

COLUMBIA HICKS APARTMENTS



Thank you for contacting us. Per your request, an application is enclosed for Columbia Hicks Apartments located at **414 Hicks Street, Brooklyn, NY in the Columbia Street Waterfront district- close to Smith St., Court St., Downtown Brooklyn, and the new Brooklyn Bridge Park.** Amenities include a shared court yard, a gym, on site laundry, a package room, and parking*

The completed application must be returned to the following post office box, or emailed to: columbiahicks@cmpconsultants.com, or faxed to 516-792-6744. If you fax or email, the original must be submitted at the time of interview:

**Columbia Hicks Apartments
C/o CMP Consultants Inc
PO Box 1678
Valley Stream, NY 11582**

The rent and income distribution for these apartments is as follows:

Apartment Size	Monthly Rent **	Household Size***	Total Income Range Minimum - Maximum ****
Studio	\$1,449	1	\$49,680 - \$97,125
1 Bedroom	\$1,819	1 - 2	\$62,366 – 110,950

*Subject to availability and a monthly fee **Rents shown does not include electric or optional parking
 Subject to occupancy criteria *Income guidelines subject to change

Application Instructions:

1. Application is to be filled out by the applicant. **ONLY ONE APPLICATION PER HOUSEHOLD**
2. When completed, this application must be returned by **regular mail to the above postal box address, by email to: columbiahicks@cmpconsultants.com or by fax to 516-792-6744.**
3. No payment or fee should be given to anyone in connection with the preparation or filing of this application for housing. However, a non-refundable money order per application is required for a credit/criminal report at the time of interview. **(Do not send money with this application.)**
4. Please be prepared to document your income and the other information you provide on the application. A list of required documentations is attached. All members of your household who are 18 years and over and will occupy the apartment will be required to attend the personal interview.

Should you have any questions do not hesitate to contact the office at 516-792-6743.

Thank you for your interest.



COLUMBIA HICKS APARTMENTS

APPLICATION FOR APARTMENT

Instructions:

1. Mail only one 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 registered or certified mail.
3. The completed application must be postmarked no later than (-----). Applications postmarked after this date will be set aside for possible future consideration. Accepting application until fully rented.
4. **Mail completed application to:** (via regular mail only)

*****COLUMBIA HICKS APARTMENTS*****
PO Box 1678
Valley Stream, NY 11582

5. **No payment should be given to anyone in connection with the preparation or filing of this application.**

6. This information to be filled out by the Applicant:

A. Name and Address

Name _____
Current Address _____
City, State, _____
Zip Code _____
Home Phone _____
Work Phone _____ Cell Phone _____
Email(s): _____
How long have you lived at this address? _____ Years _____ Months

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

Full Name	Relation to Applicant	Birth Date	Age	Sex	Occupation
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Are you or any member of your household disabled? [] Yes [] No
If yes, would you describe the disability as [] mobility impairment? [] visual impairment? [] hearing impairment?
If you checked either mobility impairment, or visual impairment, or hearing impairment, do you or a member of your household require a special accommodation? [] Yes [] No
If yes, please specify the special accommodation required:

C. Income from Employment

1) Are you an employee of the City of New York, the New York City Housing Development Corporation, the New York City Economic Development Corporation, the New York City Housing Authority, or the New York City Health and Hospitals Corporation? Yes _____ No _____ (If Yes, please identify the agency or entity at which you are employed):
 Agency/Entity _____

2) If you answered "yes" to Question 1 above, have you personally had any role or involvement in any process, decision, or approval regarding the housing development that is the subject of this application? Yes ___ No ___

NOTE: If you answered 'Yes' to Question 1 above, you may be required to submit a statement from your employer that your application does not create a conflict of interest. If you answered 'Yes' to Question 2 above, you will be required to submit a statement from your employer that your application does not create a conflict of interest. Such statement would not be required until later in the application process, after you have been selected through the lottery, when you will also be required to provide other documents to verify your income and eligibility.

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-employment earnings.

Household Member:	Employer Name and Address:	Years Employed:	Gross Earnings:

D. Income from Other Sources

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, SSI, 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, etc.

HOUSEHOLD MEMBER	Type of Income	Amount
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____

E. Total Annual Household Income

Add All Income Listed Above and Indicate the **Total Earned for the Year** \$ _____ per year

F. Current Landlord

Landlord's Name _____
 (If you live in a public housing project enter "NYCHA." If you live in a city-owned/In Rem building enter "HPD")

Landlord's Address _____
 Landlord's Phone Number _____

G. Current Rent

What is the total rent on the apartment where you currently live or temporarily staying? \$ _____ monthly
 How much do you contribute to the total rent of the apartment? If nothing write "0" \$ _____ monthly

H. Reason for Moving: Why are you moving? Please check all that apply.

- Living with parents
- Not enough space
- Living in shelter or on the streets
- Bad housing conditions
- Health Reasons
- Disability access problems
- Do not like neighborhood
- Living with relatives/other family members
- Rent too high
- Increase in family size (marriage, birth)
- Other _____

Section 8 Housing Assistance

Are you presently receiving a Section 8 housing voucher or certificate? Yes No

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

J. Assets: Include cash in checking or savings accounts, certificates of deposit, trust funds, equity in real estate and other capital investments, stocks, bonds, treasury bills, money market funds, IRA Accounts, retirement and pension funds (ex. 401K, 403B), lump sum receipts (i.e. Lottery winnings, insurance settlements, etc.), and personal property held as an investment (i.e. gem or coin collections, painting, antique cars, etc.)

Checking Account/Bank or Branch _____
 Passbook Savings/Bank or Branch _____
 Savings Certificates/Bank or Branch _____
 Real Estate : _____
 Other: _____

I. Source of Information: How did you hear about this development?

- Newspaper
- Local Organization or Church
- City "affordable housing hotline" listing new ads for the month
- Other _____
- Sign Posted on Property
- Friend
- Web Site/Internet

J. Ethnic Identification (Used for Statistical Purposes Only)

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

- White (non Hispanic origin)
- Hispanic origin
- American Indian/Alaskan Native
- Black
- Asian or Pacific Islander
- Other

K. Signature (Must be signed by all household members 18 and over).

I/WE DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I/We have not withheld, falsified or otherwise misrepresented any information. I/We fully understand that any and all information I provide during this application process is subject to review by 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/WE DECLARE THAT NEITHER I/WE, NOR ANY MEMBER OF MY IMMEDIATE FAMILY ARE EMPLOYED BY THE NEW YORK CITY HOUSING DEVELOPMENT CORPORATION OR ITS SUBSIDIARIES, OR THE BUILDING OWNER OR ITS PRINCIPALS.

Signed: _____ Date: _____
 Signed: _____ Date: _____
 Signed: _____ Date: _____
 Signed: _____ Date: _____

OFFICE USE ONLY:

Community Board Resident Yes No Municipal Employee Yes No
 Person with Disability Mobility Visual Hearing
 Size of Apartment Assigned: Studio 1 Bedroom 2 Bedroom 3 Bedroom Rent: _____
 Family Composition: Adult Males _____ Adult Females _____ Male Children _____ Female Children _____

TOTAL VERIFIED HOUSEHOLD INCOME: \$ _____ per Year

INCOME AND ASSET CHECKLIST

INCOME SOURCES

YOU MUST BRING

- If Employed
- * Last (6) Six current consecutive check stubs.
 - * Last 2 years Complete Income Tax Returns w/ W2 forms (All pages)
 - * Employer letter indicating salary, occupation and years at work. (including tips, commission, bonus, raise, etc.)
- If Self-Employed
- * Taxes for the last 3 years and Notarized Accountant Letter estimating NET income for current year.
- If receiving Social Security or SSI
- * Current Award Letter (dated within 30 days)
- If receiving Public Assistance (AFDC)
- * Current Budget Letter (dated within 30 days)
- If receiving Alimony or Child Support
- * Copy of Separation or Settlement agreement stating the amount and type of support and payment schedules.
- If receiving Disability Insurance, Workman's Compensation or Severance Pay
- * Six (6) current consecutive pay stubs or Verification Letter
- If Receiving Pension Payments
- * Current Award Letter (dated within 30 days)
- If receiving Veteran's Benefits
- * Current Award Letter (dated within 30 days)
- If 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.

ASSET SOURCES

YOU MUST BRING

- If you have a Checking Account
- * Last Six (6) Consecutive Month's Bank Statement – All pages
- If you have a Savings Account
- * Passbook or Last month bank statement
- If you have a Money Market Account
- * Latest Statement of Account
- If you have any Stocks, Bonds
- * Latest Statement showing value of stocks or bond and earnings credited to you. Quotes from stockbrokers that verify penalties and reasonable costs incurred to convert asset to cash.
- If you receive income from a Trust
- * Documentation verifying income received
- If you receive income from a Pension
- * Documentation verifying income received
- If you have a 401K Program or any other retirement plans
- * Documentation verifying contributions and present amount in 401K program
- If you own Real Estate
- * Property Appraisal, A current mortgage statement, real estate tax statements, if tax. Authority uses approximate market value, quotes from real estate that verify penalties and reasonable costs incurred to convert asset to cash. Copies of real estate closing documents that indicate distribution of sales proceeds and settlement costs. **If property is rented – A current lease(s) and any other documented operating costs are also needed.**

OTHER DOCUMENTS REQUIRED

- * Current Lease (If no lease, you need a notarized letter from Landlord or person living with along with a copy of their lease and utility bills)
- * Last Six (6) Rent Receipts or Canceled Checks.
- * Recent Electricity and Telephone Bills.
- * Section 8 Voucher or Certificate (if presently receiving) and transfer package.
- * Birth Certificate(s) & Social Security Card(s) for everyone in the household.
- * Picture ID(s) (ex. Driver's license, Non-Driver's ID, etc.) for all adults;
- * School Letters for everyone attending school.(Only required for the 90% AMI Units)
- * Money Order for Credit /Criminal Report fee (**non-refundable**): \$50.00 for household with 1 or 2 Adults; \$75.00 for households with 3 or more Adults.

YOU MUST BRING PHOTO COPIES OF THE REQUIRED DOCUMENTATION OR YOUR INTERVIEW WILL BE RESCHEDULED. REQUESTED DOCUMENTATION MUST BE SUBMITTED FOR EVERYONE LISTED ON THE APPLICATION (IF APPLICABLE). EVERYONE 18 YEARS OF AGE AND OVER LISTED ON THE APPLICATION MUST ATTEND THE INTERVIEW.

The following are some reasons why your application may be declined:

- *Unsatisfactory Tenant and/or Rent Payment History:* (history of nuisance/damages, continued late payments of rent),
- *Housing court records* (judgments for non-payment of rent, evictions),
- *Poor Credit History:* Minimum 600 FICO, Delinquent and collection accounts in excess of \$500, bankruptcy 2 years or less, civil judgments, liens,% of derogatory credit accounts does not exceed 10% of all outstanding debts. etc.,
- *Falsification of Information,*
- *Duplicate, incomplete or copy of application;, household modifications to application*
- *Criminal record (any),.*
- *Failure to respond to request of verification information within specified time given*
- *Failure to attend to 2 scheduled interviews,*
- *Gross annual income does not meet minimum or exceeds maximum household income limits,*
- *Family size is incompatible with available unit size.*

APPLICATION COVER LETTER

RE: Columbia Hicks Apartments

Dear Prospective Applicant:

Enclosed is an application for the above-referenced building, which participates in a governmentally assisted affordable housing program supervised by The New York City Housing Development Corporation (HDC). Please note the following before completing and returning this application:

1. Applications will be randomly drawn and opened in a lottery process monitored by HDC. Depending on the volume of applications received, it may not be possible for all of them to be opened. Accordingly, it is possible that you may not receive a response. All applicants are encouraged to monitor the internet resource center established by The City of New York (www.nyc.gov/housing) to keep up with new housing opportunities to which they may apply. Applying to more buildings, including those in locations that might not be your first preference, can only increase the chances that one of your applications will be opened and processed.
2. Each applicant may submit only one application. Duplicate applications/submissions will result in disqualification.
3. The application should be filled out very carefully. Leaving out information pertaining to the number and names of household members applying to live in the unit, or their incomes, may result in disqualification. In addition, **DO NOT USE WHITE-OUT OR LIQUID PAPER** anywhere on the application. If you need to correct a mistake, you should (a) cross one line neatly through the information, (b) write the revised information neatly next to it, and (c) sign your initials near the change.
4. **ONLY THE APPLICATION ITSELF SHOULD BE SUBMITTED AT THIS TIME. DO NOT ATTACH ANY CHECKS OR OTHER DOCUMENTS TO YOUR APPLICATION.** If your application is selected for further processing, additional information will be requested at that time.
5. No broker or application fees may be charged in connection to the initial lottery for this program. If your application is drawn for further processing, a non-refundable credit check fee (**\$50** for households with 1 or 2 adults or **\$75** for households with 3 or more adults) will be collected by the management company *at that time*. Again, this should NOT be sent with your application.

6. Income Eligibility: Attached is a chart which breaks down the mandatory income levels for the units in this building. All income sources for all household members should be listed on the application. In general, gross income is what is calculated for most income except that net income is analyzed for self-employed applicants. Net business income from current and prior years is considered for self-employed applicants, and such applicants must have at least two (2) complete years in the same self-employed field. Further, please note that all sources of income must be able to be documented and verified. If your application is selected for processing you will be contacted with a list of such documentation which you will need to provide at that time.
7. Other Eligibility Factors: In addition to the income requirements, other eligibility factors will be applied that include but are not limited to the following:
- A. Credit History
 - B. Criminal Background Checks
 - C. Qualification as a Household - HDC's Middle-income housing programs are designated for individuals, families and households who can document financial interdependence as a household unit. These affordable programs are not intended for "roommate situations" and so such applicants will not be eligible under this household criterion.
 - D. OTHER:
-
8. Application Preferences: There is a general preference in the lottery for current New York City residents. Households outside of New York City are free to apply, but their applications will be assigned a low priority and processed only after all NYC resident applicants. There are additional preferences for persons residing in this development's community board, persons with disabilities, and persons who are municipal employees of the City of New York. Please answer the questions on the application carefully to assist in identifying such preferences.
9. Primary Residence Requirement: Any applicant ultimately approved for this development must maintain the new apartment as their sole primary residence. Therefore any approved tenant will need to surrender any other primary residences prior to signing a lease for this program. While this is true of all other apartments, maintaining more than one unit which participates in any governmental housing program is a particularly egregious violation of this requirement. If you are presently residing in another governmentally assisted unit, you are free to apply to this building provided that you comply with this requirement and give up your current such unit before signing a lease with this building (if you are selected and approved). Violation of this requirement may lead to the loss of the apartments and leases in question, as well as referral to the appropriate authorities for potential criminal charges.

10. Submission of False or Incomplete Information: Prospective applicants should be aware that this is a governmentally assisted housing program. The submission of false or knowingly incomplete information (either in this application or in any subsequently provided verification documents) will not only result in an applicant's disqualification, but will be forwarded to the appropriate authorities for further action – including the possibility of criminal prosecution. All paperwork and documents submitted by applicants are subject to review by The New York City Department of Investigation, a fully empowered law enforcement agency of The City of New York.

Once you have reviewed all of this information, and would still like to apply, please complete and return the enclosed application. Deadline information and return mail instructions are included in the attached notice.