



**Village of Potsdam Housing Authority**  
 100 Racquette Road Potsdam New York 13676  
 (315) 265-3680 ~ Fax: (315) 265-1256  
 New York State Hearing Impaired TTY Relay 1-800-662-1220



Updated May 2026

Dear Applicant:

Thank you for your interest in Evergreen Park Apartments in Potsdam, NY. The Village of Potsdam Housing Authority (VPHA) is pleased to offer 100 modern, updated apartments for low- and moderate-income households which meet the housing specifications in the area per U.S. Department of Housing and Urban Development (HUD).

Our complex is operated under the New York State Low-Income Housing Tax Credit (LIHTC) Program and requires applicant screening to ensure households living in the apartments meet program criteria. The income guidelines established for admission to our apartments is as follows; applicant's total household incomes must be at or below this income for admission:

Number of Persons in Household	1	2	3	4	5	6	7	8
Gross Annual Income Threshold*	\$37,800	\$43,200	\$48,600	\$53,950	\$58,250	\$62,550	\$66,900	\$71,200

\*These amounts are subject to change. Please contact the office for the most up-to-date thresholds.

The tenant rents for Evergreen Park Apartment for an **unsubsidized** apartment, which includes heat, electricity, water, sewer, parking, and trash removal, currently are:

One (1) Bedroom	Two (2) Bedroom	Three (3) Bedroom	Four (4) Bedroom
\$812	\$979	\$1,133	\$1,314
Security Deposit	Security Deposit	Security Deposit	Security Deposit
\$325	\$350	\$375	\$400

\*All rents are subject to change. Please contact the office for the most up-to-date information.

**If you do not have income to pay this rent in full, do not fill out this application.**

**Please note, we have a strict "No Pet Policy" in effect at our complex.**

Upon receipt of your completed application, your name will be placed on a waiting list. You will be notified by mail which waiting lists your application is eligible for or to inform you of the reason your application has been rejected. Tenants are selected from the waiting list on a first-come, first-serve basis using application date and time. It is important to understand that being added to the waiting list is not approval for housing. It simply means the applicant is eligible to be on a waiting list pending FINAL APPROVAL at a later date.

VILLAGE OF POTSDAM HOUSING AUTHORITY

You will be contacted when your name arrives at the top of the waiting list to see if you are still interested in leasing an apartment.

At that time, you will be asked to submit copies of the following household information.

**DO NOT SEND THESE UNTIL THEY ARE REQUESTED FROM YOU**

- Birth certificates of all household members
- Social security cards of all household members
- Household income (i.e. last four paychecks, Social Security/SSI reward letters, etc.)
- Household assets (i.e. last six months statements of checking or investment accounts, most recent statement of savings accounts, Direct Express or work bank card, etc.)
- Documentation of out-of-pocket medical expenses
- Documentation of out-of-pocket child care expenses

**Please call our office at (315) 265-3680 if you have any further questions.**

Sincerely,

*The Village of Potsdam Housing Authority*  
Management Staff  
Potsdam Housing Authority



**NO SMOKING  
NO VAPING  
NO E-CIGARETTES  
NO MARIJUANA**



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**This application must be completely filled out and signed.  
 Incomplete applications will not be considered.**

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

Applicant Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

**This application is for an unsubsidized apartment. If you cannot afford the rent in full, stop filling out this application and contact the main office.**

**Household Composition:**

MBR#	MEMBER FULL NAME	DOB	SSN	RELATIONSHIP	AGE	SEX	DISABLED?
Head				SELF			Y OR N
2							
3							
4							
5							
6							

**HOUSING ADMISSION PREFERENCE**

Are you being evicted or forced out of your current home for reasons beyond your control such as domestic violence, condemnation, or fire?  YES  NO

Please explain:

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*If you answered yes to this question, you may be eligible for a higher priority admission. Please inform the office of this situation when you hand in your application.*

**Please check yes or no to the following questions:**

Are any household members currently **temporarily absent**? (Include only those individuals you anticipate will be a household member within the next 12 months)?  YES  NO

If yes, please list: \_\_\_\_\_

Do you expect any **changes in the household composition** within the next 12 months?  YES  NO

If yes, please explain: \_\_\_\_\_

Are any members of the household full time students?  YES  NO

If yes, please explain: \_\_\_\_\_

Do you have full custody of your children?  YES  NO

If no, please explain: \_\_\_\_\_

Does anyone have **Power of Attorney** for you?  YES  NO

If yes, name of individual who has Power of Attorney: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ (please provide a copy of POA documentation)

Do you own any Real Estate?  YES  NO

If yes, please include address and market value:

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Do you wish to be considered for **only** handicapped accessible apartments?  YES  NO

Would you benefit from special design features of an apartment?  YES  NO

If yes, please explain:

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**CRIMINAL BACKGROUND INFORMATION**

Is the applicant or any member of the household subject to State Lifetime Sex Offender Registration in any state?  YES  NO

If yes, please explain: \_\_\_\_\_

Has the applicant or any member of the household been convicted of a crime?  YES  NO

If yes, please explain: \_\_\_\_\_

Has the applicant or any member of the household been evicted for disturbing the peace, excessive noise, damaging an apartment, or unsanitary housekeeping?  YES  NO

If yes, please explain: \_\_\_\_\_

Is the applicant or any member of the household currently using or distributing controlled substances?

YES  NO

If yes, please explain: \_\_\_\_\_

**INCOME INFORMATION**

**Monthly Income Information:** List must include income from **ALL** household members:

Social Security:	\$ _____	Alimony:	\$ _____
SSI:	\$ _____	Child Support:	\$ _____
NYS SSP:	\$ _____	Unemployment:	\$ _____
Pension Benefit:	\$ _____	Grants/Scholarships:	\$ _____
Annuity:	\$ _____	Occupation:	\$ _____
VA Benefits:	\$ _____	Other Income:	\$ _____
Disability:	\$ _____		

\*\*Failure to report ALL income is a violation of the law and grounds for disqualification for public housing.

**ASSET INFORMATION**

**Asset Information:** List all assets for **ALL** household members:

Checking:	\$ _____	IRA/401K:	\$ _____
Savings:	\$ _____	CD/Money Market:	\$ _____
PayPal/Venmo:	\$ _____	Stocks/Bonds:	\$ _____
Direct Express Card:	\$ _____	Real Estate:	\$ _____
Employment Card:	\$ _____	Life Insurance:	\$ _____
Cash:	\$ _____	Funeral Expense:	\$ _____
Workers Comp/Settlement:	\$ _____		

\*\*Failure to report ALL assets is a violation of the law and grounds for disqualification for public housing.

EVERGREEN PARK APARTMENTS

Have you disposed of any assets in the last two years?  YES  NO

*If yes, please answer the following:*

What was the asset? \_\_\_\_\_

What was the value of the asset? \_\_\_\_\_

When did you sell it? \_\_\_\_\_

What was the sale price? \_\_\_\_\_

**SIGNATURES AND CERTIFICATION**

I CERTIFY THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I HEREBY AUTHORIZE RELEASE, TO THE MANAGEMENT OF EVERGREEN PARK APARTMENTS, OF ANY INFORMATION FROM ANY PERSON, CORPORATION, GOVERNMENT AGENCY, LANDLORD, OR CREDIT REPORTING SERVICE. I ALSO AUTHORIZE A RELEASE OF MY ARREST RECORD FROM ANY LAW ENFORCEMENT AGENCY. I ALSO CERTIFY THAT, WHEN ADMITTED, THIS APARTMENT SHALL BE MY PERMANENT RESIDENCE, AND I WILL NOT MAINTAIN A SEPARATE SUBSIDIZED RENTAL UNIT IN A DIFFERENT LOCATION.

_____ HEAD OF HOUSEHOLD SIGNATURE	_____ HEAD OF HOUSEHOLD PRINT	_____ DATE
_____ SPOUSE/CO-HEAD SIGNATURE	_____ SPOUSE/CO-HEAD PRINT	_____ DATE
_____ OTHER ADULT SIGNATURE	_____ OTHER ADULT PRINT	_____ DATE

**Failure to notify the Evergreen Park Apartments' Admissions Team of a change in address, phone number, family size, or income shall void this application.**

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.