

# Old Tappan Borough

## Preliminary Application for Affordable Housing

This is a Preliminary Application only. Do not send supporting documentation at this time. You will be notified as to the status of your preliminary eligibility based on the information that you provide in this application. When an affordable home becomes available, eligible candidates will be contacted. At that time, we will provide you with a list of documentation that you will need to support and verify the information submitted in this application. We can not and do not guarantee housing based on the approval of this Preliminary Application. Affordable housing certification and monitoring services are provided by Piazza & Associates, Inc. on behalf of the Borough of Old Tappan. Neither Piazza & Associates, Inc., nor the Borough of Old Tappan provides legal, real estate, or financial services. This program is subject to municipal and state affordable housing regulations, but no guarantee can be made that these homes are affordable to all applicants. This program is subject to availability. Sales prices, rental rates, terms and conditions are subject to change without notice. This is an Equal Housing Opportunity.

*Piazza & Associates, Inc. ♦ Affordable Housing Services*

*201 Rockingham Row ♦ Princeton Forrestal Village ♦ Princeton, NJ 08540 Telephone:*

*609-786-1100 ♦ Facsimile: 609-786-1105*

*E-mail: [OldTappan@HousingQuest.com](mailto:OldTappan@HousingQuest.com)*



# Affordable Housing Policies and Requirements

# Old Tappan Borough

Bergen County, New Jersey

## For All Applicants

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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.

- ✓ This affordable housing must be the intended primary residence of the applicant.
- ✓ All household members, including the applicant's spouse, must be listed in the Preliminary Application. If changes in income or household composition occur during the application process, or if there is a change of address, the applicant is required to notify Piazza & Associates, Inc. in writing, immediately.
- ✓ Applications must be truthful, complete and accurate. Any false statement makes the application null and void, and subjects the applicant to penalties imposed by law.
- ✓ Annual Income includes, but is not limited to, salary or wages, 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.
- ✓ A preference will be given to households that live or work in Bergen, Hudson, Passaic or Sussex Counties.
- ✓ 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. 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). If you have no outstanding mortgage debt, the value of your home will be subject to a maximum appraised value limit, which, when exceeded, may disqualify you from this affordable housing program.
- ✓ Specific documentation to verify income and assets, as well as a letter of prequalification for mortgage financing from a licensed lending institution be required at a later date.
- ✓ Please understand that the pricing and rental rates for this affordable housing are established and governed by Federal, State and / or municipal regulations. Although consideration is made for low- and moderate- categories of household incomes, sales prices do not fluctuate on the basis of each individual applicant's income. Therefore, we can not and do not guarantee that any home will be affordable to YOU or YOUR household.
- ✓ We do not provide financing to purchase affordable homes. Financing for an affordable home is subject to terms and conditions set forth by the State of New Jersey. Monthly payments, including principal, interest, property taxes, insurance and condominium fees, may not exceed 33% of your income without the applicant receiving home- buyer counseling by an agency approved by HUD or the N. J. Department of Banking and Insurance, which details the advisability of such a mortgage loan. For a list of approved counseling agencies, contact HUD, the N. J. Department of Banking and Insurance or our website: [HousingQuest.com](http://HousingQuest.com).
- ✓ If you need assistance completing this application, please contact us at 609-786-1100. DO NOT SEND SUPPORTING DOCUMENTATION WITH THIS APPLICATION.  
Please fax this application to 609-786-1105 or mail to:

**Piazza & Associates, Inc.**

201 Rockingham Row - Princeton, NJ 08540



# Preliminary Application for Affordable Housing



# Old Tappan Borough

Bergen County, New Jersey

## A. Head of Household Information

Last Name: _____	Soc. Sec. No: _____
First Name: _____	Home Phone: _____
Home Address: _____	Work Phone: _____
P.O. Box or Apt. No.: _____	County: _____
City: _____	State: _____ ZIP: _____

## B. Household Composition and Income (List ALL sources of income, including, but not limited to Salary, Dividends, Social Security, Child Support, Alimony & Pensions. DO NOT include income listed in Section C.)

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

The total number of members in this household is: \_\_\_\_\_

Is any member of your household over 55 years of age?: \_\_\_\_\_

Do you require a handicap-accessible apartment?: \_\_\_\_\_ Do you currently receive Section 8 Rental Assistance?: \_\_\_\_\_

Do you pay Alimony or Child Support to someone outside of the household? \_\_\_\_\_

If so, how much is paid monthly for both Alimony and Child Support? \$ \_\_\_\_\_

**C. Assets (Bank Accounts, Cert. of Deposit, Mutual Funds, Real Estate, Etc. If you own the home in which you live, clearly indicate BOTH the market value & your equity in the home Your equity equals the market value less any outstanding mortgage principal.)**

Type of Asset	Current Market Value of Asset	Estimated Annual Income	Interest Rate	
				%
				%
				%
				%

## F. Important Information (Must be signed by everyone over the age of 17.)

I(We) hereby authorize the Borough of Old Tappan, Piazza & Associates, Inc., the landlords, their agents and/or employees to obtain information regarding the status of my(our) credit, and to check the accuracy of any and 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. THIS APPLICATION IS VOID IF NOT SIGNED.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Required Please Print Clearly: \_\_\_\_\_

## D. Current Situation

Do you currently own your home?

- Yes  
 No

Do you have a mortgage?

- No  
 Yes: Please list the Equity in your home in Sect. "C"

## E. Preferences

Please check all that apply:

- Rent  
 Purchase

No. of Bedrooms (limited by household size):

- One?  
 Two?  
 Three?

Please note that this application only applies to the housing opportunities that are administered by Piazza & Associates, Inc.