

## THE UPTON Fact Sheet

**THE UPTON** is pleased to announce that a number of units are available and applications are now being accepted. The buildings are constructed in 2010, located at **890 Courtlandt Avenue, 875 Melrose Avenue and 370 E. 162<sup>nd</sup> Street** in the **Melrose** section of **The Bronx**. These buildings are constructed through New York City Department of Housing Preservation and Development's Multifamily New Construction Program and New Housing Opportunity program (NHOP) of New York City Housing Development Corporation. The size, average rent and targeted income distribution of the 118 apartments is as follows:

### Below are the current rent and income limit information

Unit Size	Family Size*	Monthly Rent**	Total Gross Annual Income Range*** Minimum - Maximum
Studio	1	\$1,263	\$43,152 – 66,220
1 Bedroom	1 - 2	\$ \$1,292 - \$1,584	\$44,288 - \$75,680
2 Bedroom	1 - 4	\$ 1,525 – 1,906	\$52,268 – 94,490

\*subject to occupancy standards    \*\*includes cooking gas    \*\*\*income guidelines subject to change



Dear 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.

- The application should be filled out very carefully.
- No broker or application fees may be charged in connection to this program. If your application is selected for further processing, a non-refundable credit check fee (\$25 for households with 1 or 2 adults or \$50 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.
- Income Eligibility: attached is a chart which breaks down the mandatory income levels for the affordable 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 complete years in the same self-employed field. However, apart from these general guidelines, every applicant's income information (both current income as well as from the recent past) will be considered to evaluate eligibility and document a continuing need for housing assistance. Further, please note that all sources of income must be able to be documented and verified. A list of all documentations which you will need to provide at the time of your interview is included in this package.
- 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 –The Upton is not intended for “roommate situations” and so such applicants will not be eligible under this household criterion.
  - D. Continuing Need – Applicants to HDC’s housing programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history. For household assets (excluding specifically designated retirement accounts such as IRAs and 401Ks).
- Application Preferences: 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. Please answer the questions on the application carefully to assist in identifying such preference.
- 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 residence 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 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.

- 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.

Please review the above information carefully. You must complete the application and bring all relevant documentations to the pre-scheduled interview. If you could not attend the interview and do not call to reschedule, we would consider you are not longer interesting in applying and will discontinue processing your application request.



Log#:OM-\_\_\_\_\_  
(For office use only)

**Application**

Name of Head of Household: \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\*List **everyone** who will live in the unit for which you are applying:

Name	Relationship to Head	Sex (M/F)	Age	Birth Date	Occupation (write "in school" if attending school)
1.	Head				
2.					
3.					
4.					
5.					
6.					

(Information is used to determine apartment size only.)

**Housing Information (If less than 5 years, please attach your housing history)**

Current Landlord's Name: \_\_\_\_\_

Current Landlord's Address: \_\_\_\_\_ Landlord's Phone : \_\_\_\_\_

Current Rent \$ \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

Are you or any 18 year or older family members a current full time or part-time student?  YES  NO

If yes, please list name of the household and school they are attending \_\_\_\_\_

1) Are you an employee of the City of New York, the 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 identify the agency or entity at which you are employment): \_\_\_\_\_

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 your income and eligibility.

**INCOME FROM EMPLOYMENT:**

*List all current and/or part-time employment for ALL HOUSEHOLD Include self-employed earnings.*

Household Member	Name & Address of Employer	How Long Employed (From/To)	Status F=Full Time P= Part-Time S= Self Employed	Gross Annual Earnings
1.				\$
2.				\$
3.				\$
4.				\$
Total Gross Annual Employment Income =				\$

**INCOME FROM OTHER SOURCES:** *List all other income, for example, Social Security, S.S.I., pension, disability compensation, unemployment compensation, interest income, alimony, child support, Income from rental property, and Armed Forces Reserves.)*

Household Member	Source of Income	Gross Amount		Period Received Weekly, Bi-weekly, Semi-monthly, Monthly, Quarterly	Annual Gross Amount
1.		\$	Per		\$
2.		\$	Per		\$
3.		\$	Per		\$
4.		\$	Per		\$
5.		\$	Per		\$
Total Gross income From Other Sources =					\$
<b>GRAND TOTAL GROSS ANNUAL INCOME: (Employment &amp; Other Income) =</b>					\$

**ASSETS:**

List below the current cash value of all assets held by ALL household members, including yourself. Include below: checking accounts, savings accounts, savings bonds, certificates of deposit, money market funds, mutual funds, stocks, bonds, IRA accounts, 401K accounts, other retirement and pension accounts, trust funds, life insurance policies (except Term), personal property held as an investment (e.g. jewelry, antiques or art), equity in real estate and all other assets.

Household Member	Institution Name	Type of Asset	Current \$ Value/ Account Balance
TOTAL VALUE OF ASSETS =			\$

Do you NOW own Real Estate?  YES  NO If YES, what is the value? \_\_\_\_\_

Have you EVER owned Real Estate?  YES  NO If YES, When? \_\_\_\_\_

**GENERAL**

How did you hear about this development? (Please check one)

Sign Posted on Building  Friend  Newspaper  Housing List  Local Organization  Other

**ETHNIC IDENTIFICATION** (Used for statistical purposes only) This information is optional and will not affect the processing of the application.

Please Check one group which best identifies you.

Hispanic or Latino  Black or African American  Not Hispanic or Latino  Native Hawaiian or Other Pacific Islander  American Indian or Alaska Native  White  Asian  Other

**APPLICANT(S) MUST MEET INCOME AND FAMILY SIZE REQUIREMENTS AT THE TIME OF SUBMITTING THIS APPLICATION. APPLICANTS CAN NOT ADD OR REMOVE OCCUPANTS OR ADD OR REMOVE INCOME IN ORDER TO BE ELIGIBLE FOR AN APARTMENT.**

**I DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.** I have not withheld, falsified or otherwise misrepresented any information. I fully understand that any and all information I 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 understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for the program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

**I DECLARE THAT I, OR ANY MEMBER OF MY IMMEDIATE FAMILY AM NOT EMPLOYED BY THE NEW YORK CITY HOUSING DEVELOPMENT CORPORATION OR ITS SUBSIDIARIES, OR THE BUILDING OWNER OR ITS PRINCIPALS.**

All 18 year or older must sign application:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_



## Important Documents Needed for Your Interview

Please bring copies and originals of the documents that pertain to you and all other occupants (that are over the age of 18 years old):

### **Income:**

- Last (6) Six most recent consecutive pay stubs for all adult employed family members
- Last (2) Two years Complete Income Tax Return and W-2 / 1099 forms (all pages) for all adult family members.

### **Other Income (for all family members who is receiving other income):** (which can be verified)

i.e. Most current SSI/ SSA award letter, Pension, Disability award letter, etc. (dated within 30 days)

### **Banking:**

- Copy of most recent six (6) months checking account statements (all pages)
- Copy of most recent savings account statement (all pages)
- Copy of most recent six (6) month municipal credit union statements (all pages)
- Most recent investment statements (all pages) of (Stocks, Bonds, 401K, Mutual Funds, CD's, IRA, Pension, money market, trust funds, life insurance Policies, personal property held as an investment).

### **Family Composition:**

- Copy of Birth Certificate/ Naturalization Paper/ US Passport/ Green card **and** Social Security card for **each household member**.
- School letter for each child (including grade, home address and guardian). Copy of registration for high school and/or copy of official transcript and current registration of college student.
- If you have check "Yes" on the disabled box on your application, please provide a doctor letter to verify you or a member of your household disability nature. For example: Mobility impairment, Visual impairment, or Hearing impairment.

A check of your credit and background are mandatory and *Poor* credit is a criteria for rejection. Please bring to your office interview a Money Order in the amount of \$25.00 per application (for households with 1 or 2 adult members) and \$50.00 per application (for households with 3 or more adult members). Make money order payable to: **On-Site Manager, Inc.**

