

Brookdale Village - Application Intake FAQ

Version: February 2023

Application & Leasing Process

1. **Can I apply with someone who is not 62 years of age yet?** At the time of application, there must be an individual listed on the application who is 62 years of age or older.
 2. **Can I submit more than one (1) application?** No. Only one application per household is allowed. Applicants that submit multiple applications will be rejected.
 3. **I submitted an application, what's next?** Within 21 days of receiving your application, you will be sent a letter informing you of your application status. If your application was approved, you will receive an application number. If your application was denied, the letter will explain why.
 4. **Is there a background check?** Yes. Brookdale Village conducts criminal, sex offender, housing court and landlord verifications for all adult household members as part of the leasing process.
 5. **What are the applicant eligibility requirements?** As per Mitchell Lama rules:
 - a. All household members must have a valid social security number, must be eligible citizens or permanent residents, and provide proof of age.
 - b. The household (overall) must meet the minimum income requirements. The minimum annual household income limit is \$23,654.
 - c. The maximum income (*based on the current HUD income limits*):
 - i. 1 person household is \$74,800.
 - ii. 2 persons household is \$85,450.
 - iii. If you have a Housing Choice Voucher (*tenant-based Section 8 voucher*), the income requirement is not applicable.
 6. **If my application is approved, how many apartments will I be shown?** You will be shown two studio apartments. If you don't want either, your application will be removed from the waiting list.
 7. **Can I request a larger apartment after I move in?** Yes! Check with the management office for the transfer policy to see if you meet the criteria.
 8. **How much is the rent?** The rent can range from \$657 to \$804 depending on total household income. This information is provided at the final interview after your income documents have been reviewed.
 9. **What is required at lease signing?** You will need to sign your lease, all required move-in documents, and provide the security deposit and first month's rent to get the keys to your new apartment.
 10. **How long is the process?** The timing varies. Once an application is selected, it's entered into the waiting list. With every new vacancy, we contact the applicant at top of the waiting list to schedule a final interview to determine eligibility.
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Property Questions

1. **What's the square footage of a studio apartment?** Approximately 500 square feet.
 2. **Am I required to have rental insurance?** No, but it is strongly encouraged.
 3. **Am I required to recertify each year after move-in?** Yes. Every tenant is required to recertify annually.
 4. **Is this a smoke-free building?** Yes. Brookdale Village enforces a no smoking policy, which includes all common areas and resident apartments.
 5. **Are pets allowed?** Of course! There is no pet deposit, but we do have a pet policy which limits the number of pets allowed, and requires residents to provide an emergency contact for their animals.
 6. **What's close by?**
 - a. There are several delis, restaurants, supermarkets, medical offices, and pharmacies in the area.
 - b. Local banks: Bank of America, and Chase
 - c. Local hospital, St. John's Episcopal Hospital
 - d. Attractions: Far Rockaway Skate Park, O'Conohue Park, and the building is next to the boardwalk.
 - e. Transportation:
 - i. Buses: Q22, Q113, Q114, Q113, QM17, N31, N32, N33
 - ii. The nearest train is the A train (*long walking distance or take the bus*)
 7. **Is there rental assistance at the site?** Brookdale Village offers Section 8 rental assistance to in-place residents based on availability. At move-in, new residents are automatically placed on the **studio** subsidized waiting list.
 8. **How do I pay my rent after move-in?** You can drop your check or money order off at the management office, or pay online using the resident portal. No cash will be accepted.
 9. **What amenities does Brookdale Village have?**
 - a. 24-hour security and camera system
 - b. Onsite property management office
 - c. Onsite superintendent and maintenance team
 - d. Onsite senior center
 - e. Two laundry rooms
 - f. Onsite Parking | \$15.00 monthly charge (*based on availability*)
 - g. Air conditioning units | \$8.00 monthly charge (*per air conditioner*)
 - h. Far Rockaway boardwalk and beach access from property
 - i. Outdoor seating areas with game tables and gazebo
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