

**Township of Lawrence  
Affordable Housing Office  
2207 Lawrenceville Road  
Lawrenceville, NJ 08648  
(609) 844-7076  
[www.lawrencetwp.com](http://www.lawrencetwp.com)**

## **SOME THINGS YOU SHOULD KNOW BEFORE YOU APPLY FOR LAWRENCE TOWNSHIP AFFORDABLE HOUSING**

Rents and sale prices are fixed below what the general public pays. This is not subsidized housing. The rent or sale price is not adjusted to the income of the applicant. The units are privately owned and are not owned by the Township. This application is for housing developments in the Township of Lawrence that have affordable units for which the Township keeps a waiting list. You must apply separately for affordable units in Brookshire Senior Apartments, Lawrence Plaza Apartments, Eggerts Crossing Village, Project Freedom, or group homes.

### For Rentals:

Rental prices range from approximately \$575 to \$1110 a month.

Your monthly income must be about 3 times the monthly rent.

You must be able to pass a credit check.

### For Purchasing:

Selling prices range from approximately \$51,000 (least expensive one-bedroom unit) to \$154,000 (most expensive three-bedroom unit).

You must be able to get your own mortgage. We recommend that you go to your bank and get pre-qualified now for a mortgage. This will give you an idea of how large a mortgage you will be able to get. Please supply a copy of the pre-qualification to the Township.

You may be required to put down a 5% deposit. For example, if you are buying a \$100,000 unit, you must be prepared to pay \$5,000 at the contract signing.

If you are a first time home-buyer, we recommend that you take the homebuyer preparation course offered by Isles (609-341-4731) or a similar course.

Questions? Call (609) 844-7076.

# AFFORDABLE HOUSING - QUESTIONS AND ANSWERS

## **What is Affordable Housing?**

The Township of Lawrence Affordable Housing Program was established to comply with the Fair Housing Act enacted by the New Jersey State Legislature in 1985. Certain housing units in developments have been set aside as affordable units available to income eligible households. The selling prices or rents of these units are maintained below the selling prices or rents of the market rate units in the same developments that are available to the general public. The affordable units are designated as either low or moderate and are priced in a range within each category.

To be eligible to buy or rent an affordable unit, the applicant's total gross annual household income must fall within the limits listed below. If the household income is greater than 50% of the median income for the region but less than 80%, then the household will be classified as a moderate-income household. If the household income is 50% or less of the regional median income, then the household will be classified as a low-income household.

<b><u>Household Size</u></b>	<b><u>Maximum Income (Low)</u></b>	<b><u>Maximum Income (Moderate)</u></b>
1 Person	\$28,716	\$45,946
2 Persons	\$32,818	\$52,509
3 Persons	\$36,921	\$59,073
4 Persons	\$41,023	\$65,637
5 Persons	\$44,305	\$70,888
6 Persons	\$47,587	\$76,139

## **How is a household defined?**

The term "Household" refers to all persons intending to live in one of the affordable housing units as a single housekeeping unit, whether or not they are related by blood, marriage or otherwise. Information about all persons intending to reside in the unit is required.

## **Do I have to meet any other qualifications?**

If you wish to purchase a unit, you will be responsible for providing a down payment and for getting a mortgage. If you wish to rent, you will be responsible for demonstrating to the apartment management company that you have sufficient income and satisfactory credit. Households with income below 33% of the median income for the region will be approved for the Reserve List and will not be referred by the Township when vacancies occur. If within a year, the applicant demonstrates that they have additional resources available to them, they will then be placed on the low or moderate list according to the date of their initial approval.

## **How and where do I apply?**

Applications may be requested by mail, picked up at the Affordable Housing Office, or downloaded from the Township website. Completed applications must be hand-delivered or mailed to the Affordable Housing Office.

## **Is there a waiting list?**

The Township maintains a waiting (referral) list. Once approved, a household is added to the end of the list. When vacancies occur, the units are offered to the first households on the list.

## **Are there any fees or charges?**

If you wish to purchase, you may be required to place a down payment (generally 5%) on the unit. There will also be settlement or closing charges. You are responsible for obtaining a mortgage. Housing expenses include

mortgage principal and interest, taxes, fire insurance, condominium fees, and utilities. If you wish to rent, you will be responsible for a credit check fee, security deposit, and amenity fee, as well as the rent and utilities.

**Is Affordable Housing subsidized housing?**

The affordable units are priced below comparable units in the development that are not affordable. There is no additional reduction in the cost of the unit or the amount of rent based on the specific income of the buyer or renter. Property taxes are based upon the assessment, which is based upon the affordable value of the unit. Therefore, an owner of an affordable unit is taxed less than if their unit was not affordable. In addition, the association fees charged to affordable units are a percentage of the fees charged to market rate units.

**Where are the affordable housing units located?**

The affordable units to which the Township refers eligible households are listed below. If you are interested in Lawrence Plaza, Brookshire, Project Freedom, or group homes you must apply directly to those developments.

The developments, which contain rental units, are:

- Avalon Run – Grovers Mill Road
- Avalon Run East – Quakerbridge Road
- Stewards Crossing – Bunker Hill Road

The developments, which contain purchase units, are:

- Eagles Chase – Franklin Corner Road
- Lawrence Square Village I & II – Quakerbridge Road
- Liberty Green – Lawrence Station Road
- Stonerise – Gordon Avenue
- Tiffany Woods – Spruce Street

The developments, which contain units for purchase by people 55 years old and older, are:

- Carriage Park – Colts Circle at Allen Lane
- The Gatherings – Princess Road
- Traditions at Federal Point – Federal City Road

**What types of units are available through Affordable Housing?**

Households with one or two members may be eligible for a one or two bedroom unit, households with three members may be eligible for a two or three bedroom unit, and households with four or five members may be eligible for a three-bedroom unit. There are no affordable units with more than three bedrooms. Units are condominiums or duplexes. There are no stand-alone single-family units.

**What if I buy a unit and want to sell it at a later date? Are there any restrictions?**

YES. When you are ready to sell, you must contact the Affordable Housing Office. We will issue names from the waiting list of households that have been approved for affordable housing. The Affordable Housing Office determines the maximum re-sale price.

**Can I rent my unit to another person?**

NO. It is expressly forbidden to rent an affordable housing unit that you own or to sublease a unit that you rent. Failure to comply with this provision shall result in legal action being implemented.

If you have additional questions concerning this program, please call the Affordable Housing Office at (609) 844-7076.



E. How many bedrooms do you need? \_\_\_\_\_

F. List the names of the persons who will actually take title to the property or sign the lease.

**INCOME INFORMATION**

Provide income information for all persons 18 years of age or older who will be part of your household. Income from full-time matriculated students who do not work full-time is not to be included (please provide documentation of student status).

A. Employment Status (Provide completed "employer verification" form, attached, for each employer):

- 1. Employee's Name: \_\_\_\_\_  
 Employer's Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Approximate Yearly Income: \_\_\_\_\_
- 2. Employee's Name: \_\_\_\_\_  
 Employer's Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Approximate Yearly Income: \_\_\_\_\_
- 3. Employer's Name: \_\_\_\_\_  
 Employee's Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Approximate Yearly Income: \_\_\_\_\_

(Please attach another sheet if additional space is needed)

B. Benefits (i.e.: Social Security, Disability, Veteran's Benefits, Welfare, Pensions, Unemployment, Alimony, etc.). Provide Documentation.

Type of Benefit	Monthly Amount	Name of Recipient	Claim Number	Name & Address of Agency

C. Do you receive Child Support? \_\_\_\_\_ (Yes or No)  
If yes, how much per month? \_\_\_\_\_  
Provide a copy of Court Order or other documentation.

D. Stocks/Bonds: Provide Documentation

Name & Address of Agent	Certificate Number	Approximate Value	Annual Income

**OTHER INFORMATION**

- A. Do you own your own home? \_\_\_\_\_  
What is the balance of your mortgage on your home? \_\_\_\_\_  
What is the fair market value of your home? \_\_\_\_\_  
Do you own any other real estate? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
If you own a residence, explain what you will do if offered an affordable unit? \_\_\_\_\_  
\_\_\_\_\_
- B. If you rent, give name and address of Landlord: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
How much do you pay for rent? \_\_\_\_\_
- C. Did you file a Federal Income Tax Return (IRS)? \_\_\_\_\_ (Yes or No)  
If yes, please provide a signed copy.
- D. Did you file a State Income Tax Return? \_\_\_\_\_ (Yes or No)  
If yes, please provide a signed copy.
- E. If you are age 55 or older, would you like to **only** be considered for age-restricted units? \_\_\_\_ (Yes or No)
- F. Attach the following documents for all persons listed in household who are 18 years of age or older:
1. Copy of the most recent signed Federal Income Tax Return.
  2. Copy of the most recent signed State Income Tax Return.
  3. Copies of consecutive pay stubs covering the most recent six weeks from all sources of employment.
  4. Copies of documentation for all benefit income such as Social Security, Disability, Veteran's Benefits, Welfare, Pensions, Unemployment, Child Support, Housing Vouchers, Alimony, etc.
- G. Give the following documents, which are enclosed with this application, to employers and/or financial institution(s). (You may photocopy the form if extra copies are required)
1. Verification of Employment form to be completed by the employers of each adult household member who is employed. Income from full-time matriculated students who do not work full-time is not included. Documentation of full-time student status must be provided.
  2. Verification of Interest Bearing Accounts form to be completed by the financial institutions for all accounts held by all adult household members.
- H. Have any members of the household transferred title or given as a gift of any cash or property in excess of \$2,500.00 to any persons within the last year? Yes \_\_\_\_ No \_\_\_\_  
If yes, describe the transaction on a separate sheet.
- J. Race/Ethnicity (Optional)
- |                |                                      |
|----------------|--------------------------------------|
| _____ White    | _____ American Indian/Alaskan Native |
| _____ Black    | _____ Asian/Pacific Islander         |
| _____ Hispanic | _____ Other (Please Specify)         |

K. Are any members of the household disabled/handicapped? (Optional)

If so, please list: \_\_\_\_\_

**I CERTIFY THAT IF I TAKE POSSESSION OF AN AFFORDABLE UNIT, I WILL PERSONALLY OCCUPY IT. I WILL NOT RENT OR SUBLET THE UNIT TO ANOTHER PERSON. I HEREBY ACKNOWLEDGE THAT LEGAL ACTION SHALL BE BROUGHT AGAINST ME IF I VIOLATE THIS PROVISION.**

By submitting this application, I understand that my name shall be placed on a waiting (referral) list until affordable housing is available. My position on the list may determine my eligibility for any particular unit.

I understand that if I purchase an affordable unit I may be required to provide a down payment (customarily 5% of the purchase price) and will be responsible for obtaining a mortgage. At closing, I will be required to sign affordable documents provided by the Township. I understand that if I rent an affordable unit I will have to meet the requirements of the rental complex and pay a security deposit.

I hereby certify that the information provided by me on this application is accurate and complete to the best of my knowledge .

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

**RETURN APPLICATION AND SUPPORTING DOCUMENTATION TO:**

AFFORDABLE HOUSING OFFICE  
TOWNSHIP OF LAWRENCE  
P.O. BOX 6006  
LAWRENCEVILLE, NJ 08648

## REQUEST FOR VERIFICATION OF INTEREST BEARING ACCOUNTS

**Instructions:** APPLICANT: Complete Part I and forward directly to the Financial Institution named in Item 1.  
 FINANCIAL INSTITUTION: Complete Part II and return to the Township of Lawrence named in Item 2.

### PART I – TO BE COMPLETED BY APPLICANT

1. TO (Name & Address of Financial Institution)

2. FROM  
 TOWNSHIP OF LAWRENCE  
 AFFORDABLE HOUSING OFFICE  
 P.O. BOX 6006  
 LAWRENCEVILLE, NJ 08648

3. ACCOUNT(S) TO BE VERIFIED

TYPE OF ACCOUNT	ACCOUNT IN NAME OF	ACCOUNT NUMBER	BALANCE

**TO FINANCIAL INSTITUTION:** I have applied for an affordable housing unit. I authorize you to verify the listed accounts and to forward the completed form to the Township of Lawrence identified in Item 2. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of its officers.

4. NAME OF APPLICANT(S)

5. SIGNATURE OF APPLICANT(S)

### PART II - TO BE COMPLETED BY FINANCIAL INSTITUTION

6. ACCOUNT(S) OF APPLICANT(S)

TYPE OF ACCOUNT	ACCOUNT NUMBER	CURRENT BALANCE	AVERAGE BALANCE FOR PREVIOUS TWO MONTHS	DATE OPENED

7. SIGNATURE OF BANK OFFICIAL

8. TITLE

9. DATE

The confidentiality of the information provided will be preserved except where disclosure of this information is required by applicable law.



## REQUEST FOR VERIFICATION OF EMPLOYMENT

**Instructions:** APPLICANT: Complete Part I and forward directly to the employer named in Item 1.  
EMPLOYER: Complete Part II and return to the Township of Lawrence named in Item 2.

### PART I – TO BE COMPLETED BY APPLICANT

1. TO (Name & Address of Employer)

2. FROM  
TOWNSHIP OF LAWRENCE  
AFFORDABLE HOUSING OFFICE  
P.O. BOX 6006  
LAWRENCEVILLE, NJ 08648

3. NAME & ADDRESS OF APPLICANT

4. SIGNATURE OF APPLICANT

### PART II – TO BE COMPLETED BY EMPLOYER

5. Applicant's Date of Employment

6. Current Base Pay (enter amount of check period)

\_\_\_\_\_ Annual  
\_\_\_\_\_ Monthly  
\_\_\_\_\_ Bi-Weekly  
\_\_\_\_\_ Weekly  
\_\_\_\_\_ Hourly

7. Present Position

8. Probability of Continued Employment

9. Earnings

Type	To Date	Past Year
Base Pay	\$ _____	\$ _____
Overtime	\$ _____	\$ _____
Tips	\$ _____	\$ _____
Commission	\$ _____	\$ _____
Bonus	\$ _____	\$ _____

10. If Overtime or Bonus is Applicable, is its Continuance Likely?

Overtime	Yes	No
Bonus	Yes	No

11.

GROSS EARNINGS PREVIOUS YEAR           \$ \_\_\_\_\_

GROSS EARNINGS THIS YEAR TO DATE    \$ \_\_\_\_\_

INDICATE FUTURE RAISES AND WHEN DUE: \$ \_\_\_\_\_

AVERAGE HOURS PER WEEK:             \_\_\_\_\_

12. SIGNATURE OF EMPLOYER

13. TITLE

14. DATE

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The form is to be transmitted directly to the municipality and is not to be transmitted through the applicant or another party.