

**INFORMATION ON AFFORDABLE RENTAL UNITS  
IN THE TOWNSHIP OF RARITAN, HUNTERDON COUNTY, NJ  
OAK RIDGE AT FLEMINGTON  
Affordable Apartments**

There are sixteen (16) low and moderate-income apartments in Oak Ridge at Flemington, located in Raritan Township. The units are being rented under the NJ Low and Moderate Income Affordable Housing Program.

Rental rates are based on the Affordable Housing guidelines and regulations and are approximate.

Bedroom Size	# of Occupants	# of Low Income Units	# of Moderate Income Units
1 Bedroom	1-2	4 units \$466- \$507/mo. + utilities	4 units \$871 - \$1,114/mo. + utilities
2 Bedroom	2-4	3 units \$580 - \$595/mo. + utilities	3 units \$1,024 - \$1,221/mo. + utilities
3 Bedroom	3-6	1 unit \$659/mo. + utilities	1 unit \$1,415/mo. + utilities

**FEATURES**

- First Floor Unit Has Basement
- Second floor Unit Has Loft
- Refrigerator, Stove, Dishwasher
- Gas Heat and Gas Cooking
- Central air
- Hardwood Floors
- Washer/Dryer Hook Ups (Washer/Dryer supplied by Tenant)
- Smoke Free Apartments
- Tenant pays gas, electric and water (all utilities metered)
- Sewer billed quarterly (Contact Oak Ridge at Flemington)
- No Pets Allowed

**CJHRC has made every effort to provide you with the most current and accurate information. CJHRC cannot be held responsible for inaccurate, misinterpreted or outdated information contained herein.**

You may contact Oak Ridge at Flemington at 908-788-3816

OR

Call CJHRC 908-446-0036

This affordable rental complex has a credit check policy that you must pass before you can be considered for a unit. The credit check is done with the landlord after CJHRC has processed and approved your application/documentation. You should review the credit check policy PRIOR to applying to make sure you will be able to meet the credit criteria.

**CREDIT/CO-SIGNOR/OTHER REQUIREMENTS**  
**RARITAN TOWNSHIP - HUNTERDON COUNTY**  
**OAK RIDGE AT FLEMINGTON**

**Contact:** Kathy Deluca at 908-788-3816

**Credit History:** Applicants must pass a credit check with Oak Ridge at Flemington and have an acceptable credit history in order to rent an apartment in Oak Ridge at Flemington.

**Rental History:** Applicant understands that Oak Ridge at Flemington may contact current and /or previous landlord to inquire into rental history.

**Co-signor:** In certain situations, a co-signor may be accepted with approval by the Landlord. The co-signor must pass the same credit application and screening process as the applicant.

**Criminal Background History:** Effective 1/1/22 the Fair Chance in Housing Act was put in effect. This means with limited exceptions, housing providers/landlords who have not made a conditional offer cannot make applicants fill out any type of form that includes questions about their criminal background. Only after approving an applicant and making a conditional offer can a housing provider/landlord ask about criminal history or do a background check. In most cases, you cannot be denied simply for having a criminal record. However, the unit can be rescinded based on the applicant's criminal history in certain circumstances. In those cases, a written notice explaining the decision and reasons must be provided. Applicants then should have a chance to dispute the issue(s) in case of errors or other mitigating factors.

**Cost of Credit Check:** The cost of a credit check is \$30.00 per applicant and /or co-signor. This fee is non-refundable should the applicant be denied.

**Pet Policy:** No Pets Allowed

These guidelines represent the requirements of the Landlord of this individual rental property. Although every effort has been made to provide you with the most accurate, current and clear information possible, The Central Jersey Housing Resource Center (CJHRC) cannot be responsible for inaccurate, misinterpreted or outdated information contained herein.

.....  
**Directions to Central Jersey Housing Resource Center (CJHRC) office**  
**Appointment are encouraged prior to coming. Call 908-446-0036**

CJHRC is convenient located in downtown Somerville: **92 E. Main St. (Rt. 28) Suite 407**. Our suite is located in the four floor. During business hours of **9:00 AM to 5:00 PM** ring the bell in the welcome desk **JUST ONCE** and give us a few minutes to meet you and let you in for your appointment.

**FROM THE NORTH**

Take Route 287 South to Exit 17. Landmark: Pass Bridgewater Commons Mall on left; stay to right. Turn right onto Route 22 East. Immediately after the 2nd overpass, turn right onto Grove Street (just past Kentucky Fried Chicken). Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE SOUTH (Via Route 287)**

Take Route 287 North to Route 22 West. Landmarks: Pass Bank of America on the right. Immediately after the 1st overpass, turn right (see sign for Somerville). Bear right, go up over the overpass; this leads to Grove Street. Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE SOUTH (Via Route 206)**

Take Route 206 North. Landmark: On Route 206 North approaching Somerville, look for a low stone wall on left (Duke Gardens). Shortly past this wall, turn right onto Bridge Street (Somerville). At 2nd traffic light, turn right onto East Main Street. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE EAST**

Take Route 22 West. Go under Route 287 overpass in Bridgewater. Landmarks: Pass Bank of America on the right. Immediately after the next overpass, turn right (see sign for Somerville). Bear right, go up over the overpass; this leads to Grove Street. Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE WEST**

Take Route 22 East into Somerville Landmark: Pass Ethicon Inc. on left. Immediately after the 2<sup>nd</sup> overpass, turn right onto Grove Street (just past Kentucky Fried Chicken). Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**INFORMATION ON AFFORDABLE RENTAL UNITS  
IN THE TOWNSHIP OF RARITAN, HUNTERDON COUNTY, NJ  
THE MEWS  
215 Route 12, Flemington, NJ 08822**

There are (6) affordable rental units in the Mews complex. Two units are in the **two bedroom moderate** income category, two units are in the **three bedroom low** income category and 2 units are **three bedroom moderate** income category. These units are being rented under the NJ Low and Moderate Income Affordable Housing Program. Households must be a minimum of two persons for the two bedroom units, no **larger** than a four person household and for the three bedroom units, must be a minimum of two persons and no larger than a six person household.

**Rental price based on the Affordable Housing guidelines and regulations.**

<b>Unit Size &amp; Category</b>	<b># of Units</b>	<b>Square Feet / Floor</b>	<b>Monthly Rental Rate</b>
2 Bedroom Moderate	2 units	814 / 2 <sup>nd</sup>	\$1,244
		750 / 2 <sup>nd</sup>	\$1,058
3 Bedroom Low	2 units	894 / 1 <sup>st</sup>	\$1,152
		875 / 2 <sup>nd</sup>	\$1,148
3 Bedroom Moderate	2 units	894 / 1 <sup>st</sup>	\$1,269
		894 / 2 <sup>nd</sup>	\$1,269

\*All fees are subject to changes and increases.

**FEATURES**

Sprinkler System & Door Answering System	Ample parking, public transportation nearby
Electric Stove, Dishwasher, Refrigerator	No elevator, no patio or balcony, shared picnic area and gas grills are allowed in picnic area only
Carpeting and Linoleum Flooring, Grab Bars in all baths	No pets – No Maintenance Fees Landlord pays Water, Sewer & Garbage
Storage closet in the unit	First floor coin operated laundry on site
Gas Heat and Central Air Tenant Pays Utilities Separate Utility Metering	Hard wired smoke detector and battery operated carbon monoxide detector. Pre-wired phone, Computer and Cable TV

**REQUIREMENTS**

- Your household must be income certified/qualified under the NJ Affordable Housing income guidelines.
- You will need to have a good credit/background history and pass the landlord's credit/background check guidelines.
- First month's rent and one and one half month's security required.

**For applications and details of the process contact:**

- Central Jersey Housing Resource Center (CJHRC) (Hours: Monday-Friday 9-5)  
92 E. Main St. Suite 407, Somerville, NJ 08876 – Phone: 908-446-0036

**Applications are also available at:**

- Raritan Township Municipal Building, Hours: Monday thru Friday 8:30 am to 4:30 pm  
One Municipal Drive, Flemington, NJ 08822 Phone: 908-806-6100 Ext. 6

**CREDIT/CO-SIGNOR/OTHER REQUIREMENTS**  
**RARITAN TOWNSHIP - HUNTERDON COUNTY**  
**THE MEWS**

**Contact:** Allison Mortara (Countryside Affordable Housing LLC) 908 782-1980

**Credit History:**

Applicant(s) must be current on all bills. If credit history shows unpaid debts for the past two years, the application will be rejected. No judgments and no bankruptcy filed in the past five (5) years. No wage garnished arising from a judgment. Social security numbers must match reported name and address of applicant(s). Applicant(s) must be employed for at least six months or show proof of sufficient monthly verifiable income. Applicant(s) application will be rejected for unfavorable rental history. In addition, prospective eligible tenants will be interviewed, in person, by Countryside Affordable Housing LLC.

**Co-Signor:**

Co-signors may be permitted for insufficient income but not poor credit/background. Co-signors must satisfy the same credit/background standards as applicants. If applicants do not meet our income criteria, you may be able to qualify for an apartment if you can get a second/third party who resides in NJ to guarantee your lease. This guarantor must pass the same credit/background application and screening process as the applicant. A co-signor will be accepted only if an applicant's income is too low, not if there is bad credit/background. **A co-signor must have excellent credit/background and must own real estate in the State of NJ.**

**Rental History:**

Applicants must have satisfactory rental references. If an applicant has been evicted or sued for breach of rental lease, the application will be rejected. Applicants must have no former landlord/tenant court action on the records.

**Criminal Background History:**

Effective 1/1/22 the Fair Chance in Housing Act was put in effect. This means with limited exceptions, housing providers/landlords who have not made a conditional offer cannot make applicants fill out any type of form that includes questions about their criminal background. Only after approving an applicant and making a conditional offer can a housing provider/landlord ask about criminal history or do a background check. In most cases, you cannot be denied simply for having a criminal record. However, the unit can be rescinded based on the applicant's criminal history in certain circumstances. In those cases, a written notice explaining the decision and reasons must be provided. Applicants then should have a chance to dispute the issue(s) in case of errors or other mitigating factors

**Cost of Credit/Criminal Background Check**

A charge of \$50.00 (cash, certified check or money order) is required for each applicant (this includes co-signors) to cover the cost of the credit/background check. Credit/background checks are good for a period of six months.

These guidelines represent the requirements of the Management of this individual rental property. Although every effort has been made to provide you with the most accurate, current and clear information possible, The Central Jersey Housing Resource Center (CJHRC) cannot be responsible for inaccurate, misinterpreted or outdated information contained herein.

.....  
**Directions to Central Jersey Housing Resource Center (CJHRC) office**

CJHRC is conveniently located in downtown Somerville: **92 E. Main St. (Rt. 28) Suite 407 (4<sup>th</sup> Floor)**

Call **908-446-0036**. Business hours are 9:00 AM to 5:00 PM.

**FROM THE NORTH**

Take Route 287 South to Exit 17. Landmark: Pass Bridgewater Commons Mall on left; stay to right. Turn right onto Route 22 East. Immediately after the 2nd overpass, turn right onto Grove Street (just past Kentucky Fried Chicken). Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE SOUTH (Via Route 287)**

Take Route 287 North to Route 22 West. Landmarks: Pass Bank of America on the right. Immediately after the 1st overpass, turn right (see sign for Somerville). Bear right, go up over the overpass; this leads to Grove Street. Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE SOUTH (Via Route 206)**

Take Route 206 North. Landmark: On Route 206 North approaching Somerville, look for a low stone wall on left (Duke Gardens). Shortly past this wall, turn right onto Bridge Street (Somerville). At 2nd traffic light, turn right onto East Main Street. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE EAST**

Take Route 22 West. Go under Route 287 overpass in Bridgewater. Landmarks: Pass Bank of America on the right. Immediately after the next overpass, turn right (see sign for Somerville). Bear right, go up over the overpass; this leads to Grove Street. Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

**FROM THE WEST**

Take Route 22 East into Somerville Landmark: Pass Ethicon Inc. on left. Immediately after the 2<sup>nd</sup> overpass, turn right onto Grove Street (just past Kentucky Fried Chicken). Go straight until East Main St. and make a left. Entrance to parking deck is on the right side. Park in the deck and enter to the building. Use elevator to 4<sup>th</sup> Floor. Our office is on the right.

## APPLICATION FOR INCOME CERTIFICATION TO RENT AN AFFORDABLE UNIT AT OAK RIDGE & THE MEWS FLEMINGTON NJ (RARITAN TWP) APARTMENTS

**COMPLETE THIS APPLICATION AND RETURN WITH ALL THE REQUIRED DOCUMENTS**  
(see Application Checklist handout or page 6 of this document)

**TO:**

**Central Jersey Housing Resource Center (CJHRC): 92 E. Main St. Suite 407, Somerville, NJ 08876**  
**CJHRC Does not accept any applications/documentation via email or fax**  
**-All items submitted are kept confidential and will NOT BE RETURNED -**

### NOTICE OF DISCLOSURE STATEMENT - AFFORDABLE RENTAL UNITS AT OAK RIDGE & THE MEWS AT FLEMINGTON APARTMENTS, RARITAN TWP, HUNTERDON COUNTY, NJ

1. Renters of Raritan Township Affordable Housing units must be Low and Moderate Income Households as determined by the NJ Affordable Housing guidelines. Proof of monthly income, so that gross annual household income can be calculated, is required to assure an applicant household is qualified. Households must also demonstrate that their income is adequate to be able to afford and maintain the unit.
2. Affordable units must be occupied by the named applicants. Each renter/tenant shall certify in writing that he/she is renting the affordable unit for the express purpose of being your primary residence and for no other reason beyond what is allowable.
3. Renters of affordable units have the same rights, privileges, duties and obligations as any other renters in Raritan Township with the exception of the restrictions in the Township of Raritan’s Ordinances and Regulations pertaining to Low and Moderate Income Housing. Selection of participants in the Raritan Township Affordable Housing Program is made on the basis of income, household size and available units.

If you would like more information regarding rental units in Raritan Township, please contact Oak Ridge at Flemington at 908-788-3816 or The Mews at 908-782-1980 or the CJHRC at 2cjhrc@gmail.com or (908) 446-0036.

### YOUR GROSS ANNUAL HOUSEHOLD INCOME NEEDS TO BE AT/OR UNDER THE FOLLOWING INCOME LIMITS

HOUSEHOLD SIZE	LOW INCOME*	MODERATE INCOME*
1	\$47,460	\$75,936
2	\$54,240	\$86,784
3	\$61,020	\$97,632
4	\$67,800	\$108,480
5	\$73,224	\$117,158
6	\$78,648	\$125,837

\*Maximum income limits per Household size and category. These limits were adopted 4/28/22

I have read the contents of this Notice of Disclosure Statement and I understand it. I know that I have an obligation to notify the Central Jersey Housing Resource Center (CJHRC) immediately (in writing) of any change in my household or household income. I know that all information must be completed on all pages of this application or “not applicable” will be written if it does not apply to my household. **Failure to fully complete this application and submit the required documentation will result in the inability for it to be processed thus jeopardizing your household being offered an affordable apartment. I realize CJHRC may ask for additional information, which will need to be submitted in a timely manner.** By signing this form, I give CJHRC the authority to verify all information contained in my application. (All adults who will be on the lease must sign this page)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF CO-APPLICANT

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

**NOTICE OF DISCLOSURE STATEMENT FOR AFFORDABLE RENTAL UNITS AT OAK RIDGE & THE MEWS ---FLEMINTON APARTMENTS, RARITAN TOWNSHIP, NJ**

This application is not transferable and the original document must be submitted. Please call the Central Jersey Housing Resource Center (CJHRC) at (908) 446-0036 if you have any questions about this application. If your application is complete and you are qualified to rent an affordable unit, you will be contacted by CJRHC. Please remember to also check your email regularly. If you do not have an email, please ensure CJHRC has a way to reach you and leave messages. **It is your responsibility to make sure the information provided is true and accurate.**

The information in this application and any other information required by the Township of Raritan will be kept confidential. No part of this application or your application file will be given to any person, entity or business not related to the township of Raritan, or their agents, without your written request or consent.

“Household” includes all persons living in a single housekeeping unit whether or not they are related by blood, marriage or otherwise. **The information requested includes information about all persons intending to reside in the Unit.**

ONLY those households who have been certified by the Central Jersey Housing Resource Center and pass the credit check and landlord criteria will be able to rent an affordable unit.

The Disclosure Statement is a part of this application. Please read the Statement for important information. You may wish to consult with an attorney of your choice with respect to the Disclosure Statement, the Affordable Housing Plan or the Application for Certification.

Your income certification to rent an affordable unit in Raritan Township, Hunterdon County in either OAK RIDGE OR THE MEWS Apartment Complex(s) qualifies you for an affordable unit that may become available for rent in your specific category. Your category is determined by your income and household size. Your certification letter may provide information on units available at time of certification. If no available units are available in your category at the time your household is certified, then your household will be placed on a waiting list.

Priority selection for the affordable rental units may need to be made through a random selection process (lottery for units). A random selection is held whenever there are more eligible households than units available. Only valid and income certified households that complete and pass the landlord credit and other requirements will be included in the random selection process.

**REGIONAL PREFERENCE: Those households that live or work in the West Central Housing Region, Group 3 (Hunterdon, Somerset, and Middlesex counties) may receive a preference for the affordable housing units in Raritan Township.** You must document proof of residence or employment in this region. Please photocopy and attach some form of valid government issued identification (driver’s license, municipal ID card, pay stubs, etc.) of where you live and work.

**(Please complete each line below. If it does not apply to you, write in “not applicable or n/a”)**

**1. HOUSEHOLD COMPOSITION:**

Name of Household Member filling out this form: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_ Legally Separated

Date of Birth: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone ( ): \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

(Please complete each line below. If it does not apply to you, write in "not applicable or n/a")

**HOUSEHOLD COMPOSITION (continued):**

Name of Second Adult in household: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

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

Mailing Address (if different) \_\_\_\_\_

Please list all household members, **excluding the person filling out the form**, who plan to live in the affordable unit:

Name	Relationship (Husband, wife, son, daughter etc)	Date of Birth	Age

**2. CURRENT STATUS**

Do you currently \_\_\_\_\_ Rent \_\_\_\_\_ Own your own home \_\_\_\_\_ Other \_\_\_\_\_

What is your monthly rent or mortgage payment \$ \_\_\_\_\_

How long at the address above? \_\_\_\_\_ Years \_\_\_\_\_ Months

What was your previous address? \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you ever owned a home? Yes \_\_\_\_\_ No \_\_\_\_\_ If you owned a home in the past but no longer do, please explain in detail on separate piece of paper.

If you currently own your home, what is the value of this home? \_\_\_\_\_ What is the Principal Balance of your Mortgage? \_\_\_\_\_ please attach additional required documentation for homeowners. (CJHRC staff can provide a handout of what documentation is required)

How many people will live with you if you are offered a unit? \_\_\_\_\_ How many are under 18 years of age? \_\_\_\_\_

How many bedrooms will you need? 1 2 3 (please circle) (The Mews only offers 2 & 3 Bedroom Apts)

I/we are interested in applying for (check your response): \_\_\_ **OAK RIDGE** \_\_\_ **THE MEWS** \_\_\_ **BOTH**

**OTHER:**

Other applicable information/comments or special details about your housing situation/needs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please complete each line below. If it does not apply to you, write in "not applicable or n/a")

**3. EMPLOYMENT INFORMATION**

Please provide information for each household member who receives income from present employment and is 18 years of age or over. (Also include any part-time employment) – Please attach another page if you need more room.

1. **Household Member Name** \_\_\_\_\_  
 Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 County: \_\_\_\_\_ How long at job? \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
 What is Your Job Title? \_\_\_\_\_
  
2. **Household Member Name** \_\_\_\_\_  
 Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 County: \_\_\_\_\_ How long at job? \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
 What is Your Job Title? \_\_\_\_\_
  
3. **Household Member Name** \_\_\_\_\_  
 Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 County: \_\_\_\_\_ How long at job? \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
 What is Your Job Title? \_\_\_\_\_

**4. INCOME SOURCES**

Please state the amount of your current monthly projected gross income from each applicable source. Use additional pages if more than three adults have income. Please use a separate income information section for **every household member who is 18 years of age or over and receives income of any kind.**

	<u>Adult #1</u>	<u>Adult #2</u>	<u>Adult #3</u>
	First Name _____	First Name _____	First Name _____
Monthly Gross Salary or Wages	\$ _____	\$ _____	\$ _____
Pension	\$ _____	\$ _____	\$ _____
Social Security	\$ _____	\$ _____	\$ _____
Unemployment Compensation	\$ _____	\$ _____	\$ _____
Child Support received (add)	\$ _____	\$ _____	\$ _____
Child Support paid (deduct)	\$ _____	\$ _____	\$ _____
Disability Payment	\$ _____	\$ _____	\$ _____
Welfare	\$ _____	\$ _____	\$ _____
Tips/Commissions/Self Employment Income	\$ _____	\$ _____	\$ _____
Alimony	\$ _____	\$ _____	\$ _____
Rental Income	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
<b>Sub-Totals</b>	\$ _____	+ \$ _____	+ \$ _____

**TOTAL OF ADULT MONTHLY INCOMES** \$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ Annual Gross Income



(Please complete each line below. If it does not apply to you, write in “not applicable or n/a”)

5. **FINANCIAL INFORMATION**

Please list all **Checking and Savings Accounts**, CD’s, Money Market Funds, Mutual Funds and any other assets held by financial institutions below, whether or not you gain any interest from them, for all household members.

Name of Financial Institution	Account Number Last 4 Digits c-checking s-savings	Current Balance/Value	Projected Annual Interest Income
	C / S		
	C / S		
	C / S		
	C / S		

Total Projected Interest Income from this section: \$ \_\_\_\_\_

6. **INCOME/ASSEST INFORMATION** (any additional income you receive on a regular basis/monthly/ annually)

**Please list all stocks, bonds and all other sources of investment income.**

Name of Assets	Number of shares	Current Value	Projected Annual Income

Total Projected Income from this section: \$ \_\_\_\_\_

Do you own a business or income producing real estate? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you receive income/monies/rent receipts from this asset? Yes \_\_\_\_\_ No \_\_\_\_\_

If you own a business, you may wish to request the “Self Employed Info Sheet from CJHRC.

What is the monthly gross income and expenses (provide at least the most current 4 months of data – usually a profit and loss statement dated and signed by a 3<sup>rd</sup> party) \$ \_\_\_\_\_

Do you have any other sources of income? If so, please describe: \_\_\_\_\_

7. **FOR STATISTICAL PURPOSES:** Please indicate your racial/ethnic group by circling what applies to your household

- Ethnicity of household:            Hispanic                            Not Hispanic
- American Indian/Alaskan Native                            Asian    Black/African American
- Native Hawaiian or Other Pacific Islander                            White    Choose not to Respond
- More than one Race

**THE FOLLOWING DOCUMENTS ARE REQUIRED WITH THIS APPLICATION**

Households cannot be certified if any of the below documents are missing and will delay the certification. Items cannot be emailed or faxed. CJHRC does not copy required information for clients. Each application submitted needs a set of documents.

**IMPORTANT:** Submit a complete set of the below required documents listed below for every household member who is 18 years of age or older or if a household member of any age receives income of any kind (survivor benefits etc.).

- 1. **Copies of State and Federal tax returns for the previous 3 years** (do not send W-2's) Call 1-800-908-9946 to get copies from IRS.
- 2. **Copies of pay stubs (4 current and consecutive) or current letter from employer** (need proof of income all sources)
- 3. **Copies of two months' current bank statements (all pages)** from all accounts for all applicants/co-applicants. Must show full name(s), address and institution name. All pages must be submitted. Must have sufficient funds to cover first month rent and required security deposit at time of random selection/lottery or before landlord credit check.
- 4. **Documentation to confirm income from any other applicable sources:** Pension (4 statements or written proof from pension company), Social Security – recent benefit letter, Unemployment (need to see how much is awarded each month as well as how much is left in unemployment benefit for that person,
- 5. **Documentation to confirm the following possible sources of income:** Copies of Section 8 voucher, child support court documents, divorce decree or separation agreement and custody verification with signatures. All separated applicants must provide a settlement agreement, divorce decree or division of assets signed and notarized by both parties. If you get child support, we need documentation/ proof of payments to count it as income. If you pay child support, we need documentation/ proof of payments to deduct it from your gross income if you choose this option.
- 6. **Documentation to confirm interest income/proof of assets** – recent statements including IRA, savings bonds and other retirement accounts including 401K's
- 7. Any other source of income must be documented. Written proof is required.
- 8. **Circumstances when you need a notarized letter:** If you do not earn an income, did not file tax returns for one of the most recent 3 years, do not own a checking or savings account, if you are a full time student (over 18 years of age) we need proof (something from school) of enrollment and at least 15 credits are being taken in school.
- 8. **Circumstances when you need additional documentation:** If you own property or are self-employed (CJHRC Staff can provide handout of what is required for this documentation needed)

**CERTIFICATION**

I/we hereby certify that the above information concerning my household size, actual gross income as well as all other information contained herein is true and accurate to the best of my knowledge. I understand that CJHRC and the Township of Raritan are relying on this information to determine whether I qualify for an affordable housing unit.

I/we further certify that the copies of the documents attached to this application are true and accurate copies of the originals of such documents. Notarized letters need to be submitted as originals. I understand this application with any and all documents submitted will become the property of Raritan Township **and will not be returned.**

I/we further certify that I intend to personally occupy the unit as my primary residence except for reasonable periods of vacations and illnesses. I know that it would be illegal to rent or sublet the unit. I understand that only the parties listed on this application may reside in the affordable housing unit.

I/we authorize CJHRC, the Township of Raritan and their agents to check for accuracy on any and all statements and representations made in this application. This may include calls to employers to verify income, contact with banks, etc.

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Signature of CO-APPLICANT

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed