**ATTACHMENT D: COMMUNITY CONTACT LETTERS**

1. **Outline of Contents**

Letters mailed to community groups must be sent by the date the advertisement appears on Housing Connect, and should contain the following information:

1. Name and location of project, the number and size of affordable units, the rents to be charged or estimated sales prices, and the qualifying income ranges.
2. A statement that rents and income limits are subject to change and that not more than one application per household.
3. A statement that interested persons may apply online at [www.nyc.gov/housingconnect](http://www.nyc.gov/housingconnect) or may write to request a paper application and advertisement. Online and paper applications are available in English, Arabic, Chinese, Haitian Creole, Korean, Russian, and Spanish.
4. Address to obtain paper applications.
5. A statement that online applications must be submitted by the deadline date and that the applications received after this deadline date will not be considered. Completed paper applications must be sent to the Post Office Box address indicated on the application, postmarked by the application deadline date. (Note: in order to avoid misunderstanding, this Post Office Box number should not appear in any advertisement. This will ensure that requests for applications are not inadvertently sent to the same Post Office Box as completed applications.)
6. The accessibility and equal housing opportunity logos. (See footer)
7. The dates that the advertisement will appear in local newspapers and/or other media, if applicable.
8. Information about the market rate opportunities available, if applicable.
9. NYC Inclusivity statement.
10. **Certified Mail Receipt Requirements**

Community Contact Letters sent to:

(1) the Mayor’s Office for People with Disabilities and

(2) the Community Board the project is located in must be sent via USPS Certified Mail. Scans of the receipts of this certification must be submitted to the Project Manager as proof of certified mailing.

1. **Sample Community Contact Letter**

[Company Letterhead]

[Recipient’s name and address]

Subject: Affordable Housing Open for Applications

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

We wish to inform you that applications are now being accepted for affordable housing at [project name and address].

[insert chart of units available, bedroom sizes, rents/estimated sales prices, and income limits]

Please note that rents and income limits are subject to change and asset limits may apply. In addition, minimum incomes listed may not apply to applicants with Section 8 or other qualifying rental subsidies.

We encourage interested persons to apply online at [www.nyc.gov/housingconnect](http://www.nyc.gov/housingconnect) or write to request a paper application and advertisement (see below). Online and paper applications are available in English, Arabic, Chinese, Haitian Creole, Korean, Russian, and Spanish.

Address to obtain paper applications:

[insert address]

Please remember that online applications must be submitted by [insert deadline date], the deadline date, and that the applications received after this deadline date will not be considered. Completed paper applications must be sent to the Post Office Box address indicated on the application, postmarked by the application deadline date. Applicants may not submit more than one application per household.

The advertisement for this housing will appear in the following publications:

[publication]: [date]

[publication]: [date]

[publication]: [date]

This development also includes [x] market rate apartments. People can find more information on our website [www.\_\_\_\_\_\_\_\_\_\_\_] or by contacting [Name and contact information of marketing/managing agent].

*New York City is committed to the principle of inclusivity in all of its neighborhoods, including supporting New Yorkers to reside in neighborhoods of their choice, regardless of their neighborhood of origin and regardless of the neighborhood into which they want to move.*

Sincerely,

[NAME/TITLE]