

HOUSING AFFORDABILITY SERVICE CHOICE PROGRAM CHECKLIST

The Agency's Housing Affordability Service (HAS) shall serve as the Administrative Agent for all deed-restricted units within CHOICE projects. HAS will administer the affordability controls of the affordable and deed restricted units and will oversee the sale and re-sale of those units. HAS will work with developers of deed-restricted housing to ensure proper design and pricing of units, will approve the Affirmative Marketing Plan for all projects, will complete income certifications for buyers, and prepare affordability control documents for closings.

PRE-COMMITMENT TASKS

- 1) Prepare COAH Affirmative Fair Marketing Plan Worksheet (AFMP) for low and moderate-income units (*required before CHOICE application is approved*).
- 2) Submit completed AFMP to Natasha Encarnacion for approval before including in your CHOICE application.

PRE-CLOSING TASKS

- 1) Contact Natasha Encarnacion (609-278-8834 or nencarnacion@njhmfa.state.nj.us) to schedule initial meeting to discuss low and moderate unit rules and procedures.
- 2) Sign and submit HAS Developer Agreement for full execution by HMFA.

POST-CLOSING TASKS

- 1) Submit all marketing materials for approval prior to initiating marketing campaign
- 2) Schedule 2nd meeting to discuss lottery and closing procedures for low and moderate income units