
Jennifer Laterra, President

Sharon Clark, Executive Director

Dear Affordable Homeowner:

Central Jersey Housing Resource Center (CJHRC) has received your inquiry regarding refinancing of your current mortgage or to request a home equity loan. We need you to submit the following in writing BEFORE you apply with any lender, mortgage or financial company.

Keep in mind, many lenders offer refinancing opportunities but do not always understand the “restrictive covenants and deed restrictions” that are recorded regarding your affordable housing unit.

Therefore, we strongly suggest if you are not choosing a lender from our deed restricted lender list that you get something in writing from the potential lender before you give them any money or personal information stating, “____ (name of company) is aware that ____ (your unit) is a ____ (description of your unit) ____ Bedroom ____ Income Condominium in ____ Township. We are aware of the restrictive covenants, and this will not be a problem for our underwriting department as this unit meets our underwriting guidelines.”

We have experienced homeowners who do not get the above statement and the potential lender cannot do the loan due to the restrictions. They lose all monies paid and have to start over with a new lender a week or two before closing.

We must also receive all the below information and documentation before you apply in order to address any possible issues or concerns. We will need a signed letter that includes the following:

- Do you have no other loans that would jeopardize your affordable home?
- Why you are seeking the loan
- The total amount you are seeking to borrow including all fees if they are being rolled into the loan and if you’re paying off the existing loan.
- What type of new loan are you applying for (streamline, home equity, refinance of existing mortgage?)
- Authorization from you (include in the request letter) giving permission to any CJHRC staff member or their agents to speak with your lender and/or their agents about the proposed refinancing/loan
- When you expect the loan to close
- All bank/lender contact information (email,fax/phone) and attorney information if applicable.

Enclose with your letter, proof of your existing financing information that shows current interest rate and loan balance. This needs to come from your current lender (often it is available on your monthly statement).

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

If our office approves your request, you are required, and it is your responsibility to send a copy of the Closing Disclosure (RESPA) to our office (within 10 business days of the loan closing) to be included in your file.

Should you have any questions please give us a call at (908) 446.0040.

Sincerely,

Fee For Service Staff

G/Franklin Twp/Refinance/2024

