



Public Housing Application FACT SHEET For Partnering Agencies

The Newark Housing Authority (NHA) would like to thank you for your efforts to provide assistance to families who may be interested in applying for Public Housing. NHA takes seriously the role of providing Public Housing assistance to families in need—families that both our organizations serve. This fact sheet has been prepared to assist your organization when providing clients with applications for Public Housing. Applicants must complete and submit the Application and Property Selection Forms. Please review the following closely. If you have any questions, please contact the Occupancy Department at 973-273-6129.

- **NHA’s Waiting List (WL) for family developments is currently closed. Applications for households that do not qualify as Elderly, Disabled or Near Elderly SHOULD NOT BE DISTRIBUTED.**
- **NHA only accepts applications for placement on waiting lists that are currently open. The waiting lists that are CURRENTLY OPEN are listed on the Property Selection Form.** The designated Elderly properties are designated for families in which the head of household, spouse or sole member is Elderly (62 years of age and older) or Near-Elderly (50 to 61 years of age) and the Mixed Family developments are designated for families in which the head of household is Elderly (62 years of age and older), Near-Elderly (50 to 61 years of age) and/or Disabled. **Minor children are not allowed to be housed in Designated Elderly Properties.**

You may select up to three (3) Properties OR the “First Available Property” option. Applicants will receive one apartment offer. If applicants do not accept the apartment offered they will be withdrawn from all chosen Waiting Lists unless the refusal was for Good Cause. Applicants listed on multiple lists will be removed from all other lists once housed.

First Available Property Option

Applicants wishing to be housed as quickly as possible may want to consider selecting the “First Available Property” option. **If this option is selected, the applicant DOES NOT select any of the properties listed on the Property Selection Form.**

Option to be Listed on the Waiting List for Three NHA Properties

Applicants wishing to be housed only at specific properties may select up to three properties on the Property Selection Form. Applicants should place an “X” in the box next to the property for which they wish to have their names entered onto the Waiting List. Up to three properties may be selected.

Elderly Designated

The Head of Household, Spouse and/or Co-Head must be at least 62 years of age to be eligible for housing in an Elderly Designated Property. If and when there are no qualified Elderly households on the Waiting List, NHA may offer units to Near Elderly households. Priority is given to applicants who are Elderly (62 years old or older) and then to the Near-Elderly (50 to 61 years of age) at these properties. Additionally, if your household contains minor children you may not live at Elderly Designated Properties.

Mixed Population (Elderly/Disabled) Properties

The Head of Household, Spouse and/or Co-Head must be Elderly, Near Elderly or Disabled to be eligible for housing in a Mixed Population Property. Priority is given first to the Elderly/Disabled and then to the Near-Elderly at these properties.

- **Updating Applications**
Applicants are responsible for notifying NHA in writing of any changes to their application related to address, phone number, preference, income and household composition. If NHA attempts to contact an applicant based on the information provided and the applicant does not respond their application for NHA Public Housing will be withdrawn. If your clients indicate that they are updating their application for Public Housing, please direct them to visit the **NHA Occupancy Department Admissions Window at 500 Broad Street, Newark, New Jersey 07102.**
- **General Information About Applying for Public Housing**
Please provide clients with a copy of the notice ***General Information about Applying for Public Housing*** when distributing the Public Housing Application.
- **Notice of Reasonable Accommodation**
Please provide clients with a copy of the ***Notice of Reasonable Accommodation*** when distributing the Public Housing Application.

- **Occupancy Guidelines**

This table represents the general occupancy standards for determining the number of bedrooms a family requires. Please note that there are no 3, 4, or 5 bedroom units at NHA Elderly or Mixed Population Properties. NHA applies additional guidelines when determining the number of bedrooms allowed for an applicant family.

Number of Bedrooms	Min Persons/Unit (Larger Unit Size)	Max Persons/Unit (Smallest Unit Size)
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

- **Submitting Applications**

- Applications can be submitted in person or via US mail
- Agencies are asked to submit Applications via mail
- Applications submitted in person should be brought to the Admissions Window at the Newark Housing Authority from the hours of 9:00 AM to 4:00 PM

**Newark Housing Authority
Occupancy Department
500 Broad Street
Newark, New Jersey 07102**

- **PLEASE DO NOT DUPLICATE APPLICATIONS FOR DISTRIBUTION.**

Because NHA may periodically open and/or close waiting lists, applicants must be fully aware of their options. Distribution of Applications with incorrect information may result in an applicant not being placed on a waiting list. If your agency is in need of additional Application forms, please contact the NHA Occupancy Department at 973-273-6129 and additional Applications forms will be sent via US mail.