

PART 1 - Residency Application Instructions

If mailing application please send to the following address;
Pike Run Leasing Office 908 Cain Ct Belle Mead NJ 08502

APPLICANT 18 AND OVER WITH INCOME - FEE REQUIRED

- MUST COMPLETE A **RESIDENCY APPLICATION**
- PRINT CLEARLY & COMPLETE APPLICATION FULLY
- LIST OCCUPANTS – all who will occupy apartment
- Use complete LEGAL NAME, BIRTHDATE, RELATIONSHIP, ANNUAL INCOME
- SIGN APPLICATION
- NON-REFUNDABLE \$35 FEE PER ADULT WITH INCOME
- PERSONAL CHECK OR MONEY ORDER PAYABLE TO **PIKE RUN II LLC**

OCCUPANTS 18 AND OVER WITHOUT INCOME (OR PART TIME SCHOOL/COLLEGE)

- NO FEE REQUIRED AT THIS TIME
- MUST COMPLETE A **OCCUPANCY APPLICATION**
- PRINT CLEARLY & COMPLETE APPLICATION FULLY

COSIGNORS ARE ALLOWED – FEE REQUIRED

- FOR INSUFFICIENT INCOME AND SOME CREDIT ISSUES
- MUST OWN A HOME IN NJ, PA or NY PROVIDE DOCUMENTATION OF SUCH
- MUST DOCUMENT SUFFICIENT INCOME
- MUST MEET AND COMPLETE CREDIT REQUIREMENTS
- NON-REFUNDABLE \$35 FEE

DOCUMENTATION REQUIRED (from applicant, occupant or cosigner)

- 1) INCOME VERIFICATION
TWO CURRENT PAY STUBS, OFFER LETTER OR NOTARIZED LETTER OF EMPLOYMENT
- 2) PHOTO IDENTIFICATION
DRIVERS LICENSE OR PASSPORT
- 3) SOCIAL SECURITY CARD
- 4) WORK AUTHORIZATION CARD
- 5) CO-SIGNOR ONLY – DOCUMENTATION HOMEOWNERSHIP

MULTIPLE DWELLING APPLICANT INQUIRY COMPLETED (Civil Rights)

- 1) COMPLETED BY MAIN APPLICANT.

RESIDENCY APPROVAL:

We will contact you with the determination. Usually takes 48 to 72 business hours.

INCOME CERTIFICATION:

No apartment can be selected and held until notification of income certification

AFTER INCOME CERTIFICATION:

HOLDING DEPOSIT, \$100.00 WHEN UNIT IS SELECTED
PERSONAL CHECK OR MONEY ORDER (NO CASH) **payable to Pike Run Village LLC**
\$100.00 DEPOSIT WILL ONLY BE REFUNDED IF CANCELLED IN WRITING
WITHIN 5 DAYS FROM THE DATE THE DEPOSIT WAS TAKEN

It is illegal to discriminate against any person because of race, color, religion, sex, national origin or familial status.

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MIDDLESEX MANAGEMENT - APPLICATION FOR RESIDENCY

(Each Leaseholder must submit a separate application)

APPLICANT INFORMATION

FULL NAME (FIRST) _____ (LAST) _____ (M.I) _____

DOB: ____/____/____ SOCIAL SECURITY # _____ - _____ - _____

DRIVER'S LICENSE #: _____ STATE: _____ EMAIL: _____

PHONE # (Home) _____ (CELL) _____

VEHICLES:

MAKE	TYPE	COLOR	LICENSE PLATE #	STATE	YEAR

LIST OTHERS TO RESIDE IN APARTMENT AND CHILDREN WHO WILL VISIT ON A PERMANENT BASIS:

NUMBER OF CHILDREN WHO WILL OCCUPY THE APARTMENT			NUMBER OF ADULTS WHO WILL OCCUPY THE APARTMENT		
FULL LEGAL NAME	RELATIONSHIP	DATE OF BIRTH	ANNUAL INCOME	OCCUPATION	

PRESENT ADDRESS:

STREET _____ APT# _____

CITY _____ STATE _____ ZIP _____

RENT OR OWN (CIRCLE ONE) LANDLORD/LENDER NAME: _____ CONTACT PHONE # _____

MONTHLY PAYMENT _____ DATES(from) _____ (to) _____

PRESENT EMPLOYER:

NAME _____ STREET _____

CITY _____ STATE _____ ZIP _____ PHONE _____

START DATE _____ POSITION _____ MONTHLY SALARY _____

SUPERVISOR OR HUMAN RESOURCES CONTACT _____ PHONE _____

OTHER INCOME: SOURCE _____ GROSS ANNUAL AMOUNT _____

BANK ACCOUNT INFORMATION:

Bank Name _____ Account Number _____ Type of Account _____

EMERGENCY CONTACT (NOT RESIDING WITH YOU):

(1) NAME _____ RELATIONSHIP _____ PHONE # _____

STREET _____ CITY _____ STATE _____ ZIP _____

ARE YOU LEGALLY ELIGIBLE TO LIVE IN THE UNITED STATES: (Please check one)

- Yes, I am a U.S. Citizen
- Yes, I have provided valid documentation from the U.S. Immigration and Naturalization Service (INS) that allows me to be in the country
- List source of documentation _____ List ID# _____
- If you have an Individual Tax ID #, please provide in the following space _____

The undersigned applicant and/or co-signer represents that all of the above statements are true and correct and hereby authorizes verification of the above information. If such information proves to be false or misleading, Owner shall have the right to deny this application. The undersigned applicant and/or co-signer hereby consents to allow the Owner, itself or through its designated agents or employees, to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. The undersigned applicant or co-signer agrees and understands that Owner and its agents and employees may obtain additional consumer reports and criminal record in the future to update or review my account. Upon my written request, Owner will tell me whether consumer reports or criminal records were requested and the names and addresses of any consumer reporting agency that provided such reports. The undersigned applicant and/or co-signer understands that the application fee is non-refundable. If cancellation of this application is not made by the applicant within five (5) days from the date of the signing of this application, the deposit and application fee will be forfeited by the applicant. Should this application be denied by the landlord, then the landlord shall not be responsible for any claims or damages other than the return of the deposit.

APPLICANT SIGNATURE DATE

Community: _____ Monthly Rent: _____ Security Deposit Holder (circle): Yes or No

Bldg # /Apartment #: _____ Application Fee Collected: _____ Co-Signor (circle): Yes or No

Unit Type: _____ Deposit Collected: _____ Yardi Applicant Code: _____

Move-in Date: _____ Lease Date _____ to _____ Rental Agent Name: _____

OFFICE USE ONLY Approved Declined CCPB DDLS

**APPLICATION ABOVE IS FOR APPLICANTS 18 AND OVER WITH INCOME
MAKE AS MANY COPIES AS YOU NEED OF THIS PAGE**

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MIDDLESEX MANAGEMENT - APPLICATION FOR OCCUPANCY

(Each Occupant must submit a separate application)

APPLICANT INFORMATION

FULL NAME (FIRST) _____ (LAST) _____ (M.I.) _____
 DOB: ____/____/____ SOCIAL SECURITY # _____ - _____ - _____
 DRIVER'S LICENSE #: _____ STATE: _____ EMAIL: _____
 PHONE # (Home) _____ (CELL) _____

VEHICLES:

MAKE	TYPE	COLOR	LICENSE PLATE #	STATE	YEAR

PRESENT ADDRESS:

STREET _____ APT# _____
 CITY _____ STATE _____ ZIP _____
 RENT OR OWN (CIRCLE ONE) LANDLORD/LENDER NAME: _____ CONTACT PHONE # _____
 MONTHLY PAYMENT _____ DATES(from) _____ (to) _____

PRESENT EMPLOYER:

NAME _____ STREET _____
 CITY _____ STATE _____ ZIP _____ PHONE _____
 START DATE _____ POSITION _____ MONTHLY SALARY _____
 SUPERVISOR OR HUMAN RESOURCES CONTACT _____ PHONE _____

EMERGENCY CONTACT (NOT RESIDING WITH YOU):

(1) NAME _____ RELATIONSHIP _____ PHONE # _____
 STREET _____ CITY _____ STATE _____ ZIP _____

ARE YOU LEGALLY ELIGIBLE TO LIVE IN THE UNITED STATES: (Please check one)

- Yes, I am a U.S. Citizen
 Yes, I have provided valid documentation from the U.S. Immigration and Naturalization Service (INS) that allows me to be in the country

List source of documentation _____ List ID# _____

If you have an Individual Tax ID #, please provide in the following space _____

The undersigned applicant and/or co-signer represents that all of the above statements are true and correct and hereby authorizes verification of the above information. If such information proves to be false or misleading, Owner shall have the right to deny this application. The undersigned applicant and/or co-signer hereby consents to allow the Owner, itself or through its designated agents or employees, to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. The undersigned applicant or co-signer agrees and understands that Owner and its agents and employees may obtain additional consumer reports and criminal record in the future to update or review my account. Upon my written request, Owner will tell me whether consumer reports or criminal records were requested and the names and addresses of any consumer reporting agency that provided such reports. The undersigned applicant and/or co-signer understands that the application fee is non-refundable. If cancellation of this application is not made by the applicant within five (5) days from the date of the signing of this application, the fee will be forfeited by the applicant. Should this application be denied by the landlord, then the landlord shall not be responsible for any claims or damages.

 APPLICANT SIGNATURE

 DATE

Community: _____ Monthly Rent: _____ Security Deposit Holder (circle): Yes or No
 Bldg # /Apartment #: _____ Application Fee Collected: _____ Co-Signor (circle): Yes or No
 Unit Type: _____ Deposit Collected: _____ Yard Applicant Code: _____
 Move-in Date: _____ Lease Date _____ to _____ Rental Agent Name: _____

**APPLICATION ABOVE IS FOR OCCUPANTS WITHOUT INCOME 18 AND OVER
 MAKE AS MANY COPIES OF THIS PAGE AS YOU NEED**

BLANK PAGE BACK OF OCCUPANCY APPLICATION

MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 to -49, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectional or sexual orientation, disability, gender, marital status, or familial status (whether you have a child, a parent-child relationship with a minor, or you are pregnant).

The New Jersey Division on Civil Rights is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's Multiple Dwelling Reporting Rules, N.J.A.C. 13:10-1.1 to -2.6, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The Multiple Dwelling Reporting Rule requires landlords to provide a summary of this information to the Division and to retain the information on this form. The information is used to prevent and eliminate discrimination in housing. Your cooperation in filling out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectional or sexual orientation.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance.

Visit the Division on Civil Rights website at: www.state.nj.us/lps/dcr

Tenants/applicants: Fold & tear along dotted line and retain top portion for your records



MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.

This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.

Tenant Applicant Name: _____

Address: _____

City: _____ State: _____ Zip code: _____ Phone Number: _____

Race/Ethnicity: Please check all that apply to leaseholders (tenants) or applicants.

- Black or African American:** a person having origins in any of the original peoples of Africa
- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: _____ Completed by: Tenant Applicant Landlord

If you have any questions regarding this inquiry please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday.



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Pike Run Village is a portion of Montgomery's growing need for affordable housing in Central New Jersey. Rental rates are subject to state and federal **guidelines**. Applicants must qualify on the basis of gross annual income with relation to family size.

Our Village Consists of 530 luxury apartments, 210 of these apartments are available to qualified applicants under the state's affordable housing guidelines. Each of these one, two, and three bedroom affordable apartments offer a modern kitchen complete with refrigerator, dishwasher and gas stove. You also have the added convenience of a washer and dryer in each apartment.

Pike Run's Shared Recreational facilities include: Four tennis courts, an indoor Basketball / Volleyball court, a resort style swimming pool, an elegant clubhouse, exercise room and fitness room at no additional cost to you.

Rents include:

Water, sewer charges, trash removal, common area maintenance fees, and property taxes.

Tenants responsible for:

Gas (heat, hot water, cooking), Electric, Telephone, Cable and apartment insurance.

Pets: Pike run permits CATS and other small critters, **NO DOGS OF ANY SIZE**

Residency Application:

- A) The residency application checks credit, tenancy and criminal history.
The residency application must be completed prior to income certification.
- B) Affordable Housing Applicants are required to meet the same residency requirements as Market Applicants.
- D) Applicants can be turned down for: Unresolved poor credit, insufficient income, Overcrowding, False information, Credit balance write-off, excessive late payments, Former landlord / tenant court action & certain criminal charges.
- E) Residency Application: Fee \$35 per adult with income.
- F) Occupancy Application: No Charge at this time, required for Occupants 18 and over.
- G) Co-signors: fee \$35
 - 1) May be considered for insufficient income and poor credit;
 - 2) Must provide documentation of home ownership in tri-state area.
 - 3) Must complete a residency application and provide copies of 2 paystubs.
 - 4) Must provide a copy of Driver's license and social security card.
- H) Budget counseling may be required in cases of insufficient income.
- I) Residency approvals may need to be redone prior to apartment selection beyond 4 month

PART 2 –CERTIFICATION OF INCOME

AFFORDABLE HOUSING REGIONAL INCOME LIMITS

1 person	gross	under	\$36,750			may qualify	1 BR	LOW	Buttercup 2 or 3
	income	over	\$36,750	and below	\$58,800		1 BR	MOD	BT1, AT 1 or 2
2 people	gross	under	\$42,000			may qualify	1 or 2 BR	LOW	Buttercup 2 or 3
	income	over	\$42,000	and below	\$67,200			MOD	BT1, AT 1 or 2
3 people	gross	under	\$47,250			may qualify	2 or 3 BR	LOW	Carnation
	income	over	\$47,250	and below	\$75,600		2 or 3 BR	MOD	or Daisy
4 people	gross	under	\$52,500			may qualify	2 or 3 BR	LOW	Carnation
	income	over	\$52,500	and below	\$84,000		2 or 3 BR	MOD	or Daisy
5 people	gross	under	\$56,700			may qualify	3 BR	LOW	Daisy
	income	over	\$56,700	and below	\$90,720		3 BR	MOD	
6 people	gross	under	\$60,900			may qualify	3 BR	LOW	Daisy
	income	over	\$60,900	and below	\$97,440		3 BR	MOD	

“Family” includes all persons living in a single unit whether they are related by blood, marriage or otherwise. The information requested must include information about all persons intending to reside in the Affordable Rental Unit. **ONLY** those families who have been certified and credit approved will be able to rent an Affordable Apartment.

You may qualify for the affordable housing program if:

- a) Your gross income falls within the income limits shown in the chart below,
- b) Your household meets minimum income requirements (or has cosigner) and
- c) Applicants must receive satisfactory approval of residency application.

In order to determine if you are eligible please answer the following questions.

- 1) Total number of occupants (regardless of age) who will be living in the apartment. _____
Go to family size column below and locate # of occupants that match
- 2) What is the gross (before taxes taken out) combined income of all occupants? _____
Now follow the Gross Income over & under Columns down to your family size and select the row which represents your gross income.

The following application must be fully completed so that it can be determined whether you are eligible to rent an Affordable Apartment at Montgomery’s Pike Run Village. This application is not transferable.

IT IS YOUR RESPONSIBILITY TO MAKE CERTAIN YOUR APPLICATION IS COMPLETE AND THE INFORMATION PROVIDED IS TRUE AND ACCURATE.

If you require assistance or have questions, please call Pike Run Village leasing office at 908-281-4200. If your application is complete and you are qualified to rent an affordable unit, you will be certified and notified by mail.

The Disclosure Statement is a part of this application. Please consult the Statement for important information. In addition, in accordance with the Disclosure Statement, 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 Qualification.

List all Occupants:

NAME	RELATIONSHIP	GENDER	BIRTH DATE	SOCIAL SECURITY #
	Head of Household			
Name of applicant				
Gross income before taxes				
Social security				
Pension				
Unemployment Compensation				
Child Support paid (subtract)/received (add)				
Alimony paid (subtract)/ received (add)				
Welfare				
Disability Payment				
Tips/commissions				
Dividends, Interest, Other Income				
Estimated Total				

Employment - Complete employment history below.

1. Household Member Name _____

Employer Name _____

Employer Address _____

County _____ Years at Job _____ Phone # _____

Immediate Supervisor _____ Job Title _____

2. Household Member Name _____

Employer Name _____

Employer Address _____

County _____ Years at Job _____ Phone # _____

Immediate Supervisor _____ Job Title _____

3. Household Member Name _____

Employer Name _____

Employer Address _____

County _____ Years at Job _____ Phone # _____

Immediate Supervisor _____ Job Title _____

Income Certification Packet for Pike Run Village; Cont.

1) **DOCUMENTATION:** Attach the following documents for each applicant.

A) Income Documentation - Income which cannot be documented cannot be used

- 1) Income documentation for job held for more than 4 pay weeks
Copies of four consecutive and current pay stubs: including overtime, bonuses or tips dated within 120 days of the application date,
- 2) Income documentation new job
A job offer letter which must include salary,
- 3) Income documentation for jobs without paystubs
A notarized letter from employer stating present income figures projected annually
- 4) Self employment
 - a) Letter from accountant and/or
 - b) Quarterly tax returns and/or
 - c) Payroll accounts

B) Tax Returns

- 1) Copies of federal and state tax returns for the previous 3 consecutive years.
(If you can not locate your federal tax return copies they can be obtained by calling 1-800-829-1040 or going to www.irs.gov)
- 2) If you are not required to/or did not file taxes you must include a NOTARIZED letter stating which years and why.

C) Alternate Income

- 1) Pension, Social Security, Disability - requires copy of benefits letter.
- 2) Unemployment Compensation - requires copy of eligibility.
- 3) Section 8 or other rental assistance – voucher or official documentation.
- 4) Welfare – requires copy of benefits letter benefits letter,
- 5) Tips / commissions – Notarized Letter from Employer or personal documentation.

D) Child Support

- 1) **Received**
 - a) Copies of Child Support payments via state **OR**
 - b) Copies of divorce agreement. **OR**
 - c) Copies of four consecutive checks from payee. **OR**
 - d) Notarized letter from payee and applicant stating amount paid and amount received.
 - e) Lack of child or child support that is not received, requires a notarized letter from applicant stating such.
- 2) **Paid**
 - a) Copy of State Ordered Payments.
 - b) Documentation of up to date payments
 - 1) Copies of Child Support payments via state **OR**
 - 2) Copies of four consecutive checks from payee. **OR**
 - 3) Notarized letter from payer stating amount paid and payee amount received.
- 3) **Lack of child support;** requires a notarized letter from applicant.

Income Certification Packet for Pike Run Village; Cont.

E) Alimony

1) **Received**

- a) Copies of Alimony payments via state **OR**
- b) Copies of divorce agreement. **OR**
- c) Copies of four consecutive checks from payee. **OR**
- d) Notarized letters from payee stating amount paid and applicant stating amount paid.

2) **Paid**

- a) Copy of State Ordered Payments.
- b) Documentation of up to date payments
 - 1) Alimony payments via state **OR**
 - 2) Copies of four consecutive checks **OR**
 - 3) Notarized letter from payee stating amount paid and applicant amount received.

G) Income producing real estate

- a) Copy of lease
- b) Copy of mortgage statement

H) Homeownership: Attach copies of all that apply

- 1) Mortgage statement
- 2) Listing agreement
- 3) Sales or Rental contract.
- 4) Payoff statement IF SOLD
- 5) Divorce decree,

J) Checking and Savings accounts

- 1) Copy of six months complete savings and/or checking account statements
- 2) A notarized letter stating lack of checking and/or savings account.
- 3) Attached explanation of all undocumented deposits shown on statements.

Single large one-time deposits are not considered income

Multiple regular deposits may be considered income.

Please list all checking and savings accounts

Name and address Financial Institution	Account Number	Current Balance/value	% interest	Projected Annual Interest Income

Income Certification Packet for Pike Run Village; Cont.

K) Dividends

A copy of the complete statement/s of all stocks and bonds

Please list all stocks, bonds and other income producing assets.

Name and address Financial Institution	Number of Shares	Current Value	Projected Annual Income

L) CD's, Money Market Funds, Mutual Funds, other assets held by financial institutions below.

Name and address Financial Institution	Account Number	Current Balance/value	% interest	Projected Annual Interest Income

M) Co-signer: For Applicants whose income does not meet the 35% rent to income requirement.

- 1) Must provide notarized letter regarding the intention to be a cosigner for applicant.
- 2) Cosigner must own a home in NJ, NY or PA. Provide copy of mortgage statement.
- 3) Cosigner must complete a satisfactory credit application with applicant.

Budget counseling and further documentation may be required in cases of insufficient income.

L) Car registrations

- 1) List all vehicles that would be kept on property.
- 2) Provide copy of a valid registration and insurance card for each vehicle.

YEAR	MAKE	MODEL	OLOR	LICENSE PLATE	STATE

Income Certification Packet for Pike Run Village; Cont.

The information in this application and any other information that is required to complete this application are kept confidential. The filing of this application constitutes your approval for Pike Run Village or its Agents to certify the information contained herein through your residency application which includes a credit, tenancy and criminal checks verification or other necessary means. NO PART OF THIS APPLICATION OR YOUR APPLICATION FILE WILL BE GIVEN TO ANY PERSON, ENTITY OR BUSINESS NOT RELATED TO THE TOWNSHIP OF MONTGOMERY, PIKE RUN VILLAGE, CGP, OR THEIR AGENTS WITHOUT YOUR WRITTEN REQUEST OR CONSENT.

<p>For Statistical Purposes Please indicate racial/ethnic background and circle one of the following:</p> <p>White/Non-Hispanic Black Hispanic Asian</p> <p>American Indian/Alaskan Native OTHER:</p>
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Regional Preference:

Those households that live or work in the West Central Housing Region, Group 3 (Hunterdon, Somerset and Middlesex counties) will receive a preference for the affordable apartments at Pike Run Village. You must document your residence or employment in this region. Applicants living or working outside the "Housing Region" shall have an equal opportunity for units after the regional applicants have been initially serviced.

Priority Selection:

PRIORITY SELECTION FOR THE AFFORDABLE RENTAL UNITS MAY OCCUR THROUGH A RANDOM SELECTION (lottery style) when there are more approved applicants than available apartments and ONLY VALID AND INCOME CERTIFIED APPLICANTS whose residency application was approved will be included in a random selection.

Priority List: (waiting list)

Applicants who were not selected for an apartment will be placed on a priority list for the next available apartment in their category, in the order that they were chosen, until the end of their approved certification period. If no apartment is available within their certification period and extension, an applicant must be recertified and placed into the open pool again. If they can not accept an apartment when offered, the household will be placed into the open pool to participate in the next lottery and may be required to update their certification. The available apartment will be offered to the next applicant on the list who has been through the selection process.

DISCLOSURE STATEMENT FOR AFFORDABLE RENTAL APARTMENTS
AT PIKE RUN VILLAGE IN MONTGOMERY TOWNSHIP

This application **does not** guarantee you an apartment. Selection is made on the basis of numerous criteria, which include **income, family size, available units, satisfactory credit, tenancy and criminal histories. Complete and accurate information is essential.**

The following restrictions apply to affordable rentals in Montgomery Township:

1. Applicants for these Affordable Rental Apartments are limited to Low and Moderate Income households as determined by the New Jersey Council on Affordable Housing using (chart on page 2) regional Income limits for region 3, Hunterdon, Somerset, and Middlesex counties as of May 2014.
2. The gross yearly rent can be no more than 35% of the households' gross yearly income.
3. These affordable apartments must be occupied by the named renter/occupants and must be used as primary residence. Each renter shall certify in writing, that he/she is renting said apartment as primary living quarters and for no other reason beyond what is allowable.
4. Renters of these affordable apartments have the same rights, privileges, duties and obligations as any other renter, with the exception of the restrictions in Montgomery Townships affordable Housing's Ordinances and Regulations pertaining to Low and Moderate Income Housing.
5. **DOGS are not allowed at Pike Run Village** (exception made for medical service animals, with proper documentation).
6. There is a \$100 one time registration fee per cat, rabbit or ferret and \$25 a month pet fee which will be added to your monthly bill. No more than 2 animals shall be permitted in the leased apartments. They are to be indoor pets only.
7. Large birds will be allowed as long as there are no complaints from neighbors regarding any bird noise.
8. Tenants are responsible to pay their own utilities which include gas for heat and cooking, hot water, electric for lights, etc.
9. Garbage pick-up from dumpsites, general maintenance, water, sewer and property taxes are included in rent.
10. Signing the Lease:
 - a) Applicant is expected to sign the lease within ten days from the date that they are notified that the lease is ready.
 - b) Applicants seeking to rent must be able to make the required security deposit of 1 ½ times the amount of one month's rent and the first month's rent when the lease is signed.
 - c) **Both Security and 1st months rent must be certified checks, cashiers checks or money orders.**
9. Leases are **automatically renewed annually** with a yearly notice of new rent, unless notified in writing by tenant 30 days prior to end of lease intention to vacate. Keep these notices with your original lease copy as they are your lease verification. _____ Initial
10. Rents will be adjusted annually using COAH's set yearly increase level for region 3.

