

Community Wealth Preservation Program

Required Documentation must be provided **THREE** days in advance of the Sheriff's sale. There is no guarantee that documentation received **ONE** or **TWO** days prior to sale will be reviewed and approved. **Be advised, documentation will not automatically be accepted and reviewed on the day of a Sheriff's sale. Review of documentation on the day of a Sheriff's sale will be discretionary based on the totality of circumstances existing on that day.**

Defendant/Homeowner

Required Documentation

1. Photo ID, current and valid
2. Second form of ID, current and valid
3. Pre-approval letter for financing the property (deposit is 3.5% of the original upset price or the final starting upset price, whichever is less)

Upon receipt, review and approval of required paperwork, Defendant/Homeowner shall have **right of first refusal to purchase the property**. Be advised, you must show up at the date and time of the scheduled Sheriff's Office to purchase the property.

Next of Kin (Immediate Family)

Required Documentation

1. Photo ID, current and valid
2. Second form of ID, current and valid
3. Birth Certificate
4. Pre-approval letter for financing the property (deposit is 3.5% of the original upset price or the final starting upset price, whichever is less)

Upon receipt, review and approval of required paperwork, next of kin shall have **right of first refusal to purchase the property** if Defendant/Homeowner does not purchase the property. Be advised, you must show up at the date and time of the scheduled Sheriff's Office to purchase the property.

Tenant

Required Documentation

1. Photo ID or Driver's License, current and valid (Driver's License must match the property subject of the Sheriff's sale.
2. Second form of ID, current and valid
3. Proof of residency for the last 12 months
(For example, lease agreement; or a utility bill at least a year old; or a statement, receipt, or letter of correspondence from a federal, State, or local government delivered at least 1 year prior to submitting this documentation to the Sheriff's Office.
4. Proof Tenant has not been in arrears for rent payments as of the date notice of foreclosure from plaintiff/lending institution.
5. A certificate or evidence of enrollment through a U.S. Housing and Urban Development approved program.
6. Pre-approval letter for financing the property (deposit is 3.5% of the original upset price or the final starting upset price, whichever is less)

Bidder (must intend to live at property for 84 months)

Required Documentation

1. Photo ID or Driver's License, current and valid (Driver's License must match the property subject of the Sheriff's sale.
2. Second form of ID, current and valid
3. A certificate or evidence of enrollment through a U.S. Housing and Urban Development approved program.
4. Pre-approval letter for financing the property (deposit is 3.5% of the original upset price or the final starting upset price, whichever is less)

Non-Profit Corporation

Required Documentation

1. IRS approval letter acknowledging 501(c)(3) status.
2. The Non-Profit Corporation's Mission Statement that was provided in the separate but most recent 1023 filing.
3. The Non-Profit Corporation's EIN number.
4. Pre-approval letter for financing the property (deposit is 3.5% of the original upset price or the final starting upset price, whichever is less)
5. If Non-Profit Corporation has a written lease agreement for the foreclosed property from defendant/owner, next of kin or tenant that it is an affordable lease with an option to purchase the property from the Non-Profit Corporation, then Non-Profit Corporation shall have the **right of second right of refusal to purchase property**. A copy of the Lease must be provided as part of the required documentation.
6. Any adjournments or postponements will require Non-Profit Corporation to resubmit all required documentation "no handwritten documents will be accepted."

Be advised, the first to sign in at the scheduled Sheriff's sale will be permitted to accept the upset price (the original upset price or the final starting upset price, whichever is less) for the foreclosed property (this does not include the homeowner, next of kin, a tenant, or a Non-Profit Corporation with a second right of refusal)

*Deposits are **ONLY** accepted by bank, certified or treasurer's check made payable to Atlantic County Sheriff's Office. **No exceptions.**