
Jennifer Laterra, President

Sharon Clark, Executive Director

Dear Affordable Homeowner:

Central Jersey Housing Resource Center CJHRC has been hired by Bernard's Township to manage their affordable housing rentals and resale units. This letter explains the documents and the procedure for requesting approval of a refinance or home equity loan or line of credit for the affordable resale units in Bernard's. Also as per Bernards Township's rules and restrictions on affordable housing units, the unit cannot be mortgaged for more than 80% of the maximum resale amount.

Please note the **FHA** loans are NOT being given to the affordable housing units at this time. In addition, make sure the lender you have chosen understands the rules and restrictions associated with affordable housing before you start the loan process, to avoid any delays with the closing.

The following documents will be needed in order to process your request:

- Proof of your existing financing information. **This needs to come from your current lender or send a current mortgage statement:**
 - Current interest rate for any loans against the affordable housing unit
 - The current loan balance.
- Why you are seeking the loan, the amount you are seeking and how will the closing costs be paid for, added to the amount of the new loan or cash (out of pocket) paid at the closing.
- What type of new loan are you applying for (streamline, home equity-loan, line, refinance of existing mortgage?).
- Authorization from you giving to any CJHRC staff member or their agents to speak with your lender about the proposed refinancing/loan, include this in your letter.
- When you expect the loan to close
- All bank information (fax and phone) as well as your attorney information if applicable.
- There is a fee of **\$210.00** reviewing and processing of the refinance request and a Subordination Form that will be required by your lender. The Bernard's Township attorney will prepare the subordination form. Your check should be payable to **Bernards Township** and **must** be included with your request letter.
- CJHRC will forward your request letter, your check and CJHRC approval letter to the township attorney for the review and execution of the Subordination form.
- CJHRC will also send you a copy of these letters.
- **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, notarize 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)-446-0036.

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