



## **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* \$10,000.

### **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 or lead based paint hazards?
- 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 \$223,000 (single family home) or \$286,000 (double family home)?
- Are you at least 40 days out from your closing date?

**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 owned a home in the past three years.)
- Are you obtaining traditional 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 current 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?**

- It can take the City of Buffalo up to 50 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.** If you are closing in less than 40 days and cannot push back your closing date, we will unfortunately not be able to start an application with you.
- 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.

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

- 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.
- Applicants who wish to use a sub-prime product for their mortgage (this includes Mortgage Brokers) must have been rejected by a CRA lender for a prime or CRA product and must present documentation of rejection. Mortgage Brokers must sign a statement that they are working on behalf of and in the best interest of the buyer/borrower.

### **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 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 \$10,000.00.
- 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 and you have a Sales Contract, please review and gather all of the required documentation noted on the Documentation Checklist. It can take the City of Buffalo up to 50 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.**
- Please call our office at (716) 882-7661 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!**



135 DELAWARE AVENUE, SUITE 503, BUFFALO, NY 14202  
PHONE - (716) 882-7661 | FAX - (716) 882-7662  
WWW.HOCN.ORG | INFO@HOCN.ORG

**DOWN PAYMENT AND CLOSING COST ASSISTANCE PROGRAM  
APPLICATION CONTACT INFORMATION**

---

Address of Property to be Purchased: \_\_\_\_\_

Scheduled Closing Date: \_\_\_\_\_ Sale Price: \$ \_\_\_\_\_

Applicant Name(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:

- Sales Contract for the home to be purchased
- Loan Estimate/Closing Disclosure, 1003 Uniform Residential Loan Application, and Mortgage Commitment from your Lender
- A letter from your Closing Attorney noting they will represent you at Closing
- All required Household/Income Documentation, as noted on the COB DPCC Documentation Checklist
- Completed and Signed City of Buffalo Application *(to be completed with HOCN)*
- Pre-Contract Agreement OR Right to Withdraw Letter Signed by both 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.

### 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
- Letter of representation from your Closing Attorney noting they will represent you at Closing

### 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.)

*Documentation Checklist continues on next page* 

*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 a household member has **No Income** at all at this time from any source and are currently dependent on another household member for 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.



**HUD Certified Homebuyer Education and Housing Counseling Agencies**

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

Anthony Saad  
10 Fountain Plz, Buffalo, NY 14202  
Office: (716) 847-4271

Mohammed R. Ahmed  
495 Elmwood Avenue, Buffalo NY 14222  
Office: (716) 271-7984

### M&T Bank

-Mary Drossos  
(716) 533-5807  
[mdrossos1@mtb.com](mailto:mdrossos1@mtb.com)  
-Shelly Freier  
(716) 848-7660  
(716) 352-0106  
[sfreier@mtb.com](mailto:sfreier@mtb.com)

### Northwest Bank

Johnathan A.R. Graves  
Mortgage Loan Officer  
14 Lafayette Square-Rand Building  
Buffalo, NY 14203  
Mobile: 716-308-9817

### Five Stars Bank

Takeysha L. Mudzingwa  
AVP/ Community Development Loan Officer  
6215 Sheridan Drive, Williamsville, NY 14221  
(716) 817-2704  
[TLMudzingwa@five-starbank.com](mailto:TLMudzingwa@five-starbank.com)

### Community Bank

Frank Garcia  
CRA Lending Team Leader  
5 Clark Street, Orchard Park NY 14127  
(716) 539-5285  
[Frank.Garcia@cbna.com](mailto:Frank.Garcia@cbna.com)

### Evans Bank

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

### Key Bank

John C. Whiting Jr.  
201 Amherst Street  
Buffalo NY 14207  
Office: (716) 517-2990  
email: [John\\_whiting@keybank.com](mailto:John_whiting@keybank.com)

### Wells Fargo Mortgage

Office: 1-866-754-3484

*\*Please know that if you are using a Mortgage Broker, you will be required to provide documentation that you were rejected by a CRA lender for a prime or CRA product as well as a signed statement from your broker that they are working on your behalf and in your best interest.*

Updated 11-2023 by Heart of the City Neighborhoods, Inc.