



NORTH DISTRICT LOFTS
FIRST-COME, FIRST-SERVED/ ON-LINE APPLICATION
AFFORDABLE RENTAL HOUSING PROGRAM GUIDELINES
Updated May 9, 2025

THIS DOCUMENT CONTAINS THE NORTH DISTRICT LOFTS PROGRAM GUIDELINES. PLEASE READ THIS DOCUMENT CAREFULLY AS THE GUIDELINES SET FORTH WILL BE WILL BE STRICTLY ENFORCED.

Community Development Long Island (CDLI), in partnership with Park Avenue Bay Shore, LLC (Owner/Manager), is pleased to announce that it is accepting applications to establish a list of potential applicants for 18 newly constructed affordable rental units located within North District Lofts.

CDLI staff is available to assist with any questions you may have on the program and the application process. Please feel free to call (631)904-0913 or email at northdistrictlofts@cdcli.org.

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

North District Lofts

North District Lofts is a 90-unit rental development located at 57 Park Avenue, Bay Shore, New York. Eighteen (18) of the units are designated to be affordable units within the income and rent parameters set forth below.

North District Lofts consists of one 4-story elevator building with onsite covered parking available for an additional fee. Each unit comes equipped with stainless steel appliances, granite countertops, central heat and air and in unit washer/dryers. Community amenities include a roof terrace, grills and lounge space for residents.

Income and Rent Restrictions

In accordance with the requirements of the Town of Islip Town Board, the eighteen (18) affordable units will be initially leased to households with incomes at or below 80% of the HUD Area Median Income for Suffolk County as adjusted for family size. Maximum income and rent limits for studio units will be based on family size of 1, one bedroom units will be based on family size 2, and two bedroom units will be based on family size of 3 in accordance with Town requirements. At annual recertification, the maximum allowable income shall not exceed 100% of the then applicable HUD Area Median Income for Suffolk County as adjusted for family size. Approved rental assistance subsidy will be counted toward minimum income. Income requirements shall be adjusted annually based on HUD Published Area Median Income Limits for Nassau/Suffolk County. Minimum Income Guidelines do not apply to those applicants with an approved rental subsidy.

Based on the above, the initial maximum and minimum income limits and rents for the 18 affordable units at North District Lofts are as follows:

UNIT SIZE	FAMILY SIZE	MONTHLY RENT**	TOTAL GROSS ANNUAL INCOME RANGE @ 80% HUD AMI	
			Minimum*	Maximum
Studio	1	\$2,168	\$78,057	\$129,262
	2	\$2,168	\$78,057	\$129,262
1 Bedroom***	1	\$2,461	\$88,596	\$147,728
	2	\$2,461	\$88,596	\$147,728
2 Bedroom	2	\$2,737	\$98,523	\$166,194
	3	\$2,737	\$98,523	\$166,194
	4	\$2,737	\$98,523	\$166,194

* Minimum Income Guidelines do not apply to those applicants with an approved rental subsidy.

**Includes utility allowance calculated using TOI PHA utility schedule. Not including any mandatory or optional charges for other services.

***Three of the 1 Bedroom apartments will be reserved for use by individuals referred by Autism Communities.

Utilities

Tenants are required to pay utilities as follows:

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

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 returns, 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-served basis and may only be submitted on-line. 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 CDLI's website at www.cdli.org and click on the link for North District Lofts Application. 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 CDLI. CDLI 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, CDLI 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 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 CDLI 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 CDLI to verify income submissions and employment.

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, they will be provided with a link to complete the full rental application. A \$20 application fee is required and may be payable by credit card. Upon submission of a complete full rental application and application fee, the Owner/Manager will complete a final review and assessment pursuant to 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, they will be provided with a link to complete the full rental application including upload of bank statements, pay stubs and photo ID. A \$20 application fee is required to be paid by credit or debit card online. Owner/Manager eligibility review 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.

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. A minimum credit score of 650 is required. Credit history, outstanding judgements, collections, a history of late payments, and criminal history are reviewed on a case-by-case basis.

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. Tenants will be provided with an affordable unit recertification checklist and acknowledgement at time of lease up which details income recertification requirements. At annual recertification, the maximum allowable income shall not exceed 100% of the then applicable 80% of HUD Area Median income for Suffolk County as adjusted for family size. 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 in perpetuity at the discretion of the Town of Islip Town Board.

WAITLIST

The Intake Waitlist will convert to a permanent waitlist once the 18 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.

COMMITMENT TO FAIR HOUSING & NONDISCRIMINATION

The Owner/Manager is fully committed to enforcing the spirit and the letter of Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act, the New York Human Rights Act, and the Suffolk County Human Rights Act. Neither the Owner/Manager nor any of its affiliates, employees, agents, or brokers will discriminate in the sale, lease, advertisement or financing of housing 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, or on the basis of any other protected class

REASONABLE ACCOMMODATIONS/MODIFICATIONS FOR 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.

ADDITIONAL TERMS

Applicants are advised that the Owner/Manager maintains Policies and Procedures governing the complex and its tenants.

Owner /Manager

Park Avenue Bay Shore, LLC
Telephone Number: 631-666-4040

Affirmative Fair Housing Marketing Contact

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