

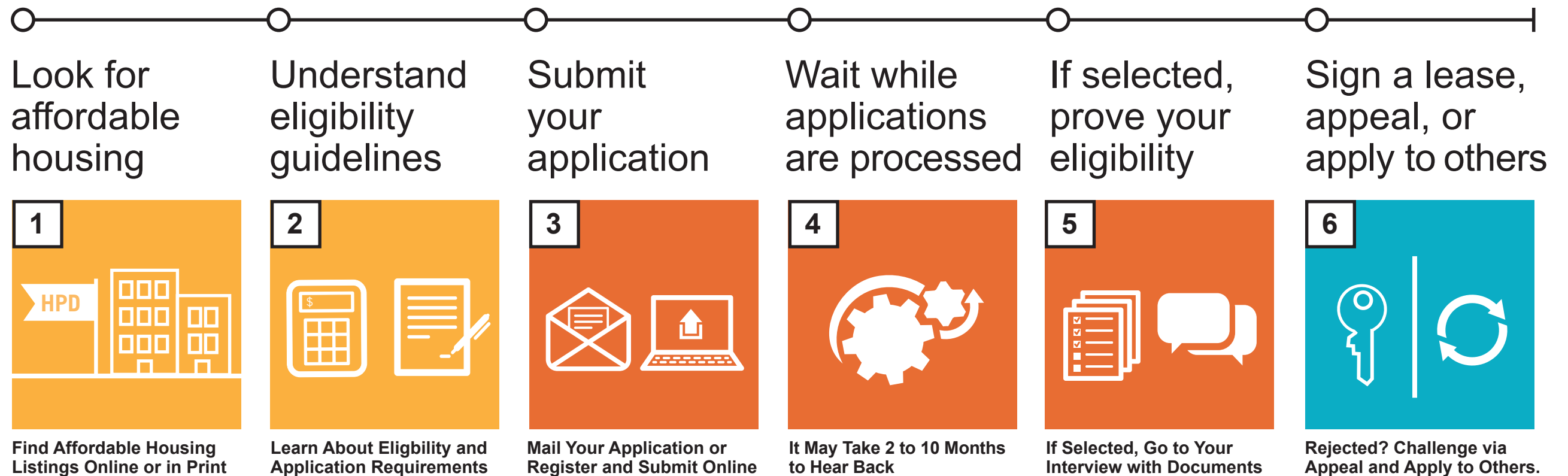


Your Guide to Affordable Housing

What does it mean for housing to be “affordable”?

A common rule is that housing is considered affordable when households have to spend no more than 30% of their gross income on rent and utilities. If a family has to spend more than 30% of their income on rent, they are considered ‘rent burdened.’

LET’S GET STARTED...



www.nyc.gov/housingconnect

Find and Apply for Affordable Housing



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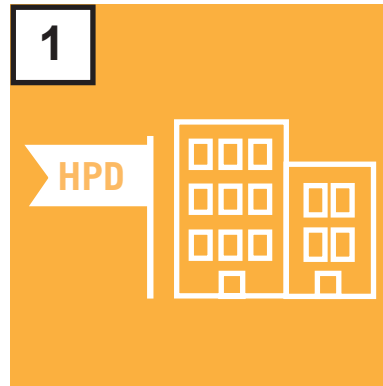
www.nyc.gov/housingconnect
www.nyc.gov/hpd

Visit www.nyc.gov/housingconnect to get more information or to apply online.

This document is for informational purposes only. This is not an application for affordable housing. Filling out this document does not guarantee that you will receive an affordable unit.

SEE BACK FOR MORE INFORMATION

Look for affordable housing Understand eligibility guidelines Submit your application Wait while applications are processed If selected, prove your eligibility Sign a lease, appeal, or apply to others



1 Find Affordable Housing Listings

Visit NYC Housing Connect for current listings: www.nyc.gov/housingconnect

Call 311 and ask for the Affordable Housing Hotline.

Look for advertisements in newspapers.

Look for posters at construction sites, at local community organizations, and around your neighborhood.



2 Learn About Eligibility

Different affordable housing developments have different income requirements. Carefully read the income guidelines for each advertised apartment. You may fall in different categories for different developments, depending on your income and household size.

You May be Eligible If...

- your combined household income is between a development's low and high limits.
- the members of your household meet program rules.
- your credit history meets the developer's standards.
- you do not have housing, legal, or criminal issues.

You May Get Preference for a Development If You...

- have mobility, hearing, and/or vision impairments.
- currently live in the same Community Board District. Find out what district you live in: <http://www.nyc.gov/html/cau/html/cb/cb.shtml>.
- work for the City of New York. For more info, visit: <http://www.nyc.gov/html/hpd/html/apartment/faqs-municipal-employees.shtml>

Applicants who live in New York City receive a general preference over non-city residents.



3 Apply Online

Create an account on www.nyc.gov/housingconnect.

Submit an application to developments of your choice.

Apply Through the Mail

Check the property advertisement, which tell you how to request an application by mail.

Sign your application, or it will be rejected.

Mail your application before the deadline date; do not use priority, certified, registered, express, overnight, or oversized mail.

Your chances of being selected in a lottery are the same, whether you apply online or by mail.

Answer all of the questions on the application to the best of your knowledge. Fraudulent or incomplete information may result in disqualification.

Don't Submit Duplicate Applications

If you apply online, then you may NOT submit a paper application to the same lottery. If you apply via paper, then you may NOT submit an online application to the same lottery.



4 How Applications Are Processed

All applications are randomly ordered and assigned a log number based on this order.

To maintain fairness, housing developers work in order of the randomized log numbers which provides basis for resident selection and the process of verifying eligibility of applicants.

Applicants that meet one or more preferences will be given first consideration. See Step 2 for a list of the preference categories.

When Will You Hear Back?

A property may receive anywhere between 200 and 40,000 applications. You may hear about the status of your application within two to ten months after the deadline.

However, because there are so many applications, you may not be contacted, even if you qualify for the property for which you applied.

Your chances of being contacted are greatest if you are randomly assigned a low log number, or you meet one or more preference criteria.



5 Go to the Interview

If you are selected, you will be contacted by the developer. They will invite you to an interview to verify if you meet eligibility rules.

Your interview is very important. Spots are limited. Confirm your appointment immediately or reschedule if necessary.

Going to the interview does NOT guarantee that you will receive affordable housing.

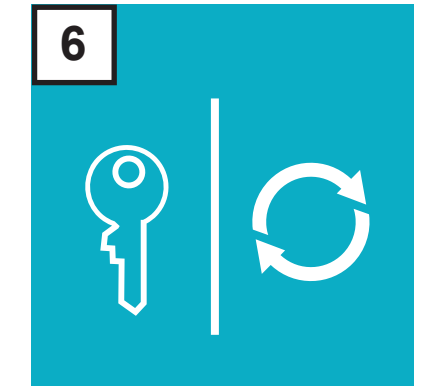
Bring Documentation

You will be asked to bring copies of birth certificates, IDs, pay stubs, tax returns, proof of address, and other detailed documentation for each member of your household.

Wait for Confirmation

After the developer verifies your eligibility, a City employee will review your file for accuracy.

If there are questions, you will be contacted.



6 If Your Eligibility is Confirmed...

If your file is in order, you may be invited to sign a lease.

You might also be placed on a waiting list. The developer will tell you if you're on the waiting list. You are responsible for notifying the developer every six months if you wish to remain on the list.

If You Are Found Not Eligible...

You will receive a rejection letter. If you disagree, you can appeal. You have two weeks or ten business days to appeal the decision.

As described in the rejection letter, you will need to submit an appeal in writing to the developer, explaining the reason you believe the rejection was in error.

You Can Apply to Others

Submit an application for another affordable housing development. You can apply for as many developments as you want.

IMPORTANT



FRAUD ALERT

Do not pay any money or fee at any time to anyone for an application to any HPD or HDC-sponsored housing project. If you see an advertisement for an HPD or HDC affordable housing project that is not posted on an official City web site, report it to 311 immediately.



DON'T SUBMIT DUPLICATE APPLICATIONS

Only one application per household may be submitted to each property. If you apply online, then you may NOT submit a paper application to the same lottery. If you apply via paper, then you may NOT submit an online application to the same lottery.