

RE: La Terraza - 3100 Third Avenue, Bronx, New York 10451

Thank you for contacting us. As per your request, enclosed is an application for the above-referenced apartment building, which participates in a governmentally assisted affordable housing program supervised by the New York City Housing Development Corporation (“NYCHDC”), New York’s Department of Housing Preservation and Development (“NYCDHPD”) and New York State Homes and Community Renewal (“NYSHCR”). Please note the following before completing and returning this application:

1. Applications will be randomly drawn and opened in a lottery process monitored by NYCHDC. 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) 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 (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.

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 will be required at the time of the interview - Again, this should NOT be sent with your application

5. Income Eligibility: Attached is a chart which breaks down the mandatory income levels for the units in this building, based on family size under the Low Income Affordable Marketplace Program (LAMP), Homes for Working Families Program (HWF) and the Low Income Rental Program (LIRP). 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.
6. 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. Criminal Background Checks
 - C. Housing Status – (ie Non Payment and/or Holdover Proceedings)
 - D. Family Composition in accordance with Occupancy Criteria
 - E. Qualification as a Household - HDC’s affordable housing programs are designated for individuals, families and households who can document financial interdependence as a household unit. These affordable programs are not intended for “roommate situations” and so such applicants will not be eligible under this household criterion.
 - F. Demonstrating a continuing need – Applicants applying for the affordable units as defined in the advertisement must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history.
 - G. Applicants who are employees of the developer or agent of the developer
7. 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.
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.

CS MELROSE SITE B LLC – “LA TERRAZA”

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. The completed application must be returned **BY REGULAR MAIL ONLY** to the following **POST OFFICE BOX** (Please note that this is a **DIFFERENT** address than where you wrote for an application)

*******La Terraza*****
Hellgate Station
P.O. Box 3002
New York, NY 10029**

The application deadline is **February 2, 2011**. Applications postmarked after the deadline will be set aside on a waiting list for possible future consideration. The rent and income distribution for these apartments are as follows:

Occupancy Early Spring 2011

	Apartment Size	HH Size*	Monthly Rent**	Total Minimum Annual Income	Total Maximum Annual Income***
1	Studio	1	\$613	\$22,800	\$27,750
1	1 Bedroom	1	\$659	\$24,446	\$27,750
		2	\$659	\$24,446	\$31,700
1	2 Bedroom	2	\$801	\$29,383	\$31,700
		3	\$801	\$29,383	\$35,650
		4	\$801	\$29,383	\$39,600
9	Studios	1	\$715	\$26,298	\$33,300
26	1 Bedroom	1	\$770	\$28,252	\$33,300
		2	\$770	\$28,252	\$38,040
40	2 Bedroom	2	\$975	\$35,349	\$38,040
		3	\$975	\$35,349	\$42,780
		4	\$975	\$35,349	\$47,520
6	3 Bedroom	3	\$1,127	\$41,040	\$42,780
		4	\$1,127	\$41,040	\$47,520
		5	\$1,127	\$41,040	\$51,360
		6	\$1,127	\$41,040	\$55,140

*Subject to occupancy criteria **Includes gas for heat, hot water and cooking – resident pays electricity***Income guidelines subject to change.



**CS Melrose Site B LLC (“La Terraza”)
3100 Third Avenue
Bronx, New York 10451**

ORIGINAL

APPLICATION FOR APARTMENT - Instructions

1. Mail only one (1) application per family. **You will be disqualified if more than one application per family is received.**
2. When completed, this application must be returned by **regular mail** only. DO NOT SEND BY REGISTERED OR CERTIFIED MAIL.
3. The completed application must be postmarked no later than **February 2, 2011**. Applications postmarked after this date will be set aside for possible future consideration.
4. Mail completed application to:

**La Terraza –
Hellgate Station PO Box 3002
New York, NY 10029**
5. No payment should be given to anyone in connection with the preparation or filing of this application.
6. This information is to be filled out by the **APPLICANT**.

A. Name and Address

Name _____

Current Address _____ (Number, street, apt.#)
_____ (City, State, Zip)

Home Phone No. (____) _____ Cell Phone No.(____) _____

Work Phone No.(____) _____ Email Address _____

1. How long have you been living at this address? _____ years _____ months

B. Household Information

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING? _____

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, starting with yourself, and provide the following information. Add additional pages if necessary.

Full Name	Relationship to applicant	Date of Birth	Age	Sex	Occupation If in school write Full Time Student (F/T) or Part Time Student (P/T)
1. _____	<u>SELF</u>	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____

Are you or a member of your household disabled? [] Yes [] No
If yes, would you describe disability as [] mobility impairment [] visual impairment [] hearing impairment?
If checked either mobility impairment, visual or hearing impairment, do you or a member of your household require special accommodation? [] Yes [] No

If Yes, please specify the special accommodation required: _____

C. Income from Employment

- 1) Are you 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 identify the agency or entity at which you are employed _____
- 2) If you answered "yes" to the Question above (B.1) 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 C.1, 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 C.2, 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.

List all full and/or part-time employment for ALL HOUSEHOLD MEMBERS including yourself WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self-employed earnings.

HOUSEHOLD MEMBER	Name & Address of Employer	Years Employed	Gross Earnings (WK/YR)
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
5. _____	_____	_____	\$ _____
6. _____	_____	_____	\$ _____

D. Income from Other Sources

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, S.S.I., pension, disability compensation, unemployment compensation, Interest Income, babysitting, caretaking, alimony, child support, annuities, dividends, Income from rental property, Armed Forces Reserves, scholarships, and/or grants.

HOUSEHOLD MEMBER	Type of Income	Amount
1. _____	_____	\$ _____ Per _____
2. _____	_____	\$ _____ Per _____
3. _____	_____	\$ _____ Per _____
4. _____	_____	\$ _____ Per _____
5. _____	_____	\$ _____ Per _____

E. Total Annual Household Income

Add all income listed above and indicate the total earned for the year: \$ _____ .00 per year

F. Current Landlord

Landlord's name _____
 (If you are living in a public housing project, write "NYCHA." If you are living in a City-owned ("In Rem") building, write "HPD.")

Landlord's Address: _____ (Number, street, apt. #)
 _____ (City, State, ZIP)

Landlord's Phone No. (____) _____

G. Current Rent

What is the total rent on the apartment where you currently live or are staying temporarily? \$ _____ .00 per month.
 How much do you contribute to the total rent on the apartment? (If you do not contribute anything, write "0"). \$ _____ .00 per month

H. Reason for Moving

Why are you moving? Check all that apply:

- Living with parents
- Not enough space
- Living in shelter or on the streets
- Bad housing conditions
- Current apartment not suitable for
- Do not like neighborhood
- Living with relatives or another family
- Rent too high
- Increase in family size (marriage, birth)
- Health Reasons

persons with disabilities

()Other _____

I. Section 8 Housing Assistance

Are you presently receiving section 8 housing certificate or voucher? () Yes () No
(Please check yes or no. This information will not affect the processing of this application).

J. Assets

Checking Account/Bank or Branch- _____

Passbook Savings/Bank or Branch - _____

Certificates of Deposit /Bank or Branch - _____

IRA/401K, Trust Account, Mutual Funds - _____

K. Source of information

How did you hear about this development? () Website/internet
() Newspaper () Sign Posted on Building
() Local Organization/Church () Friend
() A City "affordable housing" hotline listing new ads for the month () Other _____

L. 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 the applicant.

- () White (non Hispanic origin)
 - () Hispanic origin
 - () American Indian or Alaskan Native
 - () Black (non Hispanic origin)
 - () Asian or Pacific Islander
 - () Other: _____
-

M. Signature

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 this 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 NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY ARE EMPLOYED BY THE NEW YORK CITY HOUSING DEVELOPMENT CORPORATION OR ITS SUBSIDIARIES, OR THE BUILDING OWNERS OR ITS PRINCIPALS.

Signature: _____ Date: _____

Credit Authorization

I/We hereby authorize the management/developer to use any consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any person pertaining to my employment history credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result thereby, and to disclose and furnish such information to the owner/agent listed above in support of this application have been advised that I have the right, under 606B of the Fair Credit Reporting Act, to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation.

Signature _____ Date: _____

Signature _____ Date: _____

