

MEND

*A BEACON for Affordable Housing
in Burlington County
since 1969*

MEND, INC. • MEND I, INC. • MEND GP • FROG HOLLER FARMS, INC. • MEND BURLINGTON LLC • MEND DEPTFORD LLC
MEND EGG HARBOR CITY LLC • MEND EVESHAM LLC • MEND FLORENCE LLC • MEND MEDFORD LLC

P.O. Box 828 • 99 East Second Street • Moorestown, New Jersey 08057 • 856-722-7070 • fax 856-722-7577

Dear Applicant:

Effective October 1, 2017 MEND has been completing background checks (which includes criminal and credit history) prior to being placed on our waitlist.

This fee is \$30 per applicant over the age of 18. Please remit a money order made payable to MEND, Inc.

Since you have already been added to our waitlist we ask that you please submit the money order as soon as possible. A background check is required in order to be eligible for housing with MEND, Inc.

Aside from any criminal history some other items that could cause a person to receive negative results are as follows:

- Previous eviction
- Filings for non-payment of rent
- Foreclosures
- Bankruptcies
- Property Liens

Should you have any questions please feel free to contact our office.

Thank you!

MEND, Inc.

FOUNDING CHURCHES

*Bethel A.M.E. • Friends Meeting of Moorestown • First Baptist Church • First Presbyterian Church • First United Methodist Church
Our Lady of Good Counsel R.C. Church • Second Baptist Church of Moorestown • St. Matthew Lutheran Church • Trinity Episcopal Church*

Moorestown Ecumenical Neighborhood Development, Inc.
A Nonprofit Corporation. Contributions are Tax-Deductible.

www.mendinc.org
info@mendinc.org



United Way
of Greater Philadelphia
and Southern New Jersey



NO PETS
MEND, INC.

99 East Second Street • P.O. Box 828
Moorestown, NJ 08057

Phone: (856)722-7070 Fax: (856) 722-7577



APARTMENT HOUSING APPLICATION FORM

Applicant Name: _____ Date: _____

Current Address: _____ Apt. #: _____

City/State/Zip: _____

Home Phone #: _____ Work #: _____ Spouse Work #: _____

List names, addresses and phone numbers of 2 relatives or friends who know how to contact you:

1. Name: _____	2. Name: _____
Address: _____	Address: _____
_____	_____
Phone #: _____	Phone #: _____

HOUSEHOLD COMPOSITION AND CHARACTERISTICS:

List the Head of Household and any other member(s) who will be living in the unit.

Full Name	Relationship	Birth Date	Birth Place	Age	Sex	Social Security #
1.	Head					
2.						
3.						
4.						
5.						
6.						

Do you plan to have anyone living with you in the future who is not listed above? Yes No If yes, explain _____

Is the head of this household or your spouse handicapped or disabled? Yes No

Is anyone else in the household handicapped or disabled? Yes No

If yes, please identify any special housing needs _____

Would a second floor unit be acceptable? Yes No

CURRENT HOUSING STATUS:

Are you being evicted? Yes No If yes, explain _____

What is your current monthly rent? \$ _____ What are your monthly costs for all utilities except telephone? \$ _____

Are you currently in a government subsidized unit or project? Yes No

CURRENT HOUSING STATUS - con't

Current Landlord: _____ Phone #: _____

Landlord's Address: _____

INCOME INFORMATION:

For each family member as listed on Page 1, indicate below the **AMOUNT** by source of any income that can be expected during the next 12 months.

Member #	Wages/Salary	Social Security	Pensions	Disability	Unemployment	Welfare	Other
1.							
2.							
3.							
4.							
5.							
6.							
Total							

ASSETS:

List all checking and savings accounts (including IRA's, Keogh accounts, and Certificates of Deposit) for each family member, including amounts disposed of during the past 2 years.

Family Member	Bank or Security Name	Account #	Current Balance

List the value of all stocks, bonds, trusts, pension contributions, or other assets: _____

Proof of all income sources must be provided. Please include copies of the following:

- 1.) 4 most recent pay stubs;
- 2.) Current year SS or SSI award letter;
- 3.) Statement of 1 full year of child support payments (this can be obtained from www.njchildsupport.org);
- 4.) Proof of any other income that you may receive.

Please answer each of the following questions. For each "yes" answer, make sure you have provided the details in the boxes on page 2.

	<u>Yes</u>	<u>No</u>
1. Have you or any household member ever been evicted or filed on for late payment of rent or other lease violations? If yes, please explain _____	___	___
2. Have you or any household member ever been charged with a criminal offense? If yes, please explain and include name and date _____.	___	___
3. Have you or any household member ever filed for bankruptcy? If yes, date _____. Was it discharged? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date _____.	___	___
4. Have any civil judgments been filed against you or any household member? If yes, which member and date? _____	___	___
5. Does any other household member expect to work during the next 12 months?	___	___
6. Does any household member work for someone who pays them in cash?	___	___
7. Is any household member on leave of absence from work due to lay-off, medical, maternity, or military leave?	___	___
8. Does any household member now receive or expect to receive unemployment benefits?	___	___
9. Does any household member now receive or expect to receive child support?	___	___
10. Is any household member entitled to receive child support that he/she is not now receiving?	___	___
11. Does any household member now receive or expect to receive alimony payments?	___	___
12. Does any household member receive or expect to receive Social Security benefits?	___	___
13. Does any household member receive or expect to receive income from a pension or annuity?	___	___
14. Does any household member receive regular cash contributions from friends, family or individuals not living in the unit, or from agencies or charities? (Please circle which applies)	___	___
15. Does any household member receive income from assets including interest on checking or savings accounts, interest and dividends from certificates of deposit, stocks or bonds, or income from the rental of property? (Please circle which applies)	___	___
16. Do you own a home or other real estate?	___	___
17. Have you sold or given away real property or other assets in the past two years? If yes, what was the market value of the asset? \$ _____	___	___
19. Have you or any household member ever had a state tax lien filed against them?	___	___
20. Do you own a pet? if yes, please describe _____.	___	___
21. Are you a U.S. Citizen? If not, what is your current citizenship status? _____.	___	___

PREVIOUS RENTAL HISTORY OR OWNERSHIP HISTORY

Name and address of your Present Landlord or Current Address:

Telephone: _____
How long have you lived here? _____
Reason for leaving? _____

Name and address of your Former Landlord or Previous Address:

Telephone: _____
How long did you live there? _____
Reason for leaving? _____

EMPLOYMENT HISTORY

Name and address of Head of Household's present employment:

Telephone: _____
Supervisor's Name? _____
How long have you worked there? _____

Name and address of spouse's or co-head employer:

Telephone: _____
Supervisor's Name? _____
How long have you worked there? _____

APPLICANT CERTIFICATION

I/we certify that if selected to participate in the MEND Program, the unit I/we occupy will be my/our only residence. I/we understand that the above information is being collected to determine my/our eligibility. I/we authorize the owner/manager to verify all information provided on this application and to contact previous or current landlords or other sources of credit and verification information which may be released to appropriate Federal, State, or local agencies. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are punishable under Federal Law.

Signature of Head of Household _____ Date: _____

Signature of Spouse/Co-Head _____ Date: _____

Signature of Administrative Agent _____ Date: _____

We Do Business in Accordance With the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is Illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.



MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The **New Jersey Law Against Discrimination**, *N.J.S.A. 10:5-1 to -49*, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectional or sexual orientation, disability, gender, marital status, familial status (whether you have a child, a parent-child relationship with a minor, or you are pregnant), lawful source of income or rental subsidy used for rental payments.

The **New Jersey Division on Civil Rights** is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's **Multiple Dwelling Reporting Rules**, *N.J.A.C. 13:10-1.1 to -2.6*, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The **Multiple Dwelling Reporting Rule** requires landlords to provide a summary of this information to the Division and to retain the information on this form. **The information is used to prevent and eliminate discrimination in housing.** Your cooperation in filling out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectional or sexual orientation.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance.



Visit the Division on Civil Rights Web site at: www.NJCivilRights.org



Tenants/applicants: Fold & tear along dotted line and retain top portion for your records

MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.

This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.

Tenant Applicant Name: _____

Address: _____

City: _____ State: _____ Zip code: _____ Phone Number: _____

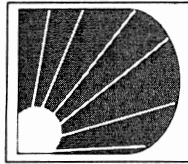
Race/Ethnicity: Please check all that apply to leaseholders (tenants) or applicants.

- Black or African American:** a person having origins in any of the original peoples of Africa
- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: _____ Completed by: Tenant Applicant Landlord

If you have any questions regarding this inquiry please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday, or e-mail the MDRR unit at DCRMDRR@njcivilrights.org





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Because MEND receives funding from the State and Federal government, our rents must be affordable to low and moderate income applicants. MEND limits occupancy based on family composition and income. The minimum income guidelines are listed below.

Minimum Income for Multi-Family

Bdr Size	Max Occupancy	Min Income
1 Bdr Apt	Up to 2 People	\$22,000
2 Bdr Apt	Up to 4 People	\$25,000
3 Bdr Apt	Up to 6 People	\$27,000
3 Bdr Hse	Up to 6 People	\$35,000

Note: Rent and Utilities should not exceed 30% of Gross Annual Income

Minimum Income for Seniors & Disabled

Bdr Size	Max Occupancy	Min Income
Efficiency	One Person	\$14,400
1 Bdr Apt	Up to 2 People	\$15,450

Note: Rent and Utilities should not exceed 40% of Gross Annual Income

The Minimum Income Guidelines listed above are subject to change based on State and Federal regulations. If you have any questions regarding the MEND application process, please contact the MEND office at 856-722-7070.

Thank you for applying for housing with MEND.

MEND is an Equal Opportunity Housing Provider

FOUNDING CHURCHES

Bethel A.M.E. Church • Friends Meeting of Moorestown • First Baptist Church • First Presbyterian Church • First United Methodist Church
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United Way
of Greater Philadelphia
and Southern New Jersey

MEND TENANT SELECTION PLAN STATEMENT OF RENTAL POLICY

(updated 1/1/10)

MEND is an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap or disability, familial status, or national origin and strive to improve housing opportunities in Burlington County. We also comply with all state and local fair housing laws.

Program Eligibility Requirements. Applicants must meet the following requirements to be eligible for occupancy and/or housing assistance:

1. The family's annual income must not exceed program income limits.
2. Applicants must provide copies of social security cards for all family members at least 6 years of age and older. If no SSN has been assigned to a particular family member, the applicant must sign a certification stating that no SSN has been assigned.
3. All adult applicants must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter.
4. The unit for which the family is applying must be the family's only residence.
5. Applicants must agree to pay the rent required by the program under which the applicant will receive assistance (if any).
6. Only U.S. citizens or eligible non-citizens who have eligible immigration status as determined by HUD may receive assistance under Section 8 programs.
7. All information submitted by an applicant is subject to verification.
8. Various programs may impose additional occupancy restrictions.

Application Process. We evaluate every apartment application in the following manner. Applicants must submit a rental application and answer all questions on the forms. We will determine from your responses to the application questions, whether you qualify for the size and type of apartment for which you are applying. If you do not, we will reject your application. If you do, you will be placed on a waiting list. All applicants will receive prompt written notification by postcard as to whether they have been accepted or denied and the grounds for any rejection.

Waiting List. All applications are date stamped, time identified and initialed. About 30 days prior to the unit becoming available, the next person on the list is notified. An appointment will be made to show the unit, and if the applicant will accept the unit, there will be a \$30 processing fee per adult (No charge for Section 8 applicants). We will send your application to our credit service, which will check your credit report and rental references to confirm that they meet our rental criteria. We will also check your criminal history with the New Jersey State Police. If you meet our criteria, we will approve your application. This process takes approximately one week. We will then verify all income and assets, to be sure you qualify for the program. We will rent available apartments to applicants in the order that their applications are approved. When you have agreed to rent the apartment offered to you, a security deposit equal to one and one half months' rent is due. This deposit will hold the apartment until the lease is signed.

Opening and Closing the Waiting List. The waiting list may be closed for one or more unit sizes when the average wait is excessive (e.g., one year or more). When the owner agrees to accept applications again, a notice will be published in area newspapers.

Apartment Availability Policy. Apartments become available when they are ready to rent. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident.

Occupancy Guidelines. To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom.

Transfer Policy. Tenants may apply for transfer to a different unit after one year of satisfactory occupancy. If a tenant's household size increases or decreases, MEND will consider a transfer based on household size and unit availability. The only transfer that will be considered from one same size unit to another will be in the case of medical necessity, such as a tenant needing a first floor unit because they are no longer able to climb stairs. In-house transfers will take preference over an applicant from the waiting list.

Student Rule. For a student to be eligible for Section 8 assistance or Low Income Tax Credit Housing, the following four (4) criteria must be met: 1. Over 23, 2. Married, 3. Have a dependent child, 4. Be a veteran.

Rental criteria. To qualify for an apartment at MEND, Inc., you must meet the following criteria:

- a. **Income.** You must have enough income so that the rent and utilities of the apartment for which you are applying do not exceed 40% of your gross income. (See income guidelines sheet) You must be able to prove at least 6 months of employment immediately preceding the date of your application. Seniors, disabled and Section 8 applicants are excluded from this employment provision.
- b. **Rental history.** You must have a satisfactory rental history for the past four years. If you have ever been evicted or filed on by your landlord for any lease violation, including late payment of rent, we will reject your application.
- c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any bankruptcies, they must have been discharged for at least two (2) years; otherwise we will reject your application. If you have any unpaid debts, civil judgments, collection accounts, unpaid student loans, State or Federal tax liens, etc. we will reject your application.
- d. **Criminal history.** If you have ever been convicted of a felony or any drug charge we will reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we will reject your application. MEND may choose to require criminal background checks during annual re-certifications for all tenants.
- e. **Violence Against Women Act.** The VAWA protects domestic violence victims by prohibiting apartment firms from evicting residents and/or rejecting applications based on acts of such violence against them. The law allows housing providers to require residents/applicants to complete HUD-50066 certifying that the resident/applicant is a domestic violence victim in order to claim protection under law.