

What to Expect: Your Guide to Affordable Housing

NYC Housing Connect: Steps to Apply

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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 about one-third of their gross income on rent and utilities. If a family has to spend more than about one-third of their income on rent, they are considered ‘rent burdened.’

Let’s get started...

STEP 1. Look for affordable housing

Find affordable housings listings online or in print

STEP 2. Understand eligibility guidelines

Learn about eligibility and application requirements

STEP 3. Submit your application

Register and submit application online or via mail

STEP 4. Wait while applications are processed

It may take 2 to 10 months to hear back

STEP 5. If selected, confirm your eligibility

If selected, go to your appointment with documents

STEP 6. Sign a lease, appeal, or apply to others

Rejected? Challenge via appeal and apply to others

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[NYC Housing Connect](#)

Find and Apply for Affordable Housing

New York City Department of Housing Preservation and
Development (HPD)

New York City Housing and Development Corporation (HDC)

Facebook: www.facebook.com/NYCHPD

Twitter: @nychousing

Website: www.nyc.gov/hpd

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

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.

See back for more information.

NYC Housing Connect: Steps to Apply

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Your Guide to Affordable Housing

STEP 1. LOOK FOR AFFORDABLE HOUSING

Find Affordable Housing Listings

Visit NYC Housing Connect: www.nyc.gov/housingconnect.

Check HPD and HDC's websites:

www.nyc.gov/hpd

www.nychdc.com

Call 311 and ask for the Affordable Housing Hotline.

Look for advertisements in newspapers.

Look for posters at construction sites.

Contact local community organizations, including Housing Ambassadors, for help. Find a list of Ambassadors on HPD's website: www.nyc.gov/housing-ambassadors

Read the Advertisement Carefully

Different affordable housing developments have different eligibility requirements, including income ranges. You may fall into different categories for different developments, depending on your household size and income.

STEP 2. UNDERSTAND ELIGIBILITY GUIDELINES

You May Be Eligible If...

- your combined household income is between a development's minimum and maximum limits.
- the members of your household meet program rules.

- your credit, background, and housing court history meet the development's standards.

You may Get Preference for a Development If You...

- have a mobility, hearing, and/or vision disability.
- currently live in the same Community Board District.
Find out what district you live in:
www.nyc.gov/html/cau/html/cb/cb.shtml.
- work for the City of New York.
- Applicants who live in New York City receive a preference over non-city residents.

STEP 3. SUBMIT YOUR APPLICATION

Apply Online

Create an account on www.nyc.gov/housingconnect.

Make sure your profile is updated and accurate each time you submit an application to a development 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.

Submit your application before the deadline date..

Your chances of being selected in a lottery are the same...

- whether you apply online or by mail.
- no matter when you submit your application, as long as it is before the deadline.

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

STEP 4. WAIT WHILE APPLICATIONS ARE PROCESSED

How Applications Are Processed

After the deadline, all of the applications are put into a random order.

The developer begins reviewing them (beginning with those who meet preferences) and contacting applicants.

See Step 2 for a list of the preference categories.

When Will You Hear Back?

A property may receive tens of thousands of 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 could have qualified. Your chances of being contacted are greatest if you are randomly assigned a low log number, or you meet set-aside or preference criteria.

STEP 5. IF SELECTED, CONFIRM YOUR ELIGIBILITY

Appointment to Confirm Eligibility

If you are selected,

you will be contacted by the developer to set up an appointment. This is to review your documentation and confirm that you meet eligibility rules.

All of the adults you will live with must go to the appointment.

Your appointment is very important. Spots are limited.

Set up your appointment immediately.

If you need to reschedule, contact the developer right away.

Going to the appointment does NOT guarantee that you will receive affordable housing.

Bring Documentation

You will be asked to bring copies of birth certificates, IDs, pay stubs, tax returns, proof of address, and other detailed documentation for each member of your household.

Wait for Confirmation

After the developer verifies your eligibility, a City employee will review your file for accuracy.

If there are questions, you will be contacted.

STEP 6. SIGN A LEASE, APPEAL, OR APPLY TO OTHERS

If Your Eligibility Is Confirmed...

You may be offered the choice 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.

If You Are Found Not Eligible...

You will receive a rejection letter. If you disagree, you have ten business days from the letter's postmark or sent-date to appeal the decision.

The letter explains how to submit an appeal in writing to the developer. You must explain the reason you believe the rejection was in error and provide supporting documentation.

The developer will contact you with the results of your appeal. If it was unsuccessful and you believe there is still an error, you may contact the agency with a complaint. Please contact the agency within five business days. The appeal rejection letter tells you how.

You Can Apply to Others

Apply to another affordable housing lottery. You can apply to as many lotteries as you want.

IMPORTANT!

FRAUD ALERT

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.

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

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