

TOWN OF UNION

FIRST TIME HOME BUYER PROGRAM

Eligibility

In order to be eligible for the First Time Homebuyer Program, applicants must meet the following criteria:

- ◆ Applicant must not have owned a home within three (3) years of application date.
- ◆ Applicant must have an income at or below 80% of the median income (for their respective family size) for the Broome County region as listed in the chart below
- ◆ Applicant must have sufficient income and a good credit history to qualify for a mortgage.
- ◆ Applicants who have at least one permanent family member gainfully employed will receive priority.

Program Requirements

- ◆ The program is limited to one and two family homes only
- ◆ The home purchased must be the primary residence of the owner
- ◆ The purchase must not cause an involuntary displacement of existing tenants
- ◆ The home to be purchased must be in the Town of Union, which includes the Villages of Endicott and Johnson City
- ◆ The purchase price of the home must not exceed \$80,000
- ◆ The home must meet local rehabilitation standards
- ◆ The home must not have any pre-existing chipping, peeling, flaking, chalking, or otherwise defective interior or exterior painted surfaces
- ◆ All applicants must complete homebuyer education counseling prior to closing
- ◆ Buyers must have a professional home inspection performed on the home to be purchased prior to closing
- ◆ Buyers may be required to have a risk assessment for lead based paint completed prior to closing.

Use Of Program Funds

- ◆ The program provides up to \$5,000 for down payment or settlement charges such as reimbursement for cost of professional home inspection and other acquisition costs. Applicants must invest a minimum of \$500 of their own funds.
- ◆ The program provides up to \$5,000 for repairs necessary to comply with local code requirements. Additional repairs may also be allowed by the Town of Union at its sole discretion.

Program Details

- ◆ Maximum amount of deferred loan is \$10,000 per applicant.
- ◆ Minimum deferred loan is \$1,000.
- ◆ Program will not fund any costs associated with non-conforming "sub prime" mortgage loans.
- ◆ Owner financed or privately held mortgages are not permitted.
- ◆ Homes purchased on land contract are not permitted.
- ◆ Program funding is secured by a second mortgage. The loan is interest free and no monthly payments are required.
- ◆ Repayment of the deferred loan is required in accordance with the following recapture schedule upon transfer of any right, title, or interest in property or failure to occupy the property as primary residence.

Town Of Union First Time Home Buyer Program Recapture Schedule	
<i>Period Of Occupancy</i>	<i>% Of Loan To Be Repaid</i>
Mortgage Date to 5 Years	100 %
5 Years Plus 1 Day To 6 Years	85 %
6 Years Plus 1 Day To 7 Years	70 %
7 Years Plus 1 Day To 8 Years	55 %
8 Years Plus 1 Day To 9 Years	40 %
9 Years Plus 1 Day To 10 Years	25 %
10 Years Plus 1 Day Upon Transfer of right, title, or interest in property or failure to occupy property as primary residence.	20 % <small>This amount never forgiven.</small>

Income Eligibility Guidelines (Effective February 13, 2008)

Family Size	Income Limit
1	\$32,550
2	\$37,200
3	\$41,850
4	\$46,500
5	\$50,200
6	\$53,950
7	\$57,650
8+	\$61,400

For Further Information

Please Contact:

Conant Smith

Phone: 607-786-2993

Fax: 607-748-0041

Email: csmith@townofunion.com

World Wide Web: www.townofunion.com





**TOWN OF UNION
FIRST TIME HOMEBUYER PROGRAM**

Town of Union
Department of Planning
3111 East Main Street
Endwell, New York 13760-5990

**First Time Homebuyer Program
Documentation Requirements**

1. Credit Report for each adult household member
2. Proof of income (Bring all that apply for all household members)
 - a.) **Wages**
Most recent tax return and supporting W-2 and Form 1009.
 - b.) **Pension Income**
Letter from company stating amount, or annual tax statement.
 - c.) **Social Security or SSI benefits**
Statement Of Benefits. This can be obtained by calling the Social Security Office.
 - d.) **Social Service Benefits**
Budget worksheet.
 - e.) **Disability Benefits**
 - f.) **Unemployment benefits**
 - g.) **Contributions from separated spouse or family**
Letter from Family Court or Supreme Court order showing maintenance payment, alimony, or child support.
 - h.) **Income From Assets (Includes IRA, Keough, Certificates of Deposit, Time Certificates, Treasury Bills, Money Market Accounts, and savings Bonds)**
Most recent year-end statement from financial institution showing interest and balance as of December 31st.
 - i.) **Income From Stocks, Bonds, Securities, And Mutual Funds**
Most recent year-end statement showing dividends paid for the year ending December 31st and the number of shares owned.
 - j.) **Rental Income**
Tax return or statement from tenant.
 - k.) **Self-Employment Income**
Copy of Schedule C from most recent tax return.
 - l.) **Any other monies regularly received by household members**
3. Proof of current income and current bank statements.

(Revised 3-19-08/income guidelines)

Instructions For Ordering Your Credit Report

Credit reports may be obtained from any of the credit reporting agencies listed below. Each agency's credit report will include only credit information that it has in its data base. Keep in mind that mortgage lenders will obtain a residential mortgage credit report that will include information from **ALL three** of the reporting agencies listed below. If a credit report is obtained from only one reporting agency, it may not contain complete credit information.

TRANSUNION (CREDIT BUREAU SERVICES)

Provide a printed or typed letter requesting your credit report. This letter should include the following information -

- ◆ First & Last Name (including middle initial and any suffix, i.e., Jr., Sr., etc.)
- ◆ Social Security Number
- ◆ Date of Birth
- ◆ Your Address (s) for the last 3 years (including all zip codes)
- ◆ Your Signature (s)

Include a check or money order (\$9.72 for a single person or \$19.44 for a joint report), made payable to Credit Bureau Services of Upstate New York.

Mail To: Credit Bureau Services of Upstate New York
P. O. Box 1370
Buffalo, NY 14231-1370

EQUIFAX

Provide printed or typed letter of request which includes all of the same information above. Also include a daytime and evening phone number and a photocopy of your driver's license or utility bill to verify your current address.

Include a check or money order for \$9.00 payable to Equifax

Mail to: Equifax
P.O. Box 105873
Atlanta, GA 30348

EXPERIAN

Provide printed or typed letter of request which includes all of the same information as required by Transunion. Also include your spouse's first name and your year of birth. Please include your present address and any previous addresses for the last 5 years including zip codes. A photocopy of your driver's license or utility bill is also required.

Include a check or money order for \$9.74 payable to The Credit Bureau, Inc.

Mail to: Experian
P.O. Box 2104
Allen, TX 75013-2104

If you have been denied credit in the last 6 months due to information reported by any of these three agencies, you can contact that agency and obtain a free credit report. **Call toll free (800)**

TRANSUNION - 632-1765
EQUIFAX - 685-1111
EXPERIAN (888) 397-3742