

# Closing Costs Assistance

**Terms & Conditions:** Funds are available on a first come, first served basis. Please review the attached Closing Costs Assistance Program Information Sheet for all program requirements.



CUSTOMER INFORMATION			
Borrower Name		Co-Borrower Name	
Social Security No.	D.O.B.	Social Security No.	D.O.B.
Address (Street)		Address (Street)	
(City, Zip)		(City, Zip)	
Phone: Home	Cell	Phone: Home	Cell
Email		Email	
Marital Status:	Single	Married	Divorced
Marital Status:	Single	Married	Divorced
How did you hear about Home HeadQuarters?			

EMPLOYMENT INFORMATION			
Name of Employer		Name of Employer	
Number of Years	Self Employed?	Yes	No
Number of Years	Self Employed?	Yes	No
Employer Address		Employer Address	
Position		Position	
Work Phone	Annual Income	Work Phone	Annual Income

HOUSEHOLD INFORMATION <i>(Please include all household members)</i>			
<i>Please list ALL persons currently living in your household. (Use and attach separate sheet of paper if additional space is needed.)</i>			
Name	Date of Birth	Annual Salary (if any)	Source of Income

**\*Please Note: Your household must meet income eligibility requirements to receive a deferred (non-payback) loan.**

PROPERTY INFORMATION	
Do you currently: <input type="checkbox"/> Own <input type="checkbox"/> Rent Current Rent \$ _____	Loan Officer Name:
	Contact Phone/Email:
Address of the home you wish to purchase:	Did you submit a purchase offer to the seller? <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected purchase price of home (est.) _____	How many units are in the home? <input type="checkbox"/> 1 <input type="checkbox"/> 2
In the past three years did you own a home? <input type="checkbox"/> Yes <input type="checkbox"/> No	

ASSET INFORMATION (Bank & Investment Accounts)	
BANK ACCOUNT NAME	APPROXIMATE BALANCE
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

# Closing Costs Assistance



## INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a Lender may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation and surname if you have made this application in person. If you do not wish to furnish this information, please check the box below (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for).

BORROWER <input type="checkbox"/> I do not wish to furnish this information	CO BORROWER <input type="checkbox"/> I do not wish to furnish this information
Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race <input type="checkbox"/> American Indian, Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian American <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Other	Race <input type="checkbox"/> American Indian, Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian American <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Other
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Other _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Other _____

## SIGNATURE SECTION

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 Title 18, United States Code, Section 1001, et seq.

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

I/We authorize Home HeadQuarters to share information I/we have provided on this application and any other information relevant to my/our home improvement service with any of the Program partners.

I/We understand that this application in no way guarantees or implies funding and/or service through Home HeadQuarters, its agents and/or assignees.

<b>Signature of Borrower</b>	<b>Date</b>
<b>Signature of Co-Borrower</b>	<b>Date</b>

## REQUIRED ATTACHMENTS \*You must attach the following documents with your application

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Proof of income</b> for all members who reside in the household (e.g., 3 recent pay stubs; benefit letter for SSI, Social Security, pension, unemployment, disability, etc.). If a household member does not have any income, including workers compensation, unemployment, etc., please submit a signed and dated written statement from that person attesting that they do not have any income. If a household member is a full time student over the age of 18, please provide a current semester course schedule showing name and number of credits being taken.</li> <li><input type="checkbox"/> <b>Copy of Federal Tax Returns from the last 2 years.</b> If you do not file Federal Tax Returns, please submit a signed and dated written statement attesting that you do not file.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Bank Statements from the last 3 months</b></li> <li><input type="checkbox"/> <b>Copy of picture I.D.</b> (e.g., driver's license)</li> <li><input type="checkbox"/> <b>Accepted purchase offer</b> for the property you intend to purchase</li> <li><input type="checkbox"/> <b>Certificate of Completion</b> from Homebuyer Education Course</li> <li><input type="checkbox"/> <b>A Commitment Letter and Loan Estimate</b> for permanent financing from your lending institution and your</li> </ul> |
|---|---|

## **Program Overview & Requirements**

Up to \$4,000 as a deferred (non-payback) loan is available based on the following:

- The property being purchased is located within the City of Syracuse.
- The purchase price of the property does not exceed \$150,000.
- Your gross annual household income is determined to be less than 80% of the Area Median Income and/or the property you wish to purchase is within a Neighborhood Revitalization Stabilization Area (NRSA) as designated by the City of Syracuse.
- If you have cash or cash-equivalent assets in excess of \$7,500 that you are not using toward the purchase of the property, you are not eligible for the deferred (non-payback) loan.

If you do not meet all of the above criteria, you may still be eligible for assistance of up to \$4,000 as a low-interest loan, which is offered at a 3% simple interest rate and payable over a five-year term. This loan is available to homebuyers throughout New York State excluding New York City.

Additional Program requirements for both deferred and full payback loans include:

- You must plan to own and occupy (live in) the purchased home for at least five years.
- You must qualify as a first-time homebuyer.
- You must provide \$500 of your own funds toward the purchase of the home.
- Your first mortgage must originate with Home HeadQuarters, a bank, mortgage company or credit union. Home HeadQuarters will not participate with predatory lenders.

## **Application Process**

1. **Sign up for Homebuyer Education Orientation**: This FREE 60-minute Orientation is the required first step in the process. Visit [www.homehq.org/education-and-counseling](http://www.homehq.org/education-and-counseling) for more information and to register.
2. **Complete the Homebuyer Education Course & Counseling Session**: You must complete a Nationally-Certified Homebuyer Education Course. This can be completed through the Home Ownership Center at Home HeadQuarters. This class provides instruction on all aspects of the home buying process. If you are unable to attend the Course in person, you may take the course online through eHomeAmerica. For more information, including Course fees, and to register, visit [www.homehq.org/education-and-counseling](http://www.homehq.org/education-and-counseling). Whether you complete the Course in person or online, you will be required to attend a one-on-one counseling session in order to receive your Certificate.
3. **Find a mortgage lender**: If you do not already have mortgage financing, Home HeadQuarters can help! Home HeadQuarters offers First Mortgage financing with a low 2% minimum down payment requirement, competitive fixed interest rate, and NO Private Mortgage Insurance (PMI) requirement. Contact us at (315) 474-1939 or [info@homehq.org](mailto:info@homehq.org) today to see if you pre-qualify!
4. **Submit a purchase offer**: If you do not already have a property in mind, CNY Affordable Realty, the area's only nonprofit realty, has several licensed real estate salespeople who can help you find your perfect home! Visit [www.cnyaffordablerealty.org](http://www.cnyaffordablerealty.org) to find out more and see their listings!
5. **Complete an application**: You must submit a *completed* application with all required attachments (as listed on page 2 of the application) to Home HeadQuarters. Applications are available at [www.homehq.org](http://www.homehq.org) or at our offices located at the address below. Once we have received a completed application, we will process your application, and if you are determined to be eligible, we will issue a **Commitment Letter**, which you are responsible for providing to your first mortgage lender and/or the attorney representing you.
6. **Loan Closing**: A Home HeadQuarters representative will attend your first mortgage closing to facilitate the closing for Closing Costs Assistance funds. At that time, you will sign Home HeadQuarters' documents to receive the Closing Costs Assistance funds. The contact information for the attorney representing Home HeadQuarters will be detailed in your commitment letter.

## **For More Information:**

Contact Erin Perski at (315) 459-6659 or [ErinP@homehq.org](mailto:ErinP@homehq.org), or Chelsea Haynes at 315-459-6674 or [ChelseaH@homehq.org](mailto:ChelseaH@homehq.org)  
You can also visit <https://www.homehq.org/buying-your-home>.