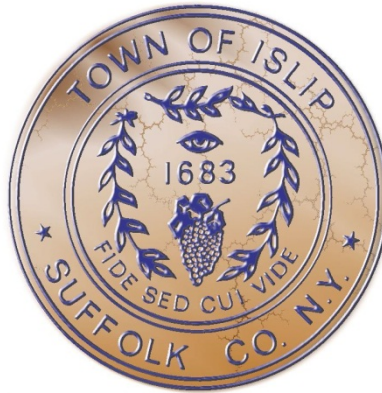


**Town of Islip  
Community Development Agency**

**Brochure and Application  
Affordable Housing Program**



**Islip Town Supervisor:  
Angie Carpenter**

Town Clerk  
Olga H. Murray

Islip Town Board  
Steven J. Flotteron      Trish Bergin Weichbrodt  
John C. Cochrane, Jr.      Mary Kate Mullen

Receiver of Taxes  
Alexis Weik

CDA Board of Directors:  
Debra Cavanagh, Chairperson  
Ramon V. Colon      Renee Ortiz  
Steven Raccuglia      Manuel Troche

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

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**Contact Person**

**Robert M. Kuri, Affordable Housing Program Director  
631-665-1185 (Extension 27)**

**Executive Director**

**Assistant Director  
Salvatore Matera**



# TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY

BOARD OF DIRECTORS

Debra Cavanagh, Chairperson

Ramon V. Colon • Renee Ortiz • Steven Raccuglia • Manuel Troche

Michael A. LoGrande, *Honorary Chairman*



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.

The homes have either been extensively renovated or are newly constructed, using the most recent energy conservation standards and are in several communities throughout the Town.

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 requirements, please complete the enclosed application in full, sign it and return it to: Robert M. Kuri, AHP Director, Town of Islip CDA, P.O. Box 5587, Bay Shore, NY 11706.

Once your application is reviewed, you will be notified of your preliminary eligibility status. If eligible, you will be entered into the next lottery. After the lottery, we will schedule an appointment with you to review all of the "Additional Required Documentation" as specified in this application.

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

Yours sincerely,

*Town of Islip CDA*

Enclosure

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15 Shore Lane, P.O. Box 5587, Bay Shore, New York 11706

Phone: (631) 665-1185 • Fax (631) 665-0036

# 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 mortgage interest payments on your income tax returns 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 minimal 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.

Family Size		1	2	3	4	5	6	7	8
CDA Housing Program	<u>Minimum</u>	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500
	<u>Maximum</u>	62,050	70,900	79,800	88,650	95,750	102,800	109,900	117,000

**Disclaimer: It is understood that this is not an offer and that the terms, conditions and program income parameter and guidelines are subject to change at any time by the US Department of Housing and Urban Development (HUD) and/or the CDA**

## **DETERMINING AND EVALUATING ELIGIBILITY**

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 application fee is required in order to apply to the program! Please follow the steps below:**

### **Step 1      Preliminary Eligibility Status is required for the Pre-screening Process**

**The following three (3) items only 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 members of the household.

## **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 items above are submitted to the CDA, any changes to an application must be requested in writing and 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. Applicants who do not meet the established guidelines and eligibility criteria will be disqualified.
4. Applicants 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.
6. If you do not meet the program guidelines or are ineligible for the Affordable Housing Program, you are encouraged to apply again, when conditions change. The CDA housing program staff will be available to assist with the application, answer questions or provide any assistance regarding eligibility.

## **Step 2      THE LOTTERY and the Full Documentation Required**

Affordable Housing Program Lotteries are expected to be held every year, depending upon the number of application received, and number of houses available.

Although the lottery is open to all, some preference may 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 few 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. The CDA's administrative staff will thoroughly explain the program and the required additional documentation.

If all documentation is acceptable and you are finally approved by the CDA Loan Committee, we will then show and offer the first available homes that are suited to your family size and income. We generally match larger families with larger homes and higher income families with higher cost homes and so forth.

### **FULL DOCUMENTATION**

**After the lottery, 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 legal separation agreement with proof that the agreement or memorandum of same is filed with a County Clerks office. (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.

## **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 \$9,500 - \$10,500 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 12 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**  
**2017**  
**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 Business Telephone Cellphone Number E-mail Address		Home Phone Number Business Telephone Cellphone Number E-mail Address	

Names of dependents 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)				
<b>Total</b>	\$	\$	<b>Total</b>	\$

- 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**

<b>NOTICE:</b> 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	<input type="checkbox"/>	American Indian/Alaskan & White	<input type="checkbox"/>
Black	<input type="checkbox"/>	Asian & White	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Black/African American & White	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	Amer. Indian/Alaskan Native & Black/African American	<input type="checkbox"/>
Native Hawaiian/Other Pacific Islander	<input type="checkbox"/>	Other	<input type="checkbox"/>

\_\_\_\_\_  
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**