# WOODBRIDGE at Farmingdale

Thank you for your interest in Woodbridge at Farmingdale Apartments. We are proud of our attractive community for adults aged 62 and up. Our beautiful location is conveniently located near shopping, restaurants, medical facilities and entertainment. You'll enjoy townhome style living with our perfect 2 bedroom with 1 bathroom apartment home. Each apartment home is equipped oak cabinetry, stackable washer/dryer connections and a dishwasher.

Our community is currently operating off a waitlist. Enclosed is our waitlist packet discussing our waitlist procedures. All paperwork must be filled in with black ink. Please submit your completed waitlist packet to our leasing office via fax or mail to the address below:

Fax: (631) 208-1267

Mail:

Riverhead Landing Apartments Attn: WB Waitlist 1145 Middle Road Riverhead, NY 11901

We look forward to having you join us in your new home!

Warmest regards, Woodbridge at Farmingdale Management

### **Waitlist Process**

Applicants that are approved for the wait list are not guaranteed eligibility. A full eligibility determination through the application process will be completed at the time a unit is made available and applicant is selected. When a unit becomes available the next applicant on the waitlist for the appropriate unit size will be offered and the application process shall begin. All applicants on the waitlist will be in date order applicant is received and placed. Current residents approved to transfer will be placed on the waitlist if a unit is not available without preferential order. \*Should an Accessible Unit become available the unit will be first offered to current residents then qualified applicants with a household member requiring accessibility features of the unit.

### To be placed on the waitlist:

- Complete and submit application
- Management will conduct an interview to "prequalify" for the waiting list and to ensure that there are no obvious factors that would make applicant ineligible based on the current leasing criteria.
- If a preliminary screening indicates that a family may be eligible for tenancy, but units of appropriate size are not available, the application will be placed on the waitlist.
- Applicants who are obviously not eligible for tenancy will not be placed on the wait list.
- When a unit will be available in the near future, the "Community" will contact the first applicant on the waitlist for an interview. Notification will be made by mail or phone. If no response is received within 7 business days, applicant will be removed from the waitlist and the next applicant will be notified. If an applicant refuses the unit, they may remain on the waitlist for the next available qualifying unit. If an applicant refuses the second qualifying unit available, they may be removed from the waitlist and must complete the process from the beginning in order to be on the waitlist. At the point of acceptance, the applicant must move into the unit within 30-days.

If contact information is no longer valid or applicants fail to respond to contact within 7 business days, applicant(s) will be removed from the waitlist. It is the applicants' responsibility to notify the community with any contact changes.

\*Accessible units will be offered to those qualified in order of first, current tenants with disabilities currently residing in a non-accessible unit who has requested and requires the features of the unit. If no current tenants require the special features of the accessible unit, then the offer of the unit will be made to the next qualified applicant on the waiting list with a family member who needs the features of the accessible unit. If neither a current tenant nor a qualified applicant requires the features of the available accessible unit, then the unit will be offered to next qualified applicant on the waiting list.

# WOODBRIDGE at Farmingdale

461, 477, 479, 481 Fulton Street, Farmingdale, NY 11735

Woodbridge at Farmingdale Apartments is an affordable senior apartment community. Our community has maximum annual income restrictions:

## Maximum Gross Income per Household Size

1 Person	\$64,680
2 Person	\$73,920
3 Person	\$83,160
4 Person	\$92,340

## **Lease Terms**

# 2 Bedroom Apartments **\$1,896 - \$2,001 per month**

Heat, hot water, garbage removal and maintenance are included.

12 month lease term required.

Rates, Fees and Deposits subject to change.

## Non-refundable Application/Verification Fee: \$20 per household+

<sup>+</sup>Certified check or money order only. Fee includes background and credit check.

Must be submitted with application.

Security Deposit: One month's rent

Optional Non-refundable Pet Fee: \$300

1 pet per household with a 25lb. weight limit. Breed restrictions apply.

# LEASING CRITERIA Woodbridge at Farmingdale I & II Apartments

This community utilizes a third-party service that conducts credit, rental history and criminal background investigations. Community management team members conduct all employer/income verifications. The investigation is conducted on all adult (18 years of age or older) occupants. The investigations are based on information provided by the applicant and information that may be retrieved from credit agencies, employers, previous landlords and Federal, State and Local agencies and other associated parties. In the event the application is rejected, the applicant will be notified verbally and in writing as to the reasons and the sources(s) of the information that resulted in the rejection. However, if the rejection is a result of the information provided by the applicant, we will only provide the results verbally unless the applicant makes a formal written request for information pertaining to the denial. In the case of roommates, information that we have obtained resulting in a rejection can only be released to the party whose investigation causes the rejection. A security deposit will be required from all applicants and multiple adult applicants will require additional application fees.

#### Criteria:

- 1. A minimum of 6-month rental or ownership history. History must consist of no more than 1 late payment or 1 lease violation during a 6-month period. If a debt is owed to another rental community, the application will not be considered until adequate proof of satisfaction of that debt is provided. If renting from a Private Owner, applicant must provide a copy of a utility bill with the address and name of the applicant on the utility bill. Applicant(s) without rental or ownership history may be accepted with a security deposit equal to the monthly market rental rate for the apartment to be occupied. Evictions will constitute an automatic denial of the application.
- 2. No felony convictions, indictments, arraignments or deferred adjudications within the last 7 years. No misdemeanor criminal convictions, indictments, arraignments or deferred adjudications involving drugs, minors, arson, terrorism or theft (robbery & burglary) greater than \$500 within the last 7 years. Any conviction involved in the production of methamphetamine or requires a lifetime registrant on the sex offender registry will result in automatic denial of application. Each applicant with criminal convictions will be assessed on a case by case basis. Crimes for which the applicant has been convicted and recent pending arrest will be considered. Assessment will evaluate how much time has elapsed since criminal conviction, age at time of conviction, seriousness of conviction and any rehabilitative actions and good conduct since conviction. The standards to approving or denying eligibility will be: 1. is applicant a detriment to the health or safety of the residents and community; 2. a source of danger to the peaceful occupation of other residents, 3). a source of danger or cause of damage to residents, personnel, property or the premises. The fact that we perform criminal background checks does not mean that our residents and occupants have no prior or current criminal histories. We cannot and do not quarantee that this community and its residents are free from crime. Verification of the accuracy of information supplied to or made available to us by applicants and credit reporting services is limited.
- 3. † All members of the household must be 62 years of age or older. All applicants must provide one US government issued photo identification, birth certificate and one of the following: valid Social Security Number; Form I-94 Arrival-Departure Record with proper annotations; Temporary resident alien card verifying approved entry by US government (I-94W); I-551 Permanent Resident Card; Form I-668 Temporary Resident Card; or Form I-688A Employment Authorization Card.
- 4. 6 months verifiable employment history or verifiable income/assets. Applicants receiving SS, SSI, pension or disability are excluded from the employment requirement, but must provide documentation to verify these benefits. (Verifiable income source includes check stubs, W2s, verification from employer or government entity. If self-employed, applicant must produce Tax Return with Schedule C, financial statements from business, or profit/loss statement with back up.)
- At least 75% of trades rated positively by the credit bureau (rating of 1, 2 or 3) for the past 3 years. Medical, student loans and 0 rated trades are excluded. Bankruptcy must be discharged and all trades (minimum of 3) since bankruptcy must be rated positively by the credit bureau (rating of 1, 2 or 3). The presence of utility collection accounts will require verification of balance paid in full before approval can be considered.

### Leasing Criteria Pg 2

- 6. Minimum monthly verifiable gross income must be at least 2 times the monthly rental rate. Applicants receiving approved and verifiable rental assistance will require a minimum monthly gross income of 2 times resident portion of rent. Maximum gross income, which includes all income sources, cannot exceed LIHTC schedule, which is based on household size.
- 7. NYSHFA requires that all original applicants for residency must provide a copy of their latest 1040 Federal Income Tax Return when certifying their income. This requirement will be waived if the applicant is not required to file a tax return but must sign an affidavit stating that a tax return is not required to be filed and has not been filed for the most recent year.

Each applicant must satisfy all of the above criteria. No co-signers accepted. If applicant has no credit and/or rental history a deposit equal to one months' rent may be required.

### \*Maximum General Occupancy Standards

1 bedroom - 2 persons

2 bedroom - 4 persons

† Woodbridge at Farmingdale I & II operates under the Housing for Older Persons Act of 1995 (Pub. L. 104-76, 109 Stat. 787 Approved December 28, 1995) (HOPA); and is intended for, and solely occupied by, persons 62 years of age or older. This community complies with the requirements to qualify for such exemption of the familial status protection under the Fair Housing Act.

**Equal Housing**: This community is an Equal Housing Opportunity Provider. We do business in accordance to the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Please contact our Corporate Office Manager at 713-932-0005 if you feel our representative has not acted in accordance with this policy.

If you believe you are subject to protections under the Violence Against Women's Act (VAWA) or need to request a reasonable accommodation, please contact the manager for more information.

### **ACKNOWLEDGEMENT**

I understand the policies contained herein and have received a copy of this document.					
Applicant Signature:	Date:				
Applicant Signature:	Date:				

### **WOODBRIDGE AT FARMINGDALE**

**Rental Application** 

The information you provide below will be used to determine if your household is eligible under this community's leasing criteria. Please complete the ENTIRE form and do not leave any questions blank or unanswered. Write N/A if a particular question is not applicable. We thank you in advance for your cooperation.

<b>Property Information (F</b>	or Office U	se Only):					
Date Received	: <u></u>				Initial Certific		
Unit #		_			Recertification	n	
# of Bedrooms  Desired Move-In Date		Ď			Interim Other:		
					Other.		
HOUSEHOLD COMPOS List all persons who will be living in you	our home. List all i	members you antici	pate to live wit		time in the next	12 months an	d include
anyone who is not currently a househ	Relationship	· ·	me one in the	next 12 months.			
<b>Household Members</b> Full Name (first and last)	to Head S=Spouse O=Other Adult C=Minor Child F=Foster Adult/Child L=Live In Attendant	Date of Birth	Marital Status M=Married D=Divorced SP=Separate d S=Single W=Widowed	Social Security Number	Driver's License Number	Student Y or N	*If "yes" Part-time (PT) or Full-time (FT)
,	HEAD						,
*For <u>each</u> household member liste attending, OR plans to attend sch children, even if home-schooled.  Contact Information							
Home Phone				Email address:			
Cell Phone-1			_	Linaii addiess.			
Cell Phone -2							
			•				
Is every household member	er listed above	a full-time (FT)	student?			Yes	No
2. Will your household be rec	ceiving rental as	ssistance?				$\bigcirc$	$\bigcirc$
3. Do you expect any change If yes, please describe cha			12 months	?		_	$\bigcirc$
4. If you are divorced or sepa	arated, please p	orovide date eff	ective:			_	
5. Is each household membe If no, does everyone have			?				
6. Will you have at least 50%	physical custo	ody of all minor	members in	household?		Ŏ	Ŏ

### **EMPLOYMENT INFORMATION**

<b>Current Employment Information: H</b>	EAD of HO	USEHOL	D				
Company Name:	Company Name:			Position:			
Address:			Da	ate of Hire:			
City/State/Zip:				-	Monthly (	Gross Wage	: \$
City/State/Zip: Phone:	Fax:			. 5	Supervisor:		
Do you currently or expect to earn Ove					next 12 mont	ths?	Yes No
If Yes, list all that apply and expected a		,	<b>.</b>				
Additional Employment Information:							
Company Name:				· _			
Address:					ate of Hire:		
City/State/Zip: Phone:							:_\$
Phone:	_Fax:				Supervisor: _		
Do you currently or expect to earn Ove	rtime, Comi	mission, T	ips, Bonus	es in the r	next 12 mont	ths?	Yes No
If Yes, list all that apply and expected a	amount?						
0 15 1 116 11							
Current Employment Information:					Daaitiaa		
Company Name:							
Address:				. Da	ate of Hire:		. r
City/State/Zip:	Гоуг						: _\$
					Supervisor: _		
Do you currently or expect to earn Ove		mission, T	ïps, Bonus	es in the r	next 12 mont	ths?	Yes \( \) No \( \)
If Yes, list all that apply and expected a	amount?						
	OTHE		ME INFO	PMATIO	ANI		
Identify each source of income currently		H INCOI		NIVIATIO	/IN		
received or anticipated to be received in the		d of					Monthly Gross
next 12 Months. (Y=Yes, N=No)	House	ehold					Income
1. Employed	YO	NO_	γΟ	N	Υ 🔾	NO	\$
2. Self-Employed	YO	N)	γΟ	NQ	ΥO	N)	\$
3. Unemployment Compensation	Y	$\mathbf{N}$	γΟ	N)	Υ 🔾	N	\$
4.Social Security/SSI/SS Disability	Y	$\mathbf{N}$	γΟ	N	Y	N	\$
5. Disability/Worker's Compensation	Y	$\sim$	γΟ	$\mathbf{N}$	Y	$\mathbf{N}$	\$
6. Severance Pay	Y	$\mathbf{N}$	Υ	$N\bigcirc$	Y	$\mathbb{N}$	\$
7 \/A Damafita	ΥO	$\overline{}$	,			$\overline{}$	
7. VA Benefits	$\cup$	$\mathbb{N}$	Υ	$N\bigcirc$	YΟ	N)	\$
8. Pension/Annuity	Y	NO	YO	NO NO	Y ()	$\frac{N}{N}$	\$
	$\sim$	$\tilde{}$			$\sim$	$\overline{}$	
8. Pension/Annuity	Y	NO	γ 🔾	N	ΥÓ	NO	\$
8. Pension/Annuity 9. Military Pay 10. AFDC/TANF	Y ()	NO NO	Y ()	<b>8</b>	Y ()	NO NO	\$
8. Pension/Annuity 9. Military Pay 10. AFDC/TANF 11. Child Support/Alimony	Y \\ Y \\ Y \\	N N N	Y () Y ()	555	Y () Y () Y ()	NO NO	\$ \$ \$
8. Pension/Annuity 9. Military Pay 10. AFDC/TANF	Y O Y O	NO NO	Y () Y () Y ()	2222	Y () Y () Y () Y ()		\$ \$ \$
8. Pension/Annuity 9. Military Pay 10. AFDC/TANF 11. Child Support/Alimony 12. Recurring Gift/Contribution 13. Rental Income	Y O Y O Y O		Y () Y () Y () Y ()	2222	Y	NO NO NO NO	\$ \$ \$ \$
8. Pension/Annuity 9. Military Pay 10. AFDC/TANF 11. Child Support/Alimony 12. Recurring Gift/Contribution 13. Rental Income 14. Adoption Assistance	Y O Y O Y O Y O		Y () Y () Y () Y ()	555555	Y		\$ \$ \$ \$ \$ \$
8. Pension/Annuity 9. Military Pay 10. AFDC/TANF 11. Child Support/Alimony 12. Recurring Gift/Contribution 13. Rental Income	Y		Y O Y O Y O Y O Y O	2222	Y		\$ \$ \$ \$ \$

ASSET INFORMATION					
List all assets for each			Financial	Annual	
Household Member	Household		Institution	Interest/Earnings	Asset Value
1. Checking	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
2. Savings	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
3. Pre-Paid Debit	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
4.Cash On Hand	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
5. Stocks/Mutual Funds	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
6. CD/Money Markets	$Y \bigcirc N \bigcirc$	Y N		\$	\$
7. Treasury Bill	$Y \bigcirc N \bigcirc$	$\mathbf{Y} \bigcirc \mathbf{N} \bigcirc$		\$	\$
8. Bonds	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
9. IRA/KEOGH	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
10. 401K/401(b)	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
11. Pension/Annuity	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
12. Whole Life Insurance	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
13. Land Contract/Deed of Trust	$Y \bigcirc N \bigcirc$	Y N		\$	\$
14. Real Estate	$Y \bigcirc N \bigcirc$	Y N		\$	\$
15. Safe Deposit Box	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
16. Personal Property as Investment	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
17. Trust	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
18. Lump Sum Receipts	$Y \bigcirc N \bigcirc$	$Y \bigcirc N \bigcirc$		\$	\$
19. Other	$Y \bigcirc N \bigcirc$	Y N		\$	\$
2. In the past two (2) years, have you or anyone in your household sold or gifted assets for less than than fair market value?  If yes, complete the following:  Asset Disposed:  Date Disposed:  Amount Disposed:  Marital Separation/Divorce  V  N  N  N  N  N  N  N  N  N  N  N  N					
3. Have you given any gifts of	monev totaling	more than \$1.	- .000 in the past two (2	2) vears?	$Y \cap N \cap$
3. Have you given any gifts of money totaling more than \$1,000 in the past two (2) years?  If yes, complete the following:  Amount Gifted:  Date:					
Residential History Ple	ease provide 2	years of rental	//housing history		
Current Address:					
City/State/Zip:					
Landlord Name/Mortgage :					
Phone:			Reason for Leaving:		
Date Moved In:					
Rent/Mortgage:				Rent O	Own O
Previous Address:					
City/State/Zip:					
Landlord Name/Mortgage :					
Date Moved In:					
Rent/Mortgage:				Rent O	Own O

Have you ever been evicted from tenance     If yes, please list date:	y, broken a lease,	or sued for rent?		Yes	No
Have you ever filed for bankruptcy?     If yes, is bankrupcy discharged?	Y	Date Discharged:		$\bigcirc$	$\bigcirc$
3. Has any household member plead guilty court-ordered supervision, or pre-trial div			eanor assault?	$\bigcirc$	$\bigcirc$
Do you own any pets that would be moving lf yes, please list types:	ng with you into th	e community?		$\bigcirc$	$\bigcirc$
Other Information					
Type of Vehicle:		License Plate #			
Make/Model:		Year	Color_		
Type of Vehicle:		License Plate #			
Make/Model:		Year	Color_		
Emergency Contact In case of eme	rgency, notify				
Name:		Phone #1			
Address:		Phone #2			
CERTIFICATION OF ACCURACY AND CO	MPLETENESS				
I/We certify that all information provided in understand that this information will be use advised and understand residency at this qualification. I agree that in addition to e certifying the information contained herein understand and agree that the owner/man through credit bureau, criminal checks, incompresefully falsifies, misrepresents or wi incomplete information on this application we	d to verify income community require execution of a Le and that such agement agent wome and landlore thholds informatic	e eligibility for community which es certain income restrictions ase Agreement, I will execute certification will be made uncill use this information to inved verification. I/We further uncon related to program eligibility	n I/We applied. and that reside a Tenant Inc ler penalty of p stigate my/our derstand that a	I/We had a sency is some Ce perjury. credit was not applicate.	ave been subject to ertification I further vorthiness cant who
Furthermore, if such misrepresentation or of subject to eviction or punishable by law.	mission is discove	red after tenancy has begun, I/	we understand	that we	may be
Head of Household	- <u>-</u>	Date			
Applicant		Date			
Applicant	_ <u> </u>	Date			

UNIT #	
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TENANT RELEASE AND CONSENT					
employment, income and/or assets for	ories listed below to release inform purposes of verifying information on m without liability to the owner/manager	nation regard ny/our apartm	ent rental application		
INFORMATION COVERED					
that may be requested include, but a assets, medical or child care allowar	nt information regarding me/us may be re not limited to: personal identity, sta nces. I/We understand that this autho pertinent to my eligibility for and cont	udent status, rization canr	employment, income not be used to obtain		
GROUPS OR INDIVIDUALS THAT	Γ MAY BE ASKED				
The groups or individuals that may be	asked to release the above information i	nclude, but a	re not limited to:		
Past and Present Employers Support and Alimony Providers State Unemployment Agencies Banks and other Financial Institutions	Welfare Agencies Educational Institutions Social Security Administration Previous Landlords (including Public Housing Agencies)	Educational Institutions Retirement Social Security Administration Medical are Previous Landlords (including Providers			
CONDITIONS					
authorization is on file and will stay in	thorization may be used for the purposes a effect for a year and one month from d correct any information that is incorre	the date sign	ned. I/We understand		
SIGNATURES					
Signature of Applicant/Resident	Printed Applicant/Residen	Printed Applicant/Resident Name			
Signature of CO/Applicant Resident	Printed Co/Applicant/Res	Printed Co/Applicant/Resident Name			
Signature of Adult Member	Printed Adult Member Na	Printed Adult Member Name			
Signature of Adult Member	Printed Adult Member Na	me	Date		
Woodbridge at Farmingdale			(631) 208-9489		

**NOTE:** THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF A TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.

Contact

Apartment Community Name

Phone