



Affordable Housing in Princeton

Princeton Community Housing (PCH)

Affordable Rental Housing Preliminary Application

(Moderate, Low and Very Low Income)



Dear Applicant,

Thank you for your interest in Princeton Community Housing (PCH) affordable rental apartments in Princeton. Your first step toward renting an affordable unit is to complete and submit this Preliminary Application.

Your completed application will be automatically forwarded to each PCH rental office to which you choose to apply. You will be notified as to the status of your preliminary eligibility based on the information that you provide in this application. Some waiting lists will be longer than others as waiting time varies by site and unit types. Please note that the head of household must be age 18 or older.

When an affordable apartment becomes available, eligible candidates will be contacted. At that time, we will provide you with a list of documentation required to support and verify the information submitted in this application.

Please note that social security cards may be required for all members of the household but are not necessary to join a wait list. Credit and criminal background checks are a mandatory requirement before being offered an apartment. We strongly recommend that applicants check their credit report and address/resolve any issues identified to ensure eligibility at the time of interview. If your mailing address, income, family size, and/or phone numbers change, it is your responsibility to contact the rental offices and provide them with the updated information. Contact the rental offices for more information.

ANNUAL UPDATE: In the Spring of every year, applicants on the waitlist will receive a letter to confirm that they are still interested and would like to stay on the waiting list. ***Please be sure to respond to keep your place on the waiting list.** Applicants who do not respond to this letter will be removed and will need to reapply.

<p><u>Princeton Community Housing (PCH)</u> Phone: (609) 924-3822, x1 Address: 1 Monument Drive, Lower Level Info@pchhomes.org Please call or email to obtain a PCH paper application.</p>	
<p><u>Princeton Community Village</u> Phone: (609) 921-1686, x1 Address: 1 Holly House Office</p>	<p><u>Griggs Farm</u> Phone: (609) 924-3824, x1 Address: 1 Monument Drive</p>
<p><u>Elm Court (Senior Housing)</u> Phone: (609) 921-0929 Address: 300 Elm Road</p>	<p><u>Harriet Bryan House (Senior Housing)</u> Phone: (609) 683-8858 Address: 310 Elm Road</p>
<p><u>Princeton Rentals and Merwick Stanworth</u> PCHDC is Administrative Agent Phone: (609) 924-3822, x1 PCHDC Address: 1 Monument Drive, Lower level</p>	



PCH Affordable Rental Housing Preliminary Application

OFFICE USE ONLY (date stamp): _____

A. Head of Household Information:

Last Name: _____	Home Phone: _____
First Name: _____	Cell Phone: _____
Home Address: _____	Email*: _____
City: _____	<p>*We recommend that you add noreply@realpage.com to your email contacts to ensure you receive our email notifications of vacant units and annual updates.</p>
State: _____ Zip: _____	

Please see [PCH Affordable Housing Fact Sheet](#) for more information.

To apply online, please visit: www.pchhomes.org

PAPER APPLICATIONS ONLY - Please check which units you wish to apply for. You may apply to more than one.

Senior Apartments: Studio and 1-bedroom

(+Senior applicants must be Age 62 or older AT THE TIME OF APPLICATION.

Applications submitted for senior households who are not yet 62 years old will not be accepted.)

- Elm Court** – 300 Elm Road, Age 62+ and mobility impaired persons of all ages (very low income)
- Harriet Bryan House** – 310 Elm Road, Age 62+ (very low income)

Single and Family Apartments: 1-, 2-, 3- and 4-bedroom

- Princeton Community Village** – off Bunn Drive, (very low-, low- and moderate- income)
- Princeton Rentals** - Located throughout Princeton (very low-, low- and moderate-income)
- Griggs Farm** - off Cherry Valley Road (low-income townhouse rental apartments)
- Merwick Stanworth** - 122 Stanworth Lane (very low-, low- and moderate-income)





PCH Affordable Rental Housing Preliminary Application

Policies and Requirements

For All Applicants

- ◇ This is an equal housing opportunity. Federal law prohibits discrimination against any person making application to rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status. State law prohibits discrimination on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, familial status, sex, gender identity or expression, affectional or sexual orientation, disability, source of lawful income or source of lawful rent payment.
- ◇ This affordable housing must be the intended primary residence of the applicant. All household members who intend to reside at the affordable apartment must be listed in the Preliminary Application. If changes in household composition occur during the application process, or if there is a change of address, the applicant is required to notify each rental office in writing, immediately.
- ◇ Applications must be truthful, complete and accurate. Any false statement makes the application null and void and subjects the applicant to penalties imposed by law.
- ◇ Annual income includes, but is not limited to, salary or wages, alimony, child support, social security benefits, unemployment benefits, pensions, regular contributions or gifts received from organizations or from persons not residing in the dwelling, business income, and actual or imputed earnings from assets (which include bank accounts, certificates of deposit, stocks, bonds, or other securities), and real estate.
- ◇ If you own a home or other real estate, you need to report this to the rental office. The value of your real estate will be subject to a maximum appraised value limit, which, when exceeded, may disqualify you from the rental program.
- ◇ Specific documentation to verify income and assets will be required at a later date, during the final portion of the application process, during which no changes will be allowed.

B. Household Composition (documents may be required):

Full Name (First, Middle & Last) List everyone who will occupy the unit	Relation To	Date of Birth	Social Security or TIN number	Sex	Disabled?
#1	Head of Household				
#2					
#3					
#4					
#5					
#6					
#7					
#8					

Do you LIVE in one of these NJ Counties? ___ Mercer ___ Monmouth ___ Ocean ___ No

Do you WORK in one of these NJ Counties? ___ Mercer ___ Monmouth ___ Ocean ___ No





PCH Affordable Rental Housing Preliminary Application

Gross Annual Income (meaning before taxes or other deductions) for all household members: includes payment from employers, business income from self-employment, social security, disability, unemployment, child support, alimony, pensions, welfare, and regular contributions or gifts received from organizations or from persons not residing in the dwelling:

Household Member Name	Employer/Source of Income	How Long? (years/months)	Gross Annual Income
#1			
#2			
#3			\$
#4			\$
#5			\$
#6			\$
Total Household Annual Gross Income (Before taxes and deductions):			\$ _____

D. Assets (Bank Accounts, Cert. of Deposit, Mutual Funds, Real Estate, Etc. If you own the home in which you live, clearly indicate BOTH the market value & your equity in the home. Your equity equals the market value less any outstanding mortgage Principal):

Type of Asset	Current Market Value of Asset	Estimated Annual Income	Interest Rate
	\$	\$	%
	\$	\$	%
	\$	\$	%
	\$	\$	%

E. Additional Information:

1. Do you own your home? Yes No
2. Do you rent? Yes No *If renting, give name, address, phone number and email of Landlord:*

3. Do you have a Section 8 Voucher or rental assistance? Yes No *If yes, explain* _____
4. Do you have another source of subsidy? Yes No *If yes, explain* _____
5. Have you been evicted in the last 7 years? Yes No *When/ Where?* _____
6. Do you own a pet? Yes No
7. Do you own a service animal? Yes No
8. Is any member of your household an active U.S. military or a U.S. military veteran? Yes No
9. Current monthly rent \$_____ Does rent include utilities? Yes No
10. Do you or anyone in your household have special needs as defined by Section 223 of Social Security Act?
Yes No *If yes, please describe:* _____
11. Have you or anyone in the household been the victim of domestic violence, dating violence or stalking?
Yes*** No *****If Yes: Please contact property management office for Violence Against Women Act Policy**





PCH Affordable Rental Housing Preliminary Application

DRIVER'S LICENSE #1. _____ State _____ Head of Household

DRIVER'S LICENSE #2. _____ State _____ Other Adult (over 18)

DRIVER'S LICENSE #3. _____ State _____ Other Adult (over 18)

Emergency Contact (Required)

Last Name: _____

First Name: _____

Street Address: _____

Phone: _____

City: _____

State: _____ Zip: _____

F. Was this application completed by someone other than the applicant? Yes No

If yes, please list the name of the person who completed this application: _____

G. Applicant Certification:

I (We) certify that all statements made on this application form have been examined by me and to the best of my knowledge and belief are true, correct, and complete. I have no objection to inquiries being made for the purpose of verifying the facts herein stated. Furthermore, I give permission for the Landlord to perform a credit, landlord, and criminal check as part of this application. I understand that providing false statements or incomplete information may result in punishment under Federal law. WARNING: Title 18, Section 1001 of the U.S. Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the U.S. or the Department of Housing and Urban Development and is punishable under Federal law.

I hereby authorize Landlord to obtain a background check, and consumer/credit report, and any other information it deems necessary as defined in the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681a(d), for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release Landlord, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies. Any deliberate misstatement of facts will disqualify me for admission and, if admitted, will be grounds for eviction. I understand that ALL requested information must be completed for this application to be deemed complete. If there are blanks, the application will be deemed incomplete and returned to me. In the event that a section does not apply to me, I will mark it N/A.

I understand that the filing of this application does not, in any way, bind the Landlord to reserve or assign an apartment to me.

Signature of Applicant: _____ Date: _____

OPTIONAL: Please check which of the following best describes the Head of Household in both (A) and (B):

(for NJ Division of Civil Rights and HUD statistical purposes only)

- | | | |
|---|--------------------------------|---|
| (A) <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Other |

- | | |
|---|---|
| (B) <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Non-Hispanic or Latino |
|---|---|

Attachments to the application – printed copies may be provided upon request.

- Attachment #1 – NJ FCHA Disclosure Statement
- Attachment #2 – Supplemental Form 92006 – Optional Contact Person

Optional Contact Person (name, address, phone) – Form 92006 attached: _____



NEW JERSEY'S FAIR CHANCE IN HOUSING ACT
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, property management 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. Property management 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, property management 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.

Property management 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.

Property management 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/>.

Prospective Tenant Signature, Date

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

If property management utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, property management 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 property management 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, property management 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 property management 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 property management at any time, including after the ten days.

Any action taken by property management 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 property has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at 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
- 5 Executive Campus, Suite 107, Bldg. 5, Cherry Hill, NJ 08002
- 1601 Atlantic Avenue, 6th Fl., Atlantic City, NJ 08401
- 140 East Front Street, 6th Floor, Trenton, NJ 08625

 Prospective Tenant Signature, Date

FOR INFORMATION ONLY
Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants
NOTIFY THE OFFICE IF YOU HAVE AN OPTIONAL CONTACT PERSON OR ORGANIZATION
SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING
This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

Signature of Applicant	Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.