

APPLICATION COVER LETTER

RE: **626 FLATBUSH APTS**

Dear Prospective Applicant:

Enclosed is an application for the above-referenced building, which participates in a governmentally assisted affordable housing program, supervised by The New York State Housing Finance Agency (HFA). Please note the following before completing and returning this application.

1. Applications will be randomly drawn and opened in a lottery process. Depending on the volume of applications received, it may not be possible for all of them to be opened. Accordingly, it is possible that you may not receive a response. All applicants are encouraged to monitor the internet resource centers established by The City of New York (www.nyc.gov/housingconnect) and NYS HFA (<http://www.nyshcr.org/Topics/Home/Renters/OpportunitiesToApplyForAffordableRentalUnits.htm>) to keep up with new housing opportunities to which they may apply. Applying to more buildings, including those in locations that might not be your first preference, can only increase the chances that one of your applications will be opened and processed.
2. Each applicant may submit only one application. Submitting duplicate applications will result in disqualification.
3. The application should be filled out very carefully. Leaving out information pertaining to the number and names of household members applying to live in the unit, or their incomes, may result in disqualification. In addition, **DO NOT USE WHITE-OUT OR LIQUID PAPER** anywhere on the application. If you need to correct a mistake, you should (a) cross one line neatly through the information, (b) write the revised information neatly next to it, and (c) sign your initials near the change.
4. **ONLY THE APPLICATION ITSELF SHOULD BE SUBMITTED AT THIS TIME. DO NOT ATTACH ANY CHECKS OR OTHER DOCUMENTS TO YOUR APPLICATION.** If your application is selected for further processing, additional information will be requested at that time.
5. No broker or application fees may be charged in connection to this program.
6. Income Eligibility: attached is a chart which breaks down the mandatory income levels for the affordable units in this building, based on family size. All income sources for all household members should be listed on the application. In general, gross income is what is calculated for most income except that net income is analyzed for self-employed applicants. Net business income from current and prior years is considered for self-employed applicants, and such applicants must have at least two complete years in the same self-employed field. However, apart from these general guidelines, every applicant's income information (both current income as well as from the recent past) will be considered to evaluate eligibility and document a continuing need for housing assistance. Further, please note that all sources of income must be able to be documented and verified. If your application is selected for processing you will be contacted with a list of such documentation which you will need to provide at that time.

7. Other Eligibility Factors: In addition to the income requirements other eligibility factors will be applied These include:
- A. Credit History
 - B. Qualification as a Household – HFA’s low-income housing programs is designated for individuals, families and households who can document financial interdependence as a household unit. These affordable programs are not intended for “roommate situations” and so such applicants will not be eligible under this household criterion.
 - C. Continuing Need – Applicants to HFA’s low- income housing programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history. Household assets (Cannot exceed \$250,000 for family members).
8. Application Preferences: There is a general preference in the lottery for current New York City residents. Current and eligible residents of Brooklyn **Community Board 9**, during initial occupancy, will receive preference for 50% of the affordable units. Households outside of New York City are free to apply, but their applications will be assigned a low priority and processed only after all NYC resident applicants.
9. Primary Residence Requirement: Any applicant ultimately approved for this development must maintain the new apartment as their primary residence. Therefore any approved tenant will need to surrender any other primary residence or leases prior to signing a lease for this program. While this is true of all other apartments, maintaining more than one unit which participates in any governmental housing program is a particularly egregious violation of this requirement. If you are presently residing in another governmentally assisted unit, you are free to apply to this building provided that you comply with this requirement and give up your current such unit before signing a lease with this building (if you are selected and approved). Violation of this requirement may lead to the loss of the apartments and leases in question as well as referral to the appropriate authorities for potential criminal charges.
10. Submission of False or Incomplete Information: Prospective applicants should be aware that this is a governmentally assisted housing program. The submission of false or knowingly incomplete information (either in this application or in any subsequently provided verification documents) will not only result in an applicant’s disqualification, but will be forwarded to the appropriate authorities for further action – including the possibility of criminal prosecution. All paperwork and documents submitted by applicants are subject to review by The Internal Revenue Service and other governmental agencies.

Once you have reviewed all of this information, and would still like to apply, please complete and return the enclosed application. Deadline information and return mail instructions are included in the attached Fact Sheet. Applicant cannot add or remove households or add or remove income after applicant is submitted.

Apartments may be occupied by one or two persons per bedroom, dependent on what size unit the household income-qualifies for, with the following exceptions:

1. Two adults (age 18 and over) may only occupy one bedroom apartment; and
2. Only single person households may occupy a studio apartment.

LOG# _____
(For office use only)

**APPLICATION FOR
626 FLATBUSH APTS**

MAIL ONLY ONE (1) APPLICATION PER FAMILY. MAIL BY REGULAR MAIL ONLY. (DO NOT SEND BY REGISTERED OR CERTIFIED MAIL). THIS APPLICATION MUST BE POST MARKED NO LATER THAN May 25, 2015.

**MAIL TO: 626 FLATBUSH APTS
P.O. Box 5082
BRONX, NY 10451**

Not every application received by 626 FLATBUSH APTS will be opened. Each selected application will be recorded. Since so many families/elderly need housing, this Development will not be able to accommodate all who are eligible. Each selected applicant will be contacted regarding the status of his or her application.

NO PAYMENT & OR FEE SHOULD BE GIVEN TO ANYONE IN CONNECTION PREPARATION FILING OR PROCESSING OF THIS APPLICATION FOR HOUSING.

THIS INFORMATION IS TO BE FILLED OUT BY THE APPLICANT

Name of Head of Household: _____

Street Address: _____ Apt. No.: _____

City: _____ State: _____ Zip: _____

Home Phone No.: _____ Work Phone No. _____

Cell Phone No.: _____

Mailing Address (if different from above): _____

*List **everyone** who will live in the unit for which you are applying:

ALL LISTED HOUSEHOLD MEMBERS (18 YEARS OR OLDER) MUST BE PRESENT AT OFFICE INTERVIEW

Name	Relationship to Head	Sex (M/F)	Age	Full Social Security# /TINS#	Birth Date	Occupation (write "in school" if attending school)
1.	Head					
2.						
3.						
4.						
5.						
6.						

(Information is used to determine apartment size only.)

How many persons, including yourself, will live in the unit for which you applying? _____

(Applicants are not permitted to add or remove household after the application is submitted)

Housing Information

Is your current rent presently being subsidized through Section 8? YES NO
Do you have a portable/ transferable Section 8 voucher? YES NO
If yes, how long have you had your voucher? _____
Have you obtained the approval from Section 8 Department for your transfer? YES NO

If yes, please provide the expiration date on the transferable Section 8 Voucher: _____

(Expired section 8 transferable voucher will not be acceptable)

Current Landlord's Name: _____

Current Landlord's Address: _____ (Number, Street, Apt #)
_____ (City, State, ZIP)

Landlord's Phone No.: _____

What is your present monthly rent? \$ _____

How much do you contribute to the monthly rent? \$ _____

(If you do not contribute anything write "0") _____

How many persons are in your household? _____

How many bedrooms do you have? _____

How long have you lived at this address? _____

Name/address of prior landlord: _____

Name/address of landlords for past five years: _____

Check the utilities paid by you monthly and indicate the average monthly amount:

Gas \$ _____ Electric \$ _____ Heat \$ _____ Water \$ _____

Have you or any 18 year or older family members been a full-time student during the current calendar year or last five calendar months? YES NO

If yes, please list name of the household and school they are attending _____

Are you or any 18 year or older family members a current part-time student? YES NO

If yes, please list name of the household and school they are attending _____

INCOME FROM EMPLOYMENT:

List all current and/or part-time employment for ALL HOUSEHOLD MEMBERS including yourself WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self-employed earnings.

Household Member	Name & Address of Employer	How Long Employed (From/To)	Status F=Full Time P= Part-Time S= Self Employed	Gross Annual Earnings
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$

Total Gross Annual Employment Income =

\$

INCOME FROM OTHER SOURCES: List all other income, for example, welfare (including housing allowance), AFDC, Social Security, S.S.I., pension, disability compensation, unemployment compensation, Interest Income, babysitting, caretaking, alimony, child support, Stipends, Income from rental property, and Armed Forces Reserves.

Household Member	Source of Income	Gross Amount		Period Received Weekly, Bi-weekly, Semi-monthly, Monthly, Quarterly	Annual Gross Amount
1.		\$	Per		\$
2.		\$	Per		\$
3.		\$	Per		\$
4.		\$	Per		\$
5.		\$	Per		\$

Total Gross income From Other Sources = \$

GRAND TOTAL GROSS ANNUAL INCOME: (Employment & Other Income) = \$

ASSETS:

List below the current cash value of all assets held by ALL household members, including yourself. Include below: checking accounts, savings accounts, savings bonds, certificates of deposit, money market funds, mutual funds, stocks, bonds, IRA accounts, 401K accounts, other retirement and pension accounts, trust funds, life insurance policies (except Term), personal property held as an investment (e.g. jewelry, antiques or art), equity in real estate and all other assets.

Household Member	Institution Name	Type of Asset	Current \$ Value/ Account Balance
TOTAL VALUE OF ASSETS =			\$

Do you NOW own Real Estate? YES NO
 If YES, what is the value? _____

Have you EVER owned Real Estate? YES NO
 If YES, When? _____

GENERAL

How did you hear about this development? (Please check one)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Sign Posted on Building | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Housing List |
| <input type="checkbox"/> Local Organization or Church | <input type="checkbox"/> Other |

ETHNIC IDENTIFICATION (Used for statistical purposes only)

This information is optional and will not affect the processing of the application.

Please Check one group which best identifies the applicant.

- | | | | |
|--------------------------|----------------------------------|--------------------------|---|
| <input type="checkbox"/> | Hispanic or Latino | <input type="checkbox"/> | Black or African American |
| <input type="checkbox"/> | Not Hispanic or Latino | <input type="checkbox"/> | Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> | American Indian or Alaska Native | <input type="checkbox"/> | White |
| <input type="checkbox"/> | Asian | <input type="checkbox"/> | Other |

PLEASE DO NOT MAIL MORE THAN ONE APPLICATION PER FAMILY. YOU WILL BE DISQUALIFIED IF MORE THAN ONE APPLICATION PER FAMILY IS RECEIVED.

APPLICANT(S) MUST MEET INCOME AND FAMILY SIZE REQUIREMENTS AT THE TIME OF SUBMITTING THIS APPLICATION. APPLICANTS CAN NOT ADD OR REMOVE OCCUPANTS OR ADD OR REMOVE INCOME IN ORDER TO BE ELIGIBLE FOR AN APARTMENT.

I DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I have not withheld, falsified or otherwise misrepresented any information. I fully understand that any and all information I provide during this application process is subject to review by The New York City Department of Investigation (DOI), a fully empowered law enforcement agency which investigates potential fraud in City-sponsored programs. I understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for the program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

I DECLARE THAT NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY ARE EMPLOYED BY THE NEW YORK STATE HOMES & COMMUNITY RENEWAL OR ITS SUBSIDIARIES, OR THE BUILDING OWNER OR ITS PRINCIPALS

The application information provided by you may be used to obtain a tenant screening report, the name and address of the consumer reporting agency that will be used to obtain such report is: On-Site.com, Renter Relations at 307 Orchard City Drive, Suite 110, Campbell, CA 95008, (887) 222-0384.

Pursuant to federal, state and local law:

If we take adverse action against you on the basis of information contained in a tenant screening report, we must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;

If any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency;

Every applicant is entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from

www.annualcreditreport.com and every applicant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

Signature of head of household

Signature of co-applicant

Adult (18 year old or older) family member(s)

Adult (18 year old or older) family member(s)

Date _____



626 FLATBUSH APTS Fact Sheet

626 FLATBUSH APTS is pleased to announce that applications are now being accepted for 51 affordable housing rental apartments now under construction in Brooklyn. This building is being constructed through the Deep Rent Skewed and Low Income Housing Tax Credit Programs and Financing provided by New York State Housing Finance Agency's (HFA). The size, rent and income requirements of the 51 units are as follows:

No. of Units	Unit Size	Family Size*	Monthly Rent**	Total Annual Income Range*** Minimum - Maximum
2	Studio	1	\$ 565	\$19,371 - \$24,200
2	1 Bedroom	1	\$ 607	\$20,811 - \$24,200
		2		\$20,811 - \$27,640
2	2 Bedroom	2	\$ 736	\$25,234 - \$27,640
		3		\$25,234 - \$31,080
		4		\$25,234 - \$34,520
2	3 Bedroom	3	\$ 843	\$28,903 - \$31,080
		4		\$28,903 - \$34,520
		5		\$28,903 - \$37,320
		6		\$28,903 - \$40,080

No. of Units	Unit Size	Family Size*	Monthly Rent**	Total Annual Income Range*** Minimum - Maximum
16	Studio	1	\$ 716	\$24,549 - \$30,250
11	1 Bedroom	1	\$ 769	\$26,366 - \$30,250
		2		\$26,366 - \$34,550
10	2 Bedroom	2	\$ 930	\$31,886 - \$34,550
		3		\$31,886 - \$38,850
		4		\$31,886 - \$43,150
6	3 Bedroom	3	\$ 1,067	\$36,583 - \$38,850
		4		\$36,583 - \$43,150
		5		\$36,583 - \$46,650
		6		\$36,583 - \$50,100

*subject to occupancy standards **rents are subject to change & cooking gas is included ***income guidelines subject to change

Applicants will be required to meet income and additional criteria. Completed Applications must be returned by **Regular Mail ONLY (No priority, certified, registered, express or overnight mail will be accepted)** to a post office box number that will be listed with the application, and **must be postmarked by May 25, 2015**. Applications post marked after May 25, 2015 will be set aside for possible future consideration. Applications will be selected by lottery; applicants who submit more than one application will be disqualified. Disqualified applications will not be accepted. Preference will be given to New York City residents. Current and eligible residents of Brooklyn **Community Board 9**, during initial occupancy, will receive preference for 50% of the affordable units.

No Broker's Fee or Application Fee Should Be Paid At Anytime in Connection With These Applications.



ANDREW M CUOMO, Governor
DARRYL C TOWNS, Commissioner/CEO
Financing Provided by NYS Housing Finance Agency

