



Ending homelessness in New York.

THE HEGEMAN APPLICATION



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



Dear Applicant,

Thank you for your interest in The Hegeman. This newly constructed building offers 24-hour security, fitness room, roof garden, computer lab and on-site laundry. Per your request, an application for an apartment is enclosed.

The completed application must be returned by mail to:

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

Mail one application per individual. You will be disqualified if more than one application per individual is received. When completed, this application must be returned by regular mail only; do not send registered or certified mail.

Do not give brokers or application fees to anyone in connections 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:

Apartment Size	Household	Monthly Rent*	Total Annual Income Range** Minimum-Maximum
Studio (269 sq. ft.)	1	\$600	\$18,000 - \$36,300

*Includes Heat & Electricity

** Income eligibility is based on the Federal Low Income Housing Tax Credit guidelines and is subject to change.

Additional Eligibility Requirements:

- Full-time students are not eligible for residency.
- Pets are not allowed.

Application Process:

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 interviews, 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.**

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.

If you have any questions or experience difficulty completing the forms, please contact the Intake office at 212-659-0878.

Sincerely,

Central Intake Unit
Common Ground

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:	\$	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:

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.

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 43rd 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 43rd 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