



Housing Authority of the Township of North Bergen  
 6121 Grand Avenue, North Bergen, NJ 07047  
 Phone: 201.868-8605 Fax: 201.295-3098  
 Email: [applications@nbhousing.org](mailto:applications@nbhousing.org)

**APPLICATION FOR SECTION 8 VOUCHER PROGRAM RENT SUBSIDY**

DATE \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

PHONE \_\_\_\_\_

1. How many members are there in your family?  
 (**Check** the correct number or **enter** another number)      1      2      3      4      5      or \_\_\_\_\_

List all adults residing in household in the lines below (if you need more space please use the back of this page).

Adult Name	Social Security #	Relationship	Birthdate	Place of Birth
1.		Head		
2.				
3.				
4.				
5.				

List minors/students residing in household in the lines below.

Minor/Student Name	Social Security #	Relationship	Birthdate	Place of Birth
1A.				
2A.				
3A.				
4A.				
5A.				

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- |  |  |          |
|--|--|----------|
| 1A. Does a relative own the house/apartment you are going to rent?   | YES                                    | NO       |
| 2. What is your weekly/monthly gross income?   | \$ _____                               |          |
| 3. If working, what is the name and address of your employer?  |  |          |
|  | Name                                   |          |
|  | Address                                |          |
| 4. How many bedrooms are in your apartment?  |  |          |
| 5. What is your present monthly rent?  | \$ _____                               |          |
| 6. Type of heat in the apartment?  | OIL                                    | GAS      |
|  |  | ELECTRIC |
| 7. Do you pay your own heat?   | YES                                    | NO       |
| 8. Do you pay your own gas and electric?   | YES                                    | NO       |
| 9. Do you have any assets? (savings, bonds, stocks, etc.)  | YES                                    | NO       |
| 10. Are you receiving Welfare, Unemployment, Social Security, SSI, Child Support, or Pension? <i>(if yes, please indicate, which one(s) you are receiving)</i> | YES, I am receiving:<br>_____<br>_____ | NO       |
| 11. Do you pay for child care? <i>(if yes, please indicate how much per week or per month)</i>   | YES, I pay<br>\$ _____<br>per _____    | NO       |
| 12. Did you give a Security Deposit when you moved into the apartment? <i>(if yes, please indicate how much)</i>   | YES, I paid<br>\$ _____                | NO       |
| 13. Who does the cooking stove belong to?  | LANDLORD                               | TENANT   |
| 14. Who does the refrigerator belong to?   | LANDLORD                               | TENANT   |

15. LANDLORD OR AGENT – please provide the following information:  
 Name \_\_\_\_\_ Phone \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_

**If Landlord/Agent is willing to participate in the rent subsidy program, please have him/her sign the statement below and complete the attached W-9 Form.**

I approve of the Section 8 Voucher Rent Subsidy Program and will sign the necessary contract papers.

\_\_\_\_\_  
 Signature of Landlord/Agent Date

If not a citizen, please include your alien registration number: \_\_\_\_\_

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## Waiting List Preferences

One of the following seven (7) waiting list preferences refers to you. Please check the correct one.

- Involuntarily displaced local residents (uninhabitable as a result of fire, flood, or natural disaster)
- Displaced local residents of domestic violence (proof of abuse needed)
- Residents who live and work in North Bergen
- Residents who live in North Bergen and work elsewhere
- Involuntarily displaced non-residents (uninhabitable as a result of fire, flood, or natural disaster)
- Displaced non-local residents of domestic violence (proof of abuse needed)
- Non-local residents who work in North Bergen

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Print Name

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Signature

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## Instructions for Submitting the Completed Application

Bring the completed application, as well as the information listed below, to the Housing Authority of the Township of North Bergen at 6121 Grand Avenue North Bergen, NJ 07047. Our hours for dropping off completed applications are Monday – Friday, 9:00 a.m. – 3:00 p.m.

Please bring the following information:

- Rent receipt
- Proof of income
- Birth certificates (all family members)
- Gas and electric bill
- Medicare card
- Green card
- Social Security card (all family members)
- Letter from school (all eligible children)

Por favor siguiente informacion:

- Recibo de la renta
- Preuba de su ingreso o welfare (copia de cheque)
- Certificados de nacimiento para todo
- Recibo de gas y electricidad
- Carjeta del medicare
- Carjeta verde
- Social Seguridad tarjeta para todo
- Letra desde escuela

### Directions to the Housing Authority

**From Route 3 East:** Get on service road at Secaucus and get off at North Bergen exit onto Patterson Plank Road. At third traffic light make a left onto Tonnelle Avenue (Route 1 & 9). At the fifth traffic light (there will be a Path Mark supermarket on the left) make a hairpin right turn onto Granton Avenue. Travel up the hill and stay in the right lane at the traffic light. Continue up the hill—there will be twin tower, orange-paneled buildings on hill on the left. This is the Housing Authority. Continue up hill and make a left onto Grand Avenue. We are located on the entry level at 6121 Grand Avenue.

**From Route 46 East:** Get off on Grand Avenue. At the light make a right and continue straight around the Ridgefield Circle. Still continuing straight, you will pass Boston Market, Shop-Rite supermarket, and Dunkin' Donuts. Make a right turn at the first light after Dunkin' Donuts (there will be a car wash on the left). Then make the first left turn and another left turn and you will be facing the road you were just on (jug handle). Go up the hill bearing off to the right—this is Granton Avenue. Stay in the right light at the traffic light. Continue up the hill—there will be twin tower, orange-paneled buildings on hill on the left. This is the Housing Authority. Continue up hill and make a left onto Grand Avenue. We are located on the entry level at 6121 Grand Avenue.

**From Route 80 East:** Get off on Route 46/Ridgefield Exit. Stay in right lane and follow signs for Route 46 East. From 46 East, get off on Grand Avenue. Make a right at light and continue straight around the Ridgefield Circle. Still continuing straight, you will pass Boston Market, Shop-Rite supermarket, and Dunkin' Donuts. Make a right turn at the first light after Dunkin' Donuts (there will be a car wash on the left). Then make the first left turn and another left turn and you will be facing the road you were just on (jug handle). Go up the hill bearing off to the right—this is Granton Avenue. Stay in the right light at the traffic light. Continue up the hill—there will be twin tower, orange-paneled buildings on hill on the left. This is the Housing Authority. Continue up hill and make a left onto Grand Avenue. We are located on the entry level at 6121 Grand Avenue.

**From NJ Turnpike North:** Get off at Exit 16E. Bear to the left for Secaucus after the toll booth. At the light make a right turn onto Patterson Plank Road. At the third traffic light make a left onto Tonnelle Avenue (Route 1 & 9). At the fifth traffic light (there will be a Path Mark supermarket on the left) make a hairpin right turn onto Granton Avenue. Travel up the hill and stay in the right lane at the traffic light. Continue up the hill—there will be twin tower, orange-paneled buildings on hill on the left. This is the Housing Authority. Continue up hill and make a left onto Grand Avenue. We are located on the entry level at 6121 Grand Avenue.

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# Landlord Protect, Inc.

Please complete the following information for Landlord Protect, Inc., a tenant screening service for property owners, management companies, and housing authorities.

Applicant must print clearly below to be sure this request is processed accurately and promptly.

\_\_\_\_\_  
Applicant Name – First, Middle, Last

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Current Address – City, State, Zip

\_\_\_\_\_  
Birthdate – MM/DD/YYYY

\_\_\_\_\_  
Previous Address – City, State, Zip

**This criminal investigation is for the sole purpose of a rental contract through the North Bergen Housing Authority Section 8 Program.**

I hereby grant the HOUSING AUTHORITY and Landlord Protect, Inc. the right to process this CRIMINAL BACKGROUND CHECK for obtaining a rental lease. This notice is to inform you that the processing of this application includes but is not limited to making inquiries deemed necessary to verify the accuracy of the information herein, including procuring background checks from appropriate law enforcement agencies. You have the right to make a written request within a reasonable period of time to receive additional information about the nature of the investigation. The undersigned agrees that this application shall remain the property of the apartment complex, landlord, or realtor regardless if rental lease is granted.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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Form **W-9**  
(Rev. December 2000)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Name (See **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other ▶ .....

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

--	--	--	--	--	--	--	--	--	--

List account number(s) here (optional)

**Part II For U.S. Payees Exempt From Backup Withholding** (See the instructions on page 2.)

**Part III Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here Signature of U.S. person ▶

Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

### Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all

such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

### Part II—For U.S. Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

### Part III—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to

report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account *
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor *
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee *
b. So-called trust account that is not a legal or valid trust under state law	The actual owner *
5. Sole proprietorship	The owner *
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner *
7. A valid trust, estate, or pension trust	Legal entity *
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

\*List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

\*Circle the minor's name and furnish the minor's SSN.

\*You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

\*List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.