



Ending homelessness in New York.

The **Actors Fund**,
for everyone
in entertainment.

THE SCHERMERHORN APPLICATION

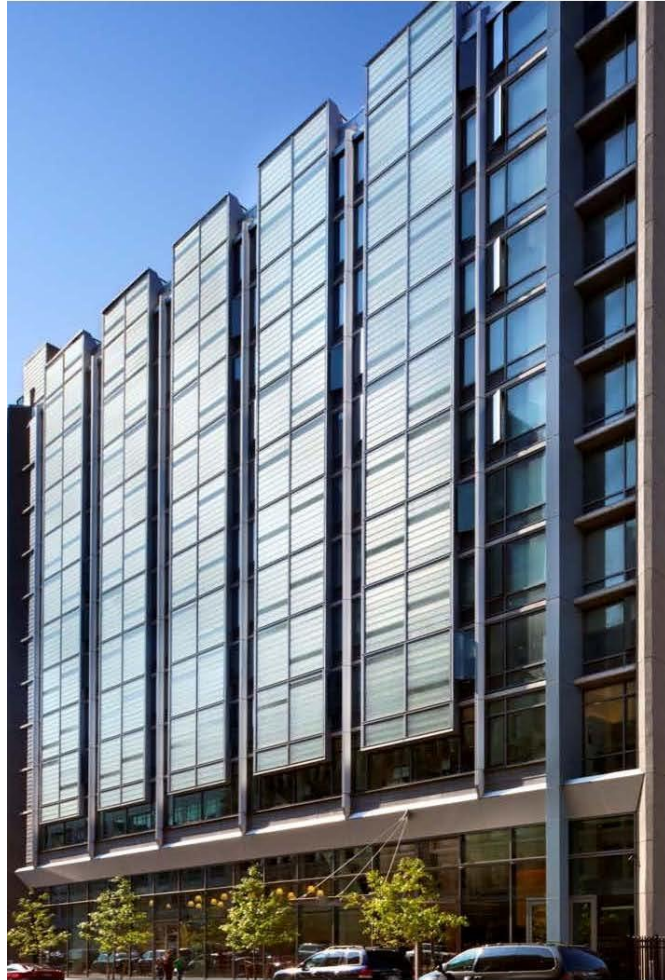


Photo Courtesy of David Sundberg/Esto for Ennead Architects LLP.

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

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:

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

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:

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

* 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 reviewed for eligibility and placed on a waitlist. 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 212-659-0878.

Sincerely,

Intake Department
Schermerhorn House

We Provide Housing in Compliance with Federal Fair Housing Laws

Please complete all sections and sign the last page. All questions must be answered – if one does not apply, please draw a line through the question or write “N/A.” **PLEASE PRINT.**

CONTACT INFORMATION

1. NAME _____
 First Middle Last

1a. Other names (maiden name, stage name, etc. _____

2. STREET ADDRESS _____ APT. NO _____

3. CITY _____ STATE _____ ZIP _____ - _____

4. HOME/CELL PHONE () _____ WORK PHONE () _____

5. BIRTHDATE ____/____/____ Gender _____

6. EMAIL: _____

7. Are you a full time student? YES NO

Note: A Full-Time Student is one who attends school at least 5 months out of a year and has full-time student status for those 5 months.

Are you a part time student? YES NO

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

(If yes, please check which disability applies):

Mobility Impairment Visual Impairment Hearing Impairment

Please specify the accommodation required: _____

9. (A) Are you an employee of the City of New York, the New York City Housing Development Corporation, the New York City Economic Development Corporation, the New York City Housing Authority, or the New York City Health and Hospitals Corporation? YES NO

(If yes, please identify the agency or entity at which you are employed):

Agency/Entity _____

(B) If you answered “yes” to Question 8A above, have you personally had any role or involvement in any process, decisions, or approval regarding the housing development that is the subject of this application?
YES NO

NOTE: If you answered “yes” to Question 8A above, you may be required to submit a statement from your employer that your application does not create a conflict of interest. If you answered “yes” to Question 8B above, you will be required to submit a statement from your employer that your application does not create a conflict of interest. Such statement would not be required until later in the application process, after you have been selected through the lottery, when you will also be required to provide other documents to verify your income and eligibility.

10. Do you work in the performing arts and entertainment industry? YES NO (If yes, please describe your employment): _____

11. Are you a former resident of 20 Henry Street in Brooklyn? YES NO

HOUSING STATUS

12. Present landlord _____ Phone () _____

13. Landlord’s address _____

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