

APPLICATION COVER LETTER

RE: COURTLANDT CORNERS

Dear Prospective Applicant:

Enclosed is an application for the above-referenced building, which participates in a governmentally assisted affordable housing program, supervised by the New York City Department of Housing Preservation and Development. Please note the following before completing and returning this application.

1. Applications will be randomly drawn and opened in a lottery process monitored by HPD. Depending on the volume of applications received, it may not be possible for all of them to be opened. Accordingly, it is possible that you may not receive a response. All applicants are encouraged to monitor the internet resource center established by The City of New York (www.nyc.gov/housing) to keep up with new housing opportunities to which they may apply. Applying to more buildings, including those in locations that might not be your first preference, can only increase the chances that one of your applications will be opened and processed.
2. Each applicant may submit only one application. Duplicate applications/submissions will result in disqualification.
3. The application should be filled out very carefully. Leaving out information pertaining to the number and names of household members applying to live in the unit, or their incomes, may result in disqualification. In addition, **DO NOT USE WHITE-OUT OR LIQUID PAPER** anywhere on the application. If you need to correct a mistake, you should (a) cross one line neatly through the information, (b) write the revised information neatly next to it, and (c) sign your initials near the change.
4. **ONLY THE APPLICATION ITSELF SHOULD BE SUBMITTED AT THIS TIME. DO NOT ATTACH ANY CHECKS OR OTHER DOCUMENTS TO YOUR APPLICATION.** If your application is selected for further processing, additional information will be requested at that time.
5. No broker or application fees may be charged in connection to this program. If your application is drawn for further processing, a non-refundable credit check fee (\$25 for households with 1 or 2 adults or \$50 for households with 3 or more adults) will be collected by the management company at that time. Again, this should NOT be sent with your application.
6. Income Eligibility: attached is a chart which breaks down the mandatory income levels for the affordable units in this building, based on family size. All income sources for all household members should be listed on the application. In general, gross income is what is calculated for most income except that net income is analyzed for self-employed applicants. Net business income from current and prior years is considered for self-employed applicants, and such applicants must have at least two complete years in the same self-employed field. However, apart from these general guidelines, every applicant's income information (both current income as well as from the recent past) will be considered to evaluate eligibility and document a continuing need for housing assistance. Further, please note that all sources of income must be able to be documented and verified. If your application is selected for processing you will be contacted with a list of such documentation which you will need to provide at that time.

7. Other Eligibility Factors: In addition to the income requirements other eligibility factors will be applied These include:
- A. Credit History
 - B. Criminal Background Checks
 - C. Qualification as a Household – HPD’s Project Based Section 8 program is designated for individuals, families and households who can document financial interdependence as a household unit. These affordable programs are not intended for “roommate situations” and so such applicants will not be eligible under this household criterion.
 - D. Continuing Need – Applicants to HPD’s Project Based Section 8 programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history. For household assets (excluding specifically designated retirement accounts such as IRAs and 401Ks).
 - E. OTHER: Will be explained If your application is selected for furthering processing
8. Application Preferences: There is a general preference in the lottery for current New York City residents. Households outside of New York City are free to apply, but their applications will be assigned a low priority and processed only after all NYC resident applicants. There are additional preferences for persons residing in this development’s community broad, persons with disabilities, and persons who are municipal employees of the City Of New York. Please answer the questions on the application carefully to assist in identifying such preference.
9. Primary Residence Requirement: Any applicant ultimately approved for this development must maintain the new apartment as their sole primary residence. Therefore any approved tenant will need to surrender any other primary residence or leases prior to signing a lease for this program. While this is true of all other apartments, maintaining more than one unit which participates in any governmental housing program is a particularly egregious violation of this requirement. If you are presently residing in another governmentally assisted unit, you are free to apply to this building provided that you comply with this requirement and give up your current such unit before signing a lease with this building (if you are selected and approved). Violation of this requirement may lead to the loss of the apartments and leases in question as well as referral to the appropriate authorities for potential criminal charges.
10. Submission of False or Incomplete Information: Prospective applicants should be aware that this is a governmentally assisted housing program. The submission of false or knowingly incomplete information (either in this application or in any subsequently provided verification documents) will not only result in an applicant’s disqualification, but will be forwarded to the appropriate authorities for further action – including the possibility of criminal prosecution. All paperwork and documents submitted by applicants are subject to review by The New York City Department of Investigation, a fully empowered law enforcement agency of The City of New York.

Once you have reviewed all of this information, and would still like to apply, please complete and return the enclosed application. Deadline information and return mail instructions are included in the attached Fact Sheet.

**APPLICATION FOR
COURTLANDT CORNERS**

MAIL ONLY ONE (1) APPLICATION PER FAMILY. MAIL BY REGULAR MAIL ONLY. (DO NOT SEND BY REGISTERED OR CERTIFIED MAIL). THIS APPLICATION MUST BE POST MARKED NO LATER THAN September 19, 2010

**MAIL TO: COURTLANDT CORNERS
P.O. BOX 5035
BRONX, NY 10451**

Not every application received by COURTLANDT CORNERS will be opened. Each selected application will be recorded. Since so many families/elderly need housing, this Development will not be able to accommodate all who are eligible. Each selected applicant will be contacted regarding the status of his or her application.

NO PAYMENT & OR FEE SHOULD BE GIVEN TO ANYONE IN CONNECTION PREPARATION FILING OR PROCESSING OF THIS APPLICATION FOR HOUSING.

THIS INFORMATION IS TO BE FILLED OUT BY THE APPLICANT

Name of Head of Household: _____
 Street Address: _____ Apt. No.: _____
 City: _____ State: _____ Zip: _____
 Home Phone No.: _____ Work Phone No. _____
 Cell Phone No.: _____
 Mailing Address (if different from above): _____

*List everyone who will live in the unit for which you are applying:

ALL LISTED HOUSEHOLD MEMBERS (18 YEARS OR OLDER) MUST BE PRESENT AT OFFICE INTERVIEW

Name	Relationship to Head	Sex (M/F)	Age	Birth Date	Occupation (write "in school" if attending school)
1.	Head				
2.					
3.					
4.					
5.					
6.					

(Information is used to determine apartment size only.)

Housing Information

Is your current rent presently being subsidized through Section 8? YES NO
Do you have a portable/ transferable Section 8 voucher? YES NO
If yes, how long have you had your voucher? _____

Have you obtained the approval from Section 8 Department for your transfer? YES NO
If yes, please provide the expiration date on the transferable Section 8 Voucher: _____
(Applicant must provide a valid transferable section 8 voucher when application is being process)

Current Landlord's Name: _____
Current Landlord's Address: _____ (Number, Street, Apt #)
_____ (City, State, ZIP)

Landlord's Phone No.: _____
What is your present monthly rent? \$ _____
How much do you contribute to the monthly rent? \$ _____
(If you do not contribute anything write "0") _____
How many persons are in your household? _____
How many bedrooms do you have? _____
How long have you lived at this address? _____
Name/address of prior landlord: _____
Name/address of landlords for past five years: _____

Check the utilities paid by you monthly and indicate the average monthly amount:
Gas \$ _____ Electric \$ _____ Heat \$ _____ Water \$ _____

Have you or any 18 year or older family members been a full-time student during the current calendar year or last five calendar months? YES NO
If yes, please list name of the household and school they are attending _____

Are you or any 18 year or older family members a current part-time student? YES NO
If yes, please list name of the household and school they are attending _____

Are you or a member of your household disabled? YES NO
If yes, would you describe the disability as () mobility? () visual? () hearing
If you checked either mobility impairment, visual impairment, or hearing impairment, do you or a member of your household require a special accommodation? YES NO
If yes, please remember to place a check mark on the outside of your envelope, and please specify the special accommodation required: _____

If there are members of your household who are disabled, REMEMBER TO CHECK THE BOX ON THE FRONT OF THE RETURN ENVELOPE.

- 1) Are you an employee of the City of New York, the New York City Housing Development Corporation, the New York City Economic Development Corporation, the New York City Housing Authority, or the New York City Health and Hospitals Corporation? YES NO (If Yes, please identify the agency or entity at which you are employment): _____
- 2) If you answered "Yes" to Question 1 above, have you personally had any role or involvement in any process, decision, or approval regarding the housing development that is the subject of this application?
 YES NO

NOTE: If you answered 'Yes' to Question 1 above, you may be required to submit a statement from your employer that your application does not create a conflict of interest. If you answered 'Yes' to Question 2 above, you will be required to submit a statement from your employer that your application does not create a conflict of interest. Such statement would not be required until later in the application process, after you have been selected through the lottery, when you will also be required to provide other documents to verify your income and eligibility.

INCOME FROM EMPLOYMENT:

List all current and/or part-time employment for ALL HOUSEHOLD MEMBERS including yourself WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self-employed earnings.

Household Member	Name & Address of Employer	How Long Employed (From/To)	Status F=Full Time P= Part-Time S= Self Employed	Gross Annual Earnings
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$

Total Gross Annual Employment Income = \$

INCOME FROM OTHER SOURCES: List all other income, for example, welfare (including housing allowance), AFDC, Social Security, S.S.I., pension, disability compensation, unemployment compensation, Interest Income, babysitting, caretaking, alimony, child support, Income from rental property, and Armed Forces Reserves.

Household Member	Source of Income	Gross Amount		Period Received Weekly, Bi-weekly, Semi-monthly, Monthly, Quarterly	Annual Gross Amount
1.		\$	Per		\$
2.		\$	Per		\$
3.		\$	Per		\$
4.		\$	Per		\$
5.		\$	Per		\$

Total Gross income From Other Sources = \$

GRAND TOTAL GROSS ANNUAL INCOME: (Employment & Other Income) = \$

ASSETS:

List below the current cash value of all assets held by ALL household members, including yourself. Include below: checking accounts, savings accounts, savings bonds, certificates of deposit, money market funds, mutual funds, stocks, bonds, IRA accounts, 401K accounts, other retirement and pension accounts, trust funds, life insurance policies (except Term), personal property held as an investment (e.g. jewelry, antiques or art), equity in real estate and all other assets.

Household Member	Institution Name	Type of Asset	Current \$ Value/ Account Balance

TOTAL VALUE OF ASSETS = \$

Do you NOW own Real Estate?

YES NO

If YES, what is the value?

Have you EVER owned Real Estate? YES NO

If YES, When?

GENERAL

How did you hear about this development? (Please check one)

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Sign Posted on Building | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Housing List |
| <input type="checkbox"/> Local Organization or Church | <input type="checkbox"/> Other |

ETHNIC IDENTIFICATION (Used for statistical purposes only)

This information is optional and will not affect the processing of the application.
Please Check one group which best identifies the applicant.

- | | |
|---|--|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Not Hispanic or Latino | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Other |

PLEASE DO NOT MAIL MORE THAN ONE APPLICATION PER FAMILY. YOU WILL BE DISQUALIFIED IF MORE THAN ONE APPLICATION PER FAMILY IS RECEIVED.

APPLICANT(S) MUST MEET INCOME AND FAMILY SIZE REQUIREMENTS AT THE TIME OF SUBMITTING THIS APPLICATION. APPLICANTS CAN NOT ADD OR REMOVE OCCPUANTS OR ADD OR REMOVE INCOME IN ORDER TO BE ELIGIBLE FOR AN APARTMENT.

I DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I have not withheld, falsified or otherwise misrepresented any information. I fully understand that any and all information I provide during this application process is subject to review by The New York City Department of Investigation (DOI), a fully empowered law enforcement agency which investigates potential fraud in City-sponsored programs. I understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for the program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

I DECLARE THAT NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY ARE EMPLOYED BY THE NEW YORK CITY DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT OR ITS SUBSIDIARIES, OR THE BUILDING OWNER OR ITS PRINCIPALS

All 18 year or older must sign application: Applicants Signatures:

_____ Date: _____



COURTLANDT CORNERS

Fact Sheet

COURTLANDT CORNERS is pleased to announce that applications are now being accepted for **63 HPD Project Based Section 8 apartments** now under construction at **890 Courtlandt Avenue, 875 Melrose Avenue and 370 E. 162nd Street** in the **Melrose** section of **The Bronx**. This building is being constructed through the New York City Department of Housing Preservation and Development's Multifamily New Construction Program and New York City Housing Development Corporation's New Housing Opportunity program (NHOP). The size, rent and income requirements of the 63 apartments are as follows:

To request an application, mail a post card to:

COURTLANDT CORNERS

303 Park Avenue South

PMB 1122

New York, NY 10010

or

Download at www.phippsny.org/housing_app.html

SET ASIDE FOR HOUSEHOLDS WITH INCOMES AT OR BELOW 50% OF AREA MEDIAN INCOME

No. Of Units	Unit Size	Family Size*	Monthly Rent**	Total Gross Annual Income Range*** Maximum Income
2	Studio	1	\$596	\$27,750
19	One Bdrm	1 2	\$637	\$27,750 \$31,700
38	Two Bdrm	2 3 4	\$769	\$31,700 \$35,650 \$39,600
4	Three Bdrm	3 4 5 6	\$888	\$35,650 \$39,600 \$42,800 \$45,950

*subject to occupancy standards **includes cooking gas ***income guidelines subject to change

Applicants will be required to meet income and additional selection criteria and must be Section 8 eligible. Completed Applications must be returned by **Regular Mail ONLY (No priority, certified, registered, express or overnight mail will be accepted)** to a post office box number, or its equivalent, that will be listed with the application, and **must be postmarked by September 19, 2010**. Application post marked after September 19, 2010 will be set aside for possible future consideration. Applications will be selected by lottery; applicants who submit more than one application will be disqualified. Duplicated applications will not be accepted. Preference will be given to New York City residents. Current and eligible residents of Bronx Community Boards 1 & 3 will receive preference for 50% of each unit size. Eligible households that include persons with mobility impairments will receive preference for 5% of the units; eligible households that include persons with visual and/or hearing-impaired applicants will receive preference for 2% of the units; and eligible City of New York Municipal employees will receive a 5% preference.

No Broker's Fee or Application Fee Should Be Paid At Anytime in Connection With These Applications.

