

Franklin Township

Somerset County, New Jersey



Municipal Building
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Somerset, NJ 08873
732.873.2500
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www.franklintwpnj.org

How to Submit a Discharge Request for a Housing Rehabilitation Mortgage

If you were the recipient of a housing rehabilitation loan from the Community Development Block Grant Program or the Township Affordable Housing Trust Fund and are seeking to discharge your mortgage the following instructions have been prepared to guide you through the process:

1. The Discharge of Housing Rehabilitation Mortgage Authorization Form and all materials outlined on the Checklist for Discharge of Housing Rehabilitation Mortgage shall be submitted by the Borrower's Authorized Representative. **Please note the Township will respond only to the Borrower's Authorized Representative as indicated on the Discharge of Housing Rehabilitation Mortgage Authorization Form.** The Discharge of Housing Rehabilitation Mortgage Authorization Form, Checklist for Discharge of Housing Rehabilitation Mortgage and a draft Discharge of Second Repayment Mortgage are posted on the Township website (<https://www.franklintwpnj.org/government/departments/planning-zoning/affordable-housing>) and are available in hard copy form from the Township Department of Planning and Zoning.
2. The Township will respond in writing to the Borrower's Authorized Representative within 15 business days of approval or denial of the requested action.
3. After the Discharge of Second Repayment Mortgage is executed by the Township it will be mailed by the Township to the Borrower's Authorized Representative. Once the Discharge of Second Repayment Mortgage is executed by the Township it may not be altered in any way
4. The Borrower's Authorized Representative shall have the executed Discharge of Second Repayment Mortgage filed with the County Clerks Office and shall provide the Township with proof of such filing.

Where to submit the completed forms:
Mark Healey, Director of Planning
Township of Franklin
Department of Planning & Zoning
475 Demott Lane
Somerset, NJ 08873

Questions can be directed to:
Mark Healey, Director of Planning
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