

WELCOME

To Stafford Park Apartments



**We are Accepting
Preliminary Applications for
1, 2 & 3 Bedroom Apartment Homes**

Inquire with the Leasing Office if we have vacancies.
To become a future resident here at Stafford Park Apartments, please complete the attached application and submit it to our Leasing Office.

Your household will be placed on the wait list specific to your income qualifications.
Feel free to contact our Leasing Office periodically to check the status of availability:

609-597-3000

To qualify for an apartment in this community, which is income restricted and income qualifying, there are many aspects of this process you must understand. The following describes the selection criteria for an application.

1. INCOME VERIFICATION

Gross Income for applicants must not exceed the HUD maximum income limits established by the State for the household composition/occupancy.

2. OCCUPANCY GUIDELINES

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

3. CREDIT & CRIMINAL SCREENING

An application fee of \$50.00 for each applicant over the age of 18 years old must be submitted to commence the application process. Scores must be at the 76 score range to be acceptable, anything less will require a cosigner with a score above average to accept the applicant.

If credit report is not acceptable, rejected due to unsatisfactory credit score the applicant will be rejected. At this time, the applicant can get a cosigner, submit \$50.00 for credit/criminal screening for the cosigner and they must obtain an above average score to get the applicant approved. If approved with the cosigner, the cosigner will be on the lease agreement and become financially responsible if the applicant defaults in paying rent.

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

If credit report indicates that scores fall below the acceptable range, applicant will be rejected.

If credit report is acceptable, the process continues with a nine page long form application; detailing all income and assets.

4. CRIMINAL SCREENING

We use a third party company, NTN, to check for credit and criminal background activity.

- Any felony criminal activity within the last year or felony conviction within the past ten years will result in an automatic rejection.
- Felony or misdemeanor arrests and/or charges for crimes against children, violent crimes, drug-related, sexual offenses or arson will also be cause for denial of an application.
- Any member of a household who is subject to a State lifetime sex offender registration requirement will result in immediate rejection.
- Applicants who have been convicted of the illegal manufacture or distribution of a controlled substance will be rejected. This rejection will not automatically apply to other drug related crimes.
- Applicants convicted on other crimes will be individually assessed. Relevant mitigating information and rehabilitative efforts may be taken into consideration

If your application is declined due to Credit and/or Criminal Screening, we will include in our written notification information how to obtain a copy of the consumer report that was used in determining the decision

Violence Against Women Reauthorization Act of 2013 (“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.



5. IDENTIFY AND AGE VERIFICATION

All applicants must be at least 18 years of age.

A copy of Birth Certificate will be requested for all occupants.

Verification of citizenship or immigration status may be requested.

6. STUDENT STATUS

This community is in a program which does not allow occupancy by households comprised entirely of fulltime students with the exception of:

1. At least one student receives assistance under TitleIV of the Social Security Act.
2. At least one student previously under the care and placement responsibility of the state agency responsible for administering foster care.
3. At least one student participates in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or under other similar, federal, State or local laws.
4. At least one student a single parent with child(ren) and this parent is not a dependent of another individual and the child(ren) is/are not dependent(s) of someone other than a parent.
5. Are the students married and entitled to file a joint tax return.

The information on the student status form as well as on the verification of student status form is requested as part of the household qualification process.

Application Decision

If An Application is Declined: 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. All application fees are non-refundable. If your application is declined, included in the written notification you will be given the information to obtain a copy of the consumer report that we used in determining our decision.

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.

6. WAIT LIST

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. At Stafford Park Apartments any residents will be considered preferred over the people listed on the waiting list.
5. Confirmation. You will receive a letter from the office confirming your status on the waiting list.
6. Notification: If you have changed any data submitted on the application, this will change your status on the waiting list. Contact us.
7. Update: List will be updated every 6 months, with correspondence. If you do not respond to our letter, you will be removed from the waiting list.

7. TRANSFER POLICY:

1. Current residents that request, in a 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 in the income level in what was determined at the time of leasing. For example, if you leased at a 3 Bedroom moderate level income and now only require a 2 Bedroom, due to a change in household composition, the level remains the same; moderate. Regardless of a decrease or increase in household income.
3. A transfer is ONLY to be permitted within the Building the resident resides in. A move to another building is only permitted for extreme medical conditions, which must be documented with a physician and Landlords approval. At this time, the resident must be considered a "new applicant", as all approval guidelines must be applicable. Verification of income and a new lease should be processed.



PRELIMINARY APPLICATION FOR AFFORDABLE HOUSING.

Please read enclosed directions carefully. Incomplete applications will be returned to you.

PLEASE PRINT

HEAD OF HOUSEHOLD INFORMATION

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

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

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

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

Indicate how many bedrooms you are interested in: _____

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, CDs, Money Market accounts, 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 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



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

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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



DCR/HIU/MDRR/LS2005



