



**NEIGHBORS OF  
WATERTOWN, INC.**

**A Neighborhood Preservation Company  
Serving Watertown Since 1969**

### **Pre-Application Cover Sheet**

To: All Rental Applicants

From: Neighbors Of Watertown, Inc. & BYNOW Management LLC

The attached Pre-Application will place you on the waiting list for all the buildings listed below. When a unit becomes available you will be notified and a full application will be required prior to being accepted to any of the apartment sites. It is important for you to let us know if your contact information changes during the time you are on the waiting list. All of our sites are listed below and are in the City of Watertown, except Stonewood which is in Philadelphia NY.

**NOWI**

- Buck Building
- Burdick Building
- Emerson Place
- Franklin Building
- Kelsey Creek
- Kieff Drive
- Lillian Towers
- Music Center
- Stonewood (Philadelphia NY)

**BYNOW**

- Brighton Apartments
- Bugbee Apartments
- Centennial Apartments
- Henry Keep on the Square Apartments
- Olympic Apartments

Not all of the properties managed by Neighbors Of Watertown are subsidized units. Many are a minimum rent rate or 30% of the household income; whichever is higher. There are maximum qualifying incomes limits for all properties. All properties can only be rented through an application process, to determine income eligibility as well as other criteria to be met.

Apartments are open to all eligible applicants. Federal and New York State laws forbid discrimination based on race, creed, color, national origin, sex, age, disability, marital status, familial status, sexual orientation or military status. Neighbors of Watertown, Inc. and BYNOW Management LLC do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

If you are disabled and wish to request a reasonable accommodation or if you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). The 504 Coordinator for this organization can be reached at:

Name: James Morrow  
 Address: 112 Franklin Street Watertown, NY 13601  
 Phone: (315)782-8497 Fax: (315)782-0102 TDD/TTY: (800)662-1220  
 Email: jim@neighborsofwatertown.com

Applicants interested in Section 8 vouchers and project-based vouchers contact:  
Housing Assistance Program, 749 LeRay Street, Watertown NY 13601; phone: 315-788-0193.



**The Housing & Redevelopment Store**  
 112 Franklin Street, Watertown, NY 13601  
 Phone (315) 782-8497 Fax (315) 782-0102  
[www.neighborsofwatertown.com](http://www.neighborsofwatertown.com)





**INCOME:** Please indicate using the chart below, the TOTAL HOUSEHOLD INCOME for ALL members of this applicant household.

Income Source (Employer, DSS, SS, Pension, etc)	Gross Amount (before taxes or any deductions)	Frequency (hourly, weekly, bi-weekly, monthly)

Do you receive rental assistance from HUD, Section 8 Program or other? \_\_\_\_\_ Yes \_\_\_\_\_ No

**CRIMINAL HISTORY ALL APPLICANTS**

Have you or any household member ever been evicted? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you or anyone in your household ever been arrested, charged or convicted of any crime? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_ Date of last arrest, charge or conviction: \_\_\_\_\_

Are you or anyone in your household a registered sex offender? YES \_\_\_\_\_ NO \_\_\_\_\_

**Reasonable Accommodations:** I understand that if I am disabled, I have the right to request a reasonable accommodation to make services and programs accessible. The request must be submitted in writing to Neighbors of Watertown, Inc. for review and approval.

**Criminal and Administrative Actions for False Information:** I understand that knowingly supplying false, incomplete or inaccurate information may be considered fraud and is grounds for denial of assistance, termination of housing assistance and/or eviction from housing.

**I certify under penalty of perjury, my answers are correct and complete to the best of my knowledge and ability.**

SIGNATURES AND DATES OF ALL HOUSEHOLD MEMBERS AGE 18 AND ABOVE:

- 1) \_\_\_\_\_ DATE \_\_\_\_\_
- 2) \_\_\_\_\_ DATE \_\_\_\_\_
- 3) \_\_\_\_\_ DATE \_\_\_\_\_
- 4) \_\_\_\_\_ DATE \_\_\_\_\_

**If this application was completed by someone not listed as a member of the applicant household, please complete:**

**Name (print clearly):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* Neighbors Of Watertown, Inc. shall not discriminate against anyone because of race, color, sex, religion, familial status, disability, gender identification, national origin, marital status, or sexual orientation in providing housing assistance. Information provided to NOW, Inc. will be kept confidential and used solely to determine housing eligibility and unit type. Please be advised that results of criminal screening may be grounds for denial of housing\*\***