INSTRUCTIONS TO BUILDERS FOR COMPLETING CERTIFICATES OF PARTICIPATION

Block 1: Owner

Enter the name of the purchaser who will be the first occupant. Note that a person who contracts with a general contractor for the construction of a new home for the purpose of selling the home must register as a new home builder and provide the warranty on the new home to be sold.

If the first occupant will be a renter, enter "rental" in the space for name of owner. If there is no purchaser at this time, enter "for sale" in the space for name of owner. A letter from the principal of the new home building business or a realtor is required, stating the fair market value of the new house. See also the back of this sheet.

If the home is a two-family structure, two separate Certificates need to be completed. Note that a two-family structure can only be warranted if the structure is covered by a single title (i.e., the units cannot be sold separately).

An additional form "Certification in Lieu of Oath for the Purchaser of a Two-Family House" is required to be submitted by the builder.

If the Certificate is used for the common elements of a structure, enter the name of the condominium development in this block. A separate Certificate of Participation is required for each individual building in a condominium development.

For condominiums, when submitting the Certificate for the first unit in the development and for common elements, submit a building and unit layout to show how many units are in each building and how many buildings are in the development.

Block 2: Registered Builder - Warrantor

Print the name of your new home building business, the mailing address, and phone number as they appear in your new home builder registration application. (Note: The mailing address should be the address that the homeowners will use to notify you if they require any warranty follow-up services for their home.) Enter your new home builder registration number. Print the name of the individual signing the Certificate and have that individual sign it. This individual must be a principal of the business specified in the new home builder registration application.

Block 3: New Dwelling Location

Print the street name and number, city, and zip code for the new dwelling. If the home is in a multi-unit structure, include the building number, unit number, and total number of units in the building. Enter the block and lot number and the names of the municipality and county.

If the Certificate is for common elements, send a completed Certificate for each separate building in the condominium development. In the space marked "building," specify the name, number, or letter of the building. In the space marked "unit number," specify which units (for example, 1A through 2D) are included in the structure.

Block 4: Commencement Date of Warranty

Enter the date planned for the closing or first occupancy, whichever will occur first, as the commencement date of the warranty. For FHA mortgages, this date must be the closing or settlement date. If no purchaser at this time, see back of sheet. Allow 20 business days for processing.

Block 5: Premium Payment

A premium is not required if the Certificate is for common elements in a condominium development. The Program reserves the right to request additional information and/or documentation, if necessary. For a two-family structure, use one-half of the selling price of the entire structure as the selling price for each Certificate.

Complete only section a or b, not both.

- a. Enter the selling price if the transaction between the builder and purchaser involves a transfer of title to the property. Use the rate provided with your builder registration or call the Program to verify the rate to use. Then calculate the premium by multiplying the rate by the selling price. Enter the premium and rate in the spaces provided.
- b. If the transaction between the builder and the purchaser does not involve the transfer of title to the property, check the box marked "house is constructed on owner's lot." Enter the total contract price in the space provided. Calculate the premium by multiplying the total contract price by 1.25 and multiplying that amount by the rate provided with your builder registration. Enter the premium and rate in the spaces provided. Do not write in the box marked "For Office Use Only."

Block 6: FHA Mortgage

Check the box if the purchaser is obtaining a FHA mortgage. If so, enter the 10 digit FHA case number.

Check the box if the purchaser is obtaining a VA mortgage. If so, enter the VA case number.

If the home is occupied prior to settlement (for example, if the home is rented), FHA does not authorize the State Plan to provide warranty coverage for the home.

Block 7: Exclusions

If there are exclusions from the warranty, check the appropriate box and complete and attach an exclusion sheet. Note that a warranty is not applicable if the purchaser has contracted with someone other than the builder for either the mechanical, electrical, framing, or foundation, other than piling foundation.

Block 8: Building Type

Check the appropriate box for type of building. A single family house is a house with one dwelling unit. A townhouse is a single family attached home in which each unit is separated from adjoining units by a wall that extends from ground to roof, no unit is above or below another unit, each unit has a separate heating system, and each unit has separate utility meters. For a two-family structure, indicate the location of each unit (side by side, top and bottom). Condominiums can be three and four units (families) in each building or five or more units (families) in each building in the development.

Block 9: Construction Type

Check the appropriate box for type of construction. Premanufactured includes industrialized or modular, pre-made in factories, construction. Conventional includes stick built, on-site construction.

Block 10: Stories

Specify the number of stories above ground level for the home. Do not count a basement as a story.

Block 11: Owner Type

Check the appropriate box for type of ownership. Check the box for condominium if ownership pursuant to a master deed provides undivided interest in common elements. Check the same box for cooperative if the title to the land and structure is owned by a corporation or other legal entity and the co-owners/shareholders have a long term lease or arrangement for possession of a dwelling unit. If the deed to the home is free of any condition, limitation, or restrictions (fee simple), check the appropriate box, depending on whether or not there is a homeowners' association.

Block 12: PRED

For condominium, enter the Planned Real Estate Development (PRED) Registration Number (R and digits) or the PRED Exemption Number (E and digits).

Failure to provide any required information will result in a processing delay.

AT LEAST 20 DAYS PRIOR TO THE DATE SETTLEMENT IS SCHEDULED, SUBMIT A COMPLETED CERTIFICATE OF PARTICIPATION AND SEND ALL FIVE COMPLETED COPIES, ALONG WITH THE PREMIUM PAYMENT IN THE FORM OF A CHECK MADE PAYABLE TO: STATE OF NJ, NHWP.

Check must be from:

- 1. Registered builder-warrantor;
- 2. Principal in the new home building business; or
- A certified check will be accepted from anyone other than the purchaser of the new home or the purchaser's representative.

One check is acceptable for both Certificates for a two-family structure.

The five copies of the Certificate will be validated and four of the five validated copies will be returned to you for distribution to the following:

- The municipal copy (when validated) is to be provided to the local construction official when applying for a certificate of occupancy. A validated copy is required before a temporary or permanent certificate of occupancy is issued.
- The owner copy is to be provided to the purchaser at settlement or when occupancy is given by you, together with a certificate of occupancy. You must also provide the purchaser with a Homeowner's Booklet.
- The mortgage copy is to be provided to the mortgage company, if applicable.
- The builder copy is for your records.

NOTICE TO BUILDER: No changes can be made to blocks 2, 3, 4, and 5 without the prior approval of the New Home Warranty Program. The Program reserves the right to inspect any home prior to settlement. If you need to make any changes to the selling price and/or commencement date, please provide the Program with a minimum of three (3) weeks notice in order to schedule an inspection, if necessary. Any premium payment and/or Certificate that is not received prior to settlement or first occupancy will be subject to a late payment fee.

CONTRACTS NEED TO BE SUBMITTED WITH WARRANTY APPLICATION

NOTICE TO BUILDERS

IF THERE IS NO PURCHASER OF THE NEW HOME AT THIS TIME, BUT YOU HAVE A SALE WITHIN SIX (6) MONTHS OF THE COMMENCEMENT DATE YOU NOTED IN BLOCK 4:

- 1. You need to notify the New Home Warranty Program to change the commencement date in order to provide the purchaser with the full 10 year limited warranty on the new home. Please call 609-633-3994.
- 2. You will be instructed to forward a copy of the settlement papers to the Program for verification.
- 3. Any change to the selling price in Block 5 must be reported to the Program along with supplemental payment if applicable.

IF THERE IS NO PURCHCASER OF THE NEW HOME AT THIS TIME, BUT YOU HAVE A SALE SIX (6) OR MORE MONTHS AFTER THE COMMENCEMENT DATE YOU NOTED IN BLOCK 4, the commencement date will also have to be changed to provide the purchaser with the full 10 year limited warranty on the new home. In order to make this change, you must do the following:

- 1. At least four (4) weeks prior to the anticipated closing or settlement date, you must submit a copy of the contract to the Program along with your request for an inspection.
- 2. The Program will contact you to schedule an inspection.
- 3. Any change to the selling price in Block 5 must be reported to the Program along with supplemental payment if applicable.

IF THE NEW HOME IS FIRST PUT TO USE AS A RENTAL, you must notify the Program in writing, along with a copy of the lease. The commencement date begins when the home is first put to use. Any future purchaser will be given an assignment of the remaining portion of the warranty.



Division of Codes and Standards Bureau of Homeowner Protection New Home Warranty Program PO Box 805 Trenton, NJ 08625-0805



Certificate of Participation in the New Home Warranty Security Fund

	Owner		Registered B	uilder-Warrantor**			
1		2					
	Name of Owner who will be first resident. * When used for common elements, enter name of condomin development. See builder instructions sheet. A separate Certification in the condomination of the c	icate	Name				
	of Participation is required for each individual building i condominium development.	n a	Street and Number (Ma	ailing Address)			
	New Dwelling Location		City	State	Zip Code		
3			Phone Number	-			
	Street Name and Number	NJ Builder Registration Number					
	Building Number Unit Number Total Number of Units in Building	ng	Print Builder Name				
	City Zip Code						
	Block Number Lot Number	_		ered Builder's Signatur			
	Municipality County	-	**A person who contracts must be the registered built				
	Commencement Date of Warranty		Premium Payment				
4	Commencement Bate of Warranty	5	i a				
	Commencement Date*** Month Day Y	ear	Selling Price **** \$		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
	monar 24y		Amount of Premium \$				
	***The date of closing or first occupancy, whichever occurs i	first.	(Rate x Sell		n must be reported		
	ANY CHANGE IN THE COMMENCEMENT DATE MUST REPORTED TO THE PROGRAM.		to the Program along with A premium paymen	supplemental payment if t is not required if thi	applicable. s certificate is for		
	FHA Mortgage		common elements in a cor	•			
6	☐ Check if FHA Mortgage		b. Check if house is constructed on owner's lot. Then calcular warranty premium as follows:				
	FHA Case Number			For	Office Use Only		
	☐ Check if VA Mortgage		Total Contract Price Amount of Premium \$				
	VA Case Number	(1.25 x Total Contract Price x Rate)					
	Exclusions			170			
7	Check if exclusion sheet is included						
,	Building Type (check one)						
8	Single family detached (101)	☐ Cond	dominium - three or four u	units in each building (1	104)		
	Townhouse (102)	_	dominium - five or more u	• ,			
	☐ Two Family (103)	□ o:-t-	l Oi d-				
			by Side Bottom				
1	Construction Type (check one)		Stories				
9	Premanufactured (industrial or modular) (M)	10	Number of storie	ae.			
	☐ Conventional Construction (C)		Number of stone				
	Owner Type (check one)		PRED				
1	☐ Condominium or Cooperative (C)	12			(5 5)		
	☐ Homeowners' Association - fee simple (H)		PRED Registrati	ion or Exemption Num	per (H or E)		
	☐ No Homeowners' Association - fee simple (N)						
				Medical Company			
			cribed new dwelling unit	VALIDATION	STAMP		

Any discrepancy with information in blocks 1, 3, 4, and 5 on this certificate must be reported to the New Home Warranty Program within 45 days from its receipt. Your Builder/Warrantor must give you a Homeowner's Booklet with this certificate. If you did not receive it, write to the above address above address.

New Home Warranty and Builders' Registration Act, N.J.S.A. 46:3B-1 et seq.

This certificate is not valid if the dwelling is not a new home as defined in N.J.A.C. 5:23-1.3. The dwelling is not a new home if it is built on any portion of a foundation that once supported a structure that no longer exists or that had been renovated.



Division of Codes and Standards Bureau of Homeowner Protection New Home Warranty Program PO Box 805 Trenton, NJ 08625-0805



Certificate of Participation in the New Home Warranty Security Fund

Owner	if for Common Elements	k	Registered B	Builder-Warrantor**				
1		2						
Name of Owner who will be first resident. * When used for common elements, enter name of condominium development. See builder instructions sheet. A separate Certificate of Participation is required for each individual building in a			Name					
condominium development.	of Participation is required for each individual building in a condominium development.			ailing Address)				
New Dwelling Location			City	State	Zip Code			
3			Phone Number					
Street Name and Number			NJ Builder Registration	Number				
Building Number Unit Number	Building Number Unit Number Total Number of Units in Building			Print Builder Name				
City	Zip Code		Do sist	and Duildada Cianatu				
Block Number	Lot Number			ered Builder's Signatu				
Municipality	County		**A person who contracts must be the registered but					
Commencement Date of V	<i>N</i> arranty		Premium Payment					
4		5	a. Selling Price **** \$					
Commencement Date***	Month Day	 Year	Amount of Premium \$					
			(Ratex Sell					
*** The date of closing or first of ANY CHANGE IN THE COM			**** Any change in the s	selling price and premiu				
REPORTED TO THE PROGRA		BE		nt is not required if th	is certificate is for			
EUA Mortaga			common elements in a col	ndominium development				
FHA Mortgage			b.		let. Then coloulete			
Check if FHA Mortgage FHA Case Number			warranty premium as fo	onstructed on owner's ollows:	or Office Use Only			
			Total Contract Price					
☐ Check if VA Mortgage			Amount of Premium \$.					
VA Case Number			(1.25 x Total Contract Price x Rate)					
Exclusions								
7	is included							
Building Type (check one)								
8 Single family detached (101)	☐ Conc	dominium - three or four ι	units in each building ((104)			
Townhouse (102)		☐ Conc	dominium - five or more u	inits in each building (105)			
Two Family (103)		☐ Cido	by Cida					
		_	by Side Bottom					
Construction Type (check	one)		Stories					
Premanufactured (indust		10	Number of stori	es				
Conventional Constructi	on (C)							
Owner Type (check one)			PRED					
Condominium or Coope	rative (C)	12		ion or Evonentian N	hor (D or C)			
☐ Homeowners' Association	on - fee simple (H)		PHED Registrati	ion or Exemption Num	iber (H Or E)			
☐ No Homeowners' Assoc	iation - fee simple (N)		: 					
-				MAAII LOOK				
Note to Owner:	This certifies the	t the desc	cribed new dwelling unit	VALIDATION	NSTAMP			

Any discrepancy with information in blocks 1, 3, 4, and 5 on this certificate must be reported to the New Home Warranty Program within 45 days from its receipt. Your Builder/Warrantor must give you a Homeowner's Booklet with this certificate. If you did not receive it, write to the above address above address.

carries a limited warranty issued pursuant to the New Home Warranty and Builders' Registration Act, N.J.S.A. 46:3B-1 et seq.

This certificate is not valid if the dwelling is not a new home as defined in N.J.A.C. 5:23-1.3. The dwelling is not a new home if it is built on any portion of a foundation that once supported a structure that no longer exists or that had been renovated.



Division of Codes and Standards Bureau of Homeowner Protection New Home Warranty Program PO Box 805 Trenton, NJ 08625-0805



Certificate of Participation in the New Home Warranty Security Fund

Owner	nmon Elements*		Registered B	uilder-Warrantor**		
1		2				
Name of Owner who will be first resident. * When used for common elements, enter name of condominium development. See builder instructions sheet. A separate Certificate			Name			
condominium development.	of Participation is required for each individual building in a condominium development.			iling Address)		
New Dwelling Location			City	State	Zip Code	
3		\neg	Phone Number			
Street Name and Number		-	NJ Builder Registration	Number		
Building Number Unit Number Total Number of Units in Building			Print Builder Name			
City	Zip Code		Registe	ered Builder's Signatu		
Block Number	Lot Number		**A person who contracts			
Municipality	County		must be the registered bui			
Commencement Date of Warranty			Premium Payment			
Commencement Date***		_ 5	a. Selling Price **** \$			
Month	n Day Yea	r	Amount of Premium \$ _			
		.	(Rate x Sell	ing Price)		
*** The date of closing or first occupancy ANY CHANGE IN THE COMMENCEM REPORTED TO THE PROGRAM.				supplemental payment it is not required if the	f applicable. is certificate is for	
FHA Mortgage			common elements in a cor	naominium aevelopment 		
Check if FHA Mortgage FHA Case Number			b. Check if house is cowarranty premium as for	onstructed on owner's ollows:	lot. Then calculate	
			Total Contract Price			
☐ Check if VA Mortgage			Amount of Premium \$ _			
VA Case Number		(1.25 x Total Contract Price x Rate)				
Exclusions						
7	d					
Building Type (check one)						
Single family detached (101)		Conc	dominium - three or four u	nits in each building (104)	
Townhouse (102)		Conc	dominium - five or more u	nits in each building (105)	
Two Family (103)		Side	by Side			
			Bottom			
Construction Type (check one)			Stories			
9 Premanufactured (industrial or mod	lular) (M)	10	Number of storie	es		
Conventional Construction (C)						
Owner Type (check one)		- 1	PRED			
1 Condominium or Cooperative (C)		12		on or Exemption Num	her (R or E)	
☐ Homeowners' Association - fee sin	nple (H)		rneb negisirali	on or exemption num	ibei (ITOLE)	
☐ No Homeowners' Association - fee	simple (N)					
		_		MARKET STATE		
Note to Owner:	This certifies that the	ne desc	cribed new dwelling unit	VALIDATION	STAMP	

Any discrepancy with information in blocks 1, 3, 4, and 5 on this certificate must be reported to the New Home Warranty Program within 45 days from its receipt. Your Builder/Warrantor must give you a Homeowner's Booklet with this certificate. If you did not receive it, write to the above address above address.

carries a limited warranty issued pursuant to the New Home Warranty and Builders' Registration Act, N.J.S.A. 46:3B-1 et seq.

This certificate is not valid if the dwelling is not a new home as defined in N.J.A.C. 5:23-1.3. The dwelling is not a new home if it is built on any portion of a foundation that once supported a structure that no longer exists or that had been renovated.



Division of Codes and Standards Bureau of Homeowner Protection New Home Warranty Program PO Box 805 Trenton, NJ 08625-0805



Certificate of Participation in the New Home Warranty Security Fund

	Owner	☐ Check if	for Comm	on Elements	s*			Registered	Builder-Warr	antor**	
1						2					
	Name of Owner who will be first resident. * When used for common elements, enter name of condominium development. See builder instructions sheet. A separate Certificate of Participation is required for each individual building in a				Name	nd Number (N	Nailing Address				
	condominium deve	elopment.					Sireera	na namber (N	naming Address,	1	
	New Dwelling I	Location					City		State		Zip Code
3					Ī		Phone N	Number	\ 		
	Street Name and N	Number					NJ Build	der Registratio	on Number		
	Building Number Unit Number Total Number of Units in Building					Print Builder Name					
	City			Zip Code				Desi	-td Dodladada	0:	
	Block Number			Lot Number					stered Builder's	7	
	Municipality			County					ts with a builder an ouilder and apply		
	Commenceme	ent Date of W	arranty				Premiur	m Payment			
4			•			5	а				
	Commencemen	nt Date***	Month	Day	Year						
			Wientin	Day	Toui		Amount	of Premium 9	\$		
	*** The date of cl	looing or first or	oupapay wh	nichover eccur	re firet		1 '	x S			
	ANY CHANGE I	IN THE COM	IENCEMEN				to the Pro	ogram along wi remium payme	selling price and th supplemental pent is not requi	payment if appli red if this cer	cable.
	FHA Mortgage							eiements in a c	condominium dev 	eiopment. 	
6	☐ Check if FH							eck if house is y premium as	constructed on follows:		nen calculate
							Total Co	ontract Price _			
	☐ Check if VA						Amount	of Premium S	\$		
	VA Cas	se Number					(1.25 x 7	Total Contract	Price x Rate _)	
	Exclusions										
7		clusion sheet is	included								
	D.::Latina na T a /	(ala a al a a a a)	-								
8	Building Type (Single famil Townhouse Two Family	ly detached (10 e (102)	1)			ond	ominium ·		r units in each b units in each b	• , ,	
							oy Side Bottom				
	Construction T	Type (check o	ne)				Stories				
9	Premanufac	ctured (industria	al or modula	r) (M)		10		Number of sto	ries		
	☐ Convention	al Construction	(C)				<u> </u>				
	Owner Type (cl	heck one)					PRED				
1	Condomini	um or Coopera	tive (C)			12		DDED D		: N : : : : : : : : : : : : : : : : :) Г \
	☐ Homeowne	ers' Association	- fee simple	e (H)				YKED Registra	ation or Exempt	tion Number (F	≺ or ⊨)
	☐ No Homeov	wners' Associa	tion - fee sir	nple (N)			-				
	Not	te to Owner:		This certifies the	nat the	descr	ribed new	dwelling unit	VALL	DATION STA	MD

Any discrepancy with information in blocks 1, 3, 4, and 5 on this certificate must be reported to the New Home Warranty Program within 45 days from its receipt. Your Builder/Warrantor must give you a Homeowner's Booklet with this certificate. If you did not receive it, write to the above address above address.

carries a limited warranty issued pursuant to the New Home Warranty and Builders' Registration Act, N.J.S.A. 46:3B-1 et seq.

This certificate is not valid if the dwelling is not a new home as defined in N.J.A.C. 5:23-1.3. The dwelling is not a new home if it is built on any portion of a foundation that once supported a structure that no longer exists or that had been renovated.



Division of Codes and Standards Bureau of Homeowner Protection New Home Warranty Program PO Box 805 Trenton, NJ 08625-0805



Certificate of Participation in the New Home Warranty Security Fund

Owner \square	Check if for Comm	on Elements*		Registered B	uilder-Warrantor*	*		
1			2					
Name of Owner who will be first resident. * When used for common elements, enter name of condominium development. See builder instructions sheet. A separate Certificate			ate	Name				
	of Participation is required for each individual building in a condominium development.			Street and Number (Ma	ailing Address)			
New Dwelling Loc	ation			City	State	Zip Code		
3				Phone Number	-			
Street Name and Num	ber		-	NJ Builder Registration	Number			
Building Number Ur	it Number Total Numbe	er of Units in Buildin	9	Print Builder Name				
City		Zip Code		Registe	ered Builder's Signatu	ure		
Block Number		Lot Number		**A person who contracts				
Municipality		County		must be the registered but	ilder and apply for the w	arranty.		
Commencement	Date of Warranty		— ,	Premium Payment				
Commencement D			_ 5	a. Selling Price **** \$				
	Month	Day Ye	ar	Amount of Premium \$ _				
*** The data of class	a ar first sasumanau	hiahawar agawa fi		(Rate x Sell				
	ng or first occupancy, w THE COMMENCEMEN PROGRAM.			**** Any change in the s to the Program along with A premium paymen common elements in a coi	supplemental payment t is not required if the	if applicable. his certificate is for		
FHA Mortgage								
6 Check if FHA N	lortgage Number			b. Check if house is c warranty premium as for	onstructed on owner's ollows:	s lot. Then calculate		
				Total Contract Price				
☐ Check if VA Mo	ortgage			Amount of Premium \$ _				
VA Case Number				(1.25 x Total Contract Price x Rate)				
Exclusions								
	sion sheet is included							
Building Type (che	eck one)							
8 Single family d	etached (101)		Conc	dominium - three or four u	units in each building	(104)		
Townhouse (10	•		Conc	dominium - five or more u	nits in each building ((105)		
☐ Two Family (10	3)	-	7 0: 1					
				by Side Bottom				
Construction Type				Stories				
_	ed (industrial or modula	ar) (M)	10	Number of storic	es			
Conventional C	Construction (C)							
Owner Type (chec	k one)			PRED				
1 Condominium	or Cooperative (C)		12		ion or Exemption Nur	nher (R or E)		
☐ Homeowners'	Association - fee simpl	e (H)		FILED REGISTRATI	ion or exemption nur	IIDEI (N UI E)		
☐ No Homeowne	rs' Association - fee si	mple (N)		3				
		Thin partition that	the des	wibed now duralling unit	mean land			
Note to	Owner:	rins certifies that	ure desc	cribed new dwelling unit	VALIDATIO	NSTAMP		

Any discrepancy with information in blocks 1, 3, 4, and 5 on this certificate must be reported to the New Home Warranty Program within 45 days from its receipt. Your Builder/Warrantor must give you a Homeowner's Booklet with this certificate. If you did not receive it, write to the above address above address.

carries a limited warranty issued pursuant to the New Home Warranty and Builders' Registration Act, N.J.S.A. 46:3B-1 et seq.

This certificate is not valid if the dwelling is not a new home as defined in N.J.A.C. 5:23-1.3. The dwelling is not a new home if it is built on any portion of a foundation that once supported a structure that no longer exists or that had been renovated.

Certificate of Participation Check List

Before submission of the Certificate of Participation forms via physical mailing or drop off at the Department of Community Affairs building, please read the instructions on the first page and be sure all information is correct and all required fields are filled out properly. Any issues with the application will result in processing delays and applications with numerous deficiencies will be returned back to sender.

As a courtesy, the New Home Warranty Program has compiled a checklist below of the most frequent issues applicants have when submitting Certificate of Participation. Builders who follow this list will greatly reduce the chances of submitting incomplete and deficient applications.

Application

In Block 2, the printed builder name and signature is a principal of the registered building business.
In Block 2, the builder contribution rate ranges from 0.00170 to 0.00595 and is dependent on the builder's record. For inquiries on the current builder contribution rate please call (609) 984-7905.
In Block 4, the commencement date is 20 to 30 business days after the planned submission of the application.
If an exclusion sheet is applicable, Block 7 is checked on the application and the required exclusion sheet is attached to the corresponding warranty application.
The application, when finished, is printed out on U.S. legal size paper $(8.5 \times 14.0 \text{ inches})$.
Supporting Documentation
Contracts are to be attached to the corresponding warranty application and signed by a principal of the registered building business.
If there is no purchaser at this time, type in "For Sale" in Block 1 and attach a letter from a principal stating the fair market value.
Premium Payment
Check is addressed to the "New Home Warranty Program"
Check maker is the registered building business as specified in Block 2 of the application.
Check fee amount is identical to the amount specified in Block 5 of the application.
Check is signed by a principal of the registered building business.

Print this document on U.S. legal size paper (8.5 x 14.0 inches) and have a principal of the registered building business sign each of the duplicate copies of the warranty application in Block 2. Mail or drop off the application package at the address indicated below. Please allow 20 business days for processing of paperwork.

NJ Department of Community Affairs

Division of Codes and Standards
Bureau of Homeowner Protection
New Home Warranty Program
PO Box 805
Trenton, NJ 08625-0805