

20 LITTLETON AVENUE  
NEWARK, NJ 07107  
(973) 755-2774

**IMPORTANT! PLEASE READ THIS ENTIRE NOTICE.**

**Completed Applications Must Be Returned by Mail OR Email at:**

20 Littleton Avenue  
PO BOX 296  
Orange, NJ 07051

applications@20littletonavenue.com

**Please DO NOT return page 1 & 2 with your application.**

**YOU MUST BRING PHOTOCOPIES ONLY OF THE REQUIRED DOCUMENTATION TO YOUR INITIAL INTERVIEW. DOCUMENTS WILL NOT BE RETURNED. WE CANNOT MAKE COPIES OF DOCUMENTS.**

**EVERYONE 18 YEARS OF AGE AND OVER WHO IS LISTED ON THE APPLICATION MUST ATTEND THE INTERVIEW.**

**\*\*\*\*\*SUBSIDY RECIPIENTS MUST BRING PROOF OF VOUCHER, IF IN POSSESSION\*\*\*\*\***

***Do not submit duplicate applications.  
Applicants who submit more than one application may be disqualified.***



# List of Required Documents

## Income Documents:

- If Employed**- Most recent six (6) consecutive pay stubs for ALL working household members over the age of 18.
- If Employed**- Submit a letter from your employer dated within the last 30 days
- Everyone 18 yrs & over**- All 2022 W2(s) and 1099's with Federal & State complete tax return including all schedules (if tax returns were filed). Otherwise, only submit all 2022 W2(s).
- If a household member(s) is receiving - Social Security, SSP, Veteran Benefits, Pension, Worker's Compensation, Annuity payments, Public Assistance (TANF) etc.** Budget letters and/or award letters for household member(s) receiving assistance dated within the past 30 days.
- If receiving or have received unemployment benefits within the last 12 months;** please submit the most recent unemployment benefits history dated within the last 30 days (even if the income is no longer received)
- If receiving child support**- Child support and/ or alimony court order documents or other verifiable forms of child support and/ or alimony. If the above documents are not available, please submit a notarized letter from the absent parent indicating how much and how often they provide the child support payments.
- If Self Employed**- 2022, 2021 & 2020 Complete signed federal & state tax returns; including all schedules, W2 & 1099
- If the household does not have any type of income**, a clarification letter is needed indicating how does the household pay for daily necessities such as groceries, transportation, and/or bills.
- If receiving gift income from another person**, please submit a document indicating how much and how often the gift income is received. Please include the name of the person providing the gift income and their email address so that we can third party verify the information.
- If the household is no longer employed with a job that was claimed on the 2022 tax return;** please submit a letter from the employer indicating the last date worked. This letter must be dated within the last 30 days.
- If Applicable** – Current Section 8 transfer voucher, CityFheps or Fheps voucher, or other rental assistance voucher with a valid and future expiration date.

## Asset Documents:

- Last Six (6) consecutive checking account statements for all checking accounts within the household (all pages).
- Most recent savings account and/ or CD statement. Please submit all pages of the statement.
- If the household has a Direct Debit card or Direct Express card, please submit a copy of the front of the debit card and the most recent ATM transaction receipt reflecting the balance on the card.
- Money Market Acct- Recent statement dated within the past 30 days.
- Most recent 401K/ 403B, IRA, Mutual Funds, or Trust statement dated within the past 30 days
- Most recent life insurance statement dated within the last 30 days, if applicable.
- If receiving Public Assistance (TANF), submit a copy of the front of the public assistance card **And** a recent ATM transaction receipt reflecting the most recent balance on the card.
- If you or any of the household members on your application have **Cash App, Venmo, Paypal, Stash, Apple Cash, Robinhood, Acorns, Coinbase, Fanduel**, or any other similar accounts, please provide the most recent transaction history or account statements
- If the household is submitting bank statements and there are CASH, ATM, ZELLE, CASH APP, or other non-payroll related deposits being received; please provide a legible letter explaining where each of the deposits came from and whether this was gift income, money you had saved in cash, a loan being repaid, or other clarification.

## Compliance Documents:

- Photo ID for all members 18 years of age or older
- Social security cards for all household members
- Birth certificates for all household members under 18 years of age
- Proof of Residency (residency letter, lease, or a notarized letter from the person that you reside with)
- For members over the age of 18, If attending school or a university, please submit the most recent school letter or transcript detailing whether the member is a full time or part time student.

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**20 LITTLETON AVENUE APARTMENT APPLICATION**

Desired Apt Size

- Studio
- 1 Bedroom
- 2 Bedrooms
- 3 Bedrooms

**Instructions:**

1. Only one (1) application per family.
2. All areas of the application must be filled out completely and accurately. Write N/A if a section does not apply.
3. This application must be signed by all persons over the age of 18 in the household.

**A. Name and Address**

Name \_\_\_\_\_

Current Address: \_\_\_\_\_ (Number, Street, Apt. #)  
 \_\_\_\_\_ (City, State, Zip)

How long have you been living at this address? \_\_\_\_\_ years \_\_\_\_\_ months

Home Phone No. ( ) \_\_\_\_\_ Work Phone No. ( ) \_\_\_\_\_

Cellular Phone No. ( ) \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**B. Household Information**

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING?

\_\_\_\_\_

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, start with yourself, and provide the following information. Add additional pages if necessary.

Full Name	Relationship To Applicant	Age	Sex M/F	Occupation (Write "In School", if attending school)
	SELF			



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**C. Income from Employment**

List all full and/or part-time employment before taxes for ALL HOUSEHOLD MEMBERS including yourself WHO WILL BE LIVING WITH YOU in the residence for which you are applying. Include self-employed earnings, commissions, and bonuses.

Household Member	Name & Address of Employer	Period (Years, Months)	Gross Annual Earnings (Net Annual Earnings if Self-Employed)
1.			
2.			
3.			
4.			
5.			

**Total Gross (Net Earnings if self-employed) Household Earnings**

\$ \_\_\_\_\_

**D. Income from Other Sources**

List all other income, for example, welfare (including housing allowance), AFDC, Social Security, S.S.I., pension, disability, compensation, unemployment compensation, Interest Income, babysitting, care taking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships, and/or grants.

Household Member	Type of Income	Amount
1.		\$ _____ per _____
2.		\$ _____ per _____
3.		\$ _____ per _____



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4.		\$ _____ per _____
5.		\$ _____ per _____

**Total Income from Other Sources** \$ \_\_\_\_\_

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**E. Total Annual Household Income (add totals for sections C&D)**

Add all income listed above and indicate the total earned for the year: \$ \_\_\_\_\_ per year.

**F. Assets**

	Name of Bank/Branch Address
<b>Checking Accounts</b>	
<b>Savings Account</b>	
<b>CD's, Stocks, Bonds, Pension Plan</b>	

**G. Current Landlord**

Landlord's Name: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ (Number, Street, Apt#)

\_\_\_\_\_ (City, State, Zip)

Landlord's Phone No. ( ) \_\_\_\_\_



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**H. Current Rent**

What is the total rent on the apartment where you currently live or are staying temporarily?

\$ \_\_\_\_\_ .00 per month

How much do you contribute to the total rent on the apartment? (If you do not contribute, write "0")

\$ \_\_\_\_\_ .00 per month

Why are you moving? Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Living with parent   | <input type="checkbox"/> Do not like neighborhood                       |
| <input type="checkbox"/> Not enough space   | <input type="checkbox"/> Living with relatives or another family        |
| <input type="checkbox"/> Homeless   | <input type="checkbox"/> Rent too high                                  |
| <input type="checkbox"/> Bad housing conditions   | <input type="checkbox"/> Increase in your family size (marriage, birth) |
| <input type="checkbox"/> Current apartment not suitable for person(s) with disabilities |   |
| <input type="checkbox"/> Health Reasons   | <input type="checkbox"/> Other: _____                                   |

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**I. Housing Assistance**

Are you presently receiving a Section 8 housing certificate or voucher?

Yes       No

Are you presently receiving any housing assistance program OTHER than Section 8?

Yes       No

If yes, what type? \_\_\_\_\_

Please answer "Yes" or "No". This information will not affect the processing of the application.

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**J. Source of Information**

How did you hear about this development?

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper                    | <input type="checkbox"/> Sign Posted on Building |
| <input type="checkbox"/> Local Organization or Church | <input type="checkbox"/> Friend                  |
| <input type="checkbox"/> NJHRC.gov website            | <input type="checkbox"/> Website: Hahneandco.com |
| <input type="checkbox"/> Other: _____                 |  |
- 



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**K. Statistical Information**

The following information is required for statistical purposes so that the Department of Housing and Urban Development (HUD) may determine the degree to which its programs are utilized by minority Families.

Providing this information will not affect the processing of your application.

RACIAL GROUP IDENTIFICATION (Please check only one from this group which best identifies the applicant.)

- White
- Asian
- American Indian or Alaska Native & White
- Asian & White
- American Indian or Alaska Native & Black or African American
- Other Multi Racial: \_\_\_\_\_
- Black or African American
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Black or African American & White

ETHNICITY: (check **only one** from this group)

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Non-Hispanic

**L. Criminal History and the Fair Chance in Housing Act**

New Jersey's Fair Chance in Housing Act, N.J.S.A. §§ 46:8-52 to 64 (the "FCHA"), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer. A criminal background check will be conducted by a third party for each applicant and occupant, provided you first qualify pursuant to the remainder of the application. The criminal search will be run for all addresses at which you have resided. You will have an opportunity contest the results of any criminal background check. You may be approved on a conditional basis (a "Conditional Offer"). Conditional Offers may be rescinded based on the results of a criminal background search, as explained below:

**Prior to Conditional Offer.** The following information may be considered prior to the provision of a conditional offer:

- a. whether any applicant or occupant has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing; and
- b. whether any applicant or occupant is subject to a lifetime registration requirement under a state sex offender registration program.

C&C Apartment Management, LLC, may only conduct a search for additional criminal background information after you are provided with a conditional offer.

- 2. **Conditional Offer.** If an application is accepted or accepted with conditions, and a conditional offer is extended to the applicant, a criminal background check will be conducted on each applicant or occupant that is eighteen (18) years of age or older. If the criminal background search reveals a conviction for a felony or misdemeanor within the time periods and offenses established in C&C Apartment Management, LLC's search criteria pursuant to applicable law, any conditional offer may be rescinded. C&C Apartment Management, LLC, has pre-defined a selection configuration, which has been provided to its criminal search vendor. Prior to final acceptance of any

applicant, C&C Apartment Management, LLC's criminal search vendor will search for criminal background information on each applicant/occupant. If a report is found, it will be compared to C&C Apartment Management, LLC's pre-selected criteria and a determination regarding whether an applicant meets these criteria will be made.

A conditional offer may be rescinded if a criminal background search finds a criminal record in an applicant or occupant's history that:

- a. resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault in violation of N.J.S. § 2C:14-2, causing or permitting a child to engage in a prohibited sexual act or in the simulation of such an act in violation of paragraph (3) of subsection b. of N.J.S. § 2C:24-4, or any crime that resulted in lifetime registration in a state sex offender registry; or
- b. is for an indictable offense of the first (1<sup>st</sup>) degree that was issued, or if the conviction resulted in a prison sentence that sentence concluded, within the six (6) years immediately preceding the issuance of the conditional offer; or



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- c. is for an indictable offense of the second (2<sup>nd</sup>) or third (3<sup>rd</sup>) degree that was issued, or if the conviction resulted in a prison sentence that sentence concluded, within the four (4) years immediately preceding the issuance of the conditional offer; or
- d. is for an indictable offense of the fourth (4<sup>th</sup>) degree that was issued, or if the conviction resulted in a prison sentence that sentence concluded, within one (1) year immediately preceding the issuance of the conditional offer.
- 3. Considered Factors.** C&C Apartment Management, LLC, will perform an individualized assessment and consider the following information:
- the nature and severity of the criminal offense; and
  - the age of the applicant and/or occupant at the time of the occurrence of the criminal offense; and
  - the time which has elapsed since the occurrence of the criminal offense; and
  - any information produced by the applicant and/or occupant, or produced on the applicant's and/or occupant's behalf, regarding the applicant's and/or occupant's rehabilitation and good conduct since the occurrence of the criminal offense; and
  - the degree to which the criminal offense, if it reoccurred, would negatively impact the safety of other tenants or C&C Apartment Management, LLC's property; and
  - whether the criminal offense occurred on or was connected to property that was rented or leased by an applicant and/or occupant.
- 4. Unconsidered Factors.** C&C Apartment Management, LLC, will not consider the following information in its evaluation of a criminal background search:
- arrests or charges that have not resulted in a criminal conviction; and
  - expunged convictions; and
  - convictions erased through executive pardon; and
  - vacated and otherwise legally nullified convictions; and
- e. juvenile adjudications of delinquency; and
- f. records that have been sealed.
- 5. Withdrawal of Conditional Offer.** C&C Apartment Management, LLC, may withdraw a conditional offer based on your criminal record only if it determines, by a preponderance of the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest. If the conditional offer is withdrawn based upon C&C Apartment Management, LLC's pre-selected criteria, it will provide you with a written notification specifying the reasons for the withdrawal. Further, you will be provided with an opportunity to demonstrate any inaccuracies within the criminal background check, as well as an opportunity to provide any necessary context, evidence of rehabilitation, or other mitigating factors.
- If C&C Apartment Management, LLC, utilizes any vendor or outside person/entity to conduct a criminal record check on its behalf, it will take reasonable steps to ensure that the vendor or outside person/entity conducts the criminal record check consistent with the requirements of the FCHA and rules. Specifically, if C&C Apartment Management, LLC, receives a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA in that it reveals a record that is not permitted to be considered under the FCHA, it will not rely on that information in making a determination about your tenancy.
- If C&C Apartment Management, LLC, withdraws your Conditional Offer to your criminal history, you have the right to request and receive the materials in which it relied in making this determination.
  - You have the right to dispute, within ten (10) days of receiving this statement, the relevance and accuracy of any criminal record, and to offer evidence of any mitigating facts or circumstances, including but not limited to your rehabilitation and good conduct since the criminal offense. You may also provide evidence demonstrating inaccuracies within aspects of your criminal record which may be considered under the FCHA, or evidence of rehabilitation or other mitigating factors to us at any time, including after the ten (10) days.

Any action taken by us in violation of this process laid out in this statement may constitute a violation of the FCHA. If you believe that C&C Apartment Management, LLC, has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at [www.NJCivilRights.gov](http://www.NJCivilRights.gov), 1 (866) 405-3050. A complaint must be filed with DCR within 180 days of the allegedly discriminatory conduct. You cannot be subjected to retaliation for filing a complaint or for attempting to exercise your rights under the FCHA.

For more information about how these rules apply, please refer to the additional resources, which are available online at: <https://www.njoag.gov/about/divisions-and-offices/divisionon-civil-rights-home/fcha/>. DCR has several fair housing fact sheets available at <https://www.nj.gov/oag/dcr/housing.html>, or available for pickup in any of DCR's four (4) regional offices:

31 Clinton Street, 3<sup>rd</sup> Floor  
Newark, NJ 07102

1601 Atlantic Avenue, 6<sup>th</sup> Floor  
Atlantic City, NJ 08401

5 Executive Campus  
Suite 107, Building 5  
Cherry Hill, NJ 08002

140 East Front Street, 6<sup>th</sup> Floor  
Trenton, NJ 08625





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**M. Signature**

I/We DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. I/We have not withheld, falsified or otherwise misrepresented any information. **I/We fully understand that any and all information I/We provide during this application process is subject to review by local, state, and federal regulatory agencies.** I/We understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for this program may include the disqualification of my application, the termination of my lease (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

I DECLARE THAT NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY IS EMPLOYED BY THE NEW YORK CITY HOUSING DEVELOPMENT CORPORATION OR ITS SUBSIDIARIES, OR THE BUILDING OWNERS OR ITS PRINCIPALS (ALL PERSONS OVER THE AGE OF 18 MUST SIGN).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

