

CITY OF FULTON, NEW YORK

**AFFORDABLE HOMEOWNERSHIP PROGRAM**

an Equal Housing Opportunity

The City of Fulton Affordable Homeownership Program is funded by the U.S. Dept. of Housing and Urban Development's Community Development Block Grant Small Cities Program. It is administered by the City of Fulton Community Development Agency, the Fair Housing Office for the City of Fulton, responsible for insuring equal housing opportunity for all Fulton residents.

This Program is designed to assist low and moderate income first-time home buyers. However, there is a provision for a waiver request in instances where previous homeownership is indicated.

Please review the attached program description with particular attention to eligibility requirements. If you meet the criteria and are interested in pursuing eligibility, complete the attached Affordable Homeownership Program Application and return it to the City of Fulton Community Development Agency, 125 West Broadway, Fulton, NY 13069.

All applications will be reviewed for eligibility in the order they are received. Applicants will be advised of the status of their application. Those meeting preliminary approval will be contacted to schedule an appointment with the agency's Housing Counselor to further determine eligibility. Once program eligibility is confirmed, applicants will be authorized to proceed to the home selection phase.

It is important to remember that all income, assets and debt information provided on the application must be verified by the agency's Housing Counselor and, moreover, this same information must be provided to a lending institution in the mortgage application and approval process where information is subject to a second verification. Applicants will be required to certify as to accuracy and completeness of all information given, and knowingly providing false and/or inaccurate information could result in legal ramifications. Eligible applicants will also be required to authorize a public records check with local law enforcement, in compliance with agency regulations.

If you have any questions, please do not hesitate to contact this office.

**AFFORDABLE HOMEOWNERSHIP PROGRAM (AHP)**  
**ELIGIBILITY REQUIREMENTS:**

1. To be considered for participation in AHP, household income **must not exceed** the following limits for household size:

HOUSEHOLD SIZE:	1	2	3	4	5	6	7	8
MAXIMUM INCOME:	\$36,900	42,150	47,400	52,650	56,900	61,100	65,300	69,500

2. Minimum household income of @\$22,000 is required for participation. Preference is given to Fulton City residents and residents of the Fulton Consolidated School District. Priority consideration is given to families with children.
3. Preference is given to first-time buyers, however, applicants indicating prior homeownership will have an opportunity to request a waiver of the first-time buyer provision. Exceptions considered will include, but not be limited to the following examples:
- Waiver based on divorce or widowed single parent with children with previous co-ownership.
  - Waiver based on applicant indicating previous ownership/sale of a mobile home.

Applicants indicating previous co-ownership will be required to provide legal documentation evidencing ownership and sale or transfer of same. Requests for waivers for participation are reviewed by the agency Board of Directors.

4. Applicants must evidence earned income in the household with stable, steady employment. If you have been working continuously for two years or more, you are considered to have "steady" employment. Mortgage lenders will be looking for a steady employment history.
5. Your income must be sufficient to carry monthly mortgage payments. The Affordable Homeownership Program will use a 28% ratio of monthly gross income to determine allowable monthly housing costs.
6. Applicants will have to evidence good credit history and little long-term debt in order to qualify for a bank mortgage. AHP will use a 36% ratio of monthly gross income to determine allowable total monthly debt. (Note: Mortgage lenders typically require a lapse of 2-3 years after bankruptcy/foreclosure, with evidence of improved credit profile before application for mortgage approval is considered).
7. Applicant must have savings established to cover buyer's share of closing costs; amount will vary depending upon selling price of home selected (see AHP Participant Financial Responsibilities; next page)
8. Home selection is limited to **single family homes within the city limits of Fulton**, including:
- houses on the market through realty, FSBO, etc.
  - a small number of rehabilitated properties sold by the Fulton Community Revitalization Corporation (FCRC) will also be available to purchase
  - New homes being built within the city limits may be available to purchase from FCRC

9. Income guidelines with their accompanying debt/income eligibility ratios (see #5, #6 above) generally indicate houses priced in the @\$35,000-\$70,000 price range; (while newly constructed houses will be priced higher, the amount of AHP write-down (down payment) assistance will be increased as well)
10. Homes selected must be in good condition, structurally sound and free of HQS and city code deficiencies, with sellers willing to address any such identified problems/code deficiencies prior to closing.

**AFFORDABLE HOMEOWNERSHIP PROGRAM WILL PAY FOR THE FOLLOWING HOME-BUYING EXPENSES:**

1. \$10,000 will be provided to write-down (decrease) the amount of mortgage required by the buyer to purchase an existing single-family home. For new construction houses, the write down assistance will be increased to \$25,000
2. The following Closing Costs and Pre-Paid's will be provided up to a maximum of @\$3,500:
  - Abstract/Title Search
  - Attorney Fees
  - Title Insurance
  - Recording Fees
  - Tax Stamps/County
  - Proration of Property Taxes
  - Aggregate Reserve Accounts

**AHP PARTICIPANT (HOME-BUYER) WILL INCUR THE FOLLOWING FINANCIAL RESPONSIBILITIES:**

1. Two percent (2%) of the property purchase price, to be applied toward closing costs
2. Two hundred dollars (\$200) to be applied toward 2nd mortgage recording fees, legal expenditures
3. Hazard (homeowner's) insurance premium
4. Repayment obligation for AHP grant monies:
  - The portion of the Closing Costs and Pre-Paid's provided by AHP is considered a free grant to the home buyer.
  - The amount of the mortgage write-down grant (\$10,000 or \$25,000) will result in a second mortgage on the home for a period of 10 years, requiring the grant be paid back in full should the home buyer occupy the home less than 5 years. The payback obligation will be reduced by 20% for each successive year the buyer occupies the home beyond 5 years. Only the principal amount will be required to be repaid, as this is a zero interest loan/grant. If the buyer lives in the home for the full 10 year period, there is no payback obligation, the CDA's second mortgage will be discharged and only the bank's mortgage will remain.

**APPLICATION**  
**AFFORDABLE HOMEOWNERSHIP PROGRAM**

Detach and return to:  
 Fulton Com. Dev. Agency  
 125 West Broadway  
 Fulton, NY 13069

APPLICANT: \_\_\_\_\_

SOC. SEC. #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CO-APPLICANT: \_\_\_\_\_

SOC. SEC.#: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

How long have you resided at above address? \_\_\_\_\_

Are you a resident of Fulton School District? Yes \_\_\_\_\_ No \_\_\_\_\_

Monthly rent payment: \_\_\_\_\_ Utilities: \_\_\_\_\_

Are you currently a Section 8 Rental Assistance recipient? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a former Section 8 Rental Assistance recipient? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you previously owned a home or mobile home? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, with whom? \_\_\_\_\_ When? \_\_\_\_\_

Circumstance(s) resulting in sale/loss: \_\_\_\_\_

**HOUSEHOLD COMPOSITION** - List **all** members of your household:

NAME	AGE	DOB	RELATIONSHIP

Does anyone live with you now or plan to live with you in the future who is not listed above?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

**EMPLOYMENT** - List **all** sources of employment for household members:

**APPLICANT:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

How long? \_\_\_\_\_ Gross monthly income, or hourly wages and hrs./wk. employed:

\_\_\_\_\_

Previous employer if employment above less than 2 years:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

How long? \_\_\_\_\_ Gross monthly income, or hourly wages and hrs./wk. employed:

\_\_\_\_\_

**CO-APPLICANT:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

How long? \_\_\_\_\_ Gross monthly income, or hourly wages and hrs./wk. employed:

\_\_\_\_\_

Previous employer if employment above less than 2 years:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

How long? \_\_\_\_\_ Gross monthly income or hourly wages and hrs./wk. employed:

\_\_\_\_\_

**OTHER SOURCES OF INCOME** - List **all** additional sources of household income such as alimony, child support, SS, SSI, SSD, VA benefits, etc.:

INCOME	MONTHLY AMOUNT

**DEBTS** - List all debts such as credit card payments, car loans, personal loans, student loans, child care expenses, etc.:

LENDER/PURPOSE	MONTHLY PAYMENT	BALANCE

HAVE YOU FILED BANKRUPTCY WITHIN THE LAST 10 YEARS? Yes \_\_\_\_\_ No \_\_\_\_\_  
 IF SO, WHEN? \_\_\_\_\_ WHERE? \_\_\_\_\_  
 ARE THERE ANY JUDGEMENTS AGAINST YOU? Yes \_\_\_\_\_ No \_\_\_\_\_  
 ARE YOU CURRENTLY A CO-SIGNER ON ANY LOAN? Yes \_\_\_\_\_ No \_\_\_\_\_

**ASSETS** - List liquid and non-liquid assets such as savings accounts, investments, real property, etc.:

ASSET	NAME OF BANK/ PLACE OF DEPOSIT	CASH VALUE

Do you have any ties to officials of the City of Fulton or to officers/staff of the Fulton Community Development Agency which might pose a conflict of interest? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please explain: \_\_\_\_\_

Are there children under the age of 7 in your household? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, have they been tested/screened for lead poisoning? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Have elevated levels of lead in their blood been detected? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please explain current status: \_\_\_\_\_

**Have you or any member of your household been convicted of \*illegal substance abuse or \*\*violent criminal activity within the last three years?** Yes \_\_\_\_\_ No \_\_\_\_\_

\*Illegal substance abuse is defined as the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute or use a controlled substance.

\*\*Violent criminal activity is defined as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, including threats and intimidation by any members of the household. Examples of violent criminal activity include, but are not limited to, spouse abuse, child abuse, endangering the welfare of a child, rape, molestation, any other form of sexual intimidation or harassment, arson, burglary, robbery and assault.

**STATISTICAL DATA:**

Federal and State Law prohibits discrimination on the basis of age, race or national or ethnic origin. The City of Fulton Community Development Agency is committed to serving the entire City of Fulton without discrimination and will comply with all rules and regulations regarding Fair Housing and Equal Housing Opportunity, Equal Employment Opportunity, Minority and Small Business Participation. This data is for our statistical reporting purposes only and will not be considered by any local, State or Federal official in determining an applicant eligible for assistance.

**Ethnicity of Applicant(s):**

- Hispanic
- Not Hispanic

**Race of Applicant(s):**

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- American Indian or Alaska Native *and* White
- Asian *and* White
- Black or African American *and* White
- American Indian or Alaska Native *and* Black or African American
- Other multiple race

**U.S. Citizen(s):**

- Yes
- No

**Highest level of education completed:** \_\_\_\_\_

\*\*\*\*\*  
 All information provided by applicant(s) will be kept confidential. All applications received will become the property of the City of Fulton Community Development Agency. Neither the City of Fulton Community Development Agency nor any participating financial institution guarantees the quality of the home purchased under this Program.  
 \*\*\*\*\*

- We (I) hereby apply for financial assistance from the City of Fulton Community Development Agency and certify that the above statements are all true, accurate and complete to the best of our (my) knowledge and belief. (False statements made knowingly by the applicant will disqualify the applicant from participating in the program).
- We (I) hereby consent to and authorize the City of Fulton Community Development Agency to obtain verification of all information required for compliance with the regulations of this program, including employment, assets, debts/credit profile.

**SIGNATURES:**

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT

\_\_\_\_\_  
DATE