

**RESOLUTION 2021-4**

**RESOLUTION SETTING A FEE FOR THE PROCESSING  
OF POTENTIAL TENANT APPLICATIONS**

**WHEREAS**, The Board of Commissioners of the Belmar Housing Authority understands that there is a cost involved in the processing of potential tenant applications and is therefore desirous of setting a fee to be charged to applicants applying for housing at the Belmar Housing Authority; and

**WHEREAS**, upon the vacancy of a unit a potential tenant is interviewed by the Executive Director and a credit report and criminal background check must be completed prior to offering an available apartment to a potential tenant; and

**WHEREAS**, there is a monetary cost and administrative time cost to the process of filling vacancies at the Belmar Housing Authority;

**NOW THEREFORE BE IT RESOLVED**, effective immediately a charge of \$40.00 will be collected from a potential tenant during the interview process to be used to offset the cost of the background check and administrative time and if the potential applicant is approved and accepts the vacant apartment the fee will then be applied to the first months rent.

	Ayes	Nays	Abstain	Absent
Commissioner Lynch				X
Commissioner Orchard	X			
Commissioner Sharrock	X			
Commissioner Ramey	X			
Commissioner Casserly				X
Commissioner McCracken	X			
Commissioner Messano	X			