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.

MEDIATION REQUEST STATEMENT	
[rearies] denote [DOCKET NO: F
	V
Plaintiff's Name	V. First Defendant's Name
SECTION A MEDIATION REQUESTED	
Homeowner-Borrower(s) request court sponsored foreclosure mediation.	
HOMEOWNER-BORROWER'S CERTIFICATION	
[insert your name(s)]	hereby certifies and says:
 I / We am/are the owner and mortgagor of the property subject to foreclosure in the above captioned foreclosure action, which property is known as, New Jersey. [insert the property address] I / We am/are the borrowers on the mortgage loan. I / We live in the above-described property and the property is my/our principal residence. I / We live in the above-described an answer to the foreclosure complaint filed by my lender. I / We certify that the statements made above are true. I / We am / are aware that if any of the statements made by me / us are willfully false, I / we am / are subject to punishment. 	
Signature	Date Signature Date
(Type or Print Name)	(Type or Print Name)
HOMEOWNER'S FORECLOSURE PREVENTION PROPOSAL Briefly outline the workout proposal you are seeking (if necessary, attach additional pages): If known, the lender's loss mitigation representative's name and his/her location and telephone number is:	
HOMEOWNER CONTACT INFORMATION	
Name	
Address	
Home Telephone	Cell Phone