

## **INFORMATION FOR AFFORDABLE HOUSING APPLICANTS**

You may complete the application and follow the instructions on the easy to read checklist provided for your convenience. A fee of \$40.00 made payable to the Township of Wyckoff must be attached to the application and mailed with the completed application to the address indicated on the application.

Once a completed application and check is received, the Township will diligently review our submission. If the application does not include all required information, you will be notified by mail so that you can submit whatever is missing. Once your application is complete, you will be notified by first class mail whether your annual household income qualifies you (based on the number of people in your household) for preliminary certification and consideration for an affordable housing unit, should one become available. *(Please note that the income of all adults who will reside in the unit must be considered in the determination of household income).*

According to the rules that govern affordable housing, a preliminarily certified household is placed on a list for a one-bedroom, two-bedroom or three-bedroom very low, low or moderate income unit based on:

1. Annual household income and number of persons in your household, which will determine whether you qualify for a very low, low or moderate income unit; and
2. Number of bedrooms needed to accommodate your household size (unmarried persons of opposite sex and children of opposite sex would not be required to share a room).

You are encouraged to advise the Affordable Housing Office in writing of any changes in household income, household size, mailing address or contact phone number so that we may contact you as needed to update and maintain your preliminary certification or if an affordable unit for which you may qualify becomes available.

Please be aware that changes in the size and configuration of your household may cause you to be re-listed for a larger or smaller unit than that for which you were preliminarily certified. We are required by State regulations to follow certain guidelines in placing households in various sized units. For example, if at the time of your initial application, your household consisted of a husband and wife, and you were placed on a list for a one-bedroom unit, and then your household size is increased by the birth of a child, we are required to re-list you for a two-bedroom unit instead of a one bedroom unit. In the event of the birth of twins of opposite sex, we would have to re-list you for a three-bedroom unit. Conversely, in the event of a decrease in household size, you may be placed on the list for a smaller unit than the one for which you were preliminarily certified. The list of preliminarily certified households may well be longer for a different sized unit.

Affordable housing units only become available when either: 1) new affordable units are built in Wyckoff; or 2) an existing unit becomes vacant. While Wyckoff has created zoning opportunities for new affordable housing units to be built, it cannot control when construction occurs. Please do not assume that acceptance of your application is any guarantee that a unit is or will soon become available. Our purpose in accepting applications and reviewing them is to create a pool of preliminarily certified applicants whom we can contact for final certification and qualification in the event that an affordable unit does indeed become available.

Notwithstanding the above, we encourage applications to be filed by all persons who believe that their household income may legitimately qualify them as very low, low or moderate income consistent with the current income limits by household size chart posted on the Township's website and on the bulletin board located outside the Planning Board office in Town Hall. The Township's web site is [www.wyckoff-nj.com](http://www.wyckoff-nj.com). The affordable housing application form is also available on the Township's web site and copies of the application form may also be obtained from the Planning Board office.

Good luck to you.