

# NJ SHARES Mortgage Assistance, Rent and Tax Program (NJ SMART)

## Eligibility Guidelines for the NJ SMART Program



### 2023 Income Guideline Chart

Households with a combined gross monthly income between 0 – 80% of the State Median Income for New Jersey may apply for the **NJ SMART** program.

Household Size	Gross Monthly Income
1	\$5,521
2	\$6,313
3	\$7,100
4	\$7,888
5	\$8,521
6	\$9,150
7	\$9,783
8	\$10,413

The NJ SMART Program provides assistance to eligible New Jersey residents who have experienced a temporary financial crisis and are facing housing emergencies. To help lessen the impact on limited income households, the NJ SMART Program will provide a grant of up to a \$5,000 for overdue rent, mortgage, or property tax payments. Payments will be made in a one-time, lump-sum payment directly to the landlord, mortgage company or tax collector on behalf of the applicant.

### Eligibility Guidelines

#### Applicants **MUST**:

- Reside in New Jersey and the property owned or rented must be their primary residence
- Be experiencing a temporary financial crisis, such as a job loss or illness
- Be in arrears for rent, mortgage, or property tax a minimum of one month

#### Households **MAY**:

- Receive a grant once between January 1 and December 31 of a given year
- Receive one rent, mortgage, or property tax grant of up to \$5,000

#### Income Eligibility

- Have a combined gross monthly income between 0 – 80% of the State Median Income for New Jersey

## **Required Documentation**

NJ SHARES must receive these required documents within **ten business days** of the application date.

### **Personal ID for the Applicant and All Household Members**

- Any unexpired government issued ID. ID must be provided for the applicant and all household members. If adult (18 and older) household member's ID shows a different last name than applicant, additional proof of residency is required. If the address is listed on the ID provided and it does not match the service address, additional proof of residency is required.

### **Proof of Residency/Ownership**

- If any documentation provided throughout the application process includes an address that does not match the service address, further proof of residency will be required. To prove residency, additional documentation dated within 30 days of the application date showing name and address must be provided.
- Copy of mortgage deed, rental agreement, county tax record, or property tax bill, depending on which service is needed (rent, mortgage or property tax assistance).

### **Completed Signed and Dated Application**

- The customer's signature and date must be on the application. A spouse can apply for assistance provided they reside in the home. A spouse cannot sign for the applicant.

### **Proof of Income**

- NJ SHARES requires proof of the last four consecutive weeks of income from the date of the application for all contributing household members. This includes: paystubs, current unemployment determination letter along with proof of receipt of the past 30 days of unemployment benefit, Social Security statement or award letter for the current year, rental income, pension statement, alimony, child support, self-employed self-certifying letter, current bank statements showing identified direct deposits with name and address, etc. If there are weeks entered with zero income, an explanation is required. Zero Income Affirmation is to be completed, signed and dated by the applicant when there are adult household members without income. Please note that applications submitted without proof of income for the four consecutive weeks prior to the application will be rejected.
- Unemployment: Current unemployment determination letter along with proof of receipt of last 30 days of unemployment benefit.
- If paystubs cannot be produced: A letter signed and dated by the applicant's employer verifying paid in cash and the total gross monthly income must be submitted. All employment letters will be verified.
- Self-employed: NJ SHARES will accept a signed and dated letter confirming the exact dollar amount of the total gross monthly income for 30 consecutive days prior to the application.
- Rental Income: If the customer is a landlord, the current lease and a recent rental receipt must be provided as back-up documents.
- Social Security Income: Award letter for the current year.

- Pension Income: Copy of most recent check or letter verifying lifetime receipt of benefits.
- Workers' Compensation: Current bank statements showing identified direct deposits with recipient's name and address should be furnished.
- Alimony and /or Child Support: Proof of Alimony and/or Child Support and payment frequency must be supplied.
- Zero Income Affirmation Form: Applies to applicants and/or members of the household with no income.

### **Payment History**

- Any correspondence from landlord, mortgage company, or tax lender to confirm monthly rent, mortgage, or property tax amount.

### **Landlord Application Packet (if applicable)**

- The landlord packet will be sent directly to the landlord from NJ SHARES. **The applicant is not allowed to receive, complete and/or send the forms included in this packet. If any forms are falsified, which includes signing the landlord's name will be considered fraud and the application is automatically disqualified.**
- The Landlord Information Verification form and the Landlord Agreement Not to Evict form must be completed by the applicant's landlord (or a representative of the landlord, such as a Property Manager) and sent back to NJ SHARES directly from the landlord. A rental ledger must be completed and sent directly to NJ SHARES.
- The applicant's landlord must have knowledge of the tenant's application for the NJ SMART Program and agree to accept the grant from the NJ SMART Program.