

TIMES SQUARE INTAKE COMMON GROUND COMMUNITY, H.D.F.C. INC.

Dear Applicant:

Thank you for your interest in The Times Square, a supportive residence sponsored by Common Ground Community HDFC, Inc. and The Center for Urban and Community Services (CUCS). The Times Square, located in the heart of the Theater District at 255 West 43rd Street in Manhattan, offers affordable housing for working professionals and the formerly homeless, some of whom live with AIDS, mental illness, or a physical disability. The Times Square, a turn of the century historic hotel, opened in 1994 and was placed on the Register of Historic Places. It features 24-hour security and amenities such as an art room, dark room, exercise room, computer lab, roof terraces, and much more. Each apartment has a private bath, and most have a kitchenette with cooking facilities and refrigerator. In addition, all units are furnished with a twin-sized oak bed, a table, chairs, and a dresser. Property management and social service staff are located on-site during normal business hours, should you have any concerns or require any assistance.

Before you apply to live at The Times Square, please note the following requirements and procedures:

• ELIGIBILITY

An applicant's annual income from all sources cannot exceed \$28,500. Eligibility for The Times Square is based on federal guidelines for Low Income Tax Credits. Except those individuals referred by eligible city or state agencies, an annual income of at least \$12,000 is required to live at The Times Square. Income from assets over \$5,000 must be evaluated when determining financial eligibility.

Individuals who do not meet the income criteria but are (a) homeless and living in a NYC shelter; (b) homeless with a mental illness and living in a NYC shelter; or (c) living with AIDS, should not compete this application. Instead, please contact the Intake Department at the Center for Urban Community Services at (212) 391-5970. Applicants who are receiving a rental subsidy (e.g. Section 8, DAS, etc.) should indicate it on the last page of the application.

The Times Square is a building for single adults only. Full-time students are not eligible for residency in the building. One pet per tenant is permitted, if properly cared for and kept muzzled in public areas within the building.

• CURRENT AVAILABILITY

At the present time there are limited vacancies. Applicants are being placed on a chronological list and will be considered in the order that their application is received. It is difficult to determine how long you may have to wait to be scheduled for an initial interview, as we have no way to anticipate when a

vacancy may arise. However, we encourage you to apply since we tend to move through the 'pending an interview list' quickly.

• **THE APPLICATION PROCESS**

PLEASE TYPE OR WRITE LEGIBLY. THE APPLICATION WILL NOT BE PROCESSED IF IT CANNOT BE READ OR IF IT IS INCOMPLETE. Please answer all the questions on the application and include all forms. If a question or form does not apply to you please write N/A. Applicants must include a copy of the most recent federal tax return.

All applications are reviewed for eligibility and applicants will be notified of their status by mail. Applicants will be asked to participate in at least two interviews. AT NO TIME IN THE APPLICATION PROCESS ARE YOU GUARANTEED AN APARTMENT UNTIL YOU'VE SIGNED A LEASE.

If you have any questions about The Times Square application or experience difficulty completing the forms, please call Common Ground Intake at (212) 768-8989 x1701.

Sincerely,

Times Square Intake

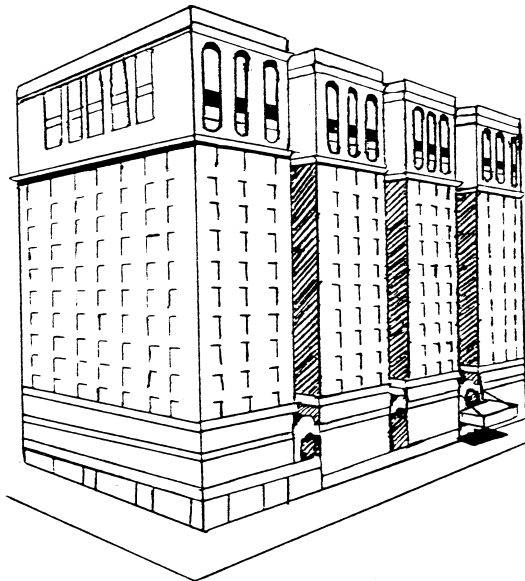
*For your information there are two other residences also managed by
Common Ground:*

- The Prince George, located at 14 East 28th St. in Manhattan, is a supportive residence sponsored in conjunction with The Center for Urban Community Services. The Prince George offers studio efficiencies for single adults with incomes between \$15,000 and \$30,000 as well as others with lower incomes, including persons with AIDS, the elderly, and those with physical or mental disabilities. Please call 212/471-0800 to receive an application.
- The Aurora, located at 475 West 57th St. in Manhattan, is a supportive, shared housing residence for adults sponsored by The Actors' Fund of America. The Aurora offers affordable housing elder citizens, working professionals earning between \$12,000 and \$30,000, and persons with AIDS. Residents have their own bedroom units and generally share a kitchen and living room with one or two roommates. Please call 212/246-2424 to receive an application.

The Times Square

APPLICATION

255 W. 43rd Street, New York NY 10036
(212) 768-8989



For Office Use Only

Date Received: _____

Date Informed of Status: _____

Status: WL
RJ
HD

Comments:

All information obtained is confidential and will be used for application review purposes only. Common Ground Community and Times Square Associates, L. P. maintain a firm commitment to equal opportunity for all people at The Times Square. Common Ground Community and Times Square Associates, L. P. do not discriminate based on race, sex, age, color, national origin, religion, sexual orientation, HIV status, or disability.

Please complete all sections and sign the last page. PLEASE PRINT.

CONTACT INFORMATION

1. SOCIAL SECURITY # _____ - _____ - _____

2. NAME _____
Last First Middle

3. STREET ADDRESS _____ APT. NO _____

4. CITY _____ STATE _____ ZIP _____ - _____

5. HOME PHONE(_____) _____ WORK PHONE(_____) _____

6. BIRTHDATE _____ SEX M F

7. Are you a veteran? YES NO Are you married? YES NO

HOUSING STATUS

8. Present landlord _____ Phone(_____) _____

9. Landlord's address _____

10. Monthly rent _____ 10. Average cost of monthly utilities _____

11. Is your rent subsidized? YES NO By Whom? _____

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

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

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

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

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

14. What is your annual income? _____

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

Note: Copies of your recent federal tax return must be enclosed with application.

EMPLOYMENT HISTORY

16. List all full- and/or part-time jobs starting with the most recent

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

OTHER SOURCES OF INCOME

17. List all public assistance, Social Security, S.S.I., pension, disability, unemployment compensation, alimony, child support, Armed Forces Reserves, scholarships, and/or grants.

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

ASSETS

18. Complete each category as applicable.

TYPE	BANK	ACCOUNT #	AMOUNT
CHECKING			
SAVINGS			
MONEY MARKET/TRUSTS			
CREDIT UNION SHARES			
C.D.s			
IRAs			
STOCKS/BONDS			

19. Do you own any real estate? YES NO
If yes: What is the current market value? _____
What is the value less any mortgage or lein? _____

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

GENERAL QUESTIONNAIRE

21. Have you ever been evicted? YES NO If yes, when? _____
Briefly explain circumstances: _____

22. Have you ever filed for personal bankruptcy? YES NO
If yes, briefly explain circumstances: _____

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

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

Name Phone

Name Phone

I hereby affirm that, to the best of my knowledge, the foregoing information is true, complete and correct. I understand that misleading or false statements, misrepresentations, or incomplete information in this application will be grounds for rejection. I authorize Common Ground Community 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

**THE TIMES SQUARE
EMPLOYER VERIFICATION**

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:

As management of The Times Square, we have been authorized to verify the information provided by the individual whose signature appears above. We ask your cooperation by promptly completing and returning this form.

Please return form to:

Intake Coordinator
The Times Square
255 W. 43rd Street
NY, NY 10036

or fax: 212-768-8492

Supervisor/HR Department Representative, please answer the following questions regarding the above named resident:

1. Length of applicant's employment

2. Position/Job Title

3. Gross Pay (include tips if applicable)

Annual _____

Monthly _____

Weekly _____ @ _____ wks/yr

Hourly _____ @ _____ hrs/wk

4. Probability of Continued Employment

5. Remarks

This information is provided in strict confidence by:

Signature of Employer

Printed Name of Employer/Title

Daytime phone number

Date

**THE TIMES SQUARE
LANDLORD VERIFICATION**

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/Managing Agent:

As management of The Times Square, we have been authorized to verify the information provided by the individual whose signature appears above. We ask your cooperation by promptly completing and returning this form.

Please return form to:

Intake Coordinator
The Times Square
255 W. 43rd Street
NY, NY 10036

or fax: 212-768-8492

Landlord/Managing Agent, please answer the following questions regarding the above named resident:

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

2. Length and dates of residence: _____

3. Monthly Rent Amount: _____

4. Timeliness of Rent Payments: _____

5. Care of Premises: _____

6. Other Comments: _____

Landlord Name (PRINT): _____

Signature: _____

Date: _____

Title: _____

Telephone Number: _____

THE TIMES SQUARE APPLICATION CHECKLIST

This is a checklist to be sure that you are submitting a complete application.
Incomplete applications will not be processed.

1. THE APPLICATION

Please complete, sign, and date.

2. EMPLOYMENT VERIFICATION FORM

If you are working, have your employer fill out the enclosed form and return it with your completed application. Be sure to check that they have left a number where they can be contacted.

3. LANDLORD VERIFICATION FORM

Please have your landlord fill out the enclosed landlord verification form and return it with your completed application. Be sure to check that they have left a number where they can be contacted.

4. VERIFICATION OF SOCIAL SECURITY BENEFITS

If you receive SSA, SSI, or SSD, go to your nearest social security office and request a current award letter. The letter must be dated within the last 60 days; your award letter from the beginning of this year is not acceptable.

5. VERIFICATION OF PENSION AND ANNUITIES

If you receive a pension or annuities please have documentation of the monthly or yearly amount in a letter dated within the last 30 days. Outdated letters will not be accepted.

6. COPY OF YOUR MOST RECENT FEDERAL TAX RETURNS

Please enclose your most recent tax returns. If you are a performer or freelance artist you must include the two prior year's returns as well. If you did not file tax returns and are not exempt from doing so, please contact your nearest IRS office for assistance.

7. RECENT PAY STUBS

If you are working please include 4 weeks worth of pay stubs with year to date totals.

RETURN ALL APPLICABLE FORMS WITH YOUR COMPLETED
APPLICATION.

GOOD LUCK!!!