





## **REQUIRED DOCUMENTS AND FEES**

### **(SUBMITTED AT INTERVIEW)**

**Applicants must provide the following documents at their interview:**

- Copy of your W-2 form for the most current year.
- Copy of your New York State form for the most current year.
- Copy of your Federal Tax Form for the most current year.
- If not employed in New York State, applicable W-2, State and Federal Form.
- If self-employed, a letter from your CPA on his/her letterhead stating current estimated earnings and Federal Form 1040, schedule C.
- If no taxes were filed, IRS transcript for the most current year.
- Proof that a legal separation or divorce has been commenced in court if you are applying for an apartment on your own even though you are still legally married.
- For each adult on the application, a copy of his/her driver's license. If no driver's license, then other Photo Identification is required, such as job ID or passport.
- A copy of the birth certificate for each person listed on the application.
- Verification of employment for each adult on the application. This must be submitted on employer's letterhead and signed by the appropriate department head. The verification should include date of hire, current position and current salary.
- For each child listed over the age of five (5), please submit a letter from the current school stating that he/she attends the school.

**IF YOU ARE RETIRED**, substitute W-2 and job letter with the following, if applicable:

Social Security Award Letter.

- Copies of Pension award, most recent year's bank interest and dividend form
- 1099.
- Documentation of all income from any other source.
- Copy of most recent New York State and Federal tax form.
- IRS transcript for the most current year.

### **NON-REFUNDABLE FEES ARE AS FOLLOWS:**

1. Basic Application Fee: The basic application fee is \$75.00. This is paid at the time of application.
2. Ninety days prior to an apartment becoming available based on your declared preference, the Residential Sales Office will contact you to request the balance of fees required to complete processing your application. Below are the fees to be paid for your credit report, criminal report and home visit. These fees must be **paid by bank or postal money order, or certified check. NO PERSONAL CHECKS ARE ACCEPTED.**
3. The criminal investigation fee of \$153.00 per adult (age 18 and over) residing in the apartment even if they are not the applicant or co-applicant.
4. The credit fee is \$42.41 for each applicant and each co-applicant.
5. The home visit fee is \$84.92 per address of applicant, and an additional \$84.92 for each co-applicant and occupants with different address.





## APPLICATION FORM

See page 5 for the application for a one, two or three-bedroom apartment in Co-op City. Please be sure to read the application in its entirety before signing and notarizing these documents. You are advised of the following in connection with this application:

- This application is to secure an application number in regards to obtaining an apartment at Co-op City. Please note that there are no apartments available on an immediate basis. Approximately 90 days prior to an apartment becoming available, you will be contacted by a residential sales agent for payment of the balance of fees outlined on the previous page.
- All applicants are subject to credit investigation, which will include a FICO credit score. Riverbay requires a FICO credit score of **650** or greater. Any application with a FICO credit score below these levels will be denied. If you are not sure about your FICO credit score, you are encouraged to obtain your own credit report and FICO score at [www.myfico.com](http://www.myfico.com) prior to paying the additional fees in connection with this application.
- In the event you have no credit score because you have not established a credit history, your application will be considered provided you can demonstrate that you have paid other bills on a consistent basis. For this purpose, we will consider gas and electric bills, cable bills, telephone bills, current landlord verification, etc.
- All applicants, co-applicants and proposed occupants (age 18 or older) will be subject to criminal investigation. The cost of these investigations is the responsibility of the applicant and must be paid when contacted as indicated on the previous page. Should your application be denied based upon the results of the criminal investigation for you or anyone listed on your application, none of the fees assessed will be refunded as they are **NON-REFUNDABLE**. Any applicants, co-applicant or proposed occupant with a criminal conviction for producing methamphetamine in the home or who is legally required to be a lifetime registrant on the state sex offender registry will result in the application being denied. If a criminal conviction or arrest is still pending that involved physical violence to persons or property or which affected the health, safety and welfare of others, then Riverbay will make an individual assessment for each applicant which may include such factors as (a) seriousness of the crime, (b) time elapsed since the offence, (c) age of the person at the time of the crime (d) evidence of the person's rehabilitation and (e) whether they are an actual danger to their neighbors.
- A home visit at your current residence will be conducted by an independent investigative company and a resulting report will be forwarded to Riverbay Corporation. Should this home visit result in denial of your application, all fees paid in connection with the processing of this application are **NON-REFUNDABLE**.
- All applications are accepted for a waiting list only, and are subject to review for eligibility under the rules and regulations established by Riverbay Corporation, with the approval of the commissioner of the New York State Division of Housing and Community Renewal. Riverbay adheres to New York State Rules and Regulations, section 1727-1.3(F) which states, **"Eligible applicants shall be given one right of refusal of an apartment without prejudice to their standing on the waiting list. A second refusal shall result in their removal from the waiting list."**
- With regard to apartment selection, applicants will be allowed to specify the section location(s) they are interested in, but cannot limit their selection to a particular building(s). Applicants may also limit the floor(s) they wish to live on to the bottom half or top half of the building, but cannot specify specific floors.









I/we certify that all statements and/or answers in this application are true and accurate and that any false statements and/or answers to questions noted during the required background investigation will cause this application to be rejected. **I/we understand that any decision to reject this application is final, subject to formal appeal by applicant to the New York State Division of Housing and Community Renewal.** I/we authorize Riverbay Corporation and their agents and investigators to verify all statements in this application. I/we understand that contacts with employers, former and current landlords, credit bureaus and government agencies will verify this application. I/we hereby authorize such investigations and waive any objection to such investigation. I/we understand the requirement to attend a “New Cooperator Orientation” after closing on my/our apartment and prior to my/our move-in to Riverbay/Co-op City. The residential sales agent will assign a date to attend an orientation session.

**INCOME REQUIREMENTS AND COST OF APARTMENTS AS OF JANUARY 1, 2022**

<u>Size of Apt.</u>	<u>Minimum and Maximum of People</u>	<u>Equity at \$7,500</u>	<u>Approximate Carrying Charges \$239 Per Room</u>	<u>Minimum income</u>	<u>Maximum Income 3 or less, 4 or more Residents</u>
3	1-2	\$22,500.00	\$751.00	\$26,778	\$72,264 N/A
3.5	1-2	\$26,250.00	\$876.00	\$31,137	\$83,681 N/A
4	1-2	\$30,000.00	\$1,002.00	\$35,523	\$96,423 N/A
4.5	2-4	\$33,750.00	\$1,128.00	\$40,026	\$107,768 to \$116,388
5	2-4	\$37,500.00	\$1,251.00	\$44,448	\$112,939 to \$127,884
6	4-6	\$45,000.00	\$1,504.00	\$53,317	\$135,030 to \$154,857
6.5	4-6	\$48,750.00	\$1,618.00	\$57,806	\$145,410 to \$167,225

**Important note: In accordance with Housing Management Bureau Memorandum #2008 - B - 14 and NYCRR 1727 - 2.8, to apply for a particular size apartment, your family composition must meet the minimum number of people indicated above. Thus, a family composition which consists of one, two or three people, cannot apply for a three - bedroom apartment. A family composition of one, cannot apply for a two - bedroom apartment. Also, family compositions cannot exceed the maximum number of people indicated above. The minimum income required for senior citizens (62 years of age or older) is less than that listed above. For senior citizens ONLY, the minimum income is as follows:**

<u>Apt. Size</u>	<u>Minimum for Seniors</u>
3	\$24,531
3.5	\$28,063
4	\$31,775
4.5	\$36,023
5	\$40,002
6	\$48,989
6.5	\$52,024

The 4.0, 5.0, and 6.5 room apartments have terraces. The 3.0, 3.5 and 4.0 room apartments have one-bedroom. The 4.5 and 5.0 room apartments have two-bedrooms and the 6.0 and 6.5 room apartments have three-bedrooms.



Riverbay Corporation does not discriminate on the basis of race, creed, religion, sex, national origin, age, familial status, disability or socio-economic class.







