



44 Warburton Avenue, 1<sup>st</sup> Floor  
Yonkers, NY 10701  
212.821.7217

## **APPLICATION FOR RENTAL APARTMENT**

### **INSTRUCTIONS:**

1. **SUBMIT ONLY ONE APPLICATION PER HOUSEHOLD. You may be disqualified if more than one application is received.**
2. **You must complete the first three sections (Sections A, B, and C) as well as sign and date the application in order for your application to be reviewed if it is selected for further processing.** The application should be completed very carefully. **Incomplete information for 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.
3. When completed, this application must be returned by regular mail ONLY to the address below. To ensure that it arrives successfully at the P.O. Box, do not use certified mail, return receipts, or any method requiring a signature confirmation.
4. Only the application should be submitted at this time. If your application is selected for further processing, additional information will be requested at that time.
5. Mail completed application to:

**DOLPHIN PROPERTY SERVICES LLC  
44 WARBURTON AVENUE – 1ST FL  
YONKERS NY 10701**
6. If your application is selected for further processing, a non-refundable credit check fee will be collected by the management company at that time.
7. **Income Eligibility:** All income sources for all household members should be listed on the application. In general, gross income is calculated for most applicants, except that net income is used for self-employment income. Net business income from current and prior years is considered for self-employment applicants, and such applicants must have at least two (2) to three (3) complete years in the same self-employed field. Further, please note that all sources of income will need to be documented and verified. If your application is selected for further processing you will be contacted, via the method you select on the application (email, or paper mail), with a list of such documentation that you will need to provide at that time.
8. **Other Eligibility Factors:** In addition to the income requirements, other eligibility factors will be applied. Eligibility factors may include, but are not limited to:
  - a. Credit History
  - b. Rent Payment History
  - c. Criminal Background Checks
  - d. Qualification as a Household – the Agency’s 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.
  - e. Continuing Need – Applicants to HPD/HDC’s affordable housing programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history.
  - f. Property Ownership – Applicants to rental units may not own residential property, or shares in a co-op, in or within one hundred (100) miles of New York City.
  - g. Asset Limits –There is a limit to the amount of total household assets allowed (excluding specifically designated retirement and college savings accounts). The household asset limit for rental units is equal to the maximum income limit for a four (4)-person household at the area median income (AMI) level for which the unit is designated.
9. **Primary Residence Requirement:** Any applicant ultimately approved for this development must maintain the new apartment as their sole primary residence. If approved for an affordable housing unit, the applicant must surrender any unit where applicant is then currently residing. Each member of the applicant’s household who leases rental residential real property must terminate the lease for and surrender possession of such rental property on or before the move-in date for a rental affordable unit.
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.



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## RENTAL APARTMENT APPLICATION

Desired Apartment Size

- Studio
- 1 Bedroom
- 2 Bedrooms
- 3 Bedrooms

Location Desired (Number your preference 1, 2, 3)

- Manhattan
- Brooklyn
- Bronx

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.

**One application per resident/ guarantor. Please PRINT CLEARLY and complete all items. Incomplete and illegible applications may delay application processing.**

A. Name: \_\_\_\_\_  
           First                                Middle                                Last

Address: \_\_\_\_\_  
           No.                                Street                                Apt#                                City                                State                                Zip

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

Telephone #: (    ) \_\_\_\_\_ - \_\_\_\_\_                                  Email: \_\_\_\_\_

Cellular #: (    ) \_\_\_\_\_ - \_\_\_\_\_

**B. Household Information**

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

Full Name	Relationship	Date of Birth	Sex M/F	Occupation (Write "In School" if attending school)



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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. Including self-employed earnings, commissions, and bonuses.

Household Member	Name & Address of Employer	Years of employment	Gross Annual Earnings	Occupation (Write "In School" if attending school)

**Total Gross Household 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.

Household Member	Type of Income	Amount
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____
		\$ _____ per _____

Total Income from Other Sources \_\_\_\_\_

**E. Total Annual Household Income ( add total for sections C&D)**

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

**F. Assets**

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



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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 relative write "Relative/Parents" or "Relative/Cousin" etc

Landlord's Address: (Number, Street, Apt#)

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

Why are you moving? Check all that apply:

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

I. Section 8 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 applications.

J. Source of Information

How did you hear about this development?

- Newspaper, Local Organization or Church, Other, Sign posted on Building, Friend

K. Statistical Information

- White, Asian, Black or African American & White, American Indian or Alaska Native & Black or African American, Other, Black or African American, American Indian or Alaska Native, Asian & White

ETHNICITY: (check only one from this group)

Hispanic Non Hispanic



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**L. Credit Authorization**

I/We hereby acknowledge that Dolphin Property Services LLC to use ScreenWorks, 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 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 capture 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.annualreport.com](http://www.annualreport.com) <https://www.annualcreditreport.com>

I/We certify that all information and answers to the above questions are true and complete to the best of the 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 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.

\_\_\_\_\_  
Signature of Applicant/Guarantor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Guarantor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Guarantor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Guarantor

\_\_\_\_\_  
Date