



**COMMUNITY SERVICES**  
FOR THE DEVELOPMENTALLY DISABLED

Administrative Offices  
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December 5, 2017

Name

Address

Address

Re: Ridgeway Commons – 264 Ridge Road, Lackawanna

Dear Interested Party,

Rental applications are currently being accepted for our newest residential property, Ridgeway Commons located at 264 Ridge Road, Lackawanna, New York. The complex offers 32 units of quality affordable housing for individuals, families and 8 one-bedroom units set aside for those with intellectual disabilities.

Ridgeway Commons has been made possible in part with financial support from the Following: National Equity Fund, Federal Low Income Housing Credit program, NYS Housing Trust Fund Corporation and the Office for People with Developmental Disabilities. Management of the Property is subject to the requirements of these programs and the requirements of the investor partner.

The Rent for the apartments are:

1 Bedroom: \$491 (includes water)

2 Bedroom: \$588 (includes water)

Residents will be responsible for their own utilities (gas heat, hot water, electric cooking, lights and air conditioning).

There are maximum income limits for Ridgeway Commons based on the median income for Erie/Niagara Counties as established by the US Department of Housing & Urban Development (HUD). Household total income must not be more than:

Household Size	50% of Median Income
1	\$23,900
2	\$27,300
3	\$30,700
4	\$34,100

**Section 8 Voucher Holders are Welcomed  
and will automatically qualify within the income limits.**

The total of the monthly rent and accompanying utility allowance cannot exceed 48%, or be less than 25%, of an applicant's monthly income.

Applicants must be prepared to put both gas and electric service in their names and able to demonstrate that they have adequate income to afford both the rent and utilities.

You have indicated that you are interested in this opportunity and we have enclosed an application and fact sheet for your review. If you are still interested in applying for one of these apartments, please fill out the application in its entirety and return it in the enclosed envelope. Applications must be received no later than Tuesday, January 2, 2018 at 4:00pm.

All applications received between December 6, 2017 and January 2, 2018 will be considered equally for selection. On January 3, 2018 we will randomly select and number sequentially all applications received. This method provides all applicants that applied during this timeframe an equal opportunity for occupancy at Ridgeway Commons. All applications received after the deadline will be date and time stamped upon receipt and processed in chronological order.

It is very important that you fill out the applications in its entirety and as accurately as possible so that we can screen your application for eligibility purposes. Incomplete applications will be returned for further information. If you have questions about filling out your application please contact us at 716-447-9999, ext. 609 and leave your name and phone number and the reason for your call and we will get back to you as soon as possible.

All applicants who apply for one of the Ridgeway Commons apartments will be contacted by our Property Management Department within four weeks of the deadline date listed above.

Thank you for your interest in Ridgeway Commons. We look forward to assisting you with your housing needs.

Sincerely,

Kelly Kinderman

Vice President of Program Support and Development