ARDMORE PLACE
FIRST-COME, FIRST-SERVED/ON-LINE APPLICATION
AVAILABLE JANUARY 24, 2020
AFFORDABLE RENTAL HOUSING PROGRAM GUIDELINES

THIS DOCUMENT CONTAINS THE ARDMORE PLACE PROGRAM GUIDELINES. PLEASE READ THIS DOCUMENT CAREFULLY AS THE GUIDELINES SET FORTH WILL BE STRICTLY ENFORCED.

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The Community Development Corporation of Long Island, Inc. (CDCLI), in partnership with Ardmore Place, LLC (Owner/Manager), is pleased to announce that it is accepting applications to establish a list of potential applicants for 3 newly affordable rental units located within Ardmore Place. The affordable units consist of 1 two bedroom unit and 2 one bedroom units.

CDCLI staff is available to assist with any questions you may have on the program and the application process. Please feel free to contact CDCLI by telephone at 631-471-1215 ext. 286 or by email at ardmoreplace@cdcli.org.

Applications will be processed on a first-come, first-serve basis. Applications will be available ONLY online at www.cdcli.org beginning 9AM Friday, January 24, 2020. DO NOT deliver applications in any other manner such as by mail or hand-delivery as they will NOT be accepted.

Ardmore Place
Ardmore Place is a 12-unit rental development located at 1800 Great Neck Road in Copiague, New York. Three (3) of the units are designated to be affordable units within the income and rent parameters set forth below.

Ardmore Place consists of one 3 story building with retail on the ground floor, 7 one and two bedroom apartments on the second floor and 5 two bedroom apartments on the third floor. All units are accessible by elevator. Each unit comes equipped with in-unit wood floors, white kitchens with stone countertops, central heat and air, and one full bath. Two bedroom units come equipped with in-unit washer/dryer. The units are conveniently located in the heart of downtown Copiague, one block north of the LIRR.

Maximum and Minimum Income Restrictions
The three (3) affordable rents units will be initially leased to households with incomes at or below 60% of the HUD Area Median Income for Suffolk County adjusted for family size in accordance with the following:
Two bedroom – family size of 4
One bedroom – family size of 2

As of January 2020, this equates to $74,400 for a two bedroom unit and $59,520 for a one bedroom unit. Tenants are required to have a minimum household income equal to $41,790 for a two bedroom unit and $34,080 for a one bedroom unit (approved rental assistance subsidy will be counted toward minimum income).
### Rent Limits

The monthly rent shall not exceed 70% of the HUD Fair Market Rent for Suffolk County, adjusted by bedroom size, in effect at the time of the execution of a Lease, reduced by the monthly utility allowance in effect at the time of the execution of a Lease. For 2020, the HUD Fair Market Rent for a two bedroom unit is $1,992 and for a one bedroom unit is $1,624. This will be reduced to 70% resulting in an initial monthly rents of $1,393 for a two bedroom and $1,136 for a one bedroom less the appropriate monthly utility allowance.

### Utilities

Tenants are required to pay utilities as follows:

- Heat – Electric
- Cooking – Electric
- Air-conditioning – Electric
- Hot water – Electric
- Electric
- Cable
- Internet
- Telephone

Based on the above, the initial maximum and minimum income limits and rents for the 3 affordable units at Ardmore Place are as follows:

<table>
<thead>
<tr>
<th>UNIT SIZE</th>
<th>MONTHLY GROSS RENT (Before adjustment for utility allowance)</th>
<th>MONTHLY NET RENT PAYABLE BY TENANT (after adjustment for utility allowance)</th>
<th>TOTAL GROSS ANNUAL INCOME RANGE @ 60% HUD AMI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bedroom</td>
<td>$1,136</td>
<td>$1,058</td>
<td>$34,080 – $59,520</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$1,393</td>
<td>$1,295</td>
<td>$41,790 – $74,400</td>
</tr>
</tbody>
</table>

### INITIAL TENANT SELECTION PROCEDURES

#### General process

Eligibility for a unit involves three steps: (1) Timely submission of a completed Application; (2) Timely submission of additional information required necessary to assess preliminary program eligibility for tenancy including income, tax and related documentation; and (3) Final review by the Owner/Manager for tenancy including credit checks, backgrounds checks, employment and leasing history.

#### STEP ONE – SUBMISSION OF WAIT LIST APPLICATION

Applications will be processed on a first come, first serve basis and may only be submitted on-line, beginning 9:00am on January 24, 2020. DO NOT deliver applications in any other manner such as by mail or hand-delivery as they will NOT be accepted.

To submit the electronic application, go to CDCLI’s website at [www.cdcl.org](http://www.cdcl.org) beginning 9AM January 24, 2020. Applicants will be placed on a wait list in the order in which their application is received. Applications will be automatically dated and time stamped for submission and included in a database. Applicants will be notified of their waitlist rank number by CDCLI. CDCLI will contact applicants in ranked order to determine formal eligibility for a unit.

Inclusion on the Waitlist represents only the first step for initial compliance and does not guarantee preliminary approval or eligibility for a unit.
STEP TWO - PRELIMINARY ELIGIBILITY REVIEW

As applicant’s names are reached on the Waitlist, CDCLI will contact applicants in ranked order, by email, if available, or by phone. If an applicant remains interested, the applicant will be asked to submit a **Formal Rental Application**, together with required documentation that will include:

1. last 2 years of federal income tax returns, W-2 and/or 1099 form;
2. four most recent consecutive pay stubs;
3. three most recent consecutive monthly bank statements for all bank accounts and investment accounts.

The applicant will have 5 business days to provide the fully completed Formal Rental Application together with all supporting documentation. If the foregoing is not received by CDCLI within such time period, the applicant will be ineligible and a letter will be sent confirming same. The applicant will also be required to provide certain consents in order to permit CDCLI to verify income submissions and employment, and to permit the Owner/Manager to conduct background checks, credit checks and criminal background checks.

The applicant will be required to submit a one-time fee of $20 per person with the Formal Rental Application to cover the cost of credit and background checks. The check will be made payable to Ardmore Place LLC.

Income will include all gross income, including, but not limited to, income from full and part time employment, overtime, bonuses, tips, pensions, social security, 401k and IRA distributions, child support, alimony, and severance pay. ALL sources of income are included and will be annualized for the upcoming 12 month period. Total income minus allowable exclusions, if any, cannot exceed the maximum income limits.

Once a full review of the Formal Rental Application has been completed, the applicant will be notified by email, if available, or by regular mail of their status. If the applicant is deemed eligible, their application will be forwarded to the Owner/Manager for final review and assessment pursuant to Step 3 below. If an applicant is deemed ineligible, they will be advised of the reason and be allowed 5 business days to address or correct the deficiency. If received in a timely manner, the information will be reviewed by CDCLI and the applicant advised of eligibility or ineligibility by email, if available, or by regular mail. If determined to be ineligible, no further review will be conducted.

The process set forth in Step 2 will continue until applicants for all 3 of the affordable units have executed a Lease Agreement with the Owner/Manager as described in Step 3 below.

STEP THREE - TENANT SUITABILITY SCREENING

The third step in the process is for the Owner/Manager to conduct a final eligibility review for those applicants deemed preliminarily eligible pursuant to Step 2 above. As applicants are deemed eligible pursuant to Step 2 above, the applicant’s information will be forwarded by CDCLI to the Owner/Manager who will conduct the suitability screening review. This will involve assessing the applicant’s suitability for tenancy through employment verification, leasing history, creditworthiness, and criminal background checks utilizing a reputable company and adhering to the Fair Credit Reporting Act. A personal interview will also be conducted by the Owner/Manager. Applicants will also be required to show that they are able to provide first month’s rent and a security deposit. Applicants who are successfully screened will be offered the opportunity to enter into a written Lease Agreement. The process above will be repeated until three fully eligible applicants are identified and enter into a Lease Agreement with the Owner/Manager.

**Criminal Background Search**

A criminal background check will be conducted. There are two mandatory reasons why an applicant WILL be denied tenancy based on their criminal background: (1) applicant or any member of the household has been convicted for methamphetamine production; or (2) applicant or any member of the household is a lifetime registrant on a State or Federal Sex Offender database.
In addition, Owner/Manager will assess applicants with criminal convictions and pending arrests for offenses that (1) involved physical danger or violence to persons or property or (2) that adversely affected the health, safety and welfare of other people. These categories of crimes are relevant because they relate to the behavior expected of a tenant, who is to live peaceably alongside other tenants and to respect their property. An individualized assessment will be conducted and a determination made which may result in an applicant being denied.

**Credit History**
A credit report will be obtained on each applicant. Applicant must have a satisfactory credit history of meeting financial obligations, including timely payment of rent. Applicants cannot have been late on rental payments in the last 12 months. Outstanding judgements, collections a history of late payments and criminal history may be a cause for ineligibility. Credit history, outstanding judgements, collections a history of late payments and criminal history are reviewed on a case-by-case basis.

**Rental History**
Applicants will be required to submit all addresses and landlord information for locations they have resided for the last three years. Current and previous landlords will be contacted for information on applicant’s (1) rental history; (2) housekeeping habits, upkeep and maintenance; (3) condition of unit on departure; (4) ability to abide by lease terms; (5) demonstrated respect for health, safety and welfare of other residents and property; and (6) other items as may be relevant to the owner/manager. Persons who do not have a traditional rental history in the most recent three years (due to having lived in a shelter, nursing home, community residence, parents, or other non-regular public or privately owned housing) may be asked to provide references from that housing. Unsatisfactory references may be a cause for rejection.

**Appeals**
Owner/Manager will provide written notice to an applicant who is rejected on the basis of any of the above screening criteria. The applicant will have five business days to submit a written appeal to the Owner/Manager. The appeal will be reviewed by a member of the Owner/Manager staff not involved in the initial review and rejection and such party will provide a final written determination within ten days of receipt of the applicant’s written appeal.

**Annual Income Recertification.**
Tenants will be recertified annually in accordance with the guidelines established for affordability. At annual recertification, the maximum allowable income shall not exceed 80% of the then applicable HUD Area Median income for Suffolk County as adjusted for family size. Leases will contain addendums that outline the requirements for continued eligibility and requirements to recertify annually. If tenant income exceeds maximum income required for the affordable units, the tenant may continue to occupy the unit but rent will be adjusted to market rent. In the event a unit previously designated as affordable is converted to market rent, the next available unit will be designated as affordable in conformance with the requirements stated within these Program Guidelines.

**Affordability Period**
The affordability restrictions stated above will remain in effect commensurate with the Term of that certain Lease Agreement between the Owner/Manager and the Town of Babylon Industrial Development Agency.

**Credit and Background Check Fee**
A non-refundable one-time fee of $20.00 per person will be due for applicants eligible to submit a Formal Rental Application (as outlined under Step Two below).
**Tenant Fees**
The following additional fees will be payable by tenants of Ardmore Place:
- For tenants with a permitted pet, a non-refundable pet fee of $500 is due at Lease signing. Requirements for pets are described further below.

**WAITLIST**
The Intake Waitlist will convert to a permanent waitlist once the 3 affordable units are leased-up. When vacancies occur, the first eligible applicant on the waitlist will be contacted to inform him/her that a unit is available at the preferred mode of contact as indicated on the Waitlist Intake Form. Three attempts will be made to inform the applicant before proceeding to the next applicant on the list; all attempts will be documented. If the applicant is no longer interested, the application will be removed from the waitlist with an explanation for the reason for the removal from the waitlist. Interested applicants will have 5 business days to provide a completed Formal Rental Application, together with the required documentation as set forth above in order to conduct income certification, employment verification, creditworthiness, and background checks as described in Step 2 and Step 3 above.

**ADDITIONAL TERMS**

**Smoking Policy**
The marketing materials will indicate that the project is non-smoking. The non-smoking rules will be set forth in the Resident Selection Plan and the “No Smoking” logo will be set forth in all marketing materials.

**Pets**
A maximum of one (1) pet per household will be permitted subject to restrictions on size (not to exceed 25 pounds) and breed. Authorized support/service animals are not considered as pets and are not subject to the pet policy. In addition, tenants will be required to provide photos of the animal as well as evidence of current required vaccinations from a certified veterinarian. A non-refundable pet fee of $500 is due at lease signing.

**Parking**
Each unit will be afforded 1 parking space located west of the subject property at Marconi Villas, 510 Marconi Boulevard.

**Nondiscrimination**
Neither the Owner/Manager nor CDCLI will discriminate against any individual or family because of race, color, national origin, religion, gender, disability, gender identity, marital status, sexual orientation, veteran/military status, source of income, familial status or presence of children in a household, or on the basis of any other protected class.

**Persons with Disabilities**
Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford such persons an equal opportunity to use and enjoy the housing. Reasonable accommodations will be offered to all disabled persons who request accommodations due to disability at any time during the application, resident selection and leasing process.

**Compliance with the Violence Against Women Act ("VAWA")**
As applicable, Owner/Manager will adhere to the VAWA final rule that prohibits denial of tenancy or eviction as a result of an incident of domestic violence, dating violence, sexual assault, or stalking that is reported and confirmed.
Owner /Manager
Ardmore Place, LLC
1800 Great Neck Road
Copiague, NY 11726
Contact Person: Teresa Carey
Title: Property Manager
Telephone Number: (631) 841-3234
Email Address: realty.property.manager@gmail.com

Affirmative Fair Housing Marketing Contact
Community Development Corporation of Long Island, Inc.
2100 Middle Country Road
Centereach, NY 11720
Contact Person: Jeanmarie Buffett
Telephone Number: (631) 471-1215 ext. 286
Email Address: ardmoreplace@cdcli.org