

## **REQUIRED DOCUMENTATION**

### **IMPORTANT! PLEASE READ THIS ENTIRE NOTICE**

**Completed Applications May Be Returned by email to: [apply@ccmanagers.com](mailto:apply@ccmanagers.com)  
by Fax to 212-348-3670 or by Mail.**

**YOU MUST BRING PHOTOCOPIES ONLY OF THE REQUIRED DOCUMENTATION TO YOUR INITIAL INTERVIEW. THESE DOCUMENTS WILL REMAIN ON FILE— YOU WILL NOT GET THEM BACK. WE CANNOT MAKE COPIES.**

**EVERYONE 18 YEARS OF AGE AND OVER WHO IS LISTED ON THE APPLICATION MUST ATTEND THE INTERVIEW.**

**A MANDATORY CREDIT AND CRIMINAL BACKGROUND CHECK WILL BE CONDUCTED ON ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18. A FEE OF \$25 PER ADULT WILL BE CHARGED UP TO A MAXIMUM OF \$75.**

**PLEASE MAKE ALL MONEY ORDERS PAYABLE TO:**

**C&C APARTMENT MANAGEMENT LLC**

**WE CANNOT ACCEPT CASH, CREDIT CARDS, OR PERSONAL CHECKS.**

**\*\*\*\*\*SECTION 8 APPLICANTS MUST BRING THEIR TRANSFER PACKAGE, IF IN POSSESSION\*\*\*\*\***

**\*\*\*\*\*SUBSIDY RECIPIENTS MUST BRING PROOF OF VOUCHER, IF IN POSSESSION\*\*\*\*\***





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**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR EVERYONE LISTED ON THE APPLICATION (IF APPLICABLE):**

- \* Current Lease or Rental agreement - if you do not have a lease or rental agreement, you must bring a notarized letter from the Landlord (or person you live with) stating your residential status, whether or not you pay rent or utilities and how much of each.
- \* Last Six (6) Months Rent Receipts or Cancelled Checks
- \* Most Recent Electricity and Telephone Bills
- \* Section 8 Voucher or Certificate (if presently receiving)
- \* Birth Certificate(s), or Passport(s) & Social Security Card(s) for everyone in the household
- \* Picture ID(s) for all adults (example - Driver's license, Non-Driver's ID, etc.)
- \* School Letters for everyone attending school.
- \* Marriage Certificate or domestic Partnership Certificate, if applicable.

**INCOME & ASSET REQUIRED DOCUMENTS**

The IRS requires us to determine the income that each member of your household expects to receive in the next 12 months. The government counts the items listed below as income in determining eligibility for the Low Income Housing Tax Credit Program.

Please use the list on pages 2 & 3 to help you collect the proper documentation to verify your eligibility!

<b><u>INCOME SOURCES</u></b>	<b><u>YOU MUST BRING</u></b>
If you are employed and filed taxes	<u>Last 6 current consecutive paystubs (MUST BE IN ORDER)</u> <b>AND</b> 2012 Complete Income Tax Returns including the W-2 form(s) <b>(PLEASE BRING ALL PAGES)</b>
If you do <b>not</b> receive paystubs or are paid in cash	Third party notarized statement from the employer on company letterhead, indicating the name of the applicant, the position title, and how much the employer pays the applicant in cash each week, plus 4 most recent consecutive bank statements showing deposits.
If you own a business, are self-employed, or work freelance	2011 & 2012 Form 1040 with schedule C, E or F and state returns ( <b>Complete taxes showing net income for the business</b> )
If you are receiving Social Security or SSI	Current Award Letter (dated within 30 days)
If you are receiving Public Assistance (AFDC)	Current Budget Letter (dated within 30 days)
If you are receiving Alimony or Child Support	Copy of Separation or Settlement agreement stating the amount and type of support and payment schedules. An official statement / printout dated within the last 30 days showing benefits activity / amounts.
If you are receiving Disability Insurance; Workman's Compensation, Unemployment or Severance Pay	3 months of current consecutive pay stubs or documentation dated within the last 30 days verifying the amount you receive & how often it is paid, & if / when it will expire.





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If you are receiving Pension Payments	Current Award Letter (dated within 30 days) and Most recent quarterly pension account statement
If you are receiving Veteran's Benefits	Current Award Letter (dated within 30 days)
If you are receiving any other form of periodic income. Recurring contributions and gifts	Verification of type of income. Notarized statement or affidavit signed by the person providing the assistance giving the purpose, dates, and value of gift.
<b>ASSET SOURCES</b>	<b>YOU MUST BRING</b>
If you have a Checking Account	Last Six (6) Monthly Bank Statement – <b>ALL PAGES</b>
If you have a Savings Account	Passbook or Last month bank statement– <b>ALL PAGES</b>
If you have a Money Market Account	Latest Statement of Account– <b>ALL PAGES</b>
If you have any Stocks or Bonds	Latest Statement of Account showing value of stocks or bonds and earnings credited to you. Quotes from stockbrokers that verify penalties and reasonable costs incurred to convert asset to cash– <b>ALL PAGES</b>
If you receive income from a Trust	Documentation dated within the last 30 days verifying the amount you receive & how often it is paid, & if / when it will expire– <b>ALL PAGES</b>
If you receive income from a Pension	Documentation dated within the last 30 days verifying the amount you receive & how often it is paid, & if / when it will expire– <b>ALL PAGES</b>
If you have a retirement fund (from a current or previous employer)	Most recent statement verifying contributions and present amount in fund account– <b>ALL PAGES</b>
If you own any real property (residential, commercial, industrial, or vacant land, etc)	Copy of title, mortgage and/or deed of trust. Include current value estimate and any loans or liens against such property– <b>ALL PAGES</b>

**RESIDENTIAL HISTORY**

- If you have ever had a landlord file legal action against you through Housing Court, **FOR ANY REASON**, bring a copy of all stipulations entered into, and a copy of the final judgment (documentation does not guarantee the approval of your application).

**OVERALL CREDIT HISTORY**

- If you have ever had any credit problems or disputes, such as unpaid bills, accounts in collection, late payments, accounts closed by the creditor with whom you had the account, bankruptcy, etc. - bring copies of all correspondence showing resolution of these bad debts, and copies of any court order of bankruptcy. **Please note that credit can be an important factor in determining eligibility. We encourage all applicants (each adult household member) to obtain a credit report for your own information before coming to our office for your appointment, so that you can provide any documentation of debts paid that still appear on your report or a detailed letter of explanation at the time of your initial interview. Credit 'in repair' does not constitute credit in 'good standing'. Money orders are not refundable for credit / background check. C&C will obtain our own credit screening to process your application. You can request a free credit report one time each year at [www.annualcreditreport.com](http://www.annualcreditreport.com). We cannot accept copies of credit reports provided by applicants.**





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## RENTAL APARTMENT APPLICATION

### Desired Apt Size

- Studio
- 1 Bedroom
- 2 Bedrooms
- 3 Bedrooms

### Location Desired (Number Your Preference 1,2,3)

- Manhattan
- Brooklyn
- Bronx

### Instructions:

1. Only one (1) application per family.
2. All areas of the application must be filled out completely and accurately. Write N/A if a section does not apply.
3. This application must be signed by all persons over the age of 18 in the household.

### A. Name and Address

Name \_\_\_\_\_

Current Address: \_\_\_\_\_ (Number, Street, Apt. #)

\_\_\_\_\_ (City, State, Zip)

How long have you been living at this address? \_\_\_\_\_ years \_\_\_\_\_ months

Home Phone No. ( ) \_\_\_\_\_ Work Phone No. ( ) \_\_\_\_\_

Cellular Phone No. ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### B. Household Information

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING? \_\_\_\_\_

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, start with yourself, and provide the following information. Add additional pages if necessary.

Full Name	Relationship To Applicant	Age	Sex M/F	Occupation (Write "In School", if attending school)
	SELF			



**C. Income from Employment**

List all full and/or part-time employment before taxes for ALL HOUSEHOLD MEMBERS including yourself WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self-employed earnings, commissions, and bonuses.

Household Member	Name & Address of Employer	Yrs at Job	Gross Annual Earnings
1.			
2.			
3.			
4.			
5.			

**Total Gross Household Earnings** \_\_\_\_\_

**D. Income from Other Sources**

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, S.S.I., pension, disability, compensation, unemployment compensation, Interest Income, babysitting, care taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships, and/or grants.

Household Member	Type of Income	Amount
1.		\$ _____ per _____
2.		\$ _____ per _____
3.		\$ _____ per _____
4.		\$ _____ per _____
5.		\$ _____ per _____

**Total Income from Other Sources** \_\_\_\_\_

**E. Total Annual Household Income (add totals for sections C&D)**

Add all income listed above and indicate the total earned for the year: \$ \_\_\_\_\_ per year.



**F. Assets**

	Name of Bank/Branch Address
<b>Checking Accounts</b>	
<b>Savings Account</b>	
<b>CD's, Stocks, Bonds, Pension Plan</b>	

**G. Current Landlord**

Landlord's Name: \_\_\_\_\_

(If you are living in a public housing project write "NYCHA". If you are living in a City-owned ("In-Rem") building write ("HPD"). If you live with relatives write "Relative/Parents" or "Relative/Cousin" etc.

Landlord's Address: \_\_\_\_\_ (Number, Street, Apt#)

\_\_\_\_\_ (City, State, Zip)

Landlord's Phone No. ( ) \_\_\_\_\_

**H. Current Rent**

What is the total rent on the apartment where you currently live or are staying temporarily?

\$ \_\_\_\_\_ .00 per month

How much do you contribute to the total rent on the apartment? (If you do not contribute, write "0")

\$ \_\_\_\_\_ .00 per month





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Why are you moving? Check all that apply:

- Living with parent
- Do not like neighborhood
- Not enough space
- Living with relatives or another family
- Homeless
- Rent too high
- Bad housing conditions
- Increase in your family size (marriage, birth)
- Current apartment not suitable for person(s) with disabilities
- Health Reasons
- Other: \_\_\_\_\_

### I. Section 8 Housing Assistance

Are you presently receiving a Section 8 housing certificate or voucher?

- Yes  No

Are you presently receiving any housing assistance program OTHER than Section 8?

- Yes  No

If yes, what type? \_\_\_\_\_

Please answer "Yes" or "No". This information will not affect the processing of the application.

### J. Source of Information

How did you hear about this development?

- Newspaper
- Sign Posted on Building
- Local Organization or Church
- Friend
- A City "affordable housing" hotline listing new ads for the month
- AM New York/METRO Paper (please specify): \_\_\_\_\_
- Other: \_\_\_\_\_

### K. Statistical Information

The following information is required for statistical purposes so that the Department of Housing and Urban Development (HUD) may determine the degree to which its programs are utilized by minority Families.

Providing this information will not affect the processing of your application.

RACIAL GROUP IDENTIFICATION (Please check only one from this group which best identifies the applicant.)

- White
- Black or African American
- Asian
- American Indian or Alaska Native
- American Indian or Alaska Native & White
- Native Hawaiian or Other Pacific Islander
- Asian & White
- Black or African American & White
- American Indian or Alaska Native & Black or African American
- Other Multi Racial: \_\_\_\_\_

ETHNICITY: (check **only one** from this group)

\_\_\_\_\_Hispanic

\_\_\_\_\_Non-Hispanic



**L. Credit Authorization**

I/We hereby authorize C&C Apartment Management LLC to use CoreLogic SafeRent, a screening and risk management services agency employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result thereby, and to disclose and furnish such information to the owner/agent listed above in support of this application. I/We have been advised that I/We have the right, under Section 606B of the Fair Credit Reporting Act, to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation. I/We have been advised that I/We am/are entitled to a free annual tenant screening report, from each national consumer reporting agency, in addition to a credit report that should be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com) <<http://www.annualcreditreport.com>>

I/We certify that all information and answers to the above questions are true and complete to the best of my/our knowledge. I/We consent to release the necessary information to determine my/our eligibility. I/We understand that providing false information or making false statements may be grounds for denial of my application. I/We understand that my occupancy is contingent on meeting management’s residency selection criteria and requirements.

**M. Signature**

I/We DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. I/We have not withheld, falsified or otherwise misrepresented any information. **I/We fully understand that any and all information I/We provide during this application process is subject to review by local, state, and federal regulatory agencies, including The New York City Department of Investigation (DOI), a fully empowered law enforcement agency which investigates potential fraud in City-Sponsored programs.** I/We understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for this program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

I DECLARE THAT NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY IS EMPLOYED BY THE NEW YORK CITY HOUSING DEVELOPMENT CORPORATION OR ITS SUBSIDIARIES, OR THE BUILDING OWNERS OR ITS PRINCIPALS (ALL PERSONS OVER THE AGE OF 18 MUST SIGN).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant’s Signature

\_\_\_\_\_  
Date

