

# Central Jersey Housing Resource Center (CJHRC) Very Low/Low/Moderate Income Rental Application Overview

**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. We also suggest reviewing CJHRC's Application Process.



1. Contact CJHRC and request an application for a property CJHRC handles or call 908-446-0036 and speak to a Counselor. (see CJHRC properties by clicking on 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. (please carefully review the application checklist at [https://cjhrc.org/images/Application\\_Checklist.pdf](https://cjhrc.org/images/Application_Checklist.pdf)). All applicable documents (full set) are required to be submitted with each application. **Keep the fact sheet and write the date you submitted it along with a full set of your documents.**



3. Using the mail service of your choice, return your application(s) with all applicable/required documents to CJHRC at 92 East Main Street, Suite 407, Somerville, NJ 08876; or you can drop off the documents in our drop box outside our suite door **ONLY when staff is present; or schedule an appointment to have your application(s) and documents reviewed by a CJHRC Counselor.**



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.



5. CJHRC will communicate with applicant by email, phone and/or letter the outcome of your application which is usually categorized as: **Certification** (information on how to proceed will be provided); **Missing Information** (a list of what is needed to complete the process and by when); **Denial** (either income is too low, income too high or other reasons which will be explained); or **No Longer Interested** (applicant does not submit requested information within time specified).



4. Processing of application may take up to six weeks. The application(s) will be date stamped and logged into our Client Management System in the order received. Applications and required documentation will be reviewed/processed in the order received by a CJHRC staff member.



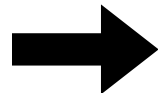
7. Landlords often require potential tenants to pass the landlord criteria before they can participate in a random selection. Anyone denied approval by the landlord must be told why and applicants have a right to appeal or discuss with the landlord.



8. If offered a unit, tenant will need to sign a lease and pay the 1st 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 and this process continues until they either no longer are certified or rent a unit.



9. Move in



Jennifer Laterra, President

Sharon Clark, Executive Director

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

1. Review the units that CJHRC handles (see attachment or click the link [https://cjhrc.org/images/CJHRC\\_Rental\\_Properties.pdf](https://cjhrc.org/images/CJHRC_Rental_Properties.pdf)) or 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 during regular business hours.
2. Complete the application(s) for property/properties. (please carefully review the application checklist at [https://cjhrc.org/images/Application\\_Checklist.pdf](https://cjhrc.org/images/Application_Checklist.pdf)). All applicable documents (full set) are required to be submitted with each application.
3. Keep the fact sheet and write the date you submitted it along with a full set of your documents.
4. Using the mail service of your choice, return your application(s) with all applicable/required documents to CJHRC at 92 East Main Street, Suite 407, Somerville, NJ 08876 **OR it can be dropped off in our 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 due to training, weather and holidays).**
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- information on how to proceed will be provided. Certification is good for 180 days and can be extended for another 180 days with minimal additional documents before initial certification expires which is explained in the letter.
    2. Missing Information- a list of what is needed to complete the process and by when
    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 often require potential tenants to pass the landlord criteria before they can participate in a random selection. 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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Facebook: Central Jersey Housing Resource Center

Phone: (908) 446-0036  
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Instagram: @cjhrc\_housing

