

City of White Plains Affordable Rental Housing Program Application Form



Residency

Provide name and address of person principally responsible for this application:

Name: _____
First Middle Last

Address: _____
Number Street Apt. #

_____ City State ZIP Code

Contact Information

Provide telephone numbers and an email address of person principally responsible for this application:

Office #: (____) ____ - ____ Home #: (____) ____ - ____ Cell #: (____) ____ - ____

E-mail Address: _____

Demographic Profile (optional)

Notice: Providing demographic information is optional and is not a required component of the application process. Responses to the demographic profile will not be used in any way to determine eligibility for an affordable housing rental apartment. The demographic profile is used to help the City of White Plains ensure that the Affordable Rental Housing Program is providing fair housing and equal opportunity to all.

Directions: Answer both Part A and Part B for the principal applicant of this application. For Part A, please provide only one response for ethnicity and for Part B, please provide a response(s) for all racial categories that pertain to you:

Part	Ethnic Categories	Check One
A	Hispanic or Latino	
	Not-Hispanic or Latino	
Part	Racial Categories	Check One or More
B	American Indian or Alaska Native	
	American Indian/Alaskan Native and Black/African American	
	American Indian/Alaska Native and White	
	Asian	
	Asian and White	
	Black or African American	
	Black or African American and White	
	Native Hawaiian or Other Pacific Islander	
	White	
Other Multi-Racial		

Directions: Please check all categories that pertain to the principal applicant of this application:

Are you:	Check One or More
A Female Head of Household?	
A Person with Disabilities?	
Homeless?	
62 years or older?	

Additional Questions

Do you receive a pension(s)? Yes _____ No _____

Do you have any pets? Yes _____ No _____

How did you learn about the White Plains Affordable Rental Housing Program?

Please check all that apply:

City of White Plains Website

Apartment Management Company

Internet Search

Real Estate Agency

Friend or Family Member

Other: _____

Housing Counseling Agency

Supporting Documentation

PLEASE SUBMIT SUPPORT DOCUMENTATION LISTED BELOW WITH THE APPLICATION SO YOUR INCOME ELIGIBILITY CAN BE DETERMINED.

For *each* person 18 years and older who will reside in the apartment:

1. Most recent Federal and State Income Tax Returns
2. Copy of forms reporting unearned income (child support, alimony, SSI, SSD, investment income, dividends, etc)
3. Copy of most recent bank statement
4. Copies of last four (4) pay check stubs
5. Copy of Pension Award statement, if any
6. Copy of Social Security Statement, if any
7. Proof of Residency: Driver's License, Utility Bill, etc.
8. Employment Verification Form (see attachment)

Certification

I/WE CERTIFY THAT THIS INFORMATION IS COMPLETE AND ACCURATE. I/WE AGREE TO PROVIDE, UPON REQUEST, DOCUMENTATION ON ALL INCOME SOURCES TO THE AFFORDABLE RENTAL HOUSING PROGRAM.

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

ALL STATEMENTS ARE SUBJECT TO VERIFICATION. MISREPRESENTATIONS OR FALSE STATEMENTS MAY CONSTITUTE CAUSE FOR DISQUALIFICATION OR EVICTION FROM THE AFFORDABLE HOUSING PROGRAM. PURSUANT TO NY PENAL LAW SECTION 210.45, IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

Submission

E-mail:
Planning@whiteplainsny.gov

-OR-

Mail:
City of White Plains
Department of Planning
70 Church Street
White Plains, NY 10601

Information

City of White Plains
Department of Planning
(914) 422-1300



PLANNING DEPARTMENT
70 Church Street, White Plains, New York 10601
(914) 422-1300 Fax: (914) 422-1301
E-Mail: Planning@whiteplainsny.gov

THOMAS M. ROACH
MAYOR

CHRISTOPHER N. GOMEZ, AICP
COMMISSIONER

LINDA K. PUOPLO
DEPUTY COMMISSIONER

Employment Verification Form

Date: _____

Employee's Name: _____

Employer name and address: _____

Employment start date: _____

Job Title: _____

Base Pay Rate: \$ _____ per hour / week / month (circle one)

Average hours worked per week at base pay rate: _____

Overtime pay rate: \$ _____

Total base pay earnings past 12 months: \$ _____

Total overtime earnings past 12 months: \$ _____

Projected pay next twelve months: \$ _____ with overtime: \$ _____

MANAGER / SUPERVISOR / HUMAN RESOURCE - SUPPLYING INFORMATION:

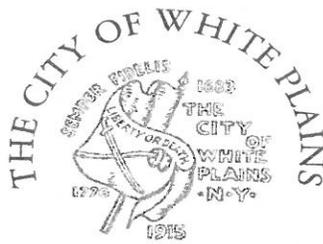
Name

Title

Signature

Telephone

Date



PLANNING DEPARTMENT
70 Church Street, White Plains, New York 10601
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Projected pay next twelve months: \$ _____ with overtime: \$ _____

MANAGER / SUPERVISOR / HUMAN RESOURCE - SUPPLYING INFORMATION:

Name

Title

Signature

Telephone

Date

CHECK LIST – PLEASE SUBMIT ALL REQUESTED DOCUMENTS FOR ALL ADULTS WHO WILL RESIDE IN THE HOUSEHOLD

1. 2015 Federal and State Income Tax Returns (PLEASE DO NOT SUBMIT THE W2 FORM)
2. Copy of Form reporting unearned income (Investment Income, Dividends, Child Support payments, Alimony, SSI, SSD, etc.)
3. Copy of the most recent Bank Statement
4. Copies of the last four (4) Paycheck Stubs
5. Copies of Pension or Social Security Statement (If applicable)
6. Proof of Residency: Driver's License, Cell/Telephone or Utility Invoice
7. Employer Verification Form



WESTCHESTER COUNTY 2016 AREA MEDIAN INCOME (AMI), SALES & RENT LIMITS

INCOME LIMITS & HOUSING COSTS

In determining affordability for housing, the housing costs must be calculated for the future residents. Housing costs include rent and any tenant paid utilities in rental housing; and includes the mortgage payment (Principal and Interest) property taxes, homeowners insurance and, in condominiums and cooperatives, any common charges and Home Owners Association (HOA) fees for ownership.

The U.S. Department of Housing and Urban Development (HUD) bases its income limits for a variety of housing programs on a standard called Area Median Income (AMI), for each metropolitan statistical area. The base AMI is estimated to be for an average family of 4 persons (highlighted in red on below chart). The maximum income by family size is then adjusted by a percentage determined by HUD:

FAMILY SIZE PERCENTAGE

# of Persons	1	2	3	4	5	6	7	8
Adjustment	70%	80%	90%	100%	108%	116%	124%	132%

In the cases where the AMI for Westchester County is lower in a following year, the County policy is to hold-harmless any existing property with tenants in place or new homebuyers ready to purchase a home who have signed a Contract of Sale prior to the effective date of the of the published Income Limits.

The below Income Limits are published by HUD accordance with federal guidelines, including the limits to be applied to *Multifamily Tax Subsidy Projects (MTSP)*. HUD also publishes income limits for the Neighborhood Stabilization Program (NSP) which are higher than those which apply to other Westchester County Housing Programs, at 120% AMI. Those limits are presented in the below chart, but only apply to ownership of 1-4 family homes assisted with NSP.

2016 Maximum Income Guidelines

INCOME LIMITS	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household
120% AMI	\$90,600	\$103,500	\$116,450	\$129,360	\$139,750	\$150,100
100% AMI	\$75,500	\$ 86,250	\$ 97,100	\$107,800	\$116,450	\$125,100
80% AMI	\$60,400	\$ 69,000	\$ 77,650	\$ 86,250	\$ 93,150	\$100,050
*60% AMI	\$45,300	\$ 51,780	\$ 58,260	\$ 64,680	\$ 69,900	\$ 75,060
*50% AMI	\$37,750	\$ 43,150	\$ 48,550	\$ 53,900	\$ 58,250	\$ 62,550
30% AMI	\$22,650	\$ 25,900	\$ 29,150	\$ 32,350	\$ 34,950	\$ 37,550

EFFECTIVE DATE

- * MSTP, Section 8 & NSP Income Limits, March 6, 2016
- * HOME Income Limits and 80% Uncapped Income Limits, June 1, 2016