



# CITY OF WATERVLIET

*Department of Planning and Community Revitalization*

## APPLICATION FOR 2016 HOUSING REHABILITATION PROGRAM

TELEPHONE: (518) 270 - 3800 ext.103

**Name of Property Owners:** \_\_\_\_\_  
*(names of all persons on property deed)*

**Home Address:** \_\_\_\_\_ **Watervliet, NY**

**Phone Number:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Improvements Requested (circle all that apply):**

Roof	Windows	Heating and Plumbing
Siding	Foundation	Painting
Flooring	Electrical	Other: _____

**Referred by?** \_\_\_\_\_

**Dwelling Size? Please Circle**                      **1   2                      units**

**Age of Structure?**                                      \_\_\_\_\_                      **years**

**How long have you lived there?**                      \_\_\_\_\_                      **years**

**Do you own this property?**                      **Yes                      No**

**Mortgage Paid off?**                                      **Yes                      No**

**Mortgage Payments Current?**                      **Yes                      No**

**School and Property Taxes Current?**                      **Yes                      No**

**Homeowner's Insurance Current?**                      **Yes                      No**

Household Members (including applicant)					
Name	Relationship	Date of Birth	Source of Income (child support, alimony, SSI, SSD, earned income) (list place of employment where applicable)	Gross Annual Income (before taxes)	
	SELF				
			<b>FOR OFFICE USE ONLY</b>	Total Household Income	
				Household Size	
				% Area Median Income	

I do hereby affirm that the household and income data I have provided in my application is true and correct. I authorize and allow the staff of the Watervliet Community Development Office to carry out inspections to evaluate the needs of the property.

I also affirm my understanding that a 5-year lien will be placed on my property for the total amount of grant assistance I receive to rehabilitate my home.

Signed: \_\_\_\_\_  
Property Owner

Date: \_\_\_\_\_

**COMMUNITY DEVELOPMENT**  
**2016 HOUSING REHABILITATION PROGRAM**  
**MANDATORY DOCUMENTS TO BE SUBMITTED WITH APPLICATION**

The application will not be accepted without the mandatory application documents attached as part of the application. Please make sure that you have provided all the documents below.

Applicant will check the  
Box when document  
added to their application.

**REQUIRED DOCUMENTS** (copies –not originals)

Attach proof of all income for property owners & family members residing at the property including working children living in the home. Proof of income includes: W-2's, income statement from SSI, latest Federal Tax Returns; interest income statements, etc...

For applicants who wish to include work on a **rental apartment**: Applicant must have tenant's complete the attached "Tenant Information Form". This information is not necessary if work is not being requested in the tenant occupied apartment. Work cannot be done on a vacant apartment per Federal and State guidelines.

Attach proof of homeowners insurance and flood insurance (if applicable). If property is in FEMA designated floodplain, homeowners must have flood insurance to be eligible for grant.

Attach proof of paid taxes (property and school taxes)

Attach proof of residency/identity (i.e., NYS driver's license copy)

Attach a copy of property deed.

Mortgage Status Verification (must be completed by all applicants, even those without mortgages.

Asset List

Applicant Affirmation

## 2016 Housing & Urban Development (HUD) Income Limits Summary

Albany County, New York										
FY 2016 Income Limit Area	Median Income	FY 2013 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Albany County</b>	\$82,000	<b>Very Low (50%) Income Limits</b>	\$28,700	\$32,800	\$36,900	<b>\$41,000</b>	\$44,300	\$47,600	\$50,850	\$54,150
		<b>Extremely Low (30%) Income Limits</b>	\$17,250	\$19,700	\$22,150	<b>\$24,600</b>	\$28,440	\$32,580	\$36,730	\$40,890
		<b>Low (80%) Income Limits</b>	\$45,950	\$52,500	\$59,050	<b>\$65,600</b>	\$70,850	\$76,100	\$81,350	\$86,600

**To qualify for the grant all properties must be owner occupied and all income must be accounted for.**

**For single family homes: 1) all persons must be accounted for 2) all income earned must be reported. If you have children and they earn income, this must be counted according to HUD guidelines.**

**For two family homes: 1) Homeowners flat must be accounted for as noted above. 2) Rental flats must be occupied to have rehabilitation work done and the tenant information form must be completed. They must also fall within the income limits noted above according to HUD guidelines.**

# Asset List

## What is an Asset?

An asset is a cash or non-cash item that can be converted to cash. Assets have both a market value and cash value. The market value of an asset is simply its dollar value on the open market. For example, a stock's market value is the price quoted on a stock exchange on a particular day, and a property's market value is the amount it would sell for on the open market. \*This may be determined by comparing the property with similar, recently sold properties as they do in a professional appraisal.

<input checked="" type="checkbox"/>	Family Assets	Value
	Monies in Savings accounts	\$
	Monies in Checking accounts (average 6-month balance)	
	Certificates of Deposits (CDs)	
	Stocks	
	Bonds	
	Savings Certificates	
	Money Market Funds	
	Investment Accounts	
	Cash value of trusts	
	IRA	
	Keough Savings Account	
	Retirement Savings Account	
	Jointly held assets	
	Capital Gains	
	Lottery Winnings	
	Insurance Settlements	
	Gems/Jewelry	
	Coin Collections	
	Antique Cars	
	Cash value of Life Insurance	
	Value of Real Property less the outstanding debt	
	Current Appraised* Value of occupied home	
	Contributions to pension/retirement funds that can be withdrawn without retiring or terminating employment	
	<b>TOTAL</b>	<b>\$</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



**City of Watervliet Grants  
Tenant Information Form**

Name					
Address				Apartment #	
Watervliet	NY	12189	Current Monthly Rent	\$	
Does Rent Include utilities				Yes ____	No ____
If no, what is the estimated average <i>monthly</i> cost for utilities?				\$ _____	
Heating System Currently Used?	Natural Gas ____	Oil ____	Electric ____	LP Gas _____	
How many people live in this apartment?			_____		

What is the total household income for all persons residing in this apartment? \$ \_\_\_\_\_

Are there any children under the age of 5?	Yes ____	No ____
Is the head of the house female?	Yes ____	No ____
Is anyone in the house over the age of 62?	Yes ____	No ____
Is anyone in the house disabled?	Yes ____	No ____

Which of the following represents your ethnicity?

American Indian/Native American	
Asian	
Black/African American	
Hispanic/Latino	
White/Caucasian	
Pacific Islander	
Other	

To the best of my knowledge, the answers provided above are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WARNING**

Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements of misrepresentation to any Department or Agency of the U.S. as to any matter of its jurisdiction.



**CITY OF WATERVLIET  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
2016 Housing Rehabilitation Grant**

**Mortgage Status Verification**

I \_\_\_\_\_, the owner of \_\_\_\_\_ do  
**(Name)** **(Property Address)**  
hereby attest that I do have an existing mortgage on my property and it is current. The mortgage  
is held by \_\_\_\_\_. I do hereby grant the Community  
**(Mortgage Holder)**  
Development staff from the City of Watervliet the authority to perform the cursory investigation  
necessary to ascertain the status of said mortgage.

**Check here if you do NOT currently have a mortgage on your property \_\_\_\_\_.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **Applicant Affirmation**

I subscribe and affirm, under the penalties of law, that the statements made in this application for City of Watervliet's Housing Rehabilitation Program (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I understand that by signing this application, I consent to any other inquiry to verify or confirm the information I have given.

I understand that there will be a lien placed on my property for a period of (5) years in which I agree to reside and keep all mortgage payments, property and school taxes and homeowner insurance on the property current for the length of time specified in the lien or mortgage.

Additionally, I understand that this application for housing rehabilitation grant assistance does not guarantee that assistance will be granted but will be used in determining my eligibility for the program.

I have read and understand the above statements.

**Applicant's Signature (must be signed in the presence of a Department of Planning and Community Revitalization staff member):**

\_\_\_\_\_

**Co-Applicant's Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

*Office Use Only*

<b>Application Intake:</b>	
Date Received: _____	Time _____AM/PM
Person Receiving Application: _____	
Misc. Notes: _____	