



SOUTH BRONX OVERALL ECONOMIC DEVELOPMENT CORPORATION

---

Dear Applicant,

Thank you for requesting an application for an apartment. Enclosed please find an application package.

Please read the application *carefully*, complete every section, and date where indicated. Mail the completed application to our office, to the attention of Property Management, at the address below.

When an apartment becomes available you will be asked to come to the office for an interview. At that time you will be required to bring the documents listed on the next page, where applicable. This documentation is required for everyone listed on the application, including children.

For further information, please contact 718-292-3113.

Sincerely,

Property Management  
South Bronx Overall Economic Development Corporation

The completed application must be returned to the following address:

***South Bronx Overall Economic Development Corporation  
Attn: Property Management  
555 Bergen Avenue, 3<sup>rd</sup> floor  
Bronx, New York 10455***

***Do not send money with your application.  
Do not mail or bring your personal documents until you are called for an interview.***



SOUTH BRONX OVERALL ECONOMIC DEVELOPMENT CORPORATION

---

## APPLICATION INFORMATION

Enclosed is the general application for an apartment.

**Please be sure to read this in its entirety before signing and dating these documents.**

- *Please note that there are no apartments available on an immediate basis.* This application is to secure an apartment request. When an apartment becomes available which will accommodate your family size and income criteria is met, we will contact you for an interview.
- All applicants are subject to credit investigation, which will include a FICO credit score, as well as housing and criminal background check.
  - In the event you have no credit score because you have not established credit, we will consider your application provided you can demonstrate that you have paid other bills on a consistent basis. For this purpose we will consider gas and electric, cable, and telephone bills, etc.
  - The fee associated with the credit investigation is non-refundable.
- This application is accepted for a waiting list only. It is subject to review as to the eligibility under the rules and regulations established by the governing agencies associated with the property and with the approval of the New York State Division of Housing and Community Renewal and the Rent Stabilization Association.
- By submitting and signing the application you:
  - Certify that all statements and/or questions in this application are true and correct and that all false statements and/or answers to questions noted during the required background investigation will cause this application to be rejected.
  - Authorize SoBRO and their agents and investigators to verify all statements in this application. Contacts with employers, former and or current landlords, credit bureaus and government agencies will verify this application.
- Any decision to reject this application is final; if you have further information which will assist in overturning the decision, you may request a formal appeal, in writing.



SOUTH BRONX OVERALL ECONOMIC DEVELOPMENT CORPORATION

APPLICATION FOR APARTMENT

Instructions:

- 1. Mail only one (1) application per family. You will be disqualified if more than one application per family is received.
2. When completed, this application must be returned by regular mail only, do not send by registered or certified mail.
3. Mail completed application to: SoBRO, Attn: Property Management, 555 Bergen Avenue, 3rd floor, Bronx, New York 10455
4. No payment or fee should be given to anyone in connection with the preparation or filling of this application for housing.
5. This information is to be filled out by the applicant.

A. Name and Address

Name: \_\_\_\_\_

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

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

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

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

If less than two (2) years, prior address: \_\_\_\_\_ (Number, Street, Apt. #)

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

B. Income and Employment

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

Table with 4 columns: HOUSEHOLD MEMBER, Name & Address of Employer, How Long Employed, Gross Earnings. Rows 1-4.

**C. Income from Other Sources**

List all other income, for example, Public Assistance (including household allowance), AFDC, Social Security, S.S.I., pension, disability compensation, unemployment compensation, interest income, baby-sitting, 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 _____ |

**D. Total Annual Household Income**

Add all income listed above and indicate the total earned for the year: \$ \_\_\_\_\_ .00 per year

**E. 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").

Landlord's Address: \_\_\_\_\_ (Number, Street, Apt. #)  
\_\_\_\_\_ (City, State, Zip Code)

Office Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

**F. 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 anything, write "0") \$ \_\_\_\_\_ .00 per month

**G. Reason for Moving**

Why are you moving? Check all that apply:

- Living with parents
- Do not like neighborhood
- Not enough room
- Living with relatives or another family
- Living in a shelter
- Rent too high
- Bad housing conditions
- Increase in family size (marriage, birth)
- Current apartment not suitable for persons with disabilities
- Other: \_\_\_\_\_

**H. Section 8 Housing Assistance**

Are you presently receiving a Section 8 housing certificate or voucher?  Yes  No  
(Please check "Yes" or "No". This information will not affect the processing of the application.)

**I. 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, starting with yourself, and provide the following information. Add additional pages if necessary.

| Full Name | Relationship To Applicant | Birth Date | Age   | Sex (M/F) | Social Security Number | Occupation (write "in school" if attending school) |
|-----------|---------------------------|------------|-------|-----------|------------------------|--|
| 1. _____  | Self                      | _____      | _____ | _____     | _____                  | _____  |
| 2. _____  | _____                     | _____      | _____ | _____     | _____                  | _____  |
| 3. _____  | _____                     | _____      | _____ | _____     | _____                  | _____  |
| 4. _____  | _____                     | _____      | _____ | _____     | _____                  | _____  |
| 5. _____  | _____                     | _____      | _____ | _____     | _____                  | _____  |
| 6. _____  | _____                     | _____      | _____ | _____     | _____                  | _____  |

Are you or a member of your household disabled?  Yes  No

If "yes", would you describe the disability as  visual impairment?  mobility impairment?  hearing impairment? If you checked either mobility impairment, or hearing impairment, do you or a member of your household require a special accommodation?  Yes  No

If "yes", please place a check mark on the outside of your envelope, and please specify the special accommodations required:

\_\_\_\_\_  
\_\_\_\_\_

**J. Assets**

**Financial / Savings Information**

|                       | Bank / Branch Address | Account Number |
|-----------------------|-----------------------|----------------|
| Checking Accounts:    | _____                 | _____          |
|                       | _____                 | _____          |
| Passbook Savings:     | _____                 | _____          |
|                       | _____                 | _____          |
| Savings Certificates: | _____                 | _____          |
|                       | _____                 | _____          |

**K. Source of Information**

How did you hear about this development?

- Newspaper
- Local Organization or Church
- A City "affordable housing" hotline listing new ads for the month
- Sign posted on Building
- Friend
- Other: \_\_\_\_\_





SOUTH BRONX OVERALL ECONOMIC DEVELOPMENT CORPORATION

---

### REQUIRED DOCUMENTS

When an interview has been scheduled with you, the following documentation will be required and must be submitted for you and each person listed on your application.

- Copy of the W-2 form and entire Federal and New York State tax return form for the most current year.
- If self employed, a letter from your CPA on his/her letterhead stating current estimated earnings and Federal Form 1040, schedule C. (For the last three (3) years)
- Verification of employment for each adult listed on the application. This must be submitted on employer's letterhead and signed by the appropriate department head. The verification should indicate date of hire, current position and current salary.
- Last six (6) consecutive pay stubs.
- Current Social Security Award Letter.
- Copy of Pension or Veteran's Award Letter.
- Most recent year's bank interest and dividend form 1099.
- Budget letter (if received AFDC).
- Proof of child support.
- Documentation of all income from any other source.
- Last six (6) consecutive bank statements (all pages).
- Proof of any other assets (bankbook, CD, Stocks, Bonds, Equity in Real Property, etc).
- Copy of picture identification for each adult listed on the application, i.e. driver's license, passport, valid immigration naturalization status (INS) card.
- Copy of birth certificate for each person listed on the application.
- Copy of social security card for each person listed on the application.
- For each child listed over the age of five (5) please submit a letter from the current school stating that he/she attends the school full or part-time (Pre-K through College).
- Section 8 voucher, certificate, and complete transfer package (if applicable).
- Current lease agreement or letter from landlord indicating your status in their property.
- Last six (6) rent receipts or cancelled checks.
- Last two (2) utility bills (telephone and/or Con Edison).