

HPD marketing guidelines

for rentals



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TENANT SELECTION PROCEDURES

1. NOTICE OF INTENT

The Sponsor/Developer, or a representative, must submit to HPD a Notice of Intent to begin marketing according to the following timetable:

- Marketing Meeting: Seven (7) months prior to anticipated occupancy
- Ads Placed and Community Letters Mailed when applicable: Six (6) months prior to anticipated occupancy
- Application Deadline: Four (4) months prior to anticipated occupancy, allowing for the required 60 day application period; i.e. 2 months following the placement of ads.

2. WRITING AND PLACING ADVERTISEMENT

The Developer, or a representative, shall begin marketing by placing an advertisement for applicants in accordance with the following:

- A| HPD will provide developer with the ad format. No changes to the format will be permitted without the prior written approval of the Director of Marketing.
- B| Developer, or a representative, is responsible for placing ad.
- C| Ad must be advertised in at least three (3) newspapers, including:
 - one (1) citywide daily newspaper with a circulation of at least 200,000;
 - one (1) ethnic-based newspaper with a circulation of at least 10,000;
 - one (1) local newspaper.
- D| Ad to run at least three (3) days (with at least one (1) day falling on a weekend), at least sixty (60) days prior to the application deadline.

3. CONTENTS OF APPLICATION

- A| Format of Application will be provided by HPD. Any changes to the application must receive prior approval from HPD.

- B| Application must be accompanied by a cover letter that reiterates program guidelines and highlights the post office box to which applications must be returned. The format will be provided by HPD. Any changes to the letter must receive prior approval from HPD.

4. PICKING UP COMPLETED APPLICATIONS

NOTE: The P.O. Call Box used will be one governed solely by The United States Postal Service. HPD will reserve the P.O. Box at the USPS branch of its own choosing, with all charges and fees to be reimbursed by the Developer. Only HPD will have access to the box and it will not be opened until the date of the lottery.

- A| Applications will be picked up from the post office box approximately one (1) week after the postmark deadline. The applications must be picked up by the Developer or a representative in the presence of HPD staff.
- B| If the post office requires that letters be picked up on a regular basis due to the large volume of mail, the USPS will notify HPD prior to picking up the mail and HPD and the Developer will place all letters, unopened, in a secure locker/footlocker (see 5f). The Developer will then return to the post office approximately one (1) week after the postmark deadline to pick up, in the presence of HPD staff, any remaining mail.
- C| Any applications postmarked after the application deadline ("late" applications) will be set aside for possible consideration pursuant to these Homeownership Selection Procedures, only after all applications postmarked by the deadline have been exhausted. (See Sections 8b and 9b)

5. OPENING APPLICATIONS & CREATING THE LOG

- A| Log format will be provided by HPD (See Addendum)
- B| Based on anticipated response volume, HPD will recommend a minimum number of staff/volunteers to be provided by the borrower for the full day of the lottery. Staff should be made familiar with the application log process and freed from any other duties or distractions on the day of the lottery. Agency monitors will be present strictly to observe the opening of applications and completion of the log sheets; they will be unable to assist in the actual opening and logging so as to not divert their attention from their oversight responsibilities.
- C| After picking up applications from the post office as described in Section 4, in the presence of HPD staff, all applications, or a minimum number of applications equal to fifty (50) times the number of units being marketed in the project, will be randomly opened and entered in ink in a log in the order of which they were randomly opened. All names will then be selected in number order from this log. All subsequent loggings from this applicant pool, unless waived by HPD, must take place in the presence of HPD staff.
- E| Developer or a representative must provide a copy of the Log to HPD immediately after the lottery described under Section 5b is completed. If the Lottery takes more than one (1) day, Developer must provide a copy of the updated Log after each day's logging is completed.
- F| If more than one day is required, remaining applications must be secured in a locker or footlocker (to be provided by the Developer) which can accommodate a standard combination lock. HPD will provide the lock with a combination known only to HPD. This locker/footlocker will be stored by the

Developer in a location approved by the agency monitors and subsequent days of opening and logging must also occur under agency supervision. At the completion of all sales, after enough applications have been opened to achieve occupancy and establish a waiting list, any surplus applications will be shredded by the Developer.

- G| Developer or representative must also provide copies of the Log to HPD for review indicating each applicant's selection status. The copies must be provided prior to units to eligible applicants. HPD approval is required prior to signing leases.
- H| All offers of apartments must be made by Developer or representative to "eligible applicants", and must be made in numbered order from this Log, as long as units of appropriate size are available. An applicant to whom an apartment has been offered must be given a reasonable specific amount of time to respond to the offer before a Developer can proceed to offer an apartment to the next eligible applicant on the Log.
- I| If units of appropriate size are unavailable to eligible applicants from the Log as they are being reviewed, the applicant's name will remain on the Log until an appropriate unit becomes available or until the Log expires.
- J| The Applicant Log will be retained as a record for no less than three (3) years.

6. **TENANTING APARTMENTS**

- A| **Referrals:** The City reserves the right to refer potential tenants to the Developer. Developer, if directed by HPD, must first offer units to these referrals, when eligible. Referrals must be entered into a separate Log by the Developer or a representative. Developer must indicate the source of the referral on the log.

- B| **Homeless Units:** If required by the project's Regulatory Agreement, Developer must offer units to "eligible homeless" applicants. "Eligible Homeless" applicants are very low-income applicants who are certified as eligible by HRA, HPD or an approved alternate referral source. Refer to the Regulatory Agreement for the required percentage (or number) of homeless units to be tenanted under this category. For apartments reserved for Homeless Families, the owner/manager must promptly notify HPD's Division of Housing Finance and Production when vacancies occur and request that homeless households certified as eligible by HRA, HPD or an approved alternate referral source be referred as prospective tenants. Records documenting the rental and referral source for all homeless units must be maintained by the owner or designated manager and must be made available to HPD upon request. Failure to comply with these requirements may result in HPD extending the fifteen year restricted use period.
 - **"Eligible Neighborhood Residents" defined:** Eligible applicants whose address at the time of application is in the community board(s) in which the project is located, or when applicable, in the community board upon which the project borders.

 - **Requirement for projects with homeless units:** For projects containing homeless units, Developer must rent not less than fifteen per cent (15%) of the total number

of homeless units as described in Section 6b above to "eligible neighborhood residents" if the project is located in one (1) community board, and not less than twenty per cent (20%) of the total number of these units to "eligible neighborhood residents" if the project is located in two (2) community boards or is on the border of two (2) community boards. In the event that all non-neighborhood preference homeless units in a project have been rented, and the neighborhood preference requirement has not been met, Developer must rent the next remaining homeless units only to "eligible neighborhood homeless residents" until the neighborhood homeless preference requirement is met. See also Section 9 for completing neighborhood preference rent-up.

- Requirement of non-homeless units: For non-homeless units, Developer must rent not less than fifty per cent (50%) of the total number of non-homeless units in the project to eligible neighborhood residents. See also Section 9 for completing neighborhood preference rent-up.

- C| **Neighborhood Preference Requirement:** Fifty per cent (50%) of all marketed units will be rented up to Community Board residents.
- D| **Municipal Employee Preference:** Five per cent (5%) of all marketed units will be rented to Municipal Employees of the City of New York.

E| **Federal Disability Preference:** If (i) this is a rehabilitation project containing fifteen (15) or more units and if the cost of the alterations is 75% or more of the replacement cost of the completed facility, or (ii) if this is a new construction project containing five (5) or more units, a minimum of 5% of the project units, or one unit, whichever is greater, is required to be made adaptable for disabled persons with mobility impairments, and a minimum of 2% of the project units, or one unit, whichever is greater, is required to be made adaptable for disabled persons with visual or hearing impairments. Such units (the 5% and 2% of the project units which were required to be made adaptable) are referred to as "disabled preference units." Applicants who have at least one household member with a mobility impairment or a visual or hearing impairment are referred to as "disabled applicants." Developer must offer disabled preference units to appropriate disabled applicants. Disabled applicants are instructed to place a check mark (✓) on the outside of the envelope, and will be randomly selected with all other applicants. Disabled applicants must meet all programmatic requirements in order to be eligible for the unit. If not met, Developer, or representative, may go to the next disabled applicant on the log.

If Developer, or representative, cannot rent all disabled preference units from the original applicant pool, Developer or representative, in the presence of HPD staff must open and log only remaining unopened applications for disabled applicants identified with a check mark (✓) on the outside of the envelope.

Developer will notify the Mayor's Office for People with Disabilities (MOPD) or its successor office, if there are disabled preference units remaining after the above procedures have been met. Applications from additional disabled applicants referred to Developer by MOPD must be postmarked not more

than 35 days following such notification. Developer will open and log additional applications from disabled applicants in the same manner as all other applications, and will offer the remaining disabled preference units to appropriate disabled applicants who have submitted applications by the aforesaid deadline. If there are disabled preference units remaining after the procedures described in this paragraph have been met, such units may be offered to non-disabled applicants.

If all the disabled preference units have been rented to disabled applicants, the remaining disabled applicants, if any, remain on the log and are treated the same as all other (non-disabled) applicants. If the Developer offers an apartment to a disabled applicant who remained on the log, developer must offer an adaptable apartment of appropriate size, if available. If no such apartment is available, a non-adaptable apartment should be offered. Developers are advised that Federal law requires the developer to provide a reasonable accommodation to the applicant, if requested.

7. COMPLETING RENT-UP OF LOW-INCOME APARTMENTS

If after following procedures outlined in Sections 5 and 6, and exhausting all eligible names on the Log, low-income apartments are still available but some applications remain unopened, Developer or a representative, must notify HPD, and in the presence of HPD and pursuant to procedures listed in Section 5, randomly open and log a number of remaining vacancies. The developer, or a representative will then follow Tenant Selection Procedures outlined in Section 6.

- A | If apartments are still available after the Developer has exhausted all remaining applications pursuant to Section 7a, Developer or a representative, must notify HPD, and in the presence of HPD and pursuant to procedures listed in Section 5, randomly open and log a number of "late" applications set aside pursuant to Section 4c sufficient to tenant the remaining low-income vacancies. The Developer, or a representative will then follow Tenant Selection Procedures in Section 6.

- B | If after the Developer has exhausted all remaining applications as described above and low-income apartments are still available, Developer, or a representative, must notify HPD. HPD will provide the format for a re-advertisement, which will contain an open application. All applications will be picked up from the post office as needed in the presence of HPD staff. Future lotteries for the site will be held as needed in the presence of HPD staff. During this period, all other requirements contained in these Tenant Selection Procedures will continue to apply.

8. COMPLETING RENT-UP OF MODERATE-INCOME APARTMENTS

Developer and/or HPD may determine upon reviewing the initial log that there will be an insufficient number of qualified moderate-income applicants from the lottery to complete the moderate-income rent-up. Unless otherwise specified and upon written approval from HPD, Developer will be permitted to conduct direct outreach or solicit additional applications pursuant to procedures listed below in this section in order to rent the remaining moderate-income units. Developer will be permitted to process these additional applicants, but may not rent to these applicants until all eligible applications from the original applicant pool have been exhausted.

- A| Developer will then be required at minimum to re-advertise the units in addition to any direct outreach/solicitation.
 - Ad will be provided by the Developer.
 - Ad must be placed in at least three (3) newspapers as described in Section 2c of these Tenant Selection Procedures.
 - Developer must provide HPD with a copy of the re-advertisement.
- B| All applications received as a result of this process must be logged by the Developer.
- C| Developer must apply the same eligibility and rent-up criteria/requirements utilized for all other applicants when renting these apartments.
- D| Developer will be required to certify to HPD that this process has been completed in accordance with these guidelines.

9. COMPLETING NEIGHBORHOOD PREFERENCE RENT-UP

Developer must contact HPD if, upon renting the maximum number of non-resident units, the log from the original applicant pool contains an insufficient number of eligible applicants to meet neighborhood preference requirements. Then, the Developer will attempt to meet the neighborhood preference requirement by following the procedures listed below, in the order in which they appear until all neighborhood preference units are rented:

- A| Developer must open and log any remaining unopened applications and attempt to tenant the remaining units with eligible neighborhood residents.
- B| Developer must open and log any "late applications" and attempt to tenant the remaining units with eligible neighborhood residents, in log order.
- C| Where applicable, developer may consider applicants from the moderate-income advertisement.

After developer certifies to HPD that the above procedures have been followed, in order, and after considering all eligible neighborhood residents, the neighborhood preference requirement cannot be met, Developer may proceed to tenant apartments with eligible non-neighborhood residents in log order.

10. INTERVIEWS

- A| Units must be offered to eligible applicants in log number order but interviews can be conducted by Developer, or a representative, in any order.
- B| Developer will notify each applicant to be interviewed by regular mail. Format for letter will be provided by HPD. Letter will indicate:
- date, time, and location of interview and phone number should applicant be unable to appear;
 - list of required documents to be brought to interview by applicant;
 - that Developer reserves the right to make home visits or other appropriate inquiries to assist in qualifying applicants;
 - that no broker or application fees will be charged to the tenant;
 - if credit checks will be conducted by Developer, that the following fees can be charged to the tenant: a maximum of \$50 for market-rate tenants, or \$25 for low-income tenants. No credit check fees may be charged to homeless applicants. A credit check fee can only be charged after an interview has been conducted and all other threshold selection criteria have been met.
- C| In cases where an applicant fails to appear for an interview, Developer must send a second letter by regular mail to schedule another interview. The applicant will be given a reasonable specific amount of time from the date of the second letter in which to respond.

11. QUALIFYING APPLICANTS

- A| All selections will be made by the Developer, or a representative.
- B| Developer, employees, agents and employees of agents are prohibited from seeking an apartment through the Developer’s lotteries, and are further prohibited from being considered through any other means for any apartment being marketed by this Developer pursuant to these Tenant Selection Procedures, regardless of their position with the firm.
- C| If required by the Regulatory Agreement, Developer must disqualify those applicants for whom there is not at least one household member who is a New York City resident at the time of application.
- D| Developer must disqualify those applicants from whom multiple copies of an application are received.
- E| HPD will provide Developer with initial rents, income guidelines and minimum household size requirements when the Notice of Intent is received.
- F| HPD’s low-income affordable apartments are not intended for “roommate situations” or other combinations of friends and/or distant relatives who join together solely for the purposes of qualifying for such a housing opportunity. For the purposes of HPD’s low-income housing programs, a household shall be defined as “an immediate family or other such configuration of persons who have a documented financial interdependence.” Aside from immediate family members (spouses and parent/child combinations), other possible households may document “financial interdependence” as follows:
 - Adult persons already living together as a household as may be formally documented through current leases, deeds, or current utility records identifying each person residing at the same address;
 - Adult persons who can document shared assets, such as shared bank accounts reflecting each person’s name, going back at least one year.

- Adult couples who are not married but who meet the criteria above or who can document registration with The City of New York as a domestic partnership.
- Additional minors who can be documented as being the lawful dependents of one or more adult household members. Individual letters signed by applicants or other individuals (such as a statement from an applicant's sister that her child will be living with the applicant) are not acceptable documentation. Acceptable documentation may include the following:
 - a) legal custody or guardianship papers;
 - b) tax documents reflecting the minor as a dependent;
 - c) school records identifying the adult household member as the minor's guardian of record; or
 - d) Third Party verification from a governmental social services agency regarding the placement of the minor within the household

G| Developer must notify all applicants processed of their selection status by regular mail as soon as a determination has been made. (See also Section 5f) A copy of the letter must be attached to the application and kept on file.

H| As required under Section 5e, Developer will provide HPD with a copy of the completed Log, indicating the final selection status of each applicant and reason for rejection, such as:

- income ineligibility;
- applicant's being an employee of Developer, or Developer's agent (See Section 11b);
- does not meet New York City residency requirement;
- lack of adequate income to support mortgage payments;

- ineligible household size;
- poor payment or credit history;
- receipt of more than one application per household;
- falsification of information;
- any other reason for rejection;
- if files are incomplete or if flags are raised which require further review either internally or with The NYC Department of Investigation (DOI), the process will take as long as necessary to:
 - a) acquire the missing or additional paperwork from the borrower's management staff or
 - b) complete an additional review with DOI. On a case by case basis, if such processes extend past ten (10) business days without a resolution, the agencies may grant permission to place such questionable applicants on hold and proceed with other applications while such special reviews are being completed.
- Ineligibility and Rejection Letters to Applicants must provide a specific reason an applicant cannot be approved. Responses to appeals must be even more specific and detailed. For example, stating "You are rejected because you are under-income" is not sufficient. The letter would need to state, as an example, "You have been deemed ineligible for this housing program because you do not meet the minimum income required for your family and unit size. The minimum income is \$35,000 and your household's annual income has been determined to be \$34,000".

I| The first applications processed and submitted to the agencies from the log must be those that meet one of the approved housing preferences; community board, disability, municipal employee, etc.

- If preferences are not met and there are still

unopened applications remaining, another day of opening applications to identify additional preference applicants must be scheduled with the agencies. No preferences will be waived unless all received applications have been opened.

- Only after all preferences have been achieved (or waived by the agencies following the exhaustion of the lottery) may non-preference applications be submitted for approval. This is to prevent non-preference applicants from being processed for units that are intended for preference-eligible applicants.

J| Developer, or a representative cannot disqualify an applicant solely on the basis that the applicant receives Section 8 assistance.

12. COMPLIANCE WITH REGULATORY AGREEMENTS

In addition to discretionary selection criteria such as credit checks, landlord references, etc., HPD hereby makes criminal background checks a mandatory criterion. The owner must disclose in the project's marketing plan which types of information revealed through such a check will or will not adversely impact an applicant's eligibility except that HPD hereby requires a determination of ineligibility in the event that one or both of the following criminal findings is flagged during the background check:

- A prior conviction of fraud in connection to any governmental housing program;
- A revelation that an applicant is a criminal fugitive being sought by law enforcement for either incarceration or deportation (as such applicants would not lawfully be able to "anticipate" income or even be anticipated to be an included member of the household).

Developer must certify to HPD, compliance with all provisions of the Rent Regulatory Agreement and these Tenant Selection Procedures and must maintain all records pertaining to the marketing of the project and the certification or re-certification of each tenant, for a period of not less than three (3) years.

NOTE: DISCOVERY OF FALSE INFORMATION:

Even before documents are submitted there are times when owners/agents may independently detect applicants who have falsified information. For example, the tax transcripts may come back and differ from the provided returns, or provided pay stubs or other documents may be detected as having been tampered with. In all such cases, this fraud (or potential fraud) must be reported. Even if it is detected early and does not result in the applicant receiving an apartment, the attempt of fraud itself must be reported. Owners/agents may report such findings to HPD or, if they prefer, directly to The NYC Department of Investigation.

13. INCORPORATION OF “FAIR HOUSING LAWS”

There are Federal, State and local laws, orders and regulations prohibiting housing discrimination (“Fair Housing Laws”). Such Fair Housing Laws, as they may be amended from time to time, are hereby explicitly incorporated in these Tenant Selection Procedures, any violation thereof will be a violation of these Tenant Selection Procedures.

incorporation of “fair housing laws”

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14. AMENDMENTS

HPD reserves the right to amend any provision of these Tenant Selection Procedures.

15. INSPECTIONS

HPD reserves the right to conduct periodic inspections and spot-checks of the Developer's tenanting process.

16. CORRESPONDENCE

All notices to HPD regarding the Tenant Selection Procedures must be sent by regular mail or email to the attention of:

Director of Marketing
City of New York
Department of Housing Preservation and Development
100 Gold Street Room 9V5A
New York, New York 10038

torisj@hpd.nyc.gov

[To be placed on Developer's Letterhead]

The ad should list the following PO Box or address for application requests:

The ad should state that application requests must be made by mail only: Yes ____No ____.

The handicapped information for this project is as follows:

Number of elevators in buildings;
Number of ramps to buildings;
Total Number of handicapped adaptable units.

I understand that the Department of Housing Preservation and Development will provide the camera-ready ad for this project. If I provide my own ad for this project I understand that the ad is subject to HPD's final review and approval. If there are any questions regarding the above information please contact:

Phone: ()

FAX: ()

Email:

Sincerely,

Developer/Manager

[To be placed on Developer's Letterhead]

COVER LETTER TO APPLICATION
[Indicate Developer Name Only]

Thank you for contacting us. Per your request, an application is enclosed for an apartment at

_____.

The completed application must be returned by **REGULAR MAIL ONLY** to the following Post Office Box (Please note that this is a **DIFFERENT** address than where you wrote for an application):

The application deadline is **[Date]**. Applications postmarked after this deadline will be set aside for possible future consideration.

If you answered "yes" to question "I" on the application regarding if you or a member of your household requires a special accommodation, kindly place a check mark (✓) on the outside of the envelope.

MAIL ONLY ONE APPLICATION PER FAMILY. YOU WILL BE DISQUALIFIED IF MORE THAN ONE APPLICATION PER FAMILY IS RECEIVED.

DO NOT GIVE BROKERS OR APPLICATION FEE TO ANYONE IN CONNECTION WITH THE OBTAINING, PREPARING OR FILING OF THIS APPLICATION FOR HOUSING.

The prices and income distribution for these units are as follows:

[Developer must insert chart from advertisement]

Applications for these units will be randomly selected. If your application is selected, we will notify you in writing and schedule an interview. Please be prepared to document your income and the other information you provide on the application. A list of required documentation will be sent to you when an interview is scheduled.

Thank you for your interest.

[DEVELOPER NAME]
[PROJECT NAME]
[PROJECT ADDRESS]

APPLICATION FOR APARTMENT

Instructions:

1. Mail only one application per family. You will be disqualified if more than one application per family is received.
2. When completed, this application must be returned by regular mail only; do not send registered or certified mail.
3. The completed application must be postmarked no later than (month, day, year). Applications postmarked after this date will be set aside for possible future consideration.
4. Mail completed application to:

[POST OFFICE BOX ADDRESS]

5. **No payment should be given to anyone in connection with the preparation or the filing of this application.**

-
6. This information to be filled out by the Applicant:

A. *Name and Address*

Name: _____

Current Address: _____

City, State, Zip Code: _____

Home / Cell Phone: _____

Work Phone: _____

How long have you lived at this address? _____ Years, _____ Months

B. *Household Information*

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING? _____.

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, starting with yourself, and provide the following information. Add additional pages if necessary.

Full Name	Relation to Applicant	Birth Date	Age	Sex	Occupation

Are you or any member of your household disabled? Yes No

If yes, would you describe the disability as mobility impairment? visual impairment?
 hearing impairment?

If you checked either mobility impairment, or visual impairment, or hearing impairment, do you or a member of your household require a special accommodation? Yes No

If yes, please specify the special accommodation required:

C. *Income from Employment*

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 employed):

Agency/Entity: _____

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.

List all full 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-employment earnings.

Household Member	Employer Name and Address	Years Employed	Gross Earnings

D. Income from Other Sources

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, SSI, pension, disability compensation, unemployment compensation, Interest income, babysitting, care-taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships and/or grants, etc.:

HOUSEHOLD MEMBER	Type of Income	Amount
_____	_____	\$ _____ per _____
_____	_____	\$ _____ per _____
_____	_____	\$ _____ per _____
_____	_____	\$ _____ per _____



E. Total Annual Household Income

Add All Income Listed Above and Indicate the Total Earned for the Year \$_____per year

F. Current Landlord

Landlord's Name: _____

(If you live in a public housing project enter "NYCHA." If you live in a city-owned/In Rem building enter "HPD")

Landlord's Address: _____

Landlord's Phone Number: _____

G. Current Rent

What is the total rent on the apartment where you currently live or temporarily staying? \$ _____monthly

How much do you contribute to the total rent of the apartment? If nothing write "0" \$ _____monthly

H. Reason for Moving

Why are you moving? Please check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Living with parents | <input type="checkbox"/> Do not like neighborhood |
| <input type="checkbox"/> Not enough space | <input type="checkbox"/> Living with relatives/other family members |
| <input type="checkbox"/> Living in shelter or on the streets | <input type="checkbox"/> Rent too high |
| <input type="checkbox"/> Bad housing conditions | <input type="checkbox"/> Increase in family size (marriage, birth) |
| <input type="checkbox"/> Health Reasons | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Disability access problems | |
-

I. Section 8 Housing Assistance

Are you presently receiving a Section 8 housing voucher or certificate? Yes No (Please check Yes or No.)

This information will not affect the processing of the application.

J. Assets

Checking /Bank or Branch: _____

Savings/Bank or Branch: _____

Certificates/Bank or Branch: _____

K. Source of Information

How did you hear about this development?

- Newspaper Sign Posted on Property
 Local Organization or Church Friend
 City "affordable housing hotline" listing new ads for the month Web Site/Internet
 Other: _____
-

L. Ethnic Identification (Used for Statistical Purposes Only)

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

- White (non Hispanic origin) Black
 Hispanic origin Asian or Pacific Islander
 American Indian/Alaskan Native Other _____
-

M. Signature

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 this 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, IS EMPLOYED BY THE DEVELOPER OR ITS SUBSIDIARIES, OR THE BUILDING OWNER OR ITS PRINCIPALS.

Signed: _____ Date: _____

OFFICE USE ONLY:

Community Board Resident Yes No
Municipal Employee Yes No
Size of Apartment Assigned Studio 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom
Family Composition: Adult Males: _____ Adult Females: _____ Male Children: _____ Female Children: _____
Person with Disability Mobility Visual Hearing
TOTAL VERIFIED HOUSEHOLD INCOME: \$ _____ per Year

SAMPLE INELIGIBILITY LETTER

[To be placed on Developer's Letterhead]

Date

Applicant's Name and Address

Re: **[PROJECT NAME]**

Log #_____

Dear (Applicant):

We have received your application for residency in the project indicated above. Based on the guidelines for eligibility under this program, you are ineligible for the following reason:

- ___ 1. Your family's gross income exceeds the program limit.
- ___ 2. Your family's gross income is not sufficient to sustain the rent level.
- ___ 3. No remaining units are available within the project to accommodate your family size.
- ___ 4. Your application was not received through regular mail as instructed.
- ___ 5. Poor Credit History
- ___ 6. Home Visit
- ___ 7. Other

If you have additional information which you feel would entitle you to appeal this determination, you may contact this office within two (2) weeks from the date of this letter to request a review.

Sincerely,

Owner/Manager

SAMPLE ELIGIBILITY LETTER

[To be placed on Developer's Letterhead]

Date

NOTICE OF ELIGIBILITY

To:

RE: [PROJECT NAME/ADDRESS]

Dear:

Congratulations! We are pleased to inform you that you have been approved for an apartment at _____ **[PROJECT ADDRESS]** _____.
You will be occupying apartment #_____.

Please contact us upon receipt of this letter in order to arrange for an inspection of the unit and the signing of the lease.

Thank you.

Sincerely,

Owner/Manager

Re: **[PROJECT NAME]**

Log # _____

[To be placed on Developer's Letterhead]

REQUEST FOR AN INTERVIEW

Date:

Dear:

Your application for an apartment at _____ **[Project Name/Address]** _____ has been randomly selected for further processing.

THIS IS ONLY A NOTICE TO APPEAR FOR AN INTERVIEW. YOU MUST MEET CERTAIN ELIGIBILITY REQUIREMENTS BEFORE YOU CAN BE APPROVED.

An interview has been set-up for you at _____
on _____ am/pm.

[Developer to insert list of documents here]

IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT US AT LEAST 24 HOURS BEFORE YOUR SCHEDULED APPOINTMENT AT () _____ OR AT THE ADDRESS LISTED ABOVE.

We look forward to seeing you.

Sincerely,

Owner/Manager

APPLICANT INFORMATION FORM

(To be completed for all applicants to whom you intend to offer an apartment)

SITE: _____

1. Applicant Name: _____ **Log #:** _____

2. Building Address: _____ **Apartment #:** _____

3. Household Income: \$: _____ **3a. Rent: \$** _____

4.

a. NYCHA Housing	_____	Yes	_____	No
b. Community Board Resident	_____	Yes	_____	No
c. Municipal Employee	_____	Yes	_____	No
d. Borough Resident	_____	Yes	_____	No
e. Section 8 Recipient	_____	Yes	_____	No
f. Disabled	_____	Yes	_____	No

If "Yes": _____ **Mobility** _____ **Visual** _____ **Hearing**

5. Ethnicity (check one)

White _____ **Black** _____ **Hispanic** _____ **Asian** _____ **Other** _____

6. Size of Apt. Assigned (check one)

Studio _____ **1 Bedroom** _____ **2 Bedroom** _____ **3 Bedroom** _____ **4 Bedroom** _____

7. List Names of all Family Member residing in Unit

a. Head _____
b. Co-Head/Spouse: _____
c. Family Member # 3: _____
d. Family Member # 4: _____
e. Family Member # 5: _____
f. Family Member # 6: _____

9. Rent of Apartment Assigned (check one)

Very Low _____ **Low** _____ **Moderate** _____ **Market** _____ **HOME unit** _____

10. a. Does this AIF serve to replace a previously approved applicant? Yes [] No []

If "Yes", please indicate the name, log number, date, and reason why applicant is being replaced.

Name: _____ **Log#:** _____ **Date:** _____

b. Reason for replacement of previous applicant:

Applicant Cancelled: _____ **Rejected:** _____ **Moved-Out:** _____ **Evicted:** _____

Unit Transfer: _____ (Please give new unit #: _____) **Vacant Unit:** _____ **Other:** _____