

*South Mall Towers*  
NON-PROFIT HOUSING FOR SENIORS  
101 SOUTH PEARL STREET  
ALBANY, NEW YORK 12207  
(518) 463-0294 • FAX: (518) 463-1276

## **INSTRUCTIONS FOR FILING AN APPLICATION**

**Who will be considered for an apartment?**

**Persons who meet the following requirements:**

- **At least 55 years of age.**
- **Has filed a complete application form (see #1).**
- **Is income eligible ( see brochure for income limits).**
- **Has a credit history that shows a responsible pattern of debt payment.**
- **Provides proof of Social Security number and date of birth.**
- **Is otherwise eligible under the U.S. Department of Housing & Urban Development occupancy for Section 236 and/or Federal Rent supplement programs.**
- **Will sign the release of information consent form.**
- **Will consent to screening through HUD's enterprise income verification system (EIV)**

**Please note: Penalties for supplying false information may include eviction, fines up to \$10,000 and imprisonment for up to five years.**

- 1) **Please complete the application form by providing all information requested. The names and complete addresses (including zip codes) of landlords must be provided for at least the previous five years. Information for all family members who will reside in the apartment must be provided as well. This includes name, date of birth, and Social Security number.**
- 2) **Provide proof of all assets and income for the household. Refer to "Gross Income" sheet provided with the application. Applicable medical deductions do not have to accompany the original application.**

**Final determination of eligibility cannot be made until verification of all information is complete.**





## **Other Applicant Requirements:**

- **Must be willing and able to maintain the apartment in good condition or arrange for someone to do so.**
- **Must be able to respond to alarms and evacuate the building (with or without assistive devices).**
- **Must be able to adequately provide for his or her own hygiene.**
- **Must be willing and able to cook for and feed themselves or arrange for meals.**
- **Must be willing and able to follow safe smoking procedures and practice household fire safety techniques.**
- **Must respect the right of quiet enjoyment of other residents.**

## **Mandatory exclusions from consideration for housing:**

- 1) **Applicant or any household member has been evicted from federally assisted housing for drug-related criminal activity within the last (3) years.**
- 2) **Applicant or any household member is currently engaging in use of a drug as determined by management, and is believed to have pattern of illegal use of drugs that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.**
- 3) **Applicant or any household member is subject to a lifetime registration requirement under the sex offender registration program (including New York State and any other state where household members are known to have resided).**
- 4) **Management has a reasonable cause to believe that the applicant or any household member abuse or pattern of abuse of alcohol will interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.**

**Somaltow Housing Company does not discriminate on the basis of race, creed, creed, color, national origin or disability.**