



<b>OFFICE USE ONLY</b>	
Date Received: _____	Time: _____
Application # _____	

11 White Street, Eatontown, NJ 07724  
 Phone: (732) 982-5072 | Fax: (732) 204-2860

## Preliminary Rental Application for Affordable Housing Program

### A. Head of Household Information

Last Name: _____	Social Security # _____
First Name: _____	Home Phone _____
Home Address: _____	Work/Cell Phone _____
P.O. Box or Apt. # _____	County: _____
City: _____	State _____ Zip Code _____
Email Address _____	

### B. Composition & Income (ALL sources of income, including but not limited to Salary, Dividends, Social Security, Pensions, Alimony, Unemployment Benefits, Business, Fellowships and support. DO NOT include income from Assets listed in Section C, or tuition awards)

The total number of persons in the household is \_\_\_\_\_.

First and Last Name of <i>everyone</i> in your household, <u>including applicant</u> (Please print)	Relation to Head of Household	Full Time Student (Yes/ No)	Date of Birth (xx/xx/xxxx)	Sex	Gross Annual Income (Before taxes)	Social Security Number
1.	Applicant				\$	
2.					\$	
3.					\$	
4.					\$	
5.					\$	
6.					\$	
7.					\$	
8.					\$	

### C. Assets (Checking & Savings Accounts, CD's, Money Market, Real Estate, Etc.)

Type of Asset	Current Market Value of Asset	Estimated Annual Income	Annual Interest
1.	\$	\$	\$

2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$

**D. Current Household Status**

Do you currently:

\_\_\_\_\_ Rent \_\_\_\_\_ Own  
 \_\_\_\_\_ Other (specify) \_\_\_\_\_

Do you require a handicap-accessible unit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you require a handicap-accessible unit on the first floor only? \_\_\_\_\_ Yes \_\_\_\_\_ No

*\* You will still be contacted for any units you qualify for according to your income and number of bedrooms regardless of how you answer this question.*

**E. Preferences**

# of bedrooms (limited by # in household)

\_\_\_\_\_ One \_\_\_\_\_ Two \_\_\_\_\_ Three \_\_\_\_\_ Four

*You may chose more than one bedroom option*

**F.** Please indicate which facility you are applying for. You may apply for more than one, but do not write in any area other than those listed. The properties on this application are the only ones that you may indicate.

**Properties Owned and Managed by the Affordable Housing Alliance:**

- Carver Inn Apartments (must be 55+) – Efficiencies and 1 Bedrooms**  
312 Myrtle Avenue, Neptune
- Beacon Place Condominium – 1, 2, 3 Bedroom units**  
Highway 36, Belford (Middletown)
- Monmouth Highland Apartments – 1 Bedroom units**  
37 Navesink Avenue (Highway 36), Highlands
- Viking House – Single Room Occupancy (shared baths, all utilities included, furnished)**  
109 Main Street, Keansburg
- Millstone House – Single Room Occupancy (shared baths, all utilities included, furnished)**  
25 Burnt Tavern Road, Millstone Twp. (Clarksburg)
- Allen House – (must be 62+) – 1 Bedrooms**  
477 Stagecoach Road, Millstone Twp. (Clarksburg)
- Park Road Apartments – 2 Bedroom Townhomes**  
615 Park Avenue, Port Monmouth (Middletown)
- Oceanport Manor I and II – 1, 2 and 3 Bedrooms**  
25 Main Street, Oceanport
- Spring House Single Family – 3 Bedrooms**  
155 South Street, Eatontown
- Warren Avenue Apartments – 1, 2 and 3 bedrooms**  
Warren Avenue, Spring Lake

**Properties for which the AHA is the Administrative Agent with type of dwelling(s) built in each town:**

- New Brunswick - Unity Square – 3 Bedroom (Single Family Homes)**
- Atlantic Highlands – 1, 2 and 3 Bedrooms (Apartments)**
- Long Branch – 3 Bedrooms (Duplex and Apartments)**
- Wall Township - Glen Oaks – 1, 2 and 3 Bedrooms (Apartments)**

*\*We cannot add you to a 3-bedroom waitlist if you have less than 3 people in your household. Should you household increase, please call us and we can update our system including adding you to the 3-bedroom lists*

**2022 Minimum/Maximum income requirements (does not apply to Single Room Occupancy) for rentals:**

Household Size	P1	P2	P3	P4	P5	P6	P7	P8
MODERATE (MAX 80%)	\$68,665	\$78,474	\$88,283	\$98,092	\$105,940	\$113,787	\$121,635	\$129,482
LOW (MAX 50%)	\$42,915	\$49,046	\$55,177	\$61,308	\$66,212	\$71,117	\$76,022	\$80,926
VERY LOW (MAX 30%)	\$25,749	\$29,428	\$33,106	\$36,785	\$39,727	\$42,670	\$45,613	\$48,556

**Previous Rental History or Ownership History:**

What is your current address? \_\_\_\_\_

How long have you lived here? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name, address and telephone number of your Present Landlord: \_\_\_\_\_

What was your previous address? \_\_\_\_\_

How long did you live there? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name, address and telephone number of your Previous Landlord: \_\_\_\_\_

Have you ever been evicted?  Yes  No

**G. Subsidy Information**

Do you have a Section 8 Voucher?  Yes  No

Do you have another type of rental subsidy or assistance? If yes, please describe:

**H. Current Employment History:**

**Head of Household**

Employer Name	# of years Employed	Supervisor Name	Supervisor Telephone #

**Spouse or Co-Head of Household**

Employer Name	# of years Employed	Supervisor Name	Supervisor Telephone #

**I. Important Information (Must be signed by every household member over the age of 18)**

I hereby authorize the Affordable Housing Alliance and/or their employees to obtain information regarding the status of my /our credit and to check the accuracy of any and all statements and representations made in this application. I/We certify that all information in this application is accurate, complete and true. I/We understand that if any statements made are willingly false, this application is null and void, and I/We may be subjected to penalties imposed by law. Void, if submitted without the signature of the applicant(s).

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_

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

**ATTENTION – ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18 MUST COMPLETE THIS FORM (ADDITIONAL COPIES HAVE BEEN ATTACHED)**

**National Tenant Network**

**First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**How long have you lived at the address:** \_\_\_\_\_

**Former Address:** \_\_\_\_\_

**How long have you lived at this address:** \_\_\_\_\_

**Have you ever lived out of the state of New Jersey in the past 12 years?** \_\_\_\_\_

I hereby grant the Affordable Housing Alliance the right to process this Credit Report Application for the purpose of obtaining a rental lease. In compliance with the fair credit reporting act, this notice is to inform you that the processing of this application includes but is not limited to making inquiries deemed necessary to verify the accuracy of the information herein, including procuring information from consumer reporting agencies, obtaining credit information from other credit institutions and criminal background checks from appropriate law enforcement and additional information about the nature of this investigation. The undersigned agrees that this application shall remain the property of the apartment complex landlord, regardless if the rental lease is granted.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**National Tenant Network**

**First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**How long have you lived at the address:** \_\_\_\_\_

**Former Address:** \_\_\_\_\_

**How long have you lived at this address:** \_\_\_\_\_

**Have you ever lived out of the state of New Jersey in the past 12 years?** \_\_\_\_\_

\_\_\_\_\_

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**Present Address:** \_\_\_\_\_

—  
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**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The **New Jersey Law Against Discrimination**, *N.J.S.A. 10:5-1 to -49*, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectional or sexual orientation, disability, gender, marital status, familial status (whether you have a child, a parent-child relationship with a minor, or you are pregnant), lawful source of income or rental subsidy used for rental payments

The **New Jersey Division on Civil Rights** is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's **Multiple Dwelling Reporting Rules**, *N.J.A.C. 13:10-1.1 to -2.6*, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The **Multiple Dwelling Reporting Rule** requires landlords to provide a summary of this information to the Division and to retain the information on this form. **The information is used to prevent and eliminate discrimination in housing.** Your cooperation in filling out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectional or sexual orientation.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance. Visit the Division on Civil Rights Web site at: [www.NJCivilRights.org](http://www.NJCivilRights.org)

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Tenants/applicants: Fold & tear along dotted line and retain top portion for your records

## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.

**This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.**

Tenant Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Race/Ethnicity: Please check all that apply to leaseholders (tenants) or applicants.

**Black or African American:** a person having origins in any of the original peoples of Africa

**Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America

**Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: \_\_\_\_\_ Completed by: **Tenant Applicant Landlord**

If you have any questions regarding this inquiry please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday, or e-mail the MDRR unit at [DCRMDRR@njcivilrights.org](mailto:DCRMDRR@njcivilrights.org) [DCR/HIU/MDRR/LS2005](http://DCR/HIU/MDRR/LS2005)

*The following Model Disclosure Statement has been drafted by the New Jersey Division on Civil Rights (DCR) to reflect housing protections set forth in the Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64, (FCHA) and the accompanying rules, N.J.A.C. 13:5. This Model Disclosure Statement can be used by housing providers as a resource in creating their own materials.*

Model Disclosure Statement:

New Jersey's Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 (FCHA), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer.

Before making a conditional offer of housing, Affordable Housing Alliance may consider only whether an applicant has a conviction for the manufacture or production of methamphetamine on the premises of federally assisted housing, or whether an applicant has a lifetime registration requirement under a State sex offender registration program. Affordable Housing Alliance will not consider, or request from an applicant or any other person or entity, any other information about an applicant's criminal history as part of the application process until and unless a conditional offer of housing has been made.

After extending a conditional offer of housing, the Affordable Housing Alliance intends to review and consider an applicant's criminal record in determining whether to rent a home, in accordance with the FCHA and its accompanying rules.

Affordable Housing Alliance will not, either before or after the issuance of a conditional offer, evaluate or consider any of the following criminal records:

- (1) arrests or charges that have not resulted in a criminal conviction;
- (2) expunged convictions;
- (3) convictions erased through executive pardon;
- (4) vacated and otherwise legally nullified convictions;
- (5) juvenile adjudications of delinquency; and
- (6) records that have been sealed.

Affordable Housing Alliance may consider, after the issuance of a conditional offer, a criminal record that:

- Resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault, endangering the welfare of a child in violation of N.J.S.2C:24- 4(b)(3);
- Resulted in a conviction for any crime that requires lifetime state sex offender registration;
  - Is for any 1st degree indictable offense, or release from prison for that offense, within the past 6 years;
  - Is for any 2nd or 3rd degree indictable offense, or release from prison for that offense, within the past 4 years; or
  - Is for any 4th degree indictable offense, or release from prison for that offense, within the past 1 year.

For more information about how these rules apply, please refer to the resources at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/fcha>

<http://www.njcivilrights.gov>

New Jersey is an Equal Opportunity Employer

Affordable Housing Alliance may withdraw a conditional offer based on your criminal record only if Affordable Housing Alliance determines, by a preponderance of the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

If the Affordable Housing Alliance utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, the Affordable Housing Alliance will take reasonable steps to ensure that the vendor or outside person/entity conducts the criminal record check consistent with the requirements of the FCHA and rules. Specifically, if Affordable Housing Alliance receives a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA in that it reveals a record that is not permitted to be considered under the FCHA, Affordable Housing Alliance must show that it did not rely on that information in making a determination about your tenancy.

If you are subjected to the withdrawal of a conditional offer of housing due to criminal history, you have the right to request and receive the materials relied upon by the Affordable Housing Alliance in making this determination.

You have the right to dispute, within ten (10) days of receiving this statement, the relevance and accuracy of any criminal record, and to offer evidence of any mitigating facts or circumstances, including but not limited to your rehabilitation and good conduct since the criminal offense. You may also provide evidence demonstrating inaccuracies within aspects of your criminal record which may be considered under the FCHA, or evidence of rehabilitation or other mitigating factors to Affordable Housing Alliance at any time, including after the ten days.

Any action taken by the Affordable Housing Alliance in violation of the process laid out in this statement may constitute a violation of the FCHA. If you believe that any owner, agent, employee, or designee of Affordable Housing Alliance has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at [www.NJCivilRights.gov](http://www.NJCivilRights.gov) 1-866-405-3050). A complaint must be filed with DCR within 180 days of the allegedly discriminatory conduct. You cannot be subjected to retaliation for filing a complaint or for attempting to exercise your rights under the FCHA.

DCR has several fair housing fact sheets available at <https://www.nj.gov/oag/dcr/housing.html>, or available for pickup in any of DCR's four (4) regional offices.

31 Clinton Street, 3rd Floor Newark, NJ 07102  
1601 Atlantic Avenue, 6th Fl. Atlantic City, NJ 08401  
5 Executive Campus Suite 107, Bldg. 5 Cherry Hill, NJ 08002  
140 East Front Street, 6th Floor Trenton, NJ 08625

\_\_\_\_\_  
Housing Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Tenant Signature

\_\_\_\_\_  
Date