CENTRAL JERSEY
HOUSING RESOURCE CENTER
501(c)(3) non-profit organization & HUD Agency

Jennifer Laterra, President   Sharon Clark, Executive Director

SELLER'S CHECKLIST

The following is a checklist of information that must be provided to our office, at the time you schedule an appointment to place your unit on the market.

Please bring copies of all documents, no originals.

1. Copy of your Deed

2. Copy of the payment coupon or proof of what you pay for maintenance fees.

3. Copy of your most current tax assessment statement received from the Township.

4. Copy of a current tax bill if you pay your own taxes and it is not included in the mortgage payment. (Quarterly or Annually)

5. If planning on using a Realtor, the Realtor should attend the appointment with you when you are ready to sign the intent to sell.

6. If using a Realtor, we will need his office information, address, office phone number, fax number. We will also need his cell number.

7. Name, address, telephone number, email and fax number of your attorney if you have retained one already.

8. Name and cell number of person who will be showing the unit if you are not available to show the unit.

9. A list of items included with the sale of the unit (e.g. washer, dryer, etc.) and a list of upgrades and features of your unit that you would wish to inform prospective buyers about. This information will be placed on a flyer and provided to prospective buyers.

If you have any questions or require additional information, please contact us at 908-446-0040.

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EQUAL HOUSING OPPORTUNITY