

**BYNOW MANAGEMENT, LLC**  
112 FRANKLIN STREET, WATERTOWN, NY 13601  
Tel: (315) 782-8497

CHECKLIST - REQUIRED INFORMATION TO SUBMIT WITH YOUR APPLICATION  
YOU CAN NOT GO ON A PROPERTY WAITING LIST UNTIL ALL INFORMATION HAS BEEN PROCESSED

**\*YOUR INCOME AND SOURCES MUST BE VERIFIED FOR PROPERTY ELIGIBILITY**

- 1) Current and/or anticipated income sources. 
  - As example(s) social services (welfare) benefit, social security or supplemental (SSI) income, retirement or pensions, award letters-verification of any and all income sources (i.e. employments, unemployment, if you are self-employed the year end income tax and/or self-employed statements, child support/custody verification, alimony agreements, or cash assistance for any source)
- 2) Name of ALL Banks you have accounts with.
- 3) Current information on all assets (i.e. property owner, business operations, and/or equipment).
- 4) Stock certificates, bonds, quarterly statement from your investment broker.
- 5) Copies of all insurance policies (i.e. life insurance policies with their cash surrender value: please have your insurance agents name, address, telephone number to verify policies and their cash value).
- 6) Addresses and phone number for all providers or caseworkers (i.e. assistance of benefit programs (i.e. social services (welfare); CAPC, CREDO, probation Dept., any other information relative to case management).
- 7) Proof of all household members to include identifications, social security numbers and birth certificates.
- 8) Out of pocket medical expenses in the last year: Includes receipts, RX copays, insurance, eyeglasses, office visit copays, etc. (Please note this is a HUD requirement only for people applying to our Bugbee, Centennial, or Henry Keep Apartments. It only applies if the head, spouse or co-head is 62 years or older or is disabled).
- 9) Most recent tax returns.

**\*\* ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITHIN 10 BUSINESS DAYS**

Documents can be scanned and emailed to [neighbors@neighborsofwatertown.com](mailto:neighbors@neighborsofwatertown.com), or dropped off at our office. 112 Franklin St., Watertown, weekdays from 8 am - 4 pm.

