

# **Barclay Street Realty LLC**

Log #\_\_\_\_\_

# INSTRUCTIONS

## → FREE APPLICATION--DO NOT PAY ANYONE FOR THIS APPLICATION ←

- 1. **Mail only one (1) original application per household**. You may only be a household member on one (1) application. You will be disqualified if you submit more than one (1) application. Also, **photocopied applications will not be accepted**.
- 2. You must provide Social Security or Individual Tax Identification Numbers for all adult members of the household and all adult members of the household must sign the certification on the last page of the application. Your application will be deemed ineligible if you fail to provide this complete information.
- 3. Mail completed application by regular mail only to: Barclay Street Realty LLC, Grand Central Station, and P.O. Box 3807, New York, NY 10163. Applications not sent via regular mail (e.g. priority, certified, registered, express or overnight mail) will not be accepted.
- 4. No payment or fee should be given to anyone in connection with the preparation or filing of this application for housing, and no Broker's fee should be given to receive an apartment.
- 5. This application is to be completely filled out by the applicant. Please answer all questions and write neatly.

## SECTION A. GENERAL INFORMATION

Applicant Name:	e-mail address:				
Home Address:					
	Street	Apt. #	City	State	Zip
Mailing Address, if different:					
	Street	Apt. #	City	State	Zip
Phone #: (home)	(work)		(ce	ll)	
In case of emergency, notify	7:		Relationship:		
Address:			Daytime Phone:		
In current unit: Number of be	edrooms		Number of pers	ons living there?	
In apartment applying for: H	ow many persons, includin	ng yourself, will liv	re here?		
Briefly describe your reasons	for moving:				
How did you hear about Barc	lay Street Realty LLC.? (I	f newspaper, which	n one?)		

Do you work in New York City? 🗖 Yes 📮 No

## SECTION B. HOUSEHOLD COMPOSITION

List ALL persons who will live in the apartment you are applying for. Include all persons for whom this unit will be a permanent residence/address.

Name	Relation to Head of Household	Sex (M/F)	Age	Birth Date	Social Security Number (or Tax I.D.)	Occupation (Indicate if F/T or P/T Student)
	Head					
Do you anticipate any additions to the household in the next twelve (12) months? $\Box$ Yes $\Box$ No If yes, indicate who (name and relationship)						
Explain:						
Check if you or any member of your household has a disability: 🗖 Mobility 📮 Visual 📮 Hearing						
Describe any special accommodation neede	d if you or any mer	nber of y	our ho	usehold i	s disabled:	

Will ALL of the household members (both adults and children) be full-time students during five (5) months or more of the last (12) twelve months or will they all be full-time students during five (5) or more months of the next (12) twelve months?  $\Box$  Yes No

If yes, indicate the name(s) of the household member(s) and of the school(s) they are or will be attending:

# **SECTION C. INCOME**

List below ALL current sources of income for ALL HOUSEHOLD MEMBERS, including yourself, listed in Section B. "Household Composition," i.e., all persons who will live in the apartment you are applying for.

## **EMPLOYMENT INCOME**

Include all full-time, part-time and self-employment income. (Self-employment/business income, if applicable, must reflect the amount that would be reported on IRS Form 1040, Line 12, Business Income, and Schedule C, Line 31, Net Profit.)

Household Member Name	Name & Address of Employer	Dates of Employment (From/To, including Month/Year)	<b>Status</b> F=Full-Time P=Part-Time S=Self- Employed	Gross Annual Earnings
				\$
				\$
				\$
				\$
				\$
Total Gross Annual Employment Income =				

## Total Gross Annual Employment Income =

### **OTHER INCOME**

Include gross periodic payments from: public assistance (including housing allowance), AFDC, TANF, unemployment, disability, veteran's, social security, SSI, alimony, child support, annuities, pensions, retirement funds, insurance policies, and other regular income. Also, include interest, dividends, net rental income and other income from assets listed in Section D. "Assets."

Household Member Name	Source of Income	Gross Amount		Period Received Weekly, Bi-weekly, Semi- monthly, Monthly, Quarterly	Annual Gross Amount
		\$	per		\$
		\$	per		\$
		\$	per		\$
		\$	per		\$
		\$	per		\$
Total Cross Annual "Other" Income -					¢

#### Total Gross Annual "Other" Income =

\$

TOTAL GROSS ANNUAL INCOME: (Employment PLUS "Other" Income)

Do you or any household member anticipate any changes in income in the next twelve (12) months? $\Box$ Yes	🗖 No
If yes, explain:	

## **SECTION D. ASSETS**

List below the current cash value of all assets held by ALL household members, including yourself, listed in Section B. "Household Composition." (Income from these assets must be listed in "Other Income" in Section C. "Income"). Include below: cash on hand, checking accounts, savings accounts, savings bonds, certificates of deposit, money market funds, mutual funds, stocks, bonds, IRA accounts, 401K accounts, other retirement and pension accounts, trust funds, life insurance policies (except Term), personal property held as an investment (e.g. jewelry, antiques or art), equity in real estate and all other assets.

Household Member Name	Institution Name	Type of Asset	Account #	Current \$ Value/ Account Balance
	I	TOTAL	VALUE OF ASSETS =	
Do you or any household member hat f yes, do the terms of the account pe	-		-	
Have you or any household member → Yes → No If yes, wh	received any lump sum		ritance, gambling winning winning winning winning winning with the second state of the	
Are these funds reflected in your asse	et list above? 🛛 Yes	□ No If not, descr	ribe why:	
Do you or any household member ov f Yes, type of property				
ocation of property				
Appraised market value \$	N	Iortgage or outstanding	loans principal balance d	ue \$
f rental property, net annual rental in	ncome (amount that wor	uld be reported on IRS	Schedule E, Line 26): \$_	
Have you or any household member f Yes, type of property:		operty in the last twenty Date of tran	y-four (24) months? $\Box$ Y	Ves 🛛 No
f Yes, type of property: Market value when sold/disposed \$		Amount sol	saction d/disposed for \$	
Have you or any household membe			-	24) months? (Example
Given away money to relatives or set fyes, describe the asset			No No	
Date of disposition:		Amount dispo	osed \$	

# SECTION E. ADDITIONAL INFORMATION

### EMPLOYMENT HISTORY (TWO YEARS)

For any adult household member who has not been with their current employer for at least two (2) years or who is not employed currently, list in order all previous employment for the past two (2) years, starting with your most current employment.

Household Member Name	Name & Address of Employer	Dates of Employment (From/To, including Month/Year)	<b>Status</b> F= Full-Time, P=Part- Time, S=Self-Employed

#### **RESIDENCE HISTORY (FIVE YEARS)**

Starting with your current address, list in order all addresses where you have lived for the past five (5) years.

Address Dates (From/To)		Name,	Address and Pho	one # of Landlord	
Current monthly rent or mortgage payment amou	unt: \$	Your con	tribution: \$		
Check utilities paid by you: 🛛 Heat	Electricity	Gas	Other (	(specify)	
Are you presently receiving transferable rent sub	sidy? 🛛 Yes 🖾 No. If	yes, which? Sec	tion 8 🖵 Other	(specify)	
Are you or any member of the applicant househo	old currently using an i	llegal substance?	Yes No		
Have you or any member of the applicant house	hold ever been convic	ted of a felony?	Yes No	If Yes, when?	
Have you or any member of the applicant house	hold ever been evicted	l from housing?	Yes No	If Yes, when?	
Have you or any member of the applicant household ever filed for bankruptcy?			Yes No	If Yes, when?	
Do you or any member of the applicant household have any pets?			Yes No	If Yes, type?	
If yes to any questions above, explain					

The following information is used only for statistical purposes and is optional:

IS THE HEAD OF HOUSEHOLD OF HISPANIC/LATINO ORIGIN?

#### PLEASE CHECK THE RACE WHICH BEST DESCRIBES THE HEAD OF HOUSEHOLD:

 White
 Black/African American
 American Indian/Alaska Native

□ No, not Hispanic/Latino

□Native Hawaiian/Other Pacific Islander

□ Yes, Hispanic/Latino CERTIFICATION

I/We certify that this will be my/our primary residence. I/We understand that eligibility for housing will be based on applicable income limits and management's selection criteria. 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 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/our application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

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In addition, I/We authorize a credit authorize a credit investigation firm retained by the owner of Barclay Street Realty LLC to conduct inquiries concerning my/our income, credit history, residence, banking relationships, household composition, character and reputation to determine and verify my/our eligibility for an apartment pursuant to this application. My/Our signature here is consent to obtain such verification.

#### SIGNATURE(S): ALL ADULT APPLICANTS, 18 OR OLDER, MUST SIGN.

(Signature)	(Date)	(Signature)	(Date)	
(Signature)	(Date)	(Signature)	(Date)	