Phipps Houses Rental Application



Dear Applicant,

Welcome! Phipps Houses is one of the leading affordable housing developers and owners in New York City. Our mission is to provide quality housing for our fellow New Yorkers. We have an extensive array of properties located in the Bronx, Queens, and Manhattan with a variety of bedroom and program types. Your eligibility will be based on your income, family size, and program requirements of the building. You can return the completed application via email (please only send attachments as a PDF) or by regular mail.

Phone: 646-388-8227 Fax: 646-336-5142

Email: RENTALS@PHIPPSNY.ORG

Mail: Phipps Rentals

902 Broadway, 13th Floor New York, New York 10010 ATTN: RENTALS DEPARTMENT

Once we receive your completed application, our Phipps Rentals team will review and contact you either by mail, telephone, or email to discuss next steps.

Thank you for your interest in a Phipps Houses Development.

Yours truly, The Phipps Rentals Team

APPLICATION FOR RENTAL APARTMENT

INSTRUCTIONS:

- 1. SUBMIT ONLY ONE APPLICATION PER HOUSEHOLD. You may be disqualified if more than one application is received for your household.
- You must complete the first three sections (Sections A, B, and C) as well as sign and date the application for your application to be reviewed if it is selected for further processing. The application should be completed very carefully. Incomplete information for 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 cross one line neatly through the information, write the revised information neatly next to it, and sign your initials near the change.
- 3. Only submit your application, if your application is selected for further processing, additional information will be requested at that time.

4. Submit completed application to:

Email: RENTALS@PHIPPSNY.ORG OR MAIL: Phipps Rentals

902 Broadway, 13th Floor New York, NY 10010

ATTN: RENTALS DEPARTMENT



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- 5. No payment should be given to anyone in connection with the preparation or filing of this application. No broker or application fees may be charged. If your application is selected for further processing, there will be a criminal background check. When the management company runs a background check, a non-refundable background check fee of \$9.00 per application may be collected by the company at that time.
- 6. Income Eligibility: List all current income sources for all household members on the application. In general, gross income is calculated for most applicants, except that net income is used for self-employment income. Further, please note that if your application is selected for further processing, all sources of income will need to be documented and verified. If your application is selected, you will be contacted, via the method you select on the application (email or paper mail), with a list of such documentation that you will need to provide at that time.
- 7. Other Eligibility Factors: In addition to the income requirements, other eligibility factors will be applied. Eligibility factors may include, but are not limited to:
 - a. Criminal Background Checks
 - b. Qualification as a Household the housing programs are 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 that are selected for a property that's overseen by HPD/HDC's affordable housing programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history.
 - d. Property Ownership Applicants to rental units may not own residential property, or shares in a coop, in or within one hundred (100) miles of New York City.
 - e. Asset Limits –There is a limit to the amount of total household assets allowed (excluding specifically designated retirement and college savings accounts). The household asset limit for rental units is equal to the maximum income limit for a four (4)-person household at the area median income (AMI) level for which the unit is designated.

Typical Household Asset

Limits: 60% AMI 80% AMI

40% AMI Asset Limit: Asset Limit: \$112,960

Asset Limit: \$56,480 \$84,720

- 8. <u>Primary Residence Requirement</u>: Any applicant ultimately approved for one of our developments must maintain the new apartment as their sole primary residence. If approved for an affordable housing unit, the applicant must surrender any unit where applicant is then currently residing. Each member of the applicant's household who leases rental residential real property must terminate the lease for and surrender possession of such rental property on or before the move-in date for a rental affordable unit.
- 9. <u>Submission of False or Incomplete Information</u>: Prospective applicants should be aware that most of our units are governmentally assisted housing programs. 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.



Phipps Houses Rental Application

	Unit Size	Household Size	Esti	mated Minimum Income*		Maximum Income
		1			\$	39,560
	Studio	2	\$	36,480	\$	45,200
ne		1			\$	39,560
cor	One	2	\$	39,223	\$	45,200
n L	Bedroom	3	Ť		\$	50,840
Jiar		2			\$	45,200
Mec	Two	3			\$	50,840
ă	Bedroom	4	\$	47,349	\$	56,480
40% Area Median Income		5			\$	61,000
%(3			\$	50,840
4		4			\$	56,480
	Three	5	\$	54,995	\$	61,000
	Bedroom	6	Ψ .	01,000	\$	65,520
		7			\$	70,040
		Household	Ecti	mated Minimum		Maximum
	Unit Size	Size	LSui	Income*		Income
		1			\$	59,340
	Studio	2	\$	53,418	\$	67,800
ne		1			\$	59,340
cor	One Bedroom Two Bedroom	2	\$	57,395	\$	67,800
l l		3	· ·	,	\$	76,260
Jiar		2			\$	67,800
Mec	Two	3			\$	76,260
ă	Bedroom	4	\$	69,120	\$	84,720
Are	200.00	5			\$	91,500
%(3			\$	76,260
9		4			\$	84,720
	Three	Three 5 \$		80,160	\$	91,500
	Bedroom	6	Ψ	00,100	\$	98,280
		7				105,060
		Household	Feti	Estimated Minimum		Maximum
	Unit Size	Init Cizo		Income*		Income
		1	_	74 500	\$	79,120
	Studio	2	\$	71,589	\$	90,400
ne		1			\$	79,120
cor	One	2	\$	76,423	\$	90,400
u u	Bedroom	3		,	\$	101,680
80% Area Median Income		2			\$	90,400
Mec	Two	3			\$	101,680
ă	Bedroom	4	\$	90,926		\$112,960
Are		5			\$	122,000
%(3			\$	101,680
80		4			\$	112,960
	Three	5	\$	104,469		122,000
	Bedroom	6	Ť	. 5 ., .00	\$	131,040
		7			\$	140,080
				IIS Department of		

Please note:

The below information is an estimated income eligibility guideline and is provided solely for general informational purposes. The estimated guidelines below are based on 40, 60, & 80% of New York City's Area Median Income (AMI) level, although other units are assigned alternate income limits.

The actual guidelines for income eligibility vary based on unit and family size, and all applicants will be considered on a case-bycase basis.

* - Minimum income listed may not apply to applicants with Section 8 or other qualifying rental subsidies.

Income guidelines subject to change. Asset limits apply.

Subject to occupancy criteria.

Based on 2023 guidance from the U.S. Department of Housing and Urban Development (HUD), effective May 19, 2023. Subject to change.* Tenant pays electricity, rent includes gas for cooking, heat, and hot water





Dear Applicant:		OFFICE USE ONLY:
application package for you Phipps Houses. Please note th age of 18 years old must sign to application as soon as possib your eligibility. <i>Please do no time</i> . You will need to subm	In Phipps Houses. Enclosed is the to complete, sign and return to at all household members over the ne application. We will review your le and will contact you regarding to send in your documents at this with them when contacted by the SE ONLY ONE APPLICATION PER Reference below.	LOG:
Yours truly, The Phipps Rental Team		
To be completed by you o	and all adult household members	:
=	are you applying for? pecific building, which boroughs are yo	
First:	Second:	
A. Name & Address		
Current Living Address: If you are living in a City-run homele	ess shelter, please list your current shelter add	ress)
First Name	Middle Initial	Last Name
Street Address		Apartment #
City	State	Zip
s this a NYCHA property?	☐ Yes ☐ No	
f yes, is your name on the NYO s this a City-run homeless sh	CHA household form? Yes No No No	
Your Pronouns (he/she/they) (optional):	



Contact information:								
Cell Phone	Home Phone		mail address					
Check if mailing add	ress is different than Currer	nt Living Address,	above					
Mailing Address (if diffe	rent from current living add	dress):						
Building (House) #	9	Street	Apartment #					
P.O. Box								
City	State		Zip					
Language Contact Preference: In what language would you prefer to receive written communications about your application? Check one. (If you do not check a language, written communication will be in English.) □ English □ Español (Spanish) □ 简体中文 (Chinese)								
(Arabic) العربية	Français (French)		Русский (Russian)					
☐ 한국어 (Korean)	(Urdu) اردو		বাংলা (Bangla)					
Kreyòl Ayisyen (Hait	tian Creole)							

B. Household In PRIVACY ACT NOTIFICATION	ON - The Federal						
Security Numbers to disclo information is requested;		•	request is vol	untary or mand	latory, (b) why th	ne
 How many persons Are any members o under a state offendare all the persons 	of your househo	old currently subj n program? Yes [ected to a li	fetime registr	ation r	equiren	nent
• List ALL the people yourself (Self), and				plying, startin	g with		
Gender Identificat Non-binary; etc.	i on: In this sec	tion, list how you	identify (op	tional). Examp	oles: Fe	male; N	1ale;
Disability: If a hous and requires an acc processing, you will complete and send adaptable apartme to 12 months.	essible/adapta I be mailed a for I back. This for	ble unit, please ch rm that you and a m is to verify that	eck the releve medical prof your house	ant box. If selessional will ne hold requires	lected feed to it	or furtl mmedia essible o	her ately or
First, Middle Initial & Last Name, Suffix	SSN/TIN (Optional)	Relationship to Applicant	Birth Date MM/DD/YY	Gender Identification		Disability	
		Self		(Optional)	M	V	Н

explain:

Do you anticipate any change(s) in your household within the next 12 months? If yes, please

If you checked either mobility, visual, or hearing disability, do you or a member of your household require a special accommodation?					
Yes – please specify the accommodation required:					
□ No					
Is anyone in the table above a full-time student?					
☐ Yes – please write their name(s):					
□ No full-time students in the household					
C. Income and Assets					
Note: Be sure to check the income requirements to see if your income qualifies.					
Question					
Are you or a member of your household an employee of Yes					
Phipps Houses/Phipps Neighborhoods?					

Note: If you answered "yes", you may be required to submit a statement from your employer that your application does not create a conflict of interest.

1. Income from Employment

Note: A "household member" is a person who will be living in the affordable unit".

For any job that is not self-employment, list the amount you make before taxes (Gross Income). For self-employed individuals, use the amount you make after deductions (Net Income). If your application is selected for further processing, you will be contacted with a list of documentation that you will need to provide.

Household Member	Employer Name & Address	Length of Employ- ment		Employ-		Employ-		Amount Paid (\$)	How Often? (Ex: weekly, bi-weekly, monthly,	Annual Income
		Yrs.	Mos.		annually)					
Self										
1A. TOTAL ANNUAL	NCOME FROM EMPL	OYMEN	 NT AND	SELF-EMP	 L OYMENT add a	ll amounts				
from "Annual Income	" column in this table): Total	\$							

2. Income from Other Sources

List all other income sources for each household member, for example, welfare (including housing allowance), AFDC, Social Security, SSI, pension, workers' compensation, unemployment compensation, interest income, babysitting, care-taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships and/or grants, gift income, etc.

income, etc.				
Household Member	Type of Income	Amount Paid (\$)	How Often? (Ex: weekly, bi-weekly, monthly, annually)	Annual Income
Self				

2A. TOTAL ANNUAL INCOME FROM OTHER SOURCES (add all amounts from "Annual Income" column in this table):

_				
2	TOTAL		HOUSEHOLD	
э.	IUIAL	AIVIVUAL	HUUSEHULD	HAC CHAINE

Add toge	ther the	total a	nnual	income	amounts	from	1A	and:	2A.	above:
----------	----------	---------	-------	--------	---------	------	-----------	------	-----	--------

Ċ			
3			



4. Assets

Α	re there assets for this household?	e 🔲 Yes				
	necking account, savings account, inv	│				
	onds, vested retirement funds, Cash					
re	eal estate, cash savings, miscellaneo					
	If "yes," please indi	cate assets	for	each househ	old member:	
	Household Member	Type of A	Asset	or Account	Bank/Institution	
S	elf					
D.	Rental Subsidy					
	•	O Housing	. \/a	shor or		
	re you presently receiving a Section r any other form of rental assistance	_				
	opropriate box at right.	e: Flease C	HECK	. tile	☐ No	
		-l -l- CITY	,_,,_,		Yes – HPD Section 8	
	kamples of other rental subsidies inc			•	voucher	
	HTD (Medicaid Waiver), Individual S	ervices an	a Su	oports	Yes – NYCHA Section 8	
	SS), and VASH.				Voucher	
	nis information will not affect the pr	_			Yes – Other Rental	
	oplication. Minimum income listed					
a	oplicants with Section 8 or other qua	ilitying rer	itai s	ubsidies.	Subsidy:	
				L		
E.	Ethnicity					
Т	nis information is optional and will n	ot affect tl	he pr	ocessing of t	the application. Please check	
	e group(s) that best identifies the ho					
	Hispanic or Latino			Not Hispan	ic or Latino	
	Choose not to answer					

F. Race

I	This information is optional and will not affect the processing of the application. Please check the group(s) that best identifies the household:						
	White		Black or African-American				
	Asian		Native Hawaiian or Other Pacific Islander				
	American Indian or Native Alaskan		Choose not to answer				
	Other:						

G. Signatures (Required for All Household Members 18 and over)

I (WE) DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY (OUR) KNOWLEDGE. I (We) have not withheld, falsified, or otherwise misrepresented any information. I (We) fully understand that any and all information I (we) 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 (we) understand that consequences for providing false or knowingly incomplete information in an attempt to qualify for this program may include the disqualification of my (our) application, the termination of my (our) lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

Signature	Date
Signature	
Signature	 Date
Signature	 Date
Signature	 Date

THIS APPLICATION IS ONLY VALID FOR SIX (6) MONTHS, AFTER 6 MONTHS YOU MUST RE-APPLY BY SUBMITTING A NEW APPLICATION IN ORDER TO REMAIN ON OUR GENERAL WAITING LIST





AGREEMENT and CONSENT FORM

I hereby authorize Phipps Houses Services and/or its Agent, On-Site Manager, Inc. to make such investigation into my previous employment, criminal history, as well as any other related matters as may be necessary in determining the veracity of my application and verifying my suitability for tenant placement. This will be handled in accordance with the NYC Department of Housing Preservation & Development / New York Housing Development Corporation Marketing handbook, policies and procedures for resident selection and occupancy.

I hereby release all employees, law enforcement officials, all Federal, State, and Local government agencies, and any other persons or entities contacted, from liability in responding to inquiries in connection with my application. And I understand that there will be a \$9.00 fee for the criminal history/background check. Fee should be made payable to Phipps Houses.

I understand false or misleading information given in my application or during my application process or any other company record may result in denial of tenancy. I also understand that I am required to abide by all Phipps Houses Services AFFORDABLE HOUSING RULES and regulations.

	1 7 6	1				
Adult #1 First	Middle (Maiden)	Last	Date of Birth			
Social Security #		Signature				
Adult #2: First	Middle (Maiden)	Last	Date of Birth			
Social Security #		Signature				
Current Street Add	iress	City	State Zip Code			
Adult #1 Telephone Number		Adult #1 Email address				
Adult #2 Telephon	ne Number	Adult #2 I	Email address			



All information except your signature must be printed.

PHIPPS RENTALS



CO PHIPPS RENTALS, 902 BROADWAY, 13TH FLOOR, NEW YORK, NEW YORK 10010 (TEL) 646.388.8227 | (FAX) 646.336.5142 | (EMAIL) RENTALS@PHIPPSNY.ORG

Consent – Electronic Communications/Electronic Signatures

Your information will be used by Phipps Rentals and may be transmitted to the owner/agent staff and contractors as appropriate, any new owner/agent, HUD, HUD's agents, or other third parties for the purpose of the administration, evaluation and management of your application/lease as well as for the purpose of preparing reports that may be required by government agencies. The owner/agent will comply with rules established by the Department of Housing & Urban Development when transmitting or sharing your data.

Updating Contact Information: Please note that it is your responsibility to update the owner/agent regarding any changes to your contact information.

Paper Copy: You have the option to complete any document or receive any information using the traditional paper and hard copy signature process.

Withdrawal of Consent: You have the right to withdraw your consent to submit your lease electronically. If you choose to do so, please note that you will no longer receive information through electronic communication. You may withdraw your consent by emailing Phipps Rental at RENTALS@PHIPPSNY.ORG, or by sending a written withdrawal of consent to 902 Broadway, 13th floor, New York, NY 10010.

Agreement:

By signing this document, you give your consent to electronic disclosures and to the use of electronic signatures. You also consent to conducting any matters related to leasing process electronically as allowed by the Department of Housing & Urban Development (HUD) and other applicable law. By consenting to the electronic delivery of disclosures, you agree that we may provide electronically any communications to you.

You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

restrictions.	that certain	mormation	camot	oc s	CIII	ciccironicarry	because	OI	government	OI	пор
Signature of App cc: Applicant/Re		ent	; ;	Date							

The owner/agent does not discriminate based on disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing. Section 504 (24 CFR, part 8 dated June 2, 1988).

Name: James Robert Pigott, Jr. Address: 902 Broadway, 13th Floor Zip 10010 City: New York State: NY

Telephone – 646-388-8283

