

**INFORMATION ON AFFORDABLE RENTAL UNITS
IN THE TOWNSHIP OF GREEN BROOK
998 WASHINGTON AVENUE APARTMENTS
Affordable Apartments**

There are Six (6) Very low, low and moderate-income apartments are located in the Township of Green Brook in the 998 Washington Ave. Apartments. The units are being rented under the NJ Very Low, Low and Moderate Income Affordable Housing Program. Households cannot be **larger** than a two-person household for the **one-bedroom** unit. Households cannot be **larger** than a four-person household for the **two-bedroom** units or a six-person household for the **three-bedroom** units. Households must be a **minimum of two-person** for the three-bedroom units. The breakdown of bedroom size and categories for the affordable units are as follows:

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

Bedroom Size	Square Feet	# of Very Low Income Units	# of Low Income Units	# of Moderate Income Units
1 Bedrooms 1 Bathroom	478	1 unit \$528/mo plus utilities	none	none
2 Bedrooms 1 Bathroom	576	none	1 unit \$1,166/mo plus utilities	2 units \$1,437/mo plus utilities
3 Bedrooms 1 Bathrooms	731	none	1 unit \$ 1,333/mo plus utilities	1 unit \$1,646/mo plus utilities

FEATURES – UNITS AND AMENITIES VARY*

- Landlord pays for sewer, garbage removal & snow removal, except water (separate meter)
- Tenant pays utilities electric –Water Heater, Electric Stove, Air conditioning & Heat (PTAC units)
- All Stainless Steel Appliances- Stove, Dishwasher & Refrigerator
- Nice closets
- Cable ready
- Bus Stop 500 feet away
- Elevator Building
- Wheel chair accessible
- Bathroom - tiled flooring -- Grab bars
- Laminate wood flooring throughout Apartment
- Washer/Dryer hook up provided
- No pets No assigned parking No Smoking at All No BBQ Grills

REQUIREMENTS

- Units are restricted to **two persons per bedroom** and your household must be income certified/qualified under the NJ Very Low, Low & Moderate Income Housing Guidelines
- Lotteries will be held for these units when available and priority will be given to residents who live or work in Region 3 (Somerset, Middlesex and Hunterdon Counties).
- This affordable rental complex has a **credit check policy** that you must pass before you can be considered for a unit. The credit check/background 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.

***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.**

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 – Ph: 908-446-0036

998 Washington Ave Apartments Leasing Office: Parking lot just before Rt 22 by appointment Mon–Sunday

998 Washington Ave, Green Brook, NJ 08812 – Ph:732-996-2800 E-mail: northwashingtonavellc@gmail.com

CREDIT/CO-SIGNOR/OTHER REQUIREMENTS
GREEN BROOK TOWNSHIP - SOMERSET COUNTY
998 WASHINGTON AVE. APARTMENTS

Contact: Sue Murray at 732-996-2800 and for Directions to Complex. Fax: 732-926-9886

Credit:

Applicant's credit must currently be satisfactory. If credit history shows any unfavorable information in the past two years, the application will be rejected.

Co-signor:

In certain situation a co-signor may be accepted with approval by the Landlord. The co-signor must pass the same credit application screening process as the applicant.

Rental History:

Applicants must have satisfactory rental references. If an applicant has been evicted or sued for any lease violation, the application will be rejected.

Criminal History:

If an applicant has ever been convicted of a crime, the application will be rejected. If an applicant has ever been convicted of a minor offence in involving dishonesty or violence, the application will be rejected.

Cost of Credit Check:

A charge of \$38.00 per applicant and/or co-signor. This fee is non-refundable should the applicant be denied. Applicant/co-signor over the age of 18. Credit checks are good for 3 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
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 4th 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 4th 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 4th 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 4th 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 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 4th Floor. Our office is on the right.

APPLICATION FOR INCOME CERTIFICATION TO RENT AN AFFORDABLE UNIT AT 998 WASHINGTON APARTMENTS

**COMPLETE THIS APPLICATION AND RETURN WITH ALL THE REQUIRED DOCUMENTS TO:
Central Jersey Housing Resource Center: 92 E. Main St. Suite 407, Somerville, NJ 08876**

NOTICE OF DISCLOSURE STATEMENT

AFFORDABLE RENTAL UNITS AT 998 WASHINGTON APARTMENTS – GREEN BROOK TWP, NJ

1. Renters of Green Brook Township Affordable Housing units must be Very Low, Low or Moderate Income Households. Proof of income is required, so that the gross annual household income can be calculated to assure the household is qualified.
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 sole purpose of your primary residence.
3. Renters of affordable units have the same rights, privileges, duties and obligations as any other renters in Green Brook Township with the exception of the restrictions in the Township of Green Brook’s Ordinances and Regulations pertaining to Low and Moderate Income Housing. Selection of participants in the Green Brook Township Affordable Housing Program is made on the basis of income, household size and available units.

PLEASE NOTE: 998 Washington Ave Apartments, may allow a co-signer.

If you would like more information regarding rental units in Green Brook Township, please contact the Central Jersey Housing Resource Center at 2cjhrc@gmail.com or (908) 446-0040 press 3.

TO BE ELIGIBLE TO RENT A UNIT, YOU MUST MEET THE FOLLOWING INCOME CRITERIA:

HOUSEHOLD SIZE	VERY LOW INCOME*	LOW INCOME*	MODERATE INCOME*
1	\$25,872	\$43,120	\$68,992
2	\$29,568	\$49,280	\$78,848
3	\$33,264	\$55,440	\$88,704
4	\$36,960	\$61,600	\$98,560
5	\$39,917	\$66,528	\$106,445
6	\$42,874	\$71,456	\$114,330

*Maximum income limits per Household size and category. These limits were adopted 4/27/21

I/we have read the contents of this Notice of Disclosure Statement and I understand it. I/we 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 I, as well as any other member of my household who filed tax returns, must supply copies of my/our Federal and State Income Tax Returns for the last three years as well as any other required documentation. I/we 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/we realize CJHRC may ask for additional information, if necessary. By signing this form, I/we 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 998 WASHINGTON AVE APARTMENTS GREEN BROOK TOWNSHIP, NJ – Continued**

This application is not transferable and the original must be submitted. Please call the Central Jersey Housing Resource Center (CJHRC) at (908) 446-0040 press3, if you have any questions about this application. If your application is complete and you are qualified to rent an affordable unit, CJRHC will notify you by mail. **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 Green Brook 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 green brook, or their agents, without your written request or consent.

“Household” includes all persons living in a single household 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 Green Brook Township, Somerset County in the 998 WASHINGTON AVE Apartment Complex 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. You will be given information on units currently for rent when you are determined to be income eligible by CJHRC. If there are not any affordable rental units available in your category at the time you apply, then you 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). A random selection is held whenever there are more certified applicants than units available. Only valid and income certified applicants 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 Green Brook 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, passport, 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: _____ Sex: M/F

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, who plan to live in the affordable unit that you are apply for:

Name	Relationship	Gender	Date of Birth	Age

2. CURRENT STATUS

Do you currently _____Rent _____ Own your own home _____ Other _____

How long at the address above? _____ Years _____ Months

What was your previous address? _____ City _____ State _____ Zip _____

What is your monthly rent or mortgage payment \$ _____

If you currently own your home, what is the value of this home? _____ What is the Principal Balance of your Mortgage? _____

If you own your own home, please attach documentation verifying the value of the home. Attach proof of the mortgage principal amount (you can attach a current mortgage statement).

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)

OTHER:

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

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

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, and any other assets held by financial institutions below, whether or not you gain any interest from them, for all household members. **We must receive the entire bank statement, all pages, blank or not.**

Name of Financial Institution	Account Number Last 4 Digits	Current Balance/Value	Projected Annual Interest Income

Total Projected Interest Income from this section: \$ _____

6. INCOME/ASSET INFORMATION (ANY ADDITIONAL INCOME YOU RECEIVE ON REGULAR BASIS-MONTHLY/ANNUALLY)

Please list all stocks, bonds, Mutual Funds, Annuities and all other sources of investment income proof needed

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 2 quarter of a Profit & Loss statement dated and signed by a 3rd party) \$ _____

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

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

- Ethnicity of household:** Hispanic Not Hispanic
- Single Race:** American Indian/Alaskan Native Asian Black/African American
- Native Hawaiian or Other Pacific Islander White
- Multi-Race:**
 American Indian or Alaskan Native and White Asian and White Black or African American and White
 American Indian or Alaskan Native and Black/African American Other – Multi Race Choose not to Respond

THE FOLLOWING DOCUMENTS ARE REQUIRED WITH THIS APPLICATION

Households cannot be certified if any of the below documents are missing and missing documents 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.

Please 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)
- 2. Copies of pay stubs (4 current and consecutive)** and proof of income from all other sources.
- 3. Copies of two months current bank statements (all pages)** from all accounts that you have. Statement must show name of account holder and institution name. 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 a letter and proof of enrollment in school.

IMPORTANT: A set of documents is required for every Affordable Housing complex you are applying to that CJHRC handles.

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/we understand that CJHRC and the Township of Green Brook are relying on this information to determine whether the household qualifies 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. I/we understand this application with any and all documents submitted will become the property of Green Brook Township and will not be returned.

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

I/we authorize CJHRC, the Township of Green Brook 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