

**PRELIMINARY APPLICATION
FOR AFFORDABLE HOUSING AT
1123 3rd AVENUE
AFFORDABLE HOUSING ALLIANCE
BOROUGH OF SPRING LAKE, NJ**

DISCLOSURE

Thank you for your interest in the affordable housing opportunities for low and moderate income households administered by CME Associates.

Applications for **1123 3rd Avenue, Spring Lake, NJ** are now being accepted through a random selection process administered in accordance with state law.

There will be three (3) 2-bedroom units available with 1 unit available to an income qualified very low household, 1 unit available to an income qualified low income household, 1 unit available to an income qualified moderate income household expected to be ready for occupancy by summer 2026. In order to be eligible for one of these affordable units, **you must both income qualify and household size qualify (2 - 4 household members).**

If you are interested in the affordable housing units at **1123 3rd Avenue, Spring Lake, NJ** please complete this application and return it to: CME Associates, 3600 Route 66, 3rd Floor, Neptune, NJ 07753, Attn: Patty Gallagher (pgallagher@cmeusa1.com) by July 7, 2026. Applications received by July 7th will be included in the random selection lottery process. The lottery will take place on July 10th via zoom. Specific Information regarding the lottery will be sent to preliminarily approved applicants no later than July 8th. **Applicants are not required to log into the zoom meeting on July 10th** to be included. All applicants will be sent email notification of their placement in the lottery.

1. Renters of -the Affordable Housing Alliance units in Spring Lake must be income qualified as very Low, Low or Moderate Income households as determined by the state approved affordable housing guidelines. Proof of gross annual household income is required to assure that you are qualified. You must also demonstrate that your income is adequate to be able to afford and maintain the unit.
2. Affordable units must be occupied by the named renter and be used as your primary residence. Each renter shall certify in writing that he/she is renting the affordable unit for the express purpose of primary living quarters and for no other reason.
3. Renters of affordable units have the same rights, privileges, duties and obligations as any other renters in Borough of Spring Lake, with the exception of the restrictions in the Borough's Ordinances and Regulations to Very Low, Low and Moderate Income Housing. Selection of qualified households are based income and family size and available units.

To be eligible to rent in the units managed by the Affordable Housing Alliance in Spring Laek you must meet the following income criteria. We would also like to note that there is a regional asset limit of \$300,000.

| HOUSEHOLD SIZE | VERY LOW INCOME* | LOW INCOME* | MODERATE INCOME* |
|----------------|------------------|-------------|------------------|
| 1 | \$28,290 | \$47,150 | \$75,440 |
| 2 | \$32,310 | \$53,850 | \$86,160 |

| | | | |
|---|----------|----------|-----------|
| 3 | \$36,360 | \$60,600 | \$96,960 |
| 4 | \$40,380 | \$67,300 | \$107,660 |
| 5 | \$43,620 | \$72,700 | \$116,320 |
| 6 | \$46,860 | \$78,100 | \$124,960 |

The following application must be completed in full to be accepted and processed. This application is not transferable and original documentation must be submitted. Please call CME Associates at 732-462-7400 X 1030 if you have any questions regarding your application. Once the application has been completed please return it via U.S. Mail (CME Associates, 3600 Route 66, 3rd Floor, Neptune, NJ 07753), email (pgallagher@cmeusa1.com) or fax (732-409-0756). .jpeg files (photos/images) will not be accepted.



DO NOT SEND ANY SUPPORTING DOCUMENTS WITH THIS APPLICATION.

Once your application has been reviewed you will be notified of our determination of eligibility. **It is your responsibility to make sure that all information you provide this office is true and accurate.**

The information in this application and any other information required by the Borough of Spring Lake will be kept confidential. No part of this application or your file will be given to any person, entity or business not related to the Borough of Spring Lake, or their agents without your written request or consent.

"Family" includes **ALL** persons living in a single unit, whether or not they are related by blood, marriage or otherwise. The information required to complete this application includes information about all persons intending to reside in the unit. Only those families who have been certified by CME Associates and pass the credit check will be able to purchase/rent a unit.

If you are applying for a rental unit and are offered an apartment, please be aware that a lease is usually required to be signed within two (2) weeks of the offer. First month's rent and a month security will be required **AT THAT TIME**. You will need a good credit history and must satisfactorily pass the landlord's credit screening. Applicants will need to have a credit check done in person and there is a non-refundable fee per application as well as a deposit that will be applied towards the security deposit if approved (if you are not approved your deposit will be returned to you). Each applicant will be considered in the overall credit worthiness of the application. **DO NOT SEND ANY FUNDS WITH THIS APPLICATION** – Fees and deposits are due when you are offered an affordable housing unit and made payable directly to the management company.

Please check with the development regarding any pet policies, fees, etc.

The Disclosure Statement is part of this application. Please read the Statement for important information. You may wish to consult with an attorney of your choice with respect to the Disclosure Statement or the Affordable Housing Plan.

Your income PERLIMINARY qualifies you to purchase/rent an affordable housing unit in, the category that is determined by your income and household size. You will be given information on units currently for purchase/rent when you are determined to be income eligible by CME Associates.

Priority selection for the affordable housing units may need to be made through a random selection process (lottery). A random selection is held whenever there are more eligible applicants than units available. If there are no affordable purchase/rental units available in your category at the time you apply, then you will be placed on a waiting list.

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Complete the entire application. If a question does not apply to you or your household enter N/A.

DO NOT SEND ANY SUPPORTING DOCUMENTATION WITH THIS APPLICATION

Is this application for the Rental

1. HOUSEHOLD COMPOSITION:

Applicant:

Name: _____

Sex: Male Female Non-Binary Do not wish to disclose

Date of Birth: _____ Last Four (4) Digits of Social Security Number _____

Home Phone #: _____ Work Phone _____

Cell Phone #: _____ Email Address: _____

Current Address: _____

City: _____ State: _____ Zip Code _____ County _____

Mailing Address if Different: _____

Marital Status: Married Single Divorced Separated

Are you Currently Serving in the Military Yes No

Are you a Veteran Yes No

Are you the Spouse of a Veteran Yes No

Co-Applicant:

Name: _____

Sex: Male Female Non-Binary Do not wish to disclose

Date of Birth: _____ Social Security Number (last 4 digits only) _____

Home Phone #: _____ Work Phone _____

Cell Phone #: _____ Email Address: _____

Current Address: _____

City: _____ State: _____ Zip Code _____ County _____

Mailing Address if Different: _____

Are you Currently Serving in the Military Yes No

Are you a Veteran Yes No

Are you the Spouse of a Veteran Yes No

Please list all household members will reside in this home:

| NAME | RELATIONSHIP | GENDER | DATE OF BIRTH | FULL TIME STUDENT |
|-------|--------------|--------|---------------|--|
| _____ | _____ | _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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FOR STATISTICAL PURPOSES: Please indicate your racial/ethnic group below:

Native Indian White/Non-Hispanic Hispanic - Black Asian American
Alaskan Native Hispanic - White Hispanic - White African American
Other _____

PLEASE RESPOND TO THE FOLLOWING:

Do you own your own home? Yes No

If yes, how much do you pay a month for mortgage? _____

Do you currently rent? Yes No

If yes, how much do you pay a month for rent? _____

Do you currently receive Section 8 Rental Assistance that will apply to the affordable housing unit? _____

Number of bedrooms required (limited by number of members in household)? _____

Do you require a handicap accessible unit? Yes or No

Other applicable information/comments or special details above your household situation:

2. EMPLOYMENT INFORMATION

Please provide information for **ALL** household members who receive income from present employment and are 18 years of age or older (also include any part-time employment). Use additional pages if more than three household members have employment income.

Household Member Name: _____
Employer Name: _____
Employer Address: _____
County: _____ How Long at Current Job: _____
Immediate Supervisor: _____ Phone Number: _____
Job Title: _____

Household Member Name: _____
Employer Name: _____
Employer Address: _____
County: _____ How Long at Current Job: _____
Immediate Supervisor: _____ Phone Number: _____
Job Title: _____

3. INCOME INFORMATION:

Do you PAY alimony and/or child support to someone outside the household? Yes No

If yes, how much do you pay per month in alimony \$ _____ child support \$ _____

Do you RECEIVE alimony and/or child support to someone outside the household? Yes No

If yes, how much do you receive per month in alimony \$ _____ child support \$ _____

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4. INCOME SOURCES:

Please state the amount of your current annual projected gross income from each applicable source. Use additional pages if more than two adults have income:

| Source of Income | Adult #1 | Adult #2 |
|---|----------|----------|
| Gross Salary/Wages (per month) | _____ | _____ |
| Pension(s) (per month) | _____ | _____ |
| Social Security (per month) | _____ | _____ |
| Unemployment Compensation | _____ | _____ |
| Child Support Received (added to income) | _____ | _____ |
| Child Support Paid (deducted to income) | _____ | _____ |
| Disability Payment | _____ | _____ |
| Welfare | _____ | _____ |
| Tips/Commissions | _____ | _____ |
| Alimony Received (added to income) | _____ | _____ |
| Alimony Paid (deduct from income) | _____ | _____ |
| Other | _____ | _____ |
| Sub-Totals | _____ | _____ |

TOTAL OF ALL ADULT INCOMES: \$ _____

OTHER INCOME/ASSET INFORMATION

Please list all checking and savings accounts, CDs, Money Market Funds, Mutual Funds and any other assets held by financial institutions below, whether or not you gain any interest from them, for all household members.

| Name & Address of Financial Institution | Account Number | Current Balance/ Value | Projected Annual Interest Income |
|--|----------------|---------------------------|-------------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

TOTAL PROJECTED INTEREST INCOME FROM THIS SECTION: _____

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5. INVESTMENT INCOME

Please list all stocks, bonds and other sources of investment income:

| Name of Assets | Number of Shares | Current /Value | Projected Annual Income |
|----------------|------------------|----------------|----------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

TOTAL PROJECTED INCOME FROM THIS SECTION: _____

Do you own a business or income producing real estate? Yes No

Do you receive income/monies/rent receipts from this asset? Yes No

If you own a business, what is the gross income and expenses (4 month average) _____

Do you have other sources of income Yes No

Please Describe: _____

TOTAL HOUSEHOLD GROSS ANNUAL INCOME FROM ALL SOURCES: (combine sections 4 & 5 of this application) _____

6. GENERAL

Do you own a home or other real estate: Yes or No

If yes, please describe below all real estate owned by and if applicable, any persons who shall occupy the unit. Applicants owning real estate must provide documentation of a market value appraisal and outstanding mortgage debt. The difference will be treated as monetary value of asset and the imputed interest added to income. In addition to the appraisal, please provide copies of: the deed, most recent tax bill and latest mortgage statement.

Will you be selling the home or renting it out? Please explain.

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PERLIMINARY

I hereby certify that the above information concerning my family size, actual gross income as well as all other information contained herein is true and accurate to the best of my knowledge. I understand the CME Associates and the Borough of Spring Lake are relying on this information to determine whether I qualify for an affordable housing unit.

I further certify that the copies of the documents attached to this application are true and accurate copies of the original documents.

I understand all documents submitted will become the property of Borough of Spring Lake and will not be returned.

I further certify that I intend to personally occupy the unit as my primary residence except for reasonable periods of vacations or illness. I know that it would be illegal to rent or sublet the unit. I understand that only the parties listed on this application may reside in the affordable housing unit.

I authorize CME Associates, the Borough of Spring Lake and their agents to check for accuracy on any and all statements and representations made in this application. This may include calls to employers to verify income, contact banks, etc.

Signature of Applicant

Signature of Co-Applicant

Date

Date

