



Dear Applicant:

**ENCLOSED IS A GENERAL APPLICATION FOR ALL APARTMENT RENTALS. PLEASE BE ADVISED THAT YOU MUST SUBMIT ALL OF THE FOLLOWING WITH YOUR APPLICATION. WE WILL NOT PROCESS ANY APPLICATION OR RECONSIDER AN APPLICATION IF YOU FAIL TO INCLUDE ANY OF THE REQUESTED DOCUMENTS.**

**DO NOT FAX THIS APPLICATION – MAIL TO ADDRESS PROVIDED**

**Progressive Management  
1044 Northern Blvd. – 2<sup>nd</sup> Fl  
Roslyn, NY 11576**

Please be sure to send **copies only**. WE WILL NOT RETURN ANY DOCUMENTS TO YOU.

- **Copies of the last six pay stubs from your place of employment. (For all working household members). If you are receiving a pension, retirement income or disability income, send copies of most recent statement or award letter. Proof of child support income (i.e. court order documents, notarized letter)**
- **Most recent W-2 forms. If you are self-employed you must provide the last two (2) years of Tax Returns.**
- **Proof of Unemployment Income for anyone who is unemployed.**
- **Budget letter, SSI award letter, Section 8 voucher, Proof of any other subsidy - if applies**
- **You must have legal documentation and custody of any minors in the household.**
- **Self-addressed envelope**

**If you continue to apparently qualify you will be asked to supply additional documentation and a credit check fee at time of interview.**

YOU WILL RECEIVE THE STATUS OF YOUR APPLICATION IN WRITING BY MAIL WITHIN **1 MONTH** FROM THE DATE WE RECEIVE YOUR APPLICATION.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE ABOVE DOCUMENTS. DUE TO A HIGH VOLUME OF APPLICATIONS WE WILL NOT BE ABLE TO GIVE INFORMATION ON THE PHONE. NO FURTHER COMMUNICATION IS NECESSARY.

**Yours Truly,  
Marketing Department  
Ext. 306**

**APPLICATION FOR APARTMENTS**

(Please place 1, 2, and 3 for priority of your Borough preference)

\_\_\_\_ Bronx \_\_\_\_ Brooklyn \_\_\_\_ Manhattan \_\_\_\_ Sea Park/Coney Island \_\_\_\_ Queens

Please tell us what building you prefer: \_\_\_\_\_

Please mail completed applications to: **PROGRESSIVE MANAGEMENT OF NY**

**1044 Northern Blvd. - 2<sup>nd</sup> Fl**

**Roslyn, NY 11576**

**Phone (516) 277-9306 FAX (516) 216-1995**

**DO NOT FAX THIS APPLICATION**

**A. Name & Address**

NAME: \_\_\_\_\_  
(FIRST) (M.I.) (LAST)

ADDRESS: \_\_\_\_\_  
(NUMBER) (STREET) (APARTMENT #)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**\*MAILING ADDRESS IF DIFFERENT FROM ABOVE:**

\_\_\_\_\_  
(NUMBER OR P.O. BOX) (STREET) (APARTMENT #)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**B. Income from Employment**

*LIST ALL FULL AND PART-TIME EMPLOYMENT FOR ALL HOUSEHOLD MEMBERS INCLUDING YOURSELF AND ALL PERSONS THAT WILL BE LIVING WITH YOU. INCLUDE SELF-EMPLOYMENT EARNINGS.*

HOUSEHOLD MEMBER:	EMPLOYER ADDRESS	HOW LONG EMPLOYED	GROSS EARNINGS
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

DO ALL ADULT HOUSEHOLD MEMBERS FILE FEDERAL AND STATE TAX RETURNS? [ ] YES [ ] NO  
IF "NO" PLEASE EXPLAIN:

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

**C. INCOME FROM OTHER SOURCES**

*OTHER SOURCE OF INCOME SUCH AS WELFARE, (INCLUDING HOUSING ALLOWANCE), AFDC, SOCIAL SECURITY, SSI, PENSION, DISABILITY COMPENSATION, UNEMPLOYMENT COMP. INTEREST INCOME, BABY SITTING, CARETAKING, ALIMONY, CHILD SUPPORT, ANNUITIES, ARMED FORCES RESERVES, SCHOLARSHIPS, AND OR GRANTS.*

HOUSEHOLD MEMBER	TYPE OF INCOME	AMOUNT
_____	_____	\$ _____ PER _____
_____	_____	\$ _____ PER _____

**D. TOTAL HOUSEHOLD INCOME**

ADD ALL INCOME LISTED 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 LIVING IN A CITY OWNED BUILDING WRITE "HPD.")

LANDLORD'S ADDRESS: \_\_\_\_\_(NUMBER, STREET,APT#)  
\_\_\_\_\_(CITY, STATE, ZIP CODE)

LANDLORD'S PHONE #: ( ) \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Do all household members on this application currently live at this address? \_\_\_\_\_

**F. CURRENT RENTS**

What is the total rent on the apartment where you currently live or are staying temporarily? \$ \_\_\_\_\_ per month

How much do you contribute towards rent? If you do not contribute anything mark "0" \$ \_\_\_\_\_ per month

**G. REASON FOR MOVING**

- living with parents
- not enough space
- living in shelter or on the street
- bad housing conditions
- current apartment not suitable for persons with disabilities
- do not like neighborhood
- living with relatives or another family
- rent is to high
- increase in family size (marriage, birth)
- health reasons
- other \_\_\_\_\_

**H. SECTION 8 HOUSING ASSISTANCE OR OTHER SUBSIDY (IE. FEPS, HASA, LINC)**

Are you currently receiving a Section 8 housing certificate, voucher, or another subsidy?  YES  NO  
(Please mark "yes" or "no". This information will not affect the processing of the application. IF "YES" PROVIDE PROOF WITH THE APPLICATION)

**I. HOUSEHOLD INFORMATION**

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

List all the people WHO WILL LIVE WITH YOU 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)	Last 4 Digits of Social Security Number	OCCUPATION if in school, Write SCHOOL
1 _____	<b>Self</b>	_____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____	_____	_____

Do you anticipate any household size changes within the next twelve (12) months?  Yes  No

Are you or a member of your household disabled?  Yes  No  
If YES, would you describe the disability as  mobility impairment?  visual impairment?  hearing impairment?  
If you checked any of the above, do you require any special accommodations?  YES  NO

PLEASE SPECIFY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**J. ASSETS**

Please list all personal accounts that applicant(s) have. (checking, savings, cd's, money market, stock, bonds, mutual funds)

Bank/account name And address	Name on account applicant(s)	current balance (as of today)
_____	_____	\$_____00
_____	_____	\$_____00
_____	_____	\$_____00

**K. SOURCE OF INFORMATION**

How did you hear about this development?

- |  |   |
|--|---|
| <input type="checkbox"/> Newspaper: _____  | <input type="checkbox"/> Flier/Handout                |
| <input type="checkbox"/> Shelter/Case Manager: _____   | <input type="checkbox"/> Local church or organization |
| <input type="checkbox"/> Friend/Current Tenant: _____  | <input type="checkbox"/> Sign posted on building      |
| <input type="checkbox"/> Internet/Website Posting: _____   | <input type="checkbox"/> other: _____                 |
| <input type="checkbox"/> A city "affordable housing" hot line listing new ads for the month: _____ |   |

**L. Ethnic Identification (used for statistical purposes only)**

This information is optional and will not affect the processing of the application. Please check one group which best identifies the applicant.

- |   |  |
|---|--|
| <input type="checkbox"/> White (non Hispanic origin)          | <input type="checkbox"/> Black                     |
| <input type="checkbox"/> Hispanic origin                      | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> American Indian or<br>Alaskan Native | <input type="checkbox"/> Other                     |

**M. PERMISSION FOR CREDIT CHECK**

I/ we hereby authorize the use of any consumer reporting agency, credit bureau or other investigating 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, characters general reputation, personal characteristics, and mode of living, to obtain a consumer report and other such 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 have been advised that I have the right, under section 606B of the fair credit reporting act, to make written request, within a reasonable time for a complete and accurate disclosure of the nature and scope of any investigation. The owner and it's agents may conduct criminal background searches on persons applying to live at its community. It is owner and it's agents policy not to accept prospective residents who have been charged with and/or convicted of any felonies and/or misdemeanors. However, prior to acceptance of an applicant the owner and it's agents may use an independent consumer reporting agency to search public records which may contain criminal background information regarding the applicant. The owner and it's agents will determine if the criminal background information pertains to the applicant and if the report indicates that one or more such felony and/or misdemeanor records were found. The owner and it's agents will then compare the records to the owners established acceptance policies to determine whether or not the applicant may be accepted based on a review of the executive committee. If your application is declined based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. You also have a right to obtain a report from [www.annualcreditreport.com](http://www.annualcreditreport.com). The consumer reporting agency will advise you of the procedure that you should follow in order to do so.

You are required to pay the \$25.00 credit check fee for one-two adults and \$50.00 credit check fee for three or more adults in the household. A credit check will be done on all members over 18 years old. The credit check fee is due at the time you are selected for further processing. This fee becomes NON-REFUNDABLE once a credit check has been conducted.

If Landlord or agent does not rent the apartment to tenant, liability of both parties hereunder shall cease and terminate. The truth of the information contained herein is essential and if the aforementioned property deems answer or statement herein to be false, or misleading, it shall be considered that any lease granted in reliance upon the information provided above may be canceled at owner's option.

**N. SIGNATURE**

THE UNDERSIGNED ACKNOWLEDGES THAT THE OWNER AND IT'S AGENTS HAVE NOT BEEN PAID, OR HAVE NOT REQUESTED OR SOLICITED FOR A COMMISSION AS A CONDITION TO THE EXECUTION OF THIS APPLICATION/LEASE AGREEMENT. FURTHERMORE I DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. **(ALL APPLICANTS OVER 18 MUST SIGN THIS APPLICATION)**

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office use only:**

Community Board Member  Yes  No Borough Resident  Yes  No

Size of Apartment Assigned:  studio  1 bedroom  2 bedroom  3 bedroom

Family Composition: Adult Males _____	Person with disability:
Adult Females _____	<input type="checkbox"/> mobility
Male Children _____	<input type="checkbox"/> visual
Female Children _____	<input type="checkbox"/> hearing

Verified **Earned** Income:

1. \$\_\_\_\_\_00/year
  2. \$\_\_\_\_\_00/year
  3. \$\_\_\_\_\_00/year
  4. \$\_\_\_\_\_00/year
- Total: \$\_\_\_\_\_00/year

Verified **other** Income:

1. \$\_\_\_\_\_00/year
  2. \$\_\_\_\_\_00/year
  3. \$\_\_\_\_\_00/year
  4. \$\_\_\_\_\_00/year
- Total: \$\_\_\_\_\_00/year

Total Verified Household Income: \$\_\_\_\_\_00/year

<u>Bedroom Size</u>	<u>Household Size</u>	<u>RENT</u> Sea Park (Coney Island) & Select Areas in Brooklyn, Bronx and Manhattan	<u>RENT</u> Select Areas in Brooklyn Including East NY	<u>MINIMUM INCOME</u> ALL AREAS
0	1	\$947	\$890	\$34,354
1	1 to 2	\$1017	\$948	\$36,822
2	2 to 4	\$1230	\$1154	\$44,160
3	3 to 6	\$1413	\$1328	\$51,017
4	4 to 8	\$1582	N/A	\$56,914
5	5 to 10	\$1742	N/A	\$62,811

<u>HOUSEHOLD SIZE</u>	<u>TOTAL MAXIMUM INCOME</u>
1	\$40,080
2	\$45,840
3	\$51,540
4	\$57,240
5	\$61,860
6	\$66,420
7	\$70,980
8	\$75,600
9	\$80,160
10	\$84,720