



## Application Instructions

Thank you for your interest in The Place at Plainsboro! Our community is an affordable, LIHTC housing community. Income restrictions and income qualifications apply.

### **PLEASE READ CAREFULLY**

- Applications will be processed in order of date and time received.
- There is a \$50 application fee\* for **each** applicant age 18 and older, which must be submitted with a completed application in the form of a **Money Order or Certified Bank Check**, made payable to **“The Place at Plainsboro”**.
- Incomplete applications or applications not accompanied by the appropriate documentation or fees will not be processed and will be returned.
- Only original applications will be accepted. Faxed, emailed, or scanned applications are not accepted.
- Applications and copies of documents will not be returned. Changes to the application once it is submitted are not allowed unless it is regarding a change in income or assets.

*\* Application fee is waived for applicants that are currently participating in a Section 8 or other Housing Voucher Program. Proof must be submitted with the application.*

### **REQUIRED DOCUMENTATION**

All applications must be submitted with copies of the following documents:

- a. Valid Driver’s License or other government issued identification for adult household members age 18 and older;
- b. Social Security cards for all adult household members age 18 or older;

### **COMPLETE ALL AREAS**

Answer all questions; **do not leave any questions blank**. If the question requires a Yes or No response, you must circle either Yes or No. **Do not use white out on the application. If you make a mistake, cross out the incorrect answer, write the correct answer and initial the response.** All sources of income must be reported for all household members. If there are sections where you have nothing to report, write “None”, or if it is a dollar value, mark with a “0”. Use only one color of ink, preferably black, to complete the application.

- All sources of earned income **must** be reported for all household members.
- All unearned income and assets **must** be reported for all household members.

### **SIGNATURE(S)**

All adult household members must sign the **Application Agreement, Authorization and Consent for Release of Background Information (page 4)**, as well as the **Acknowledgement of Application for Housing Procedure (page 5)**.

**ALL APPLICATIONS MUST ACCOMPANY APPLICATION FEE** : Applications can be mailed to or dropped off at:

The Place at Plainsboro  
100 Rue Terrace  
Plainsboro, NJ 08536

Should you have any questions, please feel free to contact us at: (609) 987-0070.



**The following information will be required when you are called into the office for an Interview to continue the application process. You are not required to send these documents in with the application. Please refer to the Acknowledgement of Application for Housing Procedure on Page 5 for more information.**

1. Birth Certificates for all household members;
2. Social Security/SSI award letter;
3. Bank name, address, and phone number along with 6 most recent bank statements for all Checking account(s). Most recent bank statement for all Saving account (s). Be sure to include all pages;
4. Four (4) consecutive pay stubs;
5. Most recent Tax Return; along with all W-2's and 1099's. If you file self-employment (business) income, you will need to provide the last 3 years of Federal tax returns.
6. Real Estate documents if you owned or sold a home within the past two years;
7. Child Support Award Letter or current print out for each Child Support Order;
8. Electronic benefit transfer (EBT) Card (if applicable);
9. All asset information (e.g. Cash held in safe deposit boxes or at home, trusts, equity in real estate or other capital investments, stocks, bonds, treasury bills, 401K, IRA, certificate of deposits (CD's) money market accounts, mutual funds, life Insurance policy);
10. Pension benefits award letter; 401K, IRA, Annuities, or any retirement account(s);
11. Life Insurance policies;
12. Welfare/public assistance documents, AFDC Documentation;
13. Workers compensation award letter;
14. Disability award letter;
15. Unemployment award letter;
16. Alimony Court Documentation;
17. Marriage Certificate or Divorce Decree.

**Please Note: An LIHTC affordable housing community has specific rules about Student Status. Households made up entirely of full-time students do not qualify. There are a few exceptions.**

Student Status exceptions are as follows:

1. All adults are married and entitled to file a joint tax return.
2. 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.
3. The household includes a member who receives assistance under Title IV Welfare (TANF).
4. The household includes a member who formerly received foster care assistance.
5. The household contains a member, who gets assistance under the Job Training Partnership Act, (JTPA) or under other similar, Federal, State or local laws.

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.

**The Place at Plainsboro is a 100% Smoke Free community. Smoking is not permitted in the apartments or on the grounds. The Place at Plainsboro is Pet-Free.**



## APPLICATION FOR HOUSING

**NOTE TO APPLICANT:** In order for us to determine your eligibility or continued eligibility, you must provide *all* information included in this application. This information is considered confidential and will only be used as necessary in determining your eligibility.

<b>Head of Household Name:</b>	<b>Telephone Number:</b> (     )
<b>Street Address:</b>	<b>Email Address:</b>
<b>City, State &amp; Zip Code:</b>	<b>What size apartment are you interested in?</b> -- 1 -- 2 -- 3 -- (circle one) (limited by household size)
<b>Do you receive rental assistance? (Example: Section 8 or any other type of voucher):</b> ♦ Yes    ♦ No    (circle one)	<b>Is any member of applicant household a Lifetime Sex Offender Registrant?</b> ♦ Yes    ♦ No    (circle one)
<b>How did you hear about us? Please be specific.</b>	

### HOUSEHOLD COMPOSITION

List ALL persons who will live in the house. List the head of household first.

	Name	Relationship to Head	Marital Status M-married D-divorced S-single E-estranged L-legal separation	Birth Date	Age	SS#	Student Y/N
1.		HOH					
2.							
3.							
4.							
5.							
6.							

<b>Do you anticipate any additions to the household in the next twelve months?</b> ♦ Yes    ♦ No    (circle one)	
<b>If yes, explain:</b>	

**STUDENT STATUS:**

<p>Will any of the persons in the household be or have been full-time students, during five calendar months of this year or plan to be in the next calendar year, at an educational institution (other than a correspondence school) with regular faculty and students?    ♦ Yes    ♦ No    (circle one)</p>
--

**IF YOU CIRCLED YES, ANSWER THE FOLLOWING QUESTIONS:**

Are any full-time student(s) married and filing a joint tax return?	(circle one)	♦ Yes	♦ No
Are any student(s) enrolled in a job-training program receiving assistance under the Job Training Partnership Act?	(circle one)	♦ Yes	♦ No
Are any full-time student(s) a TANF or a title IV recipient?	(circle one)	♦ Yes	♦ No
Are any full-time student(s) a single parent living with his/her minor child who is not a Dependent on another's tax return?	(circle one)	♦ Yes	♦ No
Are any full-time student(s) a former recipient of foster care assistance?	(circle one)	♦ Yes	♦ No



**GROSS Monthly Income (gross amount before any tax or payroll deductions)**

List all sources of income, including, but 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.

Household Member Name	Source of Income	Gross Monthly Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Do you anticipate any changes in this income in the next 12 months?	(circle one)	◆ Yes	◆ No
If yes, explain:			

**Assets**

List all household assets including, but are not limited to, Bank Accounts (Checking & Savings), Certificates of Deposit, Mutual Funds, Stocks, Bonds, Money Markets, Annuities, Whole Life Insurance, 401k, IRA, Real Estate, Etc.)

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



**F. RENTAL HISTORY**

<b>Head of Household</b>	Current Landlord Name:	
	Address:	
	Phone:	
	Email or Fax:	
	How Long?	
<b>Other Adult Household Member</b>	Current Landlord Name:	
	Address:	
	Home Phone:	
	Bus. Phone:	
	How Long?	

**E. ADDITIONAL INFORMATION**

Have you or any member of your household ever been evicted from any housing? (circle one)	◆ Yes	◆ No
<i>If yes, describe</i>		
Have you or any member of your household filed for bankruptcy?	◆ Yes	◆ No
<i>If yes, describe</i>		
Will you take an apartment when one is available?	◆ Yes	◆ No
Are there any special needs or accommodations the household will require such as, grab bars or a unit for mobility impaired or hearing/vision impaired?		
<i>If yes, describe</i>		

**The following 2 pages must be executed by all adult (18+) household members that will reside in the apartment.**



**PLEASE READ ALL TERMS CAREFULLY ON THIS FORM AND SIGN BELOW**

**THE PLACE AT PLAINSBORO** complies with all state and federal statutes which prohibit discrimination in the rental of dwellings. This application is subject to **THE PLACE AT PLAINSBORO** and may without designating cause, be disapproved by them. I understand that this application creates no obligation for **THE PLACE AT PLAINSBORO** or the applicant. This application may be made part of my lease. I understand that the truth of the information contained herein is essential. If **THE PLACE AT PLAINSBORO** deems any answer or statement herein to be false, or misleading, any lease granted by virtue of this application maybe canceled at their option.

**AGREEMENT, AUTHORIZATION AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION**

I understand that in conjunction with my application for tenancy, **THE PLACE AT PLAINSBORO** may use the services of an outside agency to research and verify the information I have provided on my application for housing including my personal background, rental history, work history and qualifications. I therefore authorize **THE PLACE AT PLAINSBORO**, CIS, CIS Management Inc., or Yardi Resident Screening (or any authorized entity hired for this purpose) to verify any information provided by me in this tenancy application and any supplemental attachments, including but not limited to: criminal conviction record, current and former employers, credit reports, rental history, and personal references and I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **THE PLACE AT PLAINSBORO**, CIS, CIS Management Inc., Yardi Resident Screening and any authorized reporting agency.

I further agree, authorize and consent to **THE PLACE AT PLAINSBORO**, CIS and/or CIS Management Inc. to obtain a consumer report as well as a criminal and sexual offender report from Yardi Screening Reports (or any other entity hired for this purpose) and/or investigative consumer report, which may contain information about my credit worthiness, credit standing, credit capacity, and criminal background.

In accordance with the Fair Credit Reporting Act, I will be notified by **THE PLACE AT PLAINSBORO**, CIS and/or CIS Management Inc. if my tenancy is denied because of information obtained from a consumer reporting agency. I further understand that I may request a copy of the report from the consumer reporting agency having conducted the background investigations.

By signing this application, I hereby expressly release **THE PLACE AT PLAINSBORO** and any agent, procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

**SIGNATURE(S) (All adult household members must sign.)**

\_\_\_\_\_

Head of Household 18 years of age or older

\_\_\_\_\_

Date

\_\_\_\_\_

Household Member 18 years of age or older

\_\_\_\_\_

Date

\_\_\_\_\_

Household Member 18 years of age or older

\_\_\_\_\_

Date

\_\_\_\_\_

Household Member 18 years of age or older

\_\_\_\_\_

Date

<sup>1</sup>For the purpose of this Application for Housing, the term THE PLACE AT PLAINSBORO refers to THE PLACE AT PLAINSBORO, LLC and its successors, assigns, divisions, affiliated or related entities, owners, partners, officers, directors, management and parent companies, including CIS and CIS Management Inc.



**ACKNOWLEDGEMENT OF APPLICATION FOR HOUSING PROCEDURE**

A completed, signed, and dated application along with the appropriate fee is required to be considered for housing. The Application will be time and date stamped upon receipt. Depending on availability, the application will be logged in the waitlist and processed, or placed on the waiting list to be processed when an appropriate size unit becomes available. Once an application has been submitted, it cannot be altered or modified to add or remove members. Management will conduct a background screening (credit and criminal, including federal sex offender registry) on all adult members of the applicant household. An application may be denied or rejected based upon information obtained and an applicant household will be notified in writing. The applicant can re-apply after six (6) months and another application fee will be required.

If the application has been accepted based upon the background screening, management will then request documents from you to verify information in the rental application to ensure that the household will meet the requirements of the LIHTC program. Management will 3rd party verify all sources of income and will calculate that income in accordance with applicable LIHTC program guidelines.

**You will be given a date and time for an interview to collect the documents. At this interview, you will need to bring the required documentation listed in the application, as well as a \$100.00 deposit.** If you are deemed unqualified at any time during the application process, this deposit will be returned to you within a 30-day period. However, if you are deemed income qualified and decide to back out of taking an apartment, this deposit will not be refunded to you. The length of this process varies and depends mostly on how quickly the 3rd parties' complete requests. It may be determined during this process that the application requires additional information to process, which must be submitted by the applicant within 48 hours of being notified. Failure to respond may be cause for the application to be denied.

Based upon this review, management will determine if the file is suitable to be presented to NJHMFA. In the event the file is determined not to be suitable, the applicant will receive written notification and the deposit will be returned. Upon review and verification of the application, NJHMFA may still request additional information that must be presented to management for submission to NJHMFA within 48 hours. Failure to provide the documents requested and/or based upon the information submitted, the application for housing may be rejected or denied. An offer for housing will only be made after management has received NJHMFA approval. Management is not responsible if an applicant gives notice or vacates their current home prior to management receiving NJHMFA approval.

**SIGNATURE(S) (All adult household members 18+ must sign.)**

_____	_____
Head of Household 18 years of age or older	Date
_____	_____
Household Member 18 years of age or older	Date
_____	_____
Household Member 18 years of age or older	Date
_____	_____
Household Member 18 years of age or older	Date



## 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](http://www.NJCivilRights.org)



.....  
● ●  
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](mailto:DCRMDRR@njcivilrights.org)**

