

# **Fox Hollow**

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*at Branchburg*

Thank you for your interest in Fox Hollow at Branchburg.

Please complete the attached pre-application, fully sign, date and return to our office via mail, fax or in person to:

Brookside Gardens  
129 Mercer Street, Somerville, NJ 08876  
Phone: 908.725.2909  
Fax: 908-707-9364  
Email: [foxhollow@edgewoodproperties.com](mailto:foxhollow@edgewoodproperties.com)

The purpose of this form is to gather basic information and will be used for determining eligibility for referral to an affordable housing unit.

Sincerely,  
Leasing Office  
129 Mercer Street  
Somerville, NJ 08876  
(P) 908-725-2909  
(F) 908-707-9364  
[foxhollow@edgewoodproperties.com](mailto:foxhollow@edgewoodproperties.com)

# BRANCBURG, NJ AFFORDABLE APARTMENTS!



Pre-applications are currently being accepted for new affordable 1, 2 & 3 bedroom apartments. The apartments are located at Fox Hollow in Branchburg, NJ. Applicants will be required to submit income documentation for qualifying criteria. Veterans who qualify based on income & provide proper identification receive waitlist priority.

## PRICING OF AFFORDABLE APARTMENTS

AFFORDABILITY	1 BEDROOM	2 BEDROOM	3 BEDROOM
VERY LOW	\$509	\$608	\$697
LOW	\$985	\$1,178	\$1,356
MODERATE	\$1,222	\$1,463	\$1,686

In order to be eligible for these affordable housing units, you must meet certain income limits as determined by the New Jersey Department of Community Affairs.

## INCOME REQUIREMENTS

# OF PEOPLE IN HOUSEHOLD	MAX ANNUAL INCOME (VERY LOW)	MAX ANNUAL INCOME (LOW)	MAX ANNUAL INCOME (MODERATE)
1	\$30,009	\$50,015	\$80,024
2	\$34,296	\$57,160	\$91,456
3	\$38,593	\$64,305	\$102,888
4	\$42,870	\$71,450	\$114,320
5	\$46,300	\$77,166	\$123,466
6	\$49,729	\$82,882	\$132,611



**EQUAL HOUSING OPPORTUNITY**

If you are interested in applying to rent one of the affordable units, you must complete a Preliminary Application. Applicants can email [foxhollow@edgewoodproperties.com](mailto:foxhollow@edgewoodproperties.com) or call **(908)725-2909** to request a Preliminary Application. Pre-Applications are also available at the Brookside Gardens Leasing Office at **129 Mercer Street, Somerville, NJ 08876**. All applications should be dropped off or mailed to the Brookside Gardens Leasing Office address above.



## QUALIFICATION STANDARDS For Prospective Residents

### **Fair Housing**

Edgewood Properties complies with the Federal Fair Housing Act. Edgewood Properties does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

### **Applications**

Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. If an approved applicant is found with untrue, incorrect or misleading information, landlord reserves the right to terminate lease contract. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, declare an applicant ineligible for any promotional offers, and/or seek additional requirements for approving the lease

**NOTE:** The following MUST accompany ALL applications:

- The two most recent original pay stubs or signed offer letter on company letterhead with start date within 60 days of application date (copies to be maintained in resident file).
- A valid driver's license, age of majority card, military ID or state issued Photo ID card (view and document only).
- All applicants in the United States on a visa must list the visa number and expiration date on the Application for Residency. Lease agreements will not be written for terms beyond the visa expiration date.

### **Credit History**

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application.
- Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments, bankruptcies, etc. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants who meet all other qualifying criteria but do not have credit, may be required to prepay the full lease term up front including renewal, or re-qualify with a Guarantor.

### **Rent/Mortgage Payment History**

- Any legal proceedings/judgments/evictions/skips may result in a declined application.
- Outstanding rental balances at any Community may result in a declined application.

### **Employment Offer Letter**

- In the case of new employment, applicant must present a signed offer letter on company letterhead stating income, position, hours per week & start date. Employment must begin within 60 days of the application date. Employment offer letter must be from a publicly traded company or a company who has been in business for more than 5 years with a credit rating or Better Business Bureau report. Otherwise, applicant will need to produce alternative form of income verification as outlined on the Qualification Standards.

### **Income Requirements**

- Gross monthly household income must equal three times the monthly rent. Official documentation must be submitted to support the stated income. All documents submitted must be current. The following sources of income may be considered:
  - \*Previous Year Tax Returns
  - \*Dividends
  - \*Court Ordered Child Support
  - \*Disability
  - \*Consecutive Pay Stubs
  - \*Retirement Income
  - \*Military Housing Allowance
  - \*Trust Fund Income
  - \*Alimony
  - \*Employment Offer Letter
  - \*Bank account/Liquid assets with a balance of 5X the annual market rent or more

### **Employment History**

- Employment must be verified with current paystubs (within 60 days).  
In the case of new employment, applicant must present a signed offer letter on company letterhead stating income, position, hours per week & start date. Employment must begin within 60 days of the application date.
- Self-employed applicants must provide their most current annual tax return.

### **Conviction Information**

- The application of any person who has been convicted or plead guilty or “no contest” to a misdemeanor or felony (other jurisdictions) or a petty disorderly persons offense, disorderly person offense or crime (N.J.), or charge involving sexual misconduct shall be declined.
- Nothing set forth in these Qualification Standards should be construed to be a guaranty by Edgewood Properties that residents of this community have not been convicted or plead guilty or “no contest” to any misdemeanor or felony (other jurisdictions) or a petty disorderly person offense, disorderly person offense or crime (N.J) involving sexual misconduct.

### **Guarantors**

- Guarantors may be permitted based on the screening recommendation. Guarantors' gross annual income must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s).
- Guarantors must meet all other qualification standards for credit and criminal like all other applicants.  
Guarantor's primary residence must be in the same Country as the rental community and they must have a valid Social Security Number.
- Guarantors will be accepted for applicants without credit history and insufficient income. Guarantors are required to make 5X market rent for income qualification.

### **Roommates**

Each resident and Guarantor is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders. Change in Roommates requires written request, agreement by all parties involved and qualification of remaining leaseholders according to the qualification standards in place at the time of the request. No changes are valid without proper written approval from the Landlord. All Notices to Vacate must be signed by all leaseholders.

### **Affordable Housing Program/Below Market Rent Programs**

Applicants for the Affordable Housing Program/Below Market Rent Program (if applicable at this community) must be qualified based on the governing authority's income classifications. The income ranges are derived from the maximum low/moderate income. Please reference the Affordable Housing Rent/Income Guidelines to determine eligibility. Affordable Housing Program/Below Market Rent Program guidelines supersede these Qualification Standards.

### **Occupancy Guidelines**

Occupancy standards are governed by state, city, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of 18 months will not be considered in the occupancy guidelines. (Input by jurisdiction) An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.

### **Renewals**

We reserve the right to re-evaluate income qualifications upon renewal.

**NOTE:** Lofts and Dens are not considered bedrooms.

**Pre-Application**

Return to: Leasing Office at 129 Mercer Street, Somerville, NJ 08876

M&T at Branchburg, LLC

Completed forms can also be emailed to foxhollow@edgewoodproperties.com

**SITE: Fox Hollow at Branchburg, Branchburg, NJ**

**SECTION I: APPLICANT INFORMATION:** (Please print clearly)

Name of Head of Household \_\_\_\_\_

Current Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone No. (Landline only) \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Bedrooms? One Two Three

Require a handicap accessible home? Yes No

**\*DO YOU CURRENTLY RECEIVE RENTAL ASSISTANCE?**

**\*IS A HOUSEHOLD MEMBER A VETERAN?**

Yes No

Yes No

**SECTION II: HOUSEHOLD COMPOSITION**

Name	Relationship to Head of Household	Gender	Date of Birth	Annual Income (Monthly x12 months)	Source of Income
1.	Head of Household			\$	
2.				\$	
3.				\$	
4.				\$	
5.				\$	
<b>TOTAL HOUSEHOLD INCOME</b>				\$	

**SECTION III: I AM INTERESTED IN:**

<input type="checkbox"/> <b>Market Rate Apartments</b> 1 or 2 Bedroom Only	<input type="checkbox"/> <b>Affordable Rate Apartments</b> 1 Bedroom 2 Bedroom 3 Bedroom
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**SECTION IV: HOMEOWNERS ONLY**

If you own the home in which you live, clearly indicate BOTH the market value & your equity in the home (Your equity equals the market value less any outstanding mortgage Principal).

Market Value: \$ \_\_\_\_\_

Equity: \$ \_\_\_\_\_

**SECTION V: SIGNATURE**

I certify that the information provided herein is true and complete to the best of my knowledge and that any misrepresentation of income or household size herein shall be cause for program disqualification. I also understand that this information is to be used only for determining my eligibility for referral to an affordable housing unit and does not obligate me in any way.

X \_\_\_\_\_ Signature Head of Household

\_\_\_\_\_ Date