



The New York State Association of REALTORS® Housing Opportunities Foundation Individual Grant Program

NYSAR Housing Opportunities Foundation Grants

The New York State Association of Realtors Housing Opportunities Foundation, Inc. is an organization that was established to create and increase affordable housing opportunities for individuals to overcome the barriers of homeownership. Qualifying individuals apply for grants to assist with closing costs and/or down payments. The grants are gifts with no payback requirement and are available to low-to-moderate income families in New York State.

The Housing Opportunities Foundation has entered into arrangement with the Community Foundation for the Greater Capital Region who will receive and review applicants and award grants throughout New York State.

Eligibility Requirements:

1. Applicants must be first-time homebuyers as defined by The State of New York Mortgage Agency, SONYMA (www.nyhomes.org), as: A person who (i) has not had any ownership interest in his or her primary residence at any time during the three years prior to the date of making an application for a SONYMA mortgage loan; and, (ii) at the time of making the loan application, does not own a vacation or investment home. This includes residences owned in the United States and abroad. **You do not need to obtain a SONYMA loan in order to qualify for this grant.**
2. Applicant incomes must be no more than 110% of the SONYMA Low Interest Rate Program's TARGET income limit for the applicant's county as posted on the SONYMA website on the day the application is received by the Foundation. For more details, visit <http://www.nyshcr.org/Topics/Home/Buyers/IncomeLimits/Programs.htm>
3. Home prices must be no more than 110% of the SONYMA Low Interest Rate Program's TARGET purchase price limit for the applicant's county as posted on the SONYMA website on the day the application is received by the Foundation. For more details, visit <http://www.nyshcr.org/Topics/Home/Buyers/PurchasePriceLimits/Programs.htm>
4. Grants will be limited for the purchase of an owner occupied residence only.
5. REALTOR®* representing themselves in their own home buying transaction are ineligible.
6. **Applicants must be using a REALTOR® to be eligible for this grant.**

Application Procedures:

1. In addition to the application form, the following information is required:
 - A letter from the lender referencing the candidate's mortgage pre-qualification. Final loan commitment submission is required before funds can be dispersed.
 - A copy of the candidate's most recent W2.
 - A copy of the certificate of completion of a first time homeowner workshop, if available.
2. **The application, as well as the lender letter, copy of the W2 and essays, be submitted typed, single-sided and as one packet.**
3. The applicant should complete the application form by typing or printing all answers. **Important: Download the PDF form to your computer, then complete. Your answers will not be saved if you do not download the PDF to your computer before filling it out.**
4. Application must be signed by the REALTOR® working with the applicant.

* REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is member of the NATIONAL ASSOCIATION OF REALTORS® and subscribes to its strict Code of Ethics.

5. Each essay should be **typed** and no more than 200 words. Please use the space provided in the application. **Please do not handwrite the essays.**
6. Applications that are not complete will not be eligible for review.
7. Any applicant may resubmit an application for the following month if the initial application is denied.

Selection Process:

1. Selection for this grant is based on a lottery system. Winners are selected at random. All completed applications submitted during a calendar month will be entered into the same pool. All applications are given equal consideration unless otherwise noted.
2. Applicants submitting a certification of completion for a first time homeowner workshop will receive TWO entries into the lottery pool for that month.
3. **Applications will be reviewed on a rolling basis with decisions rendered in the month following the receipt of the application. For example, if you submit an application during the month of June you can expect to be notified by email sometime in early July. Please allow up to 30 days from the date the application is received for notification.**
4. Incomplete applications will not be entered into the lottery.
5. The applicant will be notified either way by the Community Foundation by **email**.

Fund Disbursement:

1. A grant of \$2,000 will be awarded to selected individuals for down payments and other reasonable closing costs normally associated with purchasing a home.
2. If a closing occurs prior to the awarding of funds, the applicant will no longer be eligible to receive a grant.
3. The grant funds will be available for 120 days following final approval by the Foundation. Funds will be released to a representative attending the closing other than the grant recipient.
4. If you are selected a representative from NYSAR will contact your REALTOR® directly to arrange payment.

Completed applications should be emailed to nysar@cfgcr.org or mailed to:

**NYSAR Housing Opportunities Foundation
c/o The Community Foundation for the Greater Capital Region
6 Tower Place
Albany, NY 12203**

All inquiries should be made via email to: nysar@cfgcr.org.

No calls please.



NYSAR Housing Opportunities Foundation Individual Grant Application

Applicant Information

Name of Purchaser (and co-applicant if applicable): _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Individuals in Household (#): _____ Annual Income: _____

Employer/Occupation: _____ Years in Current Position _____

Address: _____

Co-Applicant Employer/Occupation: _____ Years in Current Position _____

Address: _____

Property Information

Address/Location: _____

Property Type: Single Family Multiple Dwelling (# of units _____)

Mortgage Applied for: VA FHA Conventional FMHA SONYMA Other

Lender's Name: _____

Lender's Address: _____

Has a loan commitment been received? Yes (please attach) No (please include prequalification)

Purchase Price: _____ Amount of Mortgage: _____ Term of Loan: _____ Interest Rate: _____%

Title will be held in what name(s): _____

The information represented herein is accurate to the best of my ability and I affirm that I am a first-time homebuyer as stated in the Foundation's eligibility requirements and procedures. I understand that the Community Foundation for the Greater Capital Region's Board of Directors may request any documents or instruments relating to the prudent analysis of the application.

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

REALTOR Name: _____ **REALTOR NRDS#** _____

REALTOR Signature: _____ **Date:** _____

Please use the space provided to type your answers to the following essay questions in no more than 200 words each:

1. Please take this opportunity to share information about your current circumstances and how have you positioned yourself to be successful as a first time homeowner. Please include details about any first-time homeowner workshops or counseling sessions completed or currently attending.

2. How would receiving this grant affect your ability to purchase this residence?

3. How would purchasing this home affect your quality of life?

Applications can be submitted by email or regular mail.

nysar@cfgcr.org

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