

APPLICATION FORM

APPLICANT

Please complete this application carefully. Incomplete or unsigned applications will be disqualified.

How did you hear about BNS _____

Last Name _____

First Name _____ M.I.: _____

Address _____

City: _____ State: _____ Zip: _____

Home Tel # () _____

Bus Tel # () _____

Cell Tel # () _____

Email: _____@_____.com

Senior (60+) Y__ N__ Veteran: Y__ N__

Years at Property: _____ # of Units _____

of People in the Household _____

Owner-Occupied: Y__ N__

Monthly Mortgage Payment \$ _____

Employer: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

Years on the Job: _____

Annual Salary: \$ _____ Overtime: \$ _____

Other Income: \$ _____ Source: _____

Other Income: \$ _____ Source: _____

Amount in Checking: \$ _____

Amount in Savings: \$ _____

Credit Authorization

By signing this application, I hereby authorize BNS to obtain a copy of my credit report as a part of my application for the Affordable Housing Corporation Grant, if I am selected and upon review of my documents.

I certify that all answers given in this application are correct and true to best of my knowledge. I further understand that false or inaccurate answer (s) Will constitute grounds for rejection of my application.

Applicant Signatures

Date: _____/_____/_____

Applicant (s) Signatures

Date: _____/_____/_____



**BROOKLYN
NEIGHBORHOOD SERVICES**

NEW YORK STATE AFFORDABLE HOUSING CORPORATION GRANT EMERGENCY HOME LOAN REPAIR PROGRAM



Administered by
Brooklyn Neighborhood Services
1012 Gates Ave, 1st. Fl.
(Bet. Ralph Avenue & Broadway)
Brooklyn, NY 11221
Phone: (718) 919-2100
Fax: (718) 919-2725
www.bnscdc.org

Oversight:
**NYS Affordable Housing
Corporation**



Strengthening Communities Across Brooklyn

ABOUT US

Brooklyn Neighborhood Services (BNS) will administer the Affordable Housing Corporation Emergency Home Repair Program to Homeowners who need emergency repair. Funds are made available by New York State Homes and Community Renewal.

OWNER –OCCUPIED HOME REPAIR GRANT

Brooklyn Neighborhood Services (BNS) will provide a conditional grant to owner (s) of 1-4 family homes, condos, or co-ops within the Brooklyn Community to complete emergency home repairs. Applicants will be selected on a first come, first serve basis.

GRANT LIMIT

Up to \$40,000.00

(award based on construction needed)

ELIGIBILITY

At a minimum, applicants must meet the following requirements to be considered:

- ◆ Own a 1-4 family home, condo or co-op that meets financial guidelines according to the NYC Real Estate standards and that needs Emergency Repairs as defined in the program.
- ◆ Own and occupy the property requiring repair for at least 2 years
- ◆ Be a resident of New York City
- ◆ No ownership of additional properties in NYC
- ◆ Meet Household size and income requirement at or below 120% AMI (see chart)
- ◆ Be current in property taxes & water bills
- ◆ Have current Homeowner's insurance
- ◆ Submit a complete application & intake form.

HOUSEHOLD SIZE & INCOME GUIDELINES

Family Size	137% Household Income
1-person household	\$80,118.00
2-person household	\$ 91,516.00
3- person household	\$102,914.00
4-person household	\$114,313.00
5-person household	\$123,519.00

Family size and household income are based on FY 2018 adjusted Area Median Income calculations established by the U.S.Department of Housing and Urban Development (HUD).

ELIGIBLE REPAIRS

- ◆ Plumber-Sewer &Water Main Emergency Repairs, Gas Emergencies, Water Leaks and related repairs
- ◆ Roof and windows
- ◆ Electrical Repairs
- ◆ Boiler Replacement/Conversions
- ◆ Lead /Paint Abatement
- ◆ Damaged Walls & Ceiling Replacement
- ◆ Handicap-Accessible Bath-room/kitchen/entryways
- ◆ Sidewalk repairs for Violation or demonstrated tripping hazard limited to 3 flags/Outdoor ramps: and or
- ◆ Exterior Envelope Repairs (includes window lintels)

CONDITIONAL LOAN

A lien in the form of a conditional mortgage will be placed on the property for ten (10) years. The owner must continuously occupy at least one unit of the property as a primary residence during the term of this loan (10 years). No repayment is required unless the property is sold or refinanced during the term of the conditional loan. Repayment in full (100% of the grant amount) will be required at point of sale or cash out refinance prior to the sixth (6th) anniversary of the closing date. Upon the sixth (6th) anniversary of the closing date, the grant will be reduced yearly by 20% (1/5th) until year ten (10).

HOW TO APPLY:

- ◆ Visit our office: Complete an application and sign all pages in person.
- ◆ (website): Print application-you must submit the original in person at our office
- ◆ Submit all documents required and proof pertaining your household.
- ◆ Schedule an appointment for review and construction inspection/contractor selection
- ◆ If eligible, the applicant will have an appointment to meet with the loan officer.

Please read this information carefully before submitting your application
Thank you in advance.