



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 805  
TRENTON, NJ 08625-0805

PHILIP D. MURPHY  
Governor

LT. GOVERNOR SHEILA Y. OLIVER  
Commissioner

## Submission Date Guidelines for enrollment in the New Home Warranty Security Fund

Pursuant with New Jersey Administrative Code Title 5 Chapter 25-1.1 et seq. Regulation, Governing New Home Warranties and Builders' Registration, newly constructed residential homes must possess a limited /new home warranty to cover construction defects over a 10 year period.

### **Processing Time Requirement:**

Under the State administered New Home Warranty Program, applications for Certificate of Participation (COP) for new homes must allow **20 business days** prior to the commencement date listed on the COP for processing time. The commencement date should be the settlement date or first occupancy date, whichever comes first. **Keep in mind that a business day does not include weekends or holidays.**

### **Maximum Filing Time For COP:**

The COP application should be submitted **no earlier than 10 weeks** prior to commencement date shown on the COP application. The 10 week advance filing date encompasses the 20 business days processing time requirement as referenced above. This 10 week advance submission of the commencement date requirement is necessary and intended to insure the Program's ability to equitably and fairly service all builders enrolled in the state warranty plan with timely processing of COP applications and issuance of final COPs.

Applications that are received more than 10 weeks prior to the commencement date listed on the COP will be returned to the builder unprocessed.

### **Example: September 28<sup>th</sup> commencement date listed on COP:**

- The COP application should be submitted **no later than August 30<sup>th</sup>** to allow for the 20 business day processing time requirement. **Note:** If the COP application is received after this date, the commencement date will be changed, if needed, to the date of validation in the event the date of validation is later than the original commencement date listed on the COP application.
- The COP application should be submitted **no earlier than July 20<sup>th</sup>**. **Note:** if the COP application is received prior to this date it will be returned to the builder, unprocessed.



Bureau of Homeowner Protection, New Home Warranty Program  
P. O. Box 805, Trenton, NJ 08625-0805 (Mail)  
101 South Broad Street, 3<sup>rd</sup> Floor, Trenton, NJ 08608 (Delivery)  
Phone: (609) 984-7908

**Returned Unprocessed COP Applications:**

COP Applications which are returned to the applicant for deficiency corrections do not retain the original date of receipt by the DCA for the calculating the 20 business day processing time period. The date of receipt by the New Home Warranty Program of the corrected COP Application will be the start date for a new 20 business day processing period.