



Dear Affordable Housing Applicant:

Thank you for inquiring about affordable housing within The Township of Hanover. We currently administer 186 for sale affordable housing units throughout The Township of Hanover. However, we receive a greater number of applications than there are units available, so placement in a unit is often not immediate.

In order to be eligible for an affordable housing unit, you must meet certain income/asset limits as determined by the New Jersey Council on Affordable Housing. Income/asset limits are determined by region. Our housing units are located in Region #2, which includes the following counties: Morris, Warren, Union and Essex. Income limits can vary from year to year and depend upon the number of persons in the household. The current income limits for 2014 are:

Number of persons in household	Maximum Annual Income	Maximum Annual Income
	Low – Income Units	Moderate – Income Units
1	\$31,715	\$50,744
2	\$36,246	\$57,993
3	\$40,777	\$65,242
4	\$45,307	\$72,492
5	\$48,932	\$78,291
6	\$52,556	\$84,090

If you believe you fall within these income limits, fill out and submit this preliminary application to our office. If we approve your preliminary application, you will be placed in a lottery. Non eligible applicants are notified in writing. A lottery is preformed. An applicant wait list is created by listing applicants in the order selected. All applicants are notified in writing of their placement on the wait list. Eligible households are matched to available units based upon the type of unit in which they are interested and the number of bedrooms needed. At the time a unit becomes available we will notify in writing the top five applicants in the appropriate category. We will ask you to complete a full affordable housing application as well as submit additional documentation. We will notify in writing of eligibility or non-eligibility. Once your eligibility is certified you may see the unit and have three days to place an offer. If you do not place an offer within the three days we will move onto the next certified eligible applicant.

Please remember that all applications and documents are held in the strictest confidence. If you have any further questions please contact me at 973-428-2497.

Kelli Schanz
Municipal Housing Liaison

TOWNSHIP OF HANOVER
AFFORDABLE HOUSING PRELIMINARY APPLICATION
(For Resale Units Only)
(Please read instructions carefully prior completing)

Head of Household Information

Sequence # _____

(to be filled in by housing liaison)

Applicant's Name (last name, first name, middle initial)

Home Address

City

State

Zip Code

Home Phone #

Daytime Phone #

Mailing Address or P.O. Box (only if different from above)

City

State

Zip Code

Household Composition and Income

Name (First & Last)	Relation	FT Student Yes or No	Date of Birth MM/DD/YY	Sex M/F	Current Gross Annual Income
1	Head of Household				\$
2					\$
3					\$
4					\$
5					\$
6					\$

Assets (Checking, Savings, CD's, Real Estate, Retirement etc.)

Type of Asset	Current Market Value	Estimated Annual Income	Annual Interest
	\$	\$	%
	\$	\$	%
	\$	\$	%
	\$	\$	%
	\$	\$	%

If you were notified today that a condo is available for purchase, would you be prepared to enter into a contract to purchase the unit? (This means that you would have the down payment, closing costs and would qualify for a mortgage.) Yes ___ No ___

If your answer is no, when would you be able to purchase?

3 months ___ 6 months ___ 12 months ___ .

I certify that the information provided is true and complete to the best of my knowledge and belief.

Applicant's Signature

Date

**Instructions For Completion of
Affordable Housing Preliminary Application**
(Please Read Instructions Carefully)

In completing this application, please print. Illegible and incomplete forms will not be accepted. If you need extra space or wish to provide a more detailed explanation, use a separate piece of paper. For instance, if you are disabled and require accessibility features in your housing unit, please provide an explanation.

Head of Household Information – Provide your full name; last name first, then first name and middle initial, if any. Provide your complete street address and apartment number, where applicable. Provide the city, state and zip code. Provide telephone numbers (home and daytime) where you can be reached. Provide a mailing address or P.O. Box number if it is different from the home address.

Household Composition and Income – List each household member that will occupy the Affordable Housing Unit, including you as *Head of Household*. Identify their relationship to you, (husband, wife, son, daughter, friend, mother, etc.) provide date of birth and sex (M or F). For each household member age 18 and over, provide an estimate of their **current gross annual income** from all sources (other than assets) such as; wages or salaries (including regular and overtime), tips, alimony, child support, pensions and social security.

Assets – List all household assets by identifying the type of asset, such as checking or savings account, certificate of deposit, stocks, bonds, business and real estate. For each asset, provide the current value, the estimated annual income and/or the current annual interest rate, whichever applies. If you own a house, **indicate the amount you expect to receive from a sale, after paying off your mortgage, as Current Market Value.**

(For information on assets and income, see the Uniform Housing Affordability Controls, N.J.A.C. 5:80.1 et seq.)

Pre-approved Mortgage – Please indicate if you have been pre-approved for a mortgage (Yes or No). If you are pre-approved, provide the amount (\$) you are approved for, and the date the commitment expires.

Readiness to Purchase – Indicate (Yes or No) if you are **now** ready and able to purchase an affordable housing unit if one were available. If you answer “No”, indicate when you expect to be ready and able to purchase (within 3 months, 6 months or 12 months).

YOU MUST SIGN AND DATE YOUR APPLICATION. UNSIGNED AND INCOMPLETE FORMS WILL NOT BE ACCEPTED. DO NOT SEND ANY INCOME/FINANCIAL DOCUMENTATION AT THIS TIME.

Make a copy of the application and save it for future reference. Send the **completed original** application to:

TOWNSHIP OF HANOVER
Municipal Housing Liaison
1000 Route 10
P.O. Box 250
Whippany, NJ 07981

NJ Department of Community Affairs
Uniform Housing Affordability Controls, N.J.A.C. 5:80.1

5:80-26.16 Household certification and referral; related project information

(a) The administrative agent shall secure all information from applicant households necessary and appropriate to determine that restricted units are occupied by properly sized households with appropriate low- or moderate- income levels. No household may be referred to a restricted unit, or may receive a commitment with respect to a restricted unit, unless that household has received a signed and dated certification, as set forth in this section, and has executed a certificate in the form set forth in Appendices J or K to this subchapter, as applicable.

(b) The administrative agent shall prepare a standard form of certification and shall sign and date one for each household when certified. An initial certification shall be valid for no more than 180 days unless a valid contract for sale or lease has been executed within that time period. In this event, certifications shall be valid until such time as the contract for sale or lease is ruled invalid and no occupancy has occurred. Certifications may be renewed in writing at the request of a certified household for an additional period of 180 days at the discretion of the administrative agent.

1. When reviewing an applicant household's income to determine eligibility, the administrative agent shall compare the applicant household's total gross annual income to the regional low- and moderate-income limits then in effect, as adopted by COAH. For the purposes of this subchapter, income includes, but is not limited to, wages, salaries, tips, commissions, alimony, regularly scheduled overtime, pensions, social security, unemployment compensation, TANF, verified regular child support, disability, net income from business or real estate, and income from assets such as savings, certificates of deposit, money market accounts, mutual funds, stocks, bonds and imputed income from non-income producing assets, such as equity in real estate.

2. Except as otherwise specifically stated in this subchapter, the sources of income considered by the administrative agent shall be the types of regular income reported to the Internal Revenue Service and which can be used for mortgage loan approval. Household annual gross income shall be calculated by projecting current gross income over a 12-month period.

3. Assets not earning a verifiable income shall have an annual imputed interest income using a current average annual savings interest rate. Assets not earning income include present real estate equity. Applicants owning real estate must produce documentation of a market value appraisal and outstanding mortgage debt. The difference shall be treated as the monetary value of the asset and the imputed interest added to income. If the applicant household owns a primary residence with no mortgage on the property valued at or above the regional asset limit as published annually by COAH, a certificate of eligibility shall be denied by the administrative agent, unless the applicant's existing monthly housing costs (including principal, interest, taxes, homeowner and private mortgage insurance, and condominium and homeowner association fees as applicable) exceed 33 percent of the household's eligible monthly income.

4. Rent from real estate is considered income, after deduction of any mortgage payments, real estate taxes, property owner's insurance and reasonable property management expenses as reported to the Internal Revenue Service. Other expenses are not deductible. If actual rent is less than fair market rent, the administrative agent shall impute a fair market rent.

5. Income does not include benefits, payments, rebates or credits received under any of the following: Federal or State low-income energy assistance programs, food stamps, payments received for foster care, relocation assistance benefits, income of live-in attendants, scholarships, student loans, personal property such as automobiles, lump-sum additions to assets such as inheritances, lottery winnings, gifts, insurance settlements, and part-time income of persons enrolled as full-time students. Income, however, does include interest and other earnings from the investment of any of the foregoing benefits, payments, rebates, or credits.

(c) The administrative agent shall require each member of an applicant household who is 18 years of age or older to provide documentation to verify the member's income, including income received by adults on behalf of minor children for their benefit. Household members 18 years of age or older who do not receive income must produce documentation of current status.

(d) Income verification documentation may include, but is not limited to, the following for each and every member of a household who is 18 years of age or older:

1. Four consecutive pay stubs, not more than 120 days old, including bonuses, overtime or tips, or a letter from the employer stating the present annual income figure;
2. Copies of Federal and State income tax returns for each of the preceding three tax years;
3. A letter or appropriate reporting form verifying monthly benefits such as Social Security, unemployment, welfare, disability or pension income (monthly or annually);
4. A letter or appropriate reporting form verifying any other sources of income claimed by the applicant, such as alimony or child support;
5. Income reports from banks or other financial institutions holding or managing trust funds, money market accounts, certificates of deposit, stocks or bonds; and
6. Evidence or reports of income from directly held assets such as real estate or businesses.

(e) Court ordered payments for alimony or child support to another household, whether or not it is being paid regularly, shall be excluded from income for purposes of determining income eligibility.

(f) At the discretion of the administrative agent, households may also be required to produce documentation of household composition for determining the correct unit size and applicable median income guide.

(g) A certificate of eligibility may be withheld by the administrative agent as a result of an applicant's inability to demonstrate sufficient present assets for down payment or security deposit purposes, subject to development phasing that may provide opportunity for future savings.

(h) A certificate of eligibility may be withheld by the administrative agent as a result of an applicant's inability to verify funds claimed as assets, household composition or other facts represented.

(i) A certificate of eligibility shall be denied by the administrative agent as a result of any willful and material misstatement of fact made by the applicant in seeking eligibility.

(j) The administrative agent shall screen households that apply for low- and moderate-income housing for preliminary income eligibility, by comparing their total gross annual income to the regional low- and moderate-income limits adopted for that year by COAH.