

PRELIMINARY APPLICATION and INSTRUCTIONS

Applications MUST be RECEIVED or POSTMARKED on or before October 5, 2018

Dear Affordable Housing Applicant:

Thank you for your interest in affordable housing in the Borough of New Providence. The Borough currently administers 39 affordable units located throughout the municipality with two additional units approved to be constructed. For more information please visit www.newprov.org. In order to fairly consider the large number of applications we receive, we will be holding a lottery to establish a randomized waiting list for any affordable units that may become available. If you wish to be considered for future openings, your preliminary application must be received and/or postmarked by noon on October 5, 2018. Incomplete applications will not be accepted.

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	\$33,377	\$53,404
2	\$38,146	\$61,033
3	\$42,914	\$68,662
4	\$47,682	\$76,291
5	\$51,497	\$82,395
6	\$55,311	\$88,498

If an affordable unit becomes available and your household is selected from the waiting list established following the lottery on October 19, 2018, 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 required documentation a copy of which is available on the Borough website (www.newprov.org). 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 any time in the future if you meet the eligibility criteria at that time.

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

If you have any questions please contact Margaret Koontz, Affordable Housing Administrative Agent, at 908-665-1124 or e-mail affordablehousing@newprov.org.

Margaret Koontz

Margaret Koontz
Administrative Agent

IMPORTANT ADVISORY INFORMATION!

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

Preliminary Applications must be received and/or postmarked at the New Providence Municipal Center Clerk's Office by **noon on Friday, October 5, 2018.**

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
or postmarked:**

October 5, 2018 by noon

Lottery drawing:

October 19, 2018

The lottery will be held at the Municipal Center, 360 Elkwood Avenue, New Providence, NJ. It is not necessary for you to be present at the lottery drawing in order to be included.

CONFIDENTIAL PRELIMINARY APPLICATION FOR AFFORDABLE HOUSING

COMPLETE AND **RETURN THIS PAGE ONLY** TO:

Borough of New Providence

360 Elkwood Avenue, New Providence, NJ 07974

Please submit only one application per family or household.

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY TO BE CONSIDERED FOR AFFORDABLE HOUSING

1. PRIMARY APPLICANT CONTACT INFORMATION

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
Home Tel:		Work Tel:		
Cell Phone:		Email:		
Street:		City:	State:	Zip:

2. HOUSEHOLD INFORMATION

What NJ county or counties do you and your intended household members LIVE or WORK in?		<input type="checkbox"/> Out of State
What is the Combined Annual Income for all Household Members Please include the gross BEFORE tax income of all household members. Income includes gross wages, salaries, tips, commissions, overtime, alimony, child support, pensions, social security, unemployment, and disability benefits.		\$
Household Size Please include all household members that will live in the affordable home more than 50% of the time. Please also include college students using this address as their primary residence.		
Are any household members 55 years old or older? If yes, you may be eligible for age restricted communities where one household member must be at least 55 years old.		<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the age of the youngest household member? We are asking this because there are minimum age requirements in some Age Restricted communities.		
Are any household members permanently disabled?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any household members require a barrier free/ADA accessible unit?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently live in Substandard / Overcrowded Housing?		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. PREFERENCES

Number of bedrooms desired?		
Rental	Are you interested in renting an affordable home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are your current monthly rent payments?		\$
Do you have a section 8 voucher?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you receive rental assistance from other sources including family members outside of the household?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is monthly amount of this assistance?		\$
Ownership	Are you interested in purchasing an affordable home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the maximum amount you can provide as a down payment?		\$

I certify that the information provided herein is true and complete and that any misrepresentation of income or household size reported herein shall be cause for program disqualification. I also understand that this information is to be used only for determining my **preliminary** eligibility for referral to an affordable housing unit and does not obligate me in any way.

(Signature of Head of Household)

(Date)

Signature of Spouse/Co-Head of Household

(Date)

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.

