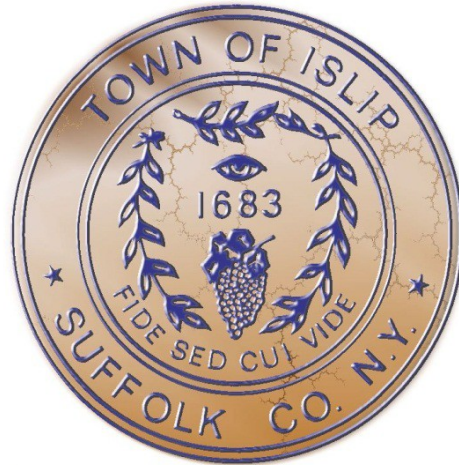


**Town of Islip
Community Development Agency**
●●●
Brochure and Application
●●●
Affordable Housing Program



Islip Town Supervisor
Tom Croci

BOARD OF DIRECTORS

Christopher D. Bodkin, Chairman

**Joseph A. DeVincent
Ramon V. Colon**

**Renee Ortiz
Felicia Pasculli**

**15 Shore Lane, P.O. Box 5587, Bay Shore, New York, 11706
Phone: (631) 665-1185 Fax: (631) 665-0036
www.islipcda.org**

Contact Person:

Robert M. Kuri, Affordable Housing Program Director

Executive Director
Paul Fink

Assistant Director
Salvatore Matera



TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY

BOARD OF DIRECTORS

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Dear Home Seekers:

Thank you for inquiring about the Town of Islip Community Development Agency's Affordable Housing Program. Enclosed you will find the Agency's Affordable Housing Program application, guidelines and procedures for upcoming lotteries. Please review the requirements carefully to determine if you qualify.

Since 1976, the CDA has implemented many programs targeted toward first-time home buyers. Under these programs, we have successfully rehabilitated or constructed and provided the homes and mortgages for over 1100 first-time home buyers.

Homes are extensively renovated using the most recent energy star standards and are located throughout the Township of Islip.

We will assist eligible applicants with low interest rate financing, low down payments, no closing costs, and **no application fee**. Houses will be available for **direct sales or rent with the option-to-buy**. Mortgage subsidies may also be available to those who qualify.

Don't miss this opportunity to have a beautiful home of your own that you can afford.

If you think you meet the minimum qualifying requirement, please kindly complete the enclosed application in full, sign it and return it to: Robert M. Kuri, AHP Director, Town of Islip CDA, 15 Shore Lane, Bay Shore, NY 11706.

Once your application is reviewed, you will be notified of your preliminary eligibility status. If eligible, we will schedule an appointment with you to review the program. It will be at that time that the "Additional Required Documentation" as specified in this application will be requested.

If you have any questions regarding the program or application requirements, please call our Affordable Housing Support Staff at (631) 665-1185.

Yours sincerely,

Paul Fink
Executive Director

Enclosure

TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY Affordable Housing Program GUIDELINES AND PROCEDURES

Eligibility Criteria:

In order to determine eligibility to our program, the applicant and co-applicant (if any) must meet the following guidelines established by the U.S. Department of HUD and standard underwriting criteria:

1. Be a first-time home buyer or not have owned a home or any other type of property or deducted interest payments on your income tax returns for a mortgage loan in the past 3 years.
2. Be a United States citizen, by birth or naturalization or have permanent resident status and have a valid Social Security Number.
3. Applicant must meet the modest underwriting measures to order to qualify for a mortgage that will be offered by the CDA, the requirements are:
 - A. Have acceptable credit rating (no less than 640) and no derogatory or adverse credit information
 - B. Have minimal outstanding credit card debt and/or installment loans)
 - C. No outstanding / open judgment(s)
 - D. No bankruptcy within the past 5 years
4. Have savings of less than \$50,000 (exclusive of retirement funds)
5. Have a stable employment work history of at least 2 years, within the same or similar profession
6. Applicants **must meet the minimum mortgageable income requirement of \$47,500** and **must not exceed the maximum gross family income limits as indicated below**. Income includes all wages, salaries and other income such as overtime, bonuses, commissions, tips, deferred compensation, etc.

Maximum Income Guidelines

Family Size	1	2	3	4	5	6	7	8
CDA Affordable Housing Program	60,200	68,800	77,400	86,000	92,900	99,750	106,650	113,500
NSP Affordable Housing Program	90,300	103,200	116,100	129,000	139,300	149,650	159,950	170,300

CHECKLIST OF REQUIRED DOCUMENTATION

In order to verify your eligibility for the program, you will be required to submit copies (**please no originals**) of supporting documentation and/or information for **both** the applicant and co-applicant (if applicable).

The application, documentation and/or information provided to us (including a credit report ordered by the CDA) will be considered property of and for the sole use of the Town of Islip Community Development Agency to determine eligibility to the Affordable Housing Program. **Please be aware, that your application will be rejected and returned to you if you cannot provide us with the necessary documentation.**

No fee is required in order to apply to the program.

PRELIMINARY ELIGIBILITY

The following three items are required in order to apply to the program and receive preliminary eligibility status:

1. Completed and signed Affordable Housing Application
2. Federal and State Income Tax returns, included Form(s) W-2 for the past 3 years
3. Verification of Employment and four (4) pay stubs from your employer, for all employed.

FULL DOCUMENTATION

After you have received preliminary eligibility status, we will schedule a meeting with you at our office at which the following information will be required:

1. Verification of Other Sources of Income, if applicable (i.e. Secondary or part-time employment, alimony, child support, pensions, social security, disability, etc.)
2. Assets - Recent bank statement(s) for all accounts (Savings, Checking, Retirement, etc.)
3. Debts and Liability - Recent credit card and loan statements for open account(s). Including: Order to pay Alimony, Child Support, etc. (if applicable).
4. Satisfaction of any debts or judgments that may appear on your credit report
5. A notarized monetary gift letter from the specified donor and dollar amount (if applicable)
6. Lease agreement (if available) and rent receipts for the past 6 months
7. Personal identification such as a birth certificates, driver's licenses or passports
8. Marriage Certificate, Divorce decree or separation agreement (if applicable)
9. Three (3) letters of personal and character reference by non-related individuals
10. A list of the names, addresses and telephone numbers of persons to contact to verify your employment, savings, character reference(s) and rental status (for the past 2 years).
11. Proof of enrollment for students over 18 years of age attending school/college.

THE PRE-SCREENING PROCESS

As preliminary application packages are received, reviewed and evaluated, an applicant database will be established. All applicants that submit applications will be notified by mail of their preliminary status, and meetings will be scheduled with applicants who appear to be eligible.

After the full documentation is submitted to the CDA, any changes to an application must be requested in writing and must be approved by the CDA's loan committee.

Please note that:

1. Any incomplete or illegible applications received will be rejected and returned.
2. Only one application is allowed per household per year. Applicants who submit more than one application will be disqualified.
3. Applications that do not meet the established guidelines and eligibility criteria will be disqualified.
4. Those who do not meet the requirements or are unable to provide us with the necessary information will be informed of the reason(s) for their ineligibility.
5. All applicants who meet the eligibility criteria according to the information provided to us with the preliminary application will be informed of the date, time, and place of the lottery.

Please be advised that, if you do not meet the program guidelines or are ineligible for the Affordable Housing Program Lottery, you are encouraged to apply again, at a time when conditions change, to any of our future lotteries.

The CDA's affordable housing program staff will be available to assist with the application, answer questions or provide any assistance regarding eligibility. If you have any questions, please call the Town of Islip Community Development Agency at (631) 665-1185 extension 10.

THE LOTTERY

Affordable Housing Program Lotteries are expected to be held every three to four months, depending upon the number of application received.

Although the lottery is open to all, some preference will be given to families where the applicant or co-applicant lives or works in the Town of Islip. This will be accomplished by drawing a fixed number of the names from Islip only. All other names will then be included for the remainder of the drawing. All names included in the lottery will be drawn that day.

After the lottery list has been created, we will call in the applicants in the order drawn, and offer them the first available homes that are suited toward their family size and income. Therefore, there will be an attempt to match larger families to larger homes, and higher income families with higher cost homes.

Type of home purchase options available

Homes offered through the Affordable Housing Program will be sold at appraised value.

The purchase price and annual real estate property taxes of each home vary based upon location, square footage and other features of the home.

The CDA provides the mortgage financing towards the purchase of the home. As a result, the home buyer benefits by:

- * Having low interest financing, currently at 4% with no points
- * No CDA closing costs. (Buyers are responsible for the closing fees, such as: title, attorney fees, establishment of a tax escrow account and home owners insurance.)
- * Exemption from NYS mortgage tax
- * No PMI (Private mortgage insurance) up front and no monthly premium fees.
- * A rent with option to purchase agreement for buyers that lack the funds for the down-payment and closing fees.

DIRECT SALES

The Agency may offer you the opportunity to purchase a home and will assist you with the financing. The terms may include a secured mortgage subsidy that will lower the net purchase price. The result is a lower net price, on which we will require a down payment of at least five (5%) per cent. In addition, we may hold a 30 year mortgage at a low interest rate. The mortgage loan has no points or private mortgage insurance. All families who are offered a home will be required to complete a Homeownership course. When the Agency underwrites the indebtedness; the closing costs will be much less than if obtaining conventional financing.

To qualify, you must have:

1. At least \$10,000 - \$15,000 of your own funds (some of which can be in the form of a monetary gift) available to cover the down payment.
2. An additional \$8,500 - \$9,500 for closing fees. These funds can be in form of a monetary gift.

RENT WITH THE OPTION TO BUY

If you are unable to participate in the direct sales program because you lack the necessary funds for the down payment and closing costs, the Agency may offer you the rent with option to buy alternative. This program consists of a rental period of up to 30 months. A portion of each month's rent will be held in an escrow account for the down payment and closing costs. At the end of the rental period, you will have sufficient funds to provide an acceptable down payment and all anticipated closing costs. You will then be able to purchase the home as described above, providing that you have complied with the lease-purchase option agreement, including having made timely payments, completed home buying counseling and properly maintained the home.



Town of Islip Community Development Agency

Affordable Housing Application



<u>APPLICANT:</u>		<u>CO-APPLICANT:</u>	
Name:		Name:	
Social Security No.		Social Security No.	
Home Address:		Home Address:	
Length of Time at this Address:	yrs. mos.	Length of Time at this Address:	yrs. mos.
Previous Address if less than 2 yrs.		Previous Address if less than 2 yrs.	
Name of Employer:		Name of Employer:	
Employer Address:		Employer Address:	
Occupation:		Occupation:	
Length of Time in this Position:	yrs. mos.	Length of Time in this Position:	yrs. mos.
Years in profession:	yrs. mos.	Years in profession:	yrs. mos.
Home Phone Number:		Home Phone Number:	
Business and/or Cell No.:		Business and/or Cell No.:	

Names of dependants or individuals planning to live in the home <u>excluding</u> applicant and co-applicant.			
<u>Name</u>	<u>Relationship to Applicant/Co-Applicant</u>	<u>Age</u>	<u>Monthly Income</u>

IF A "YES" ANSWER IS GIVEN TO A QUESTION BELOW, PLEASE EXPLAIN ON SEPARATE SHEET OF PAPER AND SUBMIT IT WITH THIS APPLICATION.	Applicant Yes or No	Co-Applicant Yes or No
1. Have you had any outstanding judgments in the last 3 years?		
2. Have you declared bankruptcy in the last 5 years?		
3. Have you had property foreclosed upon or given title or deed in lieu thereof?		
4. Are you a co-maker or endorser on a note?		
5. Are you a party in a law suit?		
6. Are you obligated to pay alimony, child support, or separate maintenance?		
7. Are you a U.S. Citizen?		
8. If "no" are you a resident alien?		
9. Have you ever owned a home in the past three (3) years?		
10. Are there any special architectural requirements necessary to accommodate you or your family? (Note: This question does not affect eligibility)		

ASSETS

Indicate Total Amount and Source(s) of Cash Available of all applicants to cover down payment and closing costs. Also, please provide the most recent bank statement for each account (as required in item number 5 of the Check List of Required Documents).

Total:	\$	Source:	
Total:	\$	Source:	Monetary Gift available to you, if applicable

OTHER ASSETS

Stocks and Bonds	
Retirement Funds	
Automobile(s) (Make and Year)	
Furniture and Personal Property	

LIABILITIES AND/OR DEBTS INFORMATION

Type of Debt: Credit Card(s), Loans, Alimony, Child Support or Other	Name Each Person/Co. To Whom You Owe \$:	Balance Owed	Minimum Required Monthly Payment:

Gross Monthly Income

Current Combined Housing Expenses

Items	Applicant	Co-Applicant	Items	Present
Base Salary	\$	\$	Rent	\$
Overtime			Utilities	
Commission			Utilities	
Dividends/Interest			Insurance	
Other			Other	
(Before completing, see notice under Describe Other Income below)				
Total	\$	\$	Total	\$

- To determine gross monthly
- Step 1. Find the gross base salary (before taxes) on your pay check stub(s), then
 - Step 2. Multiply it by the number of pay checks per year (52 or 26 for pay checks every 2
 - Step 3. Divide it by 12 (the number of months in a year). This is your gross monthly income.

DESCRIBE OTHER INCOME

NOTICE: Alimony, child support or separate maintenance income need not be revealed if the Applicant or Co-Applicant does not choose to have it considered as a basis for repaying this loan.	Monthly Amount
	\$
	\$
	\$

IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO YEARS, COMPLETE THE FOLLOWING

Previous Employer/School	City / State	Type of Business	Position	From / To	Monthly Income
					\$
					\$
					\$
					\$

**DISCLAIMER, CREDIT STATEMENT AGREEMENT
and GENERAL RELEASE FORM**

I, _____ and I, _____
(Print Name) (Print Name)

Currently residing at:

(Print Address, City, State and Zip Code)

hereby authorize the Town of Islip Community Development Agency or its designated Agents, hereinafter referred to as the CDA, to obtain and receive all financial information, documentation and records pertaining to participation and eligibility for its Affordable Housing Program.

This authorization hereby gives the CDA the right to request all information including employment, residency, income, (including Federal and New York State income tax returns and W-2's), credit report(s) and banking information from all persons, companies, or firms holding or having access to such information that we can or could obtain from any persons, company or firm on any matter referred to above.

To the best of my knowledge, the information provided herein is correct. I understand that the providing of false information may disqualify me for consideration in the CDA's Affordable Housing Program. If any of this information changes prior to a signed contract, it is my responsibility to notify the CDA so that an updated determination can be made on my status in its sole discretion.

I understand that this is not an offer and that the terms and conditions of the lottery may be changed at any time by the CDA. I further understand that notices by the CDA may be made in such manner as CDA may determine, including solely by advertisements.

I (we) agree to have no claim for defamation, violation of privacy, or otherwise against any person or firm or corporation by reason of any statement or information released by them to the Town of Islip Community Development Agency for the purpose of this program. The term of authorization shall commence on the date of signature and be in force for a period of three (3) years, dated this _____ day of _____, 20__ .

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government if this loan is related to a dwelling, in order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations this lender is required to note race and sex on the basis of visual observance or surname. If you do not wish to furnish the above information, please initial below.

BY LAW, YOU ARE NOT REQUIRED TO PROVIDE INFORMATION AS TO ETHNICITY AND RACE. IF YOU DO NOT WISH TO PROVIDE THIS INFORMATION, PLEASE INITIAL THIS BOX

Hispanic (check one) Yes No

White	American Indian/Alaskan & White	
Black	Asian & White	
Asian	Black/African American & White	
American Indian/Alaska Native	Amer. Indian/Alaskan Native & Black/African American	
Native Hawaiian/Other Pacific Islander	Other	

APPLICANT SIGNATURE

SOCIAL SECURITY NUMBER

DATE

CO-APPLICANT SIGNATURE

SOCIAL SECURITY NUMBER

DATE

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

**Send Completed Applications To:
Town of Islip Community Development Agency
15 Shore Lane - P.O. Box 5587, Bay Shore, New York 11706
Attention: Robert M. Kuri, Affordable Housing Program Director**