



PRINCETON HOUSING AUTHORITY

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PRINCETON, NEW JERSEY 08540

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Your Application for Housing

The Application Process for Princeton Housing Authority

Completing an Application:

Thank you for your interest in receiving housing assistance with the Princeton Housing Authority.

In order to receive housing assistance, you must complete the attached application form. **Please make certain that you answer all of the questions on the application form and sign and date the last page. If you do not, your application will be returned to you for completion.**

The information required is personal in nature and will be kept in strict confidence, as required by federal and state law, and will be used only for the purpose of determining your eligibility for the program. Since you must meet certain income limits to qualify, you will be asked to furnish information about income, assets and expenses of all members of your household.

Income Limits:

HUD sets income limits for families of different sizes. Applicants' total income must be below the designated amounts for their family size:

Public Housing & Tax Credit Program

1 Persons 2 Persons 3 Persons 4 Persons 5 Persons 6 Persons 7 Persons 8 Persons

"see eligibility tab on our website"

References:

You will be asked to furnish references, names and addresses of previous landlords and information to verify your ability/willingness to pay your rent and meet your lease obligations.

Social Security Numbers:

Applicants are required to provide the social security number of each family member age 6 and older.

For “mixed family” designation, the head of household must have a valid social security number.

Evidence of Citizenship Requirements:

You will be required to provide documentation of citizenship or eligible immigration status if you are a US Citizen, a national, or an eligible immigrant. If there is someone in your family who does not fall into one of these categories, your rent will be adjusted accordingly.

Please ask the housing agency representative to explain these policies to you when you apply.

Authorization for Release of Information:

All adult members of your family are required to sign an Authorization to Release Information form which allows the Authority to request information regarding your income.

Previous Debts:

You will be asked if you have previously received housing assistance in a HUD program. If you owe money to any housing agency, you may be denied admission.

Drug-Related or Violent Criminal Activity:

Drug-related and violent criminal activity are grounds for removal from the Authority's waiting list, for denial of admission, or for termination of assistance. You will receive additional information on this subject at your orientation. The Authority will conduct a criminal background check on all families who apply for housing assistance.

Placement on the Waiting List:

When you apply, the Authority representative will advise you of any preferences that are available to you. If a unit is not available when you apply, you will be placed on the waiting list. When your name is close to the top of the list, an appointment will be made for you to come in and complete an application completion interview.

Requirement to Report Changes While on the Waiting List:

During the time you are on the waiting list, you are required to report any changes in your family circumstances:

- Any change in the income of any household member
- Any change of address or telephone number
- Any change in household composition
- Any change in you claim of preference

Screening for Admission:

As a part of the final eligibility determination, applicants are screened to evaluate their suitability as renters. The Authority will deny admission to applicants whose habits and behavior may be reasonably expected to have a detrimental effect on a neighborhood or on the health, safety, welfare, or quality of life of other residents.

Denial of Waiting List Placement:

If it is determined that you are ineligible for placement on the waiting list, you will be notified in writing of the reason and you will be offered the opportunity to request an informal hearing if you disagree with the reason for the denial.

The Need for Cooperation:

The Authority's waiting list is extensive and the Authority has very little apartment turnover. The waiting period to receive an apartment can be very long. We will provide you with housing assistance as quickly as possible and will provide you with an estimated wait time before you can anticipate housing. Your patience is requested and appreciated during this waiting period.

When Application Processing is Complete:

When the verification process is complete, you will be notified of your eligibility status in writing. If you are determined to be ineligible, you will be offered the right to request an informal hearing. If you are determined to be eligible, you will be scheduled for a meeting with the Operations Manager when your name gets near the top of the waiting list.

