



LONG ISLAND HOUSING PARTNERSHIP, INC.

**CHELSEA APARTMENTS  
AFFORDABLE RENTAL HOUSING PROGRAM  
VILLAGE OF FARMINGDALE, N.Y.  
PROGRAM GUIDELINES  
PLEASE READ CAREFULLY**

- I. **Program Description** - The Long Island Housing Partnership (LIHP), Main & Division LLC, and the Village of Farmingdale welcome Lottery Intake Application Forms from individuals and families whose incomes are within the income guidelines listed below and who comply with the Program Guidelines below for the Chelsea Apartments Affordable Rental Housing Program located at 40 Division Street in Farmingdale, New York. There will be two (2) new studio apartments available to applicants who meet the criteria set forth below.
  
- II. **Income Guidelines** – One (1) studio apartment will be available to those households earning at or below 50% of the HUD Area Median Income for Nassau/Suffolk Counties (AMI) and one (1) studio apartment will be available to those households earning at or below 80% of AMI\*. Please call LIHP if you have any questions on suggested occupancy limits or the number of people in your household. The current HUD area median incomes are as follows:

**Before applying, be certain you conform to all guidelines**

Household Size	Gross Household Maximum Annual Income**		Gross Household Minimum Annual Income **	
	<u>50% AMI</u>	<u>80% AMI</u>	<u>50% AMI</u>	<u>80% AMI</u>
1	\$43,400	\$69,450	\$22,992	\$38,616
2	\$49,600	\$79,350	\$22,992	\$38,616

\*INCOME REQUIREMENTS SHALL BE ADJUSTED ANNUALLY BASED ON THE NASSAU/SUFFOLK MEDIAN HOUSEHOLD INCOME.

\*\*Includes all income – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Your gross income cannot exceed the maximum annual income for your household size. Notarized gift letters are allowed per program requirements. Minimum Income Guidelines do not apply to those applicants with an approved rental assistance subsidy.

Recertification of income will be required on an annual basis.



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**III. Rents**

Each apartment will be rented for an affordable price. The cooperative efforts of the Village of Farmingdale, Main & Division LLC and LIHP have enabled the apartments to be rented for:

<b><u>Initial Rents are set as following:</u></b>		
	<b><u>50% AMI</u></b>	
<u>Apartment Size</u>		<u>Monthly Rent</u>
Studio		\$958
	<b><u>80% AMI</u></b>	
<u>Apartment Size</u>		<u>Monthly Rent</u>
Studio		\$1,609

**\*\*\*PLEASE NOTE THAT RENTS CHANGE ANNUALLY AND ARE CALCULATED AFTER A UTILITY ADJUSTMENT. THE TENANTS ARE RESPONSIBLE TO PAY UTILITIES.**

**If you are approved for an apartment and you decide to sign a 12 month lease, please note the following fees will be required at lease signing:\***

- Security Deposit equal to one month’s rent

\*Fees are subject to change by landlord without notice.

**IV. Credit and Background Check** – All applicants will be subject to a credit and background check by developer and must be approved. A fee may apply.

**V. Waiting List** – There are two (2) affordable apartments available. A lottery will be held to determine the ranking order for available apartments. Applicants are placed on the waiting list in the order in which they are ranked in the lottery and any application received after the lottery deadline date will be ranked on a first come, first served basis after the lottery applicants. Applicants are responsible for updating their contact information. Applicants will be notified by mail of their ranking number.

**VI. Pets** – Pets are permitted with certain restrictions.

**VII. Application Requirements** – Before you complete a Lottery Intake Form for entrance into this program, read the program guidelines thoroughly to be certain that you qualify. **For entrance into the lottery, you must submit a completed Lottery Intake Form, and a completed Application for Residency (An Application for Residency is required for each household member age “18” or older). When your number is reached on the waitlist, you will be required to submit a Formal Program Application with all required documentation.**



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Please note, only completed submittals that meet ALL the program guidelines will be reviewed for program eligibility. After being submitted, any changes to any part of the Intake Form or Application must requested in writing and must be approved. Applicants must submit to LIHP all standard documentation required, including **signed** copies of the last three (3) years of their federal income tax returns, W-2 and/or 1099 forms, four (4) most recent consecutive pay stubs and two (2) most recent bank statements for any and all bank accounts and investment accounts at the time a formal application is requested.

**VIII. Applicant Ranking Procedure** - To establish the ranking of applicants, the following procedures will be implemented: Pursuant to certain So Ordered Stipulation and Agreed Order under Docket No. CV 06-2613 filed 4/23/14, as applied to the apartments for those households with incomes at or below 50% of AMI, those applicants who are named Plaintiffs under said Order will be given first priority for such units, followed by applicants who are Former Lessees as defined under the Order and then all others. Therefore, LIHP will establish a ranking of applicants meeting the preference criteria as a first priority to rent an apartment, followed by those with a second priority, with all other remaining applicants to then be ranked. Applicants will be notified by mail of the ranking number.

**IX. Applicant Eligibility and Intake** – Lottery Intake Form and Application for Residency can be completed and submitted the following ways:

- Go to <https://www.lihp.org/rentals.html> where you can choose to complete the application on-line; print an application for mailing; or request an application be mailed to you. A Lottery Intake Form and Application for Residency must be submitted no later than 5:00 p.m. on **September 27, 2019** to be included in the lottery. The Application for Residency fillable form is Step #2 of the online application process.
- If you are not completing the application online, then you may submit by mail or in person. Mail or submit in-person the Lottery Intake Form and Application for Residency to:

Long Island Housing Partnership, Inc.  
180 Oser Avenue, Suite 800  
Hauppauge, N.Y. 11788  
Attention: Chelsea Apartments Affordable Rental Housing Program

Mail submissions must be postmarked by **September 27, 2019** to be included in the lottery.

Forms submitted in person must be received at our office by 5:00PM on **September 27, 2019** to be included in the lottery.

**DO NOT FAX OR EMAIL THE INTAKE FORM OR APPLICATION FOR RESIDENCY**



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Fair Housing Laws will be followed. The LIHP staff is available to assist with the application, and answer questions about eligibility requirements. If you have any questions regarding the guidelines, or need language assistance including translation and/or oral interpretation services, please call the Long Island Housing Partnership at (631) 435-4710 before applying.

**Disclaimer:** It is understood that this is not an offer and that the terms and conditions may be changed at any time by the Long Island Housing Partnership, Inc., and Affiliates. It is further understood that notices by the Long Island Housing Partnership, Inc., and Affiliates may be made in such manner as Long Island Housing Partnership, Inc., and Affiliates may determine, including solely by advertisement.

**APPLICATION DEADLINE DATE:  
SEPTEMBER 27, 2019**