



Dear Applicant:

Thank you for your recent interest in our **Down Payment and Closing Cost Assistance Program**. We wanted to take this opportunity to review the approval process for this program to avoid any confusion. Please review these items carefully.

1. **HOMEBUYER'S ORIENTATION & COURSE** - In order to qualify for our program, you must first attend an Orientation Session at Home HeadQuarters, and then sign up for and complete the Home HeadQuarters Homebuyer Education Course. The course provides 10 hours of basic instruction pertaining to buying and owning a home. Upon completion of the class, you will be issued a certificate. There is a \$35 materials fee (\$50/couple) for the Homebuyer's Class, which you must pay before you begin the class. There is also a \$215 class fee; you will not be charged for the class until you receive Home HeadQuarters' Down Payment and Closing Cost Assistance. The class fee is due at the time of closing.
2. **MORTGAGE** - Home HeadQuarters can help you. Please contact our Home Ownership Center for additional information.
3. **APPLICATION** - To be considered for the Down Payment and Closing Cost Assistance Program, the property must be located in the City of Syracuse or in Onondaga County and you must submit a **complete** application. With your completed and signed Home HeadQuarters application, you must provide:
  - An accepted **purchase offer**
  - 3 recent pay stubs for all household members who have income (or other **suitable proof of income** - SSI, SSD, PA, unemployment, etc.)
  - A copy of last year's **federal income tax return**
  - A certificate of completion from Home HeadQuarters **Homebuyer Education Course**
  - A **Commitment Letter** for prime permanent financing from the lending institution of your choice.
  - A "**Good Faith Estimate**" of closing costs from the lending institution you are using for your mortgage financing
  - Truth in Lending Form**
  - Bank statements** for the last three months
  - Verification of Income Form** from Lending Institution. (See attached form)
4. **PROCESSING** - Once we receive the completed application and required documents, your application will be processed. If your application is approved, we will issue a **Commitment Letter** and you will be eligible for up to **\$3,000** in down payment and closing cost assistance. Once you have the Home HeadQuarters Commitment Letter, **it is your responsibility to take this letter to the bank where you have applied for the mortgage.**
5. **PRE-CLOSING** - After you have been approved for a mortgage loan by a lender, you must provide to us a copy of the **Commitment Letter**. We must also be notified of the date for the bank closing and receive a copy of the "**HUD-1**" **Settlement Statement** and a copy of the legal description of the property. Generally, the Bank's attorney will provide us with this information.

6. **CLOSING** - A Home HeadQuarters representative will attend the closing and provide the Home HeadQuarters funds, at which time, you will be signing our loan documents. We can, at your request, make arrangements for you or your attorney to view these documents before closing. You can reach our attorney, Frank Hunt, at 471-4629 to schedule your closing details.
7. Should you require any additional information pertaining to this process, please contact us at 474-1939.

Sincerely,



Kerry P. Quaglia  
Executive Director

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I understand and agree to the above-outlined process for receiving Down Payment and Closing Cost Assistance from Home HeadQuarters.

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Customer #1 Signature

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Date

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Customer #2 Signature

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Date

# Request for Service

- Down Payment & Closing Cost Assistance
- Home HeadQuarters' Property
- First Mortgage Application



**Home HeadQuarters, Inc.**  
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CUSTOMER INFORMATION			
Borrower		Co-Borrower	
Social Security No.	Date of Birth	Social Security No.	Date of Birth
Address (Street)		Address (Street)	
(City, Zip)		(City, Zip)	
Phone: Home	Cell/Work:	Phone: Home	Cell/Work:
Email:		Email:	
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Who referred you to Home HeadQuarters, Inc?			
EMPLOYMENT INFORMATION			
Name of Employer		Name of Employer	
Number of Years	Self Employed? YES <input type="checkbox"/> NO <input type="checkbox"/>	Number of Years	Self Employed? YES <input type="checkbox"/> NO <input type="checkbox"/>
Employer Address		Employer Address	
Position		Position	
Business Phone	Annual Income	Business Phone	Annual Income
HOUSEHOLD INFORMATION: PLEASE INCLUDE ALL HOUSEHOLD MEMBERS, ESPECIALLY THOSE AGE 7 OR YOUNGER			
<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
REALTOR INFORMATION			
Name:	Company:	Phone:	Email:
PROPERTY INFORMATION			
Do you presently: <input type="checkbox"/> Own <input type="checkbox"/> Rent		If you rent, what is your current rent? \$ _____	
Address of the home you wish to purchase:		Address (Street)	
		(City, Zip)	
Is the home handicapped-accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you submit a purchase offer to the seller? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How many units are in the home? <input type="checkbox"/> 1 <input type="checkbox"/> 2 *Please note: Three family homes or larger are not eligible.			
In the past three years did you own a home? <input type="checkbox"/> Yes <input type="checkbox"/> No			

ADDITIONAL INFORMATION				
Please answer the following questions. If you answer "Yes" to any of question in this section, please write the number of the question and explain on a separate sheet of paper and attach to the application.	PURCHASER		CO-PURCHASER	
1. Do you have any outstanding judgments?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. In the last seven years, have you declared bankruptcy?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. In the last seven years, have you had property foreclosed upon or given title or deed in lieu thereof?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Are you a party in a lawsuit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Do you have any past due obligations owed to or insured by an agency of the federal government?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Are you obligated to pay alimony, child support or separate maintenance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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## ASSET INFORMATION

Please submit proof of income (i.e., 3 recent pay stubs; benefit letter for SSI, Social Security, pension, unemployment, disability, etc.) and a copy of last year's federal tax return (if filed) with this application.

BANK ACCOUNT NAME	ACCOUNT NUMBER	APPROXIMATE BALANCE
1.		\$
2.		\$
3.		\$
INVESTMENT INCOME	ACCOUNT NUMBER	APPROXIMATE BALANCE
1.		\$
2.		\$
3.		\$
OTHER INCOME	ACCOUNT NUMBER	APPROXIMATE BALANCE
1.		\$
2.		\$
3.		\$

## 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	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
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female

## 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 the United States Criminal Code.

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

I/We understand that, in compliance with lead regulations, the federal government requires that Home HeadQuarters inspect all homes to be purchased for possible defective paint surfaces.

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



**VERIFICATION OF INCOME**

**DATE:** \_\_\_\_\_

**FAXED TO:** \_\_\_\_\_

**NAME/COMPANY:** \_\_\_\_\_

Dear \_\_\_\_\_:

*We are requesting the Combined Gross Annual Income for all persons living in the home as their permanent residence as they have stated in their bank application. This information is necessary to determine their income eligibility to qualify for subsidy funds.*

Name of Client: \_\_\_\_\_

Address of Property: \_\_\_\_\_

**Total Gross Household Income:** \_\_\_\_\_

Authorized Signature from  
Lending Institution: \_\_\_\_\_

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I, \_\_\_\_\_, hereby authorize my Lender to provide Home HeadQuarters, Inc., the necessary documentation to verify my income.

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**Please give this form to your first mortgage financing representative to fill out and return to: Celina DeFrancis, Lending Administrator ([celinad@homehq.org](mailto:celinad@homehq.org)) or Julia Robert, Lending Program Specialist ([juliar@homehq.org](mailto:juliar@homehq.org)) Fax: (315) 474-0637.**