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

Applicant Instructions:

This checklist must be submitted with the Rental Eligibility Worksheet attached. Please submit all documentation in the order listed on the checklist. Only include documentation that pertains to applicant, co-applicant, household members.

All household members 18 years and older must sign the worksheet, submit all supporting documents including all forms and Affidavits.

PLEASE NOTE: Any missing or incomplete information will delay the process of your application. If you have any questions, please ask your property manager before completing and submitting this Eligibility Worksheet.

DO NOT INCLUDE ORIGINAL DOCUMENTS. FORWARD COPIES ONLY.

Applicant Name _____ PROJECT NAME _____

Co-Applicant Name _____ Unit Address _____

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 past12 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)

Urban League of Essex County







To be included in the random selection, join the rental waiting list by submitting your application at ulec.org/realestate. **Applications will be reviewed first-come, first-serve.**

AFFORDABLE APARTMENT FOR RENT

EQUAL HOUSING OPPORTUNITY

The Urban League of Essex County Opportunity Corporation has eight rental units in Newark, NJ, along Fairmount Ave and Camden St, available to qualified applicants within the applicable income guidelines. This opportunity is open to households between 3 to 6 people.

PROPERTY FEATURES

- 3 Bedrooms
- 2 Bathroom
- Kitchen

RENTAL PRICES: Housing ratio must not exceed 35%

$1824 (4) MOD-INCOME

$1286 (4) LOW-INCOME

Number of People in Household

	3	4	5	6
Moderate-Income Maximum	$97,440	$108,240	$116,960	$125,600
Low-Income Maximum	$60,900	$67,650	$73,100	$78,500

SCAN ME

CONTACT US FOR MORE INFORMATION: ULECOC@ULEC.ORG 508 CENTRAL AVE NEWARK NJ 07107 ULEC.ORG/REALESTATE 973-624-9535 EX. 268