



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 \$14,124** which is based on the CPI. All sources of income such as: TANF, Welfare, Food Stamps, SSI, Social Security, State Unemployment Insurance, State Disability Insurance, bank accounts, investment houses, insurance companies, pension sources, annuity providers, etc. must be institutionally certified and documented. In the case of very low-income situations, family support is important and will be counted.

Maximum Income Requirements: USDA Income Categories

USDA Rural Development Adjusted Income Maximums by size of household for this area in NJ are:

	<u>Single</u>	<u>Two People</u>
Very Low-income	\$32,050	\$36,600
Low-income	\$46,050	\$52,650
Moderate-income	\$51,550	\$58,150

- 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

The current wait time for a vacancy is 2-3 years. After an applicant has been on the wait list for 12 months, an Annual Survey will be mailed to update your application on our wait list. The applicant's most recent financial information must be provided in that survey. If an applicant fails to send back the survey within 30 days, the applicant will be removed from the wait list. Applicants must contact MASH with any address or telephone number change.

Notification and Acceptance of an Apartment

When an apartment becomes available, the eligible applicant 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 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 or USPS regular mail that an apartment is available. Applicants will then have **7 business days** to visit MASH and confirm intent to accept the apartment. At this point, the applicant will review eligibility criteria with the Director.
- Upon successful completion of these steps, MASH will conduct credit, criminal, and landlord background checks. ***We require a non-refundable \$35 fee to process background checks.*** Pending the results of those checks, an applicant will be approved to move-in.
- If the applicant is deemed ineligible, the Director will send written correspondence confirming ineligibility and subsequent 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. If the applicant is not ready to move, this applicant may choose to be placed to the bottom of the wait list. The Director may determine that a hardship such as documented health problems or the rent would exceed 50% of adjusted monthly income without rental assistance. ***In these hardship situations only, the Director may allow the applicant's name to remain on the list in the original chronological order.*** Any applicant whose name has been removed may reapply at any time.