



LONG ISLAND HOUSING PARTNERSHIP, INC.



PROGRAM GUIDELINES

FARRELL COMMUNITIES AT ISLIP AFFORDABLE RENTAL HOUSING PROGRAM

PLEASE READ CAREFULLY

LOTTERY INTAKE FORM DEADLINE: May 10, 2021

The Long Island Housing Partnership (LIHP), in cooperation with Farrell Communities at Islip (the Owner) and the Town of Islip, is pleased to announce that it is accepting Lottery Intake Forms for twenty-seven (27) new affordable rental units (the “Affordable Units”) in Central Islip. The 27 Affordable Units are part of a larger rental complex containing 268 units known as “Farrell Communities at Islip.”

LIHP is responsible for administering the program qualification process for the Affordable Units on behalf of the Owner. Set forth herein are the Program Guidelines with respect to eligibility for the units. LIHP strictly complies with these Program Guidelines and applicants are urged to read them thoroughly. Documentation will be reviewed for compliance and completeness. LIHP staff is available to assist with the process, address questions or provide any assistance regarding eligibility. Final eligibility for tenancy is the determination of the Owner and not LIHP. If you have any questions regarding any of the Program Guidelines, or need any assistance including language assistance such as translation and/or oral interpretation services, please email LIHP at info@lihp.org before applying.

SUBMISSION OF REQUIRED DOCUMENTATION OR DETERMINATION OF INCOME ELIGIBILITY DOES NOT GUARANTEE ELIGIBILITY FOR A UNIT.

D) FARRELL COMMUNITIES AT ISLIP RENTAL PROGRAM

Farrell Communities at Islip is a new 268-unit rental complex containing 27 Affordable Units consisting of studios, one bedroom and two bedroom apartments. All 27 Affordable Units will be available to households with incomes that do not exceed 80% of the Nassau/Suffolk area median income (AMI) as determined by HUD and adjusted for household size. As required by the Town of Islip, monthly rents are capped and include a utility allowance.

Farrell Communities at Islip is located on approximately 30 acres adjacent to the Gull Haven Golf Course. Each unit is designed to high standards containing stainless steel appliances, washer/dryers, and wood floors. The community offers amenities such as a clubhouse, fitness room with yoga and spin cycling facilities, a pool, and tennis court. Farrell Communities at Islip is a smoke-free facility.



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MAXIMUM & MINIMUM INCOME GUIDELINES

The Affordable Units will be available to households with incomes at or below 80% of the HUD Area Median Income for Nassau/Suffolk Counties (AMI), adjusted for household size. The 2020 income limits are as follows:

80% AMI

STUDIO

<u>HOUSEHOLD SIZE</u>	<u>*MAXIMUM ANNUAL INCOME</u>	<u>**MINIMUM ANNUAL INCOME</u>
1	\$70,950	\$48,000
2	\$81,050	\$48,000

1 BEDROOM

<u>HOUSEHOLD SIZE</u>	<u>*MAXIMUM ANNUAL INCOME</u>	<u>**MINIMUM ANNUAL INCOME</u>
1	\$70,950	\$57,960
2	\$81,050	\$57,960
3	\$91,200	\$57,960

2 BEDROOM

<u>HOUSEHOLD SIZE</u>	<u>*MAXIMUM ANNUAL INCOME</u>	<u>**MINIMUM ANNUAL INCOME</u>
1	\$70,950	\$64,650
2	\$81,050	\$64,650
3	\$91,200	\$64,650
4	\$101,300	\$64,650
5	\$109,450	\$64,650

*Includes all income – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Your gross income cannot exceed the maximum annual income for your household size. The limits above are based on the 2020 HUD income limits. Income limits are subject to change annually and may be adjusted for rounding. **Minimum income guidelines do not apply to those applicants with an approved rental assistance subsidy. Minimum incomes are set exclusively by the Owner and may not apply if sufficient liquid assets or other mitigating factors and/or guarantees are available as determined and approved solely by the owner. If the Owner requires a guaranty, please be advised that the Owner may independently verify the income and credit/background of the guarantor and make a determination whether it is acceptable. The determination as to whether to the guarantor meets the income and credit/background requirements and whether to accept the guaranty is the sole and exclusive determination of the Owner and LIHP has no authority to review, accept or reject a guarantor. The Owner will determine whether to accept or decline the guarantor and will notify LIHP who will then notify the applicant.

AVAILABLE UNITS

Studios:	1 unit
One Bedroom:	8 units
Two Bedroom:	18 units



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RENTS

Pursuant to Town of Islip requirements, the initial rents for each unit are set forth below and include a utility allowance. Rents are adjusted annually and rents are subject to increase accordingly. Tenants are responsible for paying all utilities. The initial rents are set as follows:

Studio: \$ 1,600
1 Bedroom: \$ 1,932
2 Bedroom: \$ 2,155

ANNUAL RECERTIFICATION

The maximum household income requirements are adjusted annually by HUD. Recertification of income will be required annually to remain eligible for the Program and to preserve the units as affordable for occupants who meet the income guidelines. Pursuant to Town of Islip requirements, occupants will meet the income guidelines on recertification as long as their household income does not exceed 100% of the Nassau/Suffolk AMI as determined by HUD and adjusted for household size. Occupants of the Affordable Units whose income exceeds this amount will no longer be eligible for the Program and will be required to vacate.

FEES

Additional fees may be imposed by the Owner for such items as a security deposit, credit and background assessments, trash collection, pets, parking, water, renter's insurance, or other items. The fees are set by the Owner and are subject to change by the Owner without notice. The fees are set forth on the attached Fee Schedule as provided by the Owner.

CREDIT/MINIMUM INCOME/ BACKGROUND CHECK

The Owner, and/or its agents, will conduct a credit/minimum income and background check on applicants and applicants must meet the Owner requirements.

OCCUPANCY/UNIT SELECTION

Unit selection and occupancy requirements are established solely by the Owner and eligible applicants must work directly with the Owner to select a unit. Any determination with respect to available units or occupancy restrictions rests solely with the Owner and LIHP has no responsibility for such assessments or determinations.

PETS

Farrell Communities at Islip is a pet friendly community; however, certain restrictions apply. Occupants may have a maximum of two (2) pets per unit and no pet may be over 35 pounds. Additional restrictions apply. The following breeds are prohibited: Pit Bull Terriers / Staffordshire Terriers, Doberman Pinschers, Chows, Presa Canarias, Akitas, Rottweilers, Alaskan Malamutes, American Bull Dogs, American Staffordshire Terriers, Argentine Dogos, Bull Mastiffs, Cane Corsos, German Shepherds, Pit Bulls, Presa Canarios, Rottweiler, Staffordshire Bull Terriers, Tosa Inus, Doberman Pinschers and Fila Brasileiros. Additional fees may apply as stated on the Fee Schedule as provided by the Owner. Service and/or assistance animals are not subject to the pet policy.



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II) ELIGIBILITY PROCESS

All applicants will be ranked and considered for the program through the use of a Lottery and not on a first-come, first-served basis unless the number of applications received during the initial Lottery Intake Form period is less than the total number of units available. Eligibility for the Program involves a **six-step process**.

- STEP 1:** Applicant submits a **Lottery Intake Form to LIHP** to be included in the Lottery
- STEP 2:** Applicants names are randomized through use of a Lottery
- STEP 3:** Applicant submits an Application for Residency directly to the Owner
- STEP 4:** Owner conducts a credit/minimum income/background review
- STEP 5:** If approved by Owner, applicant submits a Formal Program Application, together with required documentation, to LIHP
- STEP 6:** If eligible, applicant works directly with Owner for lease-up

LOTTERY INTAKE FORM

Lottery Intake Forms are available through LIHP’s website at www.lihp.org/rentals.html or by calling LIHP at (631) 435-4710. **Lottery Intake Forms** can be completed and submitted online at www.lihp.org/rentals.html or may be hand-delivered or mailed to LIHP’s office located at 180 Oser Avenue, Suite 800, Hauppauge, NY 11788. **DO NOT FAX OR EMAIL THE LOTTERY INTAKE FORM.**

Online and hand-delivered Intake Forms must be received by **5:00 p.m. on May 10, 2021**
Intake Forms submitted by mail must be **received (not postmarked) by May 10, 2021**

Only one **Lottery Intake Form** is allowed per household. Households who submit more than one **Lottery Intake Form *will be disqualified.*** **Lottery Intake Forms received after the deadline date will not be considered.**

SUBMISSION OF REQUIRED DOCUMENTATION OR DETERMINATION OF INCOME ELIGIBILITY DOES NOT GUARANTEE ELIGIBILITY FOR A UNIT.

THE LOTTERY

As soon as possible following the close of the application period, LIHP will conduct the Lottery. The lottery may be in-person, virtual or a hybrid. Applicants will be notified, by email or regular mail if no email is available, of the date, time, location, and manner of the Lottery. Applicants are encouraged to attend either in-person, if permissible, or by logging-in. Names will be randomly selected from the Lottery, either manually or electronically, assigned a ranking number based on the order selected, and placed on a Waitlist in ranked order (the “Ranked Waitlist”). Applicants are advised that their names will be publicly announced at the Lottery. LIHP will notify each applicant, by email or regular mail if no email is available, of their ranking from the Lottery. Applicants will be reviewed for eligibility in the order in which they are randomly ranked from the Lottery.



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APPLICATION FOR RESIDENCY & CREDIT/BACKGROUND REVIEW

Following the Lottery, LIHP will forward the Ranked Waitlist to the Owner and/or its agents. The Owner will then contact applicants in the order ranked providing information on how to submit the Application for Residency to the Owner. The Owner may impose a fee for the credit/background check which, if required, must be submitted with the Application for Residency. The Application for Residency must be received by Owner within ten (10) business days or the applicant's name will be removed from the Ranked Waitlist. Once an Application for Residency is received by Owner, the Owner will conduct a credit, minimum income and background assessment on the household. Applicants will be reviewed in the order they are ranked on the Ranked Waitlist. The credit/minimum income/background checks, and any fee, are performed and required solely by the Owner and/or its agents based upon their internal requirements for tenant occupancy and LIHP is not responsible for the conduct or results of such review. The Owner and/or its agents will advise LIHP whether the applicant meets the requirements. LIHP will advise applicants as to their approval or rejection, via email or regular mail if no email is available. If an applicant is deemed ineligible, the applicant will be removed from the Ranked Waitlist.

FORMAL PROGRAM APPLICATIONS/INCOME ELIGIBILITY

If an applicant has submitted the Application for Residency and met the credit/minimum income/background requirements of the Owner, as an applicant's name is reached on the Ranked Waitlist, LIHP will send notice to the applicant, by email or regular mail if no email is available, to submit a **Formal Program Application** and supporting documents. LIHP will provide the applicant with a Checklist of required documentation. The **Formal Program Application** and required documentation must be completed and received by LIHP within ten (10) business days of the notice date. If the **Formal Program Application** is not received within such 10-day period, the applicant will be deemed ineligible. If required documentation is missing, LIHP will provide applicant notice, by email or regular mail if no email is available, of what is missing and applicant will be required to submit such documentation within ten (10) business days of the notice date. If all the documentation is not received within such ten (10) day period, the applicant will be deemed ineligible. Should applicants be deemed ineligible, LIHP will notify applicants by email or regular mail if no email is available and will move on to the next name on the Waitlist.

LIHP will then conduct an income and eligibility review to determine if the applicant meets all Program Guidelines. If an applicant meets the eligibility requirements, LIHP will provide notice, by email or regular mail, if no email is available, to the applicant and the Owner advising them of the applicant's eligibility. The applicant will then work directly with the Owner to select a unit and execute a lease. If the applicant does not comply with the Owner requirements for lease execution, the Owner will advise LIHP and LIHP will send notice to the applicant by email or regular mail if no email is available, that the applicant is no longer eligible for the program. Should the applicant be deemed ineligible, LIHP will move on to the next name on the Waitlist.

Please note, only completed Formal Program Applications, by the required date, with ALL required documentation that meet ALL the program guidelines will be eligible. After being submitted, any changes to an application must be requested in writing *and* must be approved by the program review committee. **Formal Program Applications** submitted after the deadline date will not be considered.

Formal Program Applications may be sent with documents to LIHP via a secure document transmittal form located on LIHP's website at www.lihp.org under the "About Us" tab or directly at <https://www.lihp.org/doctransmit.html>

Applicants may also hand-deliver or mail the **Formal Program Application** with documents to LIHP at 180 Oser Avenue, Suite 800, Hauppauge, NY 11788, Attention: Farrell Communities at Islip. **DO NOT FAX OR EMAIL THE FORMAL PROGRAM APPLICATION OR ANY DOCUMENTS.**



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FAIR HOUSING AND NON-DISCRIMINATION

LIHP is committed to promoting fair housing, equal opportunity, and non-discrimination in compliance with all federal, state and local laws, including, but not limited to, the Fair Housing Act, as amended by the Housing for Older Americans Act, the Americans with Disabilities Act, the Civil Rights Act, and the New York State Human Rights Law. The LIHP staff is available to assist with the application, and answer questions about eligibility requirements. In furtherance of this policy, LIHP shall not discriminate on the basis of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity, familial status, source of income, religion, disability, veterans' status, age, or any other basis prohibited by law.

LIMITED ENGLISH PROFICIENCY AND ACCOMMODATIONS

Applications and Program Guidelines are available in English and Spanish and will be made available in other languages as requested. LIHP will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) and persons who need assistance or who have a limited ability to speak, read, or write English, will have meaningful access and an equal opportunity to participate in the Program. Interpreters, translators and other aids needed to comply with this policy shall be provided as reasonably necessary. If you have any questions regarding the guidelines, or need assistance including language assistance such as translation and/or oral interpretation services, please contact the LIHP at info@lihp.org.

Disclaimer: It is understood that this is not an offer and that the processes, terms and conditions may be changed at any time by the Town or Long Island Housing Partnership, Inc., and Affiliates. It is further understood that notices by the Long Island Housing Partnership, Inc., and Affiliates may be made in such manner as Long Island Housing Partnership, Inc., and Affiliates may determine, including solely by email or advertisement.

FARRELL

COMMUNITIES

AT ISLIP

Monthly pet rent will be \$75.00/month, per apartment. No more than 2 pets

Dog DNA collection \$100 1 dog, \$150 2 dogs.

There is a non-refundable credit check fee of \$17.00 per person.

Non-sufficient funds fee \$30 per transaction

Tenant is responsible for gas, electric, renters insurance and cable in addition to monthly rent