

HPD marketing guidelines

for homeownership



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HOMEOWNERSHIP SELECTION PROCEDURES

1. NOTICE OF INTENT

The Sponsor/Developer, or a representative, must submit to HPD a Notice of Intent to begin marketing according to the following timetable:

- Marketing Meeting: Seven (7) months prior to anticipated occupancy
- Ads Placed and Community Letters Mailed when applicable: Six (6) months prior to anticipated occupancy
- Application Deadline: Four (4) months prior to anticipated occupancy, allowing for the required 60 day application period; i.e. 2 months following the placement of ads.

2. WRITING AND PLACING ADVERTISEMENT

The Developer, or a representative, shall begin marketing by placing an advertisement for applicants in accordance with the following:

- A| HPD will provide developer with the ad format. No changes to the format will be permitted without the prior written approval of the Director of Marketing
- B| Developer, or a representative, is responsible for placing ad.
- C| Ad must be advertised in at least three (3) newspapers, including:
 - one (1) citywide daily newspaper with a circulation of at least 200,000;
 - one (1) ethnic-based newspaper with a circulation of at least 10,000;
 - one (1) local newspaper.
- D| Ad to run at least three (3) days (with at least one (1) day falling on a weekend), at least sixty (60) days prior to the application deadline.

3. CONTENTS OF APPLICATION

- A| Format of Application will be provided by HPD. Any changes to the application must receive prior approval from HPD.

- B| Application must be accompanied by a cover letter that reiterates program guidelines and highlights the post office box to which applications must be returned. The format will be provided by HPD. Any changes to the letter must receive prior approval from HPD.

4. PICKING UP COMPLETED APPLICATIONS

NOTE: The P.O. Call Box used will be one governed solely by The United States Postal Service. HPD will reserve the P.O. Box at the USPS branch of its own choosing, with all charges and fees to be reimbursed by the Developer. Only HPD will have access to the box and it will not be opened until the date of the lottery.

- A| Applications will be picked up from the post office box approximately one (1) week after the postmark deadline. The applications must be picked up by the Developer or a representative in the presence of HPD staff.
- B| If the post office requires that letters be picked up on a regular basis due to the large volume of mail, the USPS will notify HPD prior to picking up the mail and HPD and the Developer will place all letters, unopened, in a secure locker/footlocker (see 5f). The Developer will then return to the post office approximately one (1) week after the postmark deadline to pick up, in the presence of HPD staff, any remaining mail.
- C| Any applications postmarked after the application deadline ("late" applications) will be set aside for possible consideration pursuant to these Homeownership Selection Procedures, only after all applications postmarked by the deadline have been exhausted. (See Sections 8b and 9b)

5. OPENING APPLICATIONS & CREATING THE LOG

- A| Log format will be provided by HPD (See Addendum)
- B| Based on anticipated response volume, HPD will recommend a minimum number of staff/volunteers to be provided by the borrower for the full day of the lottery. Staff should be made familiar with the application log process and freed from any other duties or distractions on the day of the lottery. Agency monitors will be present strictly to observe the opening of applications and completion of the log sheets; they will be unable to assist in the actual opening and logging so as to not divert their attention from their oversight responsibilities.
- C| After picking up applications from the post office as described in Section 4, in the presence of HPD staff, all applications, or a minimum number of applications equal to fifty (50) times the number of units being marketed in the project, will be randomly opened and entered in ink in a log in the order of which they were randomly opened. All names will then be selected in number order from this log. All subsequent loggings from this applicant pool, unless waived by HPD, must take place in the presence of HPD staff. No preferences will be waived unless all received applications have been opened.
- E| Developer or a representative must provide a copy of the Log to HPD immediately after the lottery described under Section 5b is completed. If the Lottery takes more than one (1) day, Developer must provide a copy of the updated Log after each day's logging is completed.
- F| If more than one day is required, remaining applications must be secured in a locker or footlocker (to be provided by the Developer) which can accommodate a standard combination lock. HPD will provide the lock with a combination known only to

HPD. This locker/footlocker will be stored by the Developer in a location approved by the agency monitors and subsequent days of opening and logging must also occur under agency supervision. At the completion of all sales, after enough applications have been opened to achieve occupancy and establish a waiting list, any surplus applications will be shredded by the Developer.

- G| Developer or representative must also provide copies of the Log to HPD for review indicating each applicant's selection status. The copies must be provided prior to offering units to eligible applicants HPD approval is required prior to signing contracts.
- H| All homeownership offers must be made by Developer or representative to "eligible applicants", and must be made in numbered and preference order from this Log, as long as units of appropriate size are available. An applicant to whom a unit has been offered must be given a reasonable specific amount of time to respond to the offer before a Developer can proceed to offer a unit to the next eligible applicant on the Log.
- I| If units of appropriate size are unavailable to eligible applicants from the Log as they are being reviewed, the applicant's name will remain on the Log until an appropriate unit becomes available or until the Log expires.
- J| The Applicant Log will be retained as a record for no less than three (3) years.

6. **PURCHASING UNITS: PREFERENCES**

- A| **Neighborhood Preference Requirement:** Fifty per cent (50%) of all marketed units will be sold to Community Board residents.
- “Eligible Neighborhood Residents” defined: Eligible applicants whose address at the time of application is in the community board(s) in which the project is located, or when applicable, in the community board upon which the project borders.
- B| **Municipal Employee Preference:** Five per cent (5%) of all marketed units will be sold to Municipal Employees of the City of New York.
- C| **Federal Disability Preference:** If (i) this is a rehabilitation project containing fifteen (15) or more units and if the cost of the alterations is 75% or more of the replacement cost of the completed facility, or (ii) if this is a new construction project containing five (5) or more units, a minimum of 5% of the project units, or one unit, whichever is greater, is required to be made adaptable for disabled persons with mobility impairments, and a minimum of 2% of the project units, or one unit, whichever is greater, is required to be made adaptable for disabled persons with visual or hearing impairments. Such units (the 5% and 2% of the project units which were required to be made adaptable) are referred to as “disabled preference units.” Applicants who have at least one household member with a mobility impairment or a visual or hearing impairment are referred to as “disabled applicants.” Developer must offer disabled preference units to appropriate disabled applicants. Disabled applicants are instructed to place a check mark () on the outside of the envelope, and will be randomly selected with all other applicants. Disabled applicants must meet all programmatic requirements in order to be eligible for the unit. If

not met, Developer, or representative, may go to the next disabled applicant on the log.

If Developer, or representative, cannot sell all disabled preference units from the original applicant pool, Developer or representative, in the presence of HPD staff must open and log only remaining unopened applications for disabled applicants identified with a check mark (✓) on the outside of the envelope.

Developer will notify the Mayor's Office for People with Disabilities (MOPD) or its successor office, if there are disabled preference units remaining after the above procedures have been met. Applications from additional disabled applicants referred to Developer by MOPD must be postmarked not more than 35 days following such notification. Developer will open and log additional applications from disabled applicants in the same manner as all other applications, and will offer the remaining disabled preference units to appropriate disabled applicants who have submitted applications by the aforesaid deadline. If there are disabled preference units remaining after the procedures described in this paragraph have been met, such units may be offered to non-disabled applicants.

If all the disabled preference units have been sold to disabled applicants, the remaining disabled applicants, if any, remain on the log and are treated the same as all other (non-disabled) applicants. If the Developer offers a unit to a disabled applicant who remained on the log, developer must offer an adaptable unit of appropriate size, if available. If no such unit is available, a non-adaptable unit should be offered. Developers are advised that Federal law requires the developer to provide a reasonable accommodation to the applicant, if requested.

7. COMPLETING PURCHASING OF UNITS

Developer and/or HPD may determine upon reviewing the initial log that there will be an insufficient number of qualified applicants from the lottery to complete the purchasing process. Unless otherwise specified and upon written approval from HPD, Developer will be permitted to conduct direct outreach or solicit additional applications pursuant to procedures listed below in this section in order to sell the remaining units. Developer will be permitted to process these additional applicants, but may not sell to these applicants until all eligible applications from the original applicant pool have been exhausted.

- A | Developer will then be required at minimum to re-advertise the units in addition to any direct outreach/solicitation.
 - Ad will be provided by the Developer;
 - Ad must be placed in at least three (3) news papers as described in Section 2c of these Homeownership Selection Procedures;
 - Developer must provide HPD with a copy of the re-advertisement.
- B | All applications received as a result of this process must be logged by the Developer.
- C | Developer must apply the same eligibility and purchasing criteria/requirements utilized for all other applicants when selling these units.
- D | Developer will be required to certify to HPD that this process has been completed in accordance with these guidelines.

8. COMPLETING NEIGHBORHOOD PREFERENCE SALES

Developer must contact HPD if, upon selling the maximum number of non-resident units, the log from the original applicant pool contains an insufficient number of eligible applicants to meet neighborhood preference requirements. Then, the Developer will attempt to meet the neighborhood preference requirement by following the procedures listed below, in the order in which they appear until all neighborhood preference units are sold:

- A| Developer must open and log any remaining unopened applications and attempt to sell the remaining units with eligible neighborhood residents.
- B| Developer must open and log any "late applications" and attempt to sell the remaining units with eligible neighborhood residents, in log order.
- C| Where applicable, developer may consider applicants from the moderate-income advertisement.

After developer certifies to HPD that the above procedures have been followed, in order, and after considering all eligible neighborhood residents, the neighborhood preference requirement cannot be met, Developer may proceed to sell units with eligible non-neighborhood residents in log order. (See **10.I**)

INTERVIEWS

- A| Units must be offered to eligible applicants in log number order but interviews can be conducted by Developer, or a representative, in any order.
- B| Developer will notify each applicant to be interviewed by regular mail. Format for letter will be provided by HPD. Letter will indicate:
- Date, time, and location of interview and phone number should applicant be unable to appear;
 - List of required documents to be brought to interview by applicant;
 - That no broker or application fees will be charged to the purchaser;
 - If credit checks will be conducted by Developer, that the fee must be approved by HPD. A credit check fee can only be charged after an interview has been conducted and all other threshold selection criteria have been met.
- C| In cases where an applicant fails to appear for an interview, Developer must send a second letter by regular mail to schedule another interview. The applicant will be given a reasonable specific amount of time from the date of the second letter in which to respond.

10. QUALIFYING APPLICANTS

- A| All selections will be made by the Developer, or a representative.
- B| Developer, employees, agents and employees of agents are prohibited from seeking a homeownership unit through the Developer’s lotteries, and are further prohibited from being considered through any other means for any unit being marketed by this Developer pursuant to these Homeownership Selection Procedures, regardless of their position with the firm.
- C| If required by the Regulatory Agreement, Developer must disqualify those applicants for whom there is not at least one household member who is a New York City resident at the time of application.
- D| Developer must disqualify those applicants from whom multiple copies of an application are received.
- E| HPD will provide Developer with initial sales prices, income guidelines and minimum household size requirements when the Notice of Intent is received.
- F| HPD’s affordable units are not intended for “roommate situations” or other combinations of friends and/or distant relatives who join together solely for the purposes of qualifying for such a housing opportunity. For the purposes of HPD’s affordable housing programs, a household shall be defined as “an immediate family or other such configuration of persons who have a documented financial interdependence.” Aside from immediate family members (spouses and parent/child combinations), other possible households may document “financial interdependence” as follows:
 - Adult persons already living together as a household as may be formally documented through current leases, deeds, or current utility records identifying each person residing at the same address;
 - Adult persons who can document shared assets, such as shared bank accounts reflecting each person’s name, going back at least one year.

- Adult couples who are not married but who meet the criteria above or who can document registration with The City of New York as a domestic partnership.

- Additional minors who can be documented as being the lawful dependents of one or more adult household members. Individual letters signed by applicants or other individuals (such as a statement from an applicant's sister that her child will be living with the applicant) are not acceptable documentation. Acceptable documentation may include the following:
 - a) legal custody or guardianship papers;
 - b) tax documents reflecting the minor as a dependent;
 - c) school records identifying the adult household member as the minor's guardian of record; or
 - d) Third Party verification from a governmental social services agency regarding the placement of the minor within the household

G| Developer must notify all applicants processed of their selection status by regular mail as soon as a determination has been made. (See also Section 5f)
A copy of the letter must be attached to the application and kept on file.

H| As required under Section 5e, Developer will provide HPD with a copy of the completed Log, indicating the final selection status of each applicant and reason for rejection, such as:

- income ineligibility;
- applicant's being an employee of Developer,
- or Developer's agent (See Section 11b);

- does not meet New York City residency requirement;
- lack of adequate income to support mortgage payments;
- ineligible household size;
- poor payment or credit history;
- receipt of more than one application per household;
- falsification of information;
- any other reason for rejection;
- if files are incomplete or if flags are raised which require further review either internally or with The NYC Department of Investigation (DOI), the process will take as long as necessary to:
 - a) acquire the missing or additional paperwork from the borrower's management staff or
 - b) complete an additional review with DOI. On a case by case basis, if such processes extend past ten (10) business days without a resolution, the agencies may grant permission to place such questionable applicants on hold and proceed with other applications while such special reviews are being completed.
- Ineligibility and Rejection Letters to Applicants must provide a specific reason an applicant cannot be approved. Responses to appeals must be even more specific and detailed. For example, stating "You are rejected because you are under-income" is not sufficient. The letter would need to

state, as an example, "You have been deemed ineligible for this housing program because you do not meet the minimum income required for your family and unit size. The minimum income is \$35,000 and your household's annual income has been determined to be \$34,000".

ii) The first applications processed and submitted to the agencies from the log must be those that meet one of the approved housing preferences; community board, disability, municipal employee, etc.

- If preferences are not met and there are still unopened applications remaining, another day of opening applications to identify additional preference applicants must be scheduled with the agencies. No preferences will be waived unless all received applications have been opened.
- Only after all preferences have been achieved (or waived by the agencies following the exhaustion of the lottery) may non-preference applications be submitted for approval. This is to prevent non-preference applicants from being processed for units that are intended for preference-eligible applicants.

11. COMPLIANCE WITH REGULATORY AGREEMENTS

In addition to discretionary selection criteria such as credit checks, landlord references, etc., HPD hereby makes criminal background checks a mandatory criterion. The owner must disclose in the project's marketing plan which types of information revealed through such a check will or will not adversely impact an applicant's eligibility except that HPD hereby requires a determination of ineligibility in the event that one or both of the following criminal findings is flagged during the background check:

- A prior conviction of fraud in connection to any governmental housing program;
- A revelation that an applicant is a criminal fugitive being sought by law enforcement for either incarceration or deportation (as such applicants would not lawfully be able to "anticipate" income or even be anticipated to be an included member of the household).

NOTE: DISCOVERY OF FALSE INFORMATION:

Even before documents are submitted there are times when owners/agents may independently detect applicants who have falsified information. For example, the tax transcripts may come back and differ from the provided returns, or provided pay stubs or other documents may be detected as having been tampered with. In all such cases, this fraud (or potential fraud) must be reported. Even if it is detected early and does not result in the applicant receiving an unit, the attempt of fraud itself must be reported. Owners/agents may report such findings to HPD or, if they prefer, directly to The NYC Department of Investigation.

12. INCORPORATION OF “FAIR HOUSING LAWS”

There are Federal, State and local laws, orders and regulations prohibiting housing discrimination (“Fair Housing Laws”). Such Fair Housing Laws, as they may be amended from time to time, are hereby explicitly incorporated in these Homeownership Selection Procedures, any violation thereof will be a violation of these Homeownership Selection Procedures.

13. AMENDMENTS

HPD reserves the right to amend any provision of these Homeownership Selection Procedures.

14. INSPECTIONS

HPD reserves the right to conduct periodic inspections and spot-checks of the Developer's purchasing process.

15. CORRESPONDENCE

All notices to HPD regarding the Homeownership Selection Procedures must be sent by regular mail or email to the attention of:

Director of Marketing
City of New York
Department of Housing Preservation and Development
100 Gold Street Room 9V5A
New York, New York 10038

torisj@hpd.nyc.gov

[To be placed on Developer's Letterhead]

NOTICE OF INTENT TO MARKET:
HOMEOWNERSHIP UNITS

Co-op___ Condo___ Multi-family___ Single-family___

Director of Marketing

Department of Housing Preservation and Development
100 Gold Street, Room 9V5A
New York, New York 10038

FAX: (212) 863-7988
Email: torisj@hpd.nyc.gov

Re: PROGRAM: _____
PROJECT NAME: _____
ADDRESS: _____

Dear:

The project listed above is nearing completion. We expect units to be available for occupancy on [DATE] .
. Advertising should begin on [DATE] .

There are a total of [NUMBER OF UNITS] units to be marketed for sale in this project (excluding units set aside for the superintendent, if applicable). The distribution of units is as follows:

Available Units	Unit Size	Estimated Cost	Annual Income Range
_____	0 Bedroom	\$ _____	\$ _____ to \$ _____
_____	1 Bedroom	_____	_____
_____	2 Bedroom	_____	_____
_____	3 Bedroom	_____	_____

We will be advertising in the following three newspapers:

Citywide:
Local:
Ethnic:

[To be placed on Developer's Letterhead]

The ad should list the following PO Box or address for application requests:

The ad should state that application requests must be made by mail only: Yes No .

The handicapped information for this project is as follows:

_____ Number of elevators in _____ buildings;
_____ Number of ramps to _____ buildings;
_____ Total Number of handicapped adaptable units.

I understand that the Department of Housing Preservation and Development will provide the camera-ready ad for this project. If I provide my own ad for this project I understand that the ad is subject to HPD's final review and approval. If there are any questions regarding the above information please contact:

Phone: ()

FAX: ()

Email:

Sincerely,

Developer/Manager

[To be placed on Developer's Letterhead]

COVER LETTER TO APPLICATION

[Indicate Developer Name Only]

Thank you for contacting us. Per your request, an application is enclosed for homeownership at

_____.

The completed application must be returned by **REGULAR MAIL ONLY** to the following Post Office Box (Please note that this is a **DIFFERENT** address than where you wrote for an application):

The application deadline is **[Date]**. Applications postmarked after this deadline will be set aside for possible future consideration.

If you answered "yes" to question "I" on the application regarding if you or a member of your household requires a special accommodation, kindly place a check mark (✓) on the outside of the envelope.

MAIL ONLY ONE APPLICATION PER FAMILY. YOU WILL BE DISQUALIFIED IF MORE THAN ONE APPLICATION PER FAMILY IS RECEIVED.

DO NOT GIVE BROKERS OR APPLICATION FEE TO ANYONE IN CONNECTION WITH THE OBTAINING, PREPARING OR FILING OF THIS APPLICATION FOR HOUSING.

The prices and income distribution for these units are as follows:

[Developer must insert chart from advertisement]

Applications for these units will be randomly selected. If your application is selected, we will notify you in writing and schedule an interview. Please be prepared to document your income and the other information you provide on the application. A list of required documentation will be sent to you when an interview is scheduled.

Thank you for your interest.

Homeownership Application Sample

**[DEVELOPER NAME]
[PROJECT NAME]
[PROJECT ADDRESS]**

Please read the attached information and complete this application and credit authorization form with care and accuracy. Applications can be typed or printed IN INK. Applications must be returned postmarked no later than **[Month/Day/Year]**.

Mail completed application to: **[Project Name, Project Address]**

A credit check fee is payable at time of interview.

This fee is \$ _____ per individual application or \$ _____ with co-applicant.

APPLICANT INFORMATION

CO-APPLICANT (Include spouse/any others)

Name _____
 Address _____
 City, State, Zip Code _____
 Home/Cell Phone _____
 Employer _____
 Employer Address _____
 Employer Phone _____
 Fax _____
 Email _____
 Your Position _____
 Years at current position _____
 Current Annual Salary without overtime: \$ _____
 Dividends/Interest Income: \$ _____
 Self-employed: Yes _____ No _____
 Do you currently own a home? Yes _____ No _____ *
 Address of owned property _____

Name _____
 Address _____
 City, State, Zip Code _____
 Home/Cell Phone _____
 Employer _____
 Employer Address _____
 Employer Phone _____
 Fax _____
 Email _____
 Your Position _____
 Years at current position _____
 Current Annual Salary without overtime: \$ _____
 Dividends/Interest Income: \$ _____
 Self-employed: Yes _____ No _____
 Do you currently own a home? Yes _____ No _____ *
 Address of owned property _____

How many persons in your household, including yourself, WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING? _____.

List all of the people WHO WILL LIVE IN THE UNIT FOR WHICH YOU ARE APPLYING, starting with yourself, and provide the following information. Add additional pages if necessary.

<i>Full Name</i>	<i>Relation to Applicant</i>	<i>Birth Date</i>	<i>Age</i>	<i>Sex</i>	<i>Occupation</i>

Are you or any member of your household disabled? Yes _____ No _____

If yes, would you describe the disability as

[] mobility impairment? [] visual impairment? [] hearing impairment?

If you checked Yes for the disability do you or a member of your household require a special accommodation?
Yes____ No____

If Yes, please specify the special accommodation required _____.

1) Are you or the co-applicant an employee of the City of New York, the New York City Housing Development Corporation, the New York City Economic Development Corporation, the New York Housing Authority, or the New York City Health and Hospitals Corporation? Yes _____ No _____

(If Yes, please identify the agency or entity at which you are employed): Agency/Entity

2) If you answered “yes” to Question 1 above, have you personally had any role or involvement in any process, decision, or approval regarding the housing development that is the subject of this application? Yes ____ No ____

NOTE: If you answered ‘Yes’ to Question 1 above, you may be required to submit a statement from your employer that your application does not create a conflict of interest. If you answered ‘Yes’ to Question 2 above, you will be required to submit a statement from your employer that your application does not create a conflict of interest. Such statement would not be required until later in the application process, after you have been selected through the lottery, when you will also be required to provide other documents to verify your income and eligibility.

*Applicants who have previously purchased a governmentally subsidized home are ineligible.

CASH AVAILABLE: Indicate total amount of cash available for down payment and closing costs:

\$ _____

Source of Cash: _____

(Example: Savings and/or Money Market Account, CD, 401K, Insurance, Gifts, etc.)

DEBT INFORMATION: Indicate below all current and total outstanding debts for Applicant and Co-Applicant including, for example, auto loans, student loans, credit cards, mortgage loans, personal bank loans, court-ordered alimony and child support, etc (Add additional sheets if necessary).

Debtor name: (Applicant/Co-Applicant) _____

Name of each person/company owed:

Balance owed: \$ _____

Min. required monthly payment: \$ _____

CREDIT CHECK AUTHORIZATION

I authorize you to obtain a credit report on the application names listed above. (If married less than 2 years or if known by another name or have a designation at the end of your name, such as Jr., Sr., II, etc., please indicate)
If I meet the program’s eligibility requirements and am selected to purchase a new home, I understand I will need to apply separately for a mortgage loan if I need such funds to purchase the home.

Date: _____

Applicant Signature _____

Co-Applicant Signature _____

- **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE PURCHASE OF A HOME.**
- **NO APPLICATION OR BROKERS FEES MAY BE CHARGED TO YOU BY ANYONE.**

If applicable: This is not an offering. No offering can be made until an Offering Plan has been filed with the Department of Law of the State of New York. This is made pursuant to Cooperative Policy Statement No. 1 issued by the New York State Attorney General. The following CPS 1 registration number has been assigned by the Attorney General: CPS_____.

I DECLARE THAT STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I have not withheld, falsified or otherwise misrepresented any information. I fully understand that any and all information I provide during this application process is subject to review by The New York City Department of Investigation (DOI), a fully empowered law enforcement agency which investigates potential fraud in City-sponsored programs. I understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for this program may include the disqualification of my application, the termination of my sales contract (if discovery is made after the fact), and referral to the appropriate authorities for potential criminal prosecution.

I DECLARE THAT NEITHER I, NOR ANY MEMBER OF MY IMMEDIATE FAMILY, IS EMPLOYED BY THE DEVELOPER OR ITS SUBSIDIARIES, OR THE BUILDING OWNER OR ITS PRINCIPALS.

Signed:

Applicant: _____ Date: _____

Co-Applicant: _____ Date: _____

OFFICE USE ONLY:

Community Board Resident Yes No

Municipal Employee Yes No

Size of Unit Assigned: Studio 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom

Family Composition: Adult Males _____ Adult Females _____ Male Children _____ Female Children _____

Person with Disability Mobility Visual Hearing

TOTAL VERIFIED HOUSEHOLD INCOME: \$ _____ per Year

SAMPLE INELIGIBILITY LETTER

[To be placed on Developer's Letterhead]

Date

Applicant's Name and Address

Re: **[PROJECT NAME]**

Log # _____

Dear (Applicant):

We have received your application for residency in the project indicated above. Based on the guidelines for eligibility under this program, you are ineligible for the following reason:

- ___ 1. Your family's gross income exceeds the program limit.
- ___ 2. Your family's gross income is not sufficient to sustain the cost level.
- ___ 3. No remaining units are available within the project to accommodate your family size.
- ___ 4. Your application was not received through regular mail as instructed.
- ___ 5. Poor Credit History
- ___ 6. Home Visit
- ___ 7. Other

If you have additional information which you feel would entitle you to appeal this determination, you may contact this office within two (2) weeks from the date of this letter to request a review.

Sincerely,

Owner/Manager

[To be placed on Developer's Letterhead]

REQUEST FOR AN INTERVIEW

Date:

Dear:

Your application for a homeownership unit at _____ **[Project Name/Address]** _____ has been randomly selected for further processing.

THIS IS ONLY A NOTICE TO APPEAR FOR AN INTERVIEW. YOU MUST MEET CERTAIN ELIGIBILITY REQUIREMENTS BEFORE YOU CAN BE APPROVED.

An interview has been set-up for you at _____
on _____ am/pm.

[Developer to insert list of documents here]

IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT US AT LEAST 24 HOURS BEFORE YOUR SCHEDULED APPOINTMENT AT () _____ OR AT THE ADDRESS LISTED ABOVE.

We look forward to seeing you.

Sincerely,

Owner/Manager

[To be placed on Developer's Letterhead]

NOTICE OF ELIGIBILITY

Date:

To:

RE: Project Name/Address

Dear:

Congratulations! We are pleased to inform you that you have been approved for homeownership at _____[Project Address]_____.
You will be occupying unit #_____.

Please contact us upon receipt of this letter in order to arrange for an inspection of the unit and the signing of relevant documents.

Thank you.

Sincerely,

Owner/Manager

APPLICANT INFORMATION FORM (REV 7/2008)
HOME/CONDO/CO-OP

DATE _____ PROGRAM _____ SITE _____

DEVELOPER _____

1. Applicant's Name _____

Address _____

Co-Applicant's Name _____

Address _____

List names of all household members:

2. Log # _____ (or) Open Market Yes _____ No _____ OM _____

3. a. Community Board Preference Yes _____ No _____

b. Municipal Employee Yes _____ No _____

c. Disabled Yes _____ No _____

if "yes" M _____ V _____ H _____ Yes _____ No _____

d. HPD Employee Yes _____ No _____

4. NYC Residence Requirement Yes _____ No _____

5. Employer's Name:

Applicant's _____

Co-Applicant's _____

6. Total Household Income: \$ _____

7. Household Size _____

8. Ethnicity (check One): White ___ Black ___ Hispanic ___ Asian ___ Other _____

9. Purchase Price \$ _____ Type: Home ___ Condo ___ Co-op _____

HOME PURCHASE INFORMATION:

1. Address of Home _____ Boro _____

2. Size of Home 1 Family___ 2 Family___ 3 Family___ 4 Family___

CONDO PURCHASE INFORMATION:

1. Address of Condo _____ Unit # _____ Boro _____

2. Size of Unit: Studio ___ 1 Bedroom ___ 2 Bedroom ___ 3 Bedroom ___ 4 Bedroom ___

CO-OP PURCHASE INFORMATION:

1. Address of Co-op _____ Unit # _____ Boro _____

2. Size of Unit: Studio ___ 1 Bedroom ___ 2 Bedroom ___ 3 Bedroom ___ 4 Bedroom ___

Does this AIF serve to replace a previously approved applicant? If yes, please indicate the name and log number of the applicant being replaced.

Yes ___ No ___ Log # _____ OM # _____

Name _____