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PARTNERS IN BUILDING COMMUNITY

**FOR OFFICE USE ONLY**

DATE AND TIME STAMP:

RECIEVED BY: _____

**Rittenberg Manor**
**538 Rittenberg Urban Renewal Associates, LLC 528 Philadelphia Avenue Egg Harbor City, NJ 08215**
**PHONE: (609) 798-0072 TTY: (800) 852-7899 EMAIL: rittenbergmanor@coniferllc.com**

## RENTAL APPLICATION

| | |
|---|---|
| APPLICANT NAME | STREET ADDRESS (Present) |
| PHONE<br>(  ) | CITY, STATE, ZIP |
| REASON FOR MOVING | EMAIL |
| HOW DID YOU HEAR ABOUT US? PLEASE DESCRIBE: | |

**WHAT SIZE APARTMENT ARE YOU APPLYING FOR?** Check all that apply: ❑ STUDIO ❑ 1 BEDROOM ❑ 2 BEDROOM ❑ 3 BEDROOM ❑ OTHER

Please note: applicants may go on more than one bedroom size waitlist if they are eligible or need a reasonable accommodation for another bedroom size

**REASONABLE ACCOMMODATION: If you are an individual with disabilities, you may make a request for a reasonable accommodation. If you would like more information on how to make a request for a reasonable accommodation, please ask the Community Manager.**

**Please list all household members that are applying to live in the apartment with you. Also list any new members that you anticipate will be living in the apartment in the next 12 months.**

### FOR THE HEAD OF HOUSEHOLD:

| | | |
|---|---|---|
| NAME (FIRST, MIDDLE INITIAL, LAST) | RELATIONSHIP TO HEAD OF HOUSEHOLD:<br>**HEAD** | STATES LIVED IN: |
| BIRTHDATE (MM/DD/YY): | SOCIAL SECURITY NUMBER/ITIN: | STUDENT ❑ YES ❑ NO  DISABLED ❑ YES ❑ NO |

**INCOME SOURCE(S):**

EMPLOYMENT ❑ FT ❑ PT ❑ N/A SOCIAL SECURITY: ❑ SS ❑ SSI ❑ SSP ❑ DISABILITY

UNEMPLOYMENT ❑ YES ❑ NO OTHER_____ **TOTAL MONTHLY GROSS INCOME**: _____

**ASSET SOURCE:**

CHECKING ❑ FUNDED DEBIT CARD ❑ SAVINGS ❑ OTHER _____ **TOTAL VALUE OF ASSETS:** _____

### FOR ADDITIONAL HOUSEHOLD MEMBERS:

| | | |
|---|---|---|
| NAME (FIRST, MIDDLE INITIAL, LAST) | RELATIONSHIP TO HEAD OF HOUSEHOLD: | STATES LIVED IN: |
| BIRTHDATE (MM/DD/YY): | SOCIAL SECURITY NUMBER/ITIN: | STUDENT ❑ YES ❑ NO  DISABLED ❑ YES ❑ NO |

**INCOME SOURCE(S):**

EMPLOYMENT ❑ FT ❑ PT ❑ N/A SOCIAL SECURITY: ❑ SS ❑ SSI ❑ SSP ❑ DISABILITY

UNEMPLOYMENT ❑ YES ❑ NO OTHER_____ **TOTAL MONTHLY GROSS INCOME**: _____

**ASSET SOURCE:**

CHECKING ❑ FUNDED DEBIT CARD ❑ SAVINGS ❑ OTHER _____ **TOTAL VALUE OF ASSETS:** _____



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**FOR ADDITIONAL HOUSEHOLD MEMBERS:**

| NAME: (FIRST, MIDDLE INITIAL, LAST) | RELATIONSHIP TO HEAD OF HOUSEHOLD: | STATES LIVED IN: |
|---|---|---|
| BIRTHDATE (MM/DD/YY): | SOCIAL SECURITY NUMBER/ITIN: | STUDENT ❑ YES ❑ NO DISABLED ❑ YES ❑ NO |
| **INCOME SOURCE(S):** EMPLOYMENT ❑ FT ❑ PT ❑ N/A SOCIAL SECURITY: ❑ SS ❑ SSI ❑ SSP ❑ DISABILITY UNEMPLOYMENT ❑ YES ❑ NO OTHER_____ **TOTAL MONTHLY GROSS INCOME**: _____ | | |
| **ASSET SOURCE:** CHECKING ❑ FUNDED DEBIT CARD ❑ SAVINGS ❑ OTHER _____ **TOTAL VALUE OF ASSETS: _____** | | |

**FOR ADDITIONAL HOUSEHOLD MEMBERS:**

| NAME: (FIRST, MIDDLE INITIAL, LAST) | RELATIONSHIP TO HEAD OF HOUSEHOLD: | STATES LIVED IN: |
|---|---|---|
| BIRTHDATE (MM/DD/YY): | SOCIAL SECURITY NUMBER/ITIN: | STUDENT ❑ YES ❑ NO DISABLED ❑ YES ❑ NO |
| **INCOME SOURCE(S):** EMPLOYMENT ❑ FT ❑ PT ❑ N/A SOCIAL SECURITY: ❑ SS ❑ SSI ❑ SSP ❑ DISABILITY UNEMPLOYMENT ❑ YES ❑ NO OTHER_____ **TOTAL MONTHLY GROSS INCOME**: _____ | | |
| **ASSET SOURCE:** CHECKING ❑ FUNDED DEBIT CARD ❑ SAVINGS ❑ OTHER _____ **TOTAL VALUE OF ASSETS: _____** | | |

**FOR ADDITIONAL HOUSEHOLD MEMBERS:**

| NAME: (FIRST, MIDDLE INITIAL, LAST) | RELATIONSHIP TO HEAD OF HOUSEHOLD: | STATES LIVED IN: |
|---|---|---|
| BIRTHDATE (MM/DD/YY): | SOCIAL SECURITY NUMBER/ITIN: | STUDENT ❑ YES ❑ NO DISABLED ❑ YES ❑ NO |
| **INCOME SOURCE(S):** EMPLOYMENT ❑ FT ❑ PT ❑ N/A SOCIAL SECURITY: ❑ SS ❑ SSI ❑ SSP ❑ DISABILITY UNEMPLOYMENT ❑ YES ❑ NO OTHER_____ **TOTAL MONTHLY GROSS INCOME**: _____ | | |
| **ASSET SOURCE:** CHECKING ❑ FUNDED DEBIT CARD ❑ SAVINGS ❑ OTHER _____ **TOTAL VALUE OF ASSETS: _____** | | |

**FOR ADDITIONAL HOUSEHOLD MEMBERS:**

| NAME: (FIRST, MIDDLE INITIAL, LAST) | RELATIONSHIP TO HEAD OF HOUSEHOLD: | STATES LIVED IN: |
|---|---|---|
| BIRTHDATE (MM/DD/YY): | SOCIAL SECURITY NUMBER/ITIN: | STUDENT ❑ YES ❑ NO DISABLED ❑ YES ❑ NO |
| **INCOME SOURCE(S):** EMPLOYMENT ❑ FT ❑ PT ❑ N/A SOCIAL SECURITY: ❑ SS ❑ SSI ❑ SSP ❑ DISABILITY UNEMPLOYMENT ❑ YES ❑ NO OTHER_____ **TOTAL MONTHLY GROSS INCOME**: _____ | | |
| **ASSET SOURCE:** CHECKING ❑ FUNDED DEBIT CARD ❑ SAVINGS ❑ OTHER _____ **TOTAL VALUE OF ASSETS: _____** | | |

**General Information:**

| Would you benefit from any of the below special features of an accessible apartment? | |
|---|---|
| WHEELCHAIR ACCESSIBLE | ❑ YES ❑ NO |
| VISUALLY IMPAIRED | ❑ YES ❑ NO |
| HEARING IMPAIRED | ❑ YES ❑ NO |
| Will you or any adult household member require a live-in care attendant to live independently?<br>If YES, Name and Relationship of caretaker:<br>_____ | ❑ YES ❑ NO |
| **Other General Information** | |
| Do you own a pet? Type _____Breed_____ Weight _____ | ❑ YES ❑ NO |
| Has anyone 18 or older listed on this application been convicted manufacturing of a controlled substance? | ❑ YES ❑ NO |
| Is anyone 18 or older listed on this application subject to any state lifetime sex offender registration requirement? | ❑ YES ❑ NO |

**A. Household Composition:**

| | |
|---|---|
| If applicable, do all of the children in the household live with you 50% or more of the time? | ❑ YES ❑ NO |
| Are there any absent household members who under normal conditions would live with you? | ❑ YES ❑ NO |

Signature Clause:
My/Our signature(s) below serves as written permission to obtain a Criminal Background/Sex Offender Check, Consumer Report (credit history) and other references deemed necessary. I understand that management is relying on this information to prove my household's eligibility for an apartment. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. The Resident acknowledges that the Owner is also relying on information provided by the Resident, or by employers and others on the Resident's behalf, and the Resident agrees that if any information relied on by the Owner in approving residency, regardless of its source, including, without limitation, any information contained in the Application or the Certification or any re-certification, is incorrect or untrue, this constitutes a material breach of the Lease and the Owner may evict the Resident from the premises and exercise any other remedies permitted by law. I also understand that such action may result in criminal penalties. I understand that my occupancy is contingent upon meeting management's resident selection criteria and the Housing Program requirements. I understand the responsibility to report to management any changes in family composition for the changes in eligibility, income and assets they represent, whenever they occur. Submission of false statements of information are punishable under Federal Law and could result in the cancellation of a lease agreement.

**APPLICANT SIGNATURES:**
**(All Applicants 18 and over)**

| _____ | _____ | _____ |
|---|---|---|
| **Printed Name** | **Signature** | **Date** |
| _____ | _____ | _____ |
| **Printed Name** | **Signature** | **Date** |
| _____ | _____ | _____ |
| **Printed Name** | **Signature** | **Date** |
| _____ | _____ | _____ |
| **Printed Name** | **Signature** | **Date** |



EQUAL HOUSING OPPORTUNITY

# DISCLOSURE STATEMENT

Rittenberg Manor

**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, we 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. We 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, we will review and consider an applicant's criminal record in determining whether to rent a home, in accordance with the FCHA and its accompanying rules.

We 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.

We 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/.

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

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 in making the 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.

If you believe that any owner, agent, employee, or designee of Rittenberg Manor has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov or 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

1601 Atlantic Avenue, 6th Fl. Atlantic City, NJ 08401

5 Executive Campus Suite 107, Bldg. 5 Cherry Hill, NJ 08002

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

_____ _____

Prospective Resident Signature Date

_____ _____

Prospective Resident Signature Date

_____ _____

Prospective Resident Signature Date

_____ _____

Prospective Resident Signature Date

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# WAITLIST PRIORITY & PREFERENCE QUESTIONNAIRE

Certain communities have waitlist and resident selection preferences/priorities for selecting residents, that determines the order in which applications are processed. The questions below help identify any potential priorities or preferences for your household. This information is only for waitlist processing and does not affect your eligibility for housing. A copy of the Resident Selection Plan for this community is available on request.

| | |
|---|---|
| Would you consider yourself or any other household member frail elderly? | ❑ YES ❑ NO |
| Is any household member a person with disabilities? | ❑ YES ❑ NO |
| **Is any household member enlisted in the US Military or a veteran of the US Military?** | |
| **Definition of a Veteran:** Those who have served in the armed forces of the United States:: (i) for a period of at least 6 months (or any shorter period due to injury incurred in such service) and have been thereafter discharged or released therefrom under conditions other than dishonorable, or (ii) who have been discharged or released from service in the armed forces of the United States on the basis of their sexual orientation, gender identity or expression, consensual sexual conduct or consensual acts relating to sexual orientation, or the disclosure of statements, conduct, or acts by the individual that were prohibited by the armed forces of the United States at the time of discharge, or (iii) are the surviving spouses of either categories (i) or (ii | |
| Enlisted | ❑ YES ❑ NO |
| Reserve | ❑ YES ❑ NO |
| Veteran | ❑ YES ❑ NO |
| Is any household member a spouse of a deceased veteran of the US Military? | ❑ YES ❑ NO |
| Is any household member a victim of a recent presidentially declared disaster or of a government action? **Please explain**: | ❑ YES ❑ NO |
| **Does any household member receive any assistance paying utility bills?** | |
| HEAP | ❑ YES ❑ NO |
| LEAP | ❑ YES ❑ NO |
| Other: | ❑ YES ❑ NO |
| Is any household member currently receiving housing assistance from HUD or a Public Housing Authority? | ❑ YES ❑ NO |
| Is any household member currently on a Public Housing, subsidized, or other affordable housing program waitlist? Please name the waitlist provider(s):_____ | ❑ YES ❑ NO |
| Is any household member currently homeless or living in a homeless shelter? | ❑ YES ❑ NO |

**APPLICANT SIGNATURES:**

| | | |
|---|---|---|
| **Printed Name** | **Signature** | **Date** |
| **Printed Name** | **Signature** | **Date** |
| **Printed Name** | **Signature** | **Date** |

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than $5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act §208 (a)(6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. §408 (a)(6), (7) and (8).