



**FOREST HILLS MHA**  
**HOUSING DEVELOPMENT FUND CORPORATION**  
**108-03 62<sup>ND</sup> DRIVE, FOREST HILLS, NEW YORK 11375**  
PHONE# 347-503-0456 FAX# 347-396-5964



**FOREST HILLS MHA APARTMENT APPLICATION CHECK LIST**

**APPLICANT NAME:** \_\_\_\_\_  
LAST FIRST MI

**ADDRESS:** \_\_\_\_\_  
APT. CITY STATE ZIP

**CO-APPLICANT NAME:** \_\_\_\_\_  
LAST FIRST MI

**ADDRESS:** \_\_\_\_\_  
APT. CITY STATE ZIP

**MANAGEMENT USE ONLY:**

**BUILDING:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_

**BEDROOM SIZE:**

**STUDIO 1BDRM**

**2 BDRM 3BDRM**

**ITEMS REQUIRED:**

- ☐ Applicant(s) must complete "Authorization to obtain Credit Report" form. \$20 Money order for each applicant (must be 18 years of age and older). Nonrefundable Money order made payable to: **Metro Management Development Inc.**
- ☐ Complete Forest Hills MHA apartment application
- ☐ Acceptable identification (provide two from list): Driver's license, permit or non-driver identification card. U.S. or foreign passport or passport card, U.S. military photo identification card, Medicaid/Public assistant card with photo, permanent resident card, U.S. employment of authorization.
- ☐ Social Security cards for all applicants and household members listed as occupants
- ☐ Birth certificates for all children listed.
- ☐ Four most recent paystubs for each applicant/co-applicant. Current letter from employer showing salary. (Must be on company's letter head).
- ☐ Two years of most recent tax returns (ex. 2023 & 2024)/ Form 1099.
- ☐ Two months of recent bank statements for each applicant.
- ☐ Landlord referral form to be completed by current landlord.
- ☐ If unemployed: Proof of subsidy/financial assistance (social security award letter, public assistance, pension award letters or affidavit of support with supporting documents).
- ☐ Primary residence/affidavit- "Statement of Primary Residence and Acknowledgment" signed by all adult household members on the application affirming that they will move in and occupy the Housing Development Corporation unit as their primary residence.