

# PRELIMINARY APPLICATION FOR AFFORDABLE HOUSING West Long Branch



Please fill out the enclosed preliminary application carefully. Incomplete preliminary applications will not be processed. Please do not send more than one preliminary application.

## 1. HEAD OF HOUSEHOLD INFORMATION

First Name:		Last Name:		
Street Address:	City:	State:	Zip Code:	County:
Email Address:	Home Phone Number:		Alternate Phone Number:	

## 2. HOUSEHOLD COMPOSITION AND INCOME (LIST ALL PERSONS TO LIVE IN HOME)

Name (First and Last)	Relation To	Date of Birth	Gender M/F	Current <b>Gross Annual</b> Income*
	<b>Head of Household</b>			

**\* Income includes, but is not limited to:**  
*Gross wages, salaries, tips, commissions, overtime, alimony, child support, pensions, and social security, unemployment and disability benefits.*

3. Does anyone in your household require a barrier-free/ADA accessible home?  Yes/ No
4. What County/State do you work in? \_\_\_\_\_
5. What is your marital status?  Single/  Married/  Divorced/  Separated
6. Do you currently have a Section 8 Voucher? \_\_\_\_\_

Affordable homes in other communities can also be found at [www.njhousing.gov](http://www.njhousing.gov).

Once you are chosen in the random selection process, you will be asked to complete a formal application. At that time, all income will be verified. If you have not recently reviewed a copy of your credit report, now would be an excellent time to make sure there are no errors or issues that need to be resolved in order to pass a landlord's credit check. For a free copy of your credit report, visit [annualcreditreport.com](http://annualcreditreport.com).

*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.*

PRINTED NAME OF HEAD OF HOUSEHOLD

SIGNATURE

DATE

Return preliminary application to: **Community Grants, Planning & Housing**  
**Attn: Dorothy Lawlor**  
**569 Abbington Drive**  
**East Windsor, NJ 08520**





**CGP&H**

Community Grants, Planning & Housing  
Good People. Great Results.™

569 Abbington Drive, East Windsor, NJ 08520  
www.cgph.net 609 371 1937 Fax: 609 371 1776

**You are being contacted to confirm your interest in Avalon Bay in West Long Branch.**

CGP&H is retained by Borough of West Long Branch to rent their State-regulated affordable housing. In order to be considered for rental opportunities, you must complete and return the enclosed preliminary application to:

CGP&H

Attn: Dorothy Lawlor

569 Abbington Drive

East Windsor, NJ 08520

*Or Fax to 609-371-1776 / Or Email to [dorothy@cgph.net](mailto:dorothy@cgph.net)*

Once your preliminary application is received by our office, you will be included in our next *random selection* of all applications received.

**FREQUENTLY ASKED QUESTIONS**

*How do I get on the list? What is the procedure?*

Once you complete and return the enclosed preliminary application, your name will be included in the state-mandated random selection. Once the random selection is performed, you will be placed on the permanent waiting list until a home becomes available.

*What is a random selection?*

The State of New Jersey requires the renting of affordable homes include a step that randomizes the order in which households will be offered available units. All new preliminary applications are picked one by one and placed on appropriate waiting lists in the order in which they are chosen.

*What is considered income?*

Gross income includes, but is not limited to: pre-tax wages, salaries, tips, commissions, alimony, overtime, pensions, social security, unemployment compensation, TANF, child support, disability, interest and dividends from assets. Child support & alimony will be calculated from decree stating amounts whether payee is current or in arrears. All income information will be verified during the formal application process.

*Is the rent based on my income?*

No, pricing on rentals is dependent on the original rent of the affordable home and State-controlled annual increases, not your income.

*Is my credit score a factor?*

Yes. Most rental properties require a credit check and/or landlord references. New Jersey residents are entitled to one free credit report each year. Call **1-877-322-8228** or visit **[annualcreditreport.com](http://annualcreditreport.com)** to obtain a copy of your credit report.

*I have a large savings/money market/retirement account, will that disqualify me from the program?*

No, we only count the dividends/interest paid yearly on the account.

*How long do I have to wait for something to become available?*

Since there are usually more interested applicants than available units, we are unable to answer this question.

*Do I get to pick the size of my unit?*

No, we follow state guidelines to ensure that the home is appointed to the appropriate household size.

*What are the units like?*

There are 1, 2 & 3 bedroom units in the complex.

**For more information about buying and renting affordable homes, including down payment assistance and counseling programs, visit [www.njhousing.gov/njhrc/consumers](http://www.njhousing.gov/njhrc/consumers)**