

**PRELIMINARY APPLICATION and INSTRUCTIONS**

Applications MUST be RECEIVED by June 30, 2016 by 4:00pm

Dear Affordable Housing Applicant:

Thank you for your interest in affordable housing in the Borough of New Providence. The Borough currently administers 41 affordable units located throughout the municipality, for more information please visit [www.newprov.org](http://www.newprov.org). In order to fairly consider the large number of applications we receive, we have adopted a procedure of accepting Preliminary Applications once each year and establishing separate application pools for one-bedroom, two-bedroom and three-bedroom units. A random drawing of the applications received will be held on July 09, 2016 in the Municipal Center to create a waiting list for any affordable units that may become available.

In order to be eligible for an affordable housing unit, your income must not exceed certain limits. These are set by the New Jersey Department of Community Affairs according to region. New Providence is located in Region 2, which includes the counties of Essex, Morris, Union and Warren. Income limits depend on the number of persons in the household and may change from year to year.

Please review the income limit chart below. If you believe you fall within the limits shown, you are eligible to fill out and submit the preliminary application on the last page of this packet.

Income Limits		
Number of persons in Household	Maximum Annual Income Low Income Units	Maximum Annual Income Moderate Income Units
1	\$31,715	\$50,744
2	\$36,246	\$57,993
3	\$40,777	\$65,242
4	\$45,307	\$72,492
5	\$48,932	\$78,291
6	\$52,556	\$84,090

If an affordable unit becomes available and your household is selected from the waiting list established on July 09, 2016, you will be notified and sent the more detailed Application for Affordable Housing in order to be certified. The detailed Application for Affordable Housing must be completed and submitted within SEVEN (7) calendar days, together with the documentation listed on the next page. Notification may be in the form of a telephone call, letter or email. After verification of your detailed application and additional documentation, you will be considered “certified” and will be referred to the owner of the available affordable housing unit. Your application will be subject to the owner’s routine credit and background check requirements.

If you do not meet all certification criteria, you will be removed from our list. You may reapply during any future open application period if you meet the eligibility criteria at that time.

All information and documentation submitted in connection with this Preliminary Application will be considered confidential.

Applicants who fail to comply with the additional requirements will forfeit their place in the selection process and will not be certified or referred to the owner of an available unit.

All application pools and lottery results will expire 365 days after the date of the lottery. Upon the expiration of the waiting lists, applicants must reapply to the Borough if they wish to be included in future random selection and application pools.

If you have any questions please contact Vito A. Gallo, the Administrative Agent for the Affordable Housing Board, at 908-665-1400 ext. 0 or e-mail [affordablehousing@newprov.org](mailto:affordablehousing@newprov.org).

*Vito A. Gallo*

Vito A. Gallo  
Administrative Agent

## ADDITIONAL DOCUMENTATION

**If you are notified that a housing unit is available, some or all the following documentation will be required WITHIN SEVEN (7) DAYS of notification. We suggest that you begin to gather this information and documentation now so that it is ready if you are notified of a vacancy.**

- Personal identification (driver's license, passport, birth certificate, social security card, etc.)
- Checking account statements – most recent 6 months
- Savings accounts - current statements and current interest rates (including CD's, IRA's, etc.)
- Stocks, bonds
- Real estate - total value minus any outstanding mortgage balance, closing costs, broker's fees, etc. as well as any income from real estate or businesses
- Four (4) most recent consecutive pay stubs **for all employed household members**
- Social Security benefits (Social Security computer printout, award letter or bank account statement showing Social Security direct deposit)
- Pension letter received from a pension fund
- Verification of Temporary Assistance for Needy Families (TANF)
- Verification of Support (child support and/or alimony)
- Verification of military pay
- Workers' Compensation - letter from NJ Division of Workers' Compensation.
- Verification of Unemployment benefits
- 1040 Federal tax return (last 3 years - both front and back)
- State tax return (last 3 years)

**We do business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.**



## **IMPORTANT ADVISORY INFORMATION!**

**PLEASE READ BEFORE COMPLETING & RETURNING THE  
CONFIDENTIAL PRELIMINARY APPLICATION FOR AFFORDABLE HOUSING**

Preliminary Applications must be received at the New Providence Municipal Center Clerk's Office by **4:00 P.M. on Thursday, June 30, 2016.**

The Borough of New Providence will use the income and household members' information that you provide on your preliminary application to assign your household to the appropriate lottery pool (1-bedroom low income, 1-bedroom moderate income, 2-bedroom low income, etc.). It is important that you provide full and accurate information about your household. Information later found to be incomplete or inaccurate may disqualify you from being eligible for an affordable housing unit.

You will also be asked to indicate your preference for rental or for-sale housing. Before doing so, be sure you take the following information into consideration:

### **For-Sale Housing:**

- The for-sale units in the Borough's affordable housing program are privately-owned deed-restricted dwellings. This means that they cannot be re-sold on the open market but only through the Borough's Affordable Housing program. Pricing will be controlled by the guidelines established by the New Jersey Department of Community Affairs.
- The Borough of New Providence is not the seller of any affordable housing units.
- The Borough of New Providence is not a mortgage lender.
- Borrowers must have acceptable credit scores and sufficient available funds for at least a five percent (5%) cash down payment, and must be able to pay for legal and title closing expenses.
- Before certifying an applicant's eligibility to purchase, the Borough will require all potential purchasers of for-sale affordable housing to be pre-qualified by a home mortgage lender.

### **Rental Units:**

The rental units in the Borough's affordable housing program are privately-owned deed-restricted apartments. The Borough will certify income-eligible households and make a referral to the owner of the available unit. Landlords and rental agents typically screen applicants for prior rental history and require a credit check before offering a lease agreement to an applicant.

### **Dates to Remember:**

#### **Deadline for Preliminary**

**Application to be received:            June 30, 2016 by 4pm**

**Lottery drawing:                            July 09, 2016**

**The lottery drawing will be held in the Municipal Center, Lincoln Conference Room, ground floor, 360 Elkwood Avenue, New Providence, NJ.**

**It is not necessary for you to be present at the lottery drawing in order to be included, but you are welcome to attend.**

