STERLING23

AFFORDABLE HOUSING APPLICATION

Rental Application

Thank you for your interest in an affordable housing opportunity at this property.

Application Instructions	Submission Methods
• Complete the application for this property • Respond to all questions in full • Sign and date the application • Submit directly to Sterling23 via one of the listed methods	**Email:** info@sterling23.com **Fax:** (718) 204-7460 **Mail / Drop-Off:** Sterling23 28-15 23rd Avenue Astoria NY 11105

Important Notes

- Incomplete, unsigned, or incorrectly submitted applications may result in processing delays or disqualification.
- Review all sections carefully prior to submission.
- Applications will be recorded upon receipt as a completed and signed paper application.
- Applications submitted directly to on-site property staff will not be processed.
- Retain a copy of the submitted application for your records.

For Assistance:

Call or Text: 718-626-3400

Email: info@sterling23.com

Open Hours: Mon - Fri 10 AM to 5:30 PM

STERLING23

AFFORDABLE HOUSING LOTTERY APPLICATION

Property Address: _____

Disclaimer:
Applications are reviewed on a first-come, first-served basis based on the date and time of submission. Depending on the volume of applications received, it may not be possible for all to be processed. Accordingly, it is possible that you may not receive a response. **You may be disqualified if more than one application is received per lottery for your household.**

DO	DO NOT
✓ Submit one application per household (Only choose one option: paper or online application)	✗ Submit multiple applications per person or household
✓ Complete all sections	✗ Use whiteout or liquid paper on application at any time
✓ Send by standard mail only	✗ Use certified mail, return receipts or any other method requiring a signature confirmation
✓ Mail before application deadline date	✗ Pay anyone in connection with the preparation of filing this application

FAQ

1. Who Should Apply?

To be eligible, you must meet the income and household size requirements shown in the table below. If you have a rental voucher that covers the listed rent, you are still required to meet these income and household size limits. All applicants who meet the eligibility criteria will also be subject to additional selection requirements.

Once you have confirmed your eligibility, you may apply by submitting a completed and signed application. The application is available for download. Please submit only one application per listing duplicate submissions may result in disqualification.

2. How Will Applicants be Logged?

Applications are reviewed on a first-come, first-served basis based on the date and time of submission. When the resident selection process begins, the marketing agents will start with the earliest received application and proceed in order to identify eligible applicants.

3. Are there any residency requirements?

Any applicant approved for this development must maintain the unit as their sole primary residence. Upon approval, the applicant must vacate and surrender any unit they currently occupy. Additionally, all household members who hold a lease for a rental property must terminate that lease and surrender possession of the unit on or before their move-in date.

4. What is Area Median Income (AMI) and how is it calculated?

Area Median Income refers to income levels modified by household size for the New York metropolitan area, as determined by the United States Department of Housing and Urban Development (HUD). To view the current income limits based on your family size, or for more information, visit www.hud.gov.

5. What are the eligibility factors?

a. Income Eligibility: Check the lottery advertisement to see if your income qualifies. The ad shows the income level requirements, for each household size, for this housing opportunity.

b. Qualification as a Household: The New York City Department of Housing Preservation and Development (HPD) and Housing Development Corporation (HDC) provide affordable housing opportunities for individuals, families and households who can document financial interdependence as a household unit.

c. Credit History
   - Rentals: Applicants to rental units may choose to consent to a credit check or, provide evidence of full payment of total rent amount for the last 12 months.
   - Homeownership: Marketing agents and lenders evaluate credit history to determine if you may qualify for a private mortgage and, if so, what the terms of the mortgage may be.

d. Criminal Background Checks

e. 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.

f. Property Ownership
   - Rental opportunities: 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.
   - Homeownership opportunities: No member of the applicant household may own, or have previously purchased, any residential property, including shares in a co-op.

g. 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. For a homeownership unit, the value of the applicant's household assets may not exceed the current four (4)-person HUD income limit for 175% of area median income (AMI).

6. What happens if I get to the next step in this process?

If you appear eligible and undergo a credit check, you may be charged a credit check fee of $20 per application When a credit check must be run, you may provide your own credit check instead, for no fee, if completed within the last 30 days. Prepare for moving – if approved, you may have to move into your new unit very quickly. You will also be required to provide first month's rent plus a security deposit of the same amount.

A. Name & Address

Current Living Address:
(If you are living in a City-run homeless shelter, please list your current shelter address)

First Name | Middle Initial | Last Name

Street Address | Apartment #

City | State | Zip

Is it possible to go from the sidewalk to your current apartment without going up or down any stairs? ☐ Yes ☐ No

Is this a NYCHA property? ☐ Yes ☐ No

If yes, is your name on the NYCHA household form? ☐ Yes ☐ No

Is this a City-run homeless shelter? ☐ Yes ☐ No

If yes, provide your last permanent address:

Building (House) # | Street | Apartment #

City | State | Zip

Phone Numbers:

_____	_____	_____
Cell Phone	Home Phone	Work Phone

_____
E-mail Address

☐ Check if mailing address is **different** than Current Living Address, above

Mailing Address (if different):

_____		
Building (House) #	Street	Apartment #

_____
P.O. Box

_____		
City	State	Zip

Language Contact Preference: In what language would you prefer to receive written communications about your application? Check one. (If you do not check a language, written communication will be in English.)

☐ English ☐ Español (Spanish) ☐ 简体中文 (Chinese)

☐ العربية (Arabic) ☐ Français (French) ☐ Русский (Russian)

☐ 한국어 (Korean) ☐ اردو (Urdu) ☐ বাংলা (Bangla)

☐ Kreyòl Ayisyen (Haitian Creole)

B. 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, 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: _____

C. Income Inclusions for Meeting Minimum Income Requirements

Does anyone in your household receive income from any of the below sources? If you receive a source(s) of income on this list, the marketing agent will need to evaluate the full amount when calculating minimum income.	☐ No ☐ Yes

a. Adoption assistance payments
b. Dependent Students over the age of 18 with earned income
c. Income earned from Baby bonds
d. Payments received for the care of foster children or adults
e. Earned income of foster adults
f. ABLE account interest
g. State Payments to allow individuals with disabilities to live at home
h. PASS payments
i. Distribution of a trust used to pay the medical care expenses of a minor
j. Hostile fire special payment to a family member serving in the Armed Forces
k. Veteran aid and attendance payments
l. FSS account interest
m. Workers' compensation as wage replacement
n. Lawsuit settlements if payments are recurring
o. Deferred SSI income or VA disability benefits if payments are recurring

D. Household Information

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.

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

_____

2. List **ALL** the people who will live in the unit for which you are applying, starting with yourself (Self), and provide the following information.

Gender Identification: In this section, list how you identify (optional). Examples: Female; Male; Non-binary; etc.
Veteran: In this section, note if a household member has ever served in the United States Armed Forces, National Guard, or Reserves (answer yes or no)

Disability: If a household member has an ongoing mobility (M), hearing (H), or visual (V) disability and requires an accessible/adaptable unit, **please check the relevant box**. If selected for further processing, you will be mailed a form that you and a medical professional will need to immediately complete and send back. This form is to verify that your household requires an accessible or adaptable apartment. The form can be used for any other future applications for a period of up to 12 months.

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

3. Is anyone in the table above a full-time student?

☐ Yes – please circle their names above and write their names here:
_____

☐ No full-time students in the household

E. Income and Assets

Note: Be sure to check the lottery advertisement to see if your income qualifies*. The ad shows the income level requirements, for each household size, for this housing opportunity.*

Question 1	
Are you or a member of your household an employee of the City of New York, the New York City Housing Development Corporation, the New York City Economic Development Corporation, the New York City Housing Authority, or the New York City Health and Hospitals Corporation?	☐ Yes ☐ No
If "yes," please specify the agency or entity at which you or a member of your household is employed.	
Question 2	
If you answered "yes" to Question 1 above, have you personally had any role or involvement in any process, decision, or approval regarding the housing development that is the subject of this application?	☐ Yes ☐ No

Note: If you answered "yes" to Question 1 above, you may be required to submit a statement from your employer that your application does not create a conflict of interest. If you answered "yes" to Question 2 above, you will be required to submit a statement from your employer that your application does not create a conflict of interest. Such statement would not be required until later in the application process, after you have been selected through the lottery, when you will also be required to provide other documents to verify income and eligibility.

HPD EMPLOYEES ONLY: If you are an HPD employee, please read the Commissioner's Order regarding conflicts of interest and consult with the agency's Office of Legal Affairs if you receive a request to confirm your eligibility.

1. Income from Employment

Note: A ''household member'' is a person who will be living in the affordable unit.

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). If your application is selected for further processing, you will be contacted with a list of documentation that you will need to provide.

List all full and/or part time employment income for **ALL** Household Members, including yourself. Include self-employment earnings:

Household Member	**Employer Name & Address**	**Length of Employ-ment**		**Amount Paid ($)**	**How Often?** (Ex: weekly, bi-weekly, monthly, annually)	**Annual Income**
		Yrs.	**Mos.**			
Self						

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**
Self				

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:

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	Current Value of Account
Self			

5. Real Property

Do you own any real estate property? Real estate properties may be residential or non-residential. Examples may include partial ownership, co-op housing stock or share, direct or indirect ownership, LLC, commercial, vacant land, etc.	☐ Yes ☐ No
If yes, what is the address of the Real Estate Property?	

Residential or Non-Residential?	PHN and Street Number	City	State	Zip code

F. Ethnicity

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
	Choose not to answer		

G. Race

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

H. Housing Choices – Re-rentals and Resales

When an existing affordable apartment becomes available in one of a wide range of developments in New York City, a small number of interested and qualified Housing Connect users are picked at random for the opportunity to apply for that unit.

You only have the chance to be randomly selected for re-rentals/resales if you indicate here that you are interested. Also, you will only have the chance to be selected if your household size and income match the unit requirements.

1. Are you interested in future affordable housing opportunities located in a different, existing building that become vacant for re-rental or resale? ☐ Yes ☐ No

   → If you checked yes, **Continue** this section (G). If **not**, skip to Section H (Signatures).

   If you are only willing to be considered for re-rental/resale units of specific sizes, locations, accessibility, and/or pet policies, make those choices below. This will limit the types of units for which you may be randomly picked to apply. We encourage you to keep your options open, and only make specific choices below if necessary.

2. Please answer the following questions about your interest in future re-rentals or resales:

a. What size re-rental or resale unit are you interested in, based on your household size? Check all that apply.

	All sizes that match my income		3-Bedrooms

	Studios		4-Bedrooms
	1-Bedrooms		5-Bedrooms
	2-Bedrooms		6-Bedrooms

b. Which borough(s) are you interested in living in? Check all that apply.

	All boroughs and neighborhoods		Brooklyn
	Manhattan		Queens
	Bronx		Staten Island

c. Are you **only** interested in certain neighborhoods in the boroughs you checked above? If yes, write the neighborhoods here:

_____

d. Are you **only** interested in units that are located in an elevator building and/or located on the first floor?

- ☐ Yes, only units in an elevator building or on the first floor
- ☐ No, stairs to get to the apartment are okay

e. Are you **only** interested in units in buildings where there is a flat entrance and/or accessible ramp?

- ☐ Yes, only buildings with a flat entrance or ramp
- ☐ No, steps to get in the building are okay

f. Are you willing to live in a building with a no-pet policy?
This does not include emotional support animals or service animals.

- ☐ Yes, I can live in a building with a no-pet policy
- ☐ No, the building must allow pets

I. 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