



**LONG ISLAND HOUSING PARTNERSHIP, INC.**

**PROGRAM GUIDELINES**

**GREYBARN  
AFFORDABLE RENTAL HOUSING PROGRAM  
AMITYVILLE, NY  
FIRST-COME FIRST-SERVED**

**PLEASE READ CAREFULLY  
Effective October 1, 2023 to September 30, 2024**

**The Long Island Housing Partnership (LIHP), in cooperation with Frontier Park II, LLC (the “Owner”) and the Town of Babylon, is pleased to announce that it is accepting Waitlist Intake Forms for affordable rental units (the “Affordable Units”) in Amityville, New York. The Affordable Units are part of a larger rental complex known as “Greybarn.”**

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](mailto:info@lihp.org) before applying. Employees of LIHP and their immediate family members are precluded from participating in the program.

**LIHP IS NEITHER THE OWNER, MANAGER OR LEASING AGENT. LIHP’S LIMITED ROLE WILL BE TO INCOME QUALIFY POTENTIAL APPLICANTS. ANY REQUEST FOR A REASONABLE ACCOMMODATION REGARDING ANY UNIT MUST BE CONVEYED TO AND PROCESSED BY THE OWNER/MANAGER.**

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

**GREYBARN RENTAL PROGRAM**

The affordable apartments are located within a 500-unit mixed use rental complex known as Greybarn located at 805 Broadway, Amityville, NY. Greybarn is a luxury apartment community offering amenities such as a private clubhouse with a state of the art fitness center, billiard and great room. There is an outdoor swimming pool, with deck and grilling areas and a bark park. Located in western Suffolk County, it is convenient to shopping, and entertainment and with its close proximity to the LIRR and LIE, an accessible commute to NYC.



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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 estimated 2023 income limits are as follows:

80% AMI		
<b>2 BEDROOM (2-5 persons)</b>		
<u>HOUSEHOLD SIZE</u>	<u>*MAXIMUM ANNUAL INCOME</u>	<u>**MINIMUM ANNUAL INCOME</u>
2	\$98,500	\$55,128
3	\$110,800	\$55,128
4	\$123,100	\$55,128
5	\$132,950	\$55,128

\*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 estimated 2023 HUD “uncapped” income limits. Income limits are subject to confirmation and adjustment by HUD and may be adjusted for rounding. Income limits are also adjusted annually. \*\*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 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. Minimum incomes are based on 2x the rent.

**RENTS**

Pursuant to Owner/municipal requirements, the rents for each unit are set forth below. Rents are adjusted annually and rents are subject to increase accordingly. Tenants are responsible for paying all utilities. The rents are set as follows:

<b>Apartment Size</b>	<b>80% AMI:</b>
2 Bedroom	\$ 2,297

**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 Babylon requirements, occupants will meet the income guidelines on recertification as long as their household income does not exceed 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.



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### **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. Any determination with respect to credit/minimum income/background rests solely with the Owner and LIHP has no responsibility for such assessments or determinations.

### **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**

The complex is a pet friendly community; however, certain restrictions apply as determined solely by the Owner. Additional fees may apply as required by the Owner. Service and/or assistance animals are not subject to the pet policy.

### **FIRST-COME FIRST-SERVED ELIGIBILITY PROCESS**

Applications to be placed on a wait list are now being accepted on a first-come first-served basis. Applications received on the first-come first-served basis will be considered in the order received once all the applications received during the initial Lottery Application period have been exhausted and provided that some of the Affordable Units still remain available. Eligibility for the Program involves a **five-step process**.

- STEP 1:** Applicant submits a **First-Come First-Served Intake Form**
- STEP 2:** When your name is reached on the First-Come First-Served waitlist, Applicant will be contacted by LIHP and the Applicant submits an Application for Residency to LIHP
- STEP 3:** Owner conducts a credit/minimum income/background review
- STEP 4:** If approved by Owner, applicant submits a Formal Program Application, together with required documentation to LIHP
- STEP 5:** If eligible, applicant works directly with Owner for lease-up

### **FIRST-COME FIRST-SERVED INTAKE FORM**

**First-Come First-Served Intake Forms** are available through LIHP's website at [www.lihp.org/rentals.html](http://www.lihp.org/rentals.html) or by calling LIHP at (631) 435-4710. **First-Come First-Served Intake Form** can be completed and submitted online at [www.lihp.org/rentals.html](http://www.lihp.org/rentals.html) or may be hand-delivered or mailed to LIHP's office located at 180 Oser Avenue, Suite 800, Hauppauge, NY11788. **DO NOT FAX OR EMAIL THE FIRST-COME FIRST-SERVED INTAKE FORM.**

Only one **First-Come First-Served Application** is allowed per household and each household member over the age of 18 must complete and sign the **First-Come First-Served Application**.

### **APPLICATION FOR RESIDENCY & CREDIT/MINIMUM INCOME/BACKGROUND REVIEW**

Once the applicant's ranking number is reached, LIHP will forward the Intake Form 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



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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](http://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: Greybarn. **DO NOT FAX OR EMAIL THE FORMAL PROGRAM APPLICATION OR ANY DOCUMENTS.**

### **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



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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](mailto:info@lihp.org).

**DISCLAIMER OF LIABILITY/RELEASE**

APPLICANT ACKNOWLEDGES THAT LIHP IS NEITHER THE OWNER, MANAGER, LANDLORD OR LEASING AGENT. LIHP’S ROLE IS LIMITED TO REVIEWING YOUR HOUSEHOLD INCOME TO DETERMINE IF YOU MEET THE MAXIMUM INCOME QUALIFICATIONS FOR THE PROGRAM. THE COMPLEX IS/WAS CONSTRUCTED AND IS OPERATED INDEPENDENTLY BY THE OWNER/MANAGER AS LANDLORD AND LIHP HAS NO ROLE IN UNIT OCCUPANCY, UNIT SELECTION, REVIEW OF YOUR SUITABILITY FOR TENANCY, FEES ASSESSED, THE LEASE TERMS, THE LEASE-UP PROCESS BY OWNER/MANAGER, THEIR AFFILIATES OR AGENTS, PROCESSING OF ANY HOUSING VOUCHER, UNIT LAYOUT AND LOCATION, OR THE OPERATIONS, STATEMENTS, ACTS OR OMISSIONS, AND POLICIES/PROCEDURES, OF THE COMPLEX OR THE OWNER/MANAGER AND ITS AFFILIATES OR AGENTS WHATSOEVER, INCLUDING, WITHOUT LIMITATION, IN CONNECTION WITH ANY REQUEST FOR REASONABLE ACCOMMODATION (THE “OWNER RESPONSIBILITIES”). WITHOUT LIMITING THE FOREGOING, YOU ACKNOWLEDGE THAT LIHP HAS NO ABILITY OR RESPONSIBILITY TO ADDRESS ANY REQUEST YOU MAY HAVE FOR A REASONABLE ACCOMMODATION/MODIFICATION REGARDING A UNIT AND ANY SUCH REQUEST WILL BE MADE BY YOU DIRECTLY TO THE OWNER/MANAGER FOR PROCESSING.

ACCORDINGLY, YOU AGREE THAT LIHP, ITS AFFILIATES, EMPLOYEES, AGENTS, OFFICERS, MEMBERS, AND DIRECTORS (COLLECTIVELY, “LIHP”) ARE NOT LIABLE FOR ANY CLAIMS OR CAUSES OF ACTIONS ARISING FROM ANY OF THE OWNER/MANAGER RESPONSIBILITIES AND, FOR GOOD AND VALUABLE CONSIDERATION, YOU HEREBY RELEASE AND WAIVE ALL CLAIMS OR CAUSES OF ACTION YOU NOW HAVE OR MAY HAVE AGAINST LIHP ARISING OUT OF OR RELATED TO THE OWNER RESPONSIBILITIES.

YOU HAVE READ THIS DOCUMENT, UNDERSTAND THAT YOU MAY HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW. IF ANY PROVISION OF THIS DOCUMENT IS UNENFORCEABLE, IT SHALL BE MODIFIED TO THE EXTENT NECESSARY TO MAKE THE PROVISION VALID AND BINDING, AND THE REMAINDER OF THIS DOCUMENT SHALL REMAIN ENFORCEABLE TO THE FULL EXTENT ALLOWED BY LAW.

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**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.

# GREYBARN®

Dear Future Resident,

We are so happy you took the time to consider Greybarn Amityville as your new home. Our luxury rental community offers one and two bedroom apartment homes.

Below please find a list of rentals associated with leasing an apartment home with us. You will find both the initial and monthly rentals included in the list.

## **Initial Application Fee**

Application Fee: \$16 per person over 18 years of age for credit and background  
\$8 per person over 18 years of age for background

## **Security, Amenity and Initial Pet Rents**

Security Deposit: 1 Month Rent (subject to credit approval)  
Annual Amenity: \$750 per year  
Pet: \$500 for 1<sup>st</sup> pet, \$250 for 2<sup>nd</sup> pet (one time, non-refundable rent)  
We accept cats and dogs 25lbs and under. There are breed restrictions.

## **Monthly Rents**

Trash: \$25 per month  
Water/Sewer: Pro rata share  
Pet: \$50 per month, per pet (maximum of 2 pets per apartment)  
Parking: No Charge for First Car, \$50 per month per additional car  
(subject to availability)  
Storage: Varies depending on size

**Renter's Insurance is REQUIRED prior to move-in.  
Personal Property & a Minimum of \$100,000 liability.**

**All initial & move-in rentals are due in CERTIFIED FUNDS**

\*Notice: Prices are subject to change without notice. Restrictions apply. Not responsible for errors or mistakes. We will require a state or government issued ID from you in order to show you an apartment. We cannot accept cash as a form of payment.

**\*GREYBARN IS A SMOKE FREE COMMUNITY\***

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