

## Important Notice – New Home Builders

**EFFECTIVE IMMEDIATELY, ALL BUILDER REGISTRATION CARDS AND  
VALIDATED NEW HOME WARRANTY CERTIFICATES WILL BE SENT TO THE  
BUILDER/APPLICANT ELECTRONICALLY. PLEASE CHECK YOUR E-MAIL FOR  
DOCUMENT RETRIEVAL INSTRUCTIONS.**

### **INTRODUCING THE NEW HOME BUILDER'S PORTAL**

The Department of Community Affairs is pleased to introduce a new on-line portal for the Bureau of Homeowner Protection, New Home Warranty Program. Applicants can now submit initial builder registration applications, builder renewal applications, and certificate of participation (warranty) applications electronically and make secure payments using a credit card or e-check, (service fees apply).

To use the portal, users must create a myNJ account, if you do not currently have one. When creating the account, please be sure to register using the name of a principal in the company, whether it is an individual's name or a company's name. **This is very important, certain aspects of the application require that principals are correctly identified in the application process.** Once your application is initiated in the portal, you can log in at anytime to check on the status of the application and upload additional documentation.

If your application is missing any required information, you will receive an email notice explaining what is needed. Once your new home builder registration application or certificate of participation (warranty) application has been approved, you will receive an email with a QR code that allows you to access and print your new home builder's registration card and validated warranty documents, or you may log into your myNJ account to retrieve them.

Homeowners may opt to submit warranty claim forms through the portal, as well using their myNJ account.

Please click the following link to submit your application or new home warranty claim through the on-line portal: <https://serviceportal.dca.nj.gov/>. Click "Enter" on the purple Bureau of Homeowner Protection (BHP) tile to get started.