



LONG ISLAND HOUSING PARTNERSHIP, INC.

**VILLAGE SQUARE  
AFFORDABLE RENTAL HOUSING PROGRAM  
GLEN COVE, N.Y.  
PROGRAM GUIDELINES  
PLEASE READ CAREFULLY**

- I. Program Description** - The Long Island Housing Partnership (LIHP) and RXR Glen Cove Village Square Owner LLC welcome Lottery Intake Forms from individuals and families whose incomes are within the income guidelines listed below and who comply with the Program Guidelines below for Village Square Affordable Rental Housing Program located at 100 Village Square in Glen Cove, New York. There will be thirteen (13) new rental apartments available to applicants who meet the criteria set forth below.
- II. Income Guidelines** – The thirteen (13) rental apartments will consist of five (5) studio, six (6) one-bedroom and two (2) two-bedroom units which will be available to those households earning at or below 80% of the HUD Area Median Income for Nassau/Suffolk Counties\*. Please call LIHP if you have any questions on suggested occupancy limits or the number of people in your household. The current HUD area median incomes are as follows:

**Before applying, be certain you conform to all guidelines**

**INCOME GUIDELINES FOR 80% OF THE AREA MEDIAN INCOME**

**Studio: 1-2 persons, 1 Bedroom: 1-3 persons, 2 Bedroom: 2-5 persons**

<u>Household Size</u>	<u>Gross Household Maximum Annual Income *</u>	<u>Gross Household Minimum Income Guideline *</u>
1	\$69,450	Studio: \$38,640, 1 Bedroom: \$40,848
2	\$79,350	Studio: \$38,640, 1 Bedroom: \$40,848, 2 Bedroom: \$49,104
3	\$89,300	1 Bedroom: \$40,848, 2 Bedroom: 49,104
4	\$99,200	2 Bedroom: \$49,104
5	\$107,150	2 Bedroom: \$49,104

\* Income requirements shall be adjusted annually based on the Nassau/Suffolk Median Household Income. These amounts include all income – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Your gross income cannot exceed the maximum annual income for your household size. Notarized gift letters will be accepted for income purposes. Minimum Income Guidelines do not apply to those applicants with an approved rental assistance subsidy.

Recertification of income will be required on an annual basis.



LONG ISLAND HOUSING PARTNERSHIP, INC.

III. Rents

Each apartment will be rented for an affordable price.

**Initial Monthly Rents\*\* are to be set at the following:**

Studio: \$1,610 ***	One (1) Bedroom: \$1,702***	Two (2) Bedroom: \$2,046***
---------------------	-----------------------------	-----------------------------

**\*\*NOT INCLUDING ANY MANDATORY OR OPTIONAL CHARGES FOR OTHER SERVICES.**

**\*\*\*PLEASE NOTE THAT RENTS CHANGE ANNUALLY. TENANTS ARE RESPONSIBLE FOR PAYING ALL UTILITIES INCLUDING BUT NOT LIMITED TO GAS, ELECTRIC AND CABLE.**

**If you are approved for an apartment and you decide to sign a lease, please see the attached fee schedule, as provided by the landlord/management company. Fees are subject to change by landlord/management company.**

- IV. Credit and Background Check – All applicants will be subject to a credit and background check by developer and must be approved. A fee may apply.
- V. Waiting List – There are thirteen (13) affordable apartments. A lottery will be held to determine the ranking order for available units. Applicants are placed on the waiting list in the order in which they are ranked in the lottery and any application received after the lottery deadline date will be ranked on a first come, first served basis after the lottery applicants. Applicants are responsible for updating their contact information. Applicants will be notified by mail of the ranking number.
- VI. Pets – Pets are permitted with certain restrictions.
- VII. Complete Intake/Application Guidelines – Before you complete a Lottery Intake Form for entrance into this program, read the program guidelines thoroughly to be certain that you qualify. **For entrance into the lottery, you must submit a completed Intake Form and a completed Application for Residency (An Application for Residency is required for each household member age “18” or older). When your number is reached on the waitlist, you will be required to submit a Formal Program Application with all required documentation.**

Please note, only completed submittals that meet ALL the program guidelines will be reviewed for program eligibility. After being submitted, any changes to an Intake Form or an Application must be requested in writing and must be approved. Applicants must submit to LIHP all standard documentation required, including **signed** copies of the last three (3) years of their federal income tax returns, W-2 and/or 1099 forms, four (4) most recent consecutive pay stubs and two (2) most recent bank statements for any and all bank accounts and investment accounts at the time a formal application is requested.



**LONG ISLAND HOUSING PARTNERSHIP, INC.**

**VIII. Applicant Eligibility and Intake** – Lottery Intake Form and Application for Residency can be completed and submitted the following ways:

- Go to <https://www.lihp.org/rentals.html> where you can choose to complete the application on-line; print an application for mailing; or request an application be mailed to you. A Lottery Intake form and Application for Residency must be submitted no later than 5:00 p.m. on **March 13, 2020** to be included in the lottery. The Application for Residency fillable form is Step #2 of the online application process.
- If you are not completing the application online, then you may submit by mail or in person. Mail or submit in-person the Lottery Intake Form and Application for Residency to:

Long Island Housing Partnership, Inc.  
180 Oser Avenue, Suite 800  
Hauppauge, N.Y. 11788  
Attention: Village Square

Mail submissions must be postmarked by **March 13, 2020** to be included in the lottery.

Forms submitted in person must be received at our office by 5:00 p.m. on **March 13, 2020** to be included in the lottery.

**DO NOT FAX OR EMAIL THE INTAKE FORM AND THE APPLICATION FOR RESIDENCY**

Fair Housing Laws will be followed. The LIHP staff is available to assist with the application, and answer questions about eligibility requirements. If you have any questions regarding the guidelines, or need language assistance including translation and/or oral interpretation services, please call the Long Island Housing Partnership at (631) 435-4710 before applying.

**Disclaimer:** It is understood that this is not an offer and that the 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 advertisement.

**APPLICATION DEADLINE DATE:  
MARCH 13, 2020**