

Roseville Commons

Dear Applicant,

Thank you for your interest in Roseville Commons, RPM Development's newest LEED certified environmentally friendly property in Newark, NJ. Please be aware that minimum and maximum income limits apply.

To make sure to not lose out on the opportunity for an apartment;

- 1) **Complete and sign** the enclosed application and submit together with **all** required documentation listed on the following page to;

**Roseville Commons Leasing Office
77 Park Street
Montclair, NJ 07042**

- 2) Fully cooperate with the processing of your application and submit any additional documents requested by RPM Management, LLC within **7 days** of any request.
- 3) Sign all lease documents and pay security deposit within 48 business hours from when a member of the RPM Management team notifies you that you have been approved for an apartment.

*Please be advised that **final** approval will be based on our review of your final application and supporting documentation, minimum and maximum income restrictions, credit criteria, criminal history check and your financial ability to rent the apartment.*

Availability of the unit type and price will be determined on the basis of household size and income eligibility. Even if approved for affordable housing, we cannot guarantee that the home which is offered will be affordable to you.

In any event, your application will be withdrawn if we do not receive your final application and all required documentation within a timely fashion.

If you have any questions regarding your application, please contact our office at **973-744-5410 X146**

Sincerely,

Brian Saft
Leasing Manager
RPM Management, LLC



Roseville Commons

Application Requirements

You must submit a non-refundable **money order** in the amount of \$25.00 for the application fee payable to: **RPM Management**.

Application must be filled out completely in **black ink**, if something does not apply to you, please write **NA**. White Out and/or cross outs are not allowed. We do not accept faxed applications.

****THE APPLICATION IS NOT COMPLETE UNTIL ALL DOCUMENTS ARE SUBMITTED; FAILURE TO SUBMIT DOCUMENTS OR FEE WILL DELAY YOUR APPLICATION PROCESS****

All applications must be submitted with **copies** of the following documents;

- Social Security Cards for all persons who will reside in the apartment.
- Birth Certificates of all household members.
- Last four to six consecutive pay stubs (four if you are paid biweekly or bimonthly & six if you are paid weekly) for all household members 18 years of age or older. You will also need a printout from the current month from the agency or fund that provides the source of income. For an example, Public Assistance, SS, SSI, Pension, VA Benefits, Military Pay, Unemployment, etc.
- If you receive child support, you must bring the last six to eight stubs you received or court order with the case number.
- 2009 and 2008 Federal Tax Return (1040 Form) and Education Credits (8863 Form), for each household member 18 years of age or older if applicable. We do not accept self-prepared tax returns. You may request a copy of your return or a letter stating that there is no record of you filing, by calling the IRS automated system Monday – Friday 7:00 AM – 10:00 PM at **(800) 829-1040**.
- 2009 and 2008 W2's or 1099 form for each household member 18 years of age or older if applicable. You may also receive a copy of these forms by calling the IRS automated system Monday – Friday 7:00 AM – 10:00 PM at **(800) 829-1040**.
- Your current bank statements, from all accounts for each household member. This includes: savings, checking, credit union, 401K, annuity, pension, or retirement.
- Last 3 rent receipts from your current landlord or a letter from whom you are residing with regarding the dates of residency, address and amount of rent paid. It must be signed and dated.

IMPORTANT: Only once you've completed the application, made copies of the above items and obtained a money order in the amount of \$25.00 (payable to: RPM Management), you may mail in your application or drop it off at our office. When your application is reviewed, you will be contacted by phone or by mail.

PLEASE NOTE: WE DO NOT ALLOW ANY CHANGES TO THE APPLICATION ONCE IT IS SUBMITTED UNLESS IT IS REGARDING EMPLOYMENT OR ASSETS.

Tax Credit Housing Program

APPLICATION QUESTIONNAIRE

HOUSEHOLD INFORMATION

List all household members that are applying to live in this apartment with you

Name First, Middle Initial, Last	Relationship to Head of Household	M/F	Social Security Number	Birth Date mo/day/yr

YES **NO (Must Check One)**

- 1. Do you expect any additions to your household within the next twelve months?**

Name & Relationship: _____

Explanation: _____

- 2. Is there anyone living with you now who won't be living with you at this property?**

Name & Relationship: _____

Explanation: _____

- 3. Do you have full custody of the child(ren) in your household?**
(If no, obtain proof of the amount of time the child(ren) will be living with you.)

Name & Relationship: _____

Explanation: _____

- 4. Are there any absent household members who under normal conditions would live with you?**
(For example, a spouse away in the military.)

Name & Relationship: _____

Explanation: _____

Signature

Date



APPLICATION FOR LEASE

What size apartment are you looking for?
(Must Check One) __ 1 bed __ 2 bed __ 3 bed

APPLICANT'S NAME: LAST FIRST MIDDLE INITIAL

SOCIAL SECURITY #: DATE OF BIRTH:

Is applicant a full time student? (Circle one) Yes / No PHONE #:

CO-APPLICANT'S NAME: LAST FIRST MIDDLE INITIAL

SOCIAL SECURITY #: DATE OF BIRTH:

Is co-applicant a full time student? (Circle one) Yes / No PHONE #:

OTHER OCCUPANTS:

Table with 5 columns: Full Name, Date of Birth, Social Security #, Relationship to Applicant, Full Time Student (Yes / No)

PRESENT ADDRESS: STREET APARTMENT #

CITY STATE ZIP

DATES: FROM TO MONTHLY PAYMENT: \$ RENT / OWN (CIRCLE ONE)

PRESENT LANDLORD/MORTGAGE COMPANY: PHONE #:

REASON FOR MOVING:

PREVIOUS ADDRESS:

(IF AT CURRENT ADDRESS FOR LESS THAN 1 YEAR) STREET APARTMENT #

CITY STATE ZIP

HAVE YOU EVER BEEN EVICTED?(CIRCLE ONE) YES / NO IF YES, EXPLAIN?

DO YOU OWN ANY PETS?(Circle One) YES NO

If yes, Type of pet: _____ Breed: _____ How Many: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? (Circle One) Yes No

If Yes, Year convicted: _____ Please Explain: _____

SECTION 8 APPLICANTS PLEASE COMPLETE THIS SECTION:

Housing Authority you receive assistance from: _____

Name and Phone number of your caseworker: _____

Have you been released to move to a new apartment?(circle one) Yes No **If yes, attach supporting documentation**

Number of bedrooms your voucher is for (circle one) 1 Bed 2 Bed 3 Bed **Attach a copy of your voucher**

INCOME INFORMATION - List all full time, part time and self employment of all household members and the anticipated income from each source of employment during the next 12 month period.

Household Member	Name and Address of Employer	Position Held	Supervisor's Name and Phone #	Monthly Gross Income	Date of Hire

ASSETS

Checking Account	Yes	No	Bank _____	Account # _____
Savings Account	Yes	No	Bank _____	Account # _____
Share Account	Yes	No	Bank _____	Account # _____
Draft Account	Yes	No	Bank _____	Account # _____
Pension	Yes	No		
401K	Yes	No		
Other	Yes	No	Explain _____	

HAVE YOU DISPOSED OF ANY ASSETS IN THE PAST 2 YEARS? (Circle One) Yes No

Property _____ Date _____

INFORMATION FOR GOVERNMENT MONITORING PURPOSES:

The information solicited below is requested by the building owner in order to assure the Federal Government, acting through the State Finance Agency that we comply with Federal Laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, familiar status, age and handicap.

You are not required to furnish this information but are encouraged to do so.

This information will not be used in evaluating our application or to discriminate against you in any way.

However, if you choose not to furnish it, the owner is required to note the race / national origin and sex of the individual applicants on the basis of visual observance or surname.

RESIDENT

I do not wish to furnish this information (initials) _____

CO-RESIDENT

I do not wish to furnish this information (initials) _____

RACE/NATIONAL ORIGIN

() American Indian () Alaskan Native

() Asian, Pacific Island () Black

() White () Hispanic

() Other (specify)

SEX: () Female () Male

RACE/NATIONAL ORIGIN

() American Indian () Alaskan Native

() Asian, Pacific Island () Black

() White () Hispanic

() Other (specify)

SEX: () Female () Male

How did you hear about us?

() Current Resident referral - who? Name _____ Address _____

() Previous resident of an RPM property

() Star Ledger

() Other newspaper – which one: _____

() Craigslist

() www.rpmdev.com

() ForRent.com

() Gardenstateapartments.com

() Other website – which one: _____

() Other - which one: _____