



LONG ISLAND HOUSING PARTNERSHIP, INC.



PROGRAM GUIDELINES

**THE BELMONT AT EASTVIEW AFFORDABLE RENTAL HOUSING PROGRAM
FIRST-COME FIRST-SERVED**

PLEASE READ CAREFULLY

Steel Campus, LLC (the “Owner”) is now accepting Applications, on a first-come first-served basis, for new affordable rental units (the “Affordable Units”) in Central Islip, New York within the rental complex known as “The Belmont at Eastview.”

APPLICATIONS FOR RESIDENCY MUST BE SUBMITTED DIRECTLY TO OWNER AND NOT TO LIHP. OWNER SHALL MAINTAIN ANY WAITLIST FOR THE PROGRAM.

PLEASE CONTACT OWNER DIRECTLY AT (631) 630-6208 or EMAIL THEM AT INFO@LIVEBELMONTEV.COM

Set forth herein are the Program Guidelines with respect to eligibility for the units. LIHP is retained in a limited capacity to review maximum income eligibility of applicants and to establish the rents. These Program Guidelines will be strictly complied with and applicants are urged to read them thoroughly. Applications will be reviewed for compliance and completeness. 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 before applying. Employees of LIHP and their immediate family members are precluded from participating in the program.

Si tiene alguna pregunta con respecto a cualquiera de las Pautas del Programa, o necesita ayuda, incluida asistencia lingüística, como servicios de traducción y/o interpretación oral, envíe un correo electrónico a LIHP a info@lihp.org antes de presentar su solicitud.

LIHP IS NEITHER THE OWNER, LANDLORD, MANAGER OR LEASING AGENT. FINAL ELIGIBILITY FOR TENANCY AND OCCUPANCY IS THE SOLE DETERMINATION OF THE OWNER. LIHP’S ROLE IS LIMITED TO INCOME QUALIFYING APPLICANTS. ANY REQUEST FOR A REASONABLE ACCOMMODATION REGARDING ANY UNIT MUST BE CONVEYED TO AND PROCESSED BY THE OWNER.

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



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THE BELMONT AT EASTVIEW RENTAL PROGRAM

The Belmont at Eastview is a sprawling gated community containing 364 luxury apartments, of which 37 studio, one-bedroom and two-bedroom units are affordable to households with incomes at or below 80% of the Nassau/Suffolk area median income (“AMI”), as established by the U.S. Department of Housing and Urban Development (“HUD”) and the Town. The affordable rents are capped based on requirements set by the Town and include a utility allowance.

The Belmont at Eastview marries the original character and charm of early 20th century architecture with the conveniences of modern day living. The gated community includes a mix of studio, one-bedroom and two-bedroom apartments. The expansive grounds encompass 83 acres and offers acres of greenspace to wander through, miles of walking trails, numerous dog parks, and playgrounds and picnic areas in a beautiful park setting. At its center, The Belmont at Eastview will offer a state-of-the-art Clubhouse providing residents access to a fitness center, sports courts, tennis courts, an outdoor pool, barbeque and lounge areas.

The complex is a smoke-free environment.

MAXIMUM & MINIMUM INCOME GUIDELINES

Pursuant to Town requirements, the Affordable Units will be available to households with incomes that do not exceed 80% of the HUD AMI as set forth below based upon unit type.

80% AMI	
<u>STUDIO</u>	
<u>*MAXIMUM ANNUAL INCOME</u> \$ 87,500	<u>**MINIMUM ANNUAL INCOME</u> \$ 52,512
<u>1 BEDROOM</u>	
<u>*MAXIMUM ANNUAL INCOME</u> \$ 100,00	<u>**MINIMUM ANNUAL INCOME</u> \$ 60,000
<u>2 BEDROOM</u>	
<u>*MAXIMUM ANNUAL INCOME</u> \$ 112,500	<u>**MINIMUM ANNUAL INCOME</u> \$ 67,512

*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 2024 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



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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. Minimum incomes are based on 2x the gross rent (before the utility allowance).

RENTS

Pursuant to Owner/Town requirements, the initial rents for each unit are below and include a utility allowance. Rents are adjusted annually and rents are subject to increase accordingly. Tenants are responsible for paying all utilities. The initial rents are set as follows:

Studio:	\$2,040
1 Bedroom:	\$2,307
2 Bedroom:	\$2,554

AVAILABLE UNIT TYPE:

- Studio
- 1-Bedroom
- 2-Bedroom

ELIGIBILITY PROCESS

All applicants will be considered for the program on a first-come, first-served basis. Eligibility for the Program involves a **four-step process**.

- STEP 1:** Applicant submits an Application for Residency **directly to the Owner**. Applicant must submit the following documentation to Owner with the Application for Residency:
 - One month of consecutive paystubs
 - Copy of photo I.D.
 - Money order (made out to The Belmont) in the amount of \$20.00 per applicant for tenant screening costs.
- STEP 2:** Owner conducts a credit/minimum income/background review
- STEP 3:** If approved by Owner, applicant submits a Formal Program Application, together with required documentation, to LIHP
- STEP 4:** LIHP assesses Program eligibility and, if eligible, applicant works directly with Owner for lease-up



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WHERE TO GET AN APPLICATION FOR RESIDENCY:

The Owner’s Application for Residency is available from the LIHP website at www.lihp.org/rentals.html [click on the tab for Belmont at Eastview]

HOW TO SUBMIT THE APPLICATION FOR RESIDENCY AND REQUIRED DOCUMENTATION:

Applications and **ALL** documentation may be delivered by mail or in-person to **Owner** at:

The Belmont at Eastview
300 Carleton Avenue
Central Islip, NY 11722
Attn: Community Manager

DO NOT SUBMIT TO LIHP. MUST BE SUBMITTED TO OWNER DIRECTLY.

APPLICATION FOR RESIDENCY & CREDIT/MINIMUM INCOME/BACKGROUND REVIEW

Once an Application for Residency is received by Owner, the Owner will conduct a credit, minimum income and background assessment on the household. Applicants will be reviewed in the order they are received. 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 forward the tenant screening approved applicant to LIHP.

FORMAL PROGRAM APPLICATIONS/INCOME ELIGIBILITY

If an applicant has submitted the Application for Residency directly to the Owner and met the credit/minimum income/ background requirements of the Owner, LIHP will send notice to the applicant, by email 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 seven (7) calendar days of the notice date. If the **Formal Program Application** is not received within such 7-day period, the applicant will be deemed ineligible, with no right of appeal. If required documentation is missing, LIHP will provide applicant notice, by email of what is missing and applicant will be required to submit such documentation within three (3) calendar days of the notice date. If all the documentation is not received within such three (3) day period, the applicant will be deemed ineligible, with a right of appeal.

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 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 that the applicant is no longer eligible for the program. Should the applicant be deemed ineligible, LIHP will move on to the next applicant.

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 requirements, occupants will meet the income guidelines on recertification as long as their household income does not exceed 100% of the



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Nassau/Suffolk AMI based upon unit type. 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 exclusively by the Owner and are subject to change by the Owner without notice.

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.

APPEALS

Under some circumstances as provided herein, applicants who are deemed ineligible by LIHP may appeal the determination by submitting a request to LIHP. The appeal request must be in writing and must be **received** (together with all documentation) by LIHP within three (3) calendar days of the date of LIHP's notice to applicant of the determination of ineligibility. The appeal must state the basis of the appeal and contain documentation to support the appeal. Please note that, if the applicant was deemed ineligible due to failure to submit required documentation within the required time frame, then, no appeal will be granted unless the applicant submits the remaining required documentation with the appeal request within the timeframe required. The appeal will be promptly reviewed and the applicant advised of the final determination by email. Notice to LIHP of an appeal request can ONLY be submitted via a file-specific link that will be provided by LIHP.

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.



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LIMITED ENGLISH PROFICIENCY AND ACCOMMODATIONS

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.

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.

Disclaimer: It is understood that this is not an offer and that the processes, terms and conditions may be changed at any time, without notice, by the municipality, the Owner, HUD, 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.

THE APPLICATION AND ALL DOCUMENTS MUST BE SUBMITTED DIRECTLY TO THE OWNER AT:

The Belmont at Eastview
300 Carleton Avenue
Central Islip, NY 11722
Attn: Community Manager

Application and all documents may be submitted by mail or by hand-delivery. For questions, call the Owner at (631) 630-6208 or email at info@livebelmontev.com

NOTE: Owner requires the following documentation to be submitted with the Application:

- 1) One month of consecutive paystubs
- 2) Copy of photo I.D.
- 3) Money order (made out to The Belmont) in the amount of \$20.00 per applicant for tenant screening costs.

DO NOT SEND YOUR APPLICATION AND DOCUMENTS TO LIHP.

**THE BELMONT AT EASTVIEW
RESIDENT APPLICATION**

Date: _____

Name: _____ DOB: _____ SSN#: _____ - _____ - _____

No SSN, are you in the US on a Visa? Yes No / VISA #: _____

VISA Expiration Date: _____ Driver's License Number: _____ State: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Emergency Contact Name: _____ Relationship: _____ Phone: _____

Current Address: _____

Apt.#: _____ City: _____ State: _____ Zip: _____

Number of Rooms: _____ Length of Tenancy: _____ Monthly Payment: \$ _____

Landlord or Mortgagee Name: _____ Phone: _____

Reason for Move: _____

Have you ever been evicted or asked to move out? Yes No / If Yes, explain: _____

Have you ever been Convicted of, or Pleaded Guilty or "No Contest" to, a Misdemeanor or Felony?

Yes No / If Yes, When: _____ State: _____

Explain: _____

If current address is less than 2 years, please complete:

Address: _____



Apt.#: _____ City: _____ State: _____ Zip: _____
Number of Rooms: _____ Length of Tenancy: _____ Monthly Payment: \$ _____
Landlord or Mortgagee Name: _____ Phone: _____
Reason for Move: _____

Current Employer: _____ Industry: _____
Address: _____
Suite #: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Position/Title: _____ Start Date: _____
Salary: \$ _____ (annual) Bonus/Comm: \$ _____ (annual)
Employment Supervisor: Name & Title _____ Phone: _____

If current employment is less than 2 years, please complete:

Previous Employer: _____ Industry: _____
Address: _____
Suite #: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Position/Title: _____ Start Date: _____
Salary: \$ _____ (annual) Bonus/Comm: \$ _____ (annual)
Employment Supervisor: Name & Title _____ Phone: _____

Other Income (Describe) _____ Amount: \$ _____
Adjusted Gross Income (attach tax returns):
Year to Date, 2022 \$ _____ 2021 \$ _____ 2020 \$ _____
Accountant Name: _____
Address: _____ Phone: _____

Co-Applicant

Name: _____ DOB: _____ SSN#: _____ - _____ - _____
No SSN, are you in the US on a Visa? Yes No / VISA #: _____
VISA Expiration Date: _____ Driver's License Number: _____ State: _____
Home Phone: _____ Cell Phone: _____ Email: _____
Emergency Contact Name: _____ Relationship: _____ Phone: _____

Current Address: _____
Apt.#: _____ City: _____ State: _____ Zip: _____
Number of Rooms: _____ Length of Tenancy: _____ Monthly Payment: \$ _____
Landlord or Mortgagee Name: _____ Phone: _____
Reason for Move: _____

Have you ever been evicted or asked to move out? Yes No / If Yes, explain: _____

Have you ever been Convicted of, or Pleaded Guilty or "No Contest" to, a Misdemeanor or Felony?



__ Yes __ No / If Yes, When: _____ State: _____

Explain: _____

If current address is less than 2 years, please complete:

Address: _____

Apt.#: _____ City: _____ State: _____ Zip: _____

Number of Rooms: _____ Length of Tenancy: _____ Monthly Payment: \$ _____

Landlord or Mortgagee Name: _____ Phone: _____

Reason for Move: _____

Current Employer: _____ Industry: _____

Address: _____

Suite #: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Position/Title: _____ Start Date: _____

Salary: \$ _____ (annual) Bonus/Comm: \$ _____ (annual)

Employment Supervisor: Name & Title _____ Phone: _____

If current employment is less than 2 years, please complete:

Previous Employer: _____ Industry: _____

Address: _____

Suite #: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Position/Title: _____ Start Date: _____

Salary: \$ _____ (annual) Bonus/Comm: \$ _____ (annual)

Employment Supervisor: Name & Title _____ Phone: _____

Other Income (Describe) _____ Amount: \$ _____

Adjusted Gross Income (attach tax returns):

Year to Date, 2022 \$ _____ 2021 \$ _____ 2020 \$ _____

Accountant Name: _____

Address: _____ Phone: _____

Occupants that will be residing in Apartment:

Name	Relationship	Age



Pets? Yes No / Type: _____ Breed: _____ Lbs.: _____ Age: _____

Pets? Yes No / Type: _____ Breed: _____ Lbs.: _____ Age: _____

Do you have a fish tank or bird? Yes No / Do you have any exotic animals? Yes No

Do you or any of your occupants have a car(s)? Yes No / Are you or any of your occupants planning or purchasing a parking spot if one is available? Yes No

*****PLEASE NOTE THIS IS A NON-SMOKING PROPERTY*****

How did you hear about The Belmont at Eastview? _____

Certification: I understand that a credit and background investigation will be conducted to verify the information I supply, and that any misrepresentation made by me may be cause for rejection of the application. Approval of this application is subject to review and verification of this information and all supporting documentation. I have the right to make a written request for disclosure of the results of this investigation. I may receive a copy of my consumer credit file only by contacting the reporting credit bureaus directly. I agree to hold The Credit Reporting Agency, The Landlord, and its Leasing Consultants harmless for any claims that may arise as a result of this investigation and or in connection with any lease contemplated herein. No representations or agreements by consultants, brokers or others are binding on the Landlord its Leasing Consultants unless included in writing in the Lease. The Landlord and its Leasing Consultants will in no event be bound nor will possession of the apartment be given unless and until a Lease executed by the Landlord or its Leasing Consultants has been delivered to the applicant. Any fees collected for this investigation are non-Refundable.

Authorization To Release Information: I give MRI Screening, the Landlord, and its Leasing Consultants full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, civil and criminal background, mode of living, salary-income, consumer credit and banking-financial practices. I authorize Banks, Financial Institutions, Landlords, Business Associates, Credit Bureaus, Attorneys, Accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding me. This authorization also applies to any update reports which may be ordered as needed. I agree that an email, photocopy or fax of this authorization be accepted with the same authority as this original.

It is unlawful to discriminate against an applicant or tenant because of their race, color, national origin, religion, gender, familial status, disability, source of income or any other basis that may be protected under applicable state or local law.

Applicant's Signature

Date

Co-Applicants's Signature

Date

Print Name

Print Name



