



191 NORTH STREET, SUITE 1, BUFFALO, NY 14201
PHONE - (716) 882-7661 | FAX - (716) 882-7662
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DOWN PAYMENT AND CLOSING COST ASSISTANCE PROGRAM
APPLICATION CONTACT INFORMATION

Scheduled Closing Date _____

Address of Property to be Purchased: _____

Applicant(s): _____

Phone Number: _____ Email Address: _____

Realtor Name and Company: _____

Phone Number: _____ Email Address: _____

Closing Attorney Name and Company: _____

Phone Number: _____ Email Address: _____

Mortgage Lender Contact Name and Company: _____

Phone Number: _____ Email Address: _____

Please note that your application for the financial assistance cannot be processed without copies of **ALL** the documents below:

- Completed and Signed COB DPCC Application *(to be completed with HOCN)*
- All Required Household/Income Documentation, as noted on the COB DPCC Documentation Checklist
- Sales Contract for the home to be purchased
- 1003 Uniform Residential Loan Application, Mortgage Commitment, and Loan Estimate/Closing Disclosure from your Lender
- Pre-Contract Agreement OR Right to Withdraw Letter Signed by you and the Seller *(to be completed with HOCN)*



Documentation Checklist for COB Down Payment Closing Cost Assistance Program

Our staff is happy to assist you with making copies of your documentation to submit with your City of Buffalo application. Please review this list carefully in full and provide all documentation that applies to your household. **Current documentation must be provided for all individuals who will live with you who are 18 years of age or older.** Please note that review of your documentation may lead to a request for additional information and/or documentation. You will be advised in writing when your application is complete and you have been deemed eligible to participate in a City of Buffalo sponsored program.

Documentation of Purchase Agreements:

- 1003 Uniform Residential Loan Application from your Lender/Bank
- Sales Contract
- Mortgage Commitment from your Lender/Bank
- Good Faith Estimate of Closing Costs / Loan Estimate and Closing Disclosure from your Lender/Bank

Documentation of Identity:

- Proof of Marital Status:
 - If you are legally married: A copy of your Marriage Certificate. Legal spouses *must* sign application as co-applicant, even if you are separated and not planning to reside together, unless Legal Separation documented.
 - If you are Divorced or Legally Separated: A complete copy of your Divorce Decree or Separation Agreement is required, as well as one additional Federal Tax Return to help verify separation
 - If your Legal Spouse has passed: A complete copy of their Death Certificate is required
- Copy of Driver's License or NYS or Erie County Photo Identification for all individuals who live with you who are 18 years of age or older
- If children under the age of 18 live with you and are *not* shown on as dependents on your tax return, please provide Birth Certificates or Custody Agreements for each child

Documentation of Household Income:

All income documentation is required for all individuals who live with you who are 18 years of age or older

- Complete copy of your last year's Federal Tax Return** - i.e. the Federal 1040 form, w-2 statements and all schedules which were submitted with the return. This must be submitted for all individuals who must file based on their total income. If no return was filed due to age or income, you will be required to complete an IRS Non-Filing Verification Request Form with our office
- If a tenant is occupying the secondary unit of your home to be purchased, please have their household complete a **HUD Tenant Income and Statistical Report Form** (to be provided by HOCN)

If you or a member of your household are employed...

- Pay statements documenting wages received from each employer** (full and part time), including any Reserve Duty or National Guard income *Note – You should submit a minimum of eight (8) most recent consecutive pay statements for individuals who are paid bi-weekly and ten (10) most recent consecutive pay statements for individuals who are paid weekly*
- If you are **self-employed**, an itemized Income and Expense Statement for the most recent quarter YTD, in addition to your filed complete Federal Tax Returns for the last 3 years, your Business Tax ID Number, and bank statements for the previous six months for your business account(s.)

If you or a member of your household are receiving monthly benefits...

- Social Security** Award letter stating your monthly benefit for the current year (not more than 6 months old) *If you do not have a recent copy, call Social Security at 1-800-772-1213 and ask them to send you a copy of your current monthly benefit statement*
- Supplemental Security (SSI or SSD)** Award letter stating your monthly benefit for the current year (not more than 6 months old) *If you do not have a recent copy, call Social Security at 1-800-772-1213 and ask them to send you a copy of your current monthly benefit statement*
- New York State Supplemental Program (SSP)** Award Letter stating your monthly benefit for the current year (not more than 6 months old) *If you do not have a recent copy, call Social Security at 1-855-488-0541 and ask them to send you a copy of your current monthly benefit statement*
- Unemployment Benefit** statements covering the most recent 2 month period - including the starting date of payments and the projected end of the benefit year
- Disability Benefit** statements covering the most recent 2 month period - including the starting date of payments and any information regarding the continuation or termination of payments
- Pension Benefit** award letter (not more than 6 months old) or recent 2 month pay statements
- Railroad Retirement, and/or Veteran's benefit** monthly benefit award letter (not more than 6 months old) or statements covering the most recent 2 month period
- Current **Public Assistance** Budget Sheet
- Court ordered **Support Letters** for dependent children or for yourself

If you or a member of your household are receiving monthly benefits...

- If you are not now employed, have **No Income** at all at this time, have had no income from any source, and are currently totally dependent on another household member for your support, you will be required to sign a notarized affidavit to be provided by HOCN.
-If you were employed within the last 12 months, you will be required to provide a letter from your former employer noting your last date of employment.

If you or a member of your household are receiving informal income and are not sure how to document this, please notify our office and we will help you navigate what type of documentation the City of Buffalo requires.

Documentation of Assets and Debts:

Assets documentation is required for all individuals who live with you who are 18 years of age or older

- Bank Statements for the most recent 6 months for any and all accounts held in your name**
You must submit all pages of your bank issued statement, no online transaction printouts.
-If the account is held with another individual who is not a member of your household, please provide evidence (for example, a copy of the driver's license) that that individual does not reside with you.
-If deposits that are not your documented income and exceed \$100 are present, please note what the sources of these deposits are. You may be required to complete a notarized affidavit to be provided by HOCN.
- Most recent **quarterly statement for any 401K, Retirement, Life Insurance, or other benefit accounts** you and/or your employer pay into as an investment benefit
- Recent copy of a **Monthly Statement for all Loans, Credit Card**, or other revolving payments.

Documentation of Required Certifications:

- Homebuyer Education Training/Course Certificate** dated within 12 months of application date provided by a HUD-approved counselor and HUD-approved housing counseling agency.
- Pre-Purchase Home Ownership Counseling Certificate/Letter** dated within 12 months of application date for all individual members of the household who will hold title.



City of Buffalo Down Payment Closing Cost (DPCC) Program Overview

Heart of the City Neighborhoods, Inc. (HOCN) is a nonprofit Community Development Corporation assisting with application intake for the City of Buffalo's Down Payment Closing Cost (DPCC) Program. This program offers income eligible first-time homebuyers an interest-free conditional grant of *up to* \$5,000.

Is the home I'm purchasing eligible for this assistance?

- Is the home a single family (one unit) or double family (two unit) home (as classified by the City of Buffalo) located in the legal limits of the City of Buffalo?
- Is the home in generally good condition with no major housing code violations?
- Has the home been owned by the same owner for the past 18 months?
- Is the home currently occupied by the seller or vacant and has had no tenants residing in it in the past 18 months who will no longer be living there after your purchase?
- Is the sale price under \$173,000 (single family home) or \$221,000 (double family home)?

If you can answer 'YES' to all of these questions, you may be eligible for assistance!

Are you eligible to apply for the DPCC Program?

- Are you a first-time homebuyer?
(*Applicants and their legal spouse cannot have held title to a property in the past three years.)
- Are you obtaining mortgage financing for the purchase of this property?
- Does your annual, gross household income and asset value fall within the required income limits defined by HUD? *(Please call our office for household income limit information)*

If you can answer 'YES' to all of these questions, you may be eligible for assistance!

What else should you know about this program?

- Individualized Pre-Purchase Homeownership Counseling is required for all adult household members who will hold title and be party to the mortgage and each applicant must provide a certificate or letter of completion dated within the past 12 months. This must be completed at an approved HUD Certified agency.
- Applicants are required to complete a HUD-certified Homebuyer Education Training Course consisting of at least 8 hours of instruction by a HUD-approved housing counselor and HUD-approved counseling agency, and provide a certificate of completion dated within the past 12 months.
- Anyone who will hold title and be party to the mortgage, and *any legal spouses* of those parties, are required to sign the application as co-applicants and must provide all required application documentation.
- If you are using a 203k or NACA mortgage, you are *not* eligible for assistance under this program.
- Applicants with assets that exceed \$35,000 (not including funds being put towards purchase) will not be considered to be eligible for participation in owner occupied housing programs.
- It can take the City of Buffalo up to 30 days to review and process completed applications, so we encourage applicants to apply *as soon as your offer has been accepted/ sales contract has been signed* so your application can be reviewed in time for the scheduled closing.

Have additional questions about this program? Please call our office at (716) 882-7661!

Closing Costs Covered

- Funds may be used to pay for the down payment assistance and the reasonable and customary closing costs defined in 24 CFR 92.602, including reasonable and necessary costs incurred by the homebuyer with the traditional financing of single family housing acquisition. These costs include, but are not limited to costs to process and settle the financing for purchase of a home, such as private lender origination fees, credit report fees, fees for title evidence and insurance, fees for recordation and filing of legal documents, attorney's fees, mortgage application fees, appraisal fee, mortgage insurance, filing fees, adjusted city and/or county property, water and sewer taxes, legal fees, search, survey, escrow start up, and points (limited to origination points).
- DPCC funds may not be used to complete or pay for any repairs to the property.
- An itemized list of closing costs must be presented. (The Loan Estimate is sufficient at the time of application; a more accurate list will be provided by the lender as part of the monthly payment negotiations).
- Buyer's financial responsibilities associated with purchase of home at closing, excluding fees paid outside closing (POC).
- DPCC does not cover reimbursement for funds paid prior to closing and Paid Outside of Closing (POC), for example: 1st year's homeowner insurance, home inspection, Bank attorney fees etc.

Financial Assistance Limits and Terms

- Funding will be provided as a deferred payment, zero percent interest (0%) loan/conditional grant of up to \$5,000.00.
- If the purchaser resides in the home for the full five-year term of the loan, the loan will be forgiven and no repayment is required. You need not make any payments toward this loan unless your home is sold, or transferred before the end of the term. In those cases, the full amount of the loan will have to be repaid.

How can you apply?

- Once your offer has been accepted, please review and gather all of the required documentation noted on the Documentation Checklist.
- Please call our office to schedule an appointment to complete an application with our staff (we can help make copies of your documentation for your application!)

Have additional questions about this program? Please call our office at (716) 882-7661!



HUD Certified Homebuyer Education and Housing Counseling Agencies

<p>Belmont Housing Resources for WNY, Inc. 2393 Main Street, Buffalo NY 14214 (716) 884-7791 www.belmonthousingwny.org</p>	<p><i>Homebuyer Education Workshops First Time Homebuyer Counseling Homeowner Counseling Foreclosure Prevention Landlord Education Financial Education and Coaching Rental Counseling</i></p>
<p>Buffalo Urban League, Inc. 15 Genesee Street, Buffalo NY 14203 (716) 250-2400 www.buffalourbanleague.org</p>	<p><i>Homebuyer Education Workshops First Time Homebuyer Counseling Homeowner Counseling Foreclosure Prevention Landlord Education Financial Education and Coaching Rental Counseling Predatory Lending Counseling</i></p>
<p>Consumer Credit Counseling Service of Buffalo, Inc. (CCCS) 40 Gardenville Parkway, Suite 300, West Seneca, NY 14224 (716) 712-2060 www.consumercreditbuffalo.org</p>	<p><i>Homebuyer Education Workshops First Time Homebuyer Counseling Foreclosure Prevention Financial Education and Coaching Reverse Mortgage Counseling</i></p>
<p>Homefront, Inc. 780 Fillmore Avenue, Buffalo NY 14212 (716) 856-2952 780fillmore.org/homefront</p>	<p><i>Homebuyer Education Workshops First Time Homebuyer Counseling Landlord Education</i></p>
<p>Neighborhood Assistance Corporation of America (NACA) 135 Delaware Avenue, Suite 102, Buffalo NY 14202 (716) 834-6222 www.naca.com</p>	<p><i>Homebuyer Education Workshops First Time Homebuyer Counseling Homeowner Counseling Foreclosure Prevention Financial Education and Coaching</i></p>
<p>NeighborWorks Community Partners Buffalo 359 Connecticut Street, Buffalo NY 14213 1943 Niagara Street, Buffalo NY 14207 (716) 885-2344, (716) 877-3910 nwcpcbuffalo.org</p>	<p><i>Homebuyer Education Workshops First Time Homebuyer Counseling Homeowner Counseling Home Improvement Counseling Foreclosure Prevention Landlord Education Financial Education and Coaching Rental Counseling</i></p>



Buffalo Urban Renewal Agency

315 City Hall, 65 Niagara Square
Buffalo, New York 14202-3302
716-851-4236
716-851-5168

Byron W. Brown, Chairman

Mortgage Lenders

Bank of America

Samuel Coho
10 Fountain Plz,
Buffalo, NY 14202
Office: (716) 468-2424

M&T Bank

Shelly Freier
Office: (716) 848-7660
Cell: (716) 352-0106
email: sfreier@mtb.com

M&T Bank

Saleem Shabazz
Office: (716) 848-7600
Cell: (716) 417-7777
email: sshabazz@mtb.com

Northwest Bank

Trina Burruss
Regional Vice President
Community Relationship Officer
375 Essjay Road
Williamsville, NY 14221
Office: (716) 730-4240
Cell : (716) 310-0412
Fax : (716) 730-4497

Wells Fargo Mortgage

Office: 1-866-754-3484

Evans Bank

Lisa Akers
2670 Delaware Ave
Buffalo, NY 14216
(716)926-2040 ext. 3984
Cell: 868-5769
email: lakers@evansbank.com

SEFCU Mortgage Services

700 Patroon Creek Blvd., Suite 301, Albany, NY
12206
Toll Free: (800) 444-6313
Office: (518) 783-1234
email: sales@sefumortgageservices.com

Buffalo Metropolitan Federal Credit Union

62 S. Elmwood Ave
Buffalo, NY 14202
Office: (716) 847-6960
Office: (716) 839-0701
email: ownerschoice@ownerschoice.com

Key Bank

John C. Whiting
3920 Main Street
Amherst, NY 14226
Office: (716) 517-2990
email: John_whiting@keybank.com

Five Stars Bank

Johnathan Graves
Community Development Loan Officer, AVP
Residential Lending
40-50 Fountain Plaza
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