



Cory A. Booker
Mayor

Stefan Pryor
Deputy Mayor/ Director

Michael Meyer
Director of Housing and Real Estate

Department of Economic & Housing Development
Division of Housing and Real Estate

PROJECT: Richard Building Lofts

NAME: _____

**HOME PROGRAM
DOCUMENTATION CHECKLIST
NEW PROSPECTIVE TENANT**

- _____ **TENANT PROFILE (Attached)**
- _____ **CURRENT PAY STUBS WEEKLY= (4) CURRENT) (BI-WEEKLY= (2) CURRENT)**
- _____ **PROOF OF ADDITIONAL INCOME (i.e. Child Support, Alimony)
(Letter must be notarized)**
- _____ **AWARD LETTER (Social Security, Pension, Disability etc.)**
- _____ **2008 TAX FEDERAL RETURN (Must Be Signed)**
- _____ **NOTARIZED LETTER OR AFFIDAVIT STATING NO TAX RETURN WAS FILE FOR 2009 (If applicable)**
- _____ **PROOF OF ADULT CHILD ATTENDING SCHOOL
(Individuals 18 years of age and older)**
- _____ **NOTAZRIZED LETTER OR (Affidavit) FOR ANY ADULT UNEMPLOYED (If applicable)**
- _____ **PHOTO COPY OF BIRTH CERTIFICATE FOR ALL CHILDREN (UNDER 18 YEARS OF AGE)**

NOTE: Providing there is a single female/male head of household not receiving child support, a notarized letter is to be submitted to that effect. Any individual 18 years of age and older residing in the unit, who is not employed and is not receiving any income must submit a notarized letter.

APPLICANT PROFILE FORM
Newark "HOME" Program

Applicant Information (Head of Household):

Name (Last, First, Middle): _____ Date of Birth: _____ Gender: _____
Current Address: _____ City: _____ State & Zip Code: _____
Social Security Number: _____ Contact Number: _____ Cell Phone: _____

Co-Applicant Information:

Name (Last, First, Middle): _____ Date of Birth: _____
Current Address: _____ City: _____ State & Zip Code: _____
Social Security Number: _____ Contact Number: _____ Cell Phone: _____

Name each person who will live in dwelling:

Name	S.S Number	Date of Birth	Gender	Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Current Housing Information:

Current Address: _____ Present Status (Circle one): Renter Owner Other
Time residing at current address: _____ Years, _____ Months Monthly Rent Amount \$ _____ Other _____

Applicant Employment Information (Head Of Household):

Current Employer: _____ Date of Hire: _____ Phone: _____
Address: _____ City: _____ State & Zip Code: _____
Annual Salary:\$ _____ Current Title: _____ Supervisor/Manager Name & Phone# _____

Other Income:(Circle One)

Child Support, Alimony, AFDC, Pension, etc: _____ Weekly \$ _____ Monthly\$ _____ Annually\$ _____

Co- Applicant Employment Information:

Current Employer: _____ Date of Hire: _____ Phone: _____
Address: _____ City: _____ State & Zip Code: _____
Annual Salary:\$ _____ Current Title: _____ Supervisor/Manager Name & Phone# _____

Other Income:(Circle One)

Child Support, Alimony, AFDC, Pension, etc: _____ Weekly \$ _____ Monthly\$ _____ Annually\$ _____

WARNING SECTION 1001 OF TITLE 18 OF THE US CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALES STATEMENTS OR MISREPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE U.S. AS TO ANY MATTER WITHIN ITS JURISDICTION, I HEREBY CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE

Date: _____ Signature-Head of Household _____