



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

501(c)(3) non-profit organization #HUDCertifiedProud

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Visit our website for updates

www.cjhrc.org



PRE-PURCHASE COUNSELING

This certificate is very important since many down payment and closing cost assistance grant programs require a homebuyer education certificate from a HUD certified agency. Also, some lenders may consider offering a lower interest rate to buyers who previously received homebuyer education.

CJHRC's counseling programs and services help motivated people make informed and reasonable decisions to achieve their housing goals. The purpose of pre-purchase counseling is to prepare potential homebuyers for all aspects of the home buying process. Knowing what is involved in the home buying process helps you understand what will be expected of you.

CJHRC offers 3 different ways to receive this counseling and obtain a certificate of completion valid for 1 year.

All our services are FREE and can be provided in English or Spanish*.

Individual Counseling

CJHRC's FREE individual pre-purchase counseling is provided by an in-person counseling appointment. Clients need to provide copies of documentation (a checklist is on the back of this flyer) and complete required forms before the initial counseling session can be scheduled. Scheduling is dependent on counselor/client availability. This program takes a **minimum** of 4 hours in total to complete. If there is a language barrier, please advise at the time you contact us so we can arrange a translator. Clients who successfully fulfill all document requirements will receive a certificate of completion which is good for one year.

2-Day Homebuyer Webinar

A computer or other device with internet connection is required to access gotowebinar website/application; an email is required as well.

CJHRC offers a FREE 2-day homebuyer webinar. Clients MUST attend both 2.75 hour sessions within the same week, answer all poll questions throughout the webinar, complete required forms, as well as complete an evaluation at the end of each webinar. Clients can register through our Facebook/Instagram posts, CJHRC website or by calling our office. To register via our website (www.cjhrc.org), click on the Upcoming Webinars & Events tile, then click on CJHRC Webinars and choose the 2-Day Homebuyer Webinar link. All participants must register for each day separately. The webinar includes local expert speakers who cover the course material. Attendees can ask the speakers questions, time permitting. Clients who successfully fulfill all document requirements and webinar questions/evaluations will receive a certificate of completion which is good for one year.

Individual & Online Pre-Purchase Course "Make your Move A Guide to Homeownership"

A computer or other device with internet connection is required to access the online course; an email is required as well.

CJHRC offers a FREE online option which is a combination of an individual counseling session and web-based learning program. Clients need to provide copies of documentation (a checklist is on the back of this flyer) and complete required forms before the initial counseling session can be scheduled. Scheduling is dependent on counselor/client availability and can take up to 1.5 hours. Once registered, clients will have access to the online program. This program takes approximately 4-6 hours to complete which can be done over a 2-week period. This program is offered in English or Spanish. Clients who successfully fulfill all document requirements will receive a certificate of completion which is good for one year.

Call CJHRC at 908-446-0036 to discuss which option you prefer

***If another language is required, we offer individual counseling utilizing a translator.**



5/7/2026

PRE-PURCHASE COUNSELING

DOCUMENT CHECKLIST

- Below is a list of documents that your counselor will need in advance of your counseling appointment (you can drop it off at our office in Somerville (when staff is present), mail it or use another type of delivery service). We cannot print documents from emails.
 - Please send everything that applies to you; if it is not applicable, put N/A
 - A key component of this counseling is to prepare a budget, as well as review your debt to income ratio. That's why it is so important to send the information below. A budget form will be sent to you; please fill in the "plan" column and the top income information.
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1. Copy of at least one recent (within 30 days) credit report in detail from one of the 3 credit reporting agencies. These can be obtained at www.annualcreditreport.com or another service you use. Once enrolled in counseling, clients can opt to have CJHRC run a FREE soft pull tri-merge credit report which will provide credit scores from the 3 credit bureaus after completing an authorization form (this will not affect your credit score).
2. Copies of complete Tax returns of the most recent 3 years, both Federal 1040 (**not** W-2 forms) and State. If you cannot locate your federal tax return, you can get a transcript online (IRS.gov) or by calling 1-800-908-9946. If you did not file a tax return for any of the required years, a notarized letter is required.
3. Pay Stubs for all household members who will be listed on the mortgage (last 4 current and consecutive paystubs). If household members are not working, submit copies of unemployment compensation. If self-employed, a profit and loss statement is needed.
4. Any other source of income: Pension, Social Security, alimony, child support (copy of court decree), etc. (All separated applicants must provide a settlement agreement, divorce decree, or division of assets signed and notarized by both parties. Separated applicants purchasing affordable housing must provide a notarized release form from the spouse).
5. Bank Statements (for the most current 2 months; ALL accounts; ALL pages)
6. Utility Bills (most recent water/sewage, gas/oil, electricity, telephone)
7. Car Loan Statement (most recent) – if applicable
8. Car Insurance Statement (most recent) – if applicable
9. Student loan statement – if applicable
10. Credit Card Statements (most recent; ALL accounts)
11. Cell Phone Statement (most recent)
12. Medical Expense Statement (most recent not covered by insurance) – if applicable
13. School Tuition and/or Child Care Statement (most recent) – if applicable

IF YOU HAVE ALREADY SELECTED A HOME TO BUY, ALSO INCLUDE:

14. Pre-approval and/or loan estimate from a financial institution stating the amount you qualify to mortgage along with other details. Usually potential buyers cannot get an FHA loan if buying a State of NJ Very Low, Low and Moderate Income unit due to the deed restricted covenants.
15. Copy of the executed Contract of Sale. All parties (seller and purchaser) must have signed applicable sections of the contract.
16. Copy of the home inspection report.

