



**CENTRAL JERSEY  
HOUSING RESOURCE CENTER (CJHRC)**  
501(c)(3) non-profit organization & HUD Agency

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Visit our website for updates  
**www.cjhrc.org**

## PRE-PURCHASE COUNSELING

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 homebuyer 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.**

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.

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

### Individual Counseling

*Due to Covid19 this program is only provided by phone*

CJHRC's FREE individual pre-purchase counseling is provided via phone appointments. Clients need to provide copies of documentation (a checklist is on the back of this flyer) and complete required forms before the initial phone counseling session can be scheduled. Scheduling is dependent on counselor/client availability. This program takes approximately 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 1 year.

### NEW PROGRAM !!

### Virtual Pre-Purchase Workshop

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

Due to COVID19, we are offering a FREE 2-day virtual homebuyer workshop. Clients MUST attend both 2 hour sessions within the same week, answer all questions throughout the webinar, as well as complete an evaluation at the end of the webinar. Clients need to provide copies of documentation (a checklist is on the back of this flyer) and complete required forms **before** the initial phone counseling session can be scheduled. Scheduling depends on counselor/client availability and can take up to 1.5 hours. Once that phone session is completed, clients will receive a link, via email, to register for the gotowebinar workshop. The workshop 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/evaluation will receive a certificate of completion which is good for 1 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 to the online course.*

CJHRC offers a FREE online option which is a combination of individual (phone) and web-based learning. Clients need to provide copies of documentation (a checklist is on the back of this flyer) and complete required forms before the initial phone 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 1 year.

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

**\*If another language is required, we offer individual (phone) counseling utilizing a translator.  
SEE BACK OF FLYER FOR A COMPLETE DOCUMENT CHECKLIST NEEDED PRIOR TO BEGINNING COUNSELING**



## **PRE-PURCHASE COUNSELING DOCUMENT CHECKLIST**

- Below is a list of documents that you will need to send before to your phone counseling appointment.
- Please send copies of those documents listed below that apply to you.
- A key component of this counseling is to prepare a budget, as well as review your debt to income ratio and financial analysis.

That is why it is so important we receive the information below.

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1. Copy of at least one credit report from one of the 3 credit reporting agencies. These can be obtained at [www.annualcreditreport.com](http://www.annualcreditreport.com) or [www.creditkarma.com](http://www.creditkarma.com). Once enrolled in counseling, clients can opt to have CJHRC run a soft pull tri-merge credit report which will provide credit scores from the 3 credit bureaus after completing an authorization form.
2. Copies of complete Tax returns of 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](http://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 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 previous 2 months; checking and savings accounts)
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)
9. Student loan statement – if applicable
10. Credit Card Statements (most recent)
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 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.