

THE YWCA RESIDENCE

Application



All information obtained is confidential and will be used for application review purposes only. The YWCA maintains a firm commitment to equal opportunity for all applicants. The YWCA does not discriminate based on race, sex, age, color, national origin, religion, sexual orientation, or disability.



The YWCA Residence

Dear Applicant,

Thank you for your interest in The YWCA Residence. Upon completion, this newly renovated building will offer 92 individual rooms, 89 cluster rooms, 11 efficiencies and 1 apartment. The YWCA is a non-smoking facility. Per your request, an application is enclosed. The completed application must be returned to:

**YWCA Residence LLC
Central Intake Unit
69 North Broadway
White Plains, New York 10603**

The rent is as follows:

Rooms Available	Room Size	Household Size	Monthly* Rent
92	KDR	1	\$451.00
89	AWH	1	\$499.00
11	EFF.	1	\$691.00
1	APT.	1	\$865.00

* Includes Heat, Hot Water & Electricity

**Income eligibility is based on the Federal Low Income Housing Tax Credit guidelines and is subject to change.

Additional eligibility requirements:

- Full-time students are not eligible for residency, unless you qualify for an exception under the IRS code.
- Pets are not allowed.

APPLICATION PROCESS

All applications will be reviewed for eligibility. Eligible applicants will be asked to participate in at least two interviews. **At the time of the interviews, the Intake Unit will review your financial, credit, housing and employment histories. Please be aware that acceptance for our housing is based on all of these criteria.** AT NO TIME IN THE APPLICATION PROCESS ARE YOU GUARANTEED A UNIT UNTIL YOU HAVE SIGNED A LEASE.

If you have any questions or experience difficulty completing the forms, please contact the Intake office at 914-428-1130.

Sincerely,

Intake Department
The YWCA Residence

We Provide Housing in Compliance with Federal Fair Housing Laws

THE YWCA RESIDENCE

APPLICATION CHECKLIST

This is a checklist that you can use to ensure that you are submitting a complete application. ***Incomplete applications will not be processed.*** All applicable forms and/or documents must be submitted. If your application is selected, you will be required to provide additional documentation regarding your income and landlord history.

1. THE APPLICATION

Please fill out completely, sign and date.

Return to: **YWCA Residence**
Central Intake Unit
69 North Broadway
White Plains, New York, 10603

2. EMPLOYMENT VERIFICATION FORM

If you are working, please have your employer(s) fill out the enclosed form(s) and return it to the above address.

3. LANDLORD VERIFICATION FORM

Please have your past or current landlord (apartment lessee, primary tenant or housing specialist) fill out the enclosed landlord verification form and return it to the above address. If you receive rental subsidy please provide proof of your subsidy with your application (e.g., a recent Breakdown Letter, copy of your voucher, etc.).

4. RECENT PAY STUBS

If you are working, please include copies of your last six pay stubs with year-to-date totals.

5. VERIFICATION OF SOCIAL SECURITY BENEFITS

If you receive SSA, SSI, or SSD, please provide a current award letter (you can request one from your local Social Security office). **The letter must be dated within the last 90 days.**

6. VERIFICATION OF PENSION AND ANNUITIES

If you receive a pension or annuities, please provide documentation of the monthly or yearly amount in a letter **dated within the last 90 days.**

7. STATEMENT(S) OF ASSETS

Please provide copies of documentation of the accounts you listed in the application. **All statements must be dated within the last 90 days.**

**PLEASE RETURN ALL INFORMATION AND FORMS WITH YOUR
COMPLETED APPLICATION.**

Please complete all sections and sign the last page. **PLEASE PRINT.**

CONTACT INFORMATION

1. NAME _____
 First Middle Last
 1a. other names (maiden name, stage name, etc.) _____
2. STREET ADDRESS _____ APT. NO _____
3. CITY _____ STATE _____ ZIP _____ - _____
4. HOME/CELL PHONE () _____ WORK PHONE () _____
5. BIRTHDATE ____/____/____ Race _____
6. Are you a fulltime student? YES NO (A Full-Time Student is one who attends school at least 5 months out of a year and has full-time student status for those 5 months, unless the individual qualifies for an exception under IRS code).

HOUSING STATUS

7. Present landlord _____ Phone () _____
8. Landlord's address _____
9. Is your apartment leased directly to you? YES NO
10. Monthly rent \$ _____
11. Is your rent subsidized by a Government Agency (i.e. Section 8)? YES NO
12. How long have you lived at this address? _____ Years _____ Months
13. PLEASE LIST YOUR LAST THREE RESIDENCES STARTING WITH THE MOST CURRENT:

PREVIOUS ADDRESS	RENT AMT	DATE OF RESIDENCY	WHY DID YOU MOVE?
		FROM	
		TO	
PREVIOUS ADDRESS	RENT AMT	DATE OF RESIDENCY	WHY DID YOU MOVE?
		FROM	
		TO	
PREVIOUS ADDRESS	RENT AMT	DATE OF RESIDENCY	WHY DID YOU MOVE?
		FROM	
		TO	

14. What is your current gross annual income? _____
15. What was your total income from last year's federal tax return? _____

YWCA RESIDENCE
 69 NORTH BROADWAY
 WHITE PLAINS, N. Y. 10603

EMPLOYMENT HISTORY

16. List all full- and/or part-time jobs worked during the last five years, including self-employment and/or freelance income. List your current/most recent job first.

PLEASE NOTE: YOU WILL BE REQUIRED TO DOCUMENT ALL CURRENT AND/OR PERIODIC SOURCES OF EMPLOYMENT.

DATE	EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

OTHER CURRENT SOURCES OF INCOME

17. List other income that you currently receive, such as public assistance, Social Security, Supplemental Security Income, pension, disability, unemployment compensation, alimony, child support, Armed Forces Reserves, regular financial support and/or grants.

TYPE OF INCOME	AMOUNT
1)	\$ per
2)	\$ per
3)	\$ per

ASSETS

18. Complete each category as applicable, and attach statements for each account listed.

TYPE	BANK NAME	AMOUNT
CHECKING		
SAVINGS/PASSBOOK		
MONEY MARKET/TRUSTS		
CREDIT UNION SHARES		
CDs		
IRAs/ RETIREMENT ACCTs		
STOCKS/BONDS		

19. Do you own any real estate? YES NO If yes: What is the current market value? _____
What is the value less any mortgage or lien? _____

Do you receive any rent from tenant(s) living at this property? YES NO
If yes, how much? _____

GENERAL QUESTIONNAIRE

20. Have you ever been evicted? YES NO If yes, when? _____
Briefly explain circumstances: _____

21. Have you ever filed for personal bankruptcy? YES NO If yes, when? _____
Briefly explain circumstances: _____

22. Have you ever been convicted of a felony? YES NO If yes, when? _____
Briefly explain circumstances: _____

23. How did you hear about The YWCA? _____

I hereby affirm that, to the best of my knowledge, the foregoing information is true, accurate and complete. I understand that misleading or false statements, misrepresentations, or incomplete information in this application will be grounds for rejection. I authorize YWCA Residence Management to contact my agencies, offices, other groups or organizations to obtain any information or materials deemed necessary to process my application, including verifying my financial, credit, housing and legal history. I understand that this information will be considered when determining my eligibility.

APPLICANT'S SIGNATURE

DATE

This information was provided in strict confidence by:

Print name

Signature

Title (e.g., Housing Specialist, Primary Lessee, Managing Agent, etc.)

Address

Date

Telephone number

This information is provided in strict confidence by:

Signature of employer

Printed name of employer/title

Company name

Company address

Daytime phone number

Date

UNDER \$5,000 ASSET CERTIFICATION

(For households whose **combined** net assets do not exceed \$5,000.
Complete only **one** form per household; include assets of children)

Household Name: _____ Unit No. _____

Development Name: _____ City: _____

Complete all those which apply for 1 thru 4:

1. My assets include:

Cash Value*	Int. Rate	Total	Source	Cash Value*	Int. Rate	Total	Source
\$ _____	_____	\$ _____	Savings Account	\$ _____	_____	\$ _____	Checking Account
\$ _____	_____	\$ _____	Cash on Hand	\$ _____	_____	\$ _____	Safety Deposit Box
\$ _____	_____	\$ _____	Certificates of Deposit	\$ _____	_____	\$ _____	Money market funds
\$ _____	_____	\$ _____	Stocks	\$ _____	_____	\$ _____	Bonds
\$ _____	_____	\$ _____	IRA Accounts	\$ _____	_____	\$ _____	401K Accounts
\$ _____	_____	\$ _____	Keogh Accounts	\$ _____	_____	\$ _____	Trust Funds
\$ _____	_____	\$ _____	Equity in real estate	\$ _____	_____	\$ _____	Land Contracts
\$ _____	_____	\$ _____	Lump Sum Receipts	\$ _____	_____	\$ _____	Capital investments
\$ _____	_____	\$ _____	Life Insurance Policies (excluding Term)				
\$ _____	_____	\$ _____	Other Retirement/Pension Funds not named above: _____				
\$ _____	_____	\$ _____	Personal property held as an investment** : _____				
\$ _____	_____	\$ _____	Other (list): _____				

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, Trust) may or may not be [fully] accessible to you. Include only those amounts which are.

*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding mortgage, early withdrawal penalties, etc.

**Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

2. ____ Within the past two (2) years, I have sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below their fair market value (FMV). Thus, those amounts* are here included: \$ _____ (*the difference between FMV and the amount received, for each asset on which this occurred).
3. ____ I have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
4. ____ I do not have any assets at this time.

The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000 and the annual income from the net family assets is \$ _____. This amount is included in total gross annual income.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Tenant

Date



white plains & central westchester

FINANCIAL RESPONSIBILITY AT TIME OF MOVE-IN

AWH

Security	\$499.00
1 st Month Rent	<u>\$499.00</u>
Total:	\$998.00

You will need one money order for security (\$499.00), and a separate money order for rent (\$499.00).

KDR

Security	\$451.00
1 st Month Rent	<u>\$451.00</u>
Total:	\$902.00

You will need one money order for security (\$451.00), and a separate money order for rent (\$451.00).

Parking fees

Parking is available at a charge of \$75.00 per month.

The lease is for a period of one year.

Revised Sept. 14, 2010