Project Freedom at Robbinsville
Housing That Supports Independence
223 Hutchinson Road, Robbinsville, NJ 08691
Phone 609-448-2998 / Fax 609-448-7293

Re: Application for Project Freedom at Robbinsville

Dear Applicant,

Thank you for your interest in Project Freedom at Robbinsville.

- Please complete the attached pre-application and submit it for consideration.
- It is very important that you **complete all fields and include everyone who will be living in the unit (regardless of age).**
- An incomplete application could result in a returned application and a delay in getting on the waiting list.
- Applications are date and time-stamped when received.

There is a waiting list in each of our facilities, managed separately by each site manager. If you are interested in more than one of our sites, you must apply separately to each. General pre-applications for each site can be printed at **www.projectfreedom.org**.

- Please note the income requirements in place for the efficiency and 2-bedroom units on the pre-app.
- To qualify, you must make the minimum specified for each size unit and not exceed the maximums per the number of people who will live in the unit.
- If you have an on-going rental assistance voucher, the income requirements may be adjusted.
- PO Box addresses are not acceptable and Social Security Numbers are required for each family member 18 and older.

Please note that your pre-application package includes a DISCLOSURE FORM that grants "permission" for the credit and criminal history background check. **Every family member 18 or older must sign one of these forms and return it with the pre-application.**

Eligible candidates will be sent a full tenant application, be required to provide financial documentation based on a checklist of requirements, and be determined eligible or ineligible at time of interview. Keep us apprised of any change of address or contact information or we will not be able to reach you when your name comes up on the waiting list.

Sincerely,

Dee Ferra

Dee Ferra
Property Manager/Social Service Coordinator
609-448-2998

Project Freedom, Inc. **is a 501(c)(3) non-profit organization that develops and operates barrier-free housing to enable individuals with disabilities to live independently. While it may not be a requirement for tenancy, all units are wheelchair accessible.**

Project Freedom at Robbinsville

Beautifully designed

Efficiency Apartments
2 Bedroom Apartments

Applicants must
Meet minimum income requirements
and cannot exceed maximums

Project Freedom Inc. Office
223 Hutchinson Road, Robbinsville, NJ 08691
609-448-2998 (p) / 609-448-7293 (fx)
dferra@projectfreedom.org

Minimum income for eligibility is:

$21,000 for efficiency apt
$23,000 for two bedroom apt

Office Hours: Monday –Friday 9-5 PM

Household Size **(# of people)**	1 person	2 people	3 people	4 people	5 people
Maximum Income	**$46,920**	**$53,640**	**$60,360**	**$67,020**	**$72,420**

Rents (To be eligible for units you must be within income restrictions)

Efficiency (60% Unit) **$925**
2 Bedroom (60% Unit) **$1200**

NOTE: Tenant is responsible for Gas, Electric and Water Bills

Incomes and Rents subject to change
Housing Choice/Section 8 Vouchers Accepted

Equal Opportunity Employer EQUAL HOUSING OPPORTUNITY **Equal Opportunity Housing**

Project Freedom, Inc
Pre-Qualifying Application
Project Freedom at Robbinsville

YOU MUST HAVE A MINIMUM TOTAL HOUSEHOLD INCOME OF:

$21,000 – to qualify for a1-bedroom efficiency apartment
$23,000 – to qualify for a 2-bedroom apartment

Select desired bedroom size(s): (if income qualified, you may select more than one option)

☐ Efficiency ☐ 2 Bedroom

ALL FIELDS ARE REQUIRED

Applicant Name: _____ Street Address: _____

City/State _____ Zip: _____ County _____

Contact Phone #: _____ Social Sec #: _____ Date of Birth: _____

eMail: _____ Sex (M/F): _____ Married ☐ Single ☐ Divorced ☐ Separated ☐

If employed, what county do you work in? _____

Co-Applicant ☐ **Yes** ☐ **No**

Co-Applicant Name: _____ Street Address: _____

City/State _____ Zip: _____ County _____

Contact Phone #: _____ Social Sec #: _____ Date of Birth: _____

eMail: _____ Sex (M/F): _____ Married ☐ Single ☐ Divorced ☐ Separated ☐

If employed, what county do you work in? _____

*****

Do you have a Rental Assistance Voucher? ☐ Yes ☐ No

If yes, Case worker name: _____

Phone Number and Agency Name: _____

Are you eligible for DDD services? ☐ Yes ☐ No

(Division of Developmental Disabilities)

If yes, Case worker name: _____

Phone Number and Agency Name: _____

1. Have you, or any members of your household, ever been evicted? ☐ Yes ☐ No
2. Has ever been convicted of drug-related criminal activity related to the manufacture or production of methamphetamine on the premises of federally assisted housing? ☐ Yes ☐ No
3. Is any applicant subject to lifetime registration under a state sex offender registry? ☐ Yes ☐ No
4. Do you, or anyone else in your household, use a wheelchair or other mobility device? ☐ Yes ☐ No

By design, Project Freedom Inc.'s units are **100% physically accessible for people with disabilities** who use wheelchairs or other mobility devices. **This specific development accommodates individuals and families with disabilities only.**

Does your household qualify for this type of housing? ☐ Yes ☐ No

Household Composition and Income: (Must include all members expected to live in the unit)

Name	Relationship to Head of House	Social Security #	Date of Birth	Marital Status	Sex (M/F)	Projected Gross Yearly Income	Full-Time Student? (12 credit/semester)
1.	Head of Hhold					$	☐Yes ☐No
2.						$	☐Yes ☐No
3.						$	☐Yes ☐No
4.						$	☐Yes ☐No
5.						$	☐Yes ☐No

Please list all the sources where household Income comes from:

SOURCES OF INCOME	Applicant's Current Gross Yearly Income	Co-Applicant's Gross Yearly Income	Other Household Member's Gross Yearly Income
Salary	$	$	$
Social Security	$	$	$
Pension	$	$	$
Child Support/Alimony	$	$	$
All Other Income	$	$	$
Total Annual Income	$	$	$

***** Add a separate page if additional family members have income.**

Release of Information Statement Provided by Applicant

I/We, _____ attest that the information provided in this pre-application is true, and to the best of my/our knowledge is correct and complete. I/We verify that I/we will provide prompt notice to Project Freedom Inc. should there be any change in my/our circumstances.

I/We understand that the applicant(s) have a responsibility to remain in contact with Project Freedom when requested. I/We understand that failure to do so will result in the application becoming inactive. (everyone 18 or older who will live in the unit must sign)

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

If you pre-qualify, you will be sent an "eligible" letter.

If you do not pre-qualify, you will be notified in writing.

EQUAL HOUSING OPPORTUNITY

Equal Opportunity Employer – Equal Opportunity Housing

Mail this pre-qualifying application back to:

Project Freedom at Robbinsville
Attn: Dee Ferra, Property Manager
223 Hutchinson Road, Robbinsville, NJ 08691

MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The **New Jersey Law Against Discrimination,** N.J.S.A. 10:5-1 to -49, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectation or sexual orientation, disability, gender, marital status, familial status, whether you have a child, a parent-child relationship with a minor, or you are pregnant), lawful source of income or rental subsidy used for rental payments.

The **New Jersey Division on Civil Rights** is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's **Multiple Dwelling Reporting Rules,** N.J.A.C. 13:10-1:1 to -2.6, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The **Multiple Dwelling Reporting Rule** requires landlords to provide a summary of this information to the Division and to retain the information on this form. **The information is used to prevent and eliminate discrimination in housing.** Your cooperation in filing out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectation or sexual orientation.

If you feel you have been denied housing ore treated differently for one of the reasons listed about, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance.

Visit the Division on Civil Rights Web site at www.NJCivilRights.org

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Tenants/applicants: Fold & tear along dotted line and retain top portion for your records

MULTIPLE DWELLING REPORTING RULE TENANT/APLICANT INQUIRY

If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.

This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.

☐ Tenant ☐ Applicant Name:_____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Race/Ethnicity: Please check all that apply to leaseholders (tenants) or applicants.

☐ **Black or African American:** a person having origins in any of the original peoples of Africa

☐ **Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname

☐ **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

☐ **American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America

☐ **Native Hawaiian or other Pacific Islander**: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

☐ **White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: _____ Completed by: ☐ Tenant ☐ Applicant ☐ Landlord

If you have any questions regarding this inquiry, please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday, or e-mail the MDRR unit at DCRMDRR@njcivilrights

DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR TENANT PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for tenancy and, if you are selected, in considering you for continued housing, Project Freedom, Inc. ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency.

For explanation purposes:

- A "consumer report" is a written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making a tenant-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and

- An "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for tenant purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize Project Freedom, Inc. to obtain and rely upon consumer reports or investigative consumer reports concerning me.

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me. I also consent to have any legally required notices sent electronically.

I ☐ do ☐ do not authorize you to contact my current employer for Employment and Reference Verifications. (Checking "I do" will authorize inquires to the Human Resources Department and to any listed supervisors.)

Printed Name	Applicant Signature	Date
Parent or Legal Guardian Printed Name (for searches conducted on minors under the age of 18)	Parent or Legal Guardian Signature	Date

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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, Project Freedom, Inc. 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. Project Freedom, Inc. 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, Project Freedom, Inc. 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.

Project Freedom, Inc. 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.

Project Freedom, Inc. 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/.

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

If Project Freedom, Inc. utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, Project Freedom, Inc. 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 Project Freedom, Inc. 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, Project Freedom, Inc. 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 Project Freedom, Inc. in making this determination.

You have the right to dispute, within ten (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 Project Freedom, Inc. at any time, including after the ten days.

Any action taken by Project Freedom, Inc. 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 Project Freedom, Inc. 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 Fl.
Atlantic City, NJ 08401

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

Project Freedom, Inc. Representative Signature _____ Date _____

Prospective Tenant Signature _____ Date _____