

#### **Screening Only Application**

To process your screening only application, please complete all fields legibly and submit with all requirements listed below. Allow up to two (2) weeks to process a complete application.

After a complete package is received, it will be reviewed, and an Admissions interview will be scheduled with the prospective occupant(s). All prospective occupants (12 years of age and older) of the subject unit must be present during one admissions interview. Please note that admissions interviews take place in person on Thursday evenings at the Glen Oaks Management Office located at 70-33 260th Street, Glen Oaks, NY 11004.

Kindly make sure that all prospective occupants ***know*** the House Rules. Priority is not given to those that may have to return for “no shows” or not knowing the House Rules during the initial admissions interview.

**Checklist:**

* Photo ID – All Occupants 12 Years of Age and Older
* Proof of Relationship, if applicable.
* Signed Admissions Committee Interview Policy – All Occupants 12 Years of Age and Older

Shareholder Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Apt.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address (If Different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Occupancy Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupant #1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupant #2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupant #3 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupant #4 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned shareholder and prospective occupant(s) certifies that there is no exchange of rental payments between any parties listed above and there is no Landlord/Tenant relationship.

 *Shareholder Signature* Date *Prospective Occupant Signature* Date

*Prospective Occupant Signature* Date *Prospective Occupant Signature* Date



**Admissions Committee Interview Policy**

**All** proposed residents of the apartment **must** appear together for an interview with the Admissions Committee of the Board of Directors. If a member of the family cannot be available on the set date you must notify the Management Office immediately and receive approval to appear for your interview without said family member. If prior approval is not given and **all** residents (including minors 12 years of age and older) **do not** appear together for the scheduled interview, the interview **will not** be conducted, and your application may be disapproved.

Any request for a postponement must be made at the time of scheduling or prior to the scheduled interview and the Committee retains the discretion to grant any such postponements.

Be advised that the admissions interview does not constitute an approval and I/we agree not to move into said apartment until such time that a written approval letter is provided by the Board of Directors. I understand that if I move in prior to said approval my application will be rejected.

***I/we certify that I have read and understand the instructions listed above regarding the Admissions Committee's interview requirements.***

**I/we acknowledge receipt, have read, and agree to abide by the House Rules of Glen Oaks Village. I also understand that the admissions interview will involve a discussion of said House Rules.**

 *Prospective Occupant Signature* Date *Prospective Occupant Signature* Date

*Prospective Occupant Signature* Date *Prospective Occupant Signature* Date