



LONG ISLAND HOUSING PARTNERSHIP, INC.

**WESTFIELD GREEN
AFFORDABLE RENTAL HOUSING PROGRAM
SELDEN, N.Y.
PROGRAM GUIDELINES
PLEASE READ CAREFULLY**

- I. Program Description** - The Long Island Housing Partnership (LIHP), 495 Middle Country Road LLC, and the Town of Brookhaven welcome Lottery Intake Application Forms from individuals and families whose incomes are within the income guidelines listed below and who comply with the Program Guidelines below for the Westfield Green Affordable Rental Housing Program located at 495 Middle Country Road in Selden, New York. There will be thirty-two (32) new rental apartments available to applicants who meet the criteria set forth below.

- II. Income Guidelines** – The thirty-two (32) rental apartments will consist of two (2) bedroom units which will be available to those households earning at or below 120% 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 120% OF THE AREA MEDIAN INCOME

2 Bedroom – 1-5 persons		
<u>Household Size</u>	<u>Gross Household Maximum Annual Income**</u>	<u>Gross Household Minimum Annual Income **</u>
1	\$ 98,050	\$42,048
2	\$112,050	\$42,048
3	\$126,050	\$42,048
4	\$140,050	\$42,048
5	\$151,250	\$42,048

*INCOME REQUIREMENTS SHALL BE ADJUSTED ANNUALLY BASED ON THE NASSAU/SUFFOLK MEDIAN HOUSEHOLD INCOME.

**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. Notarized gift letters are allowed per program requirements. 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.



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III. Rents

Each apartment will be rented for an affordable price. The cooperative efforts of the County of Suffolk, the Town of Brookhaven and the 495 Middle Country Road LLC have enabled the apartments to be rented for:

<u>Initial Rents are set as following:</u>	
<u>Apartment Size</u>	<u>Monthly Rent</u>
2 Bedroom	\$ 1,752***

*****PLEASE NOTE THAT RENTS CHANGE ANNUALLY AND ARE CALCULATED AFTER A UTILITY ADJUSTMENT. THE TENANTS ARE RESPONSIBLE TO PAY ALL UTILITIES.**

If you are approved for an apartment and you decide to sign a 12 month lease, please note the following fees will be required at lease signing:*

1. \$1,000 one-time security deposit
2. \$150 management rental application fee per applicant "18" and over (non-refundable).
3. \$100 administration fee per applicant (non-refundable)
4. \$400 amenity fee per lease term (non-refundable)
5. \$15 monthly trash removal fee
6. Pet security fees: Dog \$400 / Cat \$300
7. Monthly pet rent: Dog \$35 / Cat \$20

*Fees are subject to change by landlord without notice.

- IV. **Credit and Background Check** – All applicants will be subject to a credit and background check by developer and must be approved.
- V. **Intake/Application Fee** – A non-refundable intake/application fee of \$50.00 per household is due at the time the Intake Form is submitted.
- VI. **Waiting List** – There are thirty-two (32) 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.
- VII. **Pets** – Cats and dogs are permitted. See fee schedule above.
- VIII. **Complete Intake/Application Guidelines** – Before you complete an Intake Form/Program Application 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, a completed Application for Residency (An Application for Residency is required for each household member age "18" or older) and the required \$50.00 fee. When your number is reached on the waitlist, you will be required to submit a Formal Program Application with all required documentation.**



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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.

IX. Applicant Eligibility and Intake – Lottery Intake Form (with \$50.00 non-refundable application fee payable to Long Island Housing Partnership) and Application for Residency can be completed and submitted the following ways:

- Apply online at <http://www.lihp.org/rentals.html> no later than 5:00PM on January 11, 2019 to be included in the lottery. The non-refundable application fee of \$50.00 can be paid through the secure online payment processor transaction. Upon completing the online application, you will be directed to the payment section. Follow the payment instructions to make payment by debit or credit card. Upon payment, you will be sent an email confirming payment and an application receipt. The Application for Residency fillable form is Step #2 of the online application process.

- Mail Lottery Intake Form and Application for Residency with \$50.00 non-refundable application fee (do not send cash) to:

Long Island Housing Partnership, Inc.
180 Oser Avenue, Suite 800
Hauppauge, N.Y. 11788
Attention: Westfield Green Affordable Rental Housing Program

Mail submissions must be postmarked by January 11, 2019 to be included in the lottery.

- Submit Lottery Intake Form and Application for Residency in person with \$50.00 non-refundable application fee to:

Long Island Housing Partnership, Inc.
180 Oser Avenue, Suite 800
Hauppauge, N.Y. 11788
Attention: Westfield Green Affordable Rental Housing Program

Forms submitted in person must be received at our office by 5:00PM on January 11, 2019 to be included in the lottery.

DO NOT FAX OR EMAIL THE INTAKE FORM



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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: JANUARY 11, 2019