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The **Actors Fund**,  
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in entertainment.

# THE SCHERMERHORN APPLICATION

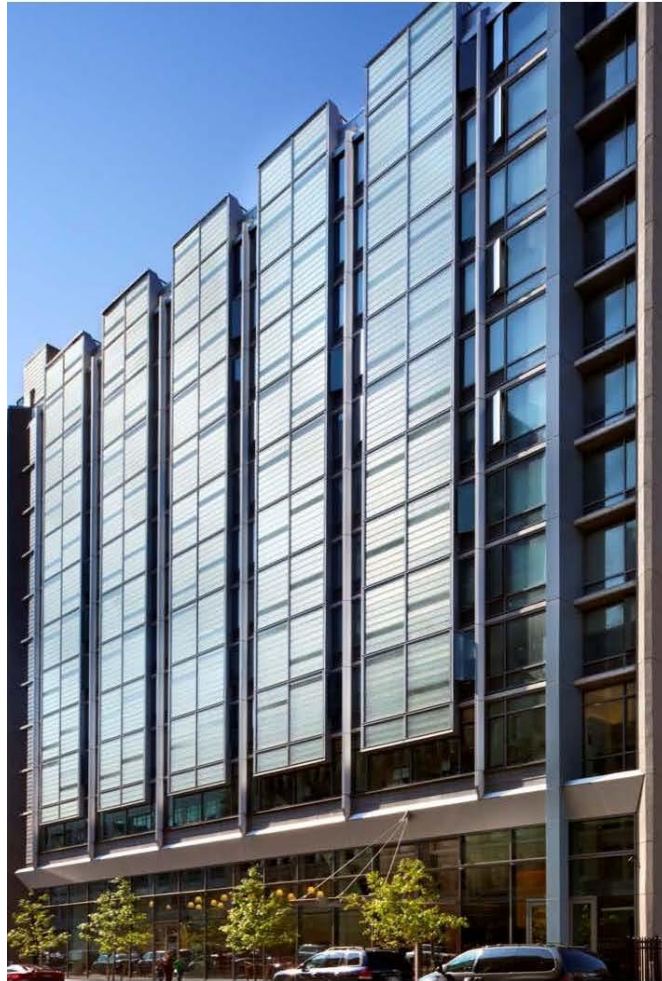


Photo Courtesy of David Sundberg/Esto for Ennead Architects LLP.

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





# The Schermerhorn

sponsored by  
**The Actors Fund and Common Ground Community**

Dear Applicant,

Thank you for contacting us. Per your request, an application is enclosed for an apartment at The Schermerhorn.

The completed application must be sent to:

**255 West 43<sup>rd</sup> Street  
New York, NY 10036  
ATTN: Central Intake Unit Re: The Schermerhorn**

MAIL ONLY ONE APPLICATION PER INDIVIDUAL. YOU WILL BE DISQUALIFIED IF MORE THAN ONE APPLICATION PER INDIVIDUAL IS RECEIVED.

DO NOT GIVE BROKERS OR APPLICATION FEE TO ANYONE IN CONNECTION WITH THE OBTAINING, PREPARING OR FILING OF THIS APPLICATION FOR HOUSING.

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

<b>Apartments Available</b>	<b>Apartment Size</b>	<b>Household Size</b>	<b>Monthly* Rent</b>	<b>Total Annual** Income Range Minimum-Maximum</b>
<b>100</b>	<b>Studio (266 sq. ft)</b>	<b>1</b>	<b>\$635</b>	<b>\$21,770 - \$36,120</b>

\* Includes Heat & Electric

\*\*Income eligibility is based on the Federal Low Income Housing Tax Credit guidelines. 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:**

- Assets must be evaluated in determining eligibility. If your assets are equal to or greater than \$250,000 you will not be eligible. Assets do not include personal property such as furniture, automobiles, and clothing.
- **Full-time students are not eligible for residency.**
- Pets are not allowed

## **APPLICATION PROCESS**

Applications for these apartments will be randomly selected. If your application is selected, we will notify you in writing and 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 Common Ground's Intake Office at 212-659-0912.

Sincerely,

Intake Department  
Schermmerhorn House

**We Provide Housing in Compliance with Federal Fair Housing Laws**



14. Is your apartment leased directly to you?  YES  NO

15. Monthly rent \$ \_\_\_\_\_ 15a. Does your rent include electric?  YES  NO

16. Avg. utility bill \$ \_\_\_\_\_

17. Is your rent subsidized?  YES  NO If yes, by whom? \_\_\_\_\_

18. How long have you lived at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months

19. PLEASE LIST YOUR LAST THREE RESIDENCES STARTING WITH THE MOST CURRENT:

PREVIOUS ADDRESS	RENT AMT	DATE OF RESIDENCY	WHY DID YOU MOVE?
		FROM	
		TO	
		FROM	
		TO	
		FROM	
		TO	

20. What is your current annual income? \_\_\_\_\_

21. What was your total income from last year's federal tax return? \_\_\_\_\_

**EMPLOYMENT HISTORY**

22. 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.

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

**OTHER CURRENT SOURCES OF INCOME**

23. 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

**ASSETS**

24. Complete each category as applicable, and attach statements for each account listed.

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

25. 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? \_\_\_\_\_

**GENERAL QUESTIONNAIRE**

26. Have you ever been evicted?  YES  NO If yes, when? \_\_\_\_\_

Briefly explain circumstances: \_\_\_\_\_

27. Have you ever filed for personal bankruptcy?  YES  NO If yes, when? \_\_\_\_\_

Briefly explain circumstances: \_\_\_\_\_

28. Have you ever been convicted of a felony?  YES  NO If yes, when? \_\_\_\_\_

Briefly explain circumstances: \_\_\_\_\_

29. How did you hear about Schermerhorn House? \_\_\_\_\_

\_\_\_\_\_

**30. Please list the names and phone numbers of two individuals, other than family members, whom we may call for personal reference:**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Phone Number**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Phone Number**

**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 The Schermerhorn Property 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 credit worthiness.**

\_\_\_\_\_

**APPLICANT'S SIGNATURE**

\_\_\_\_\_

**DATE**