

APPLICATION
FOR
AFFORDABLE HOUSING

River Trace AT Branchburg

104 NORTH BRANCH RIVER ROAD, BRANCHBURG, 08876



TOWNSHIP OF BRANCHBURG
1077 US HIGHWAY 202 NORTH
BRANCHBURG, NJ 08876
908-526-1300 x102



**APPLICATION MUST BE SUBMITTED
NO EARLIER THAN JUNE 19, 2019 AND
NO LATER THAN JULY 5, 2019**

**AFFORDABLEHOUSING@BRANCHBURG.NJ.US
WWW.BRANCHBURG.NJ.US**





TOWNSHIP OF BRANCHBURG
AFFORDABLE HOUSING SERVICES
RIVER TRACE AT BRANCHBURG AFFORDABLE HOUSING APPLICATION

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**TOWNSHIP OF BRANCHBURG
AFFORDABLE HOUSING SERVICES
AFFORDABLE HOUSING APPLICATION**

THIS APPLICATION IS FOR RIVER TRACE AT BRANCHBURG ONLY.

DO NOT SUBMIT YOUR APPLICATION UNLESS YOU CAN INCLUDE ALL of the documentation requested on page 6, Documentation to be Submitted, FOR EACH household member over the age of 18 and personal identification for ALL household members.

- The only original documents that should be submitted are notarized letters.
- Pages 7 and 8, with page 8 notarized, of the application must be completed and submitted with the applicable documentation.
- Keep pages 1-6 for you records.
- Any missing items will make you ineligible to be included in this lottery.
- Complete applications should be mailed to:
Affordable Housing Services
Branchburg Township
1077 US Highway 202 North
Branchburg, NJ 08876.

**Applications will not be accepted before
June 19, 2019 and
not later than July 5, 2019**

**Units can be viewed on Sunday June 2nd and
Sunday, June 9th from 1:00 pm – 4:00 pm.**

**A Random Lottery will be held on August 27, 2019 at 10:00 am
at the Branchburg Municipal Building in the main meeting room.**

Applicants are not required to attend to be chosen for a unit.

**All documents submitted will become the property of the Township and
will not be returned.**

The information in this application and any other information required by the Township of Branchburg will be kept in the strictest of confidence and will become the property of the Township.

NO PART OF THIS APPLICATION OR YOUR APPLICATION FILE WILL BE GIVEN TO ANY PERSON, ENTITY OR BUSINESS NOT AFFILIATED WITH THE TOWNSHIP OF BRANCHBURG OR THEIR AGENTS WITHOUT YOUR WRITTEN REQUEST OR CONSENT.

NJ Fair Housing Act regulations contained in this application are subject to change.





**TOWNSHIP OF BRANCHBURG
AFFORDABLE HOUSING SERVICES
RIVER TRACE AT BRANCHBURG AFFORDABLE HOUSING APPLICATION**

Applicant Notification of Eligibility or Ineligibility

Basic eligibility is determined by gross annual household income. Income includes, but is not limited to, salary or wages (including regular overtime), 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.

To be eligible to purchase a unit the entire Household income must not exceed the following Maximum Gross Income criteria:

Household Size	Low Income	Moderate Income
2	\$ 42,000	\$ 67,200
3	\$ 47,250	\$ 75,600
4	\$ 52,500	\$ 84,000
5	\$ 56,700	\$ 90,720
6	\$ 60,900	\$ 97,440

Complete and accurate income information is essential. Incomplete Applications will be returned.

Completed applications will be accepted no earlier than June 19, 2019 and no later than July 5, 2019. Applications received before or after the acceptance dates will be returned without review.

Units can be viewed on the following dates: Sunday June 2nd and Sunday, June 9th from 1:00 pm – 4:00 pm.

Applications will be reviewed and if deficient, the applicant will be notified by mail of the deficiencies.

10 days will be given to correct any deficiencies. Notice of Certification or non-Certification will be mailed on August 19, 2019.

Affordable Housing Services will hold a random selection (lottery) from the list of certified applications.

The Random lottery will be held on August 27, 2019 at 10:00 am and will be held in the main meeting room at the Branchburg Township Municipal Building. Applicants are not required to attend to be chosen for a unit.

The household first chosen will be given first choice of units in their category. The household chosen second will have the next choice and so on. Households chosen will have 30 days to sign an agreement with the seller.

If a chosen household does not sign an agreement with the seller within 30 days, the next household on the list as chosen and numbered in the lottery will be given an opportunity to view and purchase the unit. This process will continue until the unit is sold. Only those households that have received certification and are chosen by random selection will be referred to the seller for final consideration. If a household is chosen and they are not interested, their household will be re-numbered as the last chosen.

If an application is not chosen for a unit in the River Trace development it will be placed on the Township’s waiting list for 180 days for other units within the Township. If your household is placed on a waiting list it will not be possible to predict if a unit that meets your housing needs within our guidelines will become available. Therefore, we cannot indicate to households when they may be contacted for housing.

Applicants must provide proof of ability to obtain a mortgage in the form of a written pre-approval from a financial organization with their application.

NOTE: It is recommended that the estimated monthly housing cost for a unit (including principal, interest, taxes, homeowner and private mortgage insurance and condominium and homeowner association fees as applicable) should not exceed 33% of your household’s eligible monthly income.



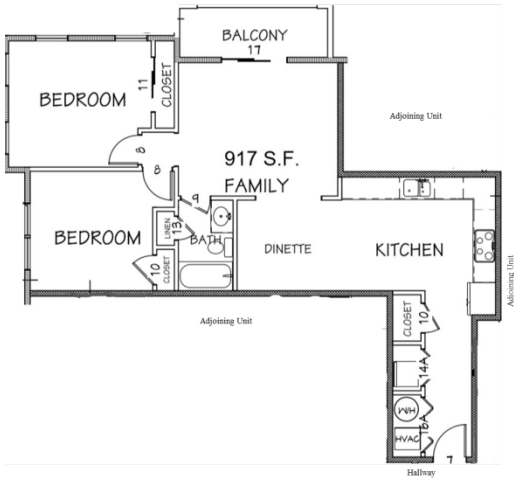


RIVER TRACE AT BRANCBURG AFFORDABLE HOUSING APPLICATION

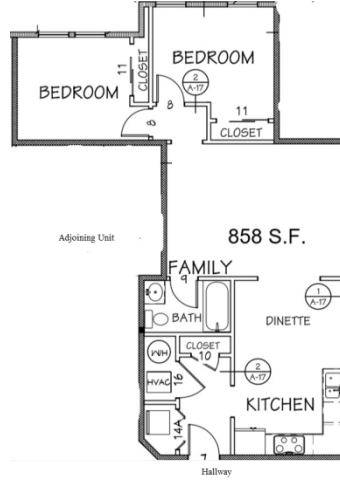
River Trace at Branchburg is located on North Branch River Road, just off of Route 202 North, about 4 miles south of the Somerville Circle. River Trace is in a lightly wooded, residential area with easy access to major highways and shopping. The second building in this 2 building complex has just been completed and includes 4 moderate-income units and 4 low income units. Each Affordable unit is located on the first floor. The Affordable Housing units each have one assigned outdoor parking space and an interior storage space. There is elevator access.

MODERATE INCOME UNITS

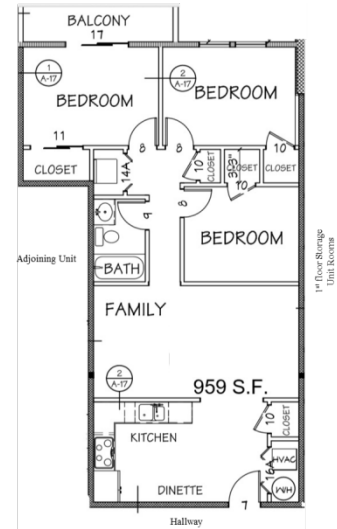
Floor Plans



2 Units



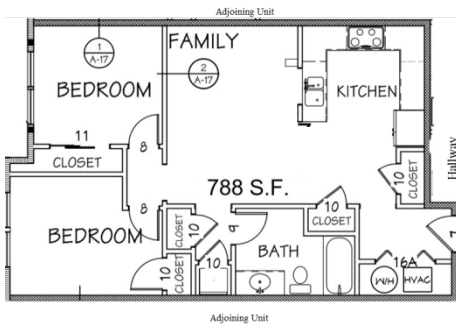
1 Unit



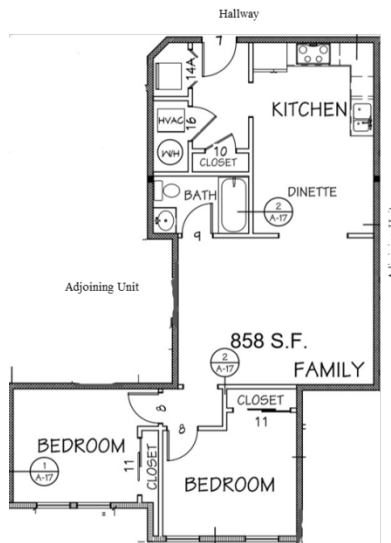
1 Unit

LOW INCOME UNITS

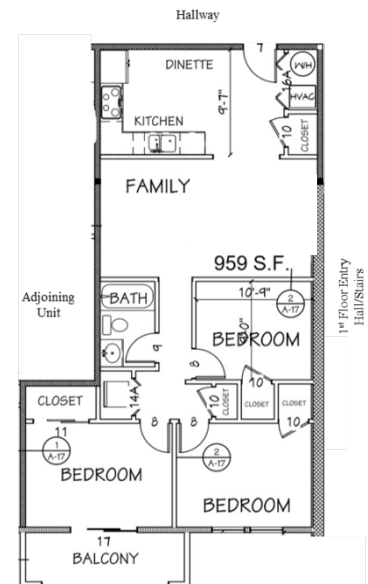
Floor Plans



2 Units



1 Unit



1 Unit



TOWNSHIP OF BRANCHBURG
AFFORDABLE HOUSING SERVICES
RIVER TRACE AT BRANCHBURG AFFORDABLE HOUSING APPLICATION

All Affordable Units Feature:

- Central Air
- Eat-in kitchen
- 1 bathroom
- Linen Closet
- Entry Closet
- Hookup only for Stackable Washer/Dryer Unit

Association/Maintenance fees: Approximately \$375.00 month.
Covers garbage, recycling, snow removal, lawn care and outside maintenance.

Utilities: Unit Owners are responsible for their own gas, water, sewer, electric, cable, internet, etc.

Property Taxes: Property taxes change annually and are dependent on the tax rate and the assessed value of the property. The 2018/2019 tax rate is \$2.161.

- Moderate Income Units
 - 2 Bedroom units range from \$132,654 to \$183,039
 - 3 Bedroom unit \$221,667
- Low Income Units
 - 2 Bedroom units range from \$100,264 to \$114,659
 - 3 Bedroom unit 142,651

Sewer Taxes:

- 2 Bedroom units \$299.25 per year
- 3 Bedroom units \$399.00 per year



**TOWNSHIP OF BRANCBURG
AFFORDABLE HOUSING SERVICES
RIVER TRACE AT BRANCBURG AFFORDABLE HOUSING APPLICATION**



Instructions for Completion of this Application

Please Read Instructions Carefully

- Provide the full name of the head of household; last name first, then first name and, middle initial, if any and domestic status. Provide your complete street address and apartment number, where applicable. Complete the city, state and zip code blocks. Identify the county in which you currently live. Fill in telephone number where you can be reached at home. Provide a mailing address such as a PO Box number if it is different from the home address. Fill in your Social Security number.
- List each household member who will occupy the unit *including yourself as head of household*. Name the relationship to you, such as: husband, wife, domestic partner, civil union partner, son, daughter, friend, mother, father, sister, brother and any unborn children. Give each date of birth, sex (M or F), whether a student, and an estimate of the current *gross annual income* from all sources (other than assets) such as: wages or salaries (including regular overtime), tips, alimony, child support, benefits and pensions for each family member 18 years of age and over. Complete, accurate and current income information is essential for an eligibility determination.
- List all household assets, for each household member over the age of 18, by naming the type of asset, such as checking or savings account, certificate of deposit, stocks, bonds, business or real estate. Provide the current principal or market value, the estimated annual income and/or the current annual interest rate as it applies to each listed asset.
- If you own a house, indicate the amount you expect to receive from the sale after paying off your mortgage at current market value and supply the documentation on the application checklist. **If you currently do not have a mortgage on your home and the value of the home is over \$199,936 your household cannot qualify for affordable housing in Branchburg Township.**
- Provide employer's name and address, for each household member over the age of 18. If receiving unemployment, welfare, social security, or disability, indicate this in the blocks provided for employer's name. Indicate full- and/or part-time employment. For additional employment information, use reverse side of the application or add additional pages. If not currently employed a notarized letter stating so and the reason must be submitted.
- Answer the questions about your present housing conditions.
- If you find that you need extra space or wish to provide a more detailed explanation, use the reverse side of the application or additional paper. For instance, if you are disabled and require accessibility features in your housing unit, please add an explanation.
- Gather copies of all of the documents requested on page 4, Documentation to Be Submitted. Each household member over the age of 18 is required to submit specific documentation as listed. Only copies of each document will be accepted, except for notarized letters. Originals of notarized letters must be submitted.
- **Return pages 7 and 8 of this application with all of the documentation requested on page 6 Required Documentation to be Submitted for each household member.**
- Keep pages 1-6 for your records.
- **Mail completed Applications to:**
Affordable Housing Services, Branchburg Township, 1077 US Highway 202 North, Branchburg, NJ 08876.
No earlier than June 19 2019 and not later than July 5, 2019

**NOTE: APPLICATIONS WILL BE RETURNED WITHOUT REVIEW
IF PAGE 7 IS NOT SIGNED AND NOTARIZED.**



TOWNSHIP OF BRANCBURG
AFFORDABLE HOUSING SERVICES
RIVER TRACE AT BRANCBURG AFFORDABLE HOUSING APPLICATION

REQUIRED DOCUMENTATION TO BE SUBMITTED

DOCUMENTS INCLUDED WITH SUBMISSION

PERSONAL IDENTIFICATION FOR EACH HOUSEHOLD MEMBER, Yes
 i.e. **ONE of the following** for each household member: **copy of driver's license, passport, birth certificate, etc.** ID MUST BE INCLUDED FOR EACH HOUSEHOLD MEMBER

Mortgage Documentation: A written pre-approval from a financial organization is required that states the amount they are willing to lend you. The letter Yes No
 MUST say Pre-Approved and include the names of all applicants. Make sure to tell the lender that you are applying for an affordable housing unit. Make sure they are aware that there are liens that go with these affordable properties. The pre-approval letter must state that they understand they would be the 1st position and there are other legal documents that will go in 2nd and 3rd positions at closing.
 *** FHA does not currently give mortgages for Affordable Housing Units. Please discuss with your lender.

To ensure that your application is complete and can be processed, please make sure that for each question below the corresponding documentation is enclosed for each household member over the age of 18.

Did you file Federal tax returns (Form 1040), for 2018, 2017 & 2016? If yes, please submit copies for each year (DO NOT send W-2 forms.) If no, a notarized letter must be submitted stating the year(s) not filed & the reason. *(Copies can be obtained by calling 1-800-829-1040.)* Yes No

Did you file State tax returns for 2018, 2017 & 2016? If yes, please submit copies for each year (DO NOT send W-2 forms.) If no, a notarized letter must be submitted stating the year(s) not filed & the reason. *(If you require copies call 1-800-323-4400 or 609-826-4400 to request form #DCC1.)* Yes No

Do you receive any income? If no, please submit a notarized letter stating the reason why. If yes, is income received from any of the following sources: Yes No

- Full-time, part-time and/or seasonal employment. If yes, submit **FOUR** current and consecutive **Pay Stubs** from each employer showing **gross income** or a **notarized letter** from the employer on **company letterhead** detailing the length of employment and anticipated **gross annual income**, including the number of hours worked per week and the hourly wage. Yes No
- Self-Employment. If yes, submit a current Certified Profit & Loss Statement and Balance Sheet. Yes No
- Pension. If yes, submit copies of **FOUR** current and consecutive check stubs or a copy of the most recent benefits statement. Yes No
- Social Security and/or Disability. If yes, submit a copy of the most recent benefits statement. Yes No
- Unemployment compensation. If yes, submit a copy of the most recent benefits letter showing total benefit copies or copies of **four** current and consecutive payment stubs. Be advised that if this is your only source of income that you cannot be certified for a Sale Unit. Yes No
- Section 8 or other rental assistance. If yes, submit a copy of the voucher or other official documentation. Yes No
- Interest income from IRA's, Savings Bonds or any other retirement accounts. If yes, submit copies of these documents. Yes No
- Alimony and/or child support. If yes, submit court documentation stating the amount and frequency of these payments **AND** a copy of the divorce/separation agreement with signatures **or** if never married copies of the **four** most recent payments with frequency received. Yes No
- Income from rental properties. If yes, submit copies of **four** months of payments and copies of the leases for each property. Yes No
- Any other sources of income, i.e. worker's compensation, military pay, etc. If yes, submit **FOUR** consecutive copies of payments received. Yes No

Do you have a Checking account, savings account, money market, CD or any other accounts? If yes, for each account, copies **THREE** consecutive and current months (not three copies) of **all** pages of each account(s) statement, whether interest bearing or not must be submitted. **Statements must have preprinted account holders name and address and the bank name and address.** (If a statement has 1 through 6 pages, copies of all 6 pages must be submitted.) If no, a notarized letter signed by you stating that you do not have any bank accounts must be submitted. Yes No

Are you divorced or separated? If yes, a copy of the divorce or separation agreement with signatures **must** be submitted. Be advised that if you are still legally married your spouse is still a legal part of your household and must be counted as such. Yes No

Are you a single parent, remarried with custody of a child from a previous marriage or responsible for a child not your own? If yes, proof of custody of minor child(ren) must be submitted. Either court documentation with signatures **or** a notarized letter stating circumstances of minor child(ren). Yes No

Are you **paying** court ordered alimony and/or child support to another household? If yes, these payments will be excluded from the household income. Copies of the court documents stating the amount and frequency of these payments **must** be submitted **or** if never married copies of the **four** most recent payments with frequency paid out. Yes No

Are you over 5 months pregnant? If yes, submit documentation from your physician confirming your due date. Yes No

Do you own a home or any other property? If yes, the following documentation **must** be submitted for each property owned: Yes No

- Copy of the deed
- Mortgage statement showing outstanding mortgage debt, if there is no mortgage*
 - A notarized letter indicating the amount of proceeds and how they will be distributed/used.
- Copy of the current Tax Assessment card
- Documentation indicating value of the property (i.e. market value appraisal); **AND**

*If you currently do not have a mortgage on your home and the value of the home is over \$199,936 your household cannot qualify for affordable housing.

DO NOT SUBMIT ORIGINAL DOCUMENTS, except for notarized information, as they will not be returned.
Please submit only originals of all notarized letters, copies of notarized documents will not be accepted.
All documents submitted will become the property of the Township and will not be returned.

Keep pages 1-6 for your records. Pages 7 and 8 must be completed, signed and notarized before being submitted.



**TOWNSHIP OF BRANCBURG
AFFORDABLE HOUSING SERVICES
RIVER TRACE AT BRANCBURG AFFORDABLE HOUSING APPLICATION**



Head of Household Information

Applicant Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> _____			<input type="checkbox"/> Married <input type="checkbox"/> Civil Union <input type="checkbox"/> Domestic Partnership <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er)			Social Security Number		File Number <i>(office use only)</i>	
Home Address						Home Telephone			
City				State	Zip		County		
Mailing Address (only if different from above)				City		State		Zip	

Household Composition & Income

Full name of <i>everyone</i> to occupy housing <i>(including unborn children)</i>	Relation to Head of Household	Date of Birth	Sex	Full-time student? (y/n)	Gross annual income
1)	Head of Household				\$
2)					\$
3)					\$
4)					\$
5)					\$
6)					\$

Assets (Checking/Savings Accounts, CDs, Money Market, Real Estate...)

Type of Asset	Current Market Value of Asset	Annual Interest	Estimated Annual Income
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$

Present Housing Description

Do you: own rent live with family other

Monthly Rent/Mortgage: \$ _____ /month

Do you currently own a home? yes no

Do you currently have a mortgage? yes no

If you do not have a mortgage, is the value of your home over \$199,936? yes, see below no

If you answered yes to the above question your household cannot qualify for Affordable Housing in Branchburg Township

Employment (use reverse side for additional information)

Employer Name		
Mailing Address		
City:	State:	Zip:
Work Location (city or town)		
Years/months at this job /	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Telephone
Job Title	Yearly Salary	
Pay Periods: <input type="checkbox"/> weekly <input type="checkbox"/> bi weekly <input type="checkbox"/> monthly <input type="checkbox"/> bi-monthly <input type="checkbox"/> other		

**This application is being submitted for
River Trace at Branchburg ONLY**

Is every household member a permanent US Citizen?
 yes no

**Applications will be returned without review if
submitted earlier than June 19 2019
or later than July 5, 2019 or are not notarized.**

Detach and Return to: Affordable Housing Services // Township of Branchburg // 1077 US Highway 202 North // Branchburg, NJ 08876-3936, along with all of the documentation requested on the Application Checklist. Please save instructions for future reference.



**TOWNSHIP OF BRANCHBURG
AFFORDABLE HOUSING SERVICES
AFFORDABLE HOUSING APPLICATION**

Additional Information (please add additional pages if needed)

Summary of Disclosure Statement

By signing below, this certification is being made for my/our entire household, in connection with my/our certification to purchase an Affordable Housing unit located in Branchburg Township. I/We am/are aware, that if I/we am/are an Owner of any Affordable unit, I/we am/are subject to the requirements listed below as well as any others that may be added by the NJ Fair Housing Act and/or the Township of Branchburg.

1. I/We understand the Affordable Housing unit shall be utilized as my/our primary residence. Primary residence is defined as a unit wherein a household maintains continuing residence for no less than nine months of each calendar year.
2. I/We understand I/we cannot rent or sublet the Affordable unit to any other person, not even to a family member.
3. I/We understand I/we am/are not allowed to make any improvements to any Affordable unit unless they have been approved by the Affordable Housing Administrator.
4. As an Owner of an Affordable unit, I/we understand:
 - I/We cannot take out any loans of any kind secured by my Affordable unit unless written consent is received from the Affordable Housing Administrator of Branchburg Township and that such requests must be made in writing. The total amount of mortgage loans that I/we am allowed to have is limited by law.
 - The price for which I/we can sell my/our Affordable unit is limited by law, and that the Affordable unit shall not be resold at a sales price that exceeds the initial sales price for the unit (base price) plus a restricted increase based on the percentage of change approved by NJ Fair Housing Act.
- Home improvements of Affordable Housing units shall be made at the owner's expense. Owners must obtain written approval from the Affordable Housing Administrator to qualify for a resale price adjustment.
- The restrictions imposed on an Affordable Housing unit will be contained in the Deed, which I/we will sign as the Owner(s) and will be recorded with the deed in the Somerset County Clerks office.
- I/We understand that as a Purchaser of an Affordable unit I/we will be required to sign a repayment mortgage and note that obligates me/us to repay 95 percent of the difference between the fair market price and the restricted price that accrues to the unit during the restricted period. This payment is due at closing of the first resale of the unit if Branchburg has elected to release the affordable unit from the restrictions. Branchburg may elect to extend the controls for an additional period of time.
- I/We understand the terms, restrictions and provisions of the Deed shall end: (1) at the first resale occurring after the ending date stated on the Deed on file for the individual unit provided Branchburg does not elect to extend the restrictions for an additional period of time; or (2) on the date when a first purchase money mortgagee receives a judgment of foreclosure on a restricted sales unit.
5. I/We understand this is just a summary of the rules and regulations put forth by NJ Fair Housing Act and the Township of Branchburg and that these rules and regulations are subject to change.
- 6. Finally, I/we know that if I/we break any of these rules I/we will be breaking the law, and that I/we will be subject to penalties provided by law, including having to pay fines and/or foreclosure.**

Applicant 1

Date

Applicant 2

Date

I, _____, a Notary Public in the State of _____, County of _____, do

hereby certify that the above named party(ies) appeared before me this _____ day of _____, 20_____.

Notary Signature

Commission Expires

VOID IF NOT NOTARIZED

Please make sure that all of the documentation requested on the Documentation to be Submitted page is enclosed.

