

Creekwood I & II

AFFORDABLE PRE-APPLICATION

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

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. All household members (aged 18 or older) must sign and date the Pre-Application. All information must be complete and correct. False, incomplete, or misleading information will cause your household's pre-application to be declined.
3. As long as your pre-application is on file with us, it is your responsibility to contact us 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 pre-application). It is also your responsibility to respond to all waitlist updates within 14 days of receipt. These updates will be sent to the address we have on file.
4. After we receive your pre-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 pre-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 pre-application will be declined. We will process your pre-application according to our standard procedures, which are summarized in the Tenant Selection Plan. If there is no wait for an apartment and your pre-application appears to be eligible, we will contact you to continue processing your pre-application.
5. Filling out a pre-application does not guarantee eligibility for an apartment at our community.
6. Return completed pre-application to the management office via email, fax, or in person.

NOTE: Upon request to the Management Agent, you have the right to receive a copy of the Tenant Selection Plan which summarizes the pre-application process including eligibility and screening requirements for occupancy in this Community.

NOTICE OF IMPORTANT DOCUMENT

This is an important document. If you need translation free of charge, please contact the management office.

Este es un documento importante. Si necesita una traducción gratuita, póngase en contacto con la Oficina de Administración.

Sa se yon dokiman enpòtan. Si ou gen bezwen tradiksyon gratis, tanpri kontakte biwo jesyon an.

Este documento é importante. Se necessitar de uma tradução gratuita, contacte o serviço de gestão.

هذه وثيقة مهمة. إذا كنت بحاجة إلى ترجمة مجانية، يرجى الاتصال بمكتب الإدارة.

Este é um documento importante. Se precisar de tradução gratuita, entre em contato com o escritório de administração.

Это важный документ. Если вам нужен бесплатный перевод, свяжитесь с администрацией.

这是一份重要文件。如果您需要免费翻译，请联系管理办公室。

Affordable Pre-Application for Creekwood I & II

101 Creekwood Drive, Watertown, NY 13601

TEL: (315) 221-4197 TTY: 711

EMAIL: Creekwood@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 Apartment Number

City State Zip Code

() -- ☐ Home ☐ Cell ☐ Work

Area Code / Telephone Number

Email Address

2. What bedroom size(s)/type are you requesting? ☐ 1-BR ☐ 2-BR ☐ 3-BR ☐ Accessible

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

Note: If your and/or your household member(s) criminal record is SEALED, you may answer "NO" to the applicable questions asked below.

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

5. Have you or any family member been convicted of, found guilty, or pled guilty or no contest to the manufacture of methamphetamines on the premises of a federally assisted unit? ☐ Yes ☐ No

6. Are you or any member of your household a lifetime registered sex offender? ☐ Yes ☐ No

If "Yes", for which States: _____

7. 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: _____

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

8a. Do you anticipate a change in your household composition in the next 12 months?

☐ Yes

☐ No

If "Yes," please explain: _____

8b. Are any family members temporarily absent from the home?

☐ 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 (Y/N)
1				
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. Income Source(s): *Check all that apply.*

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

10c. Value of household assets \$ _____

Assets include bank accounts, investments, and real estate of all household members.

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 this Beacon Community? _____

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 all locations of this community. _____ (initial here)

14. What is your current monthly rent or mortgage payment? \$ _____

15. Reasonable Accommodation

Do you or any member of your household require any reasonable accommodation to be made to your apartment (i.e., wheelchair access, apparatus for the hearing impaired, visual aids (Braille), etc.)?

If yes, please describe: _____

16. Rental History

Current Address

Years at Current Address Rental Amount Landlord Name Landlord Phone Number

Previous Address

Years at Previous Address Rental Amount Landlord Name Landlord Phone Number



Property Specific Preferences

Optional questions to ascertain if an applicant is eligible for a preference status.

- ☐ Are you an applicant household who is currently on a public housing waitlist or other existing waitlist for housing subsidy?
- ☐ Are you an applicant household who is currently in housing that fails to meet basic standards of health and safety?
- ☐ Are you an applicant household who is currently receiving subsidy?
- ☐ Are you an applicant household who has applied to receive subsidy (e.g., through another housing management company, public housing authority, etc.)?

Head of household must initial verifying the Preference status selection here:

(HOH initials)

NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical mental or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To make a reasonable accommodation request, you should contact your property manager by calling at [\(315\)221-4197 TTY 711](tel:3152214197) or e-mailing at Creekwood@BeaconCommunitiesLLC.com. You will need to show your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider.

If you believe you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights.

Specifically, if you have a physical or mental disability you can request:

- Changes to your housing provider's rules, policies, practices, or services;
- Permission to change the interior of your housing unit to make it accessible; however, you are required to pay for those modifications and your housing provider may require you to restore the premises to its original condition when you move out; or
- Changes to common areas of the building so you have an equal opportunity to use the building (The New York Human Rights Law requires housing providers to pay for reasonable accommodations to common use areas).

Examples of reasonable accommodations that may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, your housing provider may be required to provide a ramp or other reasonable means to permit you to enter the building;
- If your doctor provides documentation that having an animal will assist with your disability, you should be permitted to have the animal despite a "no pet" rule;
- If you need grab bars in your bathroom, you can request accommodation to have them installed . If your housing was built for first occupancy after March 13, 1991, and the walls need to be reinforced for grab bars your housing provider must pay for that to be done;
- If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space or place you at the top of the waiting list if no adjacent spot is available; or
- If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be available to you electronically, you can request that accommodation from your landlord.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- All multi-family buildings must contain accessible passageways fixtures, outlets, thermostats, bathrooms, and kitchens. If you believe that the building does not meet these standards, you can file a complaint with the New York State Division of Human Rights.

How to file a complaint

A complaint must be filed within one year of the alleged discriminatory act. You can find more information on your rights and on the procedures for filing a complaint by going to [www. Dhr.ny.gov](http://www.Dhr.ny.gov), or by calling 1-888-3923644. You can obtain a complaint form on the web site, or one can be mailed or e- mailed to you. You can also call or e-mail a division regional office. The regional offices are listed on the website.

New York State Homes and Community Renewal (NYSHCR)

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 BRM ("Management"), must provide to an applicant with the application, including but not limited to, information that explains the policies and procedures with regard to background checks. The applicant has the right to present evidence of rehabilitation.

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

Management will request a credit and criminal 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.

The property 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. No applicants 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 Policy when assessing justice-involved applicants for state-funded housing (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 in the home; and
- 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 offences that involved physical danger; or
- Violence to persons or property; or
- Violence adversely affected the health, safety and welfare of other people.

Management is required to conduct an individual assessment of each applicant in accordance with NYSHCR's re-entry policy and procedures and must use the worksheet provided by NYSHCR to document the process undertaken when deciding whether to accept or reject an applicant. This worksheet must be completed and maintained in the applicants 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 the opportunity to respond. There may be no less than fourteen (14) business days between and applicant receiving the notice and documentation used for the denial and the applicant's opportunity to respond.

All applicants who are denied based on their credit history will be provided "Know Your Rights: New York State's Credit Policy for Applicants to State-Funded Housing" twice; once upon discovery of the negative credit history and again upon declination for credit history.

All applicants who are denied based on their criminal history will be provided "Know Your Rights: New York State's Anti- Discrimination Policy When Assessing Justice-Involved Applicants for State-Funded Housing" twice; once upon discovery of the negative criminal history and again upon declination for criminal history.



KATHY
HOCHUL
Governor

Homes and Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

Know Your Rights: New York State's Credit Policy for Applicants to State-Funded Housing

A housing provider/landlord cannot automatically deny your application to state-funded rental housing based solely on your credit score or history. If you have a low credit score or negative credit history, you must be provided with the opportunity to present additional information to explain or refute the findings.

What is the policy?

- You CAN avoid a credit check by evidencing that you paid your rent in full and on time during the last 12 months or the 12 months prior to the COVID-19 pandemic (March 1, 2019 – March 1, 2020).
- You CANNOT be rejected because of your credit score or credit history if:
 - Your FICO credit score is 580 or above (or 500 if you are homeless),
 - You have limited or nonexistent credit history,
 - Rent subsidies pay your entire rent,
 - Your credit score or credit history is a direct result of a Violence Against Women Act (VAWA)-covered crime (like domestic violence, stalking or harassment), or
 - You have a history of bankruptcy or outstanding debt but present evidence of on-time rental payments over the past 12 months or the 12 months prior to the COVID-19 Pandemic (March 1, 2019 – March 1, 2020).
- You CANNOT be rejected based on:
 - Medical debt or student loan debt.
 - Bankruptcies that occurred over 1 year ago.
 - Limited or no rent or credit history.
 - Bankruptcies related to, or debt accrued during the New York State COVID-19 State of Emergency (March 7, 2020 – June 23, 2021) and due to financial hardship caused by the COVID-19 Pandemic.
 - Unpaid debt that is less than \$5,000.
 - A past eviction or housing court history.

What are my rights?

- Housing providers must accept evidence that you paid your rent in full and on time over the preceding 12 months, or the 12 months prior to the COVID-19 Pandemic (March 1, 2019 – March 1, 2020) instead of requiring a credit check.
- Housing providers may only reach out to your current or previous landlord without your permission to obtain information on major lease violations. If a current or previous landlord presents evidence of a major lease violation, you must be given the opportunity to present evidence of mitigating factors (for example, financial hardship due to the COVID-19 pandemic).
- Housing providers are limited in the fees that they can charge you:
 - A housing provider cannot charge you a credit or background check fee if you provide one to them that was run within the last 30 days.
 - A housing provider may not charge you more than \$20 or the actual cost (whichever is less), to run both a credit check and a background check.
- *Before* rejecting your application based on your credit report, you must be given 14 days to present evidence of circumstances that explain negative credit findings such as errors in the credit report and short-term periods of unemployment/illness.
- If you are denied, you must be told why, and you must be provided with a copy of your credit report and background check.

Find more information about your rights when applying to state-funded housing, including if you have a criminal convictions, here: <https://hcr.ny.gov/marketing-plans-policies#credit-and-justice-involvement--assessment-policies>



Know Your Rights: New York State's Anti-Discrimination Policy When Assessing Justice-Involved Applicants for State-Funded Housing

If you are applying for state-funded housing and have a history of involvement with the criminal justice system, you have rights and protections.

There Are Only Two Mandatory Reasons That You Can Automatically Be Rejected:

1. Conviction for methamphetamine production in the home; and
2. Being a lifetime registrant on a state or federal Sex Offender database.

You Cannot Be Rejected Based On:

1. All pending arrests (including those with adjournments in contemplation of dismissal (ACOD));
2. Arrest records that were resolved in your favor;
3. Convictions for offenses committed before you turned 18 years old;
4. Misdemeanor convictions that occurred more than 1 year ago;
5. Felony convictions that occurred more than 5 years ago;
6. Convictions resulting in incarceration/parole supervision, from which you were released more than 1 year ago;
7. Convictions that did not involve physical violence or danger to persons or property, or did not affect the health, safety and welfare of others;
8. Convictions for which you have received a Certificate of Good Conduct or Certificate of Relief from Disabilities that is permanent and covers housing.
9. Youthful offender adjudications;
10. Convictions for violations sealed pursuant to Section 160.55 of New York State Criminal Procedure Law;
11. Convictions sealed pursuant to Section 160.58 or 160.59 of New York State Criminal Procedure Law;
12. Convictions that were excused by pardon, overturned on appeal or vacated;

You Cannot Be Asked About 9-12 Above

If a housing provider asks you about them or any pending arrest with an ACOD, you may answer as if the protected arrest, conviction or adjudication never occurred. If you believe you have been discriminated against based on these protections, file a complaint with the New York State Division of Human Rights: <https://dhr.ny.gov/complaint>

You Must be Given 14 Days to Provide Additional Information Before Any Rejection

You must be contacted and provided 14 business days to provide additional relevant information including:

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. Evidence about your rehabilitation, including treatment programs, volunteer work, paid employment, etc. since your conviction(s)
5. Were there mitigating circumstances surrounding the offense that reduce the severity of the offense?

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 housing, contact New York State Homes and Community Renewal's Fair and Equitable Housing Office at feho@hcr.ny.gov for assistance. More information is available here: <https://hcr.ny.gov/marketing-plans-policies#credit-and-justice-involvement--assessment-policies>

**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.



**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL
ASSAULT, OR STALKING**

1. Date the written request is received by victim: _____
2. Name of victim: _____
3. Your name (if different from victim's): _____
4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____
6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____
8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.