#### APPLICATION COVER LETTER

### **RE: 626 FLATBUSH APTS**

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 State Housing Finance Agency (HFA). Please note the following before completing and returning this application.

- 1. Applications will be randomly drawn and opened in a lottery process. 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 centers established by The City of New York (<a href="www.nyc.gov/housingconnect">www.nyc.gov/housingconnect</a>) and NYS HFA (<a href="http://www.nyshcr.org/Topics/Home/Renters/OpportunitiestoApplyforAffordableRentalUnits.htm">http://www.nyshcr.org/Topics/Home/Renters/OpportunitiestoApplyforAffordableRentalUnits.htm</a>) 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. Submitting duplicate applications 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.
- 6. <u>Income Eligibility</u>: 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 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. Qualification as a Household HFA's low-income housing programs 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.
  - C. Continuing Need Applicants to HFA's low- income housing programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history. Household assets (Cannot exceed \$250,000 for family members).
  - 8. <u>Application Preferences</u>: There is a general preference in the lottery for current New York City residents. Current and eligible residents of Brooklyn **Community Board 9**, during initial occupancy, will receive preference for 50% of the affordable units. 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.
- 9. Primary Residence Requirement: Any applicant ultimately approved for this development must maintain the new apartment as their 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. <u>Submission of False or Incomplete Information:</u> 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 Internal Revenue Service and other governmental agencies.

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. Applicant cannot add or remove households or add or remove income after applicant is submitted.

Apartments may be occupied by one or two persons per bedroom, dependent on what size unit the household income-qualifies for, with the following exceptions:

- 1. Two adults (age 18 and over) may only occupy one bedroom apartment; and
- 2. Only single person households may occupy a studio apartment.

LOG#		
(For office	use	only)

# APPLICATION FOR 626 FLATBUSH APTS

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 May 25, 2015.

MAIL TO: 626 FLATBUSH APTS

P.O. Box 5082 BRONX, NY 10451

Not every application received by 626 FLATBUSH APTS 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):			

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

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

(Information is used to determine apartment size only.)

<sup>\*</sup>List **everyone** who will live in the unit for which you are applying:

Do you have a portable/ tr	antly being subsidized through Section ansferable Section 8 voucher?		☐ YES ☐ NO           ☐ YES ☐ NO	
Have you obtained the app	had your voucher?proval from Section 8 Department for	or your transfe	r?  YES N	10
	expiration date on the transferable S ferable voucher will not be accept		her:	
	:			
	ess:			
			(City, Sta	ite, ZIP)
How much do you contribute (If you do not contribute ar How many persons are in y How many bedrooms do yo How long have you lived a Name/address of prior land Name/address of landlords Check the utilities paid by Gas \$	hly rent? \$	ge monthly am  Heat \$  Il-time student  ttending  t-time student	ount:  Water \$_ t during the current  YES   N	calendar year or last
	MPLOYMENT:  part-time employment for ALL H  H YOU in the residence for which y			
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 Gros	ss Annual Emp	ployment Income =	\$

**Housing Information** 

**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, Stipends, 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 in	come From Other Sources	= \$	
GRAND TO	TAL GROSS A	ANNUAL INCOM	<b>E:</b> (Emp	oloyment & Other Income) :	= \$	
Household Member	Institution Name			Type of Asset	Current \$ Value/ Account Balance	
				OTAL VALUE OF SSETS =	3	
Do you NOW own R If YES, what is the v			YES	□NO		
Have you EVER own If YES, When?	ned Real Estate?	·	YES	□NO		
<b>GENERAL</b> How did you hear abou	nt this developm	ent? (Please check	one)			
☐ Sign Posted on ☐ Newspaper ☐ Local Organiza	Building			Friend Housing List Other		

ETHINIC IDENTIFICATION (Used for statistical purp	oses only)
This information is optional and will not affect the proces	
Please Check one group which best identifies the applicar	
<ul><li>Hispanic or Latino</li><li>Not Hispanic or Latino</li></ul>	☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander
American Indian or Alaska Native	White
Asian	Other
PLEASE DO NOT MAIL MORE THAN ONE	
DISQUALIFIED IF MORE THAN ONE APPLICATION	
	AMILY SIZE REQUIREMENTS AT THE TIME OF TS CAN NOT ADD OR REMOVE OCCUPANTS OR LIGIBLE FOR AN APARTMENT.
COMPLETE TO THE BEST OF MY KNOWLEDGE any information. I fully understand that any and all information by The New York City Department of Investigation which investigates potential fraud in City-sponsored profalse or knowingly incomplete information in an attempt	ED IN THIS APPLICATION ARE TRUE AND E. I have not withheld, falsified or otherwise misrepresented mation I provide during this application process is subject to gation (DOI), a fully empowered law enforcement agency ograms. I understand that the consequences for providing to qualify for the program may include the disqualification very is made after the fact), and referral to the appropriate
· · · · · · · · · · · · · · · · · · ·	ER OF MY IMMEDIATE FAMILY ARE EMPLOYED UNITY RENEWAL OR ITS SUBSIDIARIES, OR THE
name and address of the consumer reporting ag Site.com, Renter Relations at 307 Orchard Cit 0384. Pursuant to federal, state and local law:	may be used to obtain a tenant screening report, the gency that will be used to obtain such report is: Onty Drive, Suite 110, Campbell, CA 95008, (887) 222-
report, we must notify you that such action wa	asis of information contained in a tenant screening as taken and supply you with the name and address ed the tenant screening report on the basis of which
	ed on information contained in a tenant screening we a free copy of that report by contacting the
Every applicant is entitled to one free tenant s reporting agency annually, in addition to a crewww.annualcreditreport.com and every applications.	edit report that should be obtained from cant may dispute inaccurate or incorrect
information contained in a tenant screening re	eport directly with the consumer reporting agency.
Signature of head of household	Signature of co-applicant
Adult (18 year old or older) family member(s)	Adult (18 year old or older) family member(s)
Date	合連

## 626 FLATBUSH APTS Fact Sheet

**626 FLATBUSH APTS** is pleased to announce that applications are now being accepted for 51 affordable housing rental apartments now under construction in Brooklyn. This building is being constructed through the Deep Rent Skewed and Low Income Housing Tax Credit Programs and Financing provided by New York State Housing Finance Agency's (HFA). The size, rent and income requirements of the 51 units are as follows:

No. of Units	Unit Size	Family Size*	Monthly Rent**	Total Annual Income Range*** Minimum - Maximum
2	Studio	1	\$ 565	\$19,371 - \$24,200
2	1 Bedroom	1 2	\$ 607	\$20,811 - \$24,200 \$20,811 - \$27,640
2	2 Bedroom	2 3 4	\$ 736	\$25,234 - \$27,640 \$25,234 - \$31,080 \$25,234 - \$34,520
2	3 Bedroom	3 4 5 6	\$ 843	\$28,903 - \$31,080 \$28,903 - \$34,520 \$28,903 - \$37,320 \$28,903 - \$40,080

Unit Size	Family Size*	Monthly Rent**	Total Annual Income Range*** Minimum - Maximum
Studio	1	\$ 716	\$24,549 - \$30,250
1 Bedroom	1 2	\$ 769	\$26,366 - \$30,250 \$26,366 - \$34,550
2 Bedroom	2 3 4	\$ 930	\$31,886 - \$34,550 \$31,886 - \$38,850 \$31,886 - \$43,150
3 Bedroom	3 4 5	\$ 1,067	\$36,583 - \$38,850 \$36,583 - \$43,150 \$36,583 - \$46,650 \$36,583 - \$50,100
	Studio  1 Bedroom  2 Bedroom	Studio 1  1 Bedroom	Studio     1     \$ 716       1 Bedroom     1/2     \$ 769       2 Bedroom     2/3     \$ 930       3 Bedroom     3/4     \$ 1,067       5     \$ 1,067

Applicants will be required to meet income and additional criteria. 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 that will be listed with the application, and **must be postmarked by May 25, 2015.** Applications post marked after May 25, 2015 will be set aside for possible future consideration. Applications will be selected by lottery; applicants who submit more than one application will be disqualified. Disqualified applications will not be accepted. Preference will be given to New York City residents. Current and eligible residents of Brooklyn **Community Board 9,** during initial occupancy, will receive preference for 50% of the affordable units.

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



ANDREW M CUOMO, Governor DARRYL C TOWNS, Commissioner/CEO Financing Provided by NYS Housing Finance Agency



