



**UNIONDALE COMMUNITY LAND TRUST  
AFFORDABLE HOUSING PROGRAM  
Lottery Intake Application Guidelines**  
Please Read Carefully

**I. Program Description/Lottery**

Uniondale Community Land Trust, Inc., (U-CLT) in cooperation with the Town of Hempstead and the Long Island Housing Partnership (LIHP), is constructing a new affordable home in Uniondale, New York. LIHP will be responsible for administering the homebuyer selection process as described below.

**Lottery**

A household interested in participating in the Uniondale Community Land Trust Affordable Housing Program must complete a **Lottery Intake Application** form. Only one Lottery Intake Application Form is allowed per household. LIHP will conduct a lottery to establish a ranking of eligible applicants. Following the lottery, LIHP will notify applicants in writing of their ranking.

A Lottery Intake Application along with a \$25 non-refundable application fee payable to Long Island Housing Partnership can be completed and submitted by:

- Going to [www.u-clt.org](http://www.u-clt.org) where you can choose to complete application online;
- You may print the application for mailing; or request an application be mailed to you
- If you are not completing application online, then you may submit by mail or in person to:

Long Island Housing Partnership  
180 Oser Avenue, Suite 800  
Hauppauge, NY 11788  
Attention: Uniondale Community Land Trust - 774 Macon Place

Online applications must be received by 5:00 p.m. on **October 1, 2019** to be included in the lottery.

Applications submitted by mail must be postmarked by **October 1, 2019** to be included in the lottery.

Applications submitted in person to the LIHP office in Hauppauge must be received by 5:00 p.m. on **October 1, 2019** to be included in the lottery.

As an applicant's name is reached on the lottery ranking list, the applicant will be contacted by LIHP to submit a **Formal Program Application** and supporting documents. LIHP will then conduct an eligibility review to determine if the applicant meets all program guidelines. A letter from LIHP detailing eligibility will be sent to the applicant after a full review of the formal program application has been completed. An applicant who is determined to be eligible will be offered the home to purchase. The applicant must, subsequently, begin the home buying process. Should the applicant not move forward in purchasing the home, LIHP will move on to the next name on the lottery ranking list.



Applicants that remain on the lottery ranking list following the selection of an eligible household to purchase 774 Macon Place will be contacted as future homes are offered by U-CLT.

**II. Program Eligibility**

In order to be eligible to participate in the Program, an applicant must meet all program requirements as described in these Guidelines including income limits and homebuyer contribution requirements and must have an acceptable credit history as defined by the standards contained in these Guidelines. These Guidelines reflect the objective that the housing being developed is affordable to and sustainable by the homebuyer.

**a) Income Guidelines**

The affordable homes will be available to income eligible households with incomes that do not exceed 80% of the area median income for Nassau / Suffolk Counties (AMI) as determined by the U.S. Department of Housing and Urban Development (HUD).

The maximum permitted total annual **household** income for purchasers in the Program shall not exceed 80% of the HUD AMI as follows:

<u>Household Size</u>	<u>Maximum Total Annual Household Income<sup>1</sup></u>
1	\$69,450
2	\$79,350
3	\$89,300
4	\$99,200
5	\$107,150
6	\$115,050
7	\$123,000
8	\$130,950

<sup>1</sup> Includes all income – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Total household income minus allowable exclusions cannot exceed the maximum annual income listed above for your household size. The Long Island Housing Partnership (LIHP) must project the income that will be received for the upcoming 12-month period. Tax returns will be required for all household members whose earnings will be used as part of the income qualification. Any person whose earnings will be used to qualify for the program will be required to sign a ‘4506’ tax release form to verify their tax returns with the Internal Revenue Service.

**b) Credit History Standards**

The following credit history standards will be analyzed in conjunction with income limits to determine program eligibility:

- Applicants must have an overall good pattern of credit behavior including a history of timely payments for rent, automobile and installment loans, credit cards and revolving loans as described below. If a good payment pattern has been maintained, isolated cases of slow/late payments may not disqualify an applicant for program eligibility.
  - Applicant must not have been late on rental payments in the last 12 months.



- Payments on automobiles and installment loans should reflect no late payments in recent 24 months.
- Payments on revolving loans or credit cards should not have any late payments in recent 24 months.
- Applicants must have a satisfactory income, credit and employment history.
- At a minimum, a bankruptcy must have been discharged at least three years from date of application for assistance and credit re-established.
- At a minimum, a foreclosure sale or a transfer of title in a deed in lieu of foreclosure must be at least three to five years old from date of application for assistance.
- No outstanding collection accounts or judgments.
- As part of the credit history and mortgage ability review, LIHP will utilize the middle credit score of all borrowers from three national credit repositories. At a minimum this credit score must be at least 580. (Higher credit scores may be required by lenders).
- The credit standards listed above are to determine program eligibility and do not represent a mortgage approval. The applicant is responsible for securing a mortgage approval through a responsible lending institution.

c) **Home Buyer Contribution**

Applicants, at time that the application is submitted to LIHP, must have a minimum of 3% of the (subsidized) sales price in savings and/or checking accounts (not a gift) or verifiable liquid assets from their own funds to apply towards the down payment. At a minimum, the applicant should have 5-10% of the sales price available for down payment and closing costs.

d) **Citizenship**

The homebuyer must be a U.S. Citizen or a Qualified Resident Alien. For the purposes of this program, a qualified resident alien is an alien who is lawfully admitted to the United States for **permanent residence** under the Immigration and Nationality Act.

**III. Gift Letter**

LIHP will allow a gift letter from an immediate family member stating that money provided is in the form of a gift and will not have to be repaid. This letter must be signed, notarized and submitted with the application. This gift contribution **cannot** be used towards meeting the required minimum 3% home buyer down payment contribution.

**IV. Housing Type**

The home available through the Program is a newly constructed single-family home. The home will have four (4) bedrooms and two (2) full baths. The home is located at 774 Macon Place in Uniondale, N.Y.

**V. Purchase Price**

The subsidized purchase price of the homes is estimated to be \$220,000. Final purchase price of the homes is subject to the availability of subsidies at the time of purchase and closing.



## **VI. Residency Requirement**

Applicants must occupy the property as their Principal Residence.

## **VII. Re-Sale Restrictions**

There will be re-sale restrictions placed on the home to maintain future affordability.

## **VIII. Pre-Purchase Mortgage Counseling**

All income eligible applicants are required to attend homebuyer pre-purchase mortgage counseling. Certified counselors through the Long Island Housing Partnership will conduct the counseling. There is no charge for the counseling.

## **IX. Pre-Purchase Uniondale Community Land Trust Orientation**

All income eligible applicants are required to attend an orientation sponsored by U-CLT describing the organization's mission, history, and a thorough explanation of the terms and conditions of the Ground Lease Agreement.

## **X. Affordability**

To purchase the home, applicants must have:

- a) Sufficient income to pay the monthly mortgage payment, including loan principal, interest, property taxes, and insurance premiums. Applicants must also have sufficient funds for a down payment and closing costs estimated at 5-10% of the sales price; and
- b) The ratio of total monthly housing cost i.e. mortgage payments, property taxes, insurance premiums plus other debt (e.g. credit cards, car payments, school loans, etc.) to monthly household income may not exceed 45%.

Affordability will vary depending on income, sales price, insurance requirements, interest rates, property taxes, and buyer down payment.

## **XI. Asset Limitation Policy**

After deducting down payment and estimated closing costs, any household with net liquid assets more than 25% of the unsubsidized sales price, will be referred to the specific program's committee. The committee will examine the applicant's full economic situation and other possible extenuating circumstances to determine if they would be able to purchase a home without the assistance. If it is determined that because of their assets, a household would be able to purchase a home without the assistance and if no relevant extenuating circumstances exist, the household will be deemed ineligible for the Uniondale Community Land Trust program to which it applied.



## **XII. Restrictions**

Mortgages must be with a recognized lending institution. The following types of mortgages are **not** permitted:

1. Private mortgages;
2. “No Doc” Loans, 100% financing, and 80/20 loans;
3. 203K loans;
4. Adjustable rate or interest only loans; and
5. Non-occupying Co-Borrowers are not permitted.

## **XIII. Applicant Intake and Eligibility**

A Lottery Intake Application along with a \$25.00 non-refundable application fee payable to Long Island Housing Partnership can be completed and submitted by:

- Go to [www.u-clt.org](http://www.u-clt.org) where you can choose to complete application online; print application for mailing; or request an application be mailed to you

The application fee of \$25.00 will be paid through the secure payment service. Upon completing the online application you will be directed to the payment section. Follow the payment instructions to make payment by debit or credit card. Upon payment you will be sent an email confirming payment and an application receipt. Your application cannot be accepted as complete until payment is received.

- If you are not completing application online, then you may submit by mail or in person to:  
Long Island Housing Partnership  
180 Oser Avenue, Suite 800  
Hauppauge, NY 11788  
Attention: Uniondale Community Land Trust - 774 Macon Place

The application fee must be in the form of a check or money order made payable to Long Island Housing Partnership Inc. for the \$25.00 application fee (do not send cash).

Online applications must be received by 5:00 p.m. on **October 1, 2019** to be included in the lottery.

Applications submitted by mail must be postmarked by **October 1, 2019** to be included in the lottery.

Applications submitted in person to the LIHP office in Hauppauge must be received by 5:00 p.m. on **October 1, 2019** to be included in the lottery.

**A non-refundable application fee of \$25.00 made payable to the Long Island Housing Partnership, Inc. is required with the application. Therefore, before you submit an application for entrance into this program, read these Guidelines thoroughly to ensure that you qualify.**

**DO NOT FAX OR EMAIL THE LOTTERY INTAKE APPLICATION FORM**



**APPLICATION DEADLINE DATE: OCTOBER 1, 2019**

All Fair Housing Laws will be followed. The LIHP staff is available to assist with the application, and answer questions about eligibility requirements. If you have any questions regarding the guidelines, or need language assistance including translation and/or oral interpretation services, please call the Long Island Housing Partnership at (631) 435-4710 before applying.

**Disclaimer:** It is understood that this is not an offer and that the terms and conditions may be changed at any time by the Uniondale Community Land Trust or the Long Island Housing Partnership. It is further understood that notices by the Uniondale Community Land Trust or the Long Island Housing Partnership may be made in such manner as the Uniondale Community Land Trust or the Long Island Housing Partnership may determine, including solely by advertisement.

**PLEASE RETAIN A COPY OF THESE GUIDELINES AS THEY CONTAIN IMPORTANT PROGRAM INFORMATION.**