



**STATE OF NEW JERSEY**  
**DEPARTMENT OF COMMUNITY AFFAIRS**  
**DIVISION OF CODES AND STANDARDS**  
**BUREAU OF HOMEOWNER PROTECTION**  
**NEW HOME WARRANTY PROGRAM**  
**PO Box 805**  
**101 SOUTH BROAD STREET (PHYSICAL ADDRESS)**  
**TRENTON NJ 08625-0805**  
**PHONE: (609) 984-6635 or (609) 984-7563**  
**FAX: (609) 292-2839**  
**INTERNET ADDRESS: [www.state.nj.us/dca](http://www.state.nj.us/dca)**

## **NEW HOME BUILDER REGISTRATION APPLICATION INSTRUCTIONS**

**Please read carefully before completing this application.  
Application must be typed or completed in ink.**

**Note: The Bureau of Homeowner Protection requires a completed Request for Criminal History Record Information for a Noncriminal Justice Purpose form (SBI 212A) along with the completed Builder Registration Application. The request must be completed on the New Jersey State Police State Bureau of Identification Section original form. Photocopies are NOT acceptable. A separate form must be completed for each officer, principal, partner, trustee, member, and/or director in the business entity, and also for those individuals who own ten percent or more interest in the business entity. One form has been included with the application package. Please contact the Bureau of Homeowner Protection at (609) 984-6635 or (609)984-7563 if additional copies are needed.**

**Special note to Internet users: If you have downloaded this New Home Builder Registration Application from the Department's Internet site, it does not include the Request for Criminal History Record Information for a Noncriminal Justice Purpose form (SBI 212A). This form will be sent to you upon receipt of your application.**

**If you have any additional questions concerning this application package, you may contact the Bureau of Homeowner Protection at (609) 984-6635 or at (609) 984-7563.**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** The date of filing will be the date the Bureau of Homeowner Protection Builder Registration Section receives a completed application. All questions and sections of the Builder Registration Application Form must be completed. If a question is inapplicable, so indicate. If there is insufficient room on the form for you to provide a complete answer to the question, staple additional sheets of paper to the form.

**A nonrefundable registration fee of \$200.00 must accompany this application. Make check or money order payable to "State of New Jersey New Home Warranty Fund". Maker of check must be the registering business or a principal named in the application.**

**Allow at least 20 working days for the processing of this application.**

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE INSTRUCTIONS RELATED TO EACH CORRESPONDING QUESTION ON THE FORM.**



## NEW HOME BUILDER REGISTRATION APPLICATION INSTRUCTIONS -continued.

### Instructions Pertaining to Page 1 of Application

1. List the name of your business: **The name of the business transferring title is the entity that must register *and warrant the new home*.** This exact name will appear on your application for registration as a new home builder in the State of New Jersey. If you are the only owner of the business and are doing business under your own name, a sole proprietor, list your own name.
3. Business Location Address: **Post Office Boxes are not acceptable.** This is the address from which you do business. This must be a street address.
4. Mailing Address: This is the address at which you want to receive mail; it may be a Post Office Box.
5. Agent: An **agent** for service of process is the **person** (a business name is not acceptable) in New Jersey authorized by your business to accept legal papers on behalf of your business. If you are a corporation, limited liability company or limited partnership you are required to have a registered agent for service of process. Your agent must have a New Jersey address, and the address you provide must be a *physical* address; PO Boxes are not acceptable.
6. Warranty Security Option: You must indicate the Plan name with which you participate. If you have not yet been issued an ID number, check the box entitled, "Check if plan application is pending". See the attached list of NJ-approved warranty plans.
7. EIN: An Employer Identification Number (EIN) also known as a Federal Identification Number, is a nine-digit number the IRS assigns to business entities. Employers, sole proprietors, corporations, nonprofit organizations, trusts and estates, government agencies, certain individuals and other business entities use EINs.

**EACH INDIVIDUAL LISTED IN THIS APPLICATION MUST COMPLETE THE APPROPRIATE SCHEDULES. ADDITIONAL SHEETS (*EXCEPT FORM SBI 212A*) MAY BE PHOTOCOPIED IF NECESSARY.**



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**101 SOUTH BROAD STREET**  
**TRENTON NJ 08625-0805**

INTERNET ADDRESS: [www.nj.gov/dca/divisions/codes](http://www.nj.gov/dca/divisions/codes)



<b>Builder Registration</b>	<b>Phone:</b>	<b>(609) 984-6635 or (609) 984-7563</b>
	<b>Fax:</b>	<b>(609) 292-2839</b>
<b>Warranty Enrollments</b>	<b>Phone:</b>	<b>(609) 633-3994 or (609) 984-7908</b>
	<b>Fax:</b>	<b>(609) 984-7954</b>

**FOLLOWING IS A LIST OF APPROVED WARRANTY PLANS ACCEPTABLE IN THE STATE OF NEW JERSEY**

**STATE OF NEW JERSEY NEW HOME WARRANTY PROGRAM (NHWP)**

Department of Community Affairs  
 Bureau of Homeowner Protection  
 P.O. Box 805  
 Trenton, New Jersey 08625-0805

Telephone: (609) 633-3994 or (609) 633-7908  
 Internet address: [www.nj.gov/dca/divisions/codes](http://www.nj.gov/dca/divisions/codes)

**2-10 HOME BUYERS WARRANTY CORP. III (HBW)**

10375 East Harvard Avenue  
 Suite 100  
 Denver, Colorado 80231

Telephone: (800) 488-8844  
 Internet address: [www.2-10.com](http://www.2-10.com)

**AMERICAN eWARRANTY**

6360 Flank Drive, Suite 700  
 Harrisburg, Pennsylvania 17112

Telephone: (717) 526-2090  
 Internet address: [www.americanewarranty.com](http://www.americanewarranty.com)

**PROFESSIONAL UNDERWRITERS INC. (PUC)**

c/o Professional Warranty Service Corp.  
 PO Box 800  
 Annandale, Virginia 22003-0800

Telephone: (800) 850-2799  
 Internet address: [www.pwsc.com](http://www.pwsc.com)

**QUALITY BUILDERS WARRANTY CORP. (QBW)**

325 North Second Street  
 Wormleysburg, Pennsylvania 17043

Telephone: (717) 737-2522 or (800) 334-9143  
 Internet address: [www.qbwc.com](http://www.qbwc.com)

**RESIDENTIAL WARRANTY COMPANY LLC (RWC)**

5300 Derry Street  
 Harrisburg, Pennsylvania 17111-3598

Telephone: (800) 247-1812  
 Internet address: [www.rwcwarranty.com](http://www.rwcwarranty.com)

The State of New Jersey New Home Warranty Plan is open to all registered new home builders. Any builder not participating in an approved private warranty plan is automatically enrolled in the State Plan. Upon acceptance into an approved private plan, notification must be given in writing to the New Jersey Department of Community Affairs, Bureau of Homeowner Protection, PO Box 805, Trenton, New Jersey 08625-0805.

As set forth in N.J.A.C. 5:25-2.5(b) (4), a Certificate of Builder Registration may be suspended if material changes in the most recent builder registration or amendment thereto is not reported within 30 days of the change. In accordance with N.J.A.C. 5:25-2.6, any builder who fails to file an amended application shall be subject to an administrative penalty levied by the Bureau of Homeowner Protection and collected in accordance with the Penalty Enforcement Law.



STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Division of Codes and Standards
Bureau of Homeowner Protection
New Home Warranty Program
PO Box 805, 101 South Broad Street (PHYSICAL ADDRESS)
Trenton, New Jersey 08625-0805
Phone: (609) 984-6635 or (609) 984-7563
Fax: (609) 292-2839



STATE OF NEW JERSEY NEW HOME BUILDER REGISTRATION APPLICATION

Information provided on this application is subject to public disclosure as required by the Open Public Records Act (OPRA).

NOTICE: Any changes, additions or deletions to the information in this application must be reported in writing to the New Home Warranty Program within 30 days. Failure to do so may result in the denial or suspension of the builder's registration. Failure to amend may result in a \$2,000.00 administrative penalty as set forth in N.J.A.C. 5:25-2.6.

Please type or print clearly in ink. You must answer all questions on this application for registration. Please refer to the attached instruction sheet. Attach additional sheets of paper, if necessary, identifying the question(s) to which they provide a response.

NAME OF NEW HOME BUILDING BUSINESS

TYPE OF APPLICATION (Check One)

- Input boxes for New and Amended application types.

1. Applicant's Business Organization\* (Check One)

- Input boxes for Corporation, LLC, Limited Partnership, General Partnership, Sole Proprietorship, Trust, Joint Venture, and Other.

\* Include a copy of the Certificate of Incorporation, Partnership, Joint Venture, Certificate of Formation for LLC, Trust Agreement, or any other document evidencing the formation of the business entity. If a foreign corporation or LLC, include a Certificate of Authority to do Business in New Jersey.

2. List all other names under which the applicant does business

(Include a copy of the Trade Name Certificate or assumed name on file with county or State)

6. Warranty Security Option (Check One)

- Input boxes for State Plan and Private Plan (Complete Information Below).

Private Plan Name

Private Plan ID No.

- Input box for Check if plan application is pending.

3. Business Location Address (Physical Address)

Street (PO Box NOT acceptable)

City State Zip Code

Telephone

Fax

e-Mail Address

A builder not participating in an approved private plan or failing to provide proof of enrollment in a private plan is automatically enrolled in the State of New Jersey New Home Warranty Security Plan. Upon acceptance into an approved private plan, a builder must notify the Bureau of Homeowner Protection at the above address within 30 days of acceptance.

4. Mailing Address (The address where official notification is received)

Street or PO Box

City State Zip Code

Telephone

Fax

7. Employer Identification No. (EIN)

8. Are there any satisfied or unsatisfied judgments against this Building entity?

- Input boxes for Yes and No.

If yes: a. Include a copy of judgment and discharge papers.

b. Amount of Judgment

c. Date of Judgment

5. AGENT (CORPORATION, LLC & LP only)

Must be a PERSON with a New Jersey address, NOT a business entity.

Name

Street

City State Zip Code

Authorized Signature

(Must be Officer/Principal of Business Entity)

X Date

Name (Print or Type)

Title

9. Is this business entity in bankruptcy, declared bankruptcy or made application for bankruptcy, business reorganization, financial reorganization or liquidation?

- Input boxes for Yes and No.

If yes, provide documentation.

VALIDATION (Registration Expires on the Date Stamped)

Large empty box for validation stamp.

**STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

Division of Codes and Standards

Bureau of Homeowner Protection

New Home Warranty Program

**SCHEDULE A - BUILDER DESIGNEE**

**NAME OF BUSINESS** \_\_\_\_\_ **TYPE OF APPLICATION**  New  Amended

The builder designee must be the name of an INDIVIDUAL who is a primary partner, principal, officer, member or director designated as such in the builder's application for registration, and is the INDIVIDUAL responsible for participating in the claims process, if necessary. **(SOLE PROPRIETORS MUST ALSO COMPLETE THIS PAGE)**

**SECTION 2A - BUILDER DESIGNEE** *(print or type)*

Name \_\_\_\_\_ Title \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_  
 Home Address \_\_\_\_\_ Business Telephone ( ) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Zip Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**SECTION 2B**

If you are or have ever been a builder designee, officer, partner, member, director, or a holder of a minimum of 10% interest in any other NJ new home building business, list them below. ALL CURRENT AS WELL AS INACTIVE BUSINESSES MUST BE LISTED. *(Use a separate sheet of paper if necessary)*

From	To	Company Name	Registration No.	Position	Ownership	Percentage
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**SECTION 2C**

Has the individual executing this disclosure ever been personally subject to, or been an officer, director, partner, principal or a member in a company subject to a civil, criminal or administrative proceeding or adjudged liable in a civil or administrative action in any state or federal agency involving any of the following situations:

- i. Obtaining a license, certificate or registration through fraud, deception or misrepresentation;
- ii. Engaging in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- iii. Engaging in gross negligence, gross malpractice or gross incompetence;
- iv. Engaging in acts of negligence, malpractice or incompetence involving the construction of a new home;
- v. Engaging in professional or occupational misconduct; and/or
- vi. Engaging in theft, fraud or deceptive business practices?

Yes  No If "Yes", please provide the following:

Name of Entity/Person Against Whom Action was Taken	Date of Action	Name and Address of Government Entity that Took Action	Action Taken

For each occurrence listed above, please provide a true copy of all final orders and/or judgments, consents and agreements. For the purposes of this paragraph, a judgment of liability in an administrative or civil action shall include, but not be limited to, any finding or admission that the applicant, or any of its partners, officers, directors, principals, members or persons with an ownership of 10 percent or more in the applicant engaged in an unlawful practice or practices related to any of the named situation i through vi. above, regardless of whether that finding was made in the context of an injunction, a proceeding resulting in the denial, suspension or revocation of a license, certification or registration, consented to in an assurance of voluntary compliance or any similar order or legal agreement with any state or federal agency.

**ATTACH ADDITIONAL SHEETS IF NECESSARY**

STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Division of Codes and Standards

Bureau of Homeowner Protection

New Home Warranty Program

SCHEDULE A - BUILDER DESIGNEE -continued

NAME OF INDIVIDUAL \_\_\_\_\_ NAME OF BUSINESS \_\_\_\_\_

SECTION 2D

Does the INDIVIDUAL executing this disclosure have any unsatisfied judgments?  Yes  No

Name of Person Against Whom Judgment was Issued	Date of Action	Amount of Judgment

For each action listed in Section 2D (above), please provide a true copy of all final judgments, consent orders and agreements.

I certify that all information provided in connection with the application is true to the best of my information, knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny this registration, suspend or revoke a registration issued by the New Home Warranty Program.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
*(Must be signed by individual listed in section 2A)*

Name *(Print or type)* \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY

**STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

Division of Codes and Standards  
Bureau of Homeowner Protection  
New Home Warranty Program

**SCHEDULE B - OFFICERS/PRINCIPALS**

**NAME OF BUSINESS** \_\_\_\_\_ **TYPE OF APPLICATION**     New     Amended

A SEPARATE SCHEDULE B (PAGES 4 & 5) MUST BE COMPLETED FOR EACH OFFICER, MEMBER, DIRECTOR, PARTNER AND PRINCIPAL IN THIS BUSINESS. Also complete a separate schedule B for all individuals who hold a minimum of 10% interest. **\*\*NOTE\*\*** EACH INDIVIDUAL NAMED IN THE CERTIFICATE OF INCORPORATION, PARTNERSHIP/ JOINT VENTURE AGREEMENT, TRUST OR LIMITED LIABILITY COMPANY MUST COMPLETE A SEPARATE SCHEDULE B (PAGES 4 & 5). (These pages may be photocopied if necessary.)

**SECTION 3A -OFFICER/PRINCIPAL** (print or type)

Name \_\_\_\_\_ Title \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_  
Home Address \_\_\_\_\_ Business Telephone (    ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax (    ) \_\_\_\_\_  
Zip Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**SECTION 3B**

If you are or have ever been a builder designee, officer, partner, member, director or a holder of a minimum of 10% interest in any other new home building business, list them below. ALL CURRENT AS WELL AS INACTIVE BUSINESSES MUST BE LISTED. (Use a separate sheet if necessary.)

From	To	Company Name	Registration No.	Position	Ownership	Percentage
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**SECTION 3C**

Has the individual executing this disclosure ever been personally subject to, or been an officer, director, partner, principal or a member in a company subject to a civil, criminal or administrative proceeding or adjudged liable in a civil or administrative action in any state or federal agency involving any of the following situations:

- i. Obtaining a license, certificate or registration through fraud, deception or misrepresentation;
- ii. Engaging in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- iii. Engaging in gross negligence, gross malpractice or gross incompetence;
- iv. Engaging in acts of negligence, malpractice or incompetence involving the construction of a new home;
- v. Engaging in professional or occupational misconduct; and/or
- vi. Engaging in theft, fraud or deceptive business practices?

Yes     No    If "Yes", please provide the following:

Name of Entity/Person Against Whom Action was Taken	Date of Action	Name and Address of Government Entity that Took Action	Action Taken

For each occurrence listed above, please provide a true copy of all final orders and/or judgments, consents and agreements. For the purposes of this paragraph, a judgment of liability in an administrative or civil action shall include, but not be limited to, any finding or admission that the applicant, or any of its partners, officers, directors, principals, members or persons with an ownership of 10 percent or more in the applicant engaged in an unlawful practice or practices related to any of the named situation i through vi. above, regardless of whether that finding was made in the context of an injunction, a proceeding resulting in the denial, suspension or revocation of a license, certification or registration, consented to in an assurance of voluntary compliance or any similar order or legal agreement with any state or federal agency.



STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Division of Codes and Standards

Bureau of Homeowner Protection

New Home Warranty Program

SCHEDULE B - OFFICERS/PRINCIPALS -continued

NAME OF INDIVIDUAL \_\_\_\_\_ NAME OF BUSINESS \_\_\_\_\_

SECTION 3D

Does the INDIVIDUAL executing this disclosure have any unsatisfied judgments?  Yes  No

Name of Person Against Whom Judgment was Issued	Date of Action	Amount of Judgment

For each action listed in Section 3D (above), please provide a true copy of all final judgments, consent orders and agreements.

I certify that all information provided in connection with the application is true to the best of my information, knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny this registration, suspend or revoke a registration issued by the New Home Warranty Program.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
*(Must be signed by individual listed in section 3A)*

Name \_\_\_\_\_  
*(Print or type)*

ATTACH ADDITIONAL SHEETS IF NECESSARY



**STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**  
Division of Codes and Standards  
Bureau of Homeowner Protection  
New Home Warranty Program

**SCHEDULE C - OFFICERS/PRINCIPALS**

**NAME OF BUSINESS** \_\_\_\_\_ **TYPE OF APPLICATION**     New     Amended

**SECTION 1 - OFFICERS/PRINCIPALS** (*Sole Proprietorships must also complete this section*)

LIST BELOW THE NAMES, ADDRESSES AND POSITIONS OF EACH PRINCIPAL, OFFICER, PARTNER, DIRECTOR, MEMBER AND INDIVIDUAL IN THE BUSINESS. ALSO LIST THE NAMES AND ADDRESSES FOR ALL INDIVIDUALS WHO HOLD A MINIMUM OF 10% INTEREST IN THIS BUSINESS (*This page may be photocopied if additional copies are needed*).

NOTE: IF SOCIAL SECURITY NUMBERS ARE PROVIDED THEY WILL REMAIN CONFIDENTIAL AND WILL NOT REMAIN IN FILES REVIEWED OR COPIED BY THE GENERAL PUBLIC.\*

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Telephone No. ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Other names by which known or previously known \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Telephone No. ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Other names by which known or previously known \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Telephone No. ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Other names by which known or previously known \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Telephone No. ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Other names by which known or previously known \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Telephone No. ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Other names by which known or previously known \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Pursuant to N.J.S.A. 2A:17-56.44e of the New Jersey Child Support Enforcement Law, N.J.S.A. 54:50-25 of the New Jersey Taxation Law, the Division of Codes and Standards is required to obtain your Social Security number. The Division is further obligated to provide your Social Security number to the Probation Division or other agency responsible for child support enforcement, and to the Director of Taxation. You are also being asked to consent and execute the attached Request for Criminal History Record Information for a Noncriminal Justice Purpose form (SBI 212A). Note to Internet users: Please contact the Bureau of Homeowner Protection at (609) 984-6635 or (609) 984-7563 for a copy of SBI 212A. The failure to complete this registration application in its entirety may result in denial, suspension, or revocation of your builders' registration.

**ATTACH ADDITIONAL SHEETS IF NECESSARY**