

TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889

MUNICIPAL BUILDING
509 ROUTE 523
WHITEHOUSE STATION, NJ 08889
PHONE: (908) 534-4051
FAX: (908) 534-5909
RICHARD J. SHEOLA
TOWNSHIP ADMINISTRATOR/QPA



CHRISTINE DEY, LCSW
DIRECTOR of SOCIAL SERVICES
HOUSING COORDINATOR
PHONE: (908)534-0974
FAX: (908) 534-0038

Dear Applicant,

Enclosed please find a Preliminary Application for Readington Township Affordable Housing Program's purchase and rental units. When a unit becomes available, we will hold a random selection from available applicants.

If you wish to be considered, please complete the enclosed **Preliminary Application** form and return with your **signed 2019 Income Tax return (State and Federal)**. Your application will be considered incomplete if your tax return is not included. Do not send additional support documentation at this time. Once you are chosen for an available unit you must qualify to be eligible to purchase or rent the unit and will be required to provide complete current financial and family size information.

Please be aware that the information on the Preliminary Application Form will be used to determine your income level and bedroom size for the random selection. We are not responsible for disqualification based on inaccurate information. For your convenience we have enclosed a sheet outlining Policies and Requirements for the Preliminary Application.

Thank you for your interest in our program. You may contact us at 908 534-0974 if you have any additional questions.



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Readington Township Affordable Housing Policies and Requirements

Preliminary Application & Lottery

The information on the Preliminary Application will be utilized to determine if you are generally eligible to be considered for an affordable unit and to determine income level and bedroom size for placement in the lottery. This Preliminary Application is *not* the Final Application and does not satisfy your application requirements. Do not send additional support documentation at this time. It is important that you complete the Preliminary application as accurately as possible. We are not responsible for disqualification based on inaccurate information.

This affordable housing unit must be the intended primary residence of the applicant. **All** household members who intend to reside at the affordable unit must be listed in the Preliminary Application.

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, **CURRENT** salary or wages, alimony, child support, social security benefits, unemployment benefits, pensions, business income, and actual or imputed earnings from assets (which include bank accounts, certificates of deposit, stocks, bonds, or other securities) and real estate. Documentation to verify income and assets will be required at a later date. **THIS MUST BE CURRENT INCOME not simply the numbers which are on your 2019 income tax return.**

If you own a home in which you are currently residing and which you intend to sell prior to living in an affordable unit, compute your income from this asset by taking the market value of your home, subtracting the mortgage amount owed and multiplying the balance by 0.06%. Income from other real estate holdings is determined by the actual income you receive from the asset.

If you own your current home and have no outstanding mortgage debt, the value of your home will be subject to a maximum appraised value limit, which, when exceeded, may disqualify you from this affordable housing program

Your application must show that you have sufficient income to afford an affordable unit. You must not spend more than 35% of your household income on housing costs. (Housing costs are rent plus estimated utilities). **If you do not show sufficient income your application will not be processed.** You may call to discuss exemptions.

Readington Township
Affordable Housing

The pricing and rental rates for this affordable housing are established and governed by Federal, State and/ or municipal regulations. Although consideration is made for low- and moderate- categories of household incomes rental rates do not fluctuate on the basis of each individual applicant's income.

When an affordable unit is available The Readington Township Affordable Housing Office will hold a random selection from prospective applicants. If selected, we will provide an application and a list of documentation required to qualify the applicant household.

All successful applicants will be required to meet additional requirements set forth by the landlord. These may include but are not limited to a background and credit check, reference letters, demonstration of the ability to pay a security deposit (one- and one-half month's rent) and first month's rent and a lease agreement.

This is an equal housing opportunity. Federal law prohibits discrimination against any person making application to buy or 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.

Please return application via mail or in-person to: **Readington Township Affordable Housing**
509 Rt. 523
Whitehouse Station, NJ 08889



**EQUAL HOUSING
OPPORTUNITY**