

**PRELIMINARY APPLICATION  
FOR  
AFFORDABLE HOUSING UNITS  
BOROUGH OF TINTON FALLS – MONMOUTH COUNTY – NEW JERSEY**

**DISCLOSURE**

If you are interested in the Borough of Tinton Falls affordable housing program, complete this application and return it to: CME Associates, 1460 Route 9 South, Howell, NJ 07731, Attn: Patty Gallagher.

1. Renters of Borough of Tinton Falls Affordable Housing units must be Very Low, Low and Moderate Income Families as determined by the New Jersey Affordable Housing guidelines. Proof of gross annual household income is required to assure that you are qualified. You must also demonstrate that your income is adequate to be able to afford and maintain the unit.
2. Affordable units must be occupied by the buyer/renter and be used as your primary residence. Each buyer/renter shall certify in writing that he/she is purchasing/renting the affordable unit for the express purpose of primary living quarters and for no other reason beyond what is allowable.
3. Owners/Renters of affordable units have the same rights, privileges, duties and obligations as any other owners in the Borough of Tinton Falls, with the exception of the restrictions in the Borough's Ordinances and Regulations pertaining to Low and Moderate Income Housing. Selection of participants in the Borough of Tinton Falls Affordable Housing Program is made on the basis of income, family size and available units.

**Income Limits are as follows:**

HOUSEHOLD SIZE	VERY LOW INCOME*	LOW INCOME*	MODERATE INCOME*
1	\$22,941	\$38,235	\$61,175
2	\$26,218	\$43,697	\$69,915
3	\$29,495	\$49,159	\$78,654
4	\$32,772	\$54,621	\$87,393
5	\$35,394	\$58,990	\$94,385
6	\$38,016	\$63,360	\$101,376

The following application must be completed in full. This application is not transferable and original documentation must be submitted. Please call CME Associates at 732-462-7400 X 1030 if you have any questions regarding your application. Once the application has been completed please return it, to CME Associates, 1460 Route 9 South, Howell, NJ 07731 (via email to [pgallagher@cmeusa1.com](mailto:pgallagher@cmeusa1.com)).

Once your application has been reviewed you will be notified of our determination of eligibility. **It is your responsibility to make sure that all information you provide this office is true and accurate.**

The information in this application and any other information required by the Borough of Tinton Falls will be kept confidential. No part of this application or your file will be given to any person,

Once your application has been reviewed you will be notified of our determination of eligibility. **It is your responsibility to make sure that all information you provide this office is true and accurate.**

The information in this application and any other information required by the Borough of Tinton Falls will be kept confidential. No part of this application or your file will be given to any person, entity or business not related to the Borough of Tinton Falls, or their agents without your written request or consent.

“Family” includes **ALL** persons living in a single unit, whether or not they are related by blood, marriage or otherwise. The information required to complete this application includes information about all persons intending to reside in the unit. Only those families who have been certified by CME Associates and pass the credit check will be able to rent a unit.

You will need a good credit history and must satisfactorily pass the landlord’s credit screening. Applicants will need to have a credit check done in person and there is a non-refundable fee per application as well as a deposit that will be applied towards the security deposit if approved (if you are not approved your deposit will be returned to you). Each applicant will be considered in the overall credit worthiness of the application. **DO NOT SEND ANY FUNDS WITH THIS APPLICATION** – Fees and deposits are due when you are offered an affordable housing unit and made payable directly to the management company.

The Disclosure Statement is part of this application. Please read the Statement for important information. You may wish to consult with an attorney of your choice with respect to the Disclosure Statement, the Affordable Housing Plan or the Application for Certification.

Priority selection for the affordable Purchase/Rental units may need to be made through a random selection process (lottery). A random selection is held whenever there are more eligible applicants than units available. Only income certified applicants will be included in the random selection process. If there are no affordable units available in your category at the time you apply, then you will be placed on a waiting list.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



### **INSTRUCTIONS:**

- 1) This is an Application for affordable housing with CME Associates. It will be utilized to determine if you are generally eligible to be considered for an affordable unit. **NEITHER THIS APPLICATION NOR ANY NOTICE OF AVAILABILITY IS AN OFFER TO SELL/RENT.** If you need assistance completing this application, please contact CME Associates at **(732) 462-7400**.
- 2) **DO NOT SUBMIT AND SUPPROTING DOCUMENTATION WITH THIS PRELIMIARY APPLICATION.**
- 3) Please understand that the pricing rates for 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 and rental prices do not fluctuate on the basis of each individual applicant's income. Therefore, we cannot and do not guarantee that any home, for sale or rental, will be affordable to YOU or YOUR household.
- 4) After you have completed this application, sign it, detach it from these instructions and mail it directly to: **CME Associates-1460 Highway 9 South, Howell, NJ 07731** or scan and email to Patricia Gallagher at [pgallagher@cmeusa1.com](mailto:pgallagher@cmeusa1.com).
- 5) Once your application has been reviewed, you will be notified in writing regarding your eligibility status for the affordable housing program administrated by CME Associates.
- 6) **Annual Income** includes, but is not limited to, salary or wages, alimony, child support, social security 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. The household's total gross annual income cannot exceed program guidelines.
- 8) 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 any applicable broker fees AND the current principal of your mortgage, and multiply the balance by 2%. Income from other real estate holdings is determined by the actual income you receive from the asset (less expenses, but not less your mortgage payment), which cannot exceed the COAH 2020 Region 4 real property asset limits.
- 9) Purchase applicants are strongly encouraged complete a HUD homebuyer workshop in order to purchase an affordable housing unit.

**Borough of Tinton Falls, Monmouth County, New Jersey**

**Preliminary Application for Affordable Housing**

Is this Application for the **Purchase**  or **Rental**  of an Affordable Housing Unit?

**1. HOUSEHOLD COMPOSITION:**

Applicant:

Name: \_\_\_\_\_ Sex: M / F  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_  
Mailing Address if Different: \_\_\_\_\_  
Marital Status: Married \_\_\_ Single \_\_\_ Divorced \_\_\_ Separated \_\_\_

Co-Applicant:

Name: \_\_\_\_\_ Sex: M / F  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_  
Mailing Address if Different: \_\_\_\_\_

Please list all household members will reside in this home:

NAME	RELATIONSHIP	GENDER	DATE OF BIRTH	FULL TIME STUDENT

BOROUGH OF TINTON FALLS  
AFFORDABLE HOUSING APPLICATION

**FOR STATISTICAL PURPOSES:** Please indicate your racial/ethnic group below:

Native Indian	White/Non-Hispanic	Hispanic - Black	Asian American
Alaskan Native	Hispanic - White	Hispanic - White	African American
Other			

**PLEASE RESPOND TO THE FOLLOWING:**

Do you own your own home? Yes or No

If yes, how much do you pay a month for mortgage? \_\_\_\_\_

Do you currently rent? Yes or No

If yes, how much do you pay a month for rent? \_\_\_\_\_

Do you currently receive Section 8 Purchase Assistance that will apply to the affordable housing unit? \_\_\_\_\_

Number of bedrooms required (limited by number of members in household)? \_\_\_\_\_

Do you require a handicap accessible unit? Yes or No

Other applicable information/comments or special details about your household situation:

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**EMPLOYMENT INFORMATION**

Please provide information for **ALL** household members who receive income from present employment and are 18 years of age or older (also include any part-time employment). Use additional pages if more than three household members have employment income.

Household Member Name: _____	
Employer Name: _____	
Employer Address _____	
County: _____	How Long at Current Job _____
Immediate Supervisor _____	Phone Number _____
Job Title _____	

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Employer Name: _____	
Employer Address _____	
County: _____	How Long at Current Job _____
Immediate Supervisor _____	Phone Number _____
Job Title _____	

**BOROUGH OF TINTON FALLS  
AFFORDABLE HOUSING APPLICATION**

**INCOME INFORMATION:**

Please state the amount of your current annual projected gross income from each applicable source. Use additional pages if more than two adults have income:

<b>Source of Income</b>	<b>Adult #1</b>	<b>Adult #2</b>
Gross Salary/Wages		
Pension(s)		
Social Security		
Unemployment Compensation		
Child Support Received (added to income)		
Child Support Paid (deducted to income)		
Disability Payment		
Welfare		
Tips/Commissions		
Alimony Received (added to income)		
Alimony Paid (deduct from income)		
Other		
Sub-Totals		

**TOTAL OF ALL ADULT INCOMES: \$** \_\_\_\_\_

**OTHER INCOME/ASSET INFORMATION**

Please list all checking and savings accounts, CDs, Money Market Funds, Mutual Funds and any other assets held by financial institutions below, whether or not you gain any interest from them, for all household members.

<b>Name &amp; Address of Financial Institution</b>	<b>Account Number</b>	<b>Current Balance/ Value</b>	<b>Projected Annual Interest Income</b>

**TOTAL PROJECTED INTEREST INCOME FROM THIS SECTION:** \_\_\_\_\_

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**INVESTMENT INCOME**

Please list all stocks, bonds and other sources of investment income:

Name of Assets	Number of Shares	Current /Value	Projected Annual Income

**TOTAL PROJECTED INCOME FROM THIS SECTION:** \_\_\_\_\_

Do you own a business or income producing real estate? Yes or No

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Do you receive income/monies/rent receipts from this asset? Yes or No

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If you own a business, what is the gross income and expenses (4 month average)

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Do you have other sources of income Yes or No

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Please Describe:

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\_\_\_\_\_

**TOTAL HOUSEHOLD GROSS ANNUAL INCOME FROM ALL SOURCES:** *(combine sections 4, 5 and 6 of this application)* \_\_\_\_\_

**GENERAL**

Do you own a home or other real estate: Yes or No

If yes, please describe below all real estate owned by and if applicable, any persons who shall occupy the unit. Applicants owning real estate must provide documentation of a market value appraisal and outstanding mortgage debt. The difference will be treated as monetary value of asset and the imputed interest added to income. In addition to the appraisal, please provide copies of: the deed, most recent tax bill and latest mortgage statement.

Will you be selling the home or renting it out? Please explain.

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## CERTIFICATION

I hereby certify that the above information concerning my family size, actual gross income as well as all other information contained herein is true and accurate to the best of my knowledge. I understand the CME Associates and the Borough of Tinton Falls are relying on this information to determine whether I qualify for an affordable housing unit.

I further certify that the copies of the documents attached to this application are true and accurate copies of the original documents.

I understand all documents submitted will become the property of Borough of Tinton Falls and will not be returned.

I further certify that I intend to personally occupy the unit as my primary residence except for reasonable periods of vacations or illness. I know that it would be illegal to rent or sublet the unit. I understand that only the parties listed on this application may reside in the affordable housing unit.

I authorize CME Associates, the Borough of Tinton Falls and their agents to check for accuracy on any and all statements and representations made in this application. This may include calls to employers to verify income, contact banks, etc.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

