



INCOME CERTIFICATION

APPLICANT INTERVIEW

As part of the income certification process, the Administrative Agent endeavors to achieve several objectives:

1. Confirm and update all information provided on the application.
2. Provide a comprehensive explanation of program requirements, including the procedures utilized to verify information and the repercussions for providing false information. Additionally, request household members over the age of 18 to sign Authorization for Release of Information forms and other verification requests as necessary.
3. Review the applicant's identification and financial details and documentation. Clarify any information provided on the application through thorough questioning and gather additional information required to verify the household's income.
4. Ensure that all sources of earned and benefit income, as well as assets (including any assets disposed of for less than fair market value within the past two years), are accurately reported by the applicant. Require a written certification from the applicant regarding any asset disposals for less than fair market value during the specified period.
5. Clearly explain the necessity of obtaining a mortgage commitment for affordable For-Sale properties.

HOUSING COUNSELING

The Administrative Agent is tasked with providing housing counseling or facilitating referrals for counseling as part of the Affirmative Marketing Plan and throughout the application process. While housing counseling is recommended, it is only required for a household if their monthly housing expense exceeds UHAC (Uniform Housing Affordability Controls) standards.

For counseling to meet UHAC's requirements, it must be conducted by a HUD-approved housing counseling agency or one approved by the NJ Department of Banking and Insurance.

The counseling includes topics such as budgeting, addressing credit issues, and understanding mortgage qualification criteria. This counseling service is offered free of charge. COAH (Council on Affordable Housing) maintains a list of non-profit counselors approved by HUD and/or the New Jersey Department of Banking and Insurance, which is accessible on their website and can also be obtained from the Administrative Agent.



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RECORDS, DOCUMENTS, HOUSEHOLD COMPOSITION & CIRCUMSTANCES

- Social Security records or cards: Either individual Social Security cards or letters from the Social Security Administration serve as valid documentation.
- Adoption papers or legal documents showing adoption in process: These papers are essential for households with adopted members or those in the adoption process.
- Income tax returns: Documentation of income tax returns is crucial for verifying household income.
- Birth Certificates or Passports: These documents are used to confirm the identities of household members.
- Alien Registration Cards: For households with non-citizen members, Alien Registration Cards are necessary to verify legal status and eligibility.

APPROVING OR REJECTING A HOUSEHOLD

The Administrative Agent is mandated to notify applicant households of their eligibility status within twenty (20) days of their determination.

Households whose verified total household income exceeds 80 percent of the regional income limit for the appropriate family size are deemed ineligible for the purchase or rental of restricted units. Consequently, a letter rejecting the household's application will be dispatched to them.

Similarly, households with a verified total household income that falls within the income limits but is insufficient to afford any of the units managed by the Administrative Agent will receive a rejection letter, along with potential referral to housing counseling.

Furthermore, besides income-based ineligibility, the Administrative Agent retains the authority to deny certification due to the household's failure or inability to provide adequate documentation of household composition, income, assets, sufficient funds for down payment, or any other requisite information.





DISMISSAL OF APPLICATIONS

Applications may be dismissed for the following reasons:

- Failure to sign or submit the application on time.
- Fraudulent or incomplete application submissions.
- Inability or refusal to provide necessary documentation for income verification or other required information within the specified timeframe.
- Household income not meeting the minimum or maximum income requirements for a specific property.
- Ownership of assets exceeding the Asset Limit.
- Non-responsiveness to inquiries within a reasonable timeframe.
- Non-cooperative or abusive behavior towards staff, property managers, landlords, or sellers of affordable units.
- Change of address or contact information without written notification to the Administrative Agent.
- Inability to secure suitable and legitimate financing for a sale unit or failure to attend required homebuyer credit counseling programs as per program rules.
- Failure to respond to periodic update inquiries promptly.
- Failure to sign required documents such as Compliance Certification, Certificate for Applicant, Contract for Sale, or Deed Restriction.
- Failure to close on a sale within the specified timeframe after approval.

Applicants approved for an affordable unit will be removed from all lists held by the Administrative Agent. However, they may reapply for other opportunities in the municipality after occupying their unit.

Dismissed applicants must reapply, and in most cases, a minimum waiting period of six months applies, particularly in situations involving fraud, poor credit, uncooperative behavior, or other serious matters.

Applicants who do not respond to a Notice of Availability are not automatically removed from sales lists.

Applications may be held in abeyance for up to 60 days if there is an error on the credit report, allowing the applicant time to correct it and reapply. Units will not be reserved for the applicant during this period. However, once the credit report is rectified, the applicant will receive priority for the next opportunity at that property.

