

Foreclosure Intervention Program Application

This program is to reduce the number of vacant and abandoned properties and to increase the number of inhabitable and affordable single-family homes in the New Jersey real estate market. The grant amount shall not exceed \$400,000 per property.

Non-profit community partners interested in the Foreclosure Intervention Program must complete and submit the application form below with all required documents included in the *application checklist*. HMFA staff will evaluate the application and may contact Applicants for clarification at any point during the application process.

Date of Application:			
Applicant:			
Physical Address:			
City, State Zip:			



Check if Same as above

Mailing Address:			
City, State Zip:			
Website:			
E-Mail Address:			
Applicant Point of Contact Name:			
Title:			
Telephone Number:			
E-Mail Address:			

APPLICATION CHECKLIST

Please provide a detailed statement for each of the items listed below with supporting documentation.

1.	ORGANIZATION'S MISSION STATEMENT
2.	AUDIT/FINANCIAL - AN INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT (CPA'S) AUDITOR'S REPORT (AUDIT) CONDUCTED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS (GAS) OR A RECENT MFA APPROVED AUDIT LETTER.
3.	A 501 (C)(3) OR (4) CERTIFICATE FROM THE IRS
4.	EXEMPT ORGANIZATION RETURN FORM 8868 (IF APPLICABLE)
5.	ORGANIZATIONAL CHART
6.	LIST OF BOARD OF DIRECTORS
7.	FAIR HOUSING POLICY AND PROCEDURES
8.	CERTIFICATE OF INSURANCE
9.	LIST OF COMMONLY USED CONTRACTORS
10.	DUNS' NUMBER
11.	SAM NUMBER

List Acquisition, Rehabilitation and Sale Projects

Provide a list of Projects undertaken in the last five years. Please include the following information:

1. Complete address including County
2. Description of work performed
3. Provide before and after photos of previous renovated properties
4. Date sold

PROPERTY APPLICATION

Each property brought to NJHMFA for approval shall be submitted as a separate application. Multiple applications may be submitted for review simultaneously. These requirements include, but are not limited to vacant foreclosed properties where applicant is in the process of gaining or has gained ownership of the property and the property is in an environmentally sustainable location.

Property Eligibility Review –

Provide documentation for each property as described below. A property must be a single-family home, condominium, townhome, or a manufactured home permanently affixed to the property.

Type Single; Condo; Townhome or Manufactured	Own? Y/N	Property Address	County	Acquisition cost
				\$

A residential property that is owned by an institutional lender as the result of a mortgage foreclosure judgment, a deed in lieu of foreclosure, or is owned by a municipality as a result of a tax foreclosure judgment is eligible for the program. At the Agency’s discretion, properties owned by Applicant may be eligible, as long as acquisition occurred after **March 3, 2021**.

DOCUMENT CHECKLIST

- DEED, IF APPLIABLE
- CONTRACT OF SALE
- APPRAISAL

THE FOLLOWING ARE REQUIRED FOR EXISTING STRUCTURES:

- LEAD BASED PAINT REPORT/REMOVAL PLAN
- ASBESTOS CONTAINING MATERIALS REPORT/REMEDIATION PLAN
- RADON TESTING/REMEDIATION PLAN

- CERTIFICATE OF INSURANCE/PROOF OF INSURANCE
- DETAILED BUDGET OF ACQUISITION AND CONSTRUCTION COSTS INCLUDING SCOPE OF WORK
- REHABILITATION SCHEDULE
- MARKETING PROCESS

FORECLOSURE INTERVENTION PROGRAM APPLICANT’S CERTIFICATION

_____ (“Applicant”) is submitting an application to New Jersey Housing and Mortgage Finance Agency (HMFA) to be considered for funding from the Foreclosure Intervention Program.

Applicant certifies that:

It will abide by all applicable federal and state of New Jersey laws and all applicable statutory, regulatory, and judicially created rules and guidelines.

It has read and agrees to abide by the Foreclosure Intervention Program guidelines on the HMFA website.

It understands that HMFA will monitor its performance and compliance.

It is in good standing with all its funding sources.

It understands and represents that any performance agreement it enters into with HMFA will be binding in all respects.

It is currently registered with the NJ Division of Community Affairs Charitable Registration and Investigation (CRI Act N.J.S.A. 45:17A-26), if applicable.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THE APPLICATION IS TRUE AND CORRECT, AND THAT I HAVE THE AUTHORITY TO BIND THE APPLICANT TO THE ASSURANCES, AS WITNESSED BY MY SIGNATURE BELOW.

Name: _____

Title: _____

Date: _____

Signature: _____

FORECLOSURE INTERVENTION PROGRAM APPLICANT'S REPUTATION CERTIFICATION

Applicant: _____

Describe any current or pending litigation, allegations, administrative proceedings, or investigations by any party, including any regulatory agency or funding entity, which could potentially impact the reputation or financial viability of the Applicant. *(If none, write "None")*

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT, AND THAT I HAVE DISCLOSED ANY ISSUES THAT COULD IMPACT THE REPUTATION OF THE APPLICANT.

Name: _____

Title: _____

Date: _____

Signature: _____