

Community Wealth Preservation Program Requirements

Upon review of your documents, the sheriff's office may contact you to request additional information and/or documentation. Anyone interested in participating in this program should submit all documentation to the below email address at least one (1) day prior to the sale date. Additionally, effective February 10, 2025, if you are bidding under CWPP, you must register your place in line on the day of sale through our website at:

<https://ucnj.org/sheriff/functions/sheriffs-sale-information/>

On-line registration in open between 8:30 AM and 11:30 AM on the day of sale. After 11:30 AM you will need to register your place in line when the doors open at sale.

You may contact our office at 908-527-4478 with any questions.

Defendants:

- Pre-Registration Form
- Current and valid photo ID
- Written approval from the plaintiff (or plaintiff's attorney) to bid under the program
- If financing, documentation of pre-approval from a financial institution by the Department of Bank & Insurance or by a federal banking agency, for financing a residential property
- Proof you have completed (or are enrolled in) the 8-hour HUD Homebuyer Education and Counseling Program <https://www.hud.gov/>
- 3.5% deposit in the form of Cash (limited at \$500.00) or Certified Bank Checks made payable to: "UNION COUNTY SHERIFF" or "COUNTY SHERIFF"

Defendant's Next of Kin:

- Pre-Registration Form
- Current and valid photo ID
- Written approval from the plaintiff (or plaintiff's attorney) to bid under the program.
- Marriage Certificate (spouse) or Birth Certificate (child)
- Death Certificate
- If financing, documentation of pre-approval from a financial institution by the Department of Bank & Insurance or by a federal banking agency, for financing a residential property
- Proof you have completed (or are enrolled in) the 8-hour HUD Homebuyer Education and Counseling Program <https://www.hud.gov/>
- 3.5% deposit in the form of Cash (limited at \$500.00) or Certified Bank Checks made payable to: "UNION COUNTY SHERIFF" or "COUNTY SHERIFF"

Tenant:

- Pre-Registration Form
- Two (2) Current and valid forms of ID:
 - o Driver's License
 - o Utility Bill
 - o Checking/Savings Account statement from bank/credit union issued at least 60 days prior to submitting documents
 - o Statement, receipt, or letter of correspondence from a federal, state, or local government office delivered at least one year prior to submitting documentation
- Copy of notarized lease agreement
- Proof of at least one-year residency at the property (one of the following is acceptable)
 - o Copy of utility bill with name and address issued 12 months prior
 - o Checking/Savings Account statement from bank/credit union issued 12 months prior
- Proof tenant is not in arrears with rent payments as of the date the defendant received notice of foreclosure from the plaintiff
 - o Receipts from landlord
 - o Copies of cleared checks or proof of wire transfer
- If financing, documentation of pre-approval from a financial institution by the Department of Bank & Insurance or by a federal banking agency, for financing a residential property
- Proof you have completed (or are enrolled in) the 8-hour HUD Homebuyer Education and Counseling Program <https://www.hud.gov/>
- 3.5% deposit in the form of Cash (limited at \$500.00) or Certified Bank Checks made payable to: "UNION COUNTY SHERIFF" or "COUNTY SHERIFF"

Non-Profit with an Agreement:

- Pre-Registration Form
- Copy of Agreement with defendant
- Current 1023 long form filing provided by U.S. Internal Revenue Service
- Mission Statement (on official documentation)
- IRS Determination Letter (tax-exempt status)
 - o A verification of nonprofit status using the IRS Tax Exempt Organization Search tool: [IRS Tax Exempt Organization Search] <https://apps.irs.gov/app/eos/> will be conducted at the sale.
- 3.5% deposit in the form of Cash (limited at \$500.00) or Certified Bank Checks made payable to: "UNION COUNTY SHERIFF" or "COUNTY SHERIFF"

84 month Occupant (primary residence):

- Pre-Registration Form
- Current and valid photo ID.
- If financing, documentation of pre-approval from a financial institution by the Department of Bank & Insurance or by a federal banking agency, for financing a residential property
- Proof you completed (or are enrolled in) the 8-hour HUD Homebuyer Education and Counseling Program <https://www.hud.gov/> - 3.5% deposit in the form of Cash (limited at \$500.00) or Certified Bank Checks made payable to: "UNION COUNTY SHERIFF" or "COUNTY SHERIFF"
- Must occupy the property, as their primary residence, for a fixed term of 84-months after taking possession