

PRELIMINARY
APPLICATION FOR APARTMENT

Dear Applicant:

Thank you for your interest in an apartment at Concourse Village. In order to be eligible for an apartment, the application(s) must meet the following **Minimum Income Requirements:**

APARTMENT INCOME
ELIGIBILITY REQUIREMENTS

<u>Apartment Size</u>	<u>Minimum Income Requirements *</u>	<u>Family Composition</u>
Golden Compact <i>Without</i> Terrace (Small 1-bedroom no dining room)	\$27,964.00	1 to 2 persons
Golden Compact <i>With</i> Terrace (Small 1-bedroom no dining room)	\$32,857.20	1 to 2 persons
Regular (1) Bedroom <i>Without</i> Terrace	\$32,418.40	1 to 2 persons
Regular (1) Bedroom <i>With</i> Terrace	\$37,871.20	1 to 2 persons
Regular (2) Bedroom <i>Without</i> Terrace	\$40,286.40	2 to 4 persons
Regular (2) Bedroom <i>With</i> Terrace	\$46,339.20	2 to 4 persons
Regular (3) Bedroom <i>Without</i> Terrace	\$51,568.00	4 to 6 persons
Regular (3) Bedroom <i>With</i> Terrace	\$57,781.20	4 to 6 persons

* Or demonstrate history of paying comparable rents.

APARTMENT INCOME REQUIREMENTS AND LIMITATIONS

APT. SIZE	INCOME LIMITATIONS*		EQUITY	MONTHLY MAINTENANCE
	FROM	TO	(APPROX)	(AVERAGE)
G.C. W/O Terrace	\$27,964.00	\$67,098.20	\$13,937.63	\$699.10
G.C W/Terrace	\$32,857.20	\$78,714.04	\$15,778.31	\$821.43
1 BDRM W/O Terrace	\$32,418.40	\$77,525.47	\$15,492.45	\$810.46
1 BDRM W/Terrace	\$37,871.20	\$90,891.00	\$18,711.14	\$946.78
2 BDRM W/O Terrace	\$40,286.40	\$109,802.40	\$18,323.00	\$1,007.16
2 BDRM W/Terrace	\$46,339.20	\$126,535.20	\$21,579.00	\$1,158.48
3 BDRM W/O Terrace	\$51,568.00	\$140,152.33	\$22,144.02	\$1,289.20
3 BDRM W/Terrace	\$57,781.20	\$157,303.59	\$25,469.81	\$1,444.53

** Or demonstrate history of paying comparable rents.*

FEE: A non-refundable \$75 application fee payable to Concourse Village Inc. (NO PERSONAL CHECKS WILL BE ACCEPTED, CERTIFIED CHECKS OR MONEY ORDERS ONLY. PLEASE COMPLETE MONEY ORDERS BEFORE SUBMITTING; DO NOT SUBMIT ANY BLANK MONEY ORDERS)

Upon initial interview a credit check investigation fee of \$23.90 and criminal investigation/home visit fee of \$241.65 payable to **LANDLORD GUARD INC.** will be required for the Head of Household and an additional amount for all house hold members 18 and over. See price list below for additional amounts. All prices include tax.

Applicant:	\$241.65
Co-Applicant (same household applicant)	\$159.99
Co-applicant (separate household applicant)	\$241.65
Adult Resident (18yrs and older)	\$159.99

Once we reach your number in the waiting list you will be notified by mail. During your scheduled appointment date you will be required to bring with you to the Management office the following items:

1. Tax returns (1040, 1099's and w-2 forms) for the 2 previous calendar years for each wage earner listed on your application.
2. Copies of your New York state tax return form (IT-201) for the 2 previous calendar years for each wage earner listed on the application
3. Verification of employment on employer's stationary indicating current employment and salary.
4. Social Security card for all household members
5. Proof of citizenship (birth certificate, US valid Passport, and Alien Card)

For verification of your application status, please have your receipt/waiting list number available when calling.

Check if declaring a Veterans Preference.

Eligibility

Veterans eligible for the preference are those who:

- a) were members of the Armed Forces of the United States;
 - b) served on active duty for other than training purposes in time of war¹ ;
 - c) were discharge honorably or released under honorable circumstances;
 - d) are residents of New York State; and
 - e) are able to document their eligibility by submitting Form DD214 (NAVPERS-553 / NAVMC-78 PD / WDAGE)-53,98) and for service in Lebanon, Grenada, or Panama, the award of an appropriate expeditionary medal.
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¹Time of war includes the following wars and hostilities:

Persian Gulf Conflict	August 2, 1990 - the date upon which such hostilities end (includes the Global War on Terrorism)
*Hostilities in Panama	December 20, 1989 – January 31, 1990
*Hostilities in Lebanon	June 1,1983 – December 1,1987
*Hostilities in Grenada	October 23, 1983 – November 21, 1983

[* Service during these periods is qualifying only if the veteran received the armed forces, navy, or Marine Corps expeditionary medal.]

Viet Nam Conflict	December 22, 1961 – May 7, 1975
Korean Conflict	June 27, 1950 – January 31, 1955
Service in the commissioned corps of the Us Public Health Service:	
	July 19, 1945 – September 2, 1945
	June 26, 1950 – July 3, 1952
World War II	December 7, 1941 – December 31, 1946
World War I	April 6, 1917 - November 11,1918

SUBSCRIBER CONCOURSE VILLAGE INC.

SUBSCRIBER#: 1000073

Applicant #: _____

FOR OFFICE USE
FILE #:

AUTHORIZATION RELEASE

For Personal Data Record Information

To Whom It May Concern:

I hereby authorize and request any employer, police department, law enforcement agency, credit bureau, financial institution, and all persons having personal knowledge about me to furnish the bearer of this release with the answers to any information within their knowledge regarding me.

I agree to hold any and all parties blameless and free of any liability for releasing any truthful information that is within their knowledge or records.

I am writing to have a photocopy of this authorization be accepted within the same authority as original. I understand that this authorization is to be part of the application which I sign.

PLEASE PRINT THE FOLLOWING INFORMATION

Full Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alt. Phone#: _____

S.S #: _____ Email Address: _____

Drivers License #: _____ State of License: _____

Employer's Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Phone #: _____

Period of Employment: From: _____ To: _____

Salary: _____

CONCOURSE VILLAGE, INC.

775 Concourse Village East, Bronx NY 10451

PRELIMINARY APPLICATION

Please print and complete all information

1. NAME _____

LAST

FIRST

2. ADDRESS _____

BOROUGH

TELEPHONE: HOME: _____ BUSINESS: _____

3. ARE YOU A FORMER TENANT () YES () NO

4. SIZE OF APARTMENT (CHECK BOX)

() Golden Compact (studio) () 1 Bedroom () 2 Bedrooms () 3 Bedrooms

5. NUMBER OF PERSONS TO OCCUPY THE APARTMENT _____

LIST ALL PERSONS TO OCCUPY THE APARTMENT (INCLUDE YOURSELF)

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

6. LIST ALL PERSONS TO OCCUPY THE APARTMENT WHO ARE EMPLOYED

NAME	EMPLOYER & ADDRESS	PRESENT ANNUAL WAGES
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A. _____

B. _____

C. _____

D. _____

7. LIST ALL OTHER INCOME (This includes Social Security or pension payments, unemployment benefits, military allotments, bank interest, stock dividends, real estate income, capital gains or losses, or income from any other source.)

NAME	SOURCE	ANNUAL INCOME
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A. _____

B. _____

C. _____

D. _____

QUESTIONNAIRE: (Please answer all questions)

Name (Last): _____ (First): _____

Address: _____ Apt#: _____ City: _____ State: _____ Zip Code: _____

Home #: _____ Bus. #: _____

1. How did you hear of Concourse Village?

Newspaper (which) _____ Relative living here _____ Friend living here _____

Other: _____ Specify: _____

2. Have you ever participated in any kind of Cooperative?

() Yes () No If yes, where and what kind?

3. How do you think Cooperative living differs from typical apartment living?

4. Are you and/ or any family member in any local community groups? () Yes () No

If yes, list activities _____

In order to help Concourse Village improve, would you be willing to join one of our committees?

() Yes () No. If yes, please indicate which of these: () Finance and Audit () Parking Lot

() Floor Captain () Youth () Maintenance () Security () Information and Education

() Community Planning Board and () Administrative Violations.

Do you have any questions for programs which you would like to see implemented at Concourse Village? _____

The life blood of a cooperative is its People! What skills and/or interests are you willing to contribute to Concourse Village?

Please elaborate: _____

TO: INCOMING SHAREHOLDERS AND TRANSFERS

The undersigned acknowledge that he/she had been informed by the Managing Agent of Concourse Village, Inc. that the refrigerator and stove must be supplied by the undersigned and that they are to be maintained by the undersigned. A professional installer must install the stove. The ownership of the said refrigerator and stove will remain in possession of the undersigned. It is understood that the Occupancy Agreement and this Statement is binding upon me insofar as the stove and refrigerator is concerned.

Signature

Signature

Address

DATE

NOTIFICATION OF POSSIBLE FUTURE INCREASE IN RENT

We are pleased that you desire to purchase an apartment in our development.

We have quoted the present maintenance fee for the apartment you have been shown.

This notice is to advise you that we are living in a highly inflationary time in real estate and the rules and regulations of the Supervisory Governmental housing Agency require that rents **MUST** be periodically increased if expenses are in excess of our income.

We shall, of course, continually seek to stabilize our operating expenses, but many of the items cost of fuel oil, salaries, and cost of utilities are beyond Management's ability to be limited.

Accordingly, you are advised that prior to your occupancy and during the term of your lease an increase in the maintenance payments may occur after appropriate Public Hearing and if so ordered by the Supervising Governmental housing Agency.

Sincerely,

Management

Applicants Signature

Date

PETS ARE NOT ALLOWED IN CONCOURSE VILLAGE APARTMENTS

I _____, having applied for an apartment at Concourse Village and upon being accepted, do hereby attest that I understand that the terms of the Occupancy Agreement of Concourse Village stipulate a no pet policy. I do hereby state that I do not presently own a pet. I will not move into Concourse village with a pet, nor will or anyone who resides in my apartment at any time during my tenancy at Concourse Village purchase a pet or accept as a gift, or responsibility of a pet to be housed on Concourse Village property. I understand that any violation of this agreement by me or any member of my household would be grounds for eviction.

Agreed to this _____ day of _____

Applicants Signature

ATTENTION: The Management Office acknowledges the fact that there are pets in the development at this time. These Tenant, cooperators have broken the rules and regulations of Concourse Village and actions are being taken to remove the pets that are presently here, through arbitration.

POLICIES AND PROCEDURES
FOR NEW APPLICANTS

1. All income information must be checked and confirmed with State Eligibility Guidelines.
2. Notifications of Orientation Committee appointed must be made at least (3) weeks in advances in writing and confirmed at least (2) two days before scheduled appointment is applicant has not already done so.
3. Only licensed movers will be allowed to do the move. The stove must be installed by a professional installer.
4. Any changes in status in application must be reviewed by Orientation Committee.
5. All applicants must fill out their own application. No application will be filled out by the office personnel.
6. Applications on the waiting list MUST provide written notification of changes in address, telephone numbers and family composition.
7. Please be advised that a home visit will be part of your credit application.

MOVE- IN/ MOVE OUT POLICY

Dear Applicant / Shareholder

Please read below move-in/ move-out policy by the Board of Directors July 10th, 2003 and amended July 24th, 2003. The below rules must be strictly adhered to Failure to follow any of these rules will result in forfeiture of the entire deposit and/or administrative fee.

1. Shareholders must use a moving company licensed by New York State Department of Transportation.
2. Shareholders must notify Management five business days in advances of their scheduled move-in/move-out date of the name, address phone number, and D.O.T license number of the moving company they will be using.
3. A. With respect to move-ins, five business days in advance, Shareholders must submit to Management (1) a copy of their contract, or bill of lading, with the moving company and (2) a move-in deposit of \$300 by certified check, bank check or money order, payable to Concourse Village, Inc.

B. With respect to move-outs, five business days in advance. Shareholders must submit to Management a copy of their contact, or bill of lading, with the moving company.
4. Move-ins/move-outs must start between 9a.m. and 1p.m. and finish by 4p.m.
5. No trucks or vans are permitted on Concourse Village grounds for moving purposes.
6. The floors and walls of an elevator must be padded before it its used for a move.
7. No move-ins/move-outs are permitted on Saturdays or Sundays.
8. No move-ins/move-outs are permitted on holidays.
9. Management shall issue a move-in/ move-out permit on the same day of a move-in/move-out, and to shareholder or another adult member of the household listed on the Occupancy agreement, who must present photo identification and sign the move-in/ move-out permit.
10. An administration fee \$300 plus actual damages to the property for improper or illegal move-outs will be deducted from a Shareholder's equity deposit.
11. Management will issue an incoming Shareholder only one permit for a full move-in.
12. Management will permit only one move-in/move-out per day building.
13. Shareholders are obligated to use only the elevator assigned to them.

NOTICE PURSUANT TO THE TENANT FAIR CHANCE ACT

1. The information supplied in your application any be used to obtain a tenant screening report from TransUnion, 2 Baldwin Place, P.O. Box 1000, Chester PA 19022, 1-800-888-4213

2. Pursuant to federal and state law:
 - (a) If your application is denied based on information contained in the tenant screening report, you have the right to:
 - (i) Be informed of such denial
 - (ii) Be provided with the name and address of the consumer reporting agency(ies) that provided the relevant report; and
 - (iii) Request a copy of the report from the relevant consumer reporting agency
 - (b) You are entitled to one free tenant screening report per year from each national consumer reporting agency as well as a credit report from www.annualcreditreport.com; * **and**
 - (c) You have the right to dispute inaccurate information contained in a tenant screening report directly with the relevant consumer reporting agency.

* Concourse Village Inc. has the right to charge you for any tenant screening reports and/or credit reports about you that it obtains in connection with the Application.