



**CENTRAL JERSEY
HOUSING RESOURCE CENTER (CJHRC)**

501(c)(3) non-profit organization & HUD Agency



**RESALE OPPORTUNITIES IN THE STATE OF NJ
VERY LOW, LOW AND MODERATE INCOME PROGRAM
APPLY NOW, WITH DOCUMENTS & GET CERTIFIED**

Opportunities exist in this resale program, Apply NOW and get certified is key to the process or how to be considered for a unit. the extremely important. Only certified households will be included in a lottery/random selection. When an affordable unit(s) become available. PLEASE read all steps for the process on the other side of this flyer. Visit www.cjhrc.org and view resources or call CJHRC at 908-446-0036 between 9 and 4:30 Mon-Friday excluding holidays.

- **BERNARDS TOWNSHIP (BASKING RIDGE): The Cedars & Society Hill**
Accepting applications to purchase studio condominiums and units of 1, 2 and 3 bedrooms for low and moderate income categories. **There is a SHORT waiting list, for the following:**
Coming Soon: 3-Br Mod at The Cedars: \$232,065.44
- **FRANKLIN TOWNSHIP (SOMERSET): Hill III, Society Hill V (Beacon Hill), Society Hill VI and Wynnefield.**
Accepting applications to purchase condominiums and townhouses of 2 and 3 bedrooms for low and moderate income categories. **There is a SHORT waiting list for ALL categories**
- **GREEN BROOK TOWNSHIP: Mountainview at Green Brook:**
Accepting applications to purchase condominiums of 1, 2 and 3 bedrooms for low and moderate income categories. **There is a SHORT waiting list for ALL categories**
- **RARITAN TOWNSHIP (Flemington – Hunterdon County):**
The Villages, South Main Village, Stone Gate and Village Commons
Accepting applications to purchase condominiums and townhouses of 1, 2 and 3 bedrooms for low and moderate income categories. **There is a SHORT waiting list in ALL categories**

NOTE: INFORMATION ON THIS DOCUMENT IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED ACCURACY AND/OR APPLICATION OF DATA AND CONTENT. INFORMATION IS SUBJECT TO CHANGE.

View
purchase
Process 

Contact CJHRC for more information and to request an application

 (908)446-0036 •  2cjhrc@gmail.com
www.cjhrc.org



Jennifer Laterra, President

Sharon Clark, Executive Director

DISCLAIMER: The below are the basic steps/process. There may be other things not listed that may apply to you/your household. CJHRC cannot be held responsible for each and every possible scenario. Below is "general" information.

**HOW TO APPLY FOR STATE OF NJ VERY LOW, LOW & MODERATE INCOME AFFORDABLE SALE
UNITS WITH CENTRAL JERSEY HOUSING RESOURCE CENTER (CJHRC)**

1. Review the units that CJHRC handles (see attachment or click the link https://cjhrc.org/images/CJHRC_Purchase_Properties.pdf) or call CJHRC at 908-446-0036. CJHRC will gather information and then send your application(s) per your preferred method.
2. Complete the application(s) for property/properties. Also review the application checklist at https://cjhrc.org/images/Application_Checklist.pdf. All applicable documents including a pre-approval with required language and attorney form, are required to be submitted with each application (we **DO NOT** accept any applications or documents electronically).
3. Keep the fact sheet and write the date you submitted it along with a full set of your documents.
4. Using the mail service of your choice, return your application(s) with all applicable/required documents to CJHRC at 92 East Main Street, Suite 407, Somerville, NJ 08876 **OR they can be dropped off in our drop box outside our suite door during regular business hours. We suggest an appointment or tap on door when you drop off. CJHRC hours are 9-5 Monday to Friday (subject to change due to training, weather and holidays).**
5. Processing of application may take up to six weeks.
6. The application(s) will be date stamped and logged into our Client Management System in the order received
7. Applications and required documentation will be reviewed/processed in the order received by a CJHRC staff member.
8. CJHRC will communicate with applicant(s) by email, phone and/or letter the outcome of your application which is usually categorized as:
 - a. Certification- information on how to proceed will be provided. Certification is good for 180 days and can be extended for another 180 days with minimal additional documents before initial certification expires which is explained in the letter. At this point in process, potential buyers should enroll/attend pre-purchase counseling to learn all home buying steps, as well as possible grants for down payment/closing cost assistance. (Click here for [CJHRC PrePurchase Counseling Options](#))
 - b. Missing Information- a list of what is needed to complete the process and by when.
 - c. Denial-either income is too low, over income or other reasons which will be explained.
 - d. No Longer Interested- when an applicant does not finish the process by submitting the missing information by the date specified or you let your certification expire.
9. If certified, when a unit becomes available, the household will be placed in a random selection/lottery. This usually required. A random selection is held whenever there are more certified applicants than available units.
10. If selected, you will be notified and have an opportunity to view the unit. The owner's info will be provided to you and then the certified household must set up appointment to see the unit (usually within 3 days). Owners often show their unit or occasionally they hire a Realtor to do this.
11. When viewing the unit, certified potential buyers need their CJHRC certification letter, a check and attorney form.
12. To purchase unit, an offer can be made when viewing the unit. The sales price (must be under or same as maximum allowed). You can offer less than maximum, but the seller may counter offer or chose to decline your offer and go to another certified household. If you are not interested in the unit, email CJHRC and state that you are declining the unit right away so the next household can have an opportunity.
13. If you and seller agree to a price (must be under or same as maximum allowed), you would pay the \$1,000 good faith deposit in a check (usually written to the seller's Attorney Trust Account) and give to the seller, they will give you copies of completed Purchase Agreement -- one for your attorney and one for you to keep. Buyer(s)/seller must get a signed copy to CJHRC. You then wait to execute a Contract of Sale.
14. Once the Contract of Sale has been executed by all parties, there are many additional steps which are not included on this document but will be shared in other instructional documents.

G:\2023 Programs\CJHRC Application Sale Unit Process



92 E. Main St. Suite 407, Somerville, NJ 08876
E-mail: 2cjhrc@gmail.com
Facebook: Central Jersey Housing Resource Center

Phone: (908) 446-0036
www.cjhrc.org
Instagram: @cjhrc_housing

