



Mendham Area Senior Housing Corp.
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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, at least one applicant in the household must:

- Be at least 62 years of age, **OR**
- Be a certified disabled adult (at least 18 years of age).

In addition to the above criteria, at the time of tenancy, prospective tenants must have income levels as explained below.

Minimum Income Requirements: Established by MASH Board of Trustees

At time of tenancy, applicants must have a **minimum gross income level** of at least \$21,325.00 which is half the maximum for a single-person household in the Very Low-Income category (as stated below). All sources of income such as: TANF, Welfare, 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 considered.

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	\$42,650	\$48,750
Low-Income	\$67,350	\$76,950
Moderately Low-Income	\$72,850	\$82,450

- Very low-income applicants eligible for rental assistance have priority over all other applicants.
- Low-income applicants may be selected, provided no very low-income applicants remain on the Wait List.

Wait List

After an applicant has been on the Wait List for 12 months, a Wait List Update survey will be mailed to the applicant to update their application and to determine continued eligibility for the Wait List. The applicant's most recent financial information must be provided in that survey. If an applicant fails to return the survey within two weeks, the applicant will be removed from the Wait List. ***Applicants must contact MASH with any address or telephone number changes.***

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 for the 1st floor or 2nd floor needs of the applicant according to guidelines from the federal government.

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

- MASH will notify applicant by telephone, USPS regular mail or email that an apartment is available. Applicants will then have **SEVEN 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 Wait List with written notification of such. If the applicant is not ready to move, the applicant may choose to be placed at the bottom of the Wait List. If it is determined that an acute health crisis would prevent acceptance of an offered apartment at that time, the Director may allow the applicant's name to remain on the Wait List in the original chronological order. ***Any applicant whose name has been removed from the Wait List may reapply at any time.***