

Dorado Apartments

RENTAL APPLICATION

(Affordable Programs)

THE AGENT WILL PROVIDE HELP IN REVIEWING THIS DOCUMENT. IF NECESSARY, PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE, OR OTHER ALTERNATE FORMATS.

This community is a smoke-free community, which means that smoking is prohibited in the individual apartments, interior and exterior common areas and any and all locations of this community. This policy means “No Smoking” not “No Smokers”. Everyone is welcome to apply.

Instructions for Head of Household:

1. Complete all sections by printing in **ink**. Please do not leave any section blank, including sections which do not apply to you. If you need to make a correction, put one line through the incorrect information, write the correct information above, and initial the change. Do not use correction fluid of any kind (e.g. “Whiteout”).
2. As head of household, you should complete the Rental Application in its entirety. Each additional household member, 18 years of age and older, who will live in the apartment must also sign and date the Application. All information must be complete and correct. **False, incomplete or misleading information will cause your household’s application to be declined.**
3. As long as your application is on file with us, it is your responsibility to contact us in writing whenever there is a change in your address, telephone number, income situation or household composition (if you need to add or remove a person from your application).
4. After we receive your application, we will make a preliminary determination of eligibility. If your household does not appear eligible, you will receive a denial letter and will not be placed on our waitlist. If your household appears to be eligible for housing, your application will be placed on a waiting list, but this does not mean that your household will be offered an apartment. If later processing establishes that your household is not actually eligible or not actually qualified for housing, your application will be declined. We will process your application according to our standard procedures, which are summarized in the Resident Selection Plan. If there is no wait for an apartment and your application appears to be eligible, we will contact you to continue processing your application.
5. Filling out an application does not guarantee eligibility for an apartment at our community.

Note: Upon request to the Management Agent, you have the right to receive a Resident Selection Plan (with Program Description Insert) which summarizes the application process including eligibility and screening requirements for occupancy in the Community.

This is an important document, if you require language interpretation, please call the telephone number below or come to our Leasing and Management Center.

Este es un documento importante. Si necesita interpretación, por favor llame al número de teléfono que aparece abajo o visite nuestras oficinas.

這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室。

Este é um documento importante. Caso precise de interpretação, por favor chame o número de telefone abaixo, ou compareça aos nossos escritórios.

Это важный документ. Если Вам требуется перевод, пожалуйста, позвоните нам (телефонный номер ниже). Или придите в наш офис.

Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng hãy gọi cho số điện thoại bên dưới hoặc đến các văn phòng của chúng tôi.

**នេះគឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីយលោកអ្នក ចាំបាច់ត្រូវចង់បានការបកប្រែ
សូមទូរស័ព្ទលេខខាងក្រោមនេះមកកាន់ ឬអញ្ជើញទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងខ្ញុំ។**

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.

Tani waa dokumenti muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayad.

هذه وثيقة مهمة. إذا كنت بحاجة إلى ترجمة فورية، يرجى الاتصال على رقم الهاتف المذكور أدناه، أو تفضل بزيارتنا في مكاتبنا.

این یک سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفاً با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.

Telephone Number: (914) 968-5909 or TTY 711



TTY:711

160 Warburton Avenue, White Plains NY 10701 ■ Tel (914) 968-5909 ■ Fax (914) 619-5038 ■ TTY : 711
Email : Dorado@BeaconCommunitiesLLC.com

**This form must be filled out in English. Please print neatly in ink. All fields are required.
Read the instructions on the cover page before completing each item.**

1. Name and address of head of household (HOH)

Last Name First Name Middle Initial

Mailing Address Apt. #

City State Zip Code

() -- Home Cell Work

Area Code Telephone Number

Email Address

2. Bedroom size requested? Efficiency 1-BR 2-BR Handicap Accessible

3. How many children under 18 in your household? _____

4. List all the States where all household members have lived:

5a. Have you or any household member been convicted of, pled guilty or no contest to a Felony, Drug-related criminal offense or Sexual offense? Yes No

5b. Are you or any household member required to register as a Sex Offender for any duration? Yes No

If "Yes", for which States: _____

6. Does the household currently have a section 8 (mobile) voucher (e.g. Housing Choice Voucher, MRVP, HUD-VASH, etc.)? Yes No

If Yes, list Agency: _____

7. Do you or does any member of your household need any specific features or unit designs, such as wheelchair accessibility, visual aids (Braille), or apparatus for hearing assistance? Yes No

If "Yes", please describe: _____



TTY:711

8. List yourself and all others who will live with you. Include unborn children and live-in aides.

#	Relation	Last Name	First Name + Middle Initial	Social Security Number	Birthdate (mm / dd / yyyy)	Student? (Y/N) (FT / PT)	US Veteran Status (Y/N)
1	Head of Household						
2							
3							
4							
5							
6							
7							
8							

Do you anticipate a change in your household composition in the next 12 months? Yes No

If "Yes", please explain: _____

If you do not have a Social Security Number, were you 62 years old as of 1/31/2010 and living in affordable housing? Yes No

9. Optional Information: Gender, Ethnicity, Race and Disability Status of household members

#	Gender (Male/Female/ Decline)	Ethnicity (Hispanic/Non-Hispanic/ Decline)	Race (White/Black or African American/Asian/American Indian or Alaska Native/Native Hawaiian or Other Pacific Islander/ Other or Decline)	Disabled? (Yes/No)
1-Head of Household				
2				
3				
4				
5				
6				
7				
8				



10. Income and assets for all household members. Provide gross (not net) amounts for all questions.

10a. Total monthly income \$ _____
Include income from all family members. You may estimate. Put zero (0) if no income.

10b. Value of household assets. \$ _____
Assets include bank accounts, investments, and real estate of all household members.

10c. Income Source(s): *Check all that apply.*

- Wages SSA SSI – Federal SSI – State
- Child support Pension Unemployment Public Assistance
- Interest/annuity income Worker’s Compensation Someone pays my bills/gives me money
- Other income source: _____ Household has no income

11. Do you anticipate a change in your household income in the next 12 months?

Yes No

If “Yes”, please explain: _____

12. How did you hear about us?

- Advertising: _____
- Website: _____
- Social Media: _____
- Friend: _____
- Other: _____

13. Smoke-Free Community

I understand that this is a smoke-free community, which means that smoking is prohibited in the individual apartments, interior and exterior common areas and any and all locations of this community. _____ (Initial here)

14. What is your current housing situation? Own Rent Other

If “Other”, please describe: _____

15. What is the current monthly rent or mortgage payment: \$ _____

16. Check utilities paid by you: Heat Electricity Gas Other _____
(List Type)

17. What is the approximate cost of utilities paid by you? (excluding phone, cable TV & Internet):
\$ _____



15. Landlord history of past 5 years

Current Landlord		Prior Landlord
Address		Address
Phone Number		Phone Number
Duration		Duration

If you need additional space, please check this box and use a blank sheet of paper.

Certification of applicant: I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements or information are punishable by law and will lead to cancellation of this application or termination of tenancy after occupancy. All adult applicants, 18 or older, must sign application. In consideration for being permitted to apply for this apartment, I, Applicant, do represent all information in this application to be true and that the owner/manager/employee/agent may rely on this information when investigating and accepting this Rental Application. Applicant hereby authorizes the owner/manager/agent to make independent investigations to determine my credit, financial standing, criminal background, including sex offender registration history, landlord history, and character standing. Applicant authorizes any person or background checking agency having any information on him/her to release any and all information to the owner/manager/employee or their agents or background checking agencies. Applicant hereby releases, remises and forever discharges, from any action whatsoever, in law and equity, and all owners, managers and employees or agents, both of landlord and their credit checking agencies in connection with processing, investigating, or credit checking this application, and will hold harmless from any suit or reprisal whatsoever. Beacon Residential Management Limited Partnership d/b/a BR Management, Agent for this community, does not discriminate on the basis of race, color, religion, sex, national origin, familial status, physical or mental disability, ancestry, marital status, sexual orientation, age (except minors), or lawful source of income in the access or admission to its programs or employment, or in its programs, activities, functions or services.

X _____ X _____
 Signature of head of household Date Signature of spouse or co-head of household Date

X _____ X _____
 Signature of co-head of household Date Signature of co-head of household Date

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures of improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against for misusing the social security number contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).



Dorado Apartments 160 Warburton Avenue • Yonkers NY 10701
Application Addendum – Guidelines for Background Checks

These Guidelines shall be attached to and made a part of the affordable Rental Application and will outline what the housing provider, Beacon Residential Management Limited Partnership d/b/a BR Management (“Management”), must provide to an applicant with the Application, including but not limited to, information that explains the procedures and policies with regard to background checks. The Applicant has the right to review, contest, and explain the information contained in the background check, and the Applicant has the right to present evidence of rehabilitation.

Dorado Apartments will review applicant application and submitted documentation and run background checks when the applicant’s name approaches the top of a waiting list. Applicant may also request a copy of the current Resident Selection Plan from Management and refer to the sections on applicant screening contained therein.

Management will request a credit/criminal/eviction background check for all household members, 18 years of age and older, and may review any available public source of background information including, but not limited to, state agency and state judicial websites. Management obtains credit and criminal background information from CoreLogic’s SCOREX product.

SCOREX

“SCOREX” is a results-based, statistical scoring model that incorporates an applicant’s credit profile, lease characteristics, and a database of Landlord-Tenant records in order to predict the likelihood of a resident fulfilling their lease obligation. The model analyzes hundreds of critical variables to deliver a single score that objectively indicates the relative degree of risk associated with each applicant. Each score is a summation of points based on factors from the application, a credit report, Landlord-Tenant records, civil court records and other sources. The Property Manager sets an upper and lower boundary of the SCOREX score that a given community will accept. Applicants with a score higher than then upper boundary are categorized as “Accept” and applicants with a score below the lower boundary are categorized as “Decline.” Acceptance levels may be set uniquely for each community and may be changed as economic conditions, vacancy rates, and other market considerations change.

Criminal History

Dorado Apartments performs a multi-state criminal background check on all adults who will live in the community. “Adult” is defined as any person who is 18 years of age or older at the time of the application. All eligible applicants (and dependents 18 years of age or older) will be subject to a criminal background check and must meet the guidelines listed below. However, no one will be approved until after the background report has been reviewed and accepted by Management.

Any individuals acting as financial guarantors do not have occupancy rights. Therefore, multi-state criminal background checks will not be performed on these individuals.

Pursuant to the New York State Homes and Community Renewal (NYSHCR) Guide, Management will apply New York State’s Anti-Discrimination Policies When Assessing Applicants for State-Funded Housing Who Have Criminal Convictions (hereinafter referred to as “NYSHCR’s re-entry policy and procedures”). In NY, it is mandatory to deny applicants who have the following characteristics:

- Conviction for Methamphetamine production
- Being a lifetime registrant on a state or federal Sex Offender database.

Management may ONLY consider convictions or pending arrests for:

- * offenses that involved physical danger; or
- * pending arrests for offenses that involved physical danger; or
- * violence to persons or property; or
- * that adversely affected the health, safety and welfare of other people.

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Management is required to conduct an individual assessment of each applicant in accordance with NYSHCR's re-entry policy and procedures and will use the worksheet provided therein to document the process undertaken when deciding whether to accept or reject an applicant. This Worksheet must be completed and will be maintained in the applicant's file for at least two years

All Applicants will be given an opportunity to review and explain any conviction record to Management before any final decision regarding tenancy is made.

If an application is denied, the Applicant must be provided with any documentation used to deny his or her application, an explanation of the denial of housing, and be given an opportunity to respond. There may be no less than fourteen (14) business days between an Applicant receiving the notice and documentation used to deny the application and the Applicant's opportunity to respond.

For any questions, please contact the Property Manager via telephone/fax/email as referenced in the Application.

Attached for your records, is the *Know Your Rights* pamphlet from NYSHCR.

Know Your Rights

NEW Anti-Discrimination Guidance Affecting People with Criminal Histories



If you are applying for state-funded housing and have a criminal record, you now have rights and protections. Read below to make sure you are not denied housing unjustly.

There are only **two** mandatory reasons that you can be denied access to state-funded housing:

1. Conviction for methamphetamine production
2. Being a lifetime registrant on a state or federal Sex Offender database

If you have any other type of conviction, **you are eligible to be considered for housing.**

Housing operators will first look at whether your criminal conviction involved physical violence to persons or property, or affected the health, safety and welfare of others. If it did not, they should not consider your conviction in assessing your housing application. If it did, you must be provided with an opportunity to answer the following questions:

1. How much time has passed since the conviction(s)?
2. How old were you at the time of the conviction(s)?
3. How serious was the conviction(s)?
4. What evidence do you have about your rehabilitation, including treatment programs, volunteer work, paid employment, etc. since your conviction(s)?

The housing operator must evaluate your answers in determining your eligibility for housing. If you were not given an opportunity to answer these questions, or if you feel the housing provider did not properly evaluate your application and wrongfully denied you access to housing, you may contact the Fair and Equitable Housing Office at feho@nyshcr.org to obtain assistance.



Know Your Rights

NEW Anti-Discrimination Guidance Affecting People with Criminal Histories