



LONG ISLAND HOUSING PARTNERSHIP, INC.



## **PROGRAM GUIDELINES**

### **MEDFORD POND AFFORDABLE RENTAL HOUSING PROGRAM**

**PLEASE READ CAREFULLY**

**LOTTERY APPLICATION DEADLINE: MAY 17, 2021**

The Long Island Housing Partnership (LIHP), in cooperation with Medford Pond Co. LLC (the Owner) and the Town of Brookhaven, is pleased to announce that it is accepting applications for two (2) new affordable rental units (the “Affordable Units”) in Medford, NY. The two (2) Affordable Units are part of a larger rental complex containing 20 units known as “Medford Pond.”

LIHP is responsible for administering the Application and program qualification process for the two (2) 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. Applications will be reviewed for compliance and completeness. LIHP staff is available to assist with the application, address questions or provide any assistance regarding eligibility. Final eligibility for tenancy and occupancy 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.

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

### **I) MEDFORD POND RENTAL PROGRAM**

Medford Pond is a new 20 unit rental complex containing two (2) Affordable Units. One (1) unit, consisting of a 2 bedroom lower flat, is 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 and one (1) unit, consisting of a 3 bedroom upper flat, is available to households with incomes that do not exceed 120% of the Nassau/Suffolk AMI. Monthly rents are based on the Fair Market Rent (FMR) for the applicable bedroom size as established by HUD and reduced by a Utility Adjustment.

Medford Pond is a beautiful gated community with tree lined grounds. It contains luxury amenities including a Community Center with gaming and social areas, a fitness center and tennis courts.



**LONG ISLAND HOUSING PARTNERSHIP, INC.**

**MAXIMUM & MINIMUM INCOME GUIDELINES**

The applicable 2020 HUD AMI income limits for eligibility as provided by HUD are as follows:

**80% AMI**

**2 BEDROOM LOWER FLAT**

<u>HOUSEHOLD SIZE</u>	<u>MAXIMUM ANNUAL INCOME*</u>	<u>MINIMUM ANNUAL INCOME**</u>
2	\$81,050	\$36,168
3	\$91,200	\$36,168
4	\$101,300	\$36,168
5	\$109,450	\$36,168
6	\$117,550	\$36,168
7	\$125,650	\$36,168
8	\$133,750	\$36,168

**120% AMI**

**3 BEDROOM UPPER FLAT**

<u>HOUSEHOLD SIZE</u>	<u>MAXIMUM ANNUAL INCOME*</u>	<u>MINIMUM ANNUAL INCOME**</u>
2	\$121,500	\$58,944
3	\$136,700	\$58,944
4	\$151,900	\$58,944
5	\$164,050	\$58,944
6	\$176,200	\$58,944
7	\$188,350	\$58,944
8	\$200,500	\$58,944

\*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. 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**

- 2 bedroom lower flat for households up to 80% of the HUD AMI
- 3 bedroom upper flat for households up to 120% of the HUD AMI

**OCCUPANCY LIMITS**

Occupancy limits may apply as determined and required by the Owner and/or the municipality. Any determination with respect to occupancy limits rests solely with the Owner and LIHP has no responsibility for such assessments or determinations. Applicants may be deemed ineligible due to occupancy restrictions as determined by the Owner. Please see the Owner’s Fee and Occupancy Schedule attached hereto.



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### **RENTS**

The rent for each unit will be based on the HUD established Fair Market Rent for the applicable size unit and will be reduced by a Utility Allowance as approved by the Town of Brookhaven. The HUD Fair Markets Rents and the Utility Allowances are adjusted annually and rents are subject to increase accordingly. Tenants are responsible for paying all utilities. The initial rents, after factoring in the Utility Allowance, are set as follows:

2 Bedroom Lower Flat:   \$ 1,507  
3 Bedroom Upper Flat:   \$ 2,456

### **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. To preserve the units for occupants who meet the income eligibility requirements of the Program, tenants with household incomes over the applicable income limit at recertification will be deemed ineligible for the program. However, such tenants will be permitted to renew their lease for one additional one year term at the rent applicable for the affordable unit with the agreement that they will be required to vacate the premises by the expiration of the additional one year lease term unless their income, at the next ensuing annual recertification, meets the income guidelines for the Program then in effect.

### **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, 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 and Occupancy Schedule](#) as provided by the Owner.

### **CREDIT AND BACKGROUND CHECK**

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

### **PETS**

Medford Ponds permits pets subject to certain restrictions. Please see the attached [Fee and Occupancy Schedule](#) for restrictions and additional fees that apply as required by the Owner. Service and/or assistance animals are not subject to the pet policy.

## **II) ELIGIBILITY PROCESS**

All applications received during the initial application period will be considered 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 Application period is less than the total number of units available. Eligibility for the Program involves a **four-step process**.

- STEP 1:**           Applicant submits a **Lottery Application** to be included in the Lottery
- STEP 2:**           Applicants names are randomized through use of a Lottery
- STEP 3:**           Following the Lottery, the Owner, and/or its employees or agents, conduct a credit and background review
- STEP 4:**           Applicant submits a **Formal Program Application** to LIHP, together with all required documentation, if they are approved based on Step 3.



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### **LOTTERY APPLICATION**

**Lottery Applications** 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. **Lottery Applications** 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, NY 11788. **DO NOT FAX OR EMAIL THE LOTTERY APPLICATION.**

Online and hand-delivered applications must be received by **5:00 p.m. on May 17, 2021**  
Applications submitted by mail must be RECEIVED (NOT POSTMARKED) by **May 17, 2021**

Only one **Lottery Application** is allowed per household and each household member over the age of 18 must complete and sign the **Lottery Application**. Households who submit more than one **Lottery Application** ***will be disqualified.*** **Lottery Applications submitted after the deadline date will not be considered.**

### **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. 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.

### **CREDIT/BACKGROUND REVIEW**

Following the Lottery, LIHP will forward the **Lottery Application** to the Owner and/or its agents, who will conduct a credit and background assessment on each household member. These documents will be transmitted securely. Applicants will be reviewed in the order they are ranked on the Waitlist. The credit/background checks are performed 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, LIHP will move to the next name on the Waitlist. The Owner may impose a fee for the credit and background assessment.

### **FORMAL PROGRAM APPLICATIONS/INCOME ELIGIBILITY**

If an applicant meets the credit and background requirements of the Owner, as an applicant's name is reached on the Lottery Waitlist, LIHP will send notice to the applicant, by email or regular mail, 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 returned to, 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, 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 by LIHP within such ten (10) day period, the applicant will be deemed ineligible. Should applicants be deemed ineligible, LIHP notify applicants by email or regular mail 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 must then work directly with the Owner to schedule an interview/appointment within the time specified by the Owner. If the applicant does not comply with the Owner requirements, the Owner will advise LIHP and LIHP will send notice to the applicant, by email or regular mail, 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.



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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** received 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: Medford Pond. **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 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).

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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 Owner, 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.



## MEDFORD POND FEE AND OCCUPANCY SCHEDULE

### The fees are listed below:

\$500 (non refundable pet fee) max 2 pets per apartment

Cats are \$60 per month pet rent (vet docs and pic required, max 2 pets)

Dogs are \$75 per month pet rent (vet docs and pic required, max 2 pets)

\$20 per person app fee- could be applied\*

Our locations charge monthly common fees, the common fee for Medford Pond is \$25.

### Occupancy as Follows:

Lower Flat- 5 people 2 Bedroom

Upper Flat- 6 people 3 Bedroom

58 Vanderbilt Motor Parkway, Suite 100 | Commack, NY 11725

631.234.1600 | Fax 631.234.1056

[www.heatherwood.com](http://www.heatherwood.com)

