

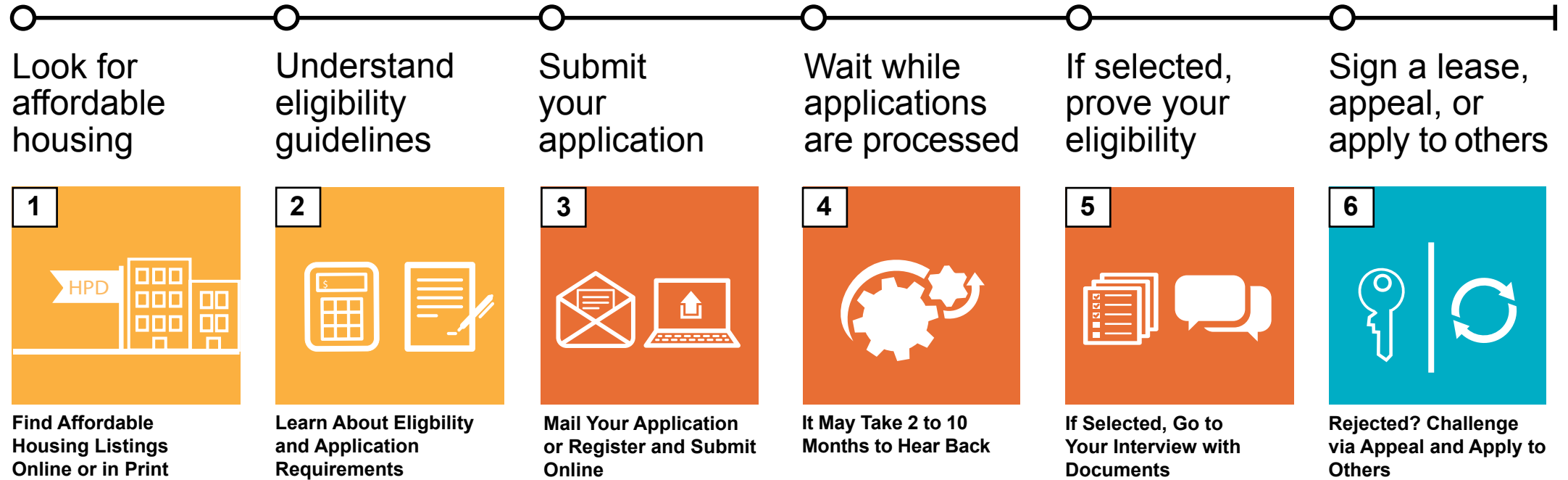


What to Expect: Your Guide to Affordable Housing

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



[facebook.com/NYCHPD](https://www.facebook.com/NYCHPD)

[@nychousing](https://twitter.com/nychousing)

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

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.

Look for affordable housing



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.

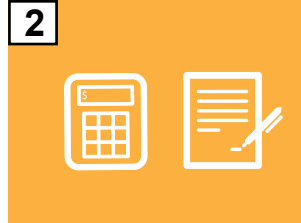
Read the Advertisement Carefully

Different affordable housing developments have different eligibility requirements, including income ranges.

You may fall into different categories for different developments, depending on your household size and income.

See Step 2 for more information on eligibility.

Understand eligibility guidelines



You May be Eligible If...

- your combined household income is between a development's minimum and maximum 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. See: <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.

Submit your application



Apply Online

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

Make sure your profile is updated and accurate each time you log on, then submit an application to developments of your choice.

Apply Through the Mail

Check the property advertisement, which tells 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.

Wait while applications are processed



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 from 1,000 to 40,000 or more 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.

If selected, prove your eligibility



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

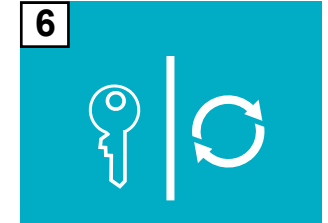
You will be asked to bring copies of birth certificates, IDs, pay stubs, tax returns, proof of address, and other detailed documentation for each member of your household.

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.

Sign a lease, appeal, or apply to others



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.