



Home Rehabilitation and Purchase Program Application

Return to Opportunities for Otsego at 3 West Broadway, Oneonta, NY 13820



All applicants are required to submit documentation which confirms information provided below.
A list of acceptable documentation is provided at the end of this application.

Applicant Information

Name (Applicant 1): _____ SSN: _____ DOB: _____

Name (Applicant 2): _____ SSN: _____ DOB: _____

Address: _____ Primary Phone: _____ Circle: Home Cell Work
 _____ Email: _____

Number of persons in household: _____ Adults _____ Children (under 18)

Check if any applicant is:
 Disabled Elderly
 Traumatic Brain Injury

Property Information

Is the property you wish to rehabilitate/purchase in the City of Oneonta? Yes No

Is the property you wish to rehabilitate/purchase a single-family home? Yes No

If "No" to either question, STOP HERE. This application is only for single-family homes located in The City of Oneonta. For properties outside of the City, contact Otsego Rural Housing Assistance at 607.286.7244. If you are seeking assistance for Rental Rehabilitation, contact the City Office of Community Development at 607.432.0114 to be added to the Waiting List.

Does the property you wish to rehabilitate/purchase currently have Code violations? Yes No
 I do not know

Please check all that apply:

<input type="checkbox"/> I/We own and live in the home	<input type="checkbox"/> I/We own a home but do not live in it
<input type="checkbox"/> I/We have never owned a home	<input type="checkbox"/> I/We lost home in foreclosure
<input type="checkbox"/> I/We previously owned, but sold home	Date of sale _____
<input type="checkbox"/> I/We previously owned with former spouse	Date of home separation _____

Income Information Include annual income for all adults living in the household. Amounts should be Gross/Pre-tax. Do not include income of dependents that are full-time students.

Employer (Applicant 1): _____ Since: _____

Employer (Applicant 2): _____ Since: _____

Income Source	Applicant 1	Applicant 2	Other Adult(s)
Self-Employment			
Wages/Salaries			
SSDI or SSI			
Social Security			
Pension/Retirement			
Veteran's Benefit			
Disability (private or state)			
Interest/Dividends			
Child Support/Alimony/Spousal Support			
Real Estate/Rental Income			
Worker's Compensation			
Unemployment Benefits			
Public Assistance			
Other (specify): _____			
TOTAL INCOME			

Asset Information

Balance of: Savings Account(s) \$ _____ Checking Account(s) \$ _____
 Value of: CD's \$ _____ Stocks/Bonds \$ _____
 Retirement Account (401k, 403b, IRA's) \$ _____

Long Term Debt Information

Monthly Expenses	Applicant 1	Applicant 2
* Car Loan(s)		
* Credit Card(s) – Balance		
* Credit Card(s) – Monthly Payment		
* Medical Bills (Only include if on payment plan)		
* Student Loan(s)		
* Personal Loan(s)		
* Other Loan(s)		
Child Support PAID OUT		
Alimony/Spousal Support PAID OUT		
Housing Amount: Mortgage/Rent		
How long at current address?		
Average Utility Costs: Heat/Electric (Note if included in rent)		
Does your household receive housing assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type? <input type="checkbox"/> HEAP <input type="checkbox"/> Section 8 <input type="checkbox"/> Other _____
Current on all debts (e.g. credit card, car payment, medical bill, student loan)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ever been turned over for debt collection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ever filed for bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, note date of filing:		

If yes on any of the above questions, please explain (e.g. why delinquent on debt, what was turned over for collection, what led to bankruptcy, what was the outcome):

Current Homeowners Only

Current on mortgage payments*?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current on property and school taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current on homeowner's/flood insurance payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you received assistance from The City of Oneonta previously to purchase and/or rehabilitate your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*If you have a loan modification agreement due to foreclosure, provide proof of 6 months of on-time payments in the modification agreement.

Conflict of Interest

Under certain circumstances, an applicant for funding may have what is known as a "conflict of interest" and may need a waiver in order to participate in a program. A conflict of interest may be present if an applicant is related to an employee, officer, or elected official of the City of Oneonta or Opportunities for Otsego. There are other cases that may also result in a conflict.

To help us make that determination, all applicants are to **answer the questions below**. If a conflict does exist, the City of Oneonta can request a waiver, which must be reviewed and granted by the funding source. If necessary and appropriate, The City of Oneonta and/or Opportunities for Otsego will make a waiver request on your behalf.

	Applicant 1	Applicant 2
Is any applicant or household member listed in this application a current or past employee, officer, elected official, or board member of either the City of Oneonta or Opportunities for Otsego?	[] Yes [] No	[] Yes [] No
If yes, please explain.		
Does any applicant or household member listed in this application have any business involvement, decision-making responsibilities, or financial interest through their involvement with The City of Oneonta of Home Rehabilitation and Purchase Program(s) or its employees, consultants, officers, elected officials, or board members?	[] Yes [] No	[] Yes [] No
If yes, please explain.		
Does any applicant or household member listed in this application have immediate family ties with any persons involved with the administration of The City of Oneonta Home Rehabilitation and Purchase Program(s), including employees, consultants, officers, elected officials, or board members? <i>Immediate ties include, whether related by blood, marriage, or adoption: spouse, parent (including step-parent), child (including stepchild), brother, sister (including step brother or step sister) grandparent, grandchild, and in-laws or a covered person.</i>	[] Yes [] No	[] Yes [] No
If yes, please explain.		

I attest that all information, including income and assets, provided as written and within the submitted documents is true and accurate as of the date of this application.

Applicant 1 Signature: _____ Date: _____

Applicant 2 Signature: _____ Date: _____

As representative for The City of Oneonta Home Rehabilitation and Purchase Program(s), I attest that I have reviewed the application and its attachments for accuracy.

Signature: _____ Date: _____

Required Documentation

Please include the following documents with your application. These documents will be used to verify the information provided in the written portion of the application, determine income eligibility, and property appropriateness for available programs. Households deemed ineligible may be placed on a waiting list for future housing programs.

Use the list below as a checklist to ensure your application is complete. If you are unable to make copies of the required documents, please contact Opportunities for Otsego to make arrangements.

Applicant Information		
	Applicant 1	Applicant 2
Driver's License <u>OR</u> Photo ID	[]	[]
Social Security Card	[]	[]
Property Information		
	Applicant 1	Applicant 2
CURRENT HOMEOWNER(S)		
Copy of Deed <u>OR</u> In the case of life estate, a copy of the recorded deed documenting life use, or another legal document recorded and filed with the County Clerk.	[]	
PREVIOUS HOMEOWNER(S)		
Documentation of foreclosure, sale, or separation from home which includes date of event.	[]	[]
PURCHASER(S)		
If available, MLS/Property listing <u>OR</u> Contract of sale	[]	
Income Information		
	Applicant 1	Applicant 2
Self-Employment: Last 2 years of Federal Tax Return (form 1040) with Schedule C <u>AND</u> Most recent 3 months profit and loss statement	[]	[]
Real Estate/Rental Income: Income and expense report for last 3 months	[]	[]
Wages/Salary: Pay Stubs for the past 2 months	[]	[]
All Other Sources of Income: Award letter or current statement which includes weekly, monthly, or annual income amount	[]	[]
ALL APPLICANTS: Last 2 years of Federal Tax Returns with W2 as available.	[]	[]
Asset Information		
	Applicant 1	Applicant 2
Saving/Checking Account: Statements for the most recent 3 months	[]	[]
CDs/Stock/Bonds/Retirement Account: Current statement noting value of account	[]	[]
Any lump sum payments from sale of property or insurance settlements	[]	[]
Long Term Debt Information		
	Applicant 1	Applicant 2
Credit Report* <u>OR</u> Current Statement of all applicable accounts	[]	[]
* Purchasers will have their Credit Report pulled by the Bank and/or the HUD Certified Housing Counselor so you do not need to pull it for this application.		
Child Support/Spousal Support/Alimony: Letter or official documentation which includes weekly, monthly, or annual obligation.	[]	[]
Housing Expenses (Current Homeowners Only)		
	Applicant 1	Applicant 2
Mortgage Payments: Current billing statement	[]	
Property/School Taxes: Tax bill receipt <u>OR</u> Escrow statement	[]	
Homeowner/Flood Insurance: Current billing statement <u>OR</u> Receipt of payment <u>OR</u> Escrow statement	[]	
If you have a loan modification agreement due to foreclosure, provide proof of 6 months of on-time payments in the modification agreement.	[]	
Purchaser(s) Optional		
	Applicant 1	Applicant 2
Mortgage pre-approval letter or certificate from bank	[]	

*** PROVIDING A CREDIT REPORT: If you have a credit report that is less than 6 months old, you may attach that report rather than request a new one.** Please be advised that every time you authorize a bank, credit card company or similar to access your credit report, you drive down your credit score, which can negatively impact your ability to get a loan/mortgage. However, federal legislation allows every individual to access their own credit report once a year without impacting their credit score. You can access your credit report free on-line at ANNUALCREDITREPORT.COM. You can either request a report from each of the three reporting agencies (Trans-Union, Experian, Equifax) once a year, or request a credit report from one of the three agencies every four months. **For purposes of this application, we only need a report from one agency. In lieu of a credit report you may provide current statements for all open accounts.**