



NeighborWorks®
HomeOwnership Center

124 East Jefferson Street
Syracuse, NY 13202
Ph: (315) 474-1939
Fax: (315) 474-0637
www.homehq.org

Dear Applicant:

Thank you for your recent interest in our **Down Payment and Closing Cost Assistance Program**. We wanted to take this opportunity to review the approval process for this program to avoid any confusion. Please review these items carefully.

1. **HOMEBUYER'S ORIENTATION & COURSE** - In order to qualify for our program, you must first attend an Orientation Session at Home HeadQuarters, and then sign up for and complete the Home HeadQuarters Homebuyer Education Course. The course provides 10 hours of basic instruction pertaining to buying and owning a home. Upon completion of the class, you will be issued a certificate. There is a \$45 materials fee for the Homebuyer's Class, which you must pay when you begin the class. There is also a \$225 class fee; you will not be charged for the class until you receive Home HeadQuarters' Down Payment and Closing Cost Assistance. The class fee is due at the time of closing.
2. **MORTGAGE** - Home HeadQuarters can help you. We can assist you in finding affordable mortgage loans.
3. **APPLICATION** - To be considered for the Down Payment and Closing Cost Assistance Program, the property must be located in the City of Syracuse, Solvay, or Nedrow and you must submit a **complete** application. With your completed and signed Home HeadQuarters application, you must provide:
 - An accepted **purchase offer**
 - 3 recent pay stubs for all household members who have income (or other **suitable proof of income** - SSI, SSD, PA, unemployment, etc.)
 - A copy of last year's **federal income tax return**
 - A certificate of completion from Home HeadQuarters **Homebuyer Education Course**.
 - A "**Good Faith Estimate**" of closing costs from the lending institution you are using for your mortgage financing
 - Truth in Lending Form**
 - Bank statements** for the last three months
4. **PROCESSING AND LEAD HAZARD INSPECTION** - Once we receive the completed application and required documents, your application will be processed. If your application is approved for assistance, we will schedule and conduct a Housing Quality Standards inspection, which includes a lead hazard inspection of the property you seek to purchase, as required by the federal government. Both you and the property owner will be notified within 15 calendar days of the inspection results and what, if any, lead hazard reduction work and/or other required work must be completed prior to closing. In determining the presence of lead paint hazards, our inspector is primarily examining the property's interior and exterior paint surfaces; if there is any evidence of chipping, peeling or flaking paint, the property may require some lead hazard reduction work. If the property requires no lead hazard reduction work, we will issue a **Commitment Letter** and you will be eligible for up to **\$2,500-\$3,000** in down payment and closing cost assistance. If the property does require lead hazard reduction work, the work must be completed and pass laboratory clearance before we issue the Commitment Letter. Home HeadQuarters does have limited funds available to assist with the completion of the lead hazard reduction work. Once you have the Home HeadQuarters Commitment Letter, it is your **responsibility** to take this letter to the bank where you have applied for the mortgage.
5. **PRE-CLOSING** - After you have been approved for a mortgage loan by a lender, you must provide to us a copy of the **Commitment Letter**. We must also be notified of the date for the bank closing and receive a copy of the "**HUD-1**" **Settlement Statement** and a copy of the legal description of the property. Generally, the Bank's attorney will provide us with this information.
6. **CLOSING** - A Home HeadQuarters representative will attend the closing and provide the Home HeadQuarters funds. At that time, you will also sign our loan documents. We can, at your request, make arrangements for you or your attorney to view these documents before closing.

Should you require any additional information pertaining to this process, please contact us at 474-1939.

Sincerely,

Kerry P. Quaglia
Executive Director

I understand and agree to the above-outlined process for receiving Down Payment and Closing Cost Assistance from Home HeadQuarters. I understand that I will be notified of the results of the property's Housing Quality Standards and lead hazard inspection within 15 calendar days of such inspection.

Customer #1 Signature

Date

Customer #2 Signature

Date



Home HeadQuarters, Inc.

124 E. Jefferson Street
 Syracuse, NY 13202
 (315) 474-1939

**Down Payment & Closing Cost Loan
 Application**

Applicant Name: _____		Social Security # : _____	
Present Mailing Address:		Home Telephone: _____	
Street: _____	City: _____	State: _____	Zip Code: _____
Co-Applicant Name: _____		Social Security # : _____	
Present Mailing Address:		Home Telephone: _____	
Street: _____	City: _____	State: _____	Zip Code: _____
Who referred you to Home HeadQuarters, Inc.? _____			

Please list all persons in your household (Including yourself) and complete the information below:
 If you need additional space- please write additional information on a separate sheet of paper and attach to application.

Name	Birth Date	Source of Income <small>Place of employment, SSI, etc. (Include HIRE DATE/EFFECTIVE DATE, ADDRESS & TELEPHONE #.)</small>	Total Annual Gross Earnings:
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
5. _____	_____	_____	\$ _____
6. _____	_____	_____	\$ _____
Additional Income Sources:			Amount:
_____			\$ _____
_____			\$ _____
Total Household Income:			\$ _____

Do you presently: Own Rent **If you rent, what is your current rent?** \$ _____

Address of the home you wish to purchase:

Street: _____

City: _____ State: _____ Zip Code: _____

Did you submit a purchase offer to the seller? Yes No

How many units are in the home? 1 2

In the past three years did you own a home? Yes No

Please Note: Three (3) family homes or larger are not eligible!

Please answer the following questions:
 If you answer "yes" to any question in this section, please write number of question and explain on a separate sheet of paper and attach to application.

	Applicant		Co-Applicant	
	Yes	No	Yes	No
1. Do you have any outstanding judgments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In the last seven years, have you declared bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. In the last seven years, have you had property foreclosed upon or given title or deed in lieu thereof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a party in a lawsuit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any past due obligations owed to or insured by an agency of the federal government?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you obligated to pay alimony, child support or separate maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICE USE ONLY:						
Case #	Total Financing Req.	Funding Source	Int. Rate	Term	Monthly Pmt., Princ. & Int.	

BANKING/INVESTMENT INFORMATION-Please list current accounts. If you need **additional space**, please write on a separate sheet of paper and attach to application.**Checking Account(s)**

Bank's Name and Address	Account Number	Approximate Balance
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____

Savings Account(s)

Bank's Name and Address	Account Number	Approximate Balance
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____

Investment Account(s) (Stocks, Bonds, Other Assets)

Bank's Name and Address	Account Number	Approximate Balance
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____

Debts (Charge and Installment accounts)

Creditor's Name and Address	Account Number	Present Balance	Monthly Payment
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____
3. _____	_____	_____	_____

Fair Housing & Equal Opportunity Law Compliance

Due to this loan being related to dwelling, the federal government requests the following information to monitor the lender's compliance with fair housing and equal credit opportunity laws. You are not required to furnish this information, but are encouraged to do so. The 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 observation or surname. If you do not wish to furnish the above information, please initial below.

Applicant: I do not wish to furnish this information (initial) _____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Widowed
National Origin or Race: <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Native Alaskan <input type="checkbox"/> Asian or Pacific Islander	
<input type="checkbox"/> White <input type="checkbox"/> Other (Specify): _____	
Co-Applicant: I do not wish to furnish this information (initial) _____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Widowed
National Origin or Race: <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Native Alaskan <input type="checkbox"/> Asian or Pacific Islander	
<input type="checkbox"/> White <input type="checkbox"/> Other (Specify): _____	

IMPORTANT! APPLICANT READ BEFORE SIGNING.

I/We have applied for the loan indicated on this application, which may be secured by a mortgage or deed of trust on the property described herein and represent that the property will not be used for any illegal or restricted purpose, and that all statements made in this application are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application. I/We also authorize Home HeadQuarters, Inc., or any lending institution affiliated or working with Home HeadQuarters, to obtain a Credit Bureau Report.

I/We do or do not intend to occupy the property as my/our primary residence.

I/We understand that it may be a federal crime punishable by fine or imprisonment or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.

Please [] check here if you prefer your name not to be included in any promotional material or publications.

I/We understand that, in compliance with lead regulations, the federal government requires that Home HeadQuarters inspect all homes to be purchased for possible defective paint surfaces.

Applicant's Signature

Date

Co-Applicant's Signature

Date

