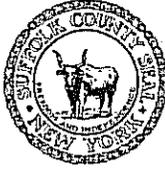


COUNTY OF SUFFOLK



STEVE LEVY  
SUFFOLK COUNTY EXECUTIVE

JOSEPH T. SANSEVERINO  
COMMUNITY DEVELOPMENT DIRECTOR

OFFICE OF COMMUNITY DEVELOPMENT

April 30, 2009

Christine Kempner, Director  
Town of Riverhead  
Community Development Office  
200 Howell Avenue  
Riverhead, NY 11901

Dear Christine:

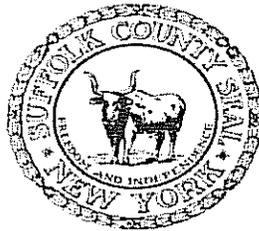
Enclosed please find the 2009 HOME Down Payment Assistance Program information booklet. This booklet should fully explain this year's program, all criteria and deadlines. Applications will be mailed during the first week of May. First-time homebuyers interested in participating in the program can request an application by calling the Community Development Office (853-5705) or by written request. Applications are available only by mail and applicants must currently live or work anywhere in Suffolk County.

We are once again conducting an extensive campaign to promote this program by advertisements in the media, press releases, and notification to interested agencies. We encourage you to spread the word within your town to those agencies and persons who might be interested in taking advantage of this program.

If you have any questions regarding this year's program or referrals you would like us to contact, please call Mary Wingate at 853-5705.

Sincerely,

Joseph T. Sanseverino  
Community Development Director  
Suffolk County



# Suffolk County HOME Consortium

2009

Down Payment Assistance Program  
For First Time Homebuyers

## Program Information

PLEASE RETAIN THIS BOOKLET AFTER YOU SEND  
IN YOUR APPLICATION AS IT CONTAINS  
IMPORTANT PROGRAM INFORMATION.



Suffolk County Community Development Office  
H. Lee Dennison Building, 11<sup>th</sup> Floor  
100 Veterans Memorial Highway, P.O. Box 6100  
Hauppauge, N.Y. 11788-0099  
631-853-5705

COUNTY OF SUFFOLK



STEVE LEVY  
SUFFOLK COUNTY EXECUTIVE

JOSEPH T. SANSEVERINO  
COMMUNITY DEVELOPMENT DIRECTOR

OFFICE OF COMMUNITY DEVELOPMENT

May 1, 2009

Dear Applicant:

Thank you for your recent inquiry concerning the 2009 HOME Down Payment Assistance Program for first-time home buyers. Please examine the program requirements carefully to see if you qualify. If you do, complete the enclosed application and return it by mail along with copies of your last three years Federal Income Tax Returns (2006, 2007, 2008), complete with all schedules, and 4 recent pay stubs for each wage earner in the household to:

**Suffolk County Community Development Office  
100 Veterans Memorial Highway, H. Lee Dennison Bldg.  
P.O. Box 6100  
Hauppauge, N.Y. 11788-0099**

Applications will only be accepted by mail and should be returned as soon as possible. **The deadline for submitting applications will be when we have 400 qualified applicants or September 30, 2009, whichever comes first.** Applications received shall be evaluated and approved on a first come first served basis with the first 400 qualified applicants being granted "Purchaser Certificates". Applicants must currently *live or work* in Suffolk County as of April 1, 2009. **Properties to be purchased, however, must be located within the Suffolk County Consortium (see page 5). Please note that the towns of Babylon and Islip are not participating members of the Suffolk County Consortium. Properties purchased cannot be located in these towns.**

Please carefully examine the information enclosed in this packet with regard to eligibility criteria, family income limits, property value limits, types of housing covered, homebuyer selection areas and lead based paint requirements. You will not qualify if you have entered into a Contract of Sale to purchase a house prior to the May 1, 2009 start of the program. You must also have a minimum family income of at least \$30,000 yearly that can be documented by a current tax return and/or pay stubs.

The assistance available through the HOME Down Payment Assistance Program is 75% of a down payment, up to a maximum of \$14,000 or \$12,000 depending on the income level of the buyer. The eligible homebuyer will be responsible for the remaining portion of the down payment and all closing costs.

The funds will be provided to you at the closing. The assistance is a deferred payment non-interest bearing loan with a 5 year term. As long as you live in the house for 5 years and do not sell it or rent it out to anyone else, the loan will be forgiven after 5 years.

Once an application is certified as eligible, you will be required to obtain mortgage counseling from a not-for-profit housing agency. A list of certified agencies is on page 7. Upon successful completion, the Suffolk County Community Development Office will then issue a "Purchaser Certificate" which will be your proof of eligibility. You will then have until December 31, 2009 to enter into a contract to buy a certified lead based paint free house within the boundaries of the Suffolk County Consortium\*\*.

Good Luck! We at the Suffolk County Community Development Office hope you will be successful in the search for your first home. If you require any further information, have any questions, or need assistance in completing the application, please call us at 853-5705.

Sincerely,

Joseph T. Sanseverino

Joseph T. Sanseverino  
Community Development Director  
Suffolk County

**\*\*Please note that the towns of Babylon and Islip are not participating members of the Suffolk County Consortium. Properties purchased cannot be located in these towns.**

# Suffolk County HOME Consortium

## HOME Down Payment Assistance Program For First Time Homebuyers

### 2009 Program Highlights

**GOAL:** To help make the “American Dream” of homeownership a reality for first-time homebuyers in the Suffolk County Consortium of municipalities.

**PROGRAM FUNDING:** Suffolk County will allocate \$1,000,000 of HOME funds for the program.

**ASSISTANCE AVAILABLE:** 75% of a down payment, to a maximum of \$12,000 or \$14,000 will be provided to eligible homebuyers to assist with the purchase of a primary single family residence. The homebuyer will be responsible for the remaining 25% of the down payment and all closing costs. The “down payment” is defined as the difference between the purchase price of the house and the amount of the mortgage obtained.

**ELIGIBILITY CRITERIA:** An applicant must:

- ❖ Be a First-Time Homeowner - defined by HUD as a household that has not owned a home during the three-year period immediately prior to the purchase of a residence with HOME funding.
- ❖ Be a Low to Moderate Income Household -prospective applicants must have an annual income not exceeding 80% of the median income as determined by HUD (see Income Guidelines chart).
- ❖ Have tax returns and/or pay stubs that document a minimum annual household income of at least \$30,000.
- ❖ Attend mortgage counseling at a not-for-profit housing agency.
- ❖ Occupy the property as your Principal Residence.
- ❖ Not have entered into a Contract of Sale to purchase a home prior to the May 1, 2009 start of the program.
- ❖ Currently **live or work** in Suffolk County as of April 1, 2009.

**PROPERTY VALUE LIMIT:** The maximum appraised value of a property cannot exceed \$380,000. This may be subject to change. Please verify this figure with the Community Development office before signing a contract.

**TYPES OF ELIGIBLE HOUSING:** Pre-existing or newly constructed single family residences located within the Suffolk County HOME Consortium occupied as a principle residence, including single family houses, condominiums, cooperative apartments (co-ops) or manufactured homes. Residences cannot contain any rental units.

**2009 INCOME GUIDELINES:**

<u>Household Size</u>	<u>Maximum Allowable Income</u>
1	\$57,000
2	\$65,150
3	\$73,300
4	\$81,450
5	\$87,950
6	\$94,450
7	\$101,000
8 or more	\$107,500

**Suffolk County Consortium-HOME SELECTION AREA:**

Applicants must purchase a home *within the Suffolk County Consortium of municipalities* which includes:

**Town of Brookhaven** - and the Villages of Bellport, Lake Grove, Patchogue, Port Jefferson and Shoreham

**Town of East Hampton** - and the Village of Sag Harbor

**Town of Huntington** - entire town

**Town of Riverhead** - entire town

**Town of Shelter Island** - excluding incorporated villages

**Town of Smithtown** - and the Village of the Branch

**Town of Southampton** - and the incorporated villages of Sag Harbor, Southampton, Westhampton Beach and West Hampton Dunes

**Town of Southold** - excluding the incorporated villages

\*Please note that the Town of Babylon and the Town of Islip do not belong to the Suffolk County HOME Consortium of municipalities. **Eligible applicants cannot purchase homes in these towns.**

**APPLICATION PROCEDURE:** Applications for the HOME Down Payment Assistance Program for first-time homebuyers can be requested by phone from the Suffolk County Community Development Office between the hours of 9AM and 5PM Monday through Friday by calling **(631) 853-5705**. They can also be sent to you upon written request. **Applications must be mailed back to the Suffolk County Community Development Office.**

**APPLICATION INTAKE AND QUALIFICATION:** Applications will be evaluated and certified on a first come first served basis. **The deadline for submitting applications will be when we have 400 qualified applicants or September 30, 2009, whichever comes first. All applications must be returned by mail to:**

Suffolk County Community Development Office  
P.O. Box 6100  
100 Veterans Highway, H. Lee Dennison Bldg.  
Hauppauge, N.Y. 11788-0099

**Applications cannot be hand delivered. No application will be accepted unless mailed. Please get delivery confirmation so you can be sure the application was delivered to us.**

**PURCHASER CERTIFICATE:** Eligible applicants will be granted "Purchaser Certificates" upon submitting proof of attending mortgage counseling, giving them until **December 31, 2009** to enter into a contract to buy a house within the boundaries of the Suffolk County Consortium (unless the Suffolk County Community Development Office has reached its \$1,000,000 limit of committed funding for this year's program, at which time the certificate will become null and void and no funding provided.) After entering into a contract to purchase a principal residence, the first-time homebuyer will be given until **March 31, 2010** to secure a mortgage with a recognized lending institution and close on the property. If the purchase is for **new construction**, the buyer will have until **December 31, 2010** to close.

The Down Payment Assistance is a zero interest deferred payment loan that will be forgiven at the end of the five-year term as long as the house is not sold, transferred or rented out. As long as you live in the house for five years, the Note & Mortgage (or Security Agreement, if purchasing a co-op) will be forgiven and no repayments are ever made. Those purchasers buying a co-op will be required to sign a Security Agreement and the County will also file a UCC-1 statement to secure the HOME funds. The funds will be provided to the buyer by Suffolk County at the closing. A representative of the Suffolk County Community Development Office will attend the closing and will provide the check. The check will be made payable to the buyer and/or the seller.

## **Requirement for Mortgage Counseling: Home Buyer Education**



It is required that all grant recipients obtain mortgage counseling from one of the not-for-profit housing agencies listed below. There is no fee for attending. Buying your first home can be a stressful experience. These organizations have a great deal of experience in this field and can advise you on many aspects of purchasing a home and securing a mortgage. In many cases they can refer you to banks that offer first time homebuyer-friendly mortgage products and can assist you with clearing up any credit problems you might have. **You are advised to schedule an appointment as soon as possible before you start your search for a house.** You will be required to provide us with proof that you have received either one-on-one or group counseling from any of these agencies prior to entering into a contract of sale. ***Failure to attend mortgage counseling prior to your house search and securing a mortgage will jeopardize your receiving assistance through this program.***

Long Island Housing Partnership 435-4710  
180 Oser Avenue, Suite No 800, Hauppauge, N.Y. 11788  
[www.LIHP.org](http://www.LIHP.org)

Community Development Corporation of Long Island 471-1215  
2100 Middle Country Road, Suite 300, Centereach, N.Y. 11720  
[www.cdcli.org](http://www.cdcli.org)

Community Housing Innovations 475-6390  
55 Medford Avenue, Suite B, Patchogue, N.Y. 11772  
[www.CHlgrants.org](http://www.CHlgrants.org)

Town of East Hampton 267-7896  
Office of Housing & Community Development  
159 Pantigo Road  
East Hampton, NY 11937

Bellport, Hagerman, East Patchogue Alliance 286-9236  
1492 Montauk Highway, Bellport, N.Y. 11713

North Fork Housing Alliance, Inc. 477-1070  
116 South Street, Greenport, N.Y. 11944

Housing Help, Inc. 754-0373  
91 Broadway No 6, Greenlawn, N.Y. 11740  
[www.housinghelp.net](http://www.housinghelp.net)

## **RESTRICTIONS:**

- Houses to be purchased must have been unoccupied, occupied by the seller, or occupied by the buyer as a tenant immediately prior to contract signing. The purchase of the house cannot displace an existing tenant. Both purchaser and the seller will be required to sign a HUD PRE-CONTRACT AGREEMENT to verify this restriction is not being violated. This will be sent to you with the purchaser certificate when approved.
- The applicant must not have entered into a contract to purchase the house prior to the May 1<sup>st</sup>, 2009 start of the program.
- All houses constructed prior to 1978 must pass a visual lead based paint assessment by an EPA certified lead based paint inspector in order to be funded through this program.
- Private mortgages are not allowed. Mortgages must be through a licensed and recognized lending institution.
- The following mortgage products **are not allowed:**
  - 100% financing
  - adjustable rate mortgages
  - “no doc” loans
  - “interest only” mortgages
  - “203k mortgages
- Non-occupying co-borrowers are not permitted unless they are a parent or grandparent, subject to the approval of the SCCD office.
- All homes must be purchased within the Suffolk County Consortium area. Please see “Home Selection Areas” as described on page 5.
- The maximum mortgage amount should not exceed four times the annual household income or an amount determined by approved housing counseling, subject to final approval by the SCCD office.

**All inquiries may be directed to the Suffolk County Community Development Office at (631) 853-5705 or by mail:**

**Mailing address:**

**P.O. Box 6100  
Hauppauge, N.Y. 11788-0099**

**Location:**

**H. Lee Dennison Bldg., 11<sup>th</sup> Floor  
100 Veterans Memorial Highway  
Hauppauge, N.Y. 11788-0099**