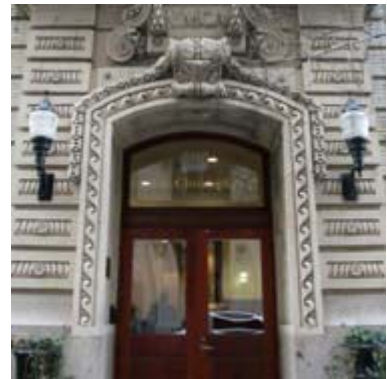




Ending homelessness in New York.

# CENTRAL INTAKE UNIT HOUSING APPLICATION



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





*Common Ground  
Central Intake Unit  
255 West 43<sup>rd</sup> Street  
New York, NY 10036  
Tel: 212-659-0878  
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 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, \$36,300 maximum

Located at 255 West 43<sup>rd</sup> Street New York, NY 10036

The Prince George - \$15,000 minimum, \$36,300 maximum

Located at 14 East 28<sup>th</sup> Street New York, NY 10016

The Christopher - \$19,250 minimum, \$36,300 maximum

Located at 202 West 24<sup>th</sup> 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, unless you qualify for an exception under the IRS code.
- 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  
Central Intake Unit  
255 West 43<sup>rd</sup> Street  
New York, NY 10036

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

Each application will be processed in the order it was received. Applicants will be notified of their status by mail. When a vacancy arises, the Central Intake Unit will run a credit and criminal background check and review our internal guest database. Applicants who pass the initial screening process may be required to update income and asset information prior to their interviews. Following the housing interview, applications will be further reviewed for credit worthiness, criminal history, financial stability, and stability of housing history. **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) 659-0878.

Good luck in your housing search!

Sincerely,

Common Ground  
Central Intake Unit

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

**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.

HOUSEHOLD MEMBER (NAME)	EMPLOYER NAME AND ADDRESS	DATES EMPLOYED		GROSS EARNINGS	
		FROM:	TO:	\$	per
		FROM:		\$	per
		TO:			
		FROM:		\$	per
		TO:			
		FROM:		\$	per
		TO:			
		FROM:		\$	per
		TO:			

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.

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

3 What is your total annual income? \$ \_\_\_\_\_

4 List all assets:

TYPE (CHECKING, SAVINGS, MONEY MARKET/TRUSTS, CDS, DIRECT DEPOSIT ACCOUNTS, IRA/RETIREMENT ACCOUNTS, CREDIT UNION SHARES, STOCKS/BONDS, ETC.)	FINANCIAL INSTITUTION

5 List any assets disposed of for less than their fair market value during the past two years:

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6 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? \_\_\_\_\_

7 Do you expect to receive income that you are not currently receiving?  YES  NO

### **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.

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**APPLICANT'S SIGNATURE**

**DATE**

**COMMON GROUND  
APPLICATION CHECKLIST**

This is a checklist that you can use to ensure that you are submitting a complete application. Incomplete applications will not be processed. All applicable forms and/or documents must be submitted. If your application is selected, you will be required to provide additional documentation regarding your income and landlord history.

**1 THE APPLICATION**

Please fill out completely, sign, date, and return by regular mail.

Return to: Common Ground  
Central Intake Unit  
255 West 43rd Street  
New York, NY, 10036

**2 EMPLOYMENT VERIFICATION FORM**

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

**3 LANDLORD VERIFICATION FORM**

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, include proof of the subsidy. (I.e. a Rent Breakdown Letter or copy of an active voucher)

**4 RECENT PAY STUBS**

Include copies of your six most recent and consecutive paystubs with year-to-date totals for each job.

**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 AND STATE TAX RETURNS**

Enclose a copy of your most recent State and Federal tax return (Form 1040), with W2s, 1099s, and all schedules. If you freelance or are multiply-employed, you must also include the two prior year's returns. If you did not file Federal returns and are not exempt from doing so; contact the nearest IRS office for assistance.

**8 INITIAL SCREENING WAIVER FORM AND PHOTO ID**

Please complete and sign the initial screening waiver form along with a valid photo ID.

**COMMON GROUND**  
**EMPLOYMENT AND INCOME 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 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. **Please note that correction fluid cannot be used on this form.** Thank you for your assistance.

All sections must be answered - **if a question does not apply to the employee/contractor, please write "N/A" in the applicable line.** Please return to:

**This form needs to be sent directly by employer with a coversheet via fax, email or mail.**

Mail: Common Ground, Central Intake Unit - 255 West 43rd Street, New York, NY 10036

Fax: (212)302-8147 Attn: Email: \_\_\_\_\_@commonground.org

1. Employee/Contractor's Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position/Job Title: \_\_\_\_\_
2. Still Employed/Contracted?:  Yes  No If no, last date worked: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
3. Will the employee/contractor earn income within the next 12 months?:  Yes  No  
a. If no, please explain: \_\_\_\_\_
4. Year to Date Gross Earnings:  
\$ \_\_\_\_\_ through pay period ending \_\_\_\_ / \_\_\_\_ / \_\_\_\_
5. Average Gross Pay: \$ \_\_\_\_\_ per  week  bi-week  semi-monthly  monthly  annual
6. Hourly Pay Rate: \$ \_\_\_\_\_
7. Average Hours per: \_\_\_\_\_ per  week  bi-week  semi-monthly  monthly  annual (not a range)
8. Does the employee/contractor have the ability to earn overtime?:  Yes  No  
a. If yes, what is current rate of overtime pay?: \$ \_\_\_\_\_  
b. Anticipated amount of OT hours: \_\_\_\_\_ per  week  bi-week  semi-monthly  monthly  annual
9. Anticipated Tips, Commissions, Bonuses: \$ \_\_\_\_\_ per  week  bi-week  semi-monthly  monthly  annual
10. Do you anticipate any changes in rate of pay or number of hours in the next 12 months?:  Yes  No  
a. If yes, please explain: \_\_\_\_\_
11. Is work seasonal or sporadic?:  Yes  No  
a. If yes, please indicate layoff period(s): \_\_\_\_\_

\_\_\_\_\_

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  
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  
Central Intake Unit  
255 West 43<sup>rd</sup> Street  
NY, NY 10036

Fax: 212-302-8147

Attn:

\_\_\_\_\_@commonground.org

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

\_\_\_\_\_

2. Length and dates of residence: \_\_\_\_\_

3. Monthly Rent Amount – current or time of move out: \_\_\_\_\_

4. Timeliness of Rent Payments in last 12 months (or 12 months prior to move out):

- Paid in full and by date rent was due in each month
- Did not pay in full and on time each month – please explain:

\_\_\_\_\_

5. Care of Premises: \_\_\_\_\_

6. Do you plan to, or did you, return the applicant's security deposit in full?

YES

NO

If no, why?

7. Are you aware of any incidents relating to the applicant that required police presence at the premises?

YES

NO

If yes, please explain: \_\_\_\_\_

8. Other Comments: \_\_\_\_\_

This information is provided in strict confidence by:

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (e.g. Primary lessee, Managing Agent, etc.)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Date

# Common Ground Initial Screening Waiver Form

As part of my application and initial screening process for housing with Common Ground, I authorize the Central Intake Unit to:

- Check my personal credit history
- Run a criminal background check
- Review Common Ground's Guest Database
- Review landlord tenant court records

I understand that the results of the initial screening can result in an application being rejected. Financially eligible applicants that pass the initial screening process will be required to update income and asset information to confirm ongoing income eligibility prior to a housing interview. Following the housing interview, applications will be further reviewed for credit worthiness, criminal history, financial stability, and stability of housing history. A housing interview does not guarantee acceptance.

I affirm that all the information (including income and asset information) that I have disclosed, or will disclose to Common Ground as part of the application, initial screening, and interview process is truthful and accurate to the best of my knowledge and belief.

Note that refusal to agree to the above-mentioned checks will result in the application being process stopped/rejected.

Please complete and return with a copy of your valid photo ID to:

Common Ground – CIU  
255 West 43<sup>rd</sup> Street  
New York, NY, 10036

Fax: 212-302-8147  
Email: \_\_\_\_\_@commonground.org

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

Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Current address: \_\_\_\_\_

Prior address (if at current address less than 1 year): \_\_\_\_\_

**Please include a copy of your valid photo ID with this waiver**