

ONLINE APPLICATION

PLEASE BE SURE TO ADD "ALL" HOUSEHOLD MEMBERS TO YOUR APPLICATION INCLUDING ANY EXPECTANT CHILDREN.

If the waiting list is open and you are unable to access the internet, please contact our Housing Specialist, Melissa at (908) 859-0122, Ext. 110 for help with your application.

INFORMATION REQUIRED TO COMPLETE ONLINE APPLICATION

1.) Social Security Cards for "ALL" members

Your name must be typed exactly as it appears on your Social Security Card.

If your card lists a middle initial or a suffix (Jr., Sr. II, III, IV, V, etc.) Please type

Exactly as it appears.

2.) Birthdates for "ALL" Members

3.) Income Information for all Members

- Wages
- Social Security
- SSI
- Unemployment
- Child Support
- TANF
- Self-employment, etc.
- Zero-Income – If you are reporting zero income, you must complete a zero-income statement and provide proof of how you are living; ie, grocery receipts, rent payment receipts, car payment receipts, phone receipts, etc.

4.) Asset Information for "ALL" Members

- Checking Accounts (Institution Name, Address, and Account Number)
- Savings Accounts (Institution Name, Address, and Account Number)
- Cash App Accounts, Zelle, Venmo, etc.
- 401k's
- Stocks
- Bonds
- Treasury Bills
- Certificates of Deposit
- Money Market Funds
- Trust Funds
- IRA's
- Annuities
- Whole Life Insurance Policies
- Real Estate

5.) Driver's License Numbers for "ALL" Members

After completion of your online application, it will be processed by our Housing Specialist. You will receive a letter within 2 to 3 weeks, barring unforeseen circumstances advising whether your application was deemed eligible or ineligible.

ELIGIBLE APPLICANTS

If your online application is deemed eligible, you will receive a supplemental application packet that must be signed and returned along with a list of documentations you must return, and HUD required forms that you must sign and return. ALL required documentation is to be returned within thirty (30) days. If not returned, a second request will be sent with a return of fourteen (14) days. If not returned a third request will be sent with a return time of seven (7) days. If you fail to submit a **COMPLETE** application and **ALL** documentation in the appropriate time frames, as per the PHA policy, your application will be purged, and you will be unable to reapply for twelve (12) months.

This packet is to be sent to:

Melissa Stettler
Housing Specialist
PHILLIPSBURG HOUSING AUTHORITY
530 Heckman Street
Phillipsburg, NJ 08865

INELIGIBLE APPLICANTS

If your application is deemed ineligible, you will receive a letter within 2 to 3 weeks, barring any unforeseen circumstances advising this and, you will be offered the opportunity to schedule an informal hearing. If you fail to request a hearing by the due date in your letter, your application will remain ineligible, and you will be unable to reapply for twelve (12) months.

To schedule and informal hearing, you must submit a written request via mail to:

Melissa Stettler
Housing Specialist
PHILLIPSBURG HOUSING AUTHORITY
530 Heckman Street
Phillipsburg, NJ 08865
Or via email to: mstettler@phillipsburgha.com