



**FIELDSTONE AT COMMACK II**  
**FIRST-COME, FIRST-SERVED/ ON-LINE APPLICATION**  
**AGE RESTRICTED AFFORDABLE RENTAL HOUSING**  
**PROGRAM GUIDELINES**  
**May 8, 2026**

**THIS DOCUMENT CONTAINS THE FIELDSTONE AT COMMACK II PROGRAM GUIDELINES. PLEASE READ THIS DOCUMENT CAREFULLY AS THE GUIDELINES SET FORTH WILL BE STRICTLY ENFORCED.**

**Community Development Long Island (CDLI)**, in partnership with **Fieldstone at Commack II, LLC DBA Fieldstone at Commack East (Owner/Manager)**, is pleased to announce that it is accepting applications to establish a list of potential applicants for 12 newly constructed age restricted affordable rental units located within Fieldstone at Commack II.

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 [Fieldstone@cdli.org](mailto:Fieldstone@cdli.org)

**Applications will be processed on a first-come, first-serve basis beginning at 9AM May 8, 2026. Applications will be available ONLY online at [www.cdli.org](http://www.cdli.org). DO NOT deliver applications in any other manner such as by mail or hand-delivery as they will NOT be accepted.**

**Fieldstone at Commack II**

Fieldstone at Commack II is a 98-unit age restricted rental development located on Jericho Turnpike in Smithtown, NY (110, 1098, 1120 Jericho Turnpike). Twelve (12) of the units are designated to be age restricted affordable units within the income and rent parameters set forth below.

**Age restricted Citizen Occupancy Requirement**

Occupancy of all units shall be limited to the following persons:

1. At least one person who is fifty-five (55) years of age or over.
2. A Spouse greater than 19 years of age.
3. Children and/or grandchildren residing with their parents or grandparents where one (1) of said parents or grandparents, with whom the children or grandchildren are residing is fifty- five (55) years of age or older, provided that said children or grandchildren are over the age of nineteen (19) years.
4. Adults under fifty-five (55) years of age may be admitted as permanent

residents if it is established that the presence of such persons is essential for the physical care or economic support of eligible persons.

**Veterans and Intellectual or Developmental Disability Set Aside**

Four (4) of the affordable units are to be set aside for Veterans and/or individuals with intellectual/developmental disabilities (IDD). All income and age restrictions will apply. Proof of Veteran or IDD status will be required.

**Income and Rent Restrictions**

In accordance with the requirements of the Town of Smithtown Affordable Housing Requirements and the requirements of the Suffolk County IDA, the twelve (12) 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 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. 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 12 affordable units at Fieldstone at Commack II are as follows:

UNIT SIZE	MONTHLY RENT**	TOTAL GROSS ANNUAL INCOME RANGE @ 80% HUD AMI	
		Minimum*	Maximum
1 Bedroom	\$2,506	\$90,216	\$105,520
2 Bedroom	\$2,798	\$100,719	\$118,710

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

\*\*Includes utility allowance and all mandatory service fees.

**Utilities**

Tenants are required to pay utilities and fees as follows:

Electric (includes Heat/AC, Hot Water, Cooking)

Water

Sewer

Trash Collection

Cable/Internet

Property amenities

**INITIAL TENANT SELECTION PROCEDURES**

**General process**

Eligibility for a unit involves **three** steps: (1) Timely submission of a completed Application; (2) Review by the Owner/Manager for tenancy including credit checks,

backgrounds checks, employment and leasing history; and (3) Timely submission of additional information required necessary to assess program eligibility for tenancy including income, tax returns, and related documentation.

### **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 beginning at 9AM May 8, 2026. 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](http://www.cdli.org) and click on the link for Fieldstone at Commack II 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. Proof of age for all household members<sup>1</sup>
2. Last 2 years of federal income tax returns, W-2 and/or 1099 form;
3. Four most recent consecutive pay stubs;
4. Three most recent consecutive monthly bank statements for all bank accounts and investment accounts.
5. If applicable, approved subsidy housing assistance information/voucher
6. If applicable, proof of Veterans status<sup>2</sup>
7. If applicable, proof of IDD status<sup>3</sup>

The applicant will have 5 business days to provide 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

---

<sup>1</sup> The following documents are considered to be reliable for age verification: birth certificate, driver’s license, passport, immigration card, military identification, or any other state, local, national or international documentation, provided it contains current information about the age or birth of the possessor.

<sup>2</sup> The following documents are considered to be reliable for verification of Veteran Status: DD 214 Form, VA Benefit Summary Letter, Suffolk County Government issued Veteran ID Card, NYS Drivers License with “Veteran” designation.

<sup>3</sup> The following documents are considered to be reliable for verification of IDD Status: Government issued I/DD ID Card, statement signed by a licensed medical professional (physician, psychiatrist, psychologist) stating applicant meets the definition of IDD, Letter confirming eligibility or SSI or SSDI due to IDD.

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.

The process set forth in Step 2 will continue until applicants for all 12 of the workforce 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, 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, financial history 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.

### **Affordability Period**

The affordability restrictions stated above will remain in effect in perpetuity at the discretion of the Town of Smithtown Town Board.

### **WAITLIST**

The Intake Waitlist will convert to a permanent waitlist once the 12 affordable units are leased up.

### **Vacancy that occurs in a unit with a Veteran or IDD resident**

When vacancies in a Veteran or IDD unit occur, the first eligible applicant on the waitlist who is designated as Veteran or IDD 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.

If the waitlist of Veterans/IDD applicants is exhausted before the unit is filled, the unit will be marketed for a minimum period of 90 days to Veterans/IDD populations. If a Veteran/IDD individual is not identified, the unit may be filled from the general waitlist using the process described above. In the event the unit is leased to a non-Veteran/IDD individual, the next vacancy will be required to be marketed for Veterans/IDD population for a minimum period of 90 days. This 90 day marketing requirement will continue with all vacancies until the four units of Veterans/IDD occupancy is met.

Vacancy that occurs in a unit that does not have a Veteran or IDD resident

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**

**Fieldstone at Commack II, LLC DBA Fieldstone at Commack East**

Contact Person: Danielle Eichler

516.802.5958

**Affirmative Fair Housing Marketing Contact**

Community Development Long Island

1660 Walt Whitman Road, Suite 130

Melville, NY 11747

Contact Person: Donna Nelson-Schrimpe

Telephone Number: 631. 904.0913

Email Address: [Fieldstone@cdli.org](mailto:Fieldstone@cdli.org)