

# GRAND CENTRAL HOUSING

Dear Applicant,

Thank you for your interest in **Grand Central Housing**, *RPM Development's* newest LEED certified environmentally friendly property in Orange, NJ. To take advantage of this housing opportunity you must **complete and sign** the enclosed application and submit to:

**Grand Central Leasing Office  
77 Park Street  
Montclair, NJ 07042**

**Make sure to submit with a \$25 Money Order** (payable to: **RPM Management**) and **photocopies** of the following documents;

- Social Security Cards** - for all persons who will reside in the apartment.
- Birth Certificates** - of all household members.
- Last four to six consecutive pay stubs** (four if you are paid biweekly or bimonthly) (six if you are paid weekly) - for all household members 18 years of age or older.  
*You will also need a printout from the current month from the agency or fund that provides the source of income. For an example, Public Assistance, SS, SSI, Pension, VA Benefits, Military Pay, Unemployment, etc.*
- If you receive child support**, you must bring the **last six to eight stubs** you received or court order with case #.
- 2 most recent year's Federal Tax Return** (1040 Form) and Education Credits (8863 Form), for each household member 18 years of age or older if applicable. **We do not accept self-prepared tax returns.** *In the case that you prepared your own taxes or unable to located your copy, you may request a copy by calling the IRS automated system Monday – Friday 7:00 AM – 10:00 PM at **(800) 829-1040**. You may also use this system to request a letter stating that there is no record of you filing.*
- 2 most recent year's W2's or 1099 form** for each household member 18 years of age or older if applicable. (You may also obtain a copy of this from the IRS automated system (Call the number above)
- Your current bank statements**, from all accounts for each household member. This includes: **savings, checking, credit union, 401K, annuity, pension, retirement and life insurance.**
- Last 3 rent receipts** from your current landlord or a letter from whom you are residing with regarding the dates of residency, address and amount of rent paid. It must be signed and dated.

Please be advised that any additional information or documentation requested by RPM Management, LLC must be submitted within **7 days** of any request. Upon notification of approval by a member of the RPM Management team you, are required to sign all lease documents and pay a security deposit (equal to 1 ½ month's rent) within **48 hours**.

**Non compliance with these requests may result in the withdrawn of your application.**

***Final** approval will be based on our review of your final application and supporting documentation, minimum and maximum income restrictions, credit criteria, criminal history check and your financial ability to rent the apartment.*

If you have any questions regarding your application, please contact our office at **973-744-5410 X146**

Sincerely,

Brian Saft  
Leasing Manager



RPM MANAGEMENT, LLC



# Tax Credit Housing Program

## APPLICATION QUESTIONNAIRE

### HOUSEHOLD INFORMATION

List all household members that are applying to live in this apartment with you

Name First, Middle Initial, Last	Relationship to Head of Household	M/F	Social Security Number	Birth Date mo/day/yr

**YES** **NO (Must Check One)**

**1. Do you expect any additions to your household within the next twelve months?**

Name & Relationship: \_\_\_\_\_

Explanation: \_\_\_\_\_

**2. Is there anyone living with you now who won't be living with you at this property?**

Name & Relationship: \_\_\_\_\_

Explanation: \_\_\_\_\_

**3. Do you have full custody of the child(ren) in your household?**  
*(If no, obtain proof of the amount of time the child(ren) will be living with you.)*

Name & Relationship: \_\_\_\_\_

Explanation: \_\_\_\_\_

**4. Are there any absent household members who under normal conditions would live with you?**  
*(For example, a spouse away in the military.)*

Name & Relationship: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



### APPLICATION FOR LEASE

What size apartment are you looking for? (**Must Check One**)  1 bed  2 bed  3 bed

Time period when you need to move? Earliest \_\_\_ / \_\_\_ / \_\_\_ Latest \_\_\_ / \_\_\_ / \_\_\_

Property(ies) applying for **Grand Central Housing** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

**SOCIAL SECURITY #:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

Is applicant a full time student? (Circle one) Yes / No **PHONE #:** \_\_\_\_\_

**CO-APPLICANT'S NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

**SOCIAL SECURITY #:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

Is co-applicant a full time student? (Circle one) Yes / No **PHONE #:** \_\_\_\_\_

**OTHER OCCUPANTS:**

Full Name	Date of Birth	Social Security #	Relationship to Applicant	Full Time Student (Yes / No)

**PRESENT ADDRESS:** \_\_\_\_\_  
STREET APARTMENT #

\_\_\_\_\_  
CITY STATE ZIP

**DATES:** \_\_\_\_\_ **MONTHLY PAYMENT: \$** \_\_\_\_\_ **RENT / OWN (CIRCLE ONE)**  
FROM TO

**PRESENT LANDLORD/MORTGAGE COMPANY:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**REASON FOR MOVING:** \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
(IF AT CURRENT ADDRESS FOR LESS THAN 1 YEAR) STREET APARTMENT #

\_\_\_\_\_  
CITY STATE ZIP

**HAVE YOU EVER BEEN EVICTED? (CHECK ONE) YES / NO IF YES, EXPLAIN?** \_\_\_\_\_

**DO YOU OWN ANY PETS? (CHECK ONE) YES / NO**  
 If yes, Type of pet: \_\_\_\_\_ Breed: \_\_\_\_\_ How Many: \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A FELONY? (CHECK ONE) YES / NO**  
 If Yes, Year convicted: \_\_\_\_\_ Please Explain: \_\_\_\_\_

**SECTION 8 APPLICANTS PLEASE COMPLETE THIS SECTION:**

Housing Authority you receive assistance from: \_\_\_\_\_  
 Name and Phone number of your caseworker: \_\_\_\_\_  
 Have you been released to move to a new apartment? (CHECK ONE) YES / NO  
 Number of bedrooms your voucher is for (check one) 1 Bed 2 Bed 3 Bed

**INCOME INFORMATION - List all full time, part time and self employment of all household members and the anticipated income from each source of employment during the next 12 month period.**

Household Member	Name and Address of Employer	Position Held	Supervisor's Name and Phone #	Monthly Gross Income	Date of Hire

**ASSETS (Check Yes or No for each category)**

Checking Account	Yes	No	Bank _____	Account # _____
Savings Account	Yes	No	Bank _____	Account # _____
Share Account	Yes	No	Bank _____	Account # _____
Draft Account	Yes	No	Bank _____	Account # _____
Pension	Yes	No		
401K	Yes	No		
Life Insurance	Yes	No	If Yes, what type of policy (Check One)	Term Whole
Other	Yes	No	Explain _____	

**HAVE YOU DISPOSED OF ANY ASSETS IN THE PAST 2 YEARS? (CHECK ONE) YES / NO**

**TOTAL ANTICIPATED GROSS INCOME THROUGH THE NEXT 12 MONTHS**

<b>ANNUAL SALARIES</b>		
(including tips, fees, bonuses and commissions):		\$ _____
<b>CO-APPLICANT'S ANNUAL SALARY:</b>		\$ _____
<b>ADDITIONAL INCOME:</b>		
	Child Support	\$ _____
	Social Security	\$ _____
	SSI/Disability	\$ _____
	Public Assistance	\$ _____
	AFDC	\$ _____
	Alimony	\$ _____
	VA or RR	\$ _____
	Unemployment Benefits	\$ _____
	Pension/Annuity	\$ _____
	Medicare/Medicaid	\$ _____
	Recurring Gift	\$ _____
	Other _____	\$ _____
<b>TOTAL ANTICIPATED ANNUAL INCOME</b>		\$ _____

**VEHICLE**  
 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model : \_\_\_\_\_ Color: \_\_\_\_\_  
 Registered to: \_\_\_\_\_ License Plate#: \_\_\_\_\_ State: \_\_\_\_\_  
 Description and tag numbers of any boat, Motorcycle or Camper/ Van you may own: \_\_\_\_\_

**EMERGENCY CONTACT**  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Street City State Zip

All Applicants hereby authorize RPM Management, L.L.C. to verify my/our Credit History and to verification of any and all information set forth on this application, including release of information by any employer (present and former), any bank or savings and loan, and any lender, and hereby waive all right of action for any consequence resulting from such information. All such information hereon, and released as authorized by the applicant(s)'s signature below will be kept confidential. **ALL APPLICANTS REPRESENT THAT THE INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND COMPLETE.** Material misrepresentations on this application will constitute a default under the lease agreement between the parties.

\_\_\_\_\_  
 Applicant's Signature Date Applicant's Signature Date  
 \_\_\_\_\_  
 Management Representative's Signature Date

**THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.**  
 Title VIII of the CIVIL RIGHTS ACT of 1966 makes discrimination based on race, color, religion, sex, financial status, or national origin illegal in connection with the rental of housing. The Federal agency which administers compliance with this law concerning this Company: Dept. of Housing & Urban Development

Property \_\_\_\_\_ Date \_\_\_\_\_

**INFORMATION FOR GOVERNMENT MONITORING PURPOSES:**

The information solicited below is requested by the building owner in order to assure the Federal Government, acting through the State Finance Agency that we comply with Federal Laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, familiar status, age and handicap.

You are not required to furnish this information but are encouraged to do so.

This information will not be used in evaluating our application or to discriminate against you in any way.

However, if you choose not to furnish it, the owner is required to note the race / national origin and sex of the individual applicants on the basis of visual observance or surname.

**RESIDENT**

I do not wish to furnish this information (initials) \_\_\_\_\_

**CO-RESIDENT**

I do not wish to furnish this information (initials) \_\_\_\_\_

**RACE/NATIONAL ORIGIN**

- American Indian       Alaskan Native
- Asian, Pacific Island     Black
- White                       Hispanic
- Other (specify)

SEX:       Female     Male

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**How did you hear about us? (Must Check One)**

- friend / family referral - who referred you? Name \_\_\_\_\_ Address \_\_\_\_\_
- Banner/Signage – Where? \_\_\_\_\_
- Previous resident of an RPM property
- Star Ledger
- Other newspaper – which one: \_\_\_\_\_
- Craigslist
- www.rpmdev.com
- Other website – which one: \_\_\_\_\_
- Other - which one: \_\_\_\_\_