

## APPLICATION COVER LETTER

Date: December 3, 2009

**RE:** Application Instructions for Decatur Terrace Apartments

Dear Prospective Applicant:

Enclosed is an application for the above-referenced building, which participates in a governmentally assisted affordable housing program, supervised by The New York City Housing Development Corporation (HDC). Please note the following before completing and returning this application:

1. Applications will be randomly drawn and opened in a lottery process monitored by HDC. Depending on the volume of applications received, it may not be possible for all of them to be opened. Accordingly, it is possible that you may not receive a response. All applicants are encouraged to monitor the internet resource center established by The City of New York ([www.nyc.gov/housing](http://www.nyc.gov/housing)) to keep up with new housing opportunities to which they may apply. Applying to more buildings, including those in locations that might not be your first preference, can only increase the chances that one of your applications will be opened and processed.
2. Each applicant may submit only one application. Duplicate applications/submissions will result in disqualification.
3. The application should be filled out very carefully. Leaving out information pertaining to 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 (a) cross one line neatly through the information, (b) write the revised information neatly next to it, and (c) sign your initials near the change.
4. **ONLY THE APPLICATION ITSELF SHOULD BE SUBMITTED AT THIS TIME. DO NOT ATTACH ANY CHECKS OR OTHER DOCUMENTS TO YOUR APPLICATION.** If your application is selected for further processing, additional information will be requested at that time.
5. No broker or application fees may be charged in connection to the initial lottery for this program. If your application is drawn for further processing, a non-refundable credit check fee (**\$50** for households with 1 or 2 adults or **\$75** for households with 3 or more adults) will be collected by the management company *at that time*. Again, this should **NOT** be sent with your application.



New Housing Opportunities Program

6. Income Eligibility: Attached on page 4 is a chart which breaks down the mandatory income levels for the New Housing Opportunities Program (New HOP) units in this building, based on family size. All income sources for all household members should be listed on the application. In general, gross income is what is calculated for most income except that net income is analyzed for self-employed applicants. Net business income from current and prior years is considered for self-employed applicants, and such applicants must have at least two (2) complete years in the same self-employed field. Further, please note that all sources of income must be able to be documented and verified. If your application is selected for processing you will be contacted with a list of such documentation which you will need to provide at that time.
  
7. Other Eligibility Factors: In addition to the income requirements, other eligibility factors will be applied. These include:
  - A. Credit History
  - B. Criminal Background Checks
  - C. Qualification as a Household – HDC’s New HOP Middle Income Housing Program is designated for individuals, families and households who can document financial interdependence as a household unit.
  
8. Application Preferences: There is a general preference in the lottery for current New York City residents. Households outside of New York City are free to apply, but their applications will be assigned a low priority and processed only after all NYC resident applicants. There are additional preferences for persons residing in this development’s community board, persons with disabilities, and persons who are municipal employees of the City of New York. Please answer the questions on the application carefully to assist in identifying such preferences.
  
9. Primary Residence Requirement: Any applicant ultimately approved for this development must maintain the new apartment as their sole primary residence. Therefore any approved tenant will need to surrender any other primary residences prior to signing a lease for this program. While this is true of all other apartments, maintaining more than one unit which participates in any governmental housing program is a particularly egregious violation of this requirement. If you are presently residing in another governmentally assisted unit, you are free to apply to this building provided that you comply with this requirement and give up your current such unit before signing a lease with this building (if you are selected and approved). Violation of this requirement may lead to the loss of the apartments and leases in question, as well as referral to the appropriate authorities for potential criminal charges.
  
10. 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, a fully empowered law enforcement agency of The City of New York.



Once you have reviewed all of this information, and would still like to apply, please complete and return the enclosed application. Deadline information and return mail instructions are included in the attached notice.



New Housing Opportunities Program

## NEWLY CONSTRUCTED APARTMENTS FOR RENT

**Decatur Terrace Apartments** is pleased to announce that applications are now being accepted for **121** affordable housing rental apartments now under construction at **3322 Decatur Avenue** in the **Norwood** section of **the Bronx**. This building is being constructed through the New Housing Opportunities Program (New HOP) of the New York City Housing Development Corporation and the Department of Housing Preservation and Development's Multifamily New Construction Participation Loan Program (PLP). The size, rent and targeted income distribution for the **121** apartments are as follows.

# Apts. Available	Apartment Size	Household Size**	Monthly Rent***	Total Annual Income Range****	
				Minimum	Maximum
20	Studio	1	\$873	\$29,931 – \$53,800	
41	1 Bedroom	1 – 2	\$1,099	\$37,680 – \$61,400	
48	2 Bedroom	2 – 4	\$1,323	\$45,360 – \$76,800	
12	3 Bedroom	*2 – 4	\$1,529	\$52,423 – \$76,800	
		5 – 6		\$52,423 – \$89,100	

- \* Households of 3 or more will be given preference for 3 bedroom units
- \*\* Subject to occupancy criteria
- \*\*\* Includes gas for cooking
- \*\*\*\* Income guidelines subject to change

Qualified Applicants will be required to meet income and household size guidelines and additional selection criteria. Applications may be requested **by mail or in person from: Decatur Terrace Apartments, c/o Highbridge Community Development Corporation, 1465 Nelson Avenue, Suite A, Bronx, NY 10452, or downloaded from [www.highbridgecdc.com/decaturtherrace](http://www.highbridgecdc.com/decaturtherrace)**. If requested by mail, **please include a self-addressed envelope with your request. Completed applications must be returned by regular mail only (no priority, certified, registered, express or overnight mail will be accepted) to a post office box number that will be listed with the application, and must be postmarked by February 15, 2010.** Applications postmarked after February 15, 2010 will be set aside for possible future consideration. Applications will be selected by lottery; applicants who submit more than one application will be disqualified. Disqualified applications will not be accepted. A general preference will be given to New York City residents. Current and eligible residents of Bronx Community Board 7 will receive preference for 50% of the units. Eligible households that include persons with mobility impairments will receive preference for 5% of the units; eligible households that include persons with visual and/or hearing impairments will receive 2% of the units; and eligible City of New York Municipal Employees will receive a 5% preference.

Please Note: (NEW HOP) is a Middle Income Housing Program  
Amenities: Underground parking available, laundry room on site, dishwasher and 24 hour security cameras.



**No Broker's Fee. No Application Fee**

**MICHAEL R. BLOOMBERG, Mayor**  
The City of New York Department of  
Housing Preservation and Development  
**RAFAEL E. CESTERO, Commissioner**  
**MARC JAHR, President – NYCHDC**  
**[www.nyc.gov/housing](http://www.nyc.gov/housing)**

