Informational Packet and Preliminary Application

This packet contains specific information about the eligibility requirements and preliminary application process for The Place at East Windsor, an income-restricted community. You are invited to read this information and submit a Preliminary Application if you think you meet the eligibility requirements. The preliminary application is the first step in the application process and does not assure you an apartment.

Preliminary Applications will be accepted until October 26th, 2026. A random selection process will then be utilized to determine the priority order that applications will be processed. Once the random selection process is completed, you will be notified of your priority number. When an apartment (of the size and type for which you are eligible for) becomes available, you will be notified in priority order. At that time, we will send you the Final Application, which will require you to document your household income and assets. Minimum and maximum income, credit and criminal standards, previous rental history, and other requirements will also apply. A $50 non-refundable application fee for each adult will be required at time of Final Application **(DO NOT SEND A FEE WITH THIS PRELIMINARY APPLICATION).**

Rental Rates are established and governed by Federal, State, and Municipal regulations. **Rents do not fluctuate based on an applicant's income**. The rent and income chart below describes the minimum and maximum income limits and the corresponding rent. Households will be placed in the appropriate category once all income and assets are verified at the Final Application stage. We cannot and do not guarantee that any apartment for rent will be affordable to YOU or YOUR household.

Rent and Income Chart

			Maximum Annual Income by Household Size[2] Tax Credits Income Limits Effective May 1, 2026					
# of Bedrooms	Area Median Income (AMI) Mercer County	Monthly Rent[1]	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
1	20% of AMI[3]	$433	$19,540	$22,320	N/A	N/A	N/A	N/A
1	30% of AMI	$694	$29,310	$33,480	N/A	N/A	N/A	N/A
1	60% of AMI	$1,479	$58,620	$66,960	N/A	N/A	N/A	N/A
2	20% of AMI[3]	$497	N/A	$22,320	$25,120	$27,900	N/A	N/A
2	30% of AMI	$811	N/A	$33,480	$37,680	$41,850	N/A	N/A
2	50% of AMI	$1,439	N/A	$55,800	$62,800	$69,750	N/A	N/A
2	60% of AMI	$1,753	N/A	$66,960	$75,360	$83,700	N/A	N/A
3	20% of AMI[3]	$568	N/A	N/A	$25,120	$27,900	$30,140	$32,380
3	50% of AMI	$1,656	N/A	N/A	$62,800	$69,750	$75,350	$80,950
3	60% of AMI	$2,019	N/A	N/A	$75,360	$83,700	$90,420	$97,140

Rental Rates and Income limits are subject to error and change without notice. [1]Rents do not include utilities. [2]Household composition, household income, background and credit requirements will apply. [3]There are only 5 apartments at the 20% AMI (1 one-bedroom, 2 two-bedroom and 2 three-bedroom apartments). This is an equal housing opportunity.

The Place at East Windsor is a 100% Smoke Free Community.
No Smoking is allowed in the apartments or on the grounds.

EQUAL HOUSING OPPORTUNITY

Preliminary Application Instructions/Guidelines

This is a Preliminary Application only. Do not send supporting documentation or application fees at this time. Once the random selection process is completed, you will be notified of your priority number. When an affordable rental home becomes available, applicants will be contacted in priority order. At that time, we will provide you with a Final Application. We cannot and do not guarantee housing based on the acceptance of this Preliminary Application.

GUIDELINES FOR ALL APPLICANTS

- 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.

- Violence Against Woman Act (VAWA) protects qualified applicants and residents who are victims of domestic violence, dating violence, sexual assault or stalking from being denied housing, evicted or terminated on acts of violence against them.

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

- Do not send more than one (1) Preliminary Application per household.

- Annual Income includes, but is not limited to, salary or wages **(gross amount before any tax or payroll deductions)**, 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. If you own a home in which you are currently residing and which you intend to sell prior to living in an affordable home, compute your income from this asset by taking the market value of your home, subtracting the mortgage principal, and multiplying the balance by the current "Passbook Savings Rate" published by HUD (currently .06%). Income from other real estate holdings is determined by the actual income you receive from the asset (less expenses, but not less your mortgage principal payment).

- The Place at East Windsor is funded through the Low-Income Tax Credit Program, which has certain requirements regarding student status. Households made up entirely of full-time students, generally do not qualify. Exceptions are:
    - All adults are married and entitled to file a joint tax return.
    - 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.
    - The household includes a member who receives Title IV welfare (TANF).
    - The household includes a member who formerly received foster care assistance.
    - The household contains a member who gets assistance from the Job Training Partnership Act or similar programs.

- Specific documentation to verify income and assets will be required during the Final Application process.

- Additional requirements, including, but not limited to an application fee, a lease agreement, security deposit, minimum credit standards and criminal background checks will be required at Final Application. Once leased, rents will **NOT** be adjusted to accommodate fluctuations in household income. Rental rate increases may occur annually, but are subject to limitations.

PRELIMINARY APPLICATION MUST BE MAILED TO: (Do Not Drop Off):

The Place at East Windsor
c/o CIS Management
1970 Brunswick Avenue, Suite 100
Lawrenceville, NJ 08648

Preliminary Applications will NOT be accepted that are dropped off.

They must be mailed in.

Preliminary Applications will not be accepted after October 26th, 2026. After the random selection process, Final Applications will be made available and will be processed on a first come, first serve basis, after the priority list.

Estimated occupancy beginning in November 2026.

PRELIMINARY APPLICATION (Page 1)

A. Head of Household Information

First Name:_____ Last Name:_____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email Address: _____

B. Household Composition and GROSS Annual Income

(Sources of income, include, but are not limited to employment, self-employment, tips, commissions, Social Security and other benefits, pension, 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. DO NOT include income from Assets listed below in Section C.)

Full Name (First, Middle Initial, & Last) List everyone who will occupy the apartment.	Relation To Head of Household	Date of Birth	Sex	Total Gross Annual Income
#1	Head of Household			$
#2				$
#3				$
#4				$
#5				$
#6				$

C. Assets

(Bank Accounts (Checking & Savings), Certificates of Deposit, Mutual Funds, Stocks, Bonds, Money Markets, Annuities, Whole Life Insurance, 401k, IRA, Etc.)

Type of Asset	Current Market Value of Asset (or Current Balance)	Estimated Annual Income (If applicable)	Interest Rate (If applicable)
	$	$	%
	$	$	%
	$	$	%
	$	$	%
	$	$	%
	$	$	%
	$	$	%
	$	$	%

D. Real Estate

1. Do you own a home? Circle: **yes** | **no**

   Estimated Market Value $_____

   Remaining Balance of Mortgage(s) $_____

   $_____

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EQUAL HOUSING OPPORTUNITY

PRELIMINARY APPLICATION (Page 2)

E. Additional Information

1. Do you receive rental assistance? (Example: Section 8 or any other type of voucher): Circle: **yes** | **no**

2 Is any member of the applicant household a Lifetime Sex Offender Registrant? Circle: **yes** | **no**

3. Do you receive or are you entitled to Alimony or Child Support? Circle: **yes** | **no**

4. How did you hear about us? (Please be specific.): _____

_____

E. Preferences

1. No. of Bedrooms (limited by number of household members, minimum 1 person per bedroom and maximum 2 persons per bedroom):

☐ 1 Bedroom
☐ 2 Bedroom
☐ 3 Bedroom

2. Do you require a handicap-accessible apartment? Circle: **yes** | **no**

F. Important Information (Application must be signed by all household members 18 years of age or older.)

I(We) hereby authorize the CIS Management, Inc, The Place at East Windsor, LLC, their affiliates, their agents, and/or employees to review all statements and representations made in this application. I(We) certify that all information in this application is accurate, complete and true. I(We) understand that if any statements made are willingly false, the application is null and void, and I(we) may be subject to penalties imposed by law.

SIGNATURE(S)

_____ (Signature of Head of Household)	_____ Date
_____ (Signature)	_____ Date
_____ (Signature)	_____ Date
_____ (Signature)	_____ Date
_____ (Signature)	_____ Date
_____ (Signature)	_____ Date

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