



836 Tilden Street · Bronx, New York 10467 · 718-652-3023 · 718-652-8287 fax

Dear Applicant:

Here is the application that you requested. You may fill it in and return it to the Site Office. Please remember to include your **Social Security Number** and **Social Security Numbers** of all members of your household who are working.

Please attach the following to your application:

1. Proof of citizenship, resident status and a photo ID.
2. Names, ages and number of individuals, who will be living in the apartment, in writing and signed by head of household. All members of the household must be present at the interview.
3. Letters of consent for a credit and character inquiry and home visit.
4. Proof of gross yearly income for the past two (2) years: W2, Income Tax Return, Pay Stubs.
5. Letter stating your understanding that: **NO PETS, DISHWASHERS, WASHING MACHINES, DRYERS** are allowed. **AIR CONDITIONERS MUST BE PLACED IN SLEEVES.**
6. Two personal references in writing from persons who are not related to you.

All of the above must be attached to your application before the application can be processed.

Carrying Charges for apartments vary in price, depending on size and location. Heat and gas are included in your Carrying Charges; electricity is not.

Payment of application fees and credit check fee must accompany the application. Forward two (2) certified checks or money orders payable to **SURREY COOPERATIVE APARTMENTS, INC.**, one (1) in the amount of **FIVE HUNDRED (500.00) DOLLARS** for the application fee and one (1) in the amount of **FIFTY (\$50.00) DOLLARS** for the credit investigation. **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED and ALL FEES ARE NON-REFUNDABLE.**

*Minimum Yearly Household Income Limits:

	<u>Household Income</u>
Studio	\$40 - \$60,000
1 Bedroom	\$50 - \$70,000
2 Bedroom	\$75 - \$90,000
3 Bedroom	\$85 - \$100,000

*Minimum Yearly Household Income Limits for sales in excess of \$100,000:

<u>Sale Price</u>	<u>Minimum Income</u>
\$101 - 150,000	\$100 - \$150,000
\$151 - 200,000	\$130 - \$155,000

*Considerations vary for "yearly household incomes" with prospective, cash purchases of shares.



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Name _____ Home Phone _____

Present Address _____ City/State _____ Zip _____ How Long _____

Present Landlord _____ Monthly Payment Amount _____

Payment made to _____ Address _____ Phone _____

Previous Address _____

WHERE CAN YOU BE REACHED 9:00 AM DURING THE WEEK? Phone _____

Email Address _____

List all persons who will be residing in the following dwelling: Start with head of household.

Name	Relationship	Age	Sex	Social Security #	Occupation/School

Employment History

Employer(s) Name	Address	Monthly Salary	How Long	Phone

Other Household Members Employer(s) Name

Previous Employers

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Income from other sources: (include Social Security or Pension Payments, Unemployment Insurance Benefits, Military Allotments, Bank Interest, Stock Dividends etc.)



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Auto Financed by _____ Address _____ Balance Due _____

Bank _____ Address _____ Account # _____

Bank _____ Address _____ Account # _____

Credit References: List all installment loans, credit accounts, payment plans.

Name	Address	Phone #	Balance
1.			
2.			
3.			
4.			

List names of two (2) relatives and one (1) friend not living with you

Name	Address	Phone #	Balance
1.			
2.			
3.			

Applicant's Request for Apartment Size (Circle One)

Studio 1½ Rms. 1 Bedroom 3½ Rms. 2 Bedrooms 4½ Rms. 3 Bedrooms 5½ Rms.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION HAVE BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ARE TRUE, CORRECT AND COMPLETE. I HAVE NO OBJECTION TO INQUIRIES MADE FOR THE PURPOSE OF VERIFYING THE FACTS WHEREIN STATED. I UNDERSTAND THAT THE FILING OF THIS APPLICATION DOES NOT IN ANY WAY BIND THE SURREY COOPERATIVE APARTMENTS, INC. TO RESERVE AN APARTMENT FOR ME.

SIGNATURE _____ DATE _____

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APPLICANT WILL BE NOTIFIED OF THE SCHEDULED INTERVIEW AFTER THE FEES WITH THE APPLICATION AND THE CREDIT CHECK HAVE BEEN RECEIVED AND REVIEWED BY THE SCREENING COMMITTEE.



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REQUEST FOR INVESTIGATION

Application For Apartment _____ Management Company _____

Name of Building

Name _____ Spouse _____

Address _____ Zip _____ How Long? _____

Home Phone _____ Social Security _____

Landlord of Present Address _____

Address & Phone of Landlord _____

Previous Address (If less than 2 years at present) _____

Employer _____

Employer's Address _____

Employer' Phone _____ Name of Supervisor _____

Salary \$ _____ How long employed _____ Position _____

Spouse's Employer _____

Employer's Address _____

Employer' Phone _____ Name of Supervisor _____

Salary \$ _____ How long employed _____ Position _____

Spouse's Employer _____

I HEREBY AUTHORIZE CREDIT BUREAU OF PORT CHESTER/GARRISON RESEARCH TO CONDUCT INDUIRES CONCERNING MY INCOME CREDIT, FAMILY COMPOSITION, CHARACTER AND REPUTATION FOR THE PURPOSE OF VERIFYING INFORMATION PROVIDED BY ME ON MY APARTMENT APPLICATION IN THE ABOVE NAMED DEVELOPMENT. I UNDERSTAND THAT ANY MISREPRESENTATION BY ME MAY BE CAUSE FOR REJECTION BY THE DEVELOPMENT.

Signature

Date

Signature

Date



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DATE _____

I _____ do hereby understand and acknowledge that **absolutely** NO PETS, DISHWASHERS, WASHING MACHINES, or DRYERS are allowed in the Surrey Cooperative Apartments and that all AIR CONDITIONERS are to be put in sleeves.

Applicant's Signature