



## Tenant Selection Policy

To consider **Cornerstone at Holmdel** your home, this is the Selection Criteria you must meet:

**Cornerstone at Holmdel IS A SMOKE-FREE COMMUNITY**

**IDENTITY AND AGE VERIFICATION**

All applicants must be at least 18 years of age. A document verifying the age of each household member will be required. Acceptable age verification documents: Birth certificate, Baptismal Certificate, Valid Passport, Social Security Administration Benefit Letter that includes birth date, Naturalization Certificate

**HOUSEHOLD COMPOSITION / UNIT ELIGIBILITY MUST FALL INTO THESE CATEGORIES**

**OCCUPANCY GUIDELINES**

APARTMENT SIZE	MINIMUM OCCUPANTS	MAXIMUM OCCUPANTS
ONE BEDROOM	ONE	TWO
TWO BEDROOM	TWO	FOUR
THREE BEDROOM	THREE	SIX

**Frequently asked question:** Can one person have a 2-bedroom apartment?

**Answer:** No. The only exception to the above occupancy guidelines is those households that require a live-in aide.

**HOUSEHOLD MEMBERS INCLUDE:** All persons who consider the apartment their primary residence. For example: children under joint custody must reside in the apartment at least 50% of the time or children away in foster care who will be returning to the household, members temporarily in the hospital or nursing home, unborn children, children being adopted or a future spouse or roommate.

**YOUR ANNUAL INCOME MUST** fall within the State established -HUD income levels. The annual income is the full amount, (GROSS), before any payroll deductions for all adults **NOT** the take home pay or net income. Adults are persons over the age of 18 years.

**ANNUAL INCOME** is inclusive and not limited to: employment, self-employment, tips, commissions, income from assets, Social Security and other benefits, payments in lieu of earnings, i.e., unemployment, disability compensation, worker’s compensation and severance pay., child support/alimony, gifts, military pay, student financial assistance, etc. If your annual income is lower than the required minimum income level for the specific number of household members for the specific bedroom size; you will not be eligible for an apartment. The only time this doesn’t apply is if you can prove that you paid higher rent in the previous 12 months or receive a housing assistance voucher that can be transferred to the community.

If your annual income exceeds the maximum income requirements for the specific number of Household members and bedroom size, you will not be eligible for an apartment.

## 🏠 STUDENT STATUS

As a LIHTC (Low Income Housing Tax Credit) community, student status in the household is an important matter for tax compliance. Due to this status, generally households made up entirely of **FULL TIME** students **DO NOT QUALIFY**.

Student Status exceptions are as follows:

1. All adults are married and ENTITLED TO file a joint tax return.
2. All adult members are single parents with minor children, the adult is not a dependent of any third party, and the children are only claimed by a parent.
3. The household includes a member who receives assistance under Title IV Welfare  
a. (TANF).
4. The household includes a member who formerly received foster care assistance.
5. The household contains a member, who gets assistance under the Job Training  
i. Partnership Act, (JTPA) or under other similar, Federal, State or local laws.
6. This information must be verified to ensure household qualifications.

## 🏠 PRELIMINARY APPLICATIONS

Preliminary applications will be accepted the following way:

- ❖ Mailed to **Cornerstone at Holmdel**, 500 Barnegat Blvd. N., Bldg. 100, Barnegat, NJ 08005

This is a new property, and a random selection will be held for all income-eligible preliminary applications received on or before Wednesday, December 13, 2023. Through a random selection process, otherwise known as a lottery, income-eligible households will be selected for placement of an affordable housing unit specific to the household income and unit size listed on their preliminary application. One business week after the random selection process, all applicants will be notified via mail on the status of their preliminary application. Subsequent to the random selection process, all new preliminary applications will be processed on a “first come, first served,” basis.

## 🏠 CREDIT SCREENING

An application fee of \$50.00 for each applicant over the age of 18 years old must be submitted to begin the application process. This is to be paid to **Cornerstone at Holmdel** in cleared funds, i.e., Money Order, Certified Bank/Cashiers Check will be accepted. **NO CASH OR PERSONAL CHECKS.**

The applications will be accepted the following way:

- ❖ Mailed to **Cornerstone at Holmdel**, 500 Barnegat Blvd. N., Bldg. 100, Barnegat, NJ 08005

To verify the credit of applicants over the age of 18, **Cornerstone at Holmdel** uses a 3<sup>rd</sup> party credit verifier, The National Tenant Network (NTN). The NTN score must be 70 or higher to be acceptable, anything less will require a cosigner\* with a score of 76 or higher, along with income which is equal to 3 times the monthly rent, to accept the application. If neither of the above requirements are met, the application will be rejected. If the applicant does not get approved and chooses to get a cosigner, they must pay an application fee of \$50.00 (non-refundable) for the cosigner\*.

\*The cosigner’s role has a financial responsibility if the lease holder falters in paying their rent. The cosigner will continue to be the cosigner for subsequent years or until the resident vacates.

\*If you are informed that a cosigner is required to continue our application process, you have two (2) business days to return to the Leasing Office a signed/dated credit application completed by your selected cosigner. Along with this completed credit application, proper identification from your cosigner is required i.e., signed driver’s license. If within this time, the Leasing Office does not receive the completed cosigner credit application you will be removed from our waiting list and the next applicant on the list will be contacted. If in the future you would like to submit a new preliminary application, please contact the Leasing Office to inquire about unit availability.

Applicants whose history indicates a pattern of inability to pay rent timely may be subject to rejection.

If the credit report is not acceptable due to an eviction, the previous landlord will be contacted to clarify if previous eviction was financially satisfied. If it is not satisfied, the applicant will be rejected.

Once the credit screening is approved, the household will receive a **Notice of Conditional Offer** for housing and all applicants 18 and older will be required to complete a **NJ Supplemental Application**. This supplemental application will be used to continue our screening process.

## VAWA Violence Against Women Reauthorization Act of 2013 (“VAWA”)

VAWA protects qualified tenants, participants, and applicants, and affiliated individuals, who are victims of domestic violence, dating violence, sexual assault, or stalking from being denied housing, evicted, or terminated based on acts of such violence against them.

## APPLICATION DECISION

Once all applicants over the age of 18 meet our screening criteria, the application process will continue with the submission of our Application for Housing.

**If An Application is Rejected:** Applicants will be notified in writing of any application denial and given fourteen (14) days to respond in writing to request a meeting to discuss the rejection. Within 5 days after the scheduled meeting, written results regarding the appeal decision will be mailed to the applicant. All application fees are non-refundable.

**If An Application is Cancelled:** If for any reason you withdraw your application or notify us that you have changed your mind about renting an apartment, all application fees are non-refundable.

**Failure to Execute the Lease:** In the event that you fail to sign the Lease Agreement after application approval, all said fees and deposits are non-refundable.

If a unit is available for immediate occupancy and your application has been approved through our 3<sup>rd</sup> party verification company and NJHMFA, possession of the unit is required within 15 days of the approval date. If a household cannot take possession of the available unit within the required time, the application will be cancelled and a new preliminary application for our waiting list will be required.

## WAIT LIST

The Waiting List will **open** in Accordance with the Affirmative Fair Housing Marketing Plan and will occur when there aren't any specific unit types vacant, available to rent.

The Waiting List will be **closed** once the number of units on the Waiting List reaches 3 times the number of units on the property.

1. Application. Anyone who wishes to be placed on a waiting list must complete an application.
2. Receiving and recording the application. Upon receipt of an application for tenancy, the application will be recorded initialing the date and time received.
3. Data required on the wait list. The following data must be included in an application, which will be placed on the waiting list: Date/time submitted; Name of head of household; annual income level; identification of the need for an accessible unit, including the need for accessible features; unit size.
4. Selection. When a unit becomes vacant\*, a selection will be based on the unit size available, preferences established for the property, income-targeting policies and requirements, and screening policies. Any current resident at **Cornerstone at Holmdel** Apartments will take precedent over the applicants listed on the waiting list.
  - a. \*If a telephone message has been left for you to start the application process for a vacant unit in our community, you have a period of two (2) business days to respond to our Leasing Office. If within this time the Leasing Office does not receive a response regarding your interest in the available unit, you will be removed from the waiting list and the next applicant on the list will be contacted. If in the future you would like to submit a new preliminary application, please contact the Leasing Office to inquire about unit availability.
5. Confirmation. You will receive a letter from the office confirming your status on the waiting list.
6. Notification: Updating the leasing office with changes in address, income and/or household composition is recommended.
  - i. -If household income changes, it is important to contact the Leasing Office as soon as possible. In doing this it will ensure that your household is on the waiting list specific to your household income level.
  - b. -If would like to change the size of the unit originally requested on your preliminary application, you must reapply, and your application will be treated as new.

7. Update: Waitlist will be updated every 6 months, with correspondence. If you do not respond to our letter, you will be removed from the waiting list.

#### **SPECIAL NEEDS SET ASIDE UNITS**

**Cornerstone at Holmdel** has (5) units set aside for applicants with Special Needs. These reserved units will be occupied by applicants referred to us by contracted supportive housing agencies located in Monmouth County. Specific to the special needs set aside units; exceptions may be considered related to the credit screening criteria.

#### **Monmouth County HOME Partnership**

Within the community we have 11 units affiliated with the Monmouth County HOME Partnership Program. Applications assigned to the HOME Partnership Program units will be required to provide additional documents related to the household income /assets. Examples of required documents include but is not limited to (4) months of income source documents from current employer(s), (4) months of income source documents from applicable financial institution(s)

#### **NJHMFA Energy Benchmarking Partnership**

Energy benchmarking is the process of analyzing energy usage over time and comparing the total use to the total cost. The purpose for benchmarking the energy performance of our buildings is to gain a better understanding of how the buildings use their energy and whether the energy efficiency measures that have been implemented within our buildings have realized their expected energy savings.

To measure this data, all households will be required to sign a tenant utility release form as a part of the lease agreement.

#### **TRANSFER POLICY**

1. Current residents that request, in the form of a letter, a transfer to a different size unit due to a change in household composition, or to make a reasonable accommodation, will be considered a priority and will be placed on the wait list accordingly.
2. Current residents must remain at the income level in what was determined at the time of leasing. For example, if you leased a 2 Bedroom Moderate level income and now require a 1 Bedroom, due to a change in household composition, the level remains the same; Moderate. Regardless of a decrease or increase in household income.
3. If a current resident needs to be placed in a smaller unit due to the death of a family household member, upon an available unit, the current resident must transfer.

#### **REASONABLE ACOMMODATIONS**

1. A reasonable accommodation is a structural change made to an existing unit occupied by a person with a disability (and disability is typical defined as an individual with a physical or mental impairment that substantially limits one or more major life activity) in order to afford such a person, the full enjoyment of the premises.
2. A reasonable modification is a change, exception, or adjustment to a rule, policy or practice used in running a community.

#### **TERMINATION OF LEASE**

According to the signed lease, the current resident listed in the lease agreement will be responsible for the lease terms, which are (12) twelve months. If a 60-day notice is obtained, the lease holder is still responsible for the lease until Management can get the unit occupied or until the lease end date, whichever comes first.

#### **PET POLICY**

This is a NO pet policy apartment community. Service Animals are accepted with medical documentation only.





<b>FOR OFFICE ONLY:</b>
<b>DATE:</b> _____
<b>TIME:</b> _____
<b>NO.</b> _____

**PRELIMINARY APPLICATION FOR AFFORDABLE HOUSING**  
 Please read enclosed directions carefully. Incomplete applications will be returned.

**PLEASE PRINT- HEAD OF HOUSEHOLD INFORMATION**

<b>First, Last Name</b>		<b>Email Address:</b>
<b>Address, City, State, Zip Code</b>		<b>County:</b>
<b>Home Phone Number:</b>	<b>Cell Phone Number:</b>	<b>Alternate Phone Number:</b>

**How many bedrooms are you interested in:    1       2       3**

**Does anyone in the household receive housing assistance?       Yes    No**

**How did you hear about us? \_\_\_\_\_**

**1. HOUSEHOLD COMPOSITION (LIST ALL PERSONS TO LIVE IN HOME) AND INCOME**

Name(s) First & Last	Head of Household	Date of Birth	Gender (M/F)	Current Gross Annual Income*	Student (Y/N)
				\$	

\*Income includes, but is not limited to Gross wages, salaries, tips, commission, child support, pensions, and social security & disability benefits.

**2. ASSETS (SAVINGS, CDS, STOCK, REAL ESTATE, OTHER INVESTMENTS, ETC.)**

Type of Asset	Current Market Value	Yearly Interest of Dividends*

\*Include Interest and Dividends from assets such as Savings, Checking, CD's, Money Market accts, mutual funds, stocks and/or bonds.

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 disqualifications. 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.

\_\_\_\_\_  
Print Name of Head of Household

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date







## **New Jersey's Fair Chance in Housing Act**

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, **Walters Apartments** 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. **Walters Apartments** 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, **Walters Apartments** 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.

**Walters Apartments 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.

**Walters Apartments 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 1<sup>st</sup> degree indictable offense, or release from prison for that offense, within the past 6 years;
- Is for any 2<sup>nd</sup> or 3<sup>rd</sup> degree indictable offense, or release from prison for that offense, within the past 4 years; or
- Is for any 4<sup>th</sup> 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/>.

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



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

Any action taken by Walters Apartments 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 Walters Apartments 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 alleged 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, 3<sup>rd</sup> Floor  
Newark, NJ 07102

5 Executive Campus  
Suite 107, Bldg. 5  
Cherry Hill, NJ 08002

1601 Atlantic Avenue, 6<sup>th</sup> Fl.  
Atlantic City, NJ 08401

140 East Front Street, 6<sup>th</sup> Floor  
Trenton, NJ 08625

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





# Rental Application Form

## Applicant Information

<b>Last Name</b>			<b>First Name</b>			<b>M.I.</b>			<b>Co-Applicant Last Name</b>			<b>First Name</b>			<b>M.I.</b>														
<b>Date of Birth</b>			<b>Social Security Number</b>			<b>Home Telephone</b>			<b>Date of Birth</b>			<b>Social Security Number</b>			<b>Home Telephone</b>														
<b>E-Mail Address</b>						<b>Mobile Telephone</b>						<b>E-Mail Address</b>						<b>Mobile Telephone</b>											
<b>Current Street Address</b>						<b>City</b>			<b>State</b>			<b>Zip Code</b>			<b>Co-Applicant Current Address (if different)</b>						<b>City</b>			<b>State</b>			<b>Zip Code</b>		
<b>Previous Street Address</b>						<b>City</b>			<b>State</b>			<b>Zip Code</b>			<b>Co-Applicant Previous Address (if different)</b>						<b>City</b>			<b>State</b>			<b>Zip Code</b>		
<b>Length of Residence at Current Address</b>			<b>Ever Filed for Eviction?</b>			<b>Own or Rent?</b>			<b>Length of Residence at Current Address</b>			<b>Ever Filed for Eviction?</b>			<b>Own or Rent?</b>														
__ months			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Own <input type="checkbox"/> Rent			__ months			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Own <input type="checkbox"/> Rent														

### Present Housing Information

<b>Landlord or Agent Name</b>			<b>Landlord Telephone Number</b>			<b>Co-Applicant Landlord or Agent Name</b>			<b>Landlord Telephone Number</b>								
<b>Reason for Leaving</b>			<b>Length of Rental</b>			<b>Monthly Rent</b>			<b>Reason for Leaving</b>			<b>Length of Rental</b>			<b>Monthly Rent</b>		
			__ months									__ months					

### Employment Information

<b>Present Employer Name</b>			<b>Position</b>			<b>Co-Applicant Employer Name</b>			<b>Position</b>								
<b>Supervisor Name</b>			<b>Telephone Number</b>			<b>Supervisor Name</b>			<b>Telephone Number</b>								
<b>Employer Address</b>						<b>City</b>			<b>State</b>			<b>Zip Code</b>					
<b>Employed From</b>			<b>To</b>			<b>Salary</b>			<i>per</i>			<input type="checkbox"/> month			<input type="checkbox"/> year		

### Banking Information

<b>Bank Name</b>			<b>Telephone Number</b>			<b>Name</b>			<b>Telephone Number</b>								
<b>Account Number</b>			<b>Ever Filed for Bankruptcy?</b>			<b>Account Type</b>			<b>Account Number</b>			<b>Ever Filed for Bankruptcy?</b>			<b>Account Type</b>		
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Checking <input type="checkbox"/> Savings						<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Checking <input type="checkbox"/> Savings		

### Emergency Contact Information

<b>Name</b>			<b>Telephone Number</b>			<b>Name</b>			<b>Telephone Number</b>		
<b>Address</b>			<b>Relationship</b>			<b>Address</b>			<b>Relationship</b>		

### Other Information

<b>Car Year / Make / Model</b>			<b>License Plate State / Number</b>			<b>Car Year / Make / Model</b>			<b>License Plate State / Number</b>		
/ /						/ /					
<b>Other Residents (Names / Ages)</b>						<b>Other Residents (Names / Ages)</b>					

**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. Full disclosure regarding this law is being made to you in a supplemental notice. Your signature below confirms your receipt of both documents.**

### Applicant Signature(s)

**By signing below, I/we authorize that the above information is correct and complete and authorize Landlord to obtain information it deems desirable in the processing of my application, including; credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information. If I rent the unit, I understand the information on this form may be maintained in a tenant database for up to 5 (five) years after I vacate the premises. I also understand that the application fee is non-refundable, even if my application is rejected.**

**Applicant: X Date: Co-Applicant: X Date:**

#### OFFICE USE ONLY

<b>NTN Access Number:</b>		<b>Address/Unit Applied for:</b>		<b>Monthly Rent Amount for unit applicant is applying for: \$</b>	
<b>Date Screened:</b>		<b>Projected Move-In Date:</b>		<b>Apartment / Unit Type:</b>	

**Submit above information to NTN**  
 Phone: (800) 422-8299 Fax: (888) 885-7528 Web: [www.ntnonline.com](http://www.ntnonline.com)

