

**THE HUNTINGTON COMMUNITY DEVELOPMENT AGENCY**  
**Northridge Square Housing Lottery**  
**Information and Program**  
**Guidelines**

(3) 1 Bedroom Workforce Housing Rental Units  
\$2,105 a month  
New York Avenue, Huntington Station

**HUNTINGTON WORKFORCE HOUSING PROGRAM GUIDELINES**

**Please Read Carefully**

Northridge Square at New York Avenue, together with the Town of Huntington and Huntington Community Development Agency (HCDA) are pleased to announce the availability of three one-bedroom Workforce Housing rental units located on 1080 New York Avenue, Huntington Station, NY. The units have been made possible under the Town of Huntington's Workforce Housing Program administered by HCDA. We encourage all eligible individuals to enter into the lottery for an opportunity to rent the unit.

The lottery will be held on June 7, 2023. The units will be offered by ranking number to an applicants that meets the credit requirements by the owner, and the Town's Affordable Housing Program criteria. **Lottery Application deadline is May 28, 2023.**

**PROGRAM ELIGIBILITY**

**I. Income Guidelines-** Please review the criteria below to determine if you are eligible for an affordable unit. The figures show the maximum household income allowed.

One 1 Bedroom Units (for 1-3 Persons) at \$2,105 a month  
Maximum Annual Household Income for the unit is \$91,855.  
Minimum Annual Household Income for the unit is \$63,000

Rents are calculated after a utility adjustment. All tenants are responsible to pay for their own electric, gas, phone and cable.

Above figures include all income- including overtime, bonuses, pensions, social security, 401K distributions, tips, etc. The gross income of all adults that will be living in the workforce household (over the age of 18) will be calculated and cannot exceed the maximum income shown. At formal application, income documentation will be required for all household members listed on the application whose earnings will be used to calculate the annual income. **\*\*Minimum income guidelines do not apply to those applicants with an approved rental assistance subsidy.** The Landlord/Owner will independently verify the income and credit/background check on all applicants and applicants must meet the owner's requirements. All persons whose earnings are used to qualify for the program may be required to sign a 4506-tax release form to verify their tax returns with the Internal Revenue Service.

## **II. PRIORITY IN LOTTERY**

Priority will be given to applicants who are residents of; are employed by a business or entity that maintains a verifiable physical location within the Town of Huntington; or non-residents who have parents, children, grandchildren or grandparents that are residents of the Town of Huntington. Applicants who do not meet the above criteria are welcome to enter the Town's affordable housing lottery as second priority.

## **III. CREDIT CHECK**

If HCDA reaches your rank number assigned to you at the lottery on June 7, 2023 a credit check will be required by the Landlord/Owner. The Owner, and/or its agents, will conduct a credit/minimum income on all applicants on the lease and all applicants must meet the Owners requirements.

## **IV. FORMAL APPLICATION**

If credit is approved, the applicant will need to fill out a formal application and submit all required financial documentation to the Huntington Community Development Agency to determine eligibility.

If HCDA determines an applicant is eligible they will be offered an apartment. The following will be required at lease signing.

1. One month's rent payable to landlord/owner.
2. One month's security deposit payable landlord/owner.
3. A fee of \$1,000 payable to the Huntington Community Development Agency.
4. Proof of Renter's Insurance.

\*\*\*There is a \$500 nonrefundable security deposit for pets.

## **V. RECERTIFICATION**

Recertification of income is required annually at lease renewal.

## **VI. APPLICATION DEADLINE**

A non-refundable application processing fee of **\$25.00** payment (plus \$1.50 processing fee) must be paid online with submission of the lottery application. **The deadline to submit your application is May 28, 2023.**

The HCDA will accept only one application per household. However, individuals currently residing at the same address that plan to enter as separate renters and not reside together will be permitted to submit separate applications. A married couple in the same household may only file one lottery application, as well as domestic partners, and family members who intend to continue to reside at the same address.

In the event the HCDA discovers that joint purchasers have filed multiple entry forms, **all** of their entries will be disqualified. **After submission, any changes to the Lottery Application must be requested in writing to [dteets@huntingtonny.gov](mailto:dteets@huntingtonny.gov) and be approved by the HCDA.**

**Confirmation of Lottery Entry:** If you have given us permission to put your name on the website and submitted your entry form by the May 28<sup>th</sup> deadline date, please go to [www.huntingtonny.gov/Northridgesquare](http://www.huntingtonny.gov/Northridgesquare) on or after Friday, June 2, 2023 to confirm your entry into the lottery. If you did not authorize your name to be listed on the website, you may call the Agency at 631-351-2884 to confirm entry.

At the lottery, all applicants will receive a numerical rank based on the results of the lottery pull. If you have any questions regarding these guidelines, call the Huntington Community Development Agency at (631) 351-2884.

