

Preliminary Application  
for the  
Affordable Housing Program  
at  
The Heritage at West Caldwell



Township of West Caldwell  
Essex County, New Jersey

**This is a Preliminary Application only. Do not send supporting documentation at this time. You will be notified as to the status of your preliminary eligibility based on the information that you provide in this application. When an affordable home becomes available, eligible candidates will be contacted. At that time, we will provide you with a list of documentation required to support and verify the information submitted in this application. We can not and do not guarantee housing based on the approval of this Preliminary Application. The affordable homes at The Heritage at West Caldwell are being built, marketed and sold by American Properties at West Caldwell, LLC. Application services are provided by Piazza & Associates, Inc., an affordable housing services corporation. This program is subject to municipal and state affordable housing regulations, but no guarantee can be made that these homes are affordable to all applicants. This program is subject to availability. Prices, terms and conditions are subject to change without notice. This is an Equal Housing Opportunity.**

**Piazza & Associates, Inc. ♦ Affordable Housing Services**

216 Rockingham Row ♦ Princeton Forrestal Village ♦ Princeton, NJ 08540

Telephone: 609-786-1100 ♦ Facsimile: 609-786-1105 ♦ [WestCaldwell@HousingQuest.com](mailto:WestCaldwell@HousingQuest.com)



# Affordable Housing Policies and Requirements



# Township of West Caldwell Essex County, New Jersey

## For All Applicants

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Federal law prohibits discrimination against any person making application to buy or rent a home with regard to age, race, religion, national origin, sex, handicapped or familial status. State law prohibits discrimination on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, familial status, sex, gender identity or expression, affectional or sexual orientation, disability, source of lawful income or source of lawful rent payment.

- ◆ This affordable housing must be the intended primary residence of the applicant. All household members who intend to reside at the affordable homes must be listed in the Preliminary Application. If changes in income or household composition occur during the application process, or if there is a change of address, the applicant is required to notify Piazza & Associates, Inc. in writing, immediately.
- ◆ Applications must be truthful, complete and accurate. Any false statement makes the application null and void and subjects the applicant to penalties imposed by law. After the submission of a Final Application, any change to the applicant's sources of income or household size may void the application and require the applicant to reapply to the program.
- ◆ Annual Income includes, but is not limited to, salary or wages, alimony, child support, social security benefits, unemployment benefits, pensions, business income, and actual or imputed earnings from assets (which include bank accounts, certificates of deposit, stocks, bonds, or other securities), and real estate.
- ◆ If you own a home in which you are currently residing and which you intend to sell prior to living in an affordable home, compute your income from this asset by taking the market value of your home, subtracting the current principal of your mortgage, and multiplying the balance by 2%. Also, you may not be eligible for this affordable housing program if the current value of your home is at or above the "Asset Limit" and you do not have a mortgage. Income from other real estate holdings is determined by the actual income you receive from the asset (less expenses, but not less your mortgage payment).
- ◆ Pursuant to state and local law, there will also be a preference for applicant households that live and/or work in the region of Essex, Morris, Union, and Warren Counties.
- ◆ Specific documentation to verify income and assets, as well as a letter of prequalification for mortgage financing from a licensed lending institution will be required at a later date.
- ◆ Please understand that the prices are established and governed by State regulations. Although consideration is made for low- and moderate- income categories of household incomes, sale prices do not fluctuate on the basis of each individual applicant's income. Therefore, we can not and do not guarantee that any home will be affordable to you or your household.
- ◆ We do not provide financing to purchase affordable homes. Financing for an affordable home is subject to terms and conditions set forth by the State of New Jersey. Monthly payments, including principal, interest, property taxes, insurance and condominium fees, may not exceed 33% of your income without the applicant receiving home-buyer counseling by an agency approved by HUD or the N. J. Department of Banking and Insurance, which details the advisability of such a mortgage loan. For a list of approved counseling agencies, contact HUD, the N. J. Department of Banking and Insurance or our website: [HousingQuest.com](http://HousingQuest.com).
- ◆ If you need assistance completing this application, please contact us at 609-786-1100.  
**DO NOT SEND SUPPORTING DOCUMENTATION WITH THIS APPLICATION.**  
Please mail your application to the address, below, or fax it to us at 609-786-1105.

**Piazza & Associates, Inc.**

216 Rockingham Row - Princeton, NJ 08540



# Affordable Housing Policies and Requirements



# Township of West Caldwell Essex County, New Jersey

## A. Head of Household Information

*PLEASE SUBMIT THIS FORM ONLY.*

Last Name: _____	Soc. Sec. No: _____ - _____ - _____
First Name: _____	Home Phone: (____) _____
Home Address: _____	Work Phone: (____) _____
P.O. Box or Apt. No.: _____	County: _____
City: _____	State: _____ ZIP: _____

## B. Household Composition and Income (List ALL sources of income, including, but not limited to Salary, Dividends, Social Security, Child Support, Alimony & Pensions. DO NOT include income from Assets listed in Section C.)

Full Name (First, Middle & Last) <small>List everyone who will occupy the affordable home.</small>	Relation To	Date of Birth	Sex	Gross Annual Income
	Head of Household			\$
				\$
				\$
				\$
				\$
				\$

The total number of members in this household is: \_\_\_\_\_. Handicap? \_\_\_\_ Yes \_\_\_\_ No  
Does anyone in the applicant household pay child support and/or alimony to anyone outside of this household? \_\_\_\_ Yes \_\_\_\_ No. If so, what is monthly payments? \$\_\_\_\_\_

## C. Assets (Bank Accounts, Cert. of Deposit, Mutual Funds, Real Estate, Etc. 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.)

Type of Asset	Current Market Value of Asset	Estimated Annual Income	Interest Rate
			%
			%
			%
			%

## D. Current Situation

Do you currently own your home?  
 No  
 Yes

Do you have a mortgage?  
 No  
 Yes  
 Please list the Equity in your home in Sect. "C"

## E. Preference

1 Bedroom  
 2 Bedroom  
 3 Bedroom  
 Note: We will try to accommodate you, but State regulations require a minimum occupancy preference be applied.

## F. Important Information (Must be signed by everyone 18 and older.)

I(We) hereby authorize the American Properties at West Caldwell, LLC, Piazza & Associates, Inc., the Township of West Caldwell, their agents and/or employees to obtain information regarding the status of my(our) credit, and to check the accuracy of any and all statements and representations made in this application. I(We) certify that all information in this application is accurate, complete and true. I(We) understand that if any statements made are willingly false, the application is null and void, and I(we) may be subject to penalties imposed by law.  
**THIS APPLICATION IS VOID IF NOT SIGNED.**  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

