

SELLER'S CHECKLIST

For a Homeowner of an affordable unit managed by CJHRC

The following checklist is for all homeowners of affordable units managed by CJHRC. This information must be provided to our office when you decide to place your unit on the market:

- 1. Intent to Sell:** Signed by all owners listed on the deed.
- 2. Attorney Form:** A list of attorneys is provided by CJHRC.
- 3. Tax Bill:** The most current statements received from the Township.
- 4. HOA Maintenance Fees:** Proof of payments (coupons or statements).
- 5. Flyer:** Completed with detailed information about your unit using the template provided by CJHRC. Please include items included in the sale (e.g., washer, dryer) and any upgrades or features you would like to highlight to potential buyers.
- 6. Authorized Assistance:** If a relative or friend is assisting you, we require a written and signed authorization from the owner(s) along with their full contact information (name, phone number, and email). A Power of Attorney is also acceptable.
- 7. Realtor Information:** If using a real estate agent, provide their name, address, phone number, email, and the listing agreement. Your realtor must speak with CJHRC staff before listing the unit on the MLS.
- 8. Show Readiness:** Confirm with CJHRC when your unit is ready to be shown. You or your representative must be available to show the unit to prospective eligible buyers during a 5-day business period.
- 9. Resale Process:** Once these documents are received, CJHRC will review the certified buyers list and begin advertising your unit. Please refer to the resale process fact sheet for more details.

If you have any questions or require additional information, please contact us at 908-446-0036.

G/FOO/Seller Checklist 2026

