

# Dunn Tower Apartments

MANAGED BY

**Philippone Realty, Inc.**

**ONE HUNDRED DUNN TOWER DRIVE \* ROCHESTER, NEW YORK 14606  
(585) 429-5520 \* FAX (585) 429-9720\*TTY (800) 662-1220**

This letter is to inform you of the procedures we go through to process your application. When you fill out and sign the application, as well as sign the back of this form, you are allowing Dunn Tower Apartments to verify all the information listed below.

The office hours are Monday thru Friday 8:30am to 3:30pm. We are closed for lunch from 12:00pm to 1:00pm. If you have any questions please feel free to contact us during business hours.

## APPLICATION PROCEDURES

- Send out Application
- Receive application back
- Make a folder for applicant. Enter name on the Waiting List
- Call when the name is close to the top of the list to see if they are still interested
- Are you a "Veteran or their surviving spouse" who served on active duty in time of war, as defined in Section 85 of the Civil Service Law – Proof sent
- Run a credit check (Verified through TransUnion, 2 Baldwin Place, PO Box 1000, Chester, PA 19022, 1-800-898-6196)
- Send out disability papers (if applicant is under 62 years of age)
- Send Rental History form
- Run a Criminal Background Check (Verified through AMRENT, PO Box 605, Columbus, OH 43216-0605, 1-888-898-6196)
- Run a Sex Offenders Background Check (Sex offender registry website: <http://www.familywatchdog.us>)
- Set up an appointment for applicant to see an apartment
- Give a copy of the application and home visit form and the move-in packet to the Tenant Coordinator so she can set up the appointment to do a Home Visit.
- Receive final approval from the Property Manager (before prospect is called)
- Contact prospect and tell them if they qualify. Set up appointment to process their move in paperwork.
- Perform an EIV (Enterprise Income Verification) Existing Tenant Search screening for new resident.

**(IF YOU ARE INTERESTED IN CONTINUING WITH THE  
APPLICATION PROCESS PLEASE SIGN THE BACK OF THIS FORM)**



“Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person, who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the \*\* Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).\*\*”

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

