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August 20, 2020

Addressee  
Address Line 1 –  
Address Line 2  
Township, NJ 00000

Dear Applicant,

CME Associates (“CME”), the Affordable Housing Administrative Agent for the Borough of Point Pleasant, will be conducting a lottery to select applicants for an opportunity to rent an affordable housing unit in The Bluffs at Point Pleasant on September 2, 2020 at 10:30 a.m. at CME’s office in Camden, NJ. As a result of the COVID-19 pandemic and associated social distancing requirements, the lottery cannot be held in-person in Point Pleasant; however, applicants will be able to stream the lottery online. The link to stream the lottery will become available on the Borough of Point Pleasant’s website (<https://ptboro.com>) no later than 4 p.m. on September 1, 2020.

The purpose of the lottery is to create a randomized list of applicants who will have the opportunity to rent an affordable housing unit. A determination of household size and income eligibility will be made based upon the application materials submitted and any such other additional materials, as may be required. Please note that the selection process will also be based upon applicants exhibiting a suitable household size to occupy the available units, as per New Jersey’s Affordable Housing regulations under N.J.A.C. 5:80-26.1.

An example of the process is as follows: The eligible applicant who is selected first for a particular unit will have the first chance to rent the unit. The second eligible applicant may have a chance to rent the unit if the first applicant chooses to pass on the opportunity to rent the unit or if the first applicant is unsuccessful in renting the unit. **The lottery only establishes the order in which applicants may have the opportunity to rent an affordable housing unit and it is not a guarantee of any kind that any applicant will be able to rent a unit.**

**Viewing the lottery online is optional.** As such, the viewing of the lottery is *not required* to have your application entered into the lottery. Even if you do not attend the lottery, we will notify you in writing of the outcome of the lottery.

If you have any questions or require additional information, feel free to contact me at 732-410-2651 or via e-mail at [tford@cmeusa1.com](mailto:tford@cmeusa1.com).

Very truly yours,

**CME Associates**

Taurean Ford  
Office of Administrative Agent