

AFFORDABLE HOUSING APPLICATION

INSTRUCTIONS:

1. Email completed application to:

foresthillsapts14@gmail.com

A. Name & Address (Required)

First, Middle Initial, & Last Name, Suffix:	
Current Address Line 1:	
Current Address Line 2:	
City:	
State:	
Zip Code:	
Cell Phone:	
Home Phone:	
Work Phone:	
Email:	
How long have you lived at this address? _____ Years, _____ Months	
Please select one of the following, email or paper mail as your preferred method of communication for ALL future correspondence regarding this application. If your preferred mailing address is different than the one listed above, please indicate the preferred mailing address in the space provided: ☐ Email: _____ ☐ Paper Mail (specify if mailing address is different than above): _____	

B. Name & Address (Required)

PRIVACY ACT NOTIFICATION - The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to disclose (a) whether compliance with the request is voluntary or mandatory, (b) why the information is requested; and (c) how it will be used. Providing Social Security Numbers and/or Taxpayer Identification Numbers on this application is voluntary. Social Security Numbers and Taxpayer Identification Numbers which are voluntarily disclosed on this application will be used only to establish an organized and specific method of identifying applicants who are seeking affordable housing within the City of New York, will be kept in a secure location, and will not be used or disclosed for any other purpose. Failure to provide a Social Security Number or Taxpayer Identification Number on this application will not result in an applicant's disqualification at this time. If your application is selected for further processing, the building's landlord will have the right to require this information at that time in order to perform a credit check.

How many persons (including yourself) will live in the unit for which you are applying? _____

First, Middle Initial & Last Name, Suffix	SSN/TIN (Optional)	Relationship to Applicant	Birth Date MM/DD/YY	Gender Identification (Optional)	Disability?		
					M	V	H
		Self					

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 names here:

- ☐ No full-time students in the household



C. Income (Required)

1. Income from Employment

For any job that is not self-employed, list the amount you make before taxes (Gross Income).

For self-employed individuals, use the amount you make after deductions (Net Income).

List all full and/or part-time employment income 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 & Address	Length of Employment		Amount Paid (\$)	How Often? (Ex: weekly, bi-weekly, monthly, annually)	Annual Income
		Yrs.	Mos.			
Head of Household						

1A. TOTAL ANNUAL INCOME FROM EMPLOYMENT AND SELF-EMPLOYMENT add all amounts from "Annual Income" column in this table):

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.

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

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

3. TOTAL ANNUAL HOUSEHOLD INCOME

Add together the total annual income amounts from **1A** and **2A**, above:

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4. Assets

Are there assets for this household? Examples of assets include checking account, savings account, investment assets (stocks, bonds, vested retirement funds, etc.), real estate, cash savings, miscellaneous investment holdings, etc.		☐ Yes ☐ No
If "yes," please indicate assets for each household member:		
Household Member	Type of Asset or Account	Bank/Institution
Head of Household		

A. Rental Subsidy

Are you presently receiving a Section 8 Housing Voucher or Certificate, or any other form of rental assistance? Please check the appropriate box at right. Examples of other rental subsidies/certificates include CITYFHEPS, FEPS, NHTD (Medicaid Waiver), Individual Services and Supports (ISS), and VASH. This information will not affect the processing of the application. Minimum income listed may not apply to applicants with Section 8 or other qualifying rental subsidies.	☐ No ☐ Yes – HPD Section 8 voucher ☐ Yes – NYCHA Section 8 Voucher ☐ Yes – Other Rental Subsidy/Certificate:
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B. Ethnicity Identification

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



H. Language

In what language would you like to be contacted about your application? Please choose one. If you do not choose a language, communication will be in English.

- ☐ English
- ☐ 한국어 (Korean)
- ☐ 简体中文 (Chinese)
- ☐ Русский (Russian)
- ☐ Kreyòl Ayisyen (Haitian Creole)
- ☐ Español (Spanish)
- ☐ (Arabic) العربية

C. 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.

I (WE) DECLARE THAT NEITHER I (WE), NOR ANY MEMBER OF MY (OUR) IMMEDIATE FAMILY, ARE EMPLOYED BY THE BUILDING OWNER OR ITS PRINCIPALS.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date



INSTRUCTIONS:

1. SUBMIT ONLY ONE APPLICATION PER HOUSEHOLD.
2. 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. The application should be completed very carefully. Incomplete information about 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 the application should be submitted at this time. Income and remaining documents at the time of further processing will be requested.
4. Email completed application to:

foresthillsapts14@gmail.com

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, you have the option to provide evidence of 12 months of full rent payments or consent to a credit check. If the management company runs a credit check, a non-refundable credit check fee of a maximum of \$20 per application may be collected by the company at that time. Alternatively, you may provide a credit check run in the past 30 days to avoid a credit check and fee.
6. **Income Eligibility:** Please review the chart in the project advertisement which breaks down the mandatory income levels for the HPD/HDC housing program of the project you are applying to, based on household size. 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 all sources of income will need to be documented and verified.
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. Credit Review or Rent Payment History—applicants may choose to consent to a credit review or, instead, provide evidence of full payment of rent for the past 12 months.
 - b. Criminal Background Checks



- c. Qualification as a Household – the Agency’s 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.
- d. Continuing Need – Applicants to HPD/HDC’s affordable housing programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history.
- e. Property Ownership – Applicants to rental units may not own residential property, or shares in a co-op, in or within one hundred (100) miles of New York City.
- f. 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.

Household Asset Limits:

Area Median Income (AMI): **100% AMI**

Asset Limit: **\$162,000**

8. Primary Residence Requirement: Any applicant ultimately approved for this development must maintain the new apartment as their sole primary residence. If approved for an affordable housing unit, the applicant must surrender any unit where the 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.

- 8. Submission of False or Incomplete Information: 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 New York City Department of Investigation, fully empowered law enforcement agency of the City of New York.



Affordable Housing for Rent



UNIT AVAILABLE AND PLACEMENT ON WAITING LIST FOREST HILLS MHA APARTMENTS

62-27 108th Street, 108-53 62nd Drive, 110-01 62nd Drive, Forest Hills, NY 11375
FOREST HILLS

Amenities: On-site resident manager, parking†, laundry room† (†additional fees apply).

Transit: Buses: Q32, Q23, Q38, Q58

No application fee • No broker's fee • More information: foresthillsapts14@gmail.com

Unit Size	100% AREA MEDIAN INCOME (AMI) UNITS	Monthly Rent ¹	Units Available	Asset Limit	Household Size ²	Annual Household Income ³ <i>Minimum – Maximum⁴</i>
Studio		\$1,174.65 - \$1,462	5	\$162,000	1 people	[\$ 40,274 -\$50,126] Min. \$ 113,400 Max.
					2 people	[\$ 40,274 -\$50,126] Min. \$ 129,600 Max.
1 bedroom		\$1,432 - \$1,566	4	\$162,000	1 person	[\$49,097- \$53,692] Min. \$ 113,400 max.
					2 people	[\$49,097- \$53,692] Min. \$ 129,600 Max.
					3 people	[\$49,097- \$53,692] Min. \$145,800 Max.
2 bedroom		\$1,760.95	2	\$162,000	2 people	[58,903 - \$60,376] Min. \$ 129,600
					3 people	[58,903 - \$60,376] Min. \$145,800
					4 people	[58,903 - \$60,376] Min. \$162,000 Max.
					5 people	[58,903 - \$60,376] Min. \$175,000 Max.
3 bedroom		\$1985 - \$2,034.62	3	\$162,000	2 people	[\$68,057.14 -\$69,759] Min. \$ 129,600 Max.
					3 people	[\$68,057.14 -\$69,759] Min. \$145,800 Max
					4 people	[\$68,057.14 -\$69,759] Min. \$162,000 Max.
					5 people	[\$68,057.14 -\$69,759] Min. \$175,000 Max.
					6 people	[\$68,057.14 -\$69,759] Min. \$188,000 Max.
					7 people	[\$68,057.14 -\$69,759] Min. \$200,900 Max.

¹Rent includes gas for cooking, heat and hot water, and electricity.

²Household size includes everyone who will live with you, including parents and children. Subject to occupancy criteria.

³Household earnings include salary, hourly wages, tips, Social Security, child support, and other income. Income guidelines subject to change.

⁴Minimum incomes listed may not apply to applicants with Section 8 or other qualifying rental subsidies. Asset limits also apply.

Who Should Apply?

Individuals or households who meet the income and household size requirements listed in the table below may apply. Qualified applicants will be required to meet additional selection criteria. Applicants who live in New York City receive a general preference for apartments.

- Completed applications will only be accepted by email. After the vacancy is complete the remaining applications will be placed on a waiting list.



No fee to apply • No broker's fee • Smoke-free building
AVAILABLE UNITS AND INCOME REQUIREMENTS

How Do You Apply? To apply via email, **foresthillsapts14@gmail.com**. Only send one application per development. Do not submit duplicate applications.

What Happens After You Apply? Applications are selected for review in order of submission of application. Preliminary eligibility determination will be made from application, follow by appointment set up to view unit eligible, if interested you will be asked to provide documents that verify your household size, identity of all members, and your household income.

Abridged document list, full document checklist will be sent separately

Provide the following for all household members, as applicable:

Photo ID (Driver's License, Passport)

Social Security Cards

2 Most Recent Paystubs

Most recent Tax Return and W2 (State and Federal)

Current valid Subsidy voucher or proof of active rental subsidy or shopping letter

PA Budget Letter / SSI Award Letter

Marriage Certificate

Birth Certificate for Minor Household Members (Under 18 years old)

Most recent Saving Account Statement(s) for all accounts

Most recent Checking Account Statement(s) for all accounts.