Your Guide to Affordable Housing

Let's Get Started...

1. Look for affordable housing
   - Find Affordable Housing Listings Online or in Print

2. Understand eligibility guidelines
   - Learn About Eligibility and Application Requirements

3. Submit your application
   - Mail Your Application or Register and Submit Online

4. Wait while applications are processed
   - It May Take 2 to 10 Months to Hear Back

5. If selected, prove your eligibility
   - If Selected, Go to Your Interview with Documents

6. Sign a lease, appeal, or apply to others
   - Rejected? Challenge via Appeal and Apply to Others.

What does it mean for housing to be “affordable”?

A common rule is that housing is considered affordable when households have to spend no more than 30% of their gross income on rent and utilities. If a family has to spend more than 30% of their income on rent, they are considered ‘rent burdened.’

This document is for informational purposes only. This is not an application for affordable housing. Filling out this document does not guarantee that you will receive an affordable unit.

Visit www.nyc.gov/housingconnect to get more information or to apply online.
YOUR GUIDE TO AFFORDABLE HOUSING

Find Affordable Housing Listings
Visit NYC Housing Connect for current listings: www.nyc.gov/housingconnect
Call 311 and ask for the Affordable Housing Hotline.
Look for advertisements in newspapers.
Look for posters at construction sites, at local community organizations, and around your neighborhood.

Learn About Eligibility
Different affordable housing developments have different income requirements. Carefully read the income guidelines for each advertised apartment. You may fall in different categories for different developments, depending on your income and household size.

You May Be Eligible If...
• your combined household income is between a development’s low and high limits.
• the members of your household meet program rules.
• your credit history meets the developer’s standards.
• you do not have housing, legal, or criminal issues.

You May Get Preference for a Development If You...
• have mobility, hearing, and/or vision impairments.
• work for the City of New York.

Apply Online
Create an account on www.nyc.gov/housingconnect.
Submit an application to developments of your choice.

Apply Through the Mail
Check the property advertisement, which tells you how to request an application by mail.
Sign your application, or it will be rejected.
Mail your application before the deadline date; do not use priority, certified, registered, express, overnight, or oversized mail.

Your chances of being selected in a lottery are the same, whether you apply online or by mail.

Answer all of the questions on the application to the best of your knowledge. Fraudulent or incomplete information may result in disqualification.

Don’t Submit Duplicate Applications
If you apply online, then you may NOT submit a paper application to the same lottery. If you apply via paper, then you may NOT submit an online application to the same lottery.

How Applications Are Processed
All applications are randomly ordered and assigned a log number based on this order.
To maintain fairness, housing developers work in order of the randomized log numbers which provides basis for resident selection and the process of verifying eligibility of applicants.
Applicants that meet one or more preferences will be given first consideration. See Step 2 for a list of the preference categories.

When Will You Hear Back?
A property may receive anywhere between 200 and 40,000 applications. You may hear about the status of your application within two to ten months after the deadline.

However, because there are so many applications, you may not be contacted, even if you qualify for the property for which you applied.
Your chances of being contacted are greatest if you are randomly assigned a low log number, or you meet one or more preference criteria.

Don’t Submit Duplicate Applications
If you apply online, then you may NOT submit a paper application to the same lottery. If you apply via paper, then you may NOT submit an online application to the same lottery.

Go to the Interview
If you are selected, you will be contacted by the developer. They will invite you to an interview to verify if you meet eligibility rules.

Your interview is very important. Spots are limited. Confirm your appointment immediately or reschedule if necessary.

If Your Eligibility is Confirmed...
If your file is in order, you may be invited to sign a lease.

You might also be placed on a waiting list. The developer will tell you if you’re on the waiting list. You are responsible for notifying the developer every six months if you wish to remain on the list.

If You Are Found Not Eligible...
You will receive a rejection letter. If you disagree, you can appeal. You have two weeks or ten business days to appeal the decision.

As described in the rejection letter, you will need to submit an appeal in writing to the developer, explaining the reason you believe the rejection was in error.

You Can Apply to Others
Submit an application for another affordable housing development. You can apply for as many developments as you want.

Visit www.nyc.gov/housingconnect to get more info or to apply online.

IMPORTANT
Do not pay any money or fee at any time to anyone for an application to any HPD or HDC-sponsored housing project. If you see an advertisement for an HPD or HDC affordable housing project that is not posted on an official City web site, report it to 311 immediately.

Don’t Submit Duplicate Applications
Only one application per household may be submitted to each property. If you apply online, then you MAY NOT submit a paper application to the same lottery. If you apply via paper, then you may NOT submit an online application to the same lottery.