

TOWN OF MAMARONECK HOUSING AUTHORITY
HOMMOCKS PARK APARTMENTS
Information Sheet for Prospective Tenants

The Hommocks Park Apartments consist of 53 rental units. The apartments are distributed in seven buildings on a 1.8 acre site located at the intersection of the Boston Post Road and Hommocks Road in the Town of Mamaroneck, New York.

The location of the Hommocks Park Apartments is ideal, situated next to the Town of Mamaroneck's Conservation Area, Swimming Pool, Ice Skating Rink, Community Room and athletic fields. The Village of Larchmont's Flint Park is only a few steps away. The apartments are within walking distance of Mamaroneck schools and the Larchmont station of the Metro-North Commuter Railroad, and offer access to both County public transportation and shopping located along the Boston Post Road.

The Hommocks Park Apartments were constructed in response to Westchester County's need for affordable rental housing. 42 of the units are offered at market rate rents, while 11 are rented through the H.U.D. Section 8 program. The Town of Mamaroneck has a long history of involvement in Section 8 housing; over three hundred current residents of the Town currently participate in the program.

The address for the **Town of Mamaroneck Public Housing Agency** is: **740 West Boston Post Road, Mamaroneck, NY 10543.**

The apartments are offered in a variety of sizes, floor plans and rent levels to meet the varied needs of our population:

42 Market Rate Units

Three 1 Bedroom
Twenty Two 1 Bedroom with loft
Four 2 Bedroom
Thirteen 2 Bedroom with loft

11 Section 8 Units

Six 1 Bedroom
Five 2 Bedroom

Included in this packet are:

- An Information Sheet describing the Authority's process for selecting tenants.
- An Application and Instructions.
- The Housing Authority's Policy Manual.
- The Housing Authority's Rules and Regulations.

The Hommocks Park Apartments were developed by the Town of Mamaroneck Housing Authority. Construction began in August, 1993, with occupancy beginning in September, 1994.

SELECTION PROCESS

It is the policy of The Authority to prefer community volunteers of the Volunteer Fire Departments and Volunteer Ambulance Corps of the Town of Mamaroneck (the "Town") and the Villages of Larchmont and Mamaroneck (collectively, the "Villages"), employees of the Town, the Villages and the Mamaroneck Union Free School District (the "School District") and residents of the Town and the Villages to the extent that they are located within the geographic area of the Town.

CATEGORY CRITERIA

The Town of Mamaroneck Housing Authority has established criteria to determine who may rent units at Hommocks Park Apartments. Applicants for these apartments will be grouped into seven separate categories, each category representing a pool of applicants. Each applicant will specify the Category(s) under which his/her application will be grouped. The Authority shall require supporting proof of eligibility under the Category indicated. The criteria used for these category assignments follows:

- Category I** Unpaid active members of the Volunteer Fire Departments and Volunteer Ambulance Corps of the Town and the Villages who have been in that status for at least two years prior to the date of submittal of an application to the Housing Authority, and who maintain that status continuously from the date of submittal through and including the date they take occupancy in the Hommocks Park Apartments.
- Category II** Full-time employees of the Town, the Villages and the School District, who have been in that status for at least two years prior to the date of submittal of an application to the Housing Authority, and who maintain that status continuously from the date of submittal through and including the date they take occupancy in the Hommocks Park Apartments.
- Category III** Applicants from the Town, the Village of Larchmont, and geographical area of the Village of Mamaroneck within the Town of Mamaroneck who are:
- a. Residents who are over 62 years of age and who have lived in the Town or one of the Villages for at least two years as of the time they submit an application to the Housing Authority;
 - b. Residents who are under 30 years of age and who have lived in the Town or one of the Villages for at least two years as of the time they submit an application to the Housing Authority; or
 - c. Applicants who are under 30 years of age at the time they submit an application to the Housing Authority, and who attended high school while residents of the above jurisdictions for a period of at least two years and who have lived at least half of their lives in the above jurisdictions. Time spent in college, technical school, the Armed Forces, or a federal government - administered service corps may be counted towards this residency requirement.

Category IV Part time employees of the Town, Villages and School District who have been in that status for at least two years prior to the date of submittal on an application to the Housing Authority, and who maintain that status continuously from the date of submittal through and including the date they take occupancy in the Hommocks Park Apartments, and who can demonstrate that the majority of their household income comes from this employment.

Category V Current residents of the Town, the Village of Larchmont, and the geographical area of the Village of Mamaroneck within the Town of Mamaroneck who have lived there for at least two years as of the date they submit an application.

Category VI Members of the immediate family (mother, father, brother, sister, daughter, son) of current residents of the Town, Village of Larchmont and geographical area of the Village of Mamaroneck located within the Town of Mamaroneck who have lived there for at least two years as of the date they submit an application.

Category VII Non-resident full time employees of private firms or entities located in the Town, Village of Larchmont and geographical area of the Village of Mamaroneck located within the Town of Mamaroneck, who have been in that status for at least two years prior to the date of submittal on an application to the Housing Authority, and who maintain that status continuously from the date of submittal through and including the date they take occupancy in the Hommocks Park Apartments.

Category VIII Residents of Westchester County who have lived in the County for at least two years as of the date they submit an application.

Category IX All other persons.

INCOME LIMITATIONS

The Authority will consider the assets and liabilities of each applicant and all other household members (collectively, a "household unit") for the purpose of determining both creditworthiness and suitability, given the goal of the project as affordable housing, and will require applicants to produce financial information that The Authority considers necessary for processing the application.

Apartment units will be made available for households of one to four persons. The maximum permissible household income is \$122,405 (In 2018, 95% of the Mamaroneck's median income was \$136,006.00 for a family of four).

The annual rental cost of the unit cannot exceed 37% of the total household income of the household unit. Accordingly, minimum income levels for the various sized apartments are set forth below. The rents indicated on the chart are approximate.

Minimum Income Levels
(Overall Salary Range of \$38,416.00 - \$114,509)

	1 Bedroom	1 Bedroom w/ Loft	2 Bedrooms	2 Bedrooms w/ Loft
Rent/Month (No Utilities Included)	\$1,233.00	\$1,385.00	\$1,551.00	\$1,748.00
Rent/Year	\$14,796.00	\$16,620.00	\$18,612.00	\$20,976.00
Minimum Qualifying Income @ 37% of Gross	\$38,416.00	\$41,757.00	\$46,768.00	\$51,778.00

Please Note: A limited number of apartments will be made available to tenants who qualify under the Section 8 rent subsidy program. Income levels used in the Section 8 program levels are different than the levels used for applications for market rate and depend upon how many people are intended to live in the apartment.

Family Size	30% of Median	50% of Median
1	\$24,650	\$41,000
2	\$28,150	\$46,850
3	\$31,650	\$52,700
4	\$35,150	\$58,550

For example, income for Section 8 eligibility cannot exceed \$41,000.00 for a one person household or \$58,550.00 for a four person household. If your income is within this range and you are interested in applying for Section 8 housing assistance, contact the Town of Mamaroneck Public Housing Agency at (914) 381-7840 for more information on how to apply for a spot on the waiting list.

RENTAL RESTRICTIONS/LEASE RENEWAL POLICY

Prior to each lease renewal, tenants will be required to demonstrate that they meet requirements then applicable. Upon renewal, applications will be examined for creditworthiness and compliance with income requirements, and The Authority may require such supporting financial information from applicants, as it deems necessary.

Tenants seeking renewal of leases may be required to demonstrate that they have been in continuous compliance, during the expiring lease term and through the date of granting of the renewal lease, with the requirements of the Category in which their original application was considered (except for under 30 year of age status). The Authority may require such supporting proof of compliance with Category criteria, as it deems necessary for evaluating a renewal application.

SUBLETTING

Apartments may not be sublet.

PETS

Dogs are prohibited in the Hommocks Park Apartment complex unless specifically trained and required for the care of a tenant (i.e., a seeing-eye dog), subject to the approval of the Landlord. No cats, birds, or any other animals may be kept or harbored in or around the premises unless expressly permitted in writing by the Landlord. In no event shall more than two such animals be permitted in any apartment unit. No pigeons, geese or other animals not so permitted by the Landlord may be fed by tenants in or around the demised premises or the Hommocks Park Apartment complex. There is absolutely **NO DOG SITTING ALLOWED**.

APPLICATION

If you are interested in living in the Hommocks Park Apartments, complete the enclosed application and submit it, with all the required attachments, to:

Gramatan Management, Inc.
2 Hamilton Avenue, Suite 217
New Rochelle, NY 10801-3516
Phone: (914) 654-1414
Fax: (914) 654-1444

TOWN OF MAMARONECK HOUSING AUTHORITY
HOMMOCKS PARK APARTMENTS
Rules and Regulations for Hommocks Park Apartments Tenants

1. Apartments are to be used solely as the private residences of tenants and their families; no business, professional or commercial enterprises of any kind may be carried on by any tenant in any apartment or in the Hommocks Park Apartment complex.
2. Sidewalks, entrances, courts, stairways, hallways and other public areas shall not be obstructed or used for any purpose other than ingress to and egress from the demised premises.
3. No awnings, window air conditioners, ventilators, dryers or other fixtures or appliances shall be used or installed in or about the apartments without the prior written approval of the landlord or managing agent, nor shall anything be attached to or hung from or in any window, door or ceiling of an apartment without such consent of the landlord.
4. Landlord shall provide tenant with a key to all locks in the designated premises. No tenant shall alter any lock without the prior written consent of the landlord or landlord's managing agent, and if such consent is given, without giving landlord or its managing agent a key thereafter. Tenant may not install any additional locks in or to the apartment.
5. Tenants shall keep their apartments and the public areas surrounding their apartments in good and clean condition, and shall refrain and cause members of their families, guests, agents and invitees to refrain from defacing, damaging or littering said areas.
6. Tenants shall keep all garbage and rubbish securely wrapped or contained and shall dispose of same as directed by the managing agent. In no event shall garbage be stored in public hallways or other public areas.
7. No tenant shall place or permit to be placed any sign, advertisement, illumination or notice of any kind in or on the designated premises anywhere in the Hommocks Park Apartment complex.
8. No tenant shall alter or install any fixtures or equipment in the designated premises, nor paint, wallpaper or make any repairs, alterations or installations of any kind, without the written consent of the landlord. Any damages beyond normal wear and tear to the apartment will be the responsibility of the tenant, the costs which may be deducted from the tenant's security deposit.
9. Tenants may not use or install any water or liquid-filled furniture in the apartment.
10. Tenant shall not make or permit any disturbing noise in their apartments, or do or permit anything to be done in or around the designated premises which will interfere with the rights, comfort or convenience of other tenants. No tenants shall play any musical instrument, phonograph, radio, television or any other noise-producing objects in or around the designated premises between the hours of 11:00 PM and 8:30 AM, if same shall disturb or annoy other tenants. No construction, repair work or other noise-generating work shall be conducted in any apartment except on

weekdays between the hours of 8:30 AM and 5:30 PM. **Tenants should be mindful of smoking on their decks and throwing debris as it is irritating and unpleasant to other tenants.**

11. No tenant may send any employee of the landlord out of the complex on any private business of the tenant.
12. Dogs are prohibited in the Hommocks Park Apartment complex unless specifically trained and required for the care of a tenant (i.e. seeing-eye dog), subject to the approval of the landlord. No cats, birds, or other animals may be kept or harbored in or around the designated premises unless expressly permitted in writing by the landlord (in no event is the tenant permitted more than two such animals). No pigeons, geese or other animals not so permitted by the landlord may be fed by tenants in or around the demised premises or the Hommocks Park Apartment complex. There is absolutely **NO DOG SITTING ALLOWED**.
13. No radio or television antenna shall be attached to or hung from the designated premises without the prior written consent of the landlord, nor may any electrical appliance be installed or replaced with the consent of the landlord.
14. Tenants shall keep the windows of their apartments clean. If a tenant fails to clean windows within 10 days after receiving notice to do so from landlord, the landlord may enter the apartment to do so and may charge the cost of such cleaning to the tenant as added rent.
15. At the expiration of the term of a tenant's lease, or the earlier termination of his/her lease, tenant shall surrender the premises in good, clean order and repair, reasonable wear and tear expected.
16. Tenants shall pay for any damage to their apartments or to the landlord's property in the apartment or in the Hommocks Park Apartment complex caused by tenant's fault or negligence.
17. Any consent or approval given by landlord under these Rules & Regulations shall be revocable by the landlord at any time.
18. Tenants shall comply with all directions of landlord concerning move-in date and time.
19. No tenant shall assign or sublease his/her apartment, nor take in roomers, boarders or lodgers, or permit any person or persons other than those named on the tenant's lease as members of his/her household to occupy the demised premises without the prior written consent of the landlord.
20. Each tenant shall, if requested by landlord, submit a signed, notarized statement setting forth facts as to the employment status, income and composition of tenants and members of his/her household and shall immediately report any change in such information for the purpose of determining continued eligibility for occupancy at the demised premises. If tenant's income is derived in whole or part from self-employment, tenant shall report such fact to the landlord and maintain for landlord's inspection such records as will accurately reflect tenant's income and profits there from.
21. Tenants may not install barbecue equipment in any apartment or elsewhere within the Hommocks Park Apartment complex.
22. Tenants may not remove any landlord-supplied carpeting, window treatment or appliance without the written consent of the landlord.

23. Tenants may not install a window fan or air conditioning unit in any window. Before installing any through-the-wall air conditioner, or any clothes dryer or other electrical appliance, tenant must obtain landlords approval, as well as all permits required by the town of Mamaroneck Building Department. Any installation permitted by landlord must be performed by a plumbing or electrical contractor licensed to do business in the Town of Mamaroneck.
24. PARKING AND USE OF VEHICLES. Tenants must report every car registered in the their names to designated adjacent parking spaces, shall be subject to the following regulations, as well as any other regulations which may, from time to time, be imposed:
- a. Tenants may have a maximum of 2 vehicles on the grounds of Hommocks Park Apartments complex at any one time. The larger of said vehicle must be parked in the tenant's garage. The other vehicle may be parked in designated spaces in or adjacent to the complex on a space-available (first come, first served) basis.
 - b. No vehicle belonging to a tenant may be parked in such a manner as to impede or prevent ready access to the Hommocks Park Apartment complex, or any apartment in the complex by pedestrians or other vehicles, or in violation of any regulations of landlord or *any* other governmental agency or entity in connection therewith.
 - c. Any vehicles that are not registered with the managing agent as belonging to a tenant, or any vehicle which is improperly parked in the complex or in the designated adjacent parking spaces, will be towed away at the owner's expense.
 - d. No car repairs or maintenance shall be performed anywhere within the Hommocks Park Apartment complex or in the designated adjacent parking spaces.
25. USE OF GARAGES: The use of garages by tenants shall be subject to the following regulations, as well as any other limitations established by landlord:
- a. Garages may be used for the parking of tenant's cars ONLY. Cars parked in garages must be owned and registered with the NYS Department of Motor Vehicles in the name of the tenant, and must also be registered by the tenant with the managing agent.
 - b. Garages must not be used as additional living (habitable) space.
 - c. Garage doors must be kept closed at all times, except for the entering or exiting of vehicles.
 - d. Storage of combustible or flammable materials in garages is strictly prohibited.
 - e. Storage of ordinary household items in the garage is limited to the perimeter of the garage and in no way shall interfere with the parking of vehicles therein.
 - f. Garages may not be used to perform vehicle repairs or maintenance.
26. Lofts may not be used for sleeping. Lofts may be used for other purposes, such as play or exercise space, a desk or work area or as a sitting area.
27. Tenants may not remove or replace ceiling light fixtures without receiving Management's approval first, nor may tenants install chandeliers or ceiling fans in their apartments.
28. Tenants shall maintain a temperature of at least 55 degrees Fahrenheit in their apartments at all times.

29. The use of the term “tenant” in these rules and regulations includes not only the tenant, but also members of the tenant’s household, his/her guests, agents, employees and invitees. Tenant shall be responsible for his/her conduct and that of all persons occupying or visiting the leased apartment or on the grounds of the Hommocks Park Apartment complex.
30. **No storage at any time is permitted in the boiler rooms.**
31. These Rules and Regulations may be amended, added to or repealed from time to time by the landlord.

**TOWN OF MAMARONECK HOUSING AUTHORITY
HOMMOCKS PARK APARTMENTS
Instructions for Completing Application**

- I. HOUSEHOLD INFORMATION: This section asks you to list every person who will live in the unit with you. Indicate in this section if you or a member of your household have a disability or handicap that you think might require some special form of accommodation.

- II. EMPLOYMENT INFORMATION: This section asks for employment information for the applicant and all household members. Information must be given for all wage earners in the household. Use ATTACHMENT 1 for additional wage earners.

- III. FINANCIAL INFORMATION: Use ATTACHMENT 2 to itemize all income from all sources for all household members. This information should be taken from the most recent Federal tax return. All applications must be accompanied by signed copies of all household wage earners last two year's Tax Returns, including schedules and all attachments, including W-2 forms.

- IV. PERSONAL BACKGROUND INFORMATION: Completely and carefully answer the question in this section for you and for all persons who will reside in the apartment with you.

- V. CATEGORY INFORMATION: The applicant must check all the categories he/she is eligible under. Category criteria is described in the accompanying Information Sheet. You must indicate how you qualify under each category. Complete all the information requested in the categories you indicated.

- VI. UNIT PREFERENCE: Indicate the size unit you would prefer by ranking them below. You may only indicate a first and second choice. For example, if your first choice is a two bedroom unit, but you would accept a one bedroom w/ loft if it was offered to you, your application would look like this:

_____	One Bedroom	<u> 1 </u>	Two Bedroom
<u> 2 </u>	One Bedroom with Loft	_____	Two Bedroom with Loft

While the Authority will make every effort to accommodate unit size preference, the final decision will be that of the Authority.

VII. APPLICATION FEES

All applicants pay for a credit check and background (criminal record) check.

If one person's income is being reported on application, credit check cost is \$125.00.

If two persons' income is being reported on application, credit check cost is \$250.00.

Check(s) are not accepted until an apartment is vacant and your application is being processed.

Application fee is non-refundable once credit report is ordered.

Background fee is non-refundable once report is ordered.

VIII. STATEMENT--Sign and date this application, certifying that all information submitted is true and correct and that you understand any false statement shall be cause for rejection of your application.

Keep a copy of the application for your records.

Submit your application to the Property Manager, Gramatan Management, Inc.

**TOWN OF MAMARONECK HOUSING AUTHORITY
HOMMOCKS PARK APARTMENTS
Application for Hommocks Park Apartments**

Applicant's Name: _____

Social Security #: _____

Address: _____

Date of Birth: _____

Telephone: _____

I. HOUSEHOLD INFORMATION

The following persons make up my household and would reside with me if I rent a unit at Hommocks Park Apartments:

Name	Sex	Age	Relationship	Social Security #

If you or a member of your household have a disability that requires a reasonable accommodation, indicate the type of accommodation needed:

II. EMPLOYMENT INFORMATION FOR LAST 3 YEARS (Applicant)

Name of Employer: _____

Date of Employment: _____

Address: _____

Annual Earnings: _____

Position: _____

Phone #: _____

If you held other jobs during the last three years, or if there are additional wage earners who need to disclose income, report this information on ATTACHMENT 1.

III. FINANCIAL INFORMATION

TOTAL HOUSEHOLD INCOME must reflect income from all sources from all persons expected to reside in the unit, i.e. SSI, SSD, social security, public assistance, child support, alimony, dividends, interest.

(Use ATTACHMENT #2 to itemize all income sources for all wage earners.)

Combined **TOTAL HOUSEHOLD INCOME** from all sources from ALL PERSONS expected to reside in unit:

TOTAL HOUSEHOLD INCOME..... \$_____ .00.

TOWN OF MAMARONECK HOUSING AUTHORITY
Application for Hommocks Park Apartments

IV. PERSONAL BACKGROUND INFORMATION

Answer these questions:

1. Have you or anyone else who would reside with you at Hommocks Park Apartments ever been convicted of a crime? Yes No

If you have checked the "Yes" box, provide all details of the criminal conviction, including defendant name and date of birth, offense convicted of, sentence/penalty imposed, probation imposed (with start and end dates)

2. Have you or anyone else who would reside with you in the apartment, ever been the subject of an eviction proceeding or other case in court involving your landlord?
Yes No .

If you have checked the "Yes" box above, provide details of the case including: (a) The subject matter of the case; (b) the court in which it took place; (c) the name of your landlord and any other parties to the case; (d) how the case was ended – judgment, settlement, dismissal, etc.

V. CATEGORY INFORMATION

Descriptions of the categories are in the "Category Criteria" section of the Information Sheet that accompanies this application.

Check all the categories that you think apply to you:

- | | | |
|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> CATEGORY I | <input type="checkbox"/> CATEGORY IV | <input type="checkbox"/> CATEGORY VII |
| <input type="checkbox"/> CATEGORY II | <input type="checkbox"/> CATEGORY V | <input type="checkbox"/> CATEGORY VIII |
| <input type="checkbox"/> CATEGORY III | <input type="checkbox"/> CATEGORY VI | <input type="checkbox"/> CATEGORY IX |

TOWN OF MAMARONECK HOUSING AUTHORITY
Application for Hommocks Park Apartments

Indicate how you qualify for the categories checked:

CATEGORY I

Volunteer position, Company or Corps. _____

How long have you been a volunteer? _____ years _____ months

CATEGORY II

Employer: _____

Position: _____

How long have you been employed? _____ years _____ months

CATEGORY III

I have lived in Mamk Tn/Mamk Village/Larch Village since _____ (month & year)

I am over 62 years of age _____ (check here)

I am under 30 years of age _____ (check here)

I am under 30 years of age, no longer a resident and lived at least half my life in the above jurisdiction
_____ (check here)

CATEGORY IV

Employer: _____

Position: _____

How long have you been employed there? _____ years _____ month

CATEGORY V

I have lived in the jurisdiction since _____ (month & year)

CATEGORY VI

Employer: _____

Position: _____

How long have you been employed there? _____ years _____ months

TOWN OF MAMARONECK HOUSING AUTHORITY
Application for Hommocks Park Apartments

CATEGORY VII

Name of Relative: _____ Relationship: _____

Address of Relative: _____

My relative has lived in the jurisdiction since _____ (month & year)

CATEGORY VIII

Address: _____

How long have you lived in Westchester? _____ years _____ months

VI. UNIT PREFERENCE

Indicate your order of preference of unit size, beginning with 1:

- _____ 1 BEDROOM
- _____ 1 BEDROOM WITH LOFT
- _____ 2 BEDROOM
- _____ 2 BEDROOM WITH LOFT

CHECK LIST

- _____ Application
- _____ Attachment 1
- _____ Attachment 2
- _____ Copy of last two years signed Federal Income Tax Returns with all Schedules, Attachments, W-2 and/or 1099 forms FOR ALL WAGE EARNERS.
- _____ Credit Report Application
- _____ Moneyorder(s) for Application Fee

TOWN OF MAMARONECK HOUSING AUTHORITY
Application for Hommocks Park Apartments

VIII. STATEMENT

I authorize the Authority to request a credit report about me. If I ask, you will tell me the name and address of the consumer reporting agency that furnished it.

I also authorize my employers listed on the Application to release salary information about me, as required by the Authority.

I also authorize the Authority to conduct an investigation of my background that includes a criminal record check. I hereby authorize all state, local and federal law enforcement authorities to release any and all information that they have about me.

I have read the Housing Authority's Policy Manual and House Rules and understand that should I become a tenant at the Hommock Park Apartments, violation of any of the rules therein may be grounds for termination of my tenancy.

All information provided on this form will be kept confidential and only approved persons involved in administering this program will have access to this information.

I hereby certify under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge.

SIGNATURE _____

DATE _____

TOWN OF MAMARONECK HOUSING AUTHORITY

**Application for Hommocks Park Apartments
Attachment # 1**

EMPLOYMENT INFORMATION – (APPLICANT)

Name of Employer: _____

Address: _____ Phone #: _____

Your Position: _____

Annual Income From This Position: _____

Check here if full-time student: _____

EMPLOYMENT INFORMATION – (ADDITIONAL WAGE EARNER): _____

Name of Employer: _____

Address: _____ Phone #: _____

Your Position: _____

Annual Income From This Position: _____

Check here if full-time student: _____

EMPLOYMENT INFORMATION – (ADDITIONAL WAGE EARNER): _____

Name of Employer: _____

Address: _____ Phone #: _____

Your Position: _____

Annual Income From This Position: _____

Check here if full-time student: _____

TOWN OF MAMARONECK HOUSING AUTHORITY

**Application for Hommocks Park Apartments
Attachment # 2**

For income, I have used figures from my Federal Income Tax forms. Attached are the last 2 years 1040 and W2/1099 forms for each household member contributing to income. Additional documentation is provided for each item reported which did not appear on an income tax form.

INCOME, TAXABLE AND NON- TAXABLE	MY NAME	NAME (MEMBER #2)	NAME (MEMBER #3)
WAGES AND TIPS			
INVESTMENT INCOME (Interest including Tax-Exempt)			
DIVIDENDS			
SOCIAL SECURITY & PENSIONS			
SSI DISABILITY			
UNEMPLOYMENT INSURANCE			
VETERAN'S BENEFITS			
TRUST FUNDS			
INSURANCE PROCEEDS			
ALIMONY AND CHILD SUPPORT			
ALL OTHER INCOME			
TOTAL INDIVIDUAL INCOME			

TOTAL HOUSEHOLD INCOME (Add "TOTAL INDIVIDUAL INCOMES" above) _____

CREDIT REPORT APPLICATION

Make Money Order Payable To: Gramatan Management, Inc.

Application Fee \$125.00 (per person)

(Fees are due upon approval of application)

HOMMOCKS PARK APARTMENTS

Name of Applicant: _____

Spouse Name: _____

Present Home Address: _____

Previous Address: _____

Home Telephone #: _____ - _____ How Long: _____

Social Security # (Applicant) _____ - _____ - _____ Spouse #: _____ - _____ - _____

Date of Birth: (Applicant) Mo ____ Day ____ Yr ____ Spouse #: Mo ____ Day ____ Yr ____

Employer Name: _____ (Applicant)

Employer Name: _____ (Spouse)

Employer Address: _____ City _____ St ____ Zip _____

Employer Telephone #: _____ - _____ Length: _____

Annual Salary: (Applicant) \$_____. ____ Spouse: \$_____. ____

Where you ever convicted of a crime: Yes _____ No _____ whom: Applicant ____ Spouse ____

Notice to all Applicants:

I hereby authorize Credit Profile Services to conduct inquiries concerning my credit history, income, and residence for the purpose of verifying information provided by me on my application.

Applicant Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

(Non-refundable investigation fee)