSD, please provide a current award letter (you can request one from your local social security office). **The letter must be dated within the last 90 days.**

6. VERIFICATION OF PENSION AND ANNUITIES

If you receive a pension or annuities, please provide documentation of the monthly or yearly amount in a letter **dated within the last 90 days.**

7. COPY OF YOUR MOST RECENT FEDERAL TAX RETURNS

Please enclose a copy of your most recent Federal tax return (Form 1040), including W2s, 1099s, and all schedules. If you are a performer or freelance artist, you must *also* include the two prior year's returns. If you did not file Federal tax returns and are not exempt from doing so, please contact the nearest IRS office for assistance. Your state tax returns are not needed.

8. STATEMENT(S) OF ASSETS

Please provide documentation of the accounts you listed in the application. **All statements must be dated within the last 90 days.**

9. BUILDING PREFERENCE FORM

Please indicate which Common Ground building(s) you are applying for.

**COMMON GROUND COMMUNITY
EMPLOYMENT VERIFICATION FORM**

I hereby authorize the release of the requested information, which will be kept confidential and used for program purposes only. Common Ground will call to verify this information.

Applicant's Name (printed)

Applicant's Signature

Dear Supervisor/HR Department Representative:

The above-named person is an applicant to or participant in a federal housing program regulated by the Internal Revenue Service (IRS). The IRS program rules require verification of all income information. We ask your cooperation in providing the requested information. Thank you for your assistance.

Please complete and return to:

Common Ground Community
Central Intake Unit
255 West 43rd Street
NY, NY 10036

Fax: 212-302-8147
Attn:

1. Employee's Start Date: _____ Still Employed? _____ If no, last date worked _____

2. Position/Job Title: _____ Probability of Continued Employment _____

3. Year to Date Gross Earnings: \$ _____ through ___/___/___

4. Average Gross Pay: \$ _____ per week/bi-weekly/monthly/annual (circle one)

5. Hourly Pay Rate: \$ _____ (if applicable) 6. Average Hours per Week: _____

7. Current Rate of Overtime (OT) Pay: \$ _____ /hr (if applicable)
Anticipated amount of OT: ___/hrs per week/bi-weekly/monthly (circle one)

8. Anticipated Tips, Commissions, Bonuses \$ _____

9. Do you anticipate any changes in salary in the next 12 months? YES NO (circle one)
If yes, please explain: _____

10. If work is seasonal or sporadic, indicate layoff period:

This information is provided in strict confidence by:

Signature of Employer

Printed Name of Employer/Title

Company Name

Company Address

Daytime Phone Number

Date

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make a willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

**COMMON GROUND COMMUNITY
LANDLORD VERIFICATION FORM**

I hereby authorize the release of the requested information, which will be kept confidential and used for program purposes only. Common Ground will call to verify this information.

Applicant's Name (printed)

Applicant's Signature

Dear Landlord:

As the Central Intake Unit of Common Ground, we have been authorized to verify the information provided by the individual whose signature appears above. Thank you for your assistance.

Please complete and return to:

Common Ground Community
Central Intake Unit
255 West 43rd Street
NY, NY 10036

Fax: 212-302-8147

1. Resides, or once resided, at the following apartment (list address):

2. Length and dates of residence: _____

3. Monthly Rent Amount: _____ Timeliness of Rent Payments: _____

4. Care of Premises: _____

5. Do you plan to, or did you, return the applicant's security deposit in full? YES NO
If no, why? _____

6. Are you aware of any incidents relating to the applicant that required police presence at the premises?
 YES NO
If yes, please explain: _____

7. Other Comments: _____

This information is provided in strict confidence by:

Print Name

Signature

Title (e.g. Housing Specialist, Primary lessee,
Managing Agent, etc.)

Address

Daytime Phone Number

Date

**COMMON GROUND COMMUNITY
ASSET VERIFICATION FORM**

I hereby authorize the release of the requested information, which will be kept confidential and used for program purposes only. Common Ground will call to verify this information.

Applicant's Name (printed)

Applicant's Signature

Dear Financial Institution,

The above named person is an applicant/participant to/in a federal housing program regulated by the Internal Revenue Service (IRS). The IRS program rules require verification of all income information. We ask your cooperation in providing the requested information. Thank you for your assistance.

All sections must be answered – if one does not apply to a particular account, please write "N/A."
Please return to:

Common Ground Community
Central Intake Unit
255 West 43rd Street
New York, NY 10036

Fax: 212-302-8147
Attn:

1. Checking Account(s) – use #2 to indicate non-checking accounts.

Account Number(s)	Average Six-Month Balance	Withdrawal Penalty	Interest Rate (expressed as a percentage)	OR	YTD Dividends Earned (expressed as a dollar amount)

2. Savings Account(s)/Certificate of Deposit(s)/Other Non-Checking Accounts

Account Number(s)	Current Balance	Withdrawal Penalty	Interest Rate (expressed as a percentage)	OR	YTD Dividends Earned (expressed as a dollar amount)

I certify that the above information is true and correct.

Name of Company Official

Title of Company Official

Signature

Company

Date

Address

Telephone Number

City, State, Zip Code

Company
Stamp
or
Seal
is
Mandatory

WARNING: Section 1001 of Title 18 of the US Code makes it a criminal offense to make a willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.