

LONG ISLAND HOUSING PARTNERSHIP, INC. AND AFFILIATES

A Private Not-for-Profit Developer, Sponsor and Facilitator of Affordable Homes



Board of Directors

Chairman
Kevin S. Law
Long Island Association

Vice Chairman
Steven F. Philbin
M&T Bank

Treasurer
Lutricia (Pat) Edwards
Citi

Secretary
Reverend Thomas W. Goodhue
Long Island Council of Churches

Christine Haase
Astoria Bank

Robert A. Isaksen
Bank of America

Lawrence S. Jones
Bethpage Federal Credit Union

Lanny D. Bates
Brookhaven National Laboratory

Sean C. Winchester
Capital One Bank

Laura A. Cassell
*Catholic Charities
Diocese of Rockville Centre*

Mary Reid
Community Advocate

Peter Klein
Developer

Richard J. Locke
Direct Energy Business

Shirley E. Coverdate
Family Community Life Center

Robert C. Creighton
Farrell Fritz, P.C.

Rev. Dr. Daris Dixon-Clark
First Baptist Church

Larry L. Gilmore
HSBC Bank USA

Kevin M. Harvey
IBEW, Local 25

Charles L. Swarns, Jr.
JPMorgan Chase

Elena A. Dundon
Local 338 RWDSU/UFCW

Randy L. Kaplan
Long Island Board of Realtor.

Charles Mancini
Long Island Builders Institute

Grant Havasy
Long Island Builders Institute

Patrick G. Halpin
Mercury, LLC

Belinda Pagdanganan
National Grid

Larry Dunn
Newsday

James Carpenter
New York Community Bank

Thomas P. DeJesu
New York Power Authority

Christopher M. Hahn
PSEG

Craig Goldenberg
Stewart Title Insurance Company

Anthony Esernio
TD Bank NA

Steven Krieger
The Engel Burman Group

Robert J. Coughlan
TRITEC Real Estate Company

May 13, 2016

Suffolk County Office of Comm. Dev. RECEIVED
Suffolk County Community Development
H. Lee Dennison Bldg
P.O. Box 6100
Hauppauge, New York 11788

MAY 17 2016

Hauppauge, N.Y. 11788

Peter J. Elkowitz, Jr.
*President
Chief Executive Officer*

James Britz
Executive Vice-President

Jennifer B. Appel
*Vice President &
General Counsel*

Counsel

Edward Puerta
Nixon Peabody LLP

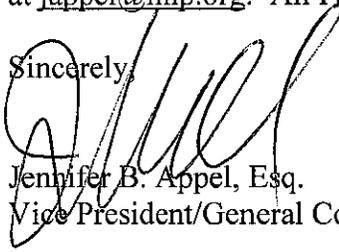
Howard Gross
*Weinberg, Gross
& Pergament LLP*

Dear Sirs:

The Developer, the Town of Babylon and the Long Island Housing Partnership are pleased to announce the opening of the Greybarn Affordable Rental Housing Program located in Amityville in the Town of Babylon. This Program will be offering a mix of one 1 bedroom and 2 bedroom apartments at affordable rents.

Enclosed please find copies of the Intake Form/Application which details the program guidelines as well as the eligibility requirements. If you have any questions, please feel free to contact me at (631) 435-4710 ext.321 or at jappel@lihp.org. All Fair Housing laws will be followed.

Sincerely,


Jennifer B. Appel, Esq.
Vice President/General Counsel



LONG ISLAND HOUSING PARTNERSHIP, INC. AND AFFILIATES

A Private Not-for-Profit Developer, Sponsor and Facilitator of Affordable Homes



Board of Directors

Chairman
Kevin S. Law
Long Island Association

Vice Chairman
Steven F. Philbin
M&T Bank

Treasurer
Lutricia (Pat) Edwards
Citi

Secretary
Reverend Thomas W. Goodhue
Long Island Council of Churches

Christine Haase
Astoria Bank

Robert A. Isaksen
Bank of America

Lawrence S. Jones
Bethpage Federal Credit Union

Lanny D. Bates
Brookhaven National Laboratory

Sean C. Winchester
Capital One Bank

Laura A. Cassell
*Catholic Charities
Diocese of Rockville Centre*

Mary Reid
Community Advocate

Peter Klein
Developer

Richard J. Locke
Direct Energy Business

Shirley E. Coverdale
Family Community Life Center

Robert C. Creighton
Farrell Fritz, P.C.

Rev. Dr. Daris Dixon-Clark
First Baptist Church

Larry L. Gilmore
HSBC Bank USA

Kevin M. Harvey
IBEW, Local 25

Charles L. Swarns, Jr.
JPMorgan Chase

Elena A. Dundon
Local 338 RWDSU/UFCW

Randy L. Kaplan
Long Island Board of Realtor.

Charles Mancini
Long Island Builders Institute

Grant Havasy
Long Island Builders Institute

Patrick G. Halpin
Mercury, LLC

Belinda Pagdanganan
National Grid

Larry Dunn
Newsday

James Carpenter
New York Community Bank

Thomas P. DeJesu
New York Power Authority

Christopher M. Hahn
PSEG

Craig Goldenberg
Stewart Title Insurance Company

Anthony Esernio
TD Bank NA

Steven Krieger
The Engel Burman Group

Robert J. Coughlan
TRITEC Real Estate Company

Dear Applicant:

Thank you for your interest in the Greybarn Affordable Rental Housing Program located in Amityville, New York. Under this program, 1 bedroom and 2 bedroom apartment units will be offered to eligible applicants at affordable rents.

Enclosed please find a Lottery Intake Form with Program Guidelines and a Management Rental Application. Please read the Program Guidelines carefully to see if you qualify prior to applying. These guidelines are strictly enforced. Please do not apply if you do not conform to all of the guidelines.

All Intake Forms Management Rental Applications (Rental application is required for each household member "18" and over – extra copy is provided) must be received at LIHP's office and or postmarked by June 24, 2016, to be included in the lottery along with the \$50.00 Intake Fee payable to the Long Island Housing Partnership, Inc. (LIHP). Applications postmarked after June 24, 2016 will be accepted on a first come first serve basis. Please submit all forms with \$50.00 non-refundable review fee made payable to the Long Island Housing Partnership.

Only one Intake Form per household is allowed. Applicants who submit more than one Intake Form will be disqualified. After being submitted, any changes to the Intake Form must be requested in writing and must be approved by the program review committee.

If you are approved for an apartment and you decide to sign a 12 month lease, please note the following fees will be required **at lease signing**:

1. One Time security deposit in the amount equal to 1 month rent.
2. \$150 management rental application fee per applicant "18" and over.
3. \$750 annual amenity fee. (may be reduced in early phases)
4. No charge for first parking space/\$50 per month for second parking space if requested
5. \$500 Non-refundable pet fee (1st), \$250 non-refundable pet fee (2nd) –2 pet maximum – as well as a \$50 monthly fee added to your rent per pet. Breed restrictions apply.
6. Storage Space - \$85-150 per month depending on size (optional).
7. Trash Fee - \$25 per month
8. All tenants will be required to purchase renter's insurance

If you have any questions, please contact the Long Island Housing Partnership at (631) 435-4710.

Very truly yours,
The Long Island Housing Partnership

Peter J. Elkowitz, Jr.
*President
Chief Executive Officer*

James Britz
Executive Vice-President

Jennifer B. Appel
*Vice President &
General Counsel*

Counsel

Edward Puerta
Nixon Peabody LLP

Howard Gross
*Weinberg, Gross
& Pergament LLP*



**GREYBARN
AFFORDABLE RENTAL HOUSING PROGRAM
AMITYVILLE, NY
PROGRAM GUIDELINES
PLEASE READ CAREFULLY**

- I. Program Description** - The Long Island Housing Partnership (LIHP), the Town of Babylon and the Developer welcome Intake Forms from individuals and families whose incomes are within the income guidelines listed below and who comply with the Program Guidelines below for Greybarn Affordable Rental Housing Program located 805 Broadway, Amityville, NY. There will be a total of 100 new rental apartments available to applicants who meet the criteria set forth herein. The development is to be constructed in phases over several years with the first ten (10) units available in Phase 1.
- II. Income Guidelines** – Out of the 500 rental units in Greybarn, 100 of those apartments, consisting of one (1) and two (2) bedrooms, will be available to those households earning at or below 80% of the HUD Area Median Income for Nassau/Suffolk Counties.* Please call LIHP if you have any questions on suggested occupancy limits or the number of people in your household. The current HUD area median incomes are as follows:

Before applying, be certain you conform to all guidelines

INCOME GUIDELINES FOR 80% OF THE AREA MEDIAN INCOME		
1 Bedroom – 1-3 persons		
<u>Household Size</u>	<u>Gross Household Maximum Annual Income**</u>	<u>Gross Household Minimum Income Guidelines**</u>
1	\$59,450	\$31,776
2	\$67,950	\$31,776
3	\$76,450	\$31,776
2 Bedroom – 2-5 persons		
<u>Household Size</u>	<u>Gross Household Maximum Annual Income**</u>	<u>Gross Household Minimum Income Guidelines**</u>
2	\$67,950	\$38,592
3	\$76,450	\$38,592
4	\$84,950	\$38,592
5	\$91,750	\$38,592

*INCOME REQUIREMENTS SHALL BE ADJUSTED ANNUALLY BASED ON THE NASSAU/SUFFOLK MEDIAN HOUSEHOLD INCOME. INCOME CERTIFICATION SHALL BE DONE ANNUALLY.

Includes all income – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Your gross income cannot exceed the maximum annual income for your household size. **Notarized gift letters will be accepted for income purposes.



III. **Rents** – Each apartment will be rented for an affordable price. Rents cannot exceed the fair market rents established by HUD. Applicants for the Affordable Rental Program at Greybarn will be ranked by lottery. The cooperative efforts of the Town of Babylon and Greybarn have enabled the apartments to initially be rented for:

<u>Initial Rents are set as following:</u>	
<u>80% Median Household Income</u>	
<u>Apartment Size</u>	<u>Monthly Rent</u>
1 Bedroom	\$ 1,324.00***
2 Bedroom	\$ 1,608.00***

*****PLEASE NOTE THAT RENTS CHANGE ANNUALLY. TENANTS ARE RESPONSIBLE FOR PAYING ALL UTILITIES INCLUDING BUT NOT LIMITED TO GAS, ELECTRIC AND CABLE.**

IV. **Credit and Background Check** – All applicants will be subject to a credit and background check by developer and must be approved.

V. **Intake/Application Fee** – A non-refundable intake/application fee of \$50 per household is due at the time the Intake Form is submitted.

VI. **Waiting List** – There are 100 affordable apartments. A lottery will be held to determine the ranking order for available units. Due to the apartment sizes, a unit you qualify for may not be available based on your rank from the lottery. This limited availability may cause you to be placed on a waiting list for any future vacancies. Applicants are placed on the waiting list in the order in which they are ranked in the lottery and any application received after the lottery deadline date will be ranked on a first come, first served basis after the lottery applicants. Applicants are responsible for updating their contact information. Applicants will be notified by mail of the ranking number.

VII. **Complete Intake/Application Guidelines** – Before you complete an Intake Form/Program Application for entrance into this program, read the guidelines thoroughly to be certain that you qualify. **For entrance into the lottery, you must submit a completed Intake Form, a completed Rental Application (A Rental Application is required for each household member age “18” or older) and required fee. When your number is reached on the waitlist, you will be required to submit a Formal Program Application with all required documentation.** Please note, only completed submittals that meet ALL the program guidelines will be reviewed for program eligibility. After being submitted, any changes to an Intake Form or an Application must be requested in writing and must be approved. Applicants must submit to LIHP all standard documentation required, including **signed** copies of the last three (3) years of their federal income tax returns, W-2 and/or 1099 forms, four (4) most recent consecutive pay stubs and most recent three months bank statements for any and all bank accounts and investment accounts at the time a formal application is requested.



VIII. Applicant Eligibility and Intake – Intake documents can be submitted by hard copy or can be completed and submitted to LIHP online at www.lihp.org. All Intake documents must be received at LIHP's office by 5:00 PM, June 24, 2016 or be postmarked by June 24, 2016 to be included in the lottery. LIHP will conduct a lottery to establish a ranking of income eligible applicants. Intake documents received or postmarked after June 24, 2016 will be accepted on a first come first served basis after lottery applicants have been assisted. If completing by hard copy, please mail the completed Intake Form and Rental Application accompanied by the \$50.00 fee to:

**Long Island Housing Partnership, Inc.
180 Oser Avenue, Suite 800
Hauppauge, NY 11788
Attention: Greybarn Affordable Rental Program**

Fair Housing Laws will be followed. The LIHP staff is available to assist with the application, answer questions or provide any assistance regarding eligibility. If you have any questions regarding any of the guidelines, please call the Long Island Housing Partnership, Inc. at (631) 435-4710 before applying.

Disclaimer: It is understood that this is not an offer and that the terms and conditions may be changed at any time by the Long Island Housing Partnership Inc. and Affiliates. It is further understood that notices by the Long Island Housing Partnership Inc. and Affiliates may be made in such manner as Long Island Housing Partnership Inc. and Affiliates may determine, including solely by advertisement. **Please note that Greybarn will be a smoke free development.**

APPLICATION DEADLINE DATE: June 24, 2016



**LOTTERY INTAKE FORM
GREYBARN AT AMITYVILLE
AFFORDABLE HOUSING RENTAL PROGRAM**

APARTMENT SIZE REQUESTED:	
<input type="checkbox"/> One Bedroom (1-3 persons)	<input type="checkbox"/> Two Bedroom (2-5 persons)

Applicants Names(s): _____

Home Address: _____

Home Phone: _____ Work Phone: _____ Email address: _____

List ALL persons who will live in the apartment. Include all persons for whom this unit will be a permanent residence/address.
List the head of household first.

Name	Relationship to Head	Sex M/F	Age	Birth Date	Social Security Number	Occupation (If in school, write "student")
	Head					

Do you anticipate any additions to the household in the next twelve months? Yes No

If yes, explain _____

This Intake Form along with completion of Greybarn Rental Application and \$50 fee will enter you into the lottery. You will be notified of your rank number by mail after the lottery.

Please remember that should we reach your number on the lottery wait list, you will be required to complete a formal application and provide all standard documentation.

If there are any changes with the information provided on this form, prior to the time your number is reached on the lottery wait list, you must notify the Long Island Housing Partnership immediately.

Please mail form along with \$50 fee made payable to the Long Island Housing Partnership to:

The Long Island Housing Partnership
180 Oser Ave, Suite 800
Hauppauge, NY 11788

Attention: Greybarn at Amityville Affordable Rental Program

PLEASE NOTE THAT THIS FORM MUST BE RECEIVED IN LIHP'S OFFICE ON OR BY JUNE 24, 2016 OR POSTMARKED BY JUNE 24, 2016 TO BE ELIGIBLE FOR ENTRY INTO THE LOTTERY. MUST BE SIGNED BY APPLICANT AND CO-APPLICANT

I understand that this form is not a formal application or an offer of a unit and that the Town of Babylon may change the terms and conditions at any time. It is further understood that the notices by the Town of Babylon may be made in such manner as the Town of Babylon may determine, including solely by advertisement.

Applicant's signature

Co-Applicant's signature

Date

Date



DATE SUBMITTED

APARTMENT

APPLICANT INFORMATION

FIRST NAME MIDDLE INITIAL LAST NAME

LAST NAME SUFFIX FORMER LAST NAME (MAIDEN/MARRIED)

ARE YOU A U.S. CITIZEN? YES NO SOCIAL SECURITY #

DO YOU HAVE A VISA? YES NO DATE OF BIRTH

VISA # VISA EXPIRATION DATE

COUNTRY OF ORIGIN

DRIVER'S LICENSE STATE

DRIVER'S LICENSE # EXPIRATION DATE

PHONE # E-MAIL ADDRESS

STATUS APPLICANT OR GUARANTOR APPLICANT GUARANTOR

UNDER 18 YEARS OLD AND LIVING WITH APPLICANT

NAME DOB RELATIONSHIP

NAME DOB RELATIONSHIP

NAME DOB RELATIONSHIP

NAME DOB RELATIONSHIP

WHERE DID YOU HEAR ABOUT US?

GREYBARN®

AMITYVILLE

APPLICATION FOR RESIDENCY

BACKGROUND INFORMATION

CURRENT ADDRESS

CITY STATE ZIP COUNTRY

RENT OR OWN? RENT OWN

NAME OF LANDLORD/MORTGAGE COMPANY

CONTACT NAME OF LANDLORD/MORTGAGE CO.

PHONE #

DATES OF RESIDENCY FROM TO

MONTHLY PAYMENT:

REASON FOR LEAVING

HAVE YOU BEEN EVICTED OR ASKED TO MOVE OUT? (IF "YES" PLEASE PROVIDE MORE INFO BELOW)

HAVE YOU EVER BEEN CONVICTED, PLEADED "GUILTY" OR "NO CONTEST", TO A MISDEMEANOR OR FELONY? (IF "YES" THEN PROVIDE INFORMATION BELOW)

WHEN STATE

COMMENTS/EXPLANATION

EMERGENCY CONTACT INFORMATION

RELATIONSHIP

NAME OF CONTACT (A PERSON THAT DOES NOT LIVE WITH YOU)

STREET ADDRESS

CITY STATE ZIP

PRIMARY PHONE # ALTERNATE PHONE #

PET INFORMATION

DO YOU OWN ANY PETS? YES NO

DO YOU HAVE ANY SERVICE ANIMALS? YES NO

NUMBER

TYPE BREED WEIGHT NAME

TYPE BREED WEIGHT NAME

VEHICLE INFORMATION

PRIMARY VEHICLE MAKE MODEL

COLOR PLATE # STATE

PRIMARY VEHICLE MAKE MODEL

COLOR PLATE # STATE

GREYBARN®

AMITYVILLE

APPLICATION FOR RESIDENCY

EMPLOYMENT INFORMATION

CURRENTLY EMPLOYED: Y/N

EMPLOYER NAME

EMPLOYER ADDRESS

CITY

STATE

ZIP

GROSS INCOME

PER MONTH

POSITION

START DATE

OTHER INCOME

INCOME TYPE

GROSS INCOME

PER MONTH

DESCRIPTION

APPLICANT'S CONSENT AND UNDERSTANDING

BY SIGNING BELOW, THE APPLICANT IS CONSENTING TO A CREDIT AND BACKGROUND CHECK. SHOULD ANY INFORMATION PROVIDED BY APPLICANT BE DIFFERENT THAN THAT WHICH IS DISCOVERED DURING THIS PROCESS, GREYBARN, IN ITS SOLE DISCRETION, MAY REJECT THE APPLICATION. IN ADDITION, GREYBARN, IN ITS SOLE DISCRETION, MAY REJECT AN APPLICATION BASED ON CREDIT HISTORY AND/OR PRIOR INCIDENTS REVEALED DURING THE BACKGROUND CHECK.

THE APPLICANT SHALL BE ADVISED WITHIN 48 HOURS IF THE APPLICATION HAS BEEN APPROVED. THE APPLICANT HAS TEN (10) DAYS FROM THE DATE NOTIFIED BY EITHER E-MAIL, IN-PERSON OR BY TELEPHONE, TO SIGN THE LEASE AND PAY THE SECURITY DEPOSIT, FIRST MONTH'S RENT AND ANY FEES REQUIRED. FAILURE TO DO SO WILL RESULT IN THE TERMINATION OF LEASE. THE APPLICATION FEE IS NON-REFUNDABLE.

SIGNATURE OF APPLICANT OR E-SIGNATURE

DATE

SIGNATURE OF GREYBARN ASSOCIATE

DATE

FOR LONG ISLANDERS, BY LONG ISLANDERS
GREYBARN-LI.COM

EVERY HOUSEHOLD MEMBER
18 YEARS OF AGE OR OLDER
MUST COMPLETE
APPLICATION FOR RESIDENCE

GREYBARN[®]

AMITYVILLE

APPLICATION FOR RESIDENCY

DATE SUBMITTED

APARTMENT

APPLICANT INFORMATION

FIRST NAME MIDDLE INITIAL LAST NAME

LAST NAME SUFFIX FORMER LAST NAME (MAIDEN/MARRIED)

ARE YOU A U.S. CITIZEN? YES NO SOCIAL SECURITY #

DO YOU HAVE A VISA? YES NO DATE OF BIRTH

VISA # VISA EXPIRATION DATE

COUNTRY OF ORIGIN

DRIVER'S LICENSE STATE

DRIVER'S LICENSE # EXPIRATION DATE

PHONE # E-MAIL ADDRESS

STATUS APPLICANT OR GUARANTOR APPLICANT GUARANTOR

UNDER 18 YEARS OLD AND LIVING WITH APPLICANT

NAME DOB RELATIONSHIP

NAME DOB RELATIONSHIP

NAME DOB RELATIONSHIP

NAME DOB RELATIONSHIP

WHERE DID YOU HEAR ABOUT US?

FOR LONG ISLANDERS. BY LONG ISLANDERS

GREYBARN-LI.COM

GREYBARN®

AMITYVILLE

APPLICATION FOR RESIDENCY

BACKGROUND INFORMATION

CURRENT ADDRESS

CITY STATE ZIP COUNTRY

RENT OR OWN? RENT OWN

NAME OF LANDLORD/MORTGAGE COMPANY

CONTACT NAME OF LANDLORD/MORTGAGE CO.

PHONE #

DATES OF RESIDENCY FROM TO

MONTHLY PAYMENT:

REASON FOR LEAVING

HAVE YOU BEEN EVICTED OR ASKED TO MOVE OUT? (IF "YES" PLEASE PROVIDE MORE INFO BELOW)

HAVE YOU EVER BEEN CONVICTED, PLEADED "GUILTY" OR "NO CONTEST", TO A MISDEMEANOR OR FELONY? (IF "YES" THEN PROVIDE INFORMATION BELOW)

WHEN STATE

COMMENTS/EXPLANATION

EMERGENCY CONTACT INFORMATION

RELATIONSHIP

NAME OF CONTACT (A PERSON THAT DOES NOT LIVE WITH YOU)

STREET ADDRESS

CITY STATE ZIP

PRIMARY PHONE # ALTERNATE PHONE #

PET INFORMATION

DO YOU OWN ANY PETS? YES NO

DO YOU HAVE ANY SERVICE ANIMALS? YES NO

NUMBER

TYPE BREED WEIGHT NAME

TYPE BREED WEIGHT NAME

VEHICLE INFORMATION

PRIMARY VEHICLE MAKE MODEL

COLOR PLATE # STATE

PRIMARY VEHICLE MAKE MODEL

COLOR PLATE # STATE

GREYBARN®

AMITYVILLE

APPLICATION FOR RESIDENCY

EMPLOYMENT INFORMATION

CURRENTLY EMPLOYED: Y/N EMPLOYER NAME

EMPLOYER ADDRESS

CITY STATE ZIP

GROSS INCOME PER MONTH

POSITION START DATE

OTHER INCOME INCOME TYPE

GROSS INCOME PER MONTH

DESCRIPTION

APPLICANT'S CONSENT AND UNDERSTANDING

BY SIGNING BELOW, THE APPLICANT IS CONSENTING TO A CREDIT AND BACKGROUND CHECK. SHOULD ANY INFORMATION PROVIDED BY APPLICANT BE DIFFERENT THAN THAT WHICH IS DISCOVERED DURING THIS PROCESS, GREYBARN, IN ITS SOLE DISCRETION, MAY REJECT THE APPLICATION. IN ADDITION, GREYBARN, IN ITS SOLE DISCRETION, MAY REJECT AN APPLICATION BASED ON CREDIT HISTORY AND/OR PRIOR INCIDENTS REVEALED DURING THE BACKGROUND CHECK.

THE APPLICANT SHALL BE ADVISED WITHIN 48 HOURS IF THE APPLICATION HAS BEEN APPROVED. THE APPLICANT HAS TEN (10) DAYS FROM THE DATE NOTIFIED BY EITHER E-MAIL, IN-PERSON OR BY TELEPHONE, TO SIGN THE LEASE AND PAY THE SECURITY DEPOSIT, FIRST MONTH'S RENT AND ANY FEES REQUIRED. FAILURE TO DO SO WILL RESULT IN THE TERMINATION OF LEASE. THE APPLICATION FEE IS NON-REFUNDABLE.

SIGNATURE OF APPLICANT OR E-SIGNATURE

DATE

SIGNATURE OF GREYBARN ASSOCIATE

DATE

FOR LONG ISLANDERS, BY LONG ISLANDERS
GREYBARN-LI.COM