



**THE HUDSON HOUSE
MINEOLA, NY
AFFORDABLE AGE RESTRICTED RENTAL PROGRAM
GUIDELINES
Last revised May 1, 2026**

This document contains the HUDSON HOUSE Program Guidelines. Please read this document carefully as the guidelines set forth will be strictly enforced.

COMPLEX AND AMENITIES

The Hudson House consists of 36 one and two-bedroom age-restricted apartments and is located at 104 Front Street, Mineola NY. All of the units are required to be maintained as income and age restricted rental units.

Age Restricted Occupancy Requirement

Occupancy of a unit shall be for residential purposes and shall be limited to persons who are 55 years of age or over, with the following exceptions: A) A husband and wife under the age of 55 years who is residing with his or her spouse who is 55 years of age or over. B) Children and grandchildren residing with their parents or grandparents where one of said parents or grandparents with whom the child or children or grandchild or grandchildren is/are residing is 55 years of age or older, provided that said child or children or grandchild or grandchildren are over the age of 19 years. **Proof of age (license, i.d. card, etc.) is required.**

Income and Rent Restrictions

In accordance with the requirements of the Village of Mineola, units will be leased to households with incomes at or below 80% of the HUD Area Median Income for Nassau/Suffolk County, 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 for Nassau/Suffolk County. Minimum Income Guidelines do not apply to those applicants with an approved rental subsidy.

UNIT SIZE	FAMILY SIZE	MONTHLY RENT*	TOTAL GROSS ANNUAL INCOME RANGE @ 80% HUD AMI		Maximum gross annual income at recertification (40% increase over 80% AMI permitted)
			Minimum	Maximum	
1 Bedroom	1	\$2,300**	\$69,006	\$92,008	\$128,811
	2	\$2,300**	\$69,006	\$105,152	\$147,213
	3	\$2,300**	\$69,006	\$118,296	\$165,614
2 Bedroom	2	\$2,957**	\$88,722	\$105,152	\$147,213
	3	\$2,957**	\$88,722	\$118,296	\$165,614
	4	\$2,957**	\$88,722	\$131,440	\$184,016
	5	\$2,957**	\$88,722	\$141,955	\$198,737

*Not including any mandatory or optional charges for other services

**Rents are updated annually. Tenants are responsible to pay all utilities, including electric and gas.

Affordability Period

The affordability restrictions stated above will remain in effect in perpetuity at the discretion of the Village of Mineola.



Annual Income Recertification.

Tenants will be recertified annually in accordance with the income and rent guidelines established above based on the HUD Area Median Income in effect for each year. Leases will contain addendums that outline the requirements for continued eligibility and requirements to recertify annually.

TENANT SELECTION PROCEDURES

STEP ONE – SUBMISSION OF WAIT LIST APPLICATION

Applications will be processed on a first come, first serve basis and may only be submitted on-line. Mailed or hand delivered applications will not be accepted.

Applications will be accepted via CDLI's website at www.cdli.org. 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.

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 a **Formal Rental Application**, together with required documentation that will include

- (1) Proof of age for all household members¹
- (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.

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, and to permit the Owner/Manager to conduct background checks, credit checks and criminal background checks.

The applicant will be required to submit a one-time fee of \$20 per person with the Formal Rental Application to cover the cost of credit and background checks.

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, their application will be forwarded to the Owner/Manager for final review and assessment pursuant to Step 3 below. If an applicant is deemed ineligible, they will be advised of the reason and be allowed 5 business days to address or correct the deficiency. If received

¹The 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.



in a timely manner, the information will be reviewed by CDLI and the applicant advised of eligibility or ineligibility by email, if available, or by regular mail. If determined to be ineligible, no further review will be conducted.

The process set forth in Step 2 will continue until applicants for all 3 of the affordable 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, the applicant's information will be forwarded by CDLI to the Owner/Manager who will conduct the suitability screening review. This 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. 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. The process above will be repeated until three fully eligible applicants are identified and enter into a Lease Agreement with the Owner/Manager.

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 except familial status in accordance with HOPA exemption for housing for older persons.

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.

ADDITIONAL TERMS

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

Fair Housing Laws will be followed. CDLI staff is available to assist with the application, and answer questions about eligibility requirements. If you have any questions regarding the guidelines or need language assistance including translation and/or oral interpretation services, please call CDLI at (631)904-0913 or email HUDSONHOUSE@CDLI.ORG before applying.