



Apartment Management LLC

IMPORTANT! PLEASE READ THIS ENTIRE NOTICE

Completed Applications May Be Returned by email to:

apply@ccmanagers.com

by Fax to 212-348-3670 or by Mail.

Do NOT return page 1 & 2 with your application

YOU MUST BRING PHOTOCOPIES ONLY OF THE REQUIRED DOCUMENTATION TO YOUR ELIGIBILITY APPOINTMENT. DOCUMENTS WILL NOT BE RETURNED. WE CANNOT MAKE COPIES OF DOCUMENTS.

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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If contacted for an eligibility appointment the following PHOTOCOPIED documentation will be requested to determine eligibility for income restricted units. A Background fee of \$25 for all household members 18 years or older will be collected up to a maximum of \$75, money orders are payable to C&C Apartment Management LLC (We CANNOT accept CASH, CREDIT CARDS OR PERSONAL CHECKS):

Required Income Documents:

- **If Employed-** Last Six (6) consecutive pay stubs for ALL working household members over the age of 18.
- **If Employed** All 2017 W2(s), 1099s and complete tax return including all schedules.
- **If a household member(s) is receiving - Social Security, Pension, Worker's Compensation, Unemployment disbursement history, Annuity payments, Public Assistance (TANF) etc.** Current budget letters and/ award letters for household member(s) receiving
- **If receiving child support-** Child support and/ or alimony court order documents or other verifiable forms of child support and/ or alimony. www.newyorkchildsupport.com
- **If receiving Veteran's Benefits-** Current Award Letter
- **If receiving Pension payments-** Current award letter & most recent quarterly pension statement
- **If Self Employed-** 2017 & 2016 Complete signed tax returns; including all schedules, W2 & 1099

Asset Documents:

- **Checking accounts-** Last Six (6) complete consecutive checking account statements (all pages ex 1 of 6, all 6 pages must be submitted) for all household members 18+ with a checking account.
- **Savings accounts-** Most recent complete savings account and/ or CD statement (all pages ex: 1 of 3, all 3 pages must be submitted) for all

household members 18+ with a savings account.

- **Money Market Acct-** latest statement
- **Most recent 401K/ 403b** statement
- **Most recent IRA, Mutual Funds, Trust Etc.** - Documentation verifying income received.

Compliance Documents:

- Valid Photo id (ex. Driver's License, non- driver's Id, etc.) & social security cards for all household members
- Birth certificates for all household members under 18
- Marriage Certificate or Domestic Partnership Cert. *if applicable*
- School letters and student status documents
- Current lease, residency letter or notarized landlord letter
- Six (6) recent Rent receipts
- Most recent electricity and/ or telephone bill

RESIDENTIAL HISTORY

If you have ever been to Housing Court, FOR ANY REASON, bring a copy of all stipulations entered into, and a copy of the final judgment (such document does not guarantee the approval of your case).

OVERALL CREDIT HISTORY

If you have ever had any credit problems or disputes, such as unpaid bills, accounts closed by the Credit Company, bankruptcy, etc. bring copies of all correspondence showing resolution of these bad debts, and copies of any court order of bankruptcy. You can request a free annual credit report at www.annualcreditreport.com



EQUAL HOUSING OPPORTUNITY

1735 Park Avenue, Suite 300, New York, NY 10035 ☎212-348-3248 Fax 212-348-3670





Apartment Management LLC

RENTAL APARTMENT APPLICATION

Desired Apt Size

- Studio
- 1 Bedroom
- 2 Bedrooms
- 3 Bedrooms

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

- Manhattan
- Brooklyn
- Bronx

Desired Contact Method: Email Mail

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			





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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	Period (Years, Months)	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.





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F. Assets

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

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

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

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

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

_____ Hispanic

_____ Non-Hispanic





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L. Credit Authorization

I/We hereby authorize C&C Apartment Management LLC to use RentGrow, Inc and/ or 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>>

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

