

# AFFORDABLE HOUSING INFORMATION

## 13th Edition

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**Newest Housing Listings** – [www.actorsfund.org](http://www.actorsfund.org), click on “Housing Resource Center”, then click on “NY Subsidized Housing” on the right hand menu.

# Guide To Housing Packet

The material contained in this housing packet is for informational purposes only. This packet will serve as a general resource for obtaining information on what programs exist in New York City that provide a more affordable living environment. Unfortunately, we have not found any magic that makes finding an affordable place to live in New York City any easier. What we can say is that people who have been persistent and diligently prepared themselves and worked at finding affordable housing have reported success. The programs and information listed below can provide information about the steps and process it takes to secure housing options.

## Important Numbers

In your quest to obtain options for affordable housing staying informed is an essential tool. Listed below are links to staying connected to the housing buzz. Incorporating this into a weekly or monthly routine is a good idea.

**The Actors' Fund WEBSITE: [www.actorsfund.org](http://www.actorsfund.org) click on HOUSING RESOURCE CENTER in the upper right corner, then click on "NY Subsidized Housing". This has the newest 80/20, Mitchell Lama, Section 8, Senior, and other leads.**

[www.nyc.gov/housing](http://www.nyc.gov/housing) - a GREAT resource with info on all subsidized housing programs.

**Housing Preservation and Development Affordable Housing Hotline: 311**

(Low-income housing 80/20 lists) [www.nyc.gov/housing](http://www.nyc.gov/housing)

You can also request "homeownership packet" at this number.

**Related Management Housing Hotline: (212) 987-6445, extension 25**

**Rockrose Development Corporation**

To be put on inquiry lists, write:

Rockrose Development Corp.

290 Park Ave South, 14<sup>th</sup> floor

New York, NY 10010 ATTN: 80/20 program

(80/20, middle-income projects) [www.rockrosenyc.com](http://www.rockrosenyc.com)

## I. Government Programs that Support Affordable Housing

### A. "80/20 HOUSING"

80/20 housing is a general term for a certain kind of city and state subsidized housing. 80/20 refers to the ratio of market-rate to subsidized units in a given building. Therefore, 20% of its units are dedicated to lower income singles or families and receive a subsidy and 80% of the building pays market value. A management company will sign up with the city or state to receive tax cuts in return for agreeing to rent 20% of the apartments in a new or newly renovated building to people within a certain (lower) income range. Persons qualifying for these subsidized units, who get through the application process will be paying a significantly lower than market value rate for their unit. These units also become part of the rent stabilization system. **Please note this type of housing is extremely popular and that the application process takes time.**

Two organizations that fund such subsidized housing projects are the NYC Dept of Housing Preservation and Development and the NYC Housing Development Corp. Each agency generates a list of their subsidized buildings and provides updates on waitlists and new construction. Contact each agency separately for updated lists. The best way to do this is through links from the [www.nyc.gov/housing](http://www.nyc.gov/housing) website.

### **1. New York City Department of Housing Preservation and Development**

On the web at [www.nyc.gov/hpd](http://www.nyc.gov/hpd). Or call 311

### **2. New York City Housing Development Corporation: call 311 or**

On the Web at: [www.nychdc.com](http://www.nychdc.com)

Click on “apartment seekers” on the left hand menu.

These agencies have the following housing programs: middle income, seniors, and three programs for low to moderate-income earners. They all follow the same rent up process listed below and going to the above web addresses you can access all of the listings. Please note that all of the buildings application process is based on your annual income and a percentage of the median area income. The NYCHDC calculates the area median income for NYC metropolitan area as \$62,800.

Examples of programs these agencies offer are: HOP Middle income; 100% lite; Tax-Exempt 80/20; Taxable 80/20. **However, it is important to note that all follow the same rent up process, as listed below. The important thing is that you find out about the new building and APPLY!**

## **Steps to Obtaining 80/20 Housing**

All of the new building projects that will be subsidized announce their most recent properties in the Daily News, New York Times and the Amsterdam News on Thursdays, as well as the hotlines. **READ, READ, READ the newspaper everyday. CHECK THE ACTORS' FUND HOTLINE AND CHECK [www.nyc.gov/housing](http://www.nyc.gov/housing).** You can also make a weekly habit of calling the hotlines.

**Lottery system:** To rent up the buildings all of the agencies work on a lottery system. Therefore it is crucial that you hear about a new building as soon as possible so that you can put in a request for yourself in the first 4,000 requests. It is a first come first served basis.

### **Process**

1. Announcement of new building
2. **Immediately**, send a letter or postcard (whatever is requested) with your full name and address requesting an application for that specific property. (Or send a letter with a self addressed stamped envelope, if that is what the ad requests.) You do not need to send more than one postcard; it will not better your chances.
3. If you are in the first 4,000 postcards you will be sent an application with a deadline to return it by. You must comply with this deadline; no exception will be made. It does not matter if you return the application a day after you get it or the day before the deadline. It will not better your chances to get it in faster.
4. The applications are randomly selected and those chosen are called for an interview. If you don't get a call it means that you were not randomly selected or didn't fit the criteria for that building.
5. If you are chosen in the lottery process and meet the income requirements you will be notified by mail and offered an interview. The letter you receive will detail what documents you should bring.

6. The applicant will go through a several step interview process and hopefully secure an apartment.
7. Be advised: you can apply to be put on a waitlist or inquiry list for a specific property that is already rented up. The inquiry list is the step before the waitlist. When the waitlist for each building opens, applications are sent to those on the inquiry list. You write to each separate building not the management agency. Request can be made in writing by mailing a postcard or brief letter with your name and address on it with a request for a specific property. You need to mail separate cards for each property; they don't transfer to each other. **Be mindful to use the most permanent return address you can, as it may take awhile to hear back. Sometimes people get a p.o. box for this purpose.**

### **GET PREPARED**

Please note that good credit is usually very important. If you are going to apply for these buildings, you should contact the 3 credit bureaus to request your credit report to insure that it is accurate or figure out what you can do to amend incorrect or bad ratings. Please note the most important information they are looking for is **that you pay your rent on time every month.** We have been advised that even those of you who may have not such great credit, but have a good rent paying history could still be eligible.

It is a good idea to request your report from each agency since they maintain records independently of each other.

#### **Credit Bureau:**

You can try [www.annualcreditreport.com](http://www.annualcreditreport.com), where you can get a free credit report once per year. You can do it three times in order to check each of the credit bureaus.

Experian:	888- EXPERIAN (1-888-397-3742) or <a href="http://www.experian.com">www.experian.com</a>
Equifax:	800-685-1111 or <a href="http://www.equifax.com">www.equifax.com</a>
Trans- Union	800-916-8800 or <a href="http://www.transunion.com">www.transunion.com</a>

#### **ALSO:**

- Obtain or start keeping all of your bank statements--they will need to see them for at least the last six months. Keep every page of your statement, even the ads!
- Do your taxes and get hold of the tax return for the last 5 years-- they will need to see them. [www.irs.gov](http://www.irs.gov).
- Think about who you can use as a personal reference.

### **TIPS**

- **Tell the truth** on your application, even if you think it will knock you out of the running. They will find everything out and if you have not been truthful it will immediately knock you out.
- These are **Government** run programs and they are bound by the "law of the land". You need to be someone who has paid your taxes and can bring in tax returns. You should not be working under the table, or living in an illegal sublet. **Do not offer** them any bribes of any kind: no theatre tickets, cash, etc. These things will automatically toss you out of the loop with no reconsideration.
- Identify if you have a fixed income for any reason.
- Assets – Program guidelines require that 2% of assets totaling \$5,000 or more will be added to gross annual income
- Even if you fall above or below the income guideline **apply, apply, apply!**

**This process may seem impossible, but people have gotten into these proprieties and you can too!**

**Sample of items needed for interview process (80/20 or Middle income Housing Programs)**

1. Copies of identification such as passport, birth certificate
2. Copies of photo identification
3. Copies of all household members social security cards
4. Copies of first and last page of your original lease and current renewal application
5. Copies of proof of rent payments for the last 6 months
6. Copies of all household 2004, 2005, 2006, 2007, 2008 taxes and w-2 forms (including schedule c, if self employed)
7. Copies of the last 4 pay stubs for all of the household members who are employed.
8. All correct mailing address and phone numbers of employers, bank statements and other sources of income.

**B. Mitchell- Lama Housing**

Mitchell- Lama properties were constructed as part of a movement in the 1970s and the 1980s to address the need for affordable housing. Tenants would pay 30% of their income regardless of what their income was, with a maximum cap at market rate. At this time, many of the contracts are expiring. The future of these apartment buildings is unclear (as rents may eventually rise to market levels). For more information, please call the number listed or check out their website. The website lists all of the Mitchell-Lama buildings as well as those that have open waitlists. If you would like to be placed on the waitlist for any of these buildings, send a separate request in writing to the managing agent listed. Make sure to reference which property you are interested in by the development name. The letter should be brief and state your desire to be sent an application or to be waitlisted for the property stated in the letter. **Tip:** When writing letters to be placed on the waitlist, use a return address that is likely to be more permanent, as sometimes you will not hear from a managing agent for months or sometimes years later. Manhattan Plaza is a Mitchell- Lama building, but its waitlist is not open at this time.

**Mitchell- Lama Information: (212) 863-6500 (a person will answer and send you a list)**

On the web at: [www.nyc.gov/housing](http://www.nyc.gov/housing)

**C. New York State Division of Housing and Community Renewal**

On the web at [www.dhcr.state.ny.us](http://www.dhcr.state.ny.us) or call 1-800-ASK-DHCR

This is a large state agency with additional affordable housing listings. It also has information on rent stabilization, rent control, section 8, and various other community resources.

**D. New York City Housing Authority (NYCHA)**

On the web at [www.nyc.gov/housing](http://www.nyc.gov/housing) or  
<http://www.nyc.gov/html/nycha/html/home/home.shtml>

This is the largest public housing system in the United States. It operates 345 public housing developments containing about 181,892 apartments throughout the five boroughs in NYC. There are over 8,000 apartments that turn over every year. Listed below are the eligibility criteria and the steps to apply for public housing.

**Eligibility:**

- resident of New York City at the time of application
- annual income must not be greater than 80% of the Area Median Income (AMI). AMI for a family of 4 is \$62,400 per year
- no criminal convictions
- no record of illegal drug use within one year period

Within the above income guidelines, priority codes are assigned based on the following (among others): if you are a “working family”, homeless, a domestic violence victim, or disabled living in unsafe housing conditions. If your income is between 50% to 80% of the Area Median Income (AMI), you fall into a high priority category and could possibly gain housing within a 6 month to one-year waiting period. In the public housing process you have the option to choose your borough and your development.

Applications can be obtained in person or requested by mail as at any NYCHA Borough Application office. **PLEASE GO TO THE WEBSITE TO FIND INFORMATION ABOUT LOCATION OF BOROUGH APPLICATION OFFICES or call 311.** Your application needs to be updated every two years. Applications not updated will expire after three-year date from filing, unless the applicant has been called for an interview.

#### **Application process:**

- Fill out an application
- You be will be called for an eligibility interview for all household members. (Interviews are scheduled based on priority coding, date of application and availability of apartment size). Waiting time tends to be shorter for families who qualify for smaller apt. (2-bedroom or less)

#### **Eligibility interview:**

- applicant's family size and composition, housing priority, total family income and citizenship are determined.
- If family is found to be eligible they go through the screening process. There are three steps
  1. a criminal background check for all household members over the age 16.
  2. a contact with current and/or previous landlord
  3. A home visit is conducted by an outside contractor

If still found eligible the applicant is given a priority code and permitted to chose a development.

Once an opening is available in that development applicant will be "certified to the project." NYCHA anticipates that the certification process and move in takes 6 to 9 months.

## **E. Section 8 Rental Assistance**

There are two kinds of Section 8 Housing available in NYC: Project Based and Tenant Based. Section 8 Housing refers to the tenant only paying 30% of their adjusted income for their rent. The rest is government subsidized. [www.nyc.gov/housing](http://www.nyc.gov/housing) . PLEASE NOTE THAT SECTION 8 ASSISTANCE IS CLOSED AT THIS TIME, UNLESS YOU ARE A HOMELESS FAMILY, A VICTIM OF DOMESTIC VIOLENCE, OR AN INTIMIDATED WITNESS.

**Tenant Based Section 8 Housing:** The tenant carries a voucher subsidy that they can carry with them wherever they live and receive the government subsidy. This program is currently closed to new applications and has been for over the last 5 years. The only exceptions made are to domestic violence survivors and homeless families.

**Project Based Section 8 Housing:** Project Based Section 8 assistance covers all of the apartments in a given housing development or designated number of apartments. The assistance is tied to the project not the tenant and once the tenant moves out they must leave the assistance behind. The same as the Tenant Based Section 8, HUD or a PHA in accordance with a contract, called the Housing Assistance Payments Contract with the landlord, pays the balance of the rent. You can go to the HUD website and get the list of Project Based Section 8 Housing developments and apply to each project for upcoming openings or waitlist possibilities.

## II. Other Housing Options

### A. Housing for Actors and Artists

The following is a short list of buildings that are designated as low-income based housing for actors in New York City. Unfortunately, some have very long waiting lists that can run upwards of 5 years. It is still important to try to waitlist yourself and get familiar with these options.

#### **Manhattan Plaza**

**400 West 43d. Street, 484 West 43rd Street  
(212) 971-0660**

In this building, you pay up to 30% of your income for your rent. To qualify for Manhattan Plaza, you must prove that the person applying as head of household has earned at least 50% of their income in the last three years in the entertainment industry.

Applications are given out in cycles. The waiting list is currently closed for this property. If you send a written request, they will notify you when the waitlist opens.

#### **Westbeth Apartments**

**55 Bethune  
(212) 691-1500**

Unfortunately, this waitlist has recently **closed**. It is at least 10 to 15 YEARS long. If this status changes, we will let you know! This building offers 0- 3 bedrooms. They don't state a minimum income; however, you can't exceed \$41,000 per year. This housing is for artists, and the application process involves submitting reviews and proof of artistic career.

#### **The Aurora**

**475 West 57th Street  
(212) 246-2424**

This is a supportive housing residence providing apartments for specific low-income groups, including seniors (over 55), working professional and persons with AIDS. This building is run by Common Ground Properties, and is a joint venture between The Actors' Fund and Common Ground. It is a shared living environment and to get an application you can call the intake line at (212) 262-4502 or stop by the building. You can also download an application at [www.actorsfund.org](http://www.actorsfund.org), then click on "Housing Resource Center". Please know the income guideline is as follows with no exceptions. **The applicant can't exceed \$32,280 annually but must not earn under \$15,000 annually to be eligible for residence.**

#### **Schermerhorn House**

##### **Downtown Brooklyn**

This is a brand new supportive housing residence, another joint project of the Actors Fund and Common Ground. Go to [www.actorsfund.org](http://www.actorsfund.org), and click on "Housing Resource Center" for more information. It will be rented up in late 2008. All new requests for applications should be made in writing and will be put on a waiting list. Please write:

#### **Schermerhorn House**

**P.O. Box 2078  
New York, NY 10101**

## **B. Common Ground Properties**

<http://www.commonground.org>

Common Ground Community is a non-profit housing and community development organization whose mission is to solve homelessness and provide affordable housing. It runs several complexes that provide supportive housing for single, adult, individuals with medical and/or mental disabilities, the elderly, or low income earners. They also accept Section 8. Be prepared for a waitlist, but it may be shorter than some other options.

**Common Ground now has one *central intake application*.** You can fill out that application and apply for all their buildings at the same time (except the Aurora). To obtain an application, go to the website and download it, or call the intake hotline at **1-800-324-7055**.

### **The Prince George**

14 East 28<sup>th</sup> St.

**income range - \$15,000- \$32,280**

### **The Times Square**

225 West 43<sup>rd</sup> St.

**income range - \$15,000- \$32,280**

### **The Christopher**

202 24<sup>th</sup> St. (at 7<sup>th</sup> Ave.)

**income range \$19,250 to \$32,280**

No pets.

**The Aurora** (see above)

**Schermerhorn House** (see above)

# Apartment Search Tips

Some content in the following document is adapted from information found on the HOMEZ website (<http://www.homez.com>). It is intended for informational purposes only.

Unfortunately, as you probably know, there is no easy way to find an apartment in New York City. Because rental housing is in huge demand and because of the scarcity of vacant, affordable apartments, competition is (not surprisingly) quite fierce. Reading this document won't change the housing crisis in New York City, but looking it over may supply you with some techniques that can assist you in your search.

This document will list and describe some methods of finding housing and their respective advantages and disadvantages.

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**The Actors' Fund website's HOUSING RESOURCE CENTER:** [www.actorsfund.org](http://www.actorsfund.org) click on "programs and services", and then click on Housing Resource Center. Here you will find an interactive bulletin board where you can post listings (for rentals, sublets, shares, etc), and where you can peruse opportunities posted by others.

**Craig's List:** [www.craigslist.com](http://www.craigslist.com)

## Newspapers

Newspapers can be an excellent resource for finding an apartment. Three newspapers in the NYC area which may be helpful are **The New York Times**, **The Village Voice**, and **The New York Press**. The potential drawbacks to relying on a newspaper are that good listings are not as plentiful as they once were and they will most likely be taken QUICKLY.

Another important newspaper is **The New York Amsterdam News**. This paper comes out each Thursday and we have found that it usually lists most new 80/20, Mitchell-Lama, and Section 8 opportunities.

However, some newspapers are available electronically on the Internet. If you can get access to the Internet, you can sometimes obtain information before the papers are even available on the street.

Here are the websites and approximate posting times for the above-mentioned newspapers:

The New York Times (new listings available on Friday mornings): <http://www.nytimes.com>

The Village Voice (new listings available at noon on Tuesdays): <http://www.villagevoice.com>

The New York Daily News: <http://www.nydailynews.com>

## Agents/Realtors

There are distinct advantages and disadvantages to using a realtor or agent to find an apartment. The most obvious disadvantage is the cost. A typical commission for an agent is about 15% of an apartment's annual rent. Flat fees on lower rent apartments are sometimes even higher than the 15%.

There are advantages though. Agents have access to listings that are not made available to the general public and can thus allow you to search otherwise unattainable listings. Also, using an agent can save you a considerable amount of time and effort. The agent will search for an apartment based on parameters you provide until they are able to come up with an apartment.

Real estate agencies usually focus on specific areas of the city. If you are looking for rentals in different neighborhoods, you may need to contact more than one agency. This can be a positive thing, however, since you will have more than one person helping you in your search. The more information you have access to, the better chance you have of finding the apartment you want.

Good places to find an agent are in newspapers like the NY Times or the Village Voice. Asking friends, coworkers and relatives for a recommendation is another good way of finding an agent.

### **Bulletin Boards**

Bulletin boards can be an unexpected boon in the apartment search. Check your workplace for postings -- it makes sense that a fellow employee would be more likely to trust a co-worker than a stranger. Other good locations to find bulletin boards are in churches, synagogues, social organizations, and even laundromats and grocery stores. Go to neighborhoods that you're interested in living in -- more often than not, listings are specific to the neighborhoods in which they're posted.

It is also extremely worthwhile to check the housing boards at the various entertainment-related unions like the Screen Actors Guild and Actors Equity. Many actors will list their apartments (in a sublet or lease takeover capacity) with the unions and it's not uncommon for actors to sublet their apartments (while they're on tour or performing outside the city).

### **Colleges/Universities**

Take advantage of any and all connections you may have to local colleges and universities. Usually these institutions will have housing offices where listings are available to current faculty and staff. Access is limited so if you don't have an affiliation with a particular school, try to find someone with a valid school ID who can check the listings for you. It can be well worth your while since the listings will most likely be affordable.

Even if you're unable to find the official housing office or board, check the campus for apartment listings on public bulletin boards or in the bookstore. Sometimes, bus stops or pay phones near the campus will also have flyers posted.

### **Doormen/Superintendents**

Doormen and superintendents have their finger on the pulse of their building. They often know when people are planning to move and are aware of current vacancies in the building.

Sometimes a good strategy is to make a list of buildings you'd like to live in and to visit and speak with the doorman or super on duty. Sometimes you can ask a doorman or super to call you when a vacancy arises.

The doorman or superintendent may also be able to give you a contact person to speak with (a landlord or management company) to let management know you're interested in an apartment in the building. This may end up saving you a broker's fee as well.

## **Management Companies**

Another way to find an apartment is to contact management companies directly and asking if they have any apartments available. Some companies are open to calls like this, some aren't. Some may give you a particular person to speak to on a particular day. To find contact numbers, you can look in the Yellow Pages under 'real estate' or consult Gabriel's Apartment Rental Guide.

## **Fax/Email/Phone Listings**

Fax/Email/Phone services offer lists of available apartments by fax, by email, or by phone. All have different ways of generating their income. Some charge you, the user, and some will charge the person or company listing the apartment, or both. Watch out for toll lines (like 900 numbers); the apartments are read slowly and this can be quite expensive. There are some free services, however, most of the apartments listed with these services are shown by an agent and will most likely have a 15% finder's fee attached if you decide to sign the lease.

Fax or email services generally charge a subscription fee (about \$150) for their listings. Subscribers outline the amount of money they want to pay and the kind of housing (number of bedrooms, bathrooms, etc) they wish to obtain. The service will then provide its customers with lists of apartments (with contact information) based on their criteria.

## **Networking**

Don't forget to network! If you are looking for an apartment, tell your friends, relatives, and coworkers. Many times, people are much more likely to rent an apartment to someone they know (or at least to a 'friend of a friend'). A lot of people find their apartments this way.

## **Posting**

Along the lines of networking, you can distribute posters in public or on bulletin boards to let people know that you are looking for an apartment. It certainly can't hurt to let more people know how they can help you!

## **Roommate Services**

Roommate finders' services match their subscribers with tenants looking for roommates. If you decide to try one of these agencies, you'll pay an application fee and fill out a form asking for details including the type of apartment you're looking for, your living habits, and the amount you're willing to spend on rent.

<http://www.nyu.edu/library/rei/housing.htm#links>

This site contains links to the sites listed below:

[www.caionline.org](http://www.caionline.org) (Community Associations Institute)  
[www.cnyc.com](http://www.cnyc.com) (Council of New York Co-Ops)  
[www.corcoran.com](http://www.corcoran.com) (Corcoran Group Home Page)  
[www.fanniemae.com](http://www.fanniemae.com) (Fannie Mae)  
[www.fhfb.gov](http://www.fhfb.gov) (Federal Housing Finance Board)  
[www.freddiemac.com](http://www.freddiemac.com) (Freddie Mac)  
[www.ginniemae.gov](http://www.ginniemae.gov) (Government National Mortgage Association/Ginnie Mae)  
[www.homestore.com](http://www.homestore.com) (Homestore: New Homes for Sale, Apartments For Rent)  
[www.hud.gov](http://www.hud.gov) (U.S. Department of Housing and Urban Development)  
[www.huduser.org](http://www.huduser.org) (HUD's Office of Policy and Development Research)  
[www.nahb.com](http://www.nahb.com) (National Association of Home Builders)  
[www.nahro.org](http://www.nahro.org) (National Association of Housing and Redevelopment Officials)  
<http://www.ffhsj.com/fairlend/naahl.htm> (National Association of Affordable Housing Lenders)  
[www.narpm.org](http://www.narpm.org) (National Association of Residential Property Managers)  
[www.nationalhomeless.org](http://www.nationalhomeless.org) (National Coalition for the Homeless)  
[www.fairhousing.com](http://www.fairhousing.com) (National Fair Housing)  
[www.nhi.org](http://www.nhi.org) (National Housing Institute)  
[www.nmhc.org](http://www.nmhc.org) (National Multi Housing Council)  
[www.housingnyc.com](http://www.housingnyc.com) (Housing NYC: Rents, Markets and Trends/NYC Rent Guidelines Board)  
[www.cityrealty.com](http://www.cityrealty.com) (New York Realty: Real Estate Service Providers)  
[www.webcom.com/house](http://www.webcom.com/house) (Public Housing Authorities Directors Association)  
[www.gsa.gov/pbs/pe/pxhome.htm](http://www.gsa.gov/pbs/pe/pxhome.htm) (GSA Public Buildings Service Leasing Program)  
[www.homeagent.com](http://www.homeagent.com) (Real Estate Agent Network)  
[www.reonet.com](http://www.reonet.com) (Real Estate Online Network)  
[www.seniorsites.com](http://www.seniorsites.com) (Senior Sites: Nonprofit Providers of Senior Housing)  
[www.springstreet.com](http://www.springstreet.com) (Spring Street- nationwide apartment rentals)  
[www.queenschamber.org](http://www.queenschamber.org) (Queens Chamber of Commerce)  
[www.tenant.net](http://www.tenant.net) (Tenant Net)  
[www.nychdc.com](http://www.nychdc.com) (NYC Housing development Corporation)  
[www.ci.nyc.ny.us/html/nycha/home.html](http://www.ci.nyc.ny.us/html/nycha/home.html) (New York City Housing Authority)

# Roommate and Sublet Services

## **Craig's List**

Web-based service

FREE website listings that offers housing opportunities in all major cities. Listings for apartments, short-term, and long-term shares, individual rooms, and temporary housing.

[www.craigslist.com](http://www.craigslist.com)

## **ActorSublet.com**

[www.actorsublet.com](http://www.actorsublet.com)

Web Based Service

For \$25 fee, access to sublets, shares, and other apartments for actors and artists.

## **The Actors Fund's Interactive Housing Bulletin Board**

[www.actorsfund.org](http://www.actorsfund.org), then click on "Housing Resource Center"

Post, and/or search for housing leads such as sublets, shares, rentals, etc.

## **Easy Roommate**

Web-based service

800.877.2557

Advertise and contact roommates for free, communicate with premium members for free- fees range depending on length of stay, location, rent, and other factors.

[www.easyroommate.com](http://www.easyroommate.com)

E-Mail: [support@easyroommate.com](mailto:support@easyroommate.com)

## **New York Habitat**

307 Seventh Avenue, Suite 306

NY, NY 10001

212.255.8018

Fax: 212.627.1416

Provides roommate services and short-term residential options, along with sublets and apartment shares throughout NYC.

[www.nyhabitat.com](http://www.nyhabitat.com)

E-Mail: [info@nyhabitat.com](mailto:info@nyhabitat.com)

Fees: Listing an apartment is FREE

Stays less than one month, the fee is 35% of the month's rent

Stays more than one month, the fee is 50% of one month's rent

## **Rainbow Roommates**

124 West 60th Street

NY, NY 10023

212.757.2865/ 212.627.8612

Fax: 800.421.9833

An apartment share and roommate referral service for those seeking to live with gay or lesbian roommates. Hope to provide easy, convenient, and affordable roommate information services for the gay and lesbian community of the NYC metropolitan area.

[www.rainbowroommates.com](http://www.rainbowroommates.com)

E-Mail: [info@rainbowroommates.com](mailto:info@rainbowroommates.com)

Fees: It is FREE to list a room's availability.

30-day account, \$50

90-day account, \$85

**Rent.com** (An eBay Company)

Web-based service.

Claim to send a \$100 reward card when an apartment is found. Free listings for housing opportunities, offers apartments and roommate location services.

[www.rent.com](http://www.rent.com)

Fees: There is no fee for renters who find a housing arrangement.

**Roommate Access**

Web-based service

[www.roommateaccess.com](http://www.roommateaccess.com)

Fees: FREE listing, for up to three months

\$79.99, for three months

**Roommate Finders**

Westover Building

253 West 72<sup>nd</sup> Street, Suite 1711

NY, NY 10023

212.362.0162

Provides listings of individuals seeking roommates, the site claims to screen people for compatibility, and has a 50% money-back guarantee, and claims new leads daily. In business since 1979, claims to be the first roommate finder company.

[www.roommatefinders.com](http://www.roommatefinders.com)

E-Mail: [roommatefinders@aol.com](mailto:roommatefinders@aol.com)

Fees: \$300, flat fee

**Sublet.com**

(also [www.cityleases.com](http://www.cityleases.com) and [www.MetroRoommates.com](http://www.MetroRoommates.com))

Web-based service

201.845.RENT (7368)

Fees: Costs \$75 to join for Manhattan, and less than \$40 for other boroughs, access is for 90 days. Receive 25% off when you make referrals, and if you register with the company online, and don't pay immediately, they will e-mail you a discount coupon with 24 hours.

[www.sublet.com](http://www.sublet.com)

E-Mail: [support@sublet.com](mailto:support@sublet.com)

# Tenant Organizations / Resources

[www.nyc.gov/housing](http://www.nyc.gov/housing): info on all NYC housing topics, including tenant's rights.

## **Metropolitan Council on Housing**

**339 Lafayette Street**

**New York, NY**

**(212) 979-6238**

**Hotline (212) 979-0611 operates Mon. & Wed. 1:30 – 5:00, you will speak to a person**

A city-wide organization that advocates and actively fights for tenants and tenants' rights. Offers groups and individuals information about their rights and gives organizing assistance.

## **New York State Tenants and Neighbors**

[www.tandn.org](http://www.tandn.org)

**(212) 608-4320**

State wide organization that fights for tenants rights and affordable housing. Can answer questions.

## **Eviction Intervention Services**

[www.eisny.org](http://www.eisny.org)

**(212) 308-2210**

Non-profit organization serving tenants on the East side of Manhattan. Offers legal clinics (by appointment) and tenants rights advice for all.

## **Community Training and Resource Center**

**90 Williams Street**

**New York, NY 10038**

**(212) 964-7200**

Works for fair-housing policies and improved conditions for lower-income tenants and neighborhoods. Provides advocacy and assistance for tenants. Phone conferences

## **Open Housing Center**

**44 John Street**

**New York, NY 10012**

**(212) 941-6101**

Provides services promoting fair housing including legal assistance, landlord and tenant counseling and training workshops. Specifically around housing discrimination.

## **West Side Tenants Association**

**200 West 72nd Street 6th Floor**

**(212) 595-1274 operates Tues. and Thurs. afternoon for questions. Free legal consult with lawyers**

**Tues. and Wed. from 6pm- 7pm**

Each community board (neighborhood) offers a tenant association for that area. This can be useful to gather city ordinance or zoning information, as well as getting for advocacy advice. Look in the phone book or call your community board directly.

## **www. tenant. net**

Helpful website that offer information around NY, or other states, housing laws and political legislation.

## **Housing Conservation Coordinators (HCC)**

777 Tenth Avenue, between 52nd and 53rd Street

212-541-5996

HCC provides [free legal services](#), including legal representation, to eligible low and moderate income tenants, tenant associations, HDFC cooperatives, and other community organizations located in the

**Clinton/Hell's Kitchen neighborhood.** HCC staff meet individually with potential clients to determine eligibility and the extent of legal services required. If you have a housing question, need advice or have received court papers and live in the neighborhood, come to see them during their walk-in intake hours: Mondays, 4pm - 6:30pm, Thursdays, 10am - 12:30pm.

HCC also offers assistance with tenant organizing, weatherization, and technical training in boiler/burner maintenance and home maintenance and repair.

Hudson Guild Chelsea Housing Group  
441 West 26th Street, 9th - 10th Avenue  
212-760-4402 x 23 (Rosa Maria de la Torre)

The Hudson Guild helps tenants with: heat and hot water complaints, rent overcharges, rent regulation information, housing code violations, landlord harassment, and tenant association formation. Drop-in/intake hours are Thursdays from 2:30 to 5:30pm, except holidays. The Chelsea Housing Group serves tenants who live between 14th and 34th Streets, west of 5th Avenue.

Chelsea Coalition on Housing  
322 West 17th Street, Basement  
212-243-0544

The Chelsea Coalition on Housing helps tenants with: heat and hot water complaints, rent overcharges, rent regulation information, housing code violations, landlord harassment, evictions, sublets, leases, and security. They have drop-in hours with a tenant attorney on Thursdays at 7:30pm.

## 2008 Apartment & Loft Order #40

June 19, 2008

**Order Number 40 - Apartments and Lofts**, rent levels for leases commencing **October 1, 2008** through **September 30, 2009**.

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE NEW YORK CITY RENT GUIDELINES BOARD BY THE RENT STABILIZATION LAW OF 1969, as amended, and the Emergency Tenant Protection Act of 1974, as amended, implemented by Resolution No 276 of 1974 of the New York City Council and extended by Chapter 82 of the Laws of 2003, and in accordance with the requirements of Section 1043 of the New York City Charter, that the Rent Guidelines Board (RGB) hereby **adopts** the following levels of fair rent increases over lawful rents charged and paid on **September 30, 2008**. These rent adjustments will apply to rent stabilized apartments with leases commencing on or after **October 1, 2008** and through **September 30, 2009**. Rent guidelines for loft units subject to Section 286 subdivision 7 of the Multiple Dwelling Law are also included in this order.

### ADJUSTMENT FOR RENEWAL LEASES (APARTMENTS)

Together with such further adjustments as may be authorized by law, the annual adjustment for renewal leases for apartments shall be:

Where heat **is** provided or required to be provided to a dwelling unit by an owner from a central or individual system **at no charge** to the tenant, the adjustments are as follows:

- For a **one**-year renewal lease commencing on or after October 1, 2008 and on or before September 30, 2009: **4.5%**
- For a **two**-year renewal lease commencing on or after October 1, 2008 and on or before September 30, 2009: **8.5%**

Provided, however, that where the most recent vacancy lease was executed **six** years or more prior to the date of the renewal lease under this Order, the following shall instead apply:

- For a **one**-year renewal lease commencing on or after October 1, 2008 and on or before September 30, 2009: **4.5% or \$45, whichever is greater.**
- For a **two**-year renewal lease commencing on or after October 1, 2008 and on or before September 30, 2009: **8.5% or \$85, whichever is greater.**