

**TROY HOUSING AUTHORITY
PRE – APPLICATION**

Return to any site listed on the reverse during office hours or mail to:

Initial
 Updated
[fill in all information any time you complete this form]



**Troy Housing Authority
Administrative Offices
1 Eddy's Lane
Troy, NY 12180**



Indicate which site or sites you are applying for (check all that apply, descriptions available on back):

- Corliss Park Fallon Apartments Taylor Apartments Grand Street Apts Kane Apts (62 & older)
 Griswold Heights Phelan Court Sweeney Apartments Conway Court (62 & older)
 Martin Luther King RAD LIHTC Project Based Voucher Program Guenette Apartments (Priority for Veterans)

Name _____ E-mail: _____

Phone No: Home _____ Work: _____ Cell: _____

Address _____ City _____ State _____ Zip _____

What apartment sizes will you accept: ___ 0 BR ___ 1 BR ___ 2 BR ___ 3 BR ___ 4 BR ___ 5 BR

Does anyone in your household require: ___ An Accessible Unit ___ A Unit Adapted for Hearing/Visual Impairment
 If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.

FAMILY COMPOSITION: List the head of household and all persons who will reside in the apartment (add pages if needed)
 Family size and composition limits the minimum and maximum number of persons per bedroom (see reverse).

NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SEC. #	AGE	SEX
	Head of Household				

LIST ALL INCOME RECEIVED (add pages if needed):

NAME OF FAMILY MEMBER	INCOME SOURCE EXAMPLE: WAGES, SUPPORT	IF EMPLOYED, NAME & ADDRESS OF EMPLOYER	WHAT IS THE AMOUNT OF THE INCOME

The Troy Housing Authority selects families based on the following preferences. Check all that apply:

- Applicants who live in Troy, New York (including applicants temporarily placed outside the city, through no fault of their own, by Rensselaer County Department of Social Services, whose last permanent address was within the City of Troy, New York).
- Working families and those unable to work due to age (62+) or disability not related to alcohol or substance abuse. Working means documented employment or contracting of 20 hours or more per week that will be reported to the Internal Revenue Service.
- Veterans/Current Military Personnel and their families.
- Families from the jurisdiction of the Troy Housing Authority who have become homeless through no fault of their own and are presently being housed in shelters or motels through assistance from the Rensselaer County Department of Social Services.
- Families of Federally-declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over the waiting list placeholders. Other families of Federally-declared disasters (i.e. those who are not Section 8 voucher holders or public housing residents) will receive one admission preference point due to their displacement caused by a Federally-declared disasters. Other preference points will be granted based on their status prior to the natural disaster.

Program eligibility is based on the verification of all information included on the application.

The following information is needed for Fair Housing Equal Opportunity statistical purposes. It will not effect the processing of your application.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: White Black or African American American Indian or Alaska Native Asian Native Hawaiian or other Pacific Islander

Applicant Signature

Date

Apartment Complex	Office Hours – other hours by appointment	Bedroom Sizes
Corliss Park Apartments 1450 Corliss Park Ph (518) 874-1005 or (518) 326-0949 FAX # (518) 235-6568	Monday – Friday 9:00am – 3:30pm	1 Bedroom - 4 2 Bedroom - 106 3 Bedroom - 36 4 Bedroom - 38
Apartment Complex	Office Hours	Bedroom Size
Taylor Apartment, Bldg 3 & 4 125 River Street Phone (518) 273-8611 ext. 5 FAX # (518) 271-8445	Monday – Friday 9:00am – 4:00pm	1 Bedroom - 8 2 Bedroom - 108 3 Bedroom - 9
Apartment Complex	Office Hours	Bedroom Size
Arnold E. Fallon Apartments 847 River Street Ph (518) 720-3050 or (518) 720-3052 Fax # (518) 720-3051	Tuesday 9:00am – 3:00pm	1 Bedroom - 2 3 Bedroom - 30 4 Bedroom - 8
Apartment Complex	Office Hours	Bedroom Size
Catherine M. Sweeney Apartments 100 Sweeney Apartments Phone (518) 326-3582 Fax # (518) 326-3583	Tuesday 9:00am – 11:00am Thursday 1:00pm – 3:00pm	1 Bedroom - 2 3 Bedroom - 18 4 Bedroom - 4
Apartment Complex	Office Hours	Bedroom Size
Margaret W. Phelan Apartments 17 Hopkins Street Phone (518) 273-8673 or 271-2211 Fax # (518) 326-1457	Monday – Friday 8:00am – 4:00pm	1 Bedroom - 36 2 Bedroom - 17 3 Bedroom - 26 4 Bedroom - 10
Apartment Complex	Office Hours	Bedroom Size (several handicap accessible & hearing/visually impaired units)
Martin Luther King One Eddy's Lane Phone (518) 273-3600 Fax # (518) 274-6633	Monday – Friday 8:00am – 4:00pm	2 Bedroom - 22 3 Bedroom - 49 4 Bedroom - 12
Apartment Complex	Office Hours	Bedroom Size
Edward A. Kane Apts. (age 62 and older) 5 115 th Street Phone (518) 235-3685 / Fax (518) 326-3062	Monday, Tuesday, Wednesday and Friday 8:00am – 4:00pm Thursday 1:00pm – 4:00pm	1 Bedroom - 59
Guenette Apartments, 6-8 115 th Street	Offices at Kane Apartments (hours above)	1 Bedroom – 8 (4 handicap accessible)
Apartment Complex	Office Hours	Bedroom Size
Grand Street Apartments 521 Grand Street Phone (518) 326-1420 Fax # (518) 326-1420	Thursday 9:00am – 4:00pm	Studio Apartment - 3 1 Bedroom - 23 2 Bedroom - 14 3 Bedroom - 2
Apartment Complex	Office Hours	Bedroom Size
Conway Court Apartments (age 62 & older) 12 Conway Court Phone (518) 235-3685 / Fax (518) 238-3182	Tuesday 8:00am – 4:00pm	1 Bedroom - 40
Apartment Complex	Office Hours	Bedroom Size
Griswold Heights Apartments 100 Griswold Heights Phone (518) 279-7880 Fax # (518) 326-1495	Monday – Friday 9:00am – 4:00pm	2 Bedroom - 286 3 Bedroom - 69 4 Bedroom - 30 5 Bedroom - 5

An applicant may select to be on the waiting list for more than one appropriate size waiting list as stated in the occupancy standards. The THA sets forth the following standards in order to avoid overcrowding and to prevent the waste of space:

# Bedrooms	Minimum # People	Maximum # People	# Bedrooms	Minimum # People	Maximum # People
0	1	1	3	3	6
1	1	2	4	4	8
2	2	4	5	5	10

The following are considered in the assignment of units: children of the same sex will share a bedroom; children of the opposite sex, both under the age of five (5) years may share a bedroom; children of the same sex that have an age difference of 7 years or greater do not have to share a bedroom; Adults and children will not be required to share a bedroom; foster-adults and children will not be required to share a bedroom with family members; live-in aides will get a separate bedroom. The Housing Authority will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.