

PENNROSE

Bricks & Mortar | Heart & Soul

PRE–APPLICATION INSTRUCTIONS:

- Pre-application **MUST** be filled out in its entirety to be eligible for housing.
- Pre-application can be returned via email, fax, US MAIL (address listed on the first page of the Pre-application), or dropped off at the community's management office (with prior notice).
- Pre-applications are processed in the order they are received or entered into a housing lottery (if applicable). When an apartment becomes available, the leasing office will contact qualified applicants to schedule an appointment.

You will need to bring all of the following documents to your appointment:

APPLICATION FEE - A non-refundable \$25 money order per adult that will be residing in the apartment (including live-in aide) is required for most Pennrose communities. Please confirm with the management office what is needed before acquiring a money order.

PROOF OF INCOME – Statements (not more than 90 days old) to verify: Social Security, SSI, SSDI, TANF, Pension, Welfare, Child Support, Alimony, Unemployment, your last six (6) pay stubs from your employer or a letter from your employer stating your hire date, hourly rate/salary, hours worked per week, and any other type of income you may be receiving or expect to receive

PROOF OF BANKING - Six (6) current bank statements from your financial institution for EACH account.

ASSETS - Current (not more than 90 days old) statements for stocks, bonds, mutual funds, 401k, certificates of deposits, and any other type of asset you may have or expect to have

SCHOOL VERIFICATION – A current letter (not more than 90 days old) from the school/college, for any member of your household 18 years and older who currently is, was, or will be a full-time student.

ADDITIONAL INCOME – It is very important to report any income. Failure to disclose all sources of income may delay/deny your application for housing.

BIRTH CERTIFICATES AND SOCIAL SECURITY CARDS - For all household members.

VALID GOVERNMENT ISSUED ID, DRIVER'S LICENSE OR PASSPORT – For all household members 18 years and older.

FEDERAL INCOME TAXES – You can obtain these from the IRS if you do not have your latest tax return. If you did not file taxes, you will need to provide proof that you were not required to file taxes. You can call the IRS and visit their official website at www.irs.gov.

Contact information for the Pennrose community you are applying for can be found on the first page of the Pre–application, and the community's website on Pennrose.com.





Address: 685 Dr. MLK Jr Blvd
 Newark, NJ 07102
Phone: 973.368.2528
Fax: 973.718.4330
Email: AstonHeights@pennrose.com
TTY: 711

To be completed by office staff:
 Application Number _____
 Date Application Rec'd _____
 Time Application Rec'd _____
 Initials of Staff Member _____

HEAD OF HOUSEHOLD

M	F
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NAME: _____ **SSN:** _____
 (First) (Middle Initial) (Last)

CURRENT ADDRESS: _____ **HOME #:** _____
 (House #) (Street Name) (Apt. #)

CELL #: _____

(City) (State) (Zip Code) **WORK #:** _____

EMAIL: _____ **D.O.B:** _____

How did you hear about us? _____ **DRIVER LICENSE STATE:** _____

DRIVER LICENSE NUMBER: _____

HOUSEHOLD MEMBERS

Depending on the unit you qualify for, a non-refundable \$25 application fee per adult household member may be required.

Name	DOB	M/F	Relationship	Soc. Sec. Number	DL State & Number

ANNUAL HOUSEHOLD INCOME

Employment/Wages	\$
Social Security Income	\$
Social Security Disability Income	\$
Public Assistance (Welfare/TANF)	\$
Child Support	\$
Pension	\$
Other Income (Please Specify):	\$



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Preferences for Determining Waiting List Position (if applicable)

Do you or any member of your household have a DISABILITY?			Y	N
Is the Head of Household or Spouse 62 years of age or older or disabled?			Y	N
Are you currently employed?			Y	N
Are you a student or recent graduate of an educational or training program?			Y	N
Were you involuntarily displaced due to a natural disaster?			Y	N
Are you homeless?			Y	N
Do you require a unit with special features? (e.g. unit for mobility impaired, visually impaired, hearing impaired, walk-in shower, grab bars, no steps, etc.)			Y	N
If yes above, please circle features required:				
Unit for mobility impaired	Unit for visually impaired	Unit for hearing impaired		
Grab bars	No steps	Other:		
Describe:				

All 3-bedroom applicants must be referred by NHA.INTERESTED IN: ☐ 1 BR Apt ☐ 2 BR Apt ☐ 2 BR Townhome ☐ 3 BR Apt ☐ 3 BR Townhome*

I hereby certify that the above is true and correct and complete to the best of my knowledge. I understand that any false statement or misrepresentation will be grounds for expulsion from the program and/or prosecution under Title 18, Section 1001 of the US Code.

I, _____, hereby give my permission for a credit and criminal background check, which is part of the application process.

I, _____, hereby give my permission for a credit and criminal background check, which is part of the application process.

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Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Types of Program Assistance (For Office Use ONLY)****Important: You must notify us promptly should any information on this application change**

Tax Credit ☐ 50% ☐ 60% ☐

ACC ☐ 30 ☐ ☐

May 2020



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NJ Fair Chance in Housing Act

Disclosure Statement

New Jersey's Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 (FCHA), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer.

Before making a conditional offer of housing, Pennrose may consider only whether an applicant has a conviction for the manufacture or production of methamphetamine on the premises of federally assisted housing, or whether an applicant has a lifetime registration requirement under a State sex offender registration program. Pennrose will not consider, or request from an applicant or any other person or entity, any other information about an applicant's criminal history as part of the application process until and unless a conditional offer of housing has been made.

After extending a conditional offer of housing, Pennrose intends to review and consider an applicant's criminal record in determining whether to rent a home, in accordance with the FCHA and its accompanying rules.

Pennrose will not, either before or after the issuance of a conditional offer, evaluate or consider any of the following criminal records:

- (1) Arrests or charges that have not resulted in a criminal conviction;
- (2) Expunged convictions;
- (3) Convictions erased through executive pardon;
- (4) Vacated and otherwise legally nullified convictions;
- (5) Juvenile adjudications of delinquency; and
- (6) Records that have been sealed.

Pennrose may consider, after the issuance of a conditional offer, a criminal record that:

- Resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault, endangering the welfare of a child in violation of N.J.S.2C:24-4(b)(3);
- Resulted in a conviction for any crime that requires lifetime state sex offender registration;
- Is for any 1st degree indictable offense, or release from prison for that offense, within the past 6 years;
- Is for any 2nd or 3rd degree indictable offense, or release from prison for that offense, within the past 4 years; or
- Is for any 4th degree indictable offense, or release from prison for that offense, within the past 1 year.

For more information about how these rules apply, please refer to the resources at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/fcha/>.

Pennrose may withdraw a conditional offer based on your criminal record only if Pennrose determines, by a preponderance of the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

If Pennrose utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf Pennrose will take reasonable steps to ensure that the vendor or outside person/entity conducts the criminal record check consistent with the requirements of the FCHA and rules. Specifically, if Pennrose receives a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA in that it reveals a record that is not permitted to be considered under the FCHA, Pennrose must show that it did not rely on that information in making a determination about your tenancy.



If you are subjected to the withdrawal of a conditional offer of housing due to criminal history, you have the right to request and receive the materials relied upon by Pennrose in making this determination.

You have the right to dispute, within (10) days of receiving this statement, the relevance and accuracy of any criminal record, and to offer evidence of any mitigating facts or circumstances, including but not limited to your rehabilitation and good conduct since the criminal offense. You may also provide evidence demonstrating inaccuracies within aspects of your criminal record which may be considered under the FCHA, or evidence of rehabilitation or other mitigating factors to Pennrose at any time, including after the ten days.

Any action taken by Pennrose in violation of the process laid out in this statement may constitute a violation of the FCHA. **If you believe that any owner, agent, employee, or designee of Pennrose has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov 1-866-405-3050.** A complaint must be filed with DCR within 180 days of the allegedly discriminatory conduct. You cannot be subjected to retaliation for filing a complaint or for attempting to exercise your rights under the FCHA.

DCR has several fair housing fact sheets available at <https://www.nj.gov/oag/dcr/housing.html>, or available for pickup in any of DCR's four (4) regional offices.

31 Clinton Street, 3rd Floor
Newark, NJ 07102

5 Executive Campus
Suite 107, Bldg. 5
Cherry Hill, NJ 08002

1601 Atlantic Avenue, 6th Floor
Atlantic City, NJ 08401

140 East Front Street, 6th Floor
Trenton, NJ 08625

Prospective Tenant Signature

Date

