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DISCLAIMER: The below are the basic steps/process. There may be other things not listed that may apply to you/your household. CJHRC cannot be held responsible for each and every possible scenario and this is being provided as “general” information.

## **HOW TO APPLY FOR STATE OF NJ VERY LOW, LOW & MODERATE INCOME AFFORDABLE RENTAL UNITS WITH CENTRAL JERSEY HOUSING RESOURCE CENTER (CJHRC)**

1. Call a CJHRC counselor at 908-446-0036. They will take some information and then send you applications by email, mail or you can them pick up from our office. Prior to calling, you can review the units that CJHRC handles by clicking the link [https://cjhrc.org/images/CJHRC\\_Rental\\_Properties.pdf](https://cjhrc.org/images/CJHRC_Rental_Properties.pdf) .
2. Complete the application(s) for property/properties. All applicable documents (full set) are required to be submitted with each application. You can review the application checklist at [https://cjhrc.org/images/Application\\_Checklist.pdf](https://cjhrc.org/images/Application_Checklist.pdf)
3. Keep the fact sheet and write the date you submitted it.
4. You can mail or drop off your application(s) with all required documents to CJHRC at 92 East Main Street, Suite 407, Somerville, NJ 08876 (there is a drop box outside our suite door during regular business hours. We suggest an appointment or tap on door when you drop off. CJHRC hours are 9-5 Monday to Friday (subject to change, confirm hours before dropping off).
5. Processing of application may take up to six weeks.
  - a. The application(s) will be date stamped and logged into our Client Management System in the order received.
  - b. Applications and required documentation will be reviewed/processed in the order received by a CJHRC staff member.
  - c. CJHRC will communicate with applicant by email, phone and/or letter the outcome of your application which is usually categorized as:
    1. Certification- is good for approximately 180 days and can be extended one time for another 180 days with minimal documents before initial certification expires
    2. Missing Information- a list of what is needed to complete the process and by deadline date. Once this is done then the application and documents are re-reviewed in date order received.
    3. Denial-either income is too low, income too high or other reasons which will be explained
    4. No Longer Interested- when an applicant does not finish the process by submitting the missing information by the date specified or you let your certification expire.
6. If certified, when a unit becomes available, the household is notified. A random selection (lottery) is usually required. A random selection is held whenever there are more certified applicants than available units.
7. Landlords require potential tenants to pass the landlord credit check/criteria before offering a lease. Anyone denied approval by the landlord must be told why and applicants have a right to appeal or discuss with the landlord.
8. If offered a unit, tenant will need to sign a lease and pay the 1<sup>st</sup> month rent and security within a reasonable amount of time (usually 3-5 business days). If a certified household declines the unit they should notify CJHRC of this in writing (email) and they will be placed in the next random selection. This process continues until they either no longer are certified or rent a unit.

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