



Dear Applicant:

Thank you for your interest in Threadmill Apartments. Per your request, we have enclosed an application for you to read and complete. It may be returned to us by mail, email or fax.

If your application is deemed eligible and there is an apartment available, we will then follow through with the processing of your application and schedule to meet with you and your household members for an interview at one of our offices.

Please read through the list of required documents section of the application to ensure that you are providing all documentation relevant to your application (i.e., household composition, income, assets, etc.). Qualified applicants that are made a formal offer of an apartment will be required to pay 1st month's rent, a security deposit equivalent to 1 month's rent and a \$50.00 credit check/processing fee. These are the only fees associated with this application. **No payment or other fee should be given to anyone in connection with the preparation or filing of this housing application.**

Please be advised that an interview does not guarantee an apartment offer. You must meet established income guidelines and landlord screening criteria (i.e., credit history, criminal background check, previous rental history, etc.)

MOST monthly rents include heat, hot water, and gas. Rents and income limits vary based on apartment designation, apartment size and household size.

Income limits and rents vary depending unit designation, program participation and funding; and are subject to change.

The building has a mix of affordable and market rate units. If you are applying for a market rate unit, disregard the following table and any associated income limit information.

Unit Size Equivalent	Persons Per Unit	HUD Maximum Income	Maximum Rent per Month
0 Bedroom	1	\$31,300.00	\$782.00
1 Bedroom	2	\$35,750.00	\$838.00
2 Bedrooms	3	\$40,200.00	\$1,005.00
	4	\$44,650.00	

225 Westchester Avenue, Suite 213
Port Chester, NY 10573
Tel.: (914) 937-5129 Fax: (914)937-4390
www.pokomanagement.com
rents@pokomgt.com
PMinfo@pokomgt.com



**Threadmill Partners LLC
225 Westchester Avenue
Port Chester, NY 10573**

APPLICATION FOR APARTMENT

Instructions:

1. Mail only one application per family. You will be disqualified if more than one application per family is received.
2. When completed, this application must be returned by regular mail only, fax or email; do not send registered or certified mail.
3. Mail completed application to:

**POKO Management Corp.
Threadmill Apartments
225 Westchester Avenue
Port Chester, NY 10573**

4. **No payment should be given to anyone in connection with the preparation or filing of this application.**
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5. This information to be filled out by the Applicant:

A. Name and Address

Name _____
Current Address _____
City, State, Zip Code _____
Home Telephone/Cell Phone _____
Work Phone _____
Email address _____
How long have you lived at this address? _____ Years _____ Months

B. Household Information

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING? _____.

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, starting with yourself, and provide the following information. Add additional pages if necessary.

Full Name:	Relation to Applicant	Birth Date	Age	Sex	Occupation
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Do you or anyone in your household need special assistance or accommodations?

If yes, would you describe the type of accessible unit required as [] mobility impairment? [] visual impairment? [] hearing impairment?

C. Income from Employment

List all full and/or part time employment for ALL HOUSEHOLD MEMBERS including yourself, WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self-employment earnings.

Household Member:	Employer Name and Address:	Years Employed:	Gross Earnings:
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Income from Other Sources

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, SSI, pension, disability compensation, unemployment compensation, Interest income, babysitting, care-taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships and/or grants, etc.

HOUSEHOLD MEMBER	Type of Income	Amount
_____	_____	\$ _____ per _____
_____	_____	\$ _____ per _____
_____	_____	\$ _____ per _____
_____	_____	\$ _____ per _____

E. Total Annual Household Income

Add All Income Listed Above and Indicate the Total Earned for the Year \$ _____ per year

F. Current Landlord

Landlord's Name _____
Landlord's Address _____
Landlord's Phone Number _____

G. Current Rent

What is the total rent on the apartment where you currently live or temporarily staying? \$ _____ monthly
How much do you contribute to the total rent of the apartment? If nothing write "0" \$ _____ monthly

H. Reason for Moving

Why are you moving? Please check all that apply.

- Living with parents
- Not enough space
- Living in shelter or on the streets
- Bad housing conditions
- Health Reasons
- Disability access problems
- Do not like neighborhood
- Living with relatives/other family members
- Rent too high
- Increase in family size (marriage, birth)
- Other _____

I. Section 8 Housing Assistance

Are you presently receiving a Section 8 housing voucher or certificate? Yes No
Please check Yes or No. This information will not affect the processing of the application.

J. Assets

- Checking /Bank or Branch _____
- Savings/Bank or Branch _____
- Certificates/Bank or Branch _____

K. Source of Information

- How did you hear about this development?
- Newspaper
 - Local Organization or Church
 - City "affordable housing hotline" listing new ads for the month
 - Other _____
 - Sign Posted on Property
 - Friend
 - Web Site/Internet

L. Ethnic Identification (Used for Statistical Purposes Only)

This information is optional and will not affect the processing of the application. Please check one group that best identifies the applicant.

- White (non-Hispanic origin)
- Hispanic origin
- American Indian/Alaskan Native
- Black
- Asian or Pacific Islander
- Other

M. Marketing:

Please let us know where you heard about our apartment project:

- Newspaper advertisement : Which paper _____
- Website: Which site _____
- Community Contact: Which organization _____
- Other: _____

N. Signature

I DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I have not withheld, falsified or otherwise misrepresented any information I understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for this program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

I DECLARE THAT NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY, IS EMPLOYED BY THE DEVELOPER OR ITS SUBSIDIARIES, OR THE BUILDING OWNER OR ITS PRINCIPALS.

Signed: _____ Date: _____

OFFICE USE ONLY:

Size of Apartment Assigned: Studio 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom
Family Composition: Adult Males _____ Adult Females _____ Male Children _____ Female Children _____
Accessible Unit: Yes No

TOTAL VERIFIED HOUSEHOLD INCOME: \$ _____ per Year