



Dear Homeowner:

The Syracuse Neighborhood Initiative, in partnership with Home HeadQuarters, Inc. and the City of Syracuse, is pleased to announce the **Outer Comstock Neighborhood Revolving Loan Fund Program**. This loan program is designed to provide homeowners in the Outer Comstock Neighborhood with 2.99% interest rate (**APR- Annual Percentage Rate 3.556%**) loans of up to \$7,500 to make exterior repairs or improvements to their homes. There are no income eligibility requirements for participation in this program.

For consideration in this program, your house must be located in one of the following target areas:

- Boise Drive (100-216)
- Colvin Street East (710-1200)
- Harriette Avenue (203-295)
- Hughes Place (100-152)
- Jamesville Avenue (200-439)
- Lorraine Avenue (120-296)
- Robert Drive (272-274)
- Ruth Avenue (108-187)
- Vincent Street (204-340)

To apply, please submit the following documents to Home HeadQuarters, at the address below:

1. Outer Comstock Neighborhood Revolving Loan Fund Program Request for Service form (signed & dated).
2. Copy of the recorded deed to your home. The home must be owner-occupied, and your property taxes and water bill must be current.
3. Proof of income for all members who reside in the household (i.e. 3 recent pay stubs; benefit letter for SSI, Social Security, pension, unemployment, disability, etc.).
4. Copies of lead test results for any children under the age of seven residing in the property.
5. Copy of last year's federal tax return (if filed).
6. Copy of declarations page of homeowner's insurance stating current policy period, amount of coverage and listing of all mortgages against the property.
7. Copy of picture ID (i.e. driver's license).

Once we receive your completed application package, a Home HeadQuarters representative will contact you to update you about the status of your application.

If you have any questions regarding the **Outer Comstock Neighborhood Revolving Loan Fund Program**, please contact Home HeadQuarters at 315-474-1939, extension 238. We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Kerry P. Quaglia".

Kerry P. Quaglia
Executive Director
HOME HEADQUARTERS, INC.