

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 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, Apple Cash, 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 application packet, you will need to schedule an appointment with our Housing Specialist, Melissa, at (908) 859-0122, Ext. 110 to return and review your completed packet.

ELIGIBLE APPLICANTS

If your application is deemed eligible after full review, you will receive a letter from Melissa within 2 to 3 weeks advising your application is eligible and you have been placed on the waiting list.

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