

**RE: Castle Gardens – 625 West 140<sup>th</sup> Street, New York, NY**

As per your request, enclosed is an application for the above-referenced building, which participates in a governmentally assisted affordable housing program supervised by New York State Housing Finance Agency (HFA). Please note the following before completing and returning this application:

1. All applications will be processed on a first come first serve basis.
2. Each applicant may submit only one (1) 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. At the time of interview, a non-refundable credit check fee (\$25 for households with 1 or 2 adults or \$50 for 3 or more adults) will be collected by the management company at that time. Again, this should **NOT** be sent with your application.
6. **Income Eligibility:** Attached is a chart which breaks down the mandatory income levels for the 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.
7. **Other Eligibility Factors:** In addition to the income requirements, other eligibility factors will be applied they include but are not limited to the following:
  - A. Credit History
  - B. Background Checks
  - C. Housing Status
  - D. Family Composition
8. **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 or leases 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 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).
9. **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.

The rent and income distribution for these apartments are as follows:

<b>Apartments Available</b>	<b>Apartment Size</b>	<b>Household Size</b>	<b>Monthly Rent</b>	<b>Total Annual Income Range* Minimum - Maximum</b>
2	STUDIO	1	\$755.00	\$25,886 - \$32,280
18	1 Bedroom	1	\$811.00	\$29,491- \$32,280
		2		\$29,491- \$36,840
15	2 Bedroom	2	\$981.00	\$35,673 – \$36,840
		3		\$35,673 - \$41,460
		4		\$35,673 - \$46,080
2	3 Bedroom	3	\$1,130.00	\$41,091 – \$41,460
		4		\$41,091 - \$46,080
		5		\$41,091 - \$49,740
		6		\$41,091 - \$53,460

**Section 8 Designated Apartments\*\***

<b>Apartments Available</b>	<b>Apartment Size</b>	<b>Household Size</b>	<b>Monthly Rent</b>	<b>Total Maximum Income*</b>
1	STUDIO	1	Based on income	\$26,900
6	1 Bedroom	1	Based on income	\$26,900
		2		\$30,700
6	2 Bedroom	2	Based on income	\$30,700
		3		\$34,550
		4		\$38,400

Heat and Hot Water and Cooking Gas included in rent – tenant pays electric.

\* Income guidelines subject to change.

\*\* Limited Project Based Section 8 vouchers available to eligible households that do not meet the income requirements for non-Section 8 Designated Apartments and will be issued on a first come first serve basis.