



LONG ISLAND HOUSING PARTNERSHIP, INC.

**THE VISTAS OF PORT JEFFERSON
AFFORDABLE SENIOR RENTAL HOUSING PROGRAM
PORT JEFFERSON STATION, NY
FIRST COME FIRST SERVED
PROGRAM GUIDELINES
PLEASE READ CAREFULLY**

I. Income Guidelines

Before applying, be certain you conform to all guidelines

INCOME GUIDELINES FOR 80% OF THE AREA MEDIAN INCOME

1 Bedroom – 1-3 persons, 2 Bedroom – 2-5 persons

<u>Household Size</u>	<u>Gross Household Maximum Annual Income</u>	<u>Gross Household Minimum Income Guideline</u>
1	\$70,950	1 Bedroom - \$29,400
2	\$81,050	1 Bedroom - \$29,400, 2 Bedroom - \$35,784
3	\$91,200	1 Bedroom - \$29,400, 2 Bedroom – \$35,784
4	\$101,300	2 Bedroom - \$35,784
5	\$109,450	2 Bedroom - \$35,784

INCOME GUIDELINES FOR 120% OF THE AREA MEDIAN INCOME

1 Bedroom – 1-3 persons, 2 Bedroom – 2-5 persons

<u>Household Size</u>	<u>Gross Household Maximum Annual Income</u>	<u>Gross Household Minimum Income Guideline</u>
1	\$106,350	1 Bedroom - \$37,368
2	\$121,500	1 Bedroom - \$37,368, 2 Bedroom - \$45,552
3	\$136,700	1 Bedroom - \$37,368, 2 Bedroom - \$45,552
4	\$151,900	2 Bedroom - \$45,552
5	\$164,050	2 Bedroom - \$45,552

* Income requirements shall be adjusted annually based on the Nassau/Suffolk Median Household Income. These amounts include 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 will be accepted for income purposes**. Minimum Income Guidelines do not apply to those applicants with an approved rental assistance subsidy.

** If you provide a Gift Letter, please be advised that property management for the Vistas will independently verify the income and credit of the gift giver and make a determination whether it is acceptable. Therefore, if you proceed with a gift letter, property management of the Vistas will require the following additional documentation:

- 1) A signed and notarized Gift Letter from the gift giver
- 2) 4 current consecutive weeks pay stubs of the gift giver
- 3) A copy of 2019’s tax return of the gift giver
- 4) A copy of the gift giver’s photo id
- 5) An executed application by the gift giver providing property management with authorization to run a credit check on the gift giver



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The determination as to whether to whether the gift giver meets the income and credit requirements and whether to accept the Gift Letter is the sole and exclusive determination of the property management of the Vistas and LIHP has no authority to review, accept or reject a Gift Letter. Property management of the Vistas will review all the documentation and credit information and determine whether to accept the Gift letter. If they accept or decline the Gift Letter, they will notify LIHP and LIHP will contact you.

Recertification of income will be required annually.

II. Rents

Each apartment will be rented for an affordable price. The cooperative efforts of the Town of Brookhaven and The Vistas of Port Jefferson, LLC to offer the following rents:

Rents for December 1, 2020 – November 30, 2021 rents are set as follows:

<u>80% Area Median Income</u>		<u>120% Area Median Income</u>	
Apartment Size	Monthly Rent ***	Apartment Size	Monthly Rent***
1 Bedroom	\$1,225 ****	1 Bedroom	\$1,557 ****
2 Bedroom	\$1,491 ****	2 Bedroom	\$1,898 ****

*****NOT INCLUDING ANY MANDATORY OR OPTIONAL CHARGES FOR OTHER SERVICES.**

******PLEASE NOTE THAT RENTS CHANGE ANNUALLY. TENANTS ARE RESPONSIBLE FOR PAYING ALL UTILITIES INCLUDING BUT NOT LIMITED TO GAS, ELECTRIC AND CABLE.**

If you are approved for an apartment and you decide to sign a lease, please see the attached fee schedule, as provided by the landlord/management company. Fees are subject to change by landlord/management company.

III. Credit and Background Check – All applicants and household members 19 and over will be subject to a credit and background check by landlord and must be approved in order to be eligible for the Program. A fee may apply. **An email address is required for all household members “19” and over in order to run credit/background check.**

IV. Senior Citizen Occupancy Requirement:

Occupancy of a unit shall be for residential purposes and shall be limited to persons who are 55 years of age or over, with the following exceptions: A) A husband and wife under the age of 55 years who is residing with his or her spouse who is 55 years of age or over. B) Children and grandchildren residing with their parents or grandparents where one of said parents or grandparents with whom the child or children or grandchild or grandchildren is/are residing is 55 years of age or older, provided that said child or children or grandchild or grandchildren are over the age of 19 years. **Proof of age (license, ID card, etc.) is required.**

V. Applicant Intake – Intake forms and Application for Residency can be completed and submitted to LIHP online at <https://www.lihp.org/rentals.html>

DO NOT FAX OR EMAIL INTAKE FORM AND APPLICATION FOR RESIDENCY



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You may also mail the Intake Form and Application for Residency to us or deliver the Intake Form and Application for Residency in person to:

Long Island Housing Partnership
180 Oser Avenue, Suite 800
Hauppauge, NY 11788
Attention: The Vistas Affordable Senior Rental Housing Program

FAIR HOUSING AND NON-DISCRIMINATION

LIHP is committed to promoting fair housing, equal opportunity, and non-discrimination in compliance with all federal, state and local laws, including, but not limited to, the Fair Housing Act, as amended by the Housing for Older Americans Act, the Americans with Disabilities Act, the Civil Rights Act, and the New York State Human Rights Law. The LIHP staff is available to assist with the application, and answer questions about eligibility requirements. In furtherance of this policy, LIHP shall not discriminate on the basis of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity, familial status, source of income, religion, disability, veterans status, age, or any other basis prohibited by law. If you have any questions regarding the guidelines, or need language assistance including translation and/or oral interpretation services, please contact the LIHP at info@lihp.org.

LIMITED ENGLISH PROFICIENCY

Applications and Program Guidelines are available in English and Spanish and will be made available in other languages as requested. LIHP will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) and persons, who have a limited ability to speak, read, or write English, will have meaningful access and an equal opportunity to participate in the Program. Interpreters, translators and other aids needed to comply with this policy shall be provided as reasonably necessary.

Disclaimer: It is understood that this is not an offer and that the processes, 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 email or advertisement.

APPLICATIONS WILL BE ACCEPTED ON A FIRST COME FIRST SERVED BASIS