



## AFFORDABLE HOUSING LOTTERY APPLICATION

### Disclaimer:

Applications are selected through a lottery and are randomly assigned a log number. Depending on the volume of applications received, it may not be possible for all to be processed. Accordingly, it is possible that you may not receive a response. **You may be disqualified if more than one application is received per lottery for your household.**

The application must be postmarked or emailed no later than **2/5/2024**.

Email completed application to: [homeownership@uhab.org](mailto:homeownership@uhab.org)

OR

Mail completed application to:  
  
UHAB Attention 883 E 165  
Peck Slip Station  
P.O. Box #1058  
New York, NY 10272

### DO

- ✓ Submit one application per household (Only choose one option: paper or online application)
- ✓ Complete all sections
- ✓ email to [homeownership@uhab.org](mailto:homeownership@uhab.org) or send by standard mail to the address listed above or

### DO NOT

- ✗ Submit multiple applications per person or household
- ✗ Use whiteout or liquid paper on application at any time
- ✗ Use certified mail, return receipts or any other method requiring a signature confirmation
- ✗ Pay anyone in connection with the preparation of filing this application



## **FAQ**

### **1. What is a log number?**

A log number is a unique, randomly assigned number that all successfully submitted applications receive. The log number represents the applicant's place in line. When application review begins, marketing agents start with the lowest log number and move sequentially to higher log numbers to find eligible applicants.

### **2. What is Area Median Income (AMI) and how is it calculated?**

Area Median Income refers to income levels modified by household size for the New York metropolitan area, as determined by the United States Department of Housing and Urban Development (HUD). The AMI cap for this development is 120%. For more information, visit [www.hud.gov](http://www.hud.gov).

### **3. What are the eligibility factors?**

- a. **Income Eligibility:** Check the income guidelines to see if you qualify. The guidelines show the income requirements for each household size, for this housing opportunity.
- b. **Asset Eligibility:** Since this is a homeownership opportunity, applicants will be screened to make sure they have enough assets to make a down payment on a mortgage to purchase. 10% of the purchase price needs to be shown in assets held in accounts you control.
- c. **Household Size Eligibility:** Make sure your household size matches the allowable sizes for the available unit. HDFC co-ops overseen by the New York City Department of Housing Preservation and Development (HPD) provide affordable housing opportunities for individuals, families and households who can document financial interdependence as a household unit.
- d. **Credit Eligibility:** The co-op and lenders will evaluate credit history to determine if you qualify for a private mortgage and, if so, what the terms of the mortgage may be. Typically, 640 is used as a minimum credit score and applicants should not exceed 43% of total debt to income when they secure a mortgage.

### **4. What happens if I get to the next step in this process?**

If you appear eligible, you may be charged a fee of \$20 per application for a credit check. When a credit check must be run, you may provide your own instead, for no fee, if it was run within 30 days of our contacting you. If you remain eligible, you will be put in touch with the co-op board for an interview.



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**A. Name & Address**

**Current Living Address:**

(If you are living in a City-run homeless shelter, please list your current shelter address)

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First Name Middle Initial Last Name

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Street Address Apartment #

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City State Zip

**Your Pronouns (he/she/they) (optional):** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone Numbers:**

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Cell Phone Home Phone Work Phone

Check if mailing address is **different** than Current Living Address, above

**Mailing Address (if different):**

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Building (House) # Street Apartment #

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P.O. Box

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City State Zip



## B. Household Information

**PRIVACY ACT NOTIFICATION** - The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to disclose (a) whether compliance with the request is voluntary or mandatory, (b) why the information is requested; and (c) how it will be used.

### 1. How many persons (including yourself) will live in the unit for which you are applying?

\_\_\_\_\_

2. List **ALL** the people who will live in the unit for which you are applying, starting with yourself (Self), and provide the following information.

**Gender Identification:** In this section, list how you identify (optional). Examples: Female; Male; Non-binary; etc.

First, Middle Initial & Last Name, Suffix	SSN/TIN (Optional)	Relationship to Applicant	Birth Date MM/DD/YY	Gender Identification (Optional)
		Self		

### 3. Is anyone in the table above a full-time student?

Yes – please circle their names above and write their names here:

\_\_\_\_\_

No full-time students in the household



### C. Income and Assets

**Note: Be sure to check the lottery listing to see if your income qualifies. The listing shows the income level requirements, for each household size, for this housing opportunity.**

<b>Question 1</b>	
Are you or a member of your household 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “yes,” please specify the agency or entity at which you or a member of your household is employed.	
<b>Question 2</b>	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 income and eligibility.



**1. Income from Employment**

*Note: A “household member” is a person who will be living in the affordable unit.*

For any job that is not self-employed, list the amount you make before taxes (Gross Income). For self-employed individuals, use the amount you make after deductions (Net Income). If your application is selected for further processing, you will be contacted with a list of documentation that you will need to provide.

List all full and/or part time employment income for <b>ALL</b> Household Members, including yourself. Include self-employment earnings:						
Household Member	Employer Name & Address	Length of Employment		Amount Paid (\$)	How Often? (Ex: weekly, bi-weekly, monthly, annually)	Annual Income
		Yrs.	Mos.			
Self						
<b>1A. TOTAL ANNUAL INCOME FROM EMPLOYMENT AND SELF-EMPLOYMENT</b> add all amounts from “Annual Income” column in this table):						



**2. Income from Other Sources**

List all other income sources for each household member, for example, welfare (including housing allowance), AFDC, Social Security, SSI, pension, workers' compensation, unemployment compensation, interest income, babysitting, care-taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships and/or grants, gift income, etc.

Household Member	Type of Income	Amount Paid (\$)	How Often? (Ex: weekly, bi-weekly, monthly, annually)	Annual Income
Self				
<b>2A. TOTAL ANNUAL INCOME FROM OTHER SOURCES</b> (add all amounts from "Annual Income" column in this table):				

**3. TOTAL ANNUAL HOUSEHOLD INCOME**

Add together the total annual income amounts from **1A** and **2A**, above:



**4. Assets**

<p><b>Are there assets for this household?</b> Examples of assets include checking account, savings account, investment assets (stocks, bonds, vested retirement funds, etc.), real estate, cash savings, miscellaneous investment holdings, etc.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If "yes," please indicate assets for each household member:</p>			
Household Member	Type of Asset or Account	Bank/Institution	Account Balance
Self			





**D. Signatures (Required for All Household Members 18 and over)**

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

I (WE) DECLARE THAT NEITHER I (WE), NOR ANY MEMBER OF MY (OUR) IMMEDIATE FAMILY, ARE EMPLOYED BY THE BUILDING OWNER OR ITS PRINCIPALS.

\_\_\_\_\_  
Signature

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Date

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Signature

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