

INDIVIDUAL INSTRUCTIONS
(FOR HOMEOWNERS SEEKING MEDIATION WHO HAVE NOT
MET WITH A HOUSING COUNSELOR)

Court-sponsored foreclosure mediation is limited to homeowners whose principal residence (1 to 3 family) is the subject of a foreclosure action. The homeowner must be the borrower and not in bankruptcy.

Complete the Foreclosure Mediation Financial Worksheet and the reverse side of these instructions, following the instructions below, and return to:

Office of Foreclosure
ATTN: Foreclosure Mediation Program
P.O. 971
25 Market Street
Trenton, New Jersey 08625

1. Complete the **Foreclosure Mediation Financial Worksheet** and assemble the required attachments.
2. Complete the **Mediation Recommendation Statement** on the reverse side of this instruction sheet.
 - ✓ Fill in the plaintiff's name and the name of the first named defendant from the foreclosure complaint.
 - ✓ Insert the docket number and two-digit year in the space provided from the foreclosure complaint.
 - ✓ Execute the borrower's certification, if all statements are accurate and truthful;
 - ✓ Briefly describe the workout solution or solutions that you will ask the mediator to consider.
 - ✓ If known, insert the name of the lender's loss mitigation representative with whom a mortgage workout plan was discussed and his/her location and telephone number; and
 - ✓ Complete the Homeowner-Borrower's Contact Information at the bottom of the page.
 - ✓ Attach the completed Foreclosure Mediation Financial Worksheet and all required attachments to the Mediation Request Statement.
3. Mail the **ORIGINAL** and **TWO COPIES** of the **Mediation Request Statement** and the **ORIGINAL** and **TWO COPIES** of the **Foreclosure Mediation Financial Worksheet** with **THREE COPIES** of all required **attachments** affixed to the worksheets to the Office of Foreclosure at the above address.

