



Mendham Area Senior Housing Corp.
One Heritage Manor Drive
Mendham, New Jersey 07945
Phone: 973-543-2666, Fax: 973-543-8889
(TTY) by way of relay 1-800-852-7899
www.mashnj.org



Tenant Selection Information and Wait List Procedures

Mendham Area Senior Housing Corporation (MASH) provides housing to low-income elderly and disabled adults. MASH is funded by USDA Rural Development, and provides subsidized rents for eligible tenants.

Eligibility

In order to be placed on our wait list, all applicants must:

- Be 62 years old or older, with or without children, or
- Be a certified disabled adult (18 years and older), with or without children

In addition to the above criteria, at the time of tenancy and absent USDA rules/guidelines to the contrary, prospective tenants must have income levels as explained below.

Minimum Income Requirements: Established by the MASH Board of Trustees

At time of tenancy, applicants must have a **minimum gross income level of \$14,214*** (for year 2013, which will be indexed based upon CPI), which can be institutionally documented and certified and is based upon sources *such as* TANF, Welfare, Food Stamps, SSI, Social Security, State Unemployment Insurance, State Disability Insurance, banks, investment houses, insurance companies, pension sources, annuity providers, etc.

In the case of very low-income situations, family support is important and will be counted in the determination of *adjusted income*, but not for meeting this minimum (gross) income requirement.

Maximum Income Requirements: USDA Income Categories

The 2013 revised USDA Rural Development Adjusted Income Maximums by categories for this area in NJ are:

	<u>Single</u>	<u>Two People</u>
Very Low-income	\$33,150	\$37,850
Low-income	\$49,450	\$56,500
Moderate-income	\$54,950	\$62,000

- Very low-income applicants eligible for rental assistance have a priority over all other applicants.
- Low-income applicants may be selected provided no very-low income applicants remain on the list.
- Moderate-income applicants may not be selected for occupancy when the number of unassigned rental assistance units equals or exceeds the number of vacant units.

Wait List

After an applicant has been on the wait list for 12 months, a survey will be sent to determine if the applicant is still interested in and eligible for low-income senior housing. The applicant's most recent financial information must be provided in that request. If an applicant fails to respond to the survey within 30 days, the applicant will be removed from the wait list. Applicants may contact MASH for updates on expected availability and wait list status.

Notification and Acceptance of an Apartment

When an apartment becomes available, the eligible applicant(s) will be selected from the chronologically-maintained wait list for the lowest income category first, and the 1st floor or 2nd floor needs of the applicant(s) according to guidelines from the federal government.

The process for processing an applicant for an available apartment is as follows:

- MASH will notify applicant by telephone and/or USPS regular mail that an apartment is available. At this time, a \$35.00 non-refundable application fee will be charged to the applicant. Money orders or cashier's checks will be accepted.
- Applicants will then have **7 *business days*** to confirm intent to accept the apartment, confirm expected eligibility, and send in the \$35.00 application fee.
- Upon successful completion of these steps, MASH will conduct credit, criminal, and landlord background checks. Pending the results of those checks, an applicant will be personally interviewed and begin the move-in process.
- If at any point in the application process, the applicant is deemed ineligible due to status, income, or background check results, written correspondence will be sent to the applicant confirming ineligibility and removal from the wait list.

Applicant Refusal of an Apartment

If the applicant cannot accept the unit at the time it is offered, the reason for not accepting the unit will be documented in MASH records and confirmed with the applicant in writing. The applicant's name will then be removed from the list with written notification of such. The Director may, however, determine that a hardship exists for reasons such as: a documented health problem or the rent would exceed 50% of adjusted monthly income without rental assistance. In these situations the applicant's name may remain on the list in the original chronological order. Any applicant whose name has been removed may reapply.