

Dear Affordable Homeowner:

The Central Jersey Housing Resource Center has received your request for refinance of your current mortgage or the request for a home equity loan. In order to evaluate your request we ask you to submit the following in writing:

- Proof of your existing financing information. **This needs to come from your current lender:**
 - Current interest rate for any loan against the affordable housing unit
 - The current loan balance
- Why you are seeking the loan?
- The amount you are seeking?
- What type of new loan are you applying for (streamline, home equity-loan, line of credit or refinance of existing mortgage?)
- Authorization from you giving permission to any CJHRC staff member or their agent to speak with your lender about the proposed refinancing/loan
- When you expect the loan to close?
- All bank information (fax and phone) as well as your attorney information if applicable.

Within 10 business days of the loan closing it is your responsibility to send a copy of the HUD-1 (RESPA) to our office for the file.

Your letter should be notarized and include a statement in the body of the letter that you have no other loans that would jeopardize your affordable home. We can, free of charge, notarized the letter for you in our office.

We want to make sure you understand that receipt of all of the above by CJHRC does not necessarily mean that the loan will be approved. Additionally, we may at any time during the evaluation process, request more documentation.

Should you have any questions please give us a call at (908) 704-9659.