



**The Actors Fund,**  
**for everyone**  
**in entertainment.**

Innovative Solutions to Homelessness

# THE SCHERMERHORN APPLICATION

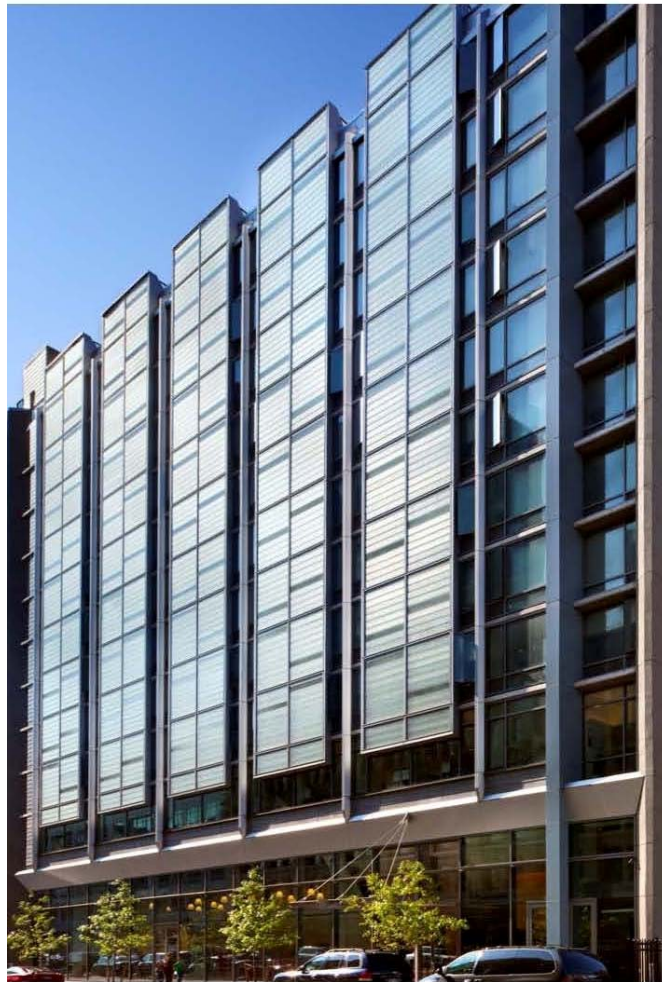


Photo Courtesy of David Sundberg/Esto for Ennead Architects LLP.

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



# The Schermerhorn

sponsored by  
The Actors Fund and Common Ground Community

Dear Applicant,

Thank you for contacting us. Per your request, an application is enclosed for an apartment at The Schermerhorn.

The completed application must be sent to:

**Times Square- CENTRAL INTAKE**  
**255 West 43<sup>rd</sup> Street**  
**New York, NY 10036**

MAIL ONLY ONE APPLICATION PER INDIVIDUAL. YOU WILL BE DISQUALIFIED IF MORE THAN ONE APPLICATION PER INDIVIDUAL IS RECEIVED.

DO NOT GIVE BROKERS OR APPLICATION FEE TO ANYONE IN CONNECTION WITH THE OBTAINING, PREPARING OR FILING OF THIS APPLICATION FOR HOUSING.

**The rent, household size, studio size and income distribution for these apartments is as follows:**

<b>Apartments Available</b>	<b>Apartment Size</b>	<b>Household Size</b>	<b>Monthly* Rent</b>	<b>Total Annual** Income Range Minimum-Maximum</b>
<b>100</b>	<b>Studio (266 sq. ft)</b>	<b>1</b>	<b>\$635</b>	<b>\$21,770 - \$34,860</b>

\* Includes Heat & Electric

\*\*Income eligibility is based on the Federal Low Income Housing Tax Credit guidelines. If your income is less than the minimum requirements listed above, you must have a rental subsidy (such as Section 8) to qualify. You will be required to submit proof of your rental subsidy (e.g. Rent Breakdown Letter or a copy of your voucher) at the time of interview.

## **Additional eligibility requirements:**

- Assets must be evaluated in determining eligibility. If your assets are equal to or greater than \$250,000 you will not be eligible. Assets do not include personal property such as furniture, automobiles, and clothing.
- **Full-time students are not eligible for residency.**
- Pets are not allowed

## **APPLICATION PROCESS**

Applications for these apartments will be randomly selected. If your application is selected, we will notify you in writing and schedule an interview. 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 AN APARTMENT UNTIL YOU HAVE SIGNED A LEASE.

If you have any questions or experience difficulty completing the forms, please contact Common Ground's Intake Office at 212-659-0912.

Sincerely,

Intake Department  
Schermerhorn House

**We Provide Housing in Compliance with Federal Fair Housing Laws**

Please complete all sections and sign the last page. All questions must be answered – if one does not apply, please draw a line through the question or write “N/A.” **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 \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_

6. Are you a fulltime student?  YES  NO

*Note: 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.*

7. Do you require a special accommodation in your residence?  YES  NO

(If yes, please check which disability applies):

Mobility Impairment  Visual Impairment  Hearing Impairment

Please specify the accommodation required: \_\_\_\_\_

8. (A) 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 \_\_\_\_\_

(B) If you answered “yes” to Question 8A above, have you personally had any role or involvement in any process, decisions, or approval regarding the housing development that is the subject of this application?  
YES  NO

**NOTE:** If you answered “yes” to Question 8A 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 8B 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.

9. Do you work in the performing arts and entertainment industry?  YES  NO (If yes, please describe your employment): \_\_\_\_\_

10. Are you a former resident of 20 Henry Street in Brooklyn?  YES  NO

## HOUSING STATUS

11. Present landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_

12. Landlord’s address \_\_\_\_\_

13. Is your apartment leased directly to you?  YES  NO

14. Monthly rent \$ \_\_\_\_\_ 15. Does your rent include electric?  YES  NO

16. Avg. utility bill \$ \_\_\_\_\_

17. Is your rent subsidized?  YES  NO If yes, by whom? \_\_\_\_\_

18. How long have you lived at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months

**19. 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	

20. What is your current annual income? \_\_\_\_\_

21. What was your total income from last year's federal tax return? \_\_\_\_\_

*Note: A copy of your most recent federal tax return (1040) must be enclosed with your application.*

**EMPLOYMENT HISTORY**

22. 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.

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

**OTHER CURRENT SOURCES OF INCOME**

23. 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, and/or grants.

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

**ASSETS**

24. 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		

25. 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**

26. Have you ever been evicted?  YES  NO If yes, when? \_\_\_\_\_  
Briefly explain circumstances: \_\_\_\_\_

27. Have you ever filed for personal bankruptcy?  YES  NO If yes, when? \_\_\_\_\_  
Briefly explain circumstances: \_\_\_\_\_

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

29. How did you hear about Schermerhorn House? \_\_\_\_\_  
\_\_\_\_\_

30. Please list the names and phone numbers of two individuals, other than family members, whom we may call for personal reference:

\_\_\_\_\_

Name

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Name

\_\_\_\_\_

Phone Number

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 The Schermerhorn Property 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 credit worthiness.

APPLICANT'S SIGNATURE

DATE