



## ULEC RENTAL UNIT APPLICATION

### Urban League of Essex County

The Urban League of Essex County (ULEC) is an organization dedicated to improving the lives of disadvantaged residents throughout Essex County, New Jersey. Since our founding in 1917, our mission has been to help African Americans and disadvantaged residents achieve economic and social advancement. ULEC offers relevant programs and services in education, employment, housing, and economic development that empower communities and change lives.

### Rental Units Available:

3 Bedroom	147 Camden Street, Newark, NJ 07103	Low-Income/\$1,286
3 Bedroom	172-174 Fairmount Avenue, Newark, NJ 07103	Low-Income/\$1,286
3 Bedroom	176 Fairmount Ave, Newark, NJ 07103	Low-Income/\$1,286
3 Bedroom	178 Fairmount Ave, Newark, NJ 07103	Mod-Income/\$1,824
3 Bedroom	187 Fairmount Ave, Newark, NJ 07103	Mod-Income/\$1,824
3 Bedroom	195 Fairmount Ave, Newark, NJ 07103	Mod-Income/\$1,824
3 Bedroom	208 Fairmount Ave, Newark, NJ 07103	Low-Income/\$1,286
3 Bedroom	210 Fairmount Ave, Newark, NJ 07103	Mod-Income/\$1,824

The eight rental units available consist of a living/dining area, kitchen, laundry closet, 2 full bathrooms, and three bedrooms, 1,236 square feet, located on the third floor.

**This application will assist in qualifying prospective tenants after random selection.**

The application deadline has passed, but we will continue to accept applications until all units are rented.

### How to Apply?

**Step 1:** Determine whether you meet the eligibility criteria.

**Step 2:** Complete the application.

**Step 3:** Submit:

- 1) **Online** at [www.ulec.org/realestate](http://www.ulec.org/realestate)
- 2) **Mail** to Attn: Nethaniah Josma, 508 Central Ave, Newark, NJ 07107
- 3) **Drop off** to the ULEC offices at 508 Central Ave, Newark, NJ 07107, Monday through Friday, between the hours of 9:30am and 4:30pm
- 4) **Email** to [ulecoc@ulec.org](mailto:ulecoc@ulec.org).



## ELIGIBILITY CRITERIA

### AHPNJ 2025 Affordable Housing Regional Income Limits by Household Size

#### REGION 2 - Essex, Morris, Union, or Warren County

	# Persons in Household			
	3	4	5	6
Moderate-Income Maximum	\$97,440	\$108,240	\$116,960	\$125,600
Low-Income Max / Moderate-Income Min	\$60,900	\$67,650	\$73,100	\$78,500
Low-Income Minimum	\$36,540	\$40,590	\$43,860	\$47,100

**\*\* This opportunity is open to households between 3 to 6 people**

Income and Assets for all household members over 18 will be counted and reviewed based on the following U.H.A.C (Uniform Affordability Controls} N.J.A.C. 5:80-26.1 et seq. regulations.

**Household annual income must not exceed maximum limits.**

**Rent cannot exceed 30% of the household's monthly income at initial occupancy.**

Self-reported household income and size:

Low Income:		Household Income:		# of Persons in Household:	
Moderate Income:		Household Income:		# of Persons in Household:	



## 1. APPLICANT INFORMATION

**Applicant/Head of Household:** (Please include name as it appears on legal documents)

First Name Last Name Sex (M/F)

Home Address Apt/Lot No. City State Zip Code

Home Phone Number Cell Phone Number Email Address

Are you at least 18 years old? ☐ Yes ☐ No Birth date: Social Security #

I am a Veteran, active-duty, reserves/National Guard, or a surviving spouse of a Veteran ☐ Yes ☐ No

**Co-Signer (if applicable):** (Please include name as it appears on legal documents)

First Name Last Name Sex (M/F)

Home Address Apt/Lot No. City State Zip Code

Home Phone Number Cell Phone Number Email Address

Are you at least 18 years old? ☐ Yes ☐ No Birth date: Social Security #

### What is your current housing condition?

Number of bedrooms: Number of bathrooms:

Do you: ☐ Own ☐ Rent ☐ Other (please explain) How long have you lived at this location?

Monthly housing cost: \$

Does anyone in your household require accessible home modifications? If so, explain:

Does anyone in your household need access to any of ULEC's social services? If so, explain:

### Landlord Contact Information (if applicable)

Name Address Phone Number

Do you have a section 8 voucher? ☐ Yes ☐ No



## **AUTHORIZATION TO PULL CREDIT REPORT**

To Whom It May Concern:

Authorization is hereby granted to the Urban League of Essex County and its subsidiaries to obtain a credit report for the purposes of my rental inquiry application through a credit reporting agency chosen by the Urban League of Essex County.

My/our signature(s) below authorizes the release of a copy of my/our credit application and authorizes the release of a copy of my/our credit application and authorizes the Urban League of Essex County and its subsidiaries to obtain information regarding my/our employment, asset accounts, and outstanding credit accounts.

Applicant(s) hereby authorizes the Urban League of Essex County and its subsidiaries to release a copy of applicant(s) credit report to landlord and/or their representatives (such as the Urban League of Essex County). The applicant(s) agrees the cost of obtaining the credit report is the responsibility of the applicant(s).

<hr/>	<hr/>
<b>Print Name</b>	<b>SSN#</b>
<hr/>	<hr/>
<b>Signature</b>	<b>Date</b>
<hr/>	<hr/>
<b>Print Name</b>	<b>SSN#</b>
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<b>Signature</b>	<b>Date</b>
<hr/>	<hr/>



NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY  
HOUSING AFFORDABILITY SERVICE  
**RENTAL ELIGIBILITY WORKSHEET**

**All Household members over age 18 must complete and sign this application**

Applicant			Sex (M/F)	
Date of Birth	Social Security Number	Home Phone	Work Phone	
Current Street Address		City	State	Zip Code
Mailing Address or P.O. Box #		City	State	Zip Code
Email Address:				
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed				

Co-Applicant			Sex (M/F)	
Date of Birth	Social Security Number	Home Phone	Work Phone	
Current Street Address		City	State	Zip Code
Mailing Address or P.O. Box #		City	State	Zip Code
Email Address:				
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed				

**HOUSEHOLD COMPOSITION**

Please list all household members, including the Applicant and Co-Applicant, who will live in the new residence.

	Name	Relationship	Sex	Date of Birth	Social Security Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

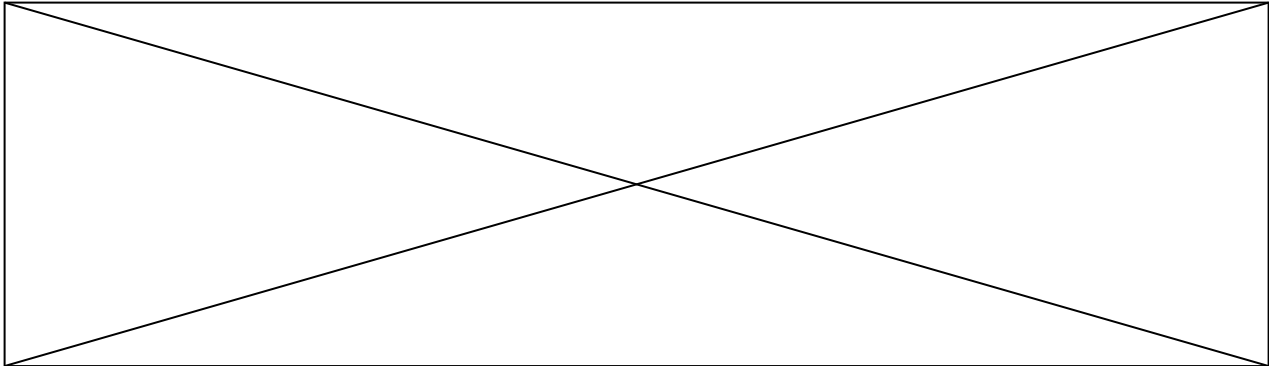
**CURRENT HOUSING INFORMATION**

Do you rent or own your home?  
☐ Rent ☐ Own ☐ Other

Are you selling your current home: ☐ Yes ☐ No (If yes, provide a copy of listing.)

Is there a current mortgage or home equity loan/line of credit?  
☐ Yes ☐ No

What is the estimated market value of the home? \$ \_\_\_\_\_





NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY  
HOUSING AFFORDABILITY SERVICE  
**RENTAL ELIGIBILITY WORKSHEET**

**EMPLOYMENT INFORMATION**

List information for **each** household member who is **18 years of age or older** and receives income from employment. If employment at current job is less than two years, please indicate previous employment. Be sure to include all part-time employment. Attach additional sheets if necessary.

1.

Household member's Name		Job Title:	
Employer Name:			
Employer Address:	City:	State:	Zip Code:
Immediate Supervisor and Title			
Phone Number: (     )     -	Date employed from:     to:		Full/Part Time?

2.

Household member's Name		Job Title:	
Employer Name:			
Employer Address:	City:	State:	Zip Code:
Immediate Supervisor and Title			
Phone Number: (     )     -	Date employed from:     to:		Full/Part Time?

3.

Household member's Name		Job Title:	
Employer Name:			
Employer Address:	City:	State:	Zip Code:
Immediate Supervisor and Title			
Phone Number: (     )     -	Date employed from:     to:		Full/Part Time?

4.

Household member's Name		Job Title:	
Employer Name:			
Employer Address:	City:	State:	Zip Code:
Immediate Supervisor and Title			
Phone Number: (     )     -	Date employed from:     to:		Full/Part Time?

5.

Household member's Name		Job Title:	
Employer Name:			
Employer Address:	City:	State:	Zip Code:
Immediate Supervisor and Title			
Phone Number: (     )     -	Date employed from:     to:		Full/Part Time?



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**RENTAL ELIGIBILITY WORKSHEET**

**INCOME INFORMATION:** All income information from all sources is required for every household member who is 18 years of age or over, regardless of employment status.

State the amount of income received from each applicable source. Only list income based on how you are compensated e.g. – weekly, bi-weekly etc.

	Weekly	Bi-weekly	Monthly	Annually
1. Gross Salary or Wages	\$	\$	\$	\$
2. Gross Salary or Wages	\$	\$	\$	\$
3. Gross Salary or Wages	\$	\$	\$	\$
Pension	\$	\$	\$	\$
Social Security	\$	\$	\$	\$
Unemployment Compensation	\$	\$	\$	\$
Disability Payment	\$	\$	\$	\$
TANF/Welfare	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$

State the amount of any additional income:

\$ \_\_\_\_\_ +\$ \_\_\_\_\_ +\$ \_\_\_\_\_ +\$ \_\_\_\_\_ +\$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Tips/Commission Regular Overtime Alimony Child Support Other Annually

**ANNUAL SUBTOTAL FROM WAGES, SALARY AND OTHER SOURCES \$** \_\_\_\_\_

List all checking and savings accounts including CD’s, money market funds, assets held by financial institutions, stocks, bonds or other assets and attach verification and proof of current interest rate.

Name of Financial Institution (Bank and/or Credit Union)	Type of Account (Savings, Checking, IRA, Money Market, etc.)	Current Value	Interest Earned (Annually)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

If you own a home, indicate amounts: Actual equity \$ \_\_\_\_\_ Estimated Value \$ \_\_\_\_\_  
Mortgage \$ \_\_\_\_\_ Other debts\$ \_\_\_\_\_

Do you own an income-producing real estate (rental property)? ☐ Yes ☐ No

If yes, list the net income and attach IRS documentation or other form of verification:

Net Monthly Income \$ \_\_\_\_\_ Net Annual Income \$ \_\_\_\_\_

**ANNUAL SUBTOTAL FROM ASSETS, RENTS, AND BUSINESS RECEIPTS \$** \_\_\_\_\_

Add all subtotals from each completed income section and enter amount below:

**TOTAL ESTIMATED GROSS ANNUAL INCOME FROM ALL SOURCES \$** \_\_\_\_\_

**DEMOGRAPHIC INFORMATION** (optional)

**Disclaimer:** This section is in no way related to the eligibility determination process but is used for informational purposes only.

**Racial/Ethnic:** (Check ☒ one)

☐ 1-White ☐ 2- African-American/Black ☐ 3-American Indian ☐ 4-Asian  
☐ 5-Hispanic (Non-black) ☐ 6-Hispanic (Non-white) ☐ 7-Other: \_\_\_\_\_



Urban League of  
Essex County

*Empowering Communities.  
Changing Lives.*



Do you or anyone in your household own or plan to own any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you or anyone in your household smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No


### DECLARATIONS

Do you have an active housing voucher?	<b>Applicant</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Co-Applicant</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a landlord or tenant filed against you or anyone in your household? Or have you been evicted?	<b>Applicant</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Co-Applicant</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that I am responsible for the accuracy of my submission, and that if I submit incorrect information, I may not be eligible for certain properties due to my error.	<b>Applicant</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Co-Applicant</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

### MARKETING INFORMATION

Where did you hear about ULEC's Affordable Housing Program?
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**Please return this application** to the main office located at the address below. If you have questions, please email us at [ulecoc@ulec.org](mailto:ulecoc@ulec.org).

508 Central Ave  
Newark, NJ 07107

Information submitted is to be used only to determine your preliminary eligibility for referral to an affordable home and will not obligate you in any way to rent an affordable home. Prepare for additional documentation requests for certification purposes and application fee after review selection. Tenant applicants are responsible for paying \$64 in application fees, prior to leasing. Applicants are subject to background and credit check. There is a 1.5-month security deposit due upon leasing. We do business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). We do business in accordance with the New Jersey Fair Chance in Housing Act.



## **ADDITIONAL INFORMATION & REQUIRED DOCUMENTS**

### ***IF SELECTED FOR A HOME, WE WILL REQUEST PROMPT COPIES OF:***

#### ***SECTION I - HOUSEHOLD COMPOSITION for ALL household members***

- ☐ Complete "Eligibility Worksheet" (11 pages, including checklist) with all affidavits and signatures
- ☐ Copy of official Birth Certificate for ALL household members
- ☐ Copy of Marriage Certificate (if married)
- ☐ Copy of Divorce Decree (if divorced)
- ☐ Copy of Social Security Card for ALL household members
- ☐ Copy of Certificate of Naturalization, Permanent Resident Card (if applicable)
- ☐ Copy of Driver's License for ALL household members over age 18
- ☐ Verification of Custody of ALL minor children not claimed on Federal Tax Returns
- ☐ Verification of full-time student status, if over age 18

#### ***SECTION II - INCOME VERIFICATION for ALL household members age 18 or older***

- ☐ Four (4) current consecutive pay stubs for all employment, including bonuses, overtime or tips, (Please note: If new employment, submit an Employment Verification Letter from the Human Resources Department detailing the number of hours worked weekly, the rate of pay, and the anticipated annual gross wages)
- ☐ Pension letter that verifies current gross amount received
- ☐ Current Social Security or SSI award letter of ALL household members including minors
- ☐ Court order for divorce decree and/or alimony
- ☐ Probation letter for child support and payment history for the past 12 months
- ☐ TANF current award letter
- ☐ Unemployment benefit verification
- ☐ Workers Compensation letter

#### ***SECTION III – ASSET VERIFICATION for ALL household members age 18 or older***

- ☐ Copy of Six (6) Months of Bank statements, all pages, all accounts. (Checking, Savings, CD's, IRAs, or other)
- (Do not send printouts from the Internet. These copies do not have name and account numbers)
- ☐ Stock or Bond statements showing current value
  - ☐ Quarterly profit and Loss statements or evidence or reports of income from real estate or business
  - ☐ Property owners must submit most current Real Estate Tax Bill
  - Current mortgage statement and proof of the property's market value - an Appraisal (less than 1 year old); or a Competitive Market Analysis (CMA), or Broker's Price Opinion (BPO) from a licensed real estate agent
  - ☐ Copies of the last 3 years Federal Income Tax Returns including all W-2's, 1099's, and schedules. Tax returns must be signed. (Please note: Any adult household members who has not filed a tax return must submit a non-filing letter from the IRS that states there was "no record" found)

#### ***SECTION IV – SUPPLEMENTAL for ALL household members age 18 or older***

- ☒ Letter of satisfaction from current landlord (we will contact your landlord for this item)
- ☒ One year of transaction history from bank for housing payments and/or copies of paid money order or cancelled checks.
- ☒ Housing Support Voucher (most recent letter, certified within six (6) months)