

Location:  
101 South Broad St.  
2nd Floor  
Trenton, NJ 08608

Mailing Address  
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Trenton, NJ 08625-0805  
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**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
PLANNED REAL ESTATE DEVELOPMENT (PRED) SECTION  
NOTICE OF FILING CHECKLIST**

PROJECT NAME \_\_\_\_\_ LOCATION \_\_\_\_\_ Sequence # \_\_\_\_\_

FILING FEE: \$1,511.00 + \$151.00 x \_\_\_\_\_ UNITS (DO NOT INCLUDE AFFORDABLE UNITS) = \$ \_\_\_\_\_ BALANCE DUE

AFFORDABLE UNITS (IF ANY) \_\_\_\_\_ SPONSOR'S ATTORNEY: \_\_\_\_\_

NEW UNITS # \_\_\_\_\_ CONVERSION # \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

DATE/REVIEWER: \_\_\_\_\_ VACANT \_\_\_\_\_ OCCUPIED \_\_\_\_\_

THIS NOTICE OF FILING CHECKLIST ALERTS YOU THAT THERE ARE CERTAIN DEFICIENCIES WITH RESPECT TO EITHER YOUR APPLICATION FOR REGISTRATION OR PUBLIC OFFERING STATEMENT FOR THE ABOVE TITLED CONDOMINIUM PROJECT. YOUR NOTICE OF FILING WILL THEREFORE **NOT BE ISSUED** UNTIL SUCH TIME AS THE ITEMS CIRCLED BELOW HAVE BEEN RECEIVED **IN DUPLICATE** AND ACCEPTED BY THE PRED REVIEWER (NJAC 5:26-2.5).

IN SOME INSTANCES, WHERE THERE ARE MINOR DEFICIENCIES, A NOTICE OF FILING HAS BEEN ATTACHED TO THIS CHECKLIST. THE NOTICE OF FILING IS SUBJECT TO RECEIPT **IN DUPLICATE** OF THESE CORRECTED DEFICIENCIES. PLEASE SEND THEM WITHIN TEN (10) BUSINESS DAYS AND MAKE REFERENCE TO THE **SEQUENCE NUMBER** IN YOUR COVER LETTER. **NO ORDER OF REGISTRATION WILL BE ISSUED WITHOUT CORRECTIVE ACTION ON THESE ITEMS.**

**Application for Registration  
FORM**

ACCEPTED? YES \_\_\_\_\_ NO \_\_\_\_\_ (5:26-3.2)

**CONTENTS**

YES \_\_\_\_\_ NO \_\_\_\_\_

- \_\_\_ 1. Service of Process (Affidavit with original signature) ♦
- \_\_\_ 2. Statement re: Other Jurisdictions
- \_\_\_ 3. Sponsor's Biographical Data / Corporate Officers
- \_\_\_ 4. Copy of Incorporation or Partnership Document
- \_\_\_ 5. Legal Description and Survey (must be legible) ♦
- \_\_\_ 6. Copy of Last Deed \_\_\_\_\_ and Report of Title \_\_\_\_\_ ♦
- \_\_\_ 7. Litigation Statement
- \_\_\_ 8. Affidavit of Vacancy ♦
- \_\_\_ 9. Affidavit of Service on Tenants, if a Conversion ♦
- \_\_\_ 10. New Home Warranty Registration
- \_\_\_ 11. Non-Discrimination Statement
- \_\_\_ 12. Statement re: Access and Adverse Conditions
- \_\_\_ 13. Purchase Agreement ♦
- \_\_\_ 14. Liens & Encumbrances (Copies & Releases) ♦
- \_\_\_ 15. Public Offering Statement (2 separately bound) ♦
- \_\_\_ 16. Sponsor's Current Audited Financial Statement
- \_\_\_ 17. Adjudication of Bankruptcy
- \_\_\_ 18. Easements & Restrictions (List & provide copies) ♦
- \_\_\_ 19. Compliance w/ Government Regs. (List & Exhibits) ♦
- \_\_\_ 20. Real Estate Crime Statement
- \_\_\_ 21. Affidavit of Truthfulness and Accuracy ♦
- \_\_\_ 22. Reserved for Additional Information
- \_\_\_ 23. Conversions: Rent Roll/Names/Amount Paid

**Public Offering Statement  
FORM**

ACCEPTED? YES \_\_\_\_\_ NO \_\_\_\_\_ (5:26-4.3(a))

**CONTENTS**

YES \_\_\_\_\_ NO \_\_\_\_\_

- \_\_\_ 1. Master Deed, Declaration or Proprietary Lease
- \_\_\_ 2. By-Laws of the Association
- \_\_\_ 3. Legal Description of Project
- \_\_\_ 4. Survey of Project
- \_\_\_ 5. Individual Floor Plans or Unit Plans
- \_\_\_ 6. Percentage of Interest Schedules
- \_\_\_ 7. Articles of Incorporation of Association
- \_\_\_ 8. Association Budget \_\_\_\_\_ and Letters of Adequacy for Reserves \_\_\_\_\_ and Insurance \_\_\_\_\_
- \_\_\_ 9. Unit Deed
- \_\_\_ 10. Purchase Agreement
- \_\_\_ 11. Title Policy (Specimen)
- \_\_\_ 12. Management Agreement, if applicable

**Additional Exhibits for Conversions**

- \_\_\_ 1. Audited Statement of Expenses for Last 5 Years ♦
  - \_\_\_ 2. Cover Legend re: Conversion ♦
  - \_\_\_ 3. Affidavit of Service to Tenants ♦
  - \_\_\_ 4. Affidavit of Service re: Senior Citizens & Disabled Tenants ♦
  - \_\_\_ 5. Engineering Survey ♦
  - \_\_\_ 6. Energy Audit ♦
  - \_\_\_ 7. Prices of the Interests Offered ♦
  - \_\_\_ 8. Evidence of Multiple Dwelling Registration and Latest Inspection Report ♦
- ♦ *Indicates item is mandatory*

**Age-restricted Housing Checklist**

- \_\_\_ 1. Statement including detailed plan demonstrating the manner in which the developer will comply with all applicable laws and regulations pertaining to age-restricted occupancy (#19, application). ♦
- \_\_\_ 2. Language in POS narrative. ♦
- \_\_\_ 3. Language in Purchase Agreement. ♦

- \_\_\_ 4. Language in governing documents. ♦
- \_\_\_ 5. Compliance affidavit. ♦

Dear \_\_\_\_\_: As of this date, \_\_\_\_\_, the items circled above on this Checklist are deficient, missing or incomplete, and must be corrected in order that your Application can meet the full review standards. Please contact the PRED office if you have any questions.

**Reviewer's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_