

**PERSONAL QUESTIONNAIRE**

HMFA# \_\_\_\_\_  
PROJECT \_\_\_\_\_  
DATE \_\_\_\_\_  
SERVICE \_\_\_\_\_  
PRIOR HMFA PROJECT REFERENCE  
IF APPLICABLE: \_\_\_\_\_

**NEW JERSEY HOUSING & MORTGAGE FINANCE AGENCY  
CERTIFICATION AND QUESTIONNAIRE**

**(Personal)**

This information is necessary to obtain the approval of the NJHMFA, and it will be expressly relied upon. **PLEASE ANSWER EACH QUESTION. Write NONE or NOT APPLICABLE where necessary but do not leave blank. If more space is needed to answer an item, use a separate sheet of paper.**

- A. Applicant (Officer, Director, Partner, Shareholder of 10% or more interest, or individual noted in question D of Company Questionnaire.)  
Circle appropriate category and indicate name of entity.

Name		
Street	City	
County	State	Zip Code
Telephone #		
Date of Birth	Place of Birth	

- B. Please describe the type of services to be provided to the project and the amount and method of compensation: **MUST ANSWER.**  
**FOR EXAMPLES:** BOARD MEMBER OR TRUSTEE OF NON PROFIT; OR PRESIDENT, VICE PRES., SECRETARY OF ANY "PRINCIPAL" ENTITY SUCH AS THE SPONSOR, OWNER, ARCHITECT, GENERAL CONTRACTOR.  
COMPENSATION: GENERAL INFORMATION... DEVELOPER FEE, OR PER AIA CONTRACT FOR....

C. Other than as described in Item B, do you have any present interest in or relationship with the project or the property on which it is located or do you have any identity of interest whatsoever now existing or which will exist in connection with the project?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

D. Have you shared or accepted any compensation or will you share or accept any compensation directly or indirectly in any form whatsoever from or with any other party with an interest in or a relationship to the project?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

E. Have you entered into any agreement, participated in a collusion, or otherwise taken any action in restraint of free and competitive bidding or negotiation in connection with the services to be provided?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

F. Please list all other companies, partnerships, or associations in which you have more than a 10% interest. (Use a separate page if needed). WRITE "NONE" IF NEEDED.

G. Have you within the last five years, been a party defendant in litigation or administrative proceedings involving laws governing hours of labor, minimum wage standards, discrimination in wages, child labor, worker's compensation, payroll or withholding taxes, employment discrimination or occupational safety and health?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

H. Have you ever been charged with, or convicted of any criminal offenses other than a minor motor vehicle violation?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

I. Are you now a plaintiff or defendant in any civil or criminal litigation?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

J. Have you been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

K. Are you now subject to any order resulting from any criminal, civil or administrative proceedings brought against them by any administrative, governmental, or regulatory agency?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on separate attachment

L. Have you been denied any license by any administrative, governmental or regulatory agency on the grounds of moral turpitude?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on a separate attachment

M. Are you or any member of your family (including in-laws) the subject of a current or on-going investigation with respect to possible violations of State or Federal laws, or has the applicant or management of the applicant been indicted or subpoenaed by any grand jury or investigative body or had any records subpoenaed by any grand jury or investigative body?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on a separate attachment

N. Have you ever been adjudicated a bankrupt or filed for bankruptcy?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on a separate attachment

O. Have you ever been denied a business-related license or had it suspended or revoked by any administrative, governmental or regulatory agency?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on a separate attachment

P. Have you ever been debarred, suspended, or disqualified from contracting with any federal state or municipal Agency?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on a separate attachment

Q. Are you or any members of your family employed with the NJ Housing and Mortgage Finance Agency?

\_\_\_\_\_yes \_\_\_\_\_no If yes, furnish details on a separate attachment

**CERTIFICATION:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto, to the best of my knowledge, are true and complete. I acknowledge that the New Jersey Housing and Mortgage Finance Agency is relying on the information contained herein and thereby acknowledge that the undersigned entity is under a continuing obligation, from the date of this Certification through the completion of any contracts with the Owner of subject Project, to notify the Agency in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am and/or the undersigned entity is subject to criminal prosecution under the law and that it will also constitute a material breach of any agreement between the undersigned entity and the Owner of the subject Project and that either the Owner or the New Jersey Housing and Mortgage Finance Agency, at its option, may declare all such contracts associated with the subject Project void and unenforceable.

The undersigned entity authorizes the New Jersey Housing and Mortgage Finance Agency to verify any answer(s) contained herein, to investigate the background and credit worthiness of the undersigned entity and to enlist the aid of third parties including State police checks which may be completed by the New Jersey Housing and Mortgage Finance Agency in its investigative process. The undersigned entity further authorizes the New Jersey Housing and Mortgage Finance Agency to disclose any of the foregoing information and any information discovered in any investigation pursuant to this certification to any party which has entered or is entering into any contract with the undersigned entity in connection with the subject Project.

**SIGNATURE** \_\_\_\_\_

**NAME (PRINT)** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
before me personally appeared \_\_\_\_\_, who, I  
am satisfied is the person named in the within instrument and who, being duly sworn upon  
his/her oath has executed the same as his/her voluntary act and deed.

\_\_\_\_\_  
Notary Public  
My Commission Expires on