

540 Broad Street Affordable Owners LLC
540 Broad Street
Newark, NJ 07102
212-348-3248 ext.5356

IMPORTANT! PLEASE READ THIS ENTIRE NOTICE.

Completed Applications Must Be Returned by Mail only:

Walker House
Attn: Affordable Leasing Office
540 Broad Street
Newark NJ 07102

Please DO NOT return page 1 & 2 with your application.

YOU MUST BRING PHOTOCOPIES ONLY OF THE REQUIRED DOCUMENTATION TO YOUR INITIAL INTERVIEW. DOCUMENTS WILL NOT BE RETURNED. WE CANNOT MAKE COPIES OF DOCUMENTS.

EVERYONE 18 YEARS OF AGE AND OVER WHO IS LISTED ON THE APPLICATION MUST ATTEND THE INTERVIEW.

*******SUBSIDY RECIPIENTS MUST BRING PROOF OF VOUCHER, IF IN POSSESSION*******



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If contacted for an interview the following PHOTOCOPIED documentation will be requested to support eligibility and facilitate your interview. A Background fee of \$25 for all household members 18 years or older will be collected up to a maximum of \$75, money orders are payable to C&C Apartment Management LLC (We CANNOT accept CASH, CREDIT CARDS OR PERSONAL CHECKS):

Required Income Documents:

- **If Employed-** Six (6) consecutive pay stubs for ALL working household members over the age of 18.
- **If Employed** Last year's W2(s) and complete tax return including all schedules
- **If a household member(s) is receiving - Social Security, Pension, Worker's Compensation, Unemployment disbursement history, Annuity payments, Public Assistance (TANF) etc.** Current budget letters and/ award letters for household member(s) receiving
- **If receiving child support-** Child support and/ or alimony court order documents or other verifiable forms of child support and/ or alimony.
- **If receiving Veteran's Benefits-** Current Award Letter
- **If receiving Pension payments-** Current award letter & most recent quarterly pension statement
- **If Self Employed-** Complete signed tax returns for past three years; including all schedules, W2 & 1099

Asset Documents:

- Six (6) Complete consecutive checking account statements (all pages ex 1 of 6, all 6 pages must be submitted) for all household members 18+ with a checking account.
- Most recent complete savings account and/ or CD statement (all pages ex: 1 of 3, all 3 pages must be submitted) for all household members 18+ with a savings account.
- Money Market Acct- latest statement

- Most recent 401K/ 403b
- Most recent IRA, Mutual Funds, Trust Etc. - Documentation verifying income received.

Compliance Documents:

- Photo id (ex. Driver's License, non-driver's Id, etc.) & social security cards for all household members
- Birth certificates for all household members under 18
- Marriage Certificate or Domestic Partnership Cert. *if applicable*
- School letters and student status documents
- Current lease, residency letter or notarized landlord letter
- Six (6) recent Rent receipts
- Most recent electricity and/ or telephone bill

RESIDENTIAL HISTORY

If you have ever been to Housing Court—FOR ANY REASON **except** for non-payment or late payment of rent that occurred between March 1, 2020, and August 31, 2021 (pursuant to N.J.S.A. § 52:27D-287.9(i)(2))—bring a copy of all stipulations entered into, and a copy of the final judgment (such document does not guarantee the approval of your case).

OVERALL CREDIT HISTORY

If you have ever had any credit problems or disputes, such as unpaid bills, accounts closed by the Credit Company, bankruptcy, etc. bring copies of all correspondence showing resolution of these bad debts, and copies of any court order of bankruptcy. You can request a free annual credit report at www.annualcreditreport.com



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540 BROAD STREET RENTAL APARTMENT APPLICATION

□

Desired Apt Size

- Studio
- 1 Bedroom
- 2 Bedrooms
- 3 Bedrooms

Instructions:

1. Only one (1) application per family.
2. All areas of the application must be filled out completely and accurately. Write N/A if a section does not apply.
3. This application must be signed by all persons over the age of 18 in the household.

A. Name and Address

Name _____

Current Address: _____ (Number, Street, Apt. #)

_____ (City, State, Zip)

How long have you been living at this address? _____ years _____ months

Home Phone No. () _____ Work Phone No. () _____

Cellular Phone No. () _____ **E-mail Address:** _____

B. Household Information

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING?

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, start with yourself, and provide the following information. Add additional pages if necessary.

Full Name	Relationship To Applicant	Age	Sex M/F	Occupation (Write "In School", if attending school)
	SELF			



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C. Income from Employment

List all full and/or part-time employment before taxes for ALL HOUSEHOLD MEMBERS including yourself WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self-employed earnings, commissions, and bonuses.

Household Member	Name & Address of Employer	Period (Years, Months)	Gross Annual Earnings (Net Annual Earnings if Self-Employed)
1.			
2.			
3.			
4.			
5.			

Total Gross (Net Earnings if self-employed) Household Earnings

\$ _____

D. Income from Other Sources

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, S.S.I., pension, disability, compensation, unemployment compensation, Interest Income, babysitting, care taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships, and/or grants.

Household Member	Type of Income	Amount
1.		\$ _____ per _____
2.		\$ _____ per _____
3.		\$ _____ per _____
4.		\$ _____ per _____



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5.		\$ _____ per _____
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Total Income from Other Sources \$ _____

E. Total Annual Household Income (add totals for sections C&D)

Add all income listed above and indicate the total earned for the year: \$ _____ per year.

F. Assets

	Name of Bank/Branch Address
Checking Accounts	
Savings Account	
CD's, Stocks, Bonds, Pension Plan	

G. Current Landlord

Landlord's Name: _____

Landlord's Address: _____ (Number, Street, Apt#)

_____ (City, State, Zip)

Landlord's Phone No. () _____

H. Current Rent

What is the total rent on the apartment where you currently live or are staying temporarily?

\$ _____ .00 per month

How much do you contribute to the total rent on the apartment? (If you do not contribute, write "0")



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\$ _____ .00 per month

Why are you moving? Check all that apply:

- Living with parent
- Not enough space
- Homeless
- Bad housing conditions
- Current apartment not suitable for person(s) with disabilities
- Health Reasons
- Do not like neighborhood
- Living with relatives or another family
- Rent too high
- Increase in your family size (marriage, birth)
- Other: _____

I. Housing Assistance

Are you presently receiving a Section 8 housing certificate or voucher?

- Yes No

Are you presently receiving any housing assistance program OTHER than Section 8?

- Yes No

If yes, what type? _____

Please answer "Yes" or "No". This information will not affect the processing of the application.

J. Source of Information

How did you hear about this development?

- Newspaper
- Local Organization or Church
- NJHRC.gov website
- Other: _____
- Sign Posted on Building
- Friend
- Website: www.540affordable.com
- Mayor's Office

K. Statistical Information

The following information is required for statistical purposes so that the Department of Housing and Urban Development (HUD) may determine the degree to which its programs are utilized by minority Families.

Providing this information will not affect the processing of your application.

RACIAL GROUP IDENTIFICATION (Please check only one from this group which best identifies the applicant.)

- White
- Asian
- American Indian or Alaska Native & White
- Asian & White
- American Indian or Alaska Native & Black or African American
- Other Multi Racial: _____
- Black or African American
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Black or African American & White



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ETHNICITY: (check **only one** from this group)

_____Hispanic

_____Non-Hispanic

L. Criminal History and the Fair Chance in Housing Act

New Jersey's Fair Chance in Housing Act, N.J.S.A. §§ 46:8-52 to 64 (the "FCHA"), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer. A criminal background check will be conducted by a third party for each applicant and occupant, provided you first qualify pursuant to the remainder of the application. The criminal search will be run for all addresses at which you have resided. You will have an opportunity contest the results of any criminal background check. You may be approved on a conditional basis (a "Conditional Offer"). Conditional Offers may be rescinded based on the results of a criminal background search, as explained below:

1. Prior to Conditional Offer. The following information may be considered prior to the provision of a conditional offer:

- a. whether any applicant or occupant has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing; and
- b. whether any applicant or occupant is subject to a lifetime registration requirement under a state sex offender registration program.

C&C Apartment Management, LLC, may only conduct a search for additional criminal background information after you are provided with a conditional offer.

2. Conditional Offer. If an application is accepted or accepted with conditions, and a conditional offer is extended to the applicant, a criminal background check will be conducted on each applicant or occupant that is eighteen (18) years of age or older. If the criminal background search reveals a conviction for a felony or misdemeanor within the time periods and offenses established in C&C Apartment Management, LLC's search criteria pursuant to applicable law, any conditional offer may be rescinded. C&C Apartment Management, LLC, has pre-defined a selection configuration, which has been provided to its criminal search vendor. Prior to final acceptance of any applicant, C&C Apartment Management, LLC's criminal search vendor will search for criminal background information on each applicant/occupant. If a report is found, it will be compared to C&C Apartment Management, LLC's pre-selected criteria and a determination regarding whether an applicant meets these criteria will be made.

A conditional offer may be rescinded if a criminal background search finds a criminal record in an applicant or occupant's history that:

- a. resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault in violation of N.J.S. § 2C:14-2, causing or permitting a child to engage in a prohibited sexual act or in the simulation of such an act in violation of paragraph (3) of subsection b. of N.J.S. § 2C:24-4, or any crime that resulted in lifetime registration in a state sex offender registry; or
- b. is for an indictable offense of the first (1st) degree that was issued, or if the conviction resulted in a prison sentence that sentence concluded, within the six (6) years immediately preceding the issuance of the conditional offer; or
- c. is for an indictable offense of the second (2nd) or third (3rd) degree that was issued, or if the conviction resulted in a prison sentence that sentence concluded, within the four (4) years immediately preceding the issuance of the conditional offer; or
- d. is for an indictable offense of the fourth (4th) degree that was issued, or if the conviction resulted in a prison sentence that sentence concluded, within one (1) year immediately preceding the issuance of the conditional offer.

3. Considered Factors. C&C Apartment Management, LLC, will perform an individualized assessment and consider the following information:

- a. the nature and severity of the criminal offense; and
- b. the age of the applicant and/or occupant at the time of the occurrence of the criminal offense; and
- c. the time which has elapsed since the occurrence of the criminal offense; and
- d. any information produced by the applicant and/or occupant, or produced on the applicant's and/or occupant's behalf, regarding the applicant's and/or



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occupant's rehabilitation and good conduct since the occurrence of the criminal offense; and

- e. the degree to which the criminal offense, if it reoccurred, would negatively impact the safety of other tenants or C&C Apartment Management, LLC's property; and
- f. whether the criminal offense occurred on or was connected to property that was rented or leased by an applicant and/or occupant.

4. Unconsidered Factors. C&C Apartment Management, LLC, will not consider the following information in its evaluation of a criminal background search:

- a. arrests or charges that have not resulted in a criminal conviction; and
- b. expunged convictions; and
- c. convictions erased through executive pardon; and
- d. vacated and otherwise legally nullified convictions; and
- e. juvenile adjudications of delinquency; and
- f. records that have been sealed.

5. Withdrawal of Conditional Offer. C&C Apartment Management, LLC, may withdraw a conditional offer based on your criminal record only if it determines, by a preponderance of the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest. If the conditional offer is withdrawn based upon C&C Apartment Management, LLC's pre-selected criteria, it will provide you with a written notification specifying the reasons for the

withdrawal. Further, you will be provided with an opportunity to demonstrate any inaccuracies within the criminal background check, as well as an opportunity to provide any necessary context, evidence of rehabilitation, or other mitigating factors.

If C&C Apartment Management, LLC, utilizes any vendor or outside person/entity to conduct a criminal record check on its behalf, it will take reasonable steps to ensure that the vendor or outside person/entity conducts the criminal record check consistent with the requirements of the FCHA and rules. Specifically, if C&C Apartment Management, LLC, receives a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA in that it reveals a record that is not permitted to be considered under the FCHA, it will not rely on that information in making a determination about your tenancy.

- a. If C&C Apartment Management, LLC, withdraws your Conditional Offer to your criminal history, you have the right to request and receive the materials in which it relied in making this determination.
- b. You have the right to dispute, within ten (10) days of receiving this statement, the relevance and accuracy of any criminal record, and to offer evidence of any mitigating facts or circumstances, including but not limited to your rehabilitation and good conduct since the criminal offense. You may also provide evidence demonstrating inaccuracies within aspects of your criminal record which may be considered under the FCHA, or evidence of rehabilitation or other mitigating factors to us at any time, including after the ten (10) days.

Any action taken by us in violation of this process laid out in this statement may constitute a violation of the FCHA. If you believe that C&C Apartment Management, LLC, has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov, 1 (866) 405-3050. A complaint must be filed with DCR within 180 days of the allegedly discriminatory conduct. You cannot be subjected to retaliation for filing a complaint or for attempting to exercise your rights under the FCHA.

For more information about how these rules apply, please refer to the additional resources, which are available online at: <https://www.njoag.gov/about/divisions-and-offices/divisionon-civil-rights-home/fcha/>. DCR has several fair housing fact sheets available at <https://www.nj.gov/oag/dcr/housing.html>, or available for pickup in any of DCR's four (4) regional offices:

31 Clinton Street, 3rd Floor
Newark, NJ 07102

1601 Atlantic Avenue, 6th Floor
Atlantic City, NJ 08401

5 Executive Campus
Suite 107, Building 5
Cherry Hill, NJ 08002

140 East Fron Street, 6th Floor
Trenton, NJ 08625



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M. Signature

I/We DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. I/We have not withheld, falsified or otherwise misrepresented any information. **I/We fully understand that any and all information I/We provide during this application process is subject to review by local, state, and federal regulatory agencies.** I/We understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for this program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

ALL PERSONS OVER THE AGE OF 18 MUST SIGN.

Applicant Signature

Date

Co-Applicant's Signature

Date

Co-Applicant's Signature

Date

Co-Applicant's Signature

Date

DO NOT SEND MONEY



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AUTHORIZATION

I/We do hereby authorize C&C Apartment Management, LLC and its staff of authorized representative to contact any agencies, local police departments, offices, groups or organizations to obtain and verify any information or material which are deemed necessary to determine my/our eligibility for housing in programs administered/managed by C&C Apartment Management, LLC.

Head of Household (Print Name) _____

Applicant' Signature Social Security DOB Date

Adult Household Member (Print Name) _____

Co- Applicant 'Signature Social Security DOB Date

Current Address: _____

Other member(s) of the household over the age of 18:

Print Name Date of Birth Social Security #

Signature Relationship to Applicant Date

Print Name Date of Birth Social Security #

Signature Relationship to Applicant Date

Print Name Date of Birth Social Security #

Signature Relationship to Applicant Date

