



LONG ISLAND HOUSING PARTNERSHIP, INC.

FIRST-COME FIRST-SERVED PROGRAM GUIDELINES

SUTTON LANDING AT DEER PARK SENIOR (OVER 55) AFFORDABLE RENTAL HOUSING PROGRAM

PLEASE READ CAREFULLY

The Long Island Housing Partnership (LIHP), in cooperation with Engel Burman at Deer Park LLC (the Owner/Manager), the Town of Babylon, and the Town of Babylon Industrial Development Agency, is accepting applications on a first-come first-served basis for new senior (over 55) affordable rental units in Deer Park, NY. The affordable units are part of a larger rental complex containing 200 units known as “Sutton Landing at Deer Park.”

Applications are being accepted on a first-come first-served basis. Applicants will be processed in the order received to the extent affordable units are available.

LIHP is responsible for administering the Application and program qualification process for the affordable units on behalf of the Owner/Manager. 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 is the determination of the Owner/Manager and not LIHP. If you have any questions regarding any of the Program Guidelines, or need language assistance including translation and/or oral interpretation services, please email LIHP at rentals3@lihp.org before applying.

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

I) SUTTON LANDING AT DEER PARK SENIOR RENTAL PROGRAM

Sutton Landing at Deer Park is a 200 unit senior (over 55) rental complex containing 40 units (the “Affordable Units”) that are restricted 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. Monthly rents are capped at the Fair Market Rent (FMR) for a 2 bedroom unit as established by HUD.

Each Affordable Unit contains 2 bedrooms and 2 baths. First floor units are 1064 SF and second floor units are 1110 SF. Each unit contains an open floor plan with designer kitchens, stainless steel appliances, an in-unit washer/dryer, 1 designated parking space, and electronic key entry. The complex also contains luxury amenities such as an outdoor pool and cabana area, billiards room, sports bar and lounge, card room, and fitness and yoga center.



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MAXIMUM & MINIMUM INCOME GUIDELINES

The Affordable Units are restricted to those households with incomes at or below 80% of the HUD Area Median Income for Nassau/Suffolk Counties. The current HUD area median incomes are as follows:

INCOME GUIDELINES FOR 80% OF THE AREA MEDIAN INCOME

<u>Household Size</u>	<u>Gross Household Maximum Annual Income*</u>	<u>Gross Household Minimum Annual Income **</u>
1	\$70,950	\$47,808
2	\$81,050	\$47,808
3	\$91,200	\$47,808
4	\$101,300	\$47,808
5	\$109,450	\$47,808

*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. **Minimum income guidelines do not apply to those applicants with an approved rental assistance subsidy and may not apply if sufficient liquid assets are available as determined and approved by the Owner/Manager. Notarized gift letters will be accepted for income purposes. Minimum income is calculated at 2 times the monthly rent multiplied by 12.

AGE AND OCCUPANCY RESTRICTIONS

Sutton Landing at Deer Park is Housing for Older Persons and is intended and operated for occupancy by persons 55 years of age and older. Each household is required to have at least one resident who is 55 years of age or older. All other occupants must be 19 years of age or older. Occupancy is limited to 5 persons per unit.

RENTS

The rent for each unit will be capped at the HUD established Fair Market Rent for a 2 bedroom unit. For 2020, the initial rent is set at \$1,992. The HUD Fair Markets Rents are adjusted annually and rents are subject to increase accordingly. Tenants are responsible for paying all utilities.

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 meets the income guidelines, occupants of the Affordable Units whose income increases above the required 80% limit will no longer be eligible for the Program and will be required to vacate.

FEES

Additional fees may be imposed by the Owner/Manager 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/Manager and are subject to change by the Owner/Manager without notice. The fees are set forth on the attached Fee Schedule as provided by the Owner/Manager.

CREDIT AND BACKGROUND CHECK

The Owner/Manager will conduct a credit and background check on applicants and applicants must meet the Owner/Manager requirements. A minimum credit score of 450 is required by the Owner/Manager.

PETS

Sutton Landing at Deer Park is a pet friendly community; however, certain restrictions apply. Occupants may have a maximum of 2 pets per unit up to a maximum of 35 lbs. per pet. The following breeds are prohibited: Pit Bull Terriers / Staffordshire Terriers, Doberman Pinschers, Chows, Presa Canarias, Akitas, Rottweilers, Alaskan Malamutes, and Wolf- Hybrids. Additional fees may apply as stated on the Fee Schedule as provided by the Owner/Manager. Service and/or assistance animals are not subject to the pet policy.



II) 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 **three-step process**.

- STEP 1:** Applicant submits a **First-Come First-Served** Application
- STEP 2:** If your name is reached on the **first-come first-served** waitlist, the Owner/Manager conducts a credit and background review
- STEP 3:** Applicant submits a **Formal Program Application** to LIHP, together with all required documentation, if they are approved based on Step 2.

FIRST-COME FIRST-SERVED APPLICATION

First-Come First-Served Applications are available through LIHP's website at www.lihp.org/rentals.html or by calling LIHP at (631) 435-4710. **First-Come First-Served Applications** 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 FIRST-COME FIRST-SERVED APPLICATION.**

Only one **First-Come First-Served Application** is allowed per household and each household member over the age of 19 must complete and sign the **First-Come First-Served Application**. Households who submit more than one *will be disqualified*.

CREDIT/BACKGROUND REVIEW

As an applicant's name is reached on the first-come first served waitlist, LIHP will forward the First-Come First-Served **Application** to the Owner/Manager 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/Manager based upon their internal requirements for tenant occupancy and LIHP is not responsible for the conduct or results of such review. The Owner/Manager 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/Manager may impose a fee for the credit and background assessment.



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FORMAL PROGRAM APPLICATIONS/INCOME ELIGIBILITY

If an applicant meets the credit and background requirements of the Owner/Manager, as an applicant's name is reached on the first-come first-served 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 returned to 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 10 day period, the applicant will be deemed ineligible. Should applicants be deemed ineligible, LIHP 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/Manager advising them of the applicant's eligibility. The applicant will then work directly with the Owner/Manager to schedule an interview/appointment within the time specified by the Owner/Manager. If the applicant does not comply with the Owner/Manager requirements, the Owner/Manager 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: Sutton Landing at Deer Park. **PLEASE 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. If you have any questions regarding the guidelines, or need language assistance including translation and/or oral interpretation services, please contact the LIHP at info@lihp.org.

LIMITED ENGLISH PROFICIENCY AND ACCOMODATIONS

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), persons who need assistance or persons 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.

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 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.