



**Human Resources
Administration
Department of
Social Services**

Steven Banks
Commissioner

Kathleen Carlson
Chief Administrative Office

Joseph Santino
Deputy Commissioner

Joan Cusack
Executive Director

250 Church Street
New York, NY 10013

212 274 5555

W-2-WW
Rev. 10/12

MSC Occupancy/Applicant Information

Multi-Service Center: _____

Room(s) and/or Square Footage: _____

Organization Name: _____

Address: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail Address: _____ Website: _____

Executive Contact (Name & Title): _____

Local (on-site) Supervisor (Name & Title) _____

Telephone: _____ Fax: _____ E-mail address: _____

Intended Use of space and service(s) to be provided: _____

Note: Attach Organization's information (include letter of request, brochure and mission statement)

E.I.N. _____

Specify Yes or No: City _____ State _____ 501(c) 3 _____ Article 28 _____
(Attach copy)

Licensed by:

Average Daily Traffic: # Clients _____ #Staff _____

Record all Government Contacts (include: PIN #s, dates of contracts, agency, agency contact name & telephone #, etc)

List all Corporate Affiliates:

Vendex checked by HRA Status: _____ Approved: <input type="checkbox"/> Date: _____ Disapproved <input type="checkbox"/> Date: _____ Comments: _____	HRA Office Use Only	
	Date: _____	By: _____