

APPLICATION FORM

How did you hear about BNS ? _____

Last Name _____

First Name _____ M.I. _____

Address _____

City: _____ State: _____ Zip: _____

Home Tel # () _____

Bus Tel # () _____

Cell Tel # () _____

Email: _____

Years at Property: _____ # of Units _____

of People in the Household _____

Owner-Occupied: Y _____ N _____

Current Monthly Mortgage Payment
\$ _____

Employer: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

Years on the Job: _____

Annual Salary: \$ _____

Other Income: \$ _____ Source: _____

Other Income: \$ _____ Source: _____

CREDIT AUTHORIZATION FORM

By signing this application, I hereby authorize Brooklyn Neighborhood Services (BNS) to obtain a copy of my credit report as a part of the application process.

I certify that all responses stated in this application are correct and true to my knowledge. I further understand that false and/or inaccurate responses Will lead to immediate disqualification of my application.

Applicant Signature

Date: _____



Empowering Neighborhoods Across Brooklyn



Affordable Home Ownership
Development Program
Home Improvement Projects

Administered by
Brooklyn Neighborhood Services

20 Bancroft Place
Brooklyn, New York 11233
P (718) 919-2100
F(718) 919-2100
www.bnscdc.org
info@bnscdc.org

OWNER –OCCUPIED HOME REPAIR GRANT

Brooklyn Neighborhood Services will administer conditional grants up to **\$45,833.30** each, to qualified homeowners, of one and two-unit homes, in Brooklyn. The purpose of the grant is to make the necessary emergency repairs in your home, to avoid dangerous and/or hazardous living conditions.

Applications will be reviewed on a first-come, first-serve basis.

ELIGIBILITY

- ◆ Own a one or two-family home, that meets financial guidelines according to the NYC Real Estate standards and that need 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 ‘Household’ chart on next page)
- ◆ Be current on ALL property taxes & water bills
- ◆ Have current Homeowner’s Insurance
- ◆ Submit a COMPLETE application, consisting of the application form and all required documents.

HOUSEHOLD SIZE & INCOME GUIDELINES

| | |
|---------------------|------------|
| 1-person household | \$112,080 |
| 2-person household | \$ 128,160 |
| 3- person household | \$144,120. |
| 4-person household | \$160,080 |
| 5-person household | \$172,920 |

Family Size 112% Household Income

Family size and household income are based on FY 2022 adjusted Area Median Income calculations established by the US 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)

REQUIRED DOCUMENT CHECKLIST

- ___ Completed , signed and dated application form
- ___ Valid photo ID
- ___ Current mortgage statement
- ___ Deed
- ___ Most recent water bill
- ___ Current property tax statement
- ___ Most recent (2 months) paystubs
- ___ Most recent (2 years) tax returns (all pages)
- ___ Most recent (2 years) W2’s
- ___ Most recent (2 months) bank statements
- ___ Award letter (s), Disability, Social Security etc.
- ___ Alimony
- ___ Maximum amount of liquid assets \$15,000.00
- ___ Homeowner’s insurance
- ___ Rental lease (s), Income from rent is calculated into maximum household income

CONDITIONAL GRANT TERMS

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 amt) 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).