



Office Use Only	Leasing Agent: _____
	<input type="checkbox"/> Approved - Unit # _____ <input type="checkbox"/> Declined Date: _____
	Security Application Fee Concession: \$ _____ \$ _____ \$ _____
	Lease Term _____ Monthly Rent _____

APPLICATION FOR RESIDENCY

I. Applicant / Spouse's Application

Applicant's Name: _____ Spouse's Name: _____

Driver's License #: _____ Driver's License #: _____

Social Security #: _____ DOB _____ Social Security #: _____ DOB _____

Phone #: _____ Cell #: _____ Phone #: _____ Cell #: _____

Email: _____ Email: _____

Student Status Full Time Part Time Not Student Student Status Full Time Part Time Not Student

Marital Status: In order to substantiate your income qualification your marital status must be verified. Please note that the following information is required and will be used for income qualification only:

Applicant's Marital Status: Married Separated Widowed Divorced Never Been Married

II. Other Household Members

List only children who are dependent of persons listed on this application: **Check Student Status:**

Name: _____ Current Age: _____ DOB: _____ F/T P/T Not Student

Name: _____ Current Age: _____ DOB: _____ F/T P/T Not Student

Name: _____ Current Age: _____ DOB: _____ F/T P/T Not Student

Name: _____ Current Age: _____ DOB: _____ F/T P/T Not Student

Are there any other household members not listed on this or a separate application (i.e., spouse, absent spouse, roommate, or other)?
 NO YES If yes, please explain: _____

Does anyone in the household anticipate changes to "Student Status" within this calendar year? NO YES

If yes above, list name(s): _____ Anticipated Change(s): _____

III. Residency History

List the past two years of residency history. If additional space is needed, please use the back of the application:

Current Address: _____ **Previous Address:** _____

City, State, Zip: _____ City, State, Zip: _____

From: _____ To: _____ From: _____ To: _____

Rent Own Other: _____ Rent Own Other: _____

Landlord's Name: _____ Landlord's Name: _____

Landlord's #: _____ Rent \$: _____ Landlord's #: _____ Rent \$: _____

Will this be your only place of residency:

YES NO

Are you in need of an accessible unit:

YES NO

What size apartment do you prefer:

1 2 3

Do you have Section 8 or any other housing assistance?

YES NO OTHER: _____

IV. Employment History

Applicant's Current Employer:

Spouse's Current Employer:

Employer's Name: _____

Employer's Name: _____

Street Address: _____

Street Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

Phone #: _____ Fax #: _____

Supervisor's Name: _____

Supervisor's Name: _____

Anticipated Gross Annual Income:\$ _____

Anticipated Gross Annual Income:\$ _____

V. Other Sources of Income (Does the applicant or Spouse receive or anticipates receiving any of the following incomes?)

Applicant's Other Income:

Spouse's Other Income:

Source: _____ Gross Amt. Received: _____

Source: _____ Gross Amt. Received: _____

SSI/SSA NO YES \$ _____

SSI/SSA NO YES \$ _____

Retirement/Pension NO YES \$ _____

Retirement/Pension NO YES \$ _____

Unemployment NO YES \$ _____

Unemployment NO YES \$ _____

Recurring Contribution NO YES \$ _____

Recurring Contribution NO YES \$ _____

AFDC/TANF NO YES \$ _____

AFDC/TANF NO YES \$ _____

Child Sprt/Alimony NO YES \$ _____

Child Sprt/Alimony NO YES \$ _____

Child Sprt Crt Order NO YES \$ _____

Child Sprt Crt Order NO YES \$ _____

Military Service NO YES \$ _____

Military Service NO YES \$ _____

If other, list source: _____

If other, list source: _____

As it relates to every household member individually, are there any imminent changes expected in financial status or employment status during the next 12 months?

NO YES If yes, explain: _____

VI. Household Assets

Does any household member (including children) have a checking or savings account, IRA, CD, Bonds, Real Estate, or any other type of asset(s)?

NO YES If yes, list type of asset and name of institution.

Applicant	Spouse	Child	Type of Asset	Name of Institution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Has anyone in your household disposed of any asset(s) in the past twenty-four (24) months?

NO YES If yes, explain why: _____

VII. General Information

Emergency Contact Information:

Applicant's Emergency Contact:

Spouses Emergency Contact:

Contact Name: Street Address: City, State, Zip: Phone #: 2nd #: Relationship:

Vehicle Information:

Applicant's Vehicle:

Spouses Vehicle:

License Plate #: State: Make: Type: Color:

Other Information Needed:

Do you have pets? NO YES If yes, how many What kind? Weight:

Did you hear about us from one of our residents? NO YES If yes, residents name:

Has anyone in your household been convicted of a felony? NO YES

If yes, list name(s):

Has anyone in your household registered as a sex offender? NO YES

If yes, list name(s):

Has anyone in your household been convicted of the illegal distribution or manufacturer of an illegal drug or other controlled substances? NO YES

If yes, list name(s):

We hereby authorize Project Home / c/o Lutheran Social Ministries of NJ (Company) to make investigations to confirm the contents contained in this application for rental. Furthermore, we authorize investigations be extended or for subsequent investigations to be completed in connection with an update, lease renewal, recertification, extension or collections, with respect or in connection with the rental or lease of a residency for which this application was made. We understand that these investigations might include, but not necessarily be limited to: credit report, verifications of employment, past rental history, banking relations and criminal background check. We consent to these investigations and authorize and direct any employer (past or present), credit reporting agency, landlord, property management company, banking institution and law enforcement agency to release to the above mentioned Company without any liability therefore, any information contained in the records concerning the undersigned applicant and knowledge and agree that any misrepresentation and/or omission of fact or detrimental information contained in this report shall constitute a default under the applicant's initial rental application/lease agreement and may, in the sole discretion of management, be grounds for denial of applicant's rental application or eviction proceedings. We further agree that the information contained in this application may be used in such investigation(s) and above mentioned Company shall be held harmless for any action or claim by me/us in connection with the use of the information contained herein or any investigation conducted by the above mentioned Company.

TITLE VII of the CIVIL RIGHTS ACT of 1966 makes discrimination based on race, color, religion, sex or national origin illegal in connection with the rental of most housing. The Federal agency, which administers compliance with this law concerning this company, is The Department of Housing and Urban Development. EQUAL CREDIT OPPORTUNITY ACT - The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applications on the basis of sex or marital status. The federal agency, which administers compliance with this company's Equal Credit Opportunity, is The Federal Trade Commission, Washington, DC 20580.

Under penalty of perjury, I certify that the information presented in this application is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information will result in denial of my application for residency or the immediate termination of the lease agreement.

Applicant's Signature: _____

Date

Spouse's Signature: _____

Date

Please Save file, Print, Sign & Date, and Mail to the address below

RETURN APPLICATION TO:

Project Home
657 Bergen Avenue
Jersey City, NJ 07304
201-360-2453



Application Agreement

I (We) certify that the information in this application is true and to complete to the best of my knowledge and belief.

I understand that this is a preliminary application and the information provided does not guarantee housing. Additional information and verifications may be necessary to complete the application process.

Head-of-Household Signature

Date

Co-Tenant Signature

Date

Financial Disclosure Agreement

By signing this document, I hereby authorize you to request, compile, review and obtain copied documentation of any financial records that the program deems necessary to ascertain eligibility for affordable housing. These may include but are not limited to Federal Income Returns, Social Security and Disability Benefits, Unemployment Benefits, Welfare, Savings, Certificates of Deposit, Dividends and any Interest Bearing Accounts, Profit and Loss Statements, etc.

I also understand that all financial information will remain confidential and will only be used for the above-described purpose.

Warning: Section 1001 of Title I B of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the U.S. as to any matter within its jurisdiction, It is a criminal offense to make willfully false statements or misrepresentations on this preliminary application and may be grounds for denying residency.

Tenant's Signature

Date

Co-Tenant's Signature

Date



Smoke-Free Building Agreement

I am aware that **Project Home** is a smoke free building, which means I am not allowed to smoke in my apartment or in any common areas of the building.

I understand that smoking is not allowed within 25 feet of the building. I also understand that there is a designated smoking area that will be shown to me upon move-in.

Tenant Signature

Date

Co-Tenant Signature

Date





Tenant Information

Last Name	First Name	M.I.
D.O.B	SSN	
Current Street Address		
City	State	Zip Code

Co-Tenant Information

Last Name	First Name	M.I.
D.O.B	SSN	
Current Street Address		
City	State	Zip Code

Applicant Signatures

By signing below, I/we authorize that the above information is correct and complete and hereby authorize Lutheran Social Ministries of NJ to do a complete investigation through National Tenant Network. A complete investigation may include the following: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information. If I rent the unit, I understand the information on this form may be maintained in a tenant database for up to 5 (five) years after I vacate the premises.

Tenant Signature

Date

Co-Tenant Signature

Date



Documents Needed for Intake Appointments

1. Birth Certificate or Passport
2. Social Security Card (not Medicare card)
3. Photo ID (Passport, Driver's License, or Senior ID issued by the State)

Proof of Assets

1. Checking account statements (last six current in a row)
2. Stocks, bonds, or Certificates of Deposit (latest statement)
3. Life Insurance Policies (current cash value)
4. IRA, KEOGH, or other company retirement accounts (latest statement)
5. Money Market Funds (latest statement)
6. Trusts
7. Real Estate—Market Analysis or Appraisal stating cash value of home minus closing costs—not from Zillow

Proof of Income

1. Social Security Statement (includes SSI, SSDI, SSD & SSDA) (2018 Benefits Statement, not the 1099 for 2017) including deductions
2. Pension Statement—stating gross monthly amount
3. VA Benefit Statement—copy of award letter
4. Annuity statement—latest statement
5. Life Insurance Policies (showing cash value and dividends)
6. Disability or Death Benefits
7. Self-employment wages
8. Regular wages—6 most recent pay stubs
9. Alimony
10. Unemployment—proof from unemployment office
11. Federal Income Tax Returns

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