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DISCLAIMER: The steps below are general guidance. There may be other requirements or circumstances that apply to you or your household. CJHRC cannot be responsible for every possible scenario.

**HOW TO APPLY FOR STATE OF NJ VERY LOW, LOW & MODERATE INCOME AFFORDABLE
RENTAL UNITS
Through Central Jersey Housing Resource Center (CJHRC)**

1. Call a CJHRC counselor at 908-446-0036. They will collect basic information and send you applications by email, mail, or you can pick them up.
2. Complete the application(s) for the property or properties you want. Submit all required documents with each application. Check the full list at https://cjhrc.org/images/Application_Checklist.pdf.
3. Keep the fact sheet and note the date you submitted your application.
4. Mail or drop off your application at 92 East Main Street, Suite 407, Somerville, NJ 08876. A drop box is available outside the suite. We recommend making an appointment or tapping on the door. Hours are 9 AM to 5 PM, Monday to Friday (we suggest you confirm before visiting).
5. Processing usually takes six weeks. Applications are date stamped and logged into database in the order received. CJHRC upon review application will notify you of the outcome by email, phone, or letter. Possible outcomes include:
 - Certification: Your application is approved and valid for 180 days. It can be extended once for another 180 days with minimal additional documents.
 - Missing Information: You are notified of documents needed to complete your application and given a deadline. Once submitted, your application is re-reviewed in order received.
 - Denial: Your application may be denied if income requirements are not met or for other reasons. The reason will be explained.
 - No Longer Interested: Your application becomes inactive if you fail to submit missing information by the deadline or allow your certification to expire.
6. If certified, you will be notified when a unit becomes available. Additional documents will be required within 10 days. If there are more certified applicants than units, a random selection (lottery) will determine priority.
7. Landlords require tenants to meet credit and eligibility standards. If denied by the landlord, the reason must be provided to you. You have the right to appeal or discuss the decision with the landlord.
8. If offered a unit, you must sign the lease and pay first month's rent and security deposit within 3–5 business days. If you decline, notify CJHRC in writing. You will be included in the next random selection. This continues until you lease a unit or your certification expires.

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