



COMMUNITY DEVELOPMENT CORPORATION OF LONG ISLAND, INC. SUFFOLK COUNTY LANDBANK PROGRAM

PROGRAM GUIDELINES 2019

Community Development Corporation of Long Island, Inc. (“CDCLI”), is a HUD certified not-for-profit housing agency, selected by the Suffolk County Land Bank Corporation (“SCLBC”) to rehabilitate abandoned and foreclosed properties for sale to first-time home buyers. Properties become available for purchase, periodically, and are subject to the Program Guidelines below. SCLBC is a non-profit entity authorized under New York State’s Land Bank Act. All properties are owned and sold by SCLB and any offers for a property are subject to the approval and acceptance of the SCLB.

I. GENERAL ELIGIBILITY CRITERIA

- All applicants must have gross annual adjusted “household” income* not exceeding 80% of the area median income (as determined by HUD), adjusted for family size. Please see the chart below for income limits by household size.
- Applicant must be a first-time home buyer (not have owned a home during the 3 year period immediately prior to the purchase)
- Applicant household cannot have combined assets** greater than 25% of the unsubsidized purchase price
- Applicant must either be pre-approved for a mortgage or have sufficient down payment, credit history, income, and assets, to qualify for a mortgage and afford the home based on the review and analysis of CDCLI’s First-Time Homebuyer Program Housing Educators.
- Property must be owner occupied and remain the principal residence for a minimum of 10 years or such longer period of time (the “Affordability Period”) as may be prescribed by applicable funding sources or the SCLB
- Property may be subject to resale/recapture provisions during the Period of Affordability, depending on funding sources
- Applicant must have successfully completed CDCLI’s First Time Home Buyer Program, within no more than 6 months, indicating applicant has sufficient down payment, credit history, income, and assets, to qualify for a mortgage and afford the home based on the review and analysis of CDCLI First-Time Homebuyer Program Housing Educator. The program is available in-person or on-line and requires a one-on-one counseling session with a CDCLI Housing Educator. A fee is required. Please see our website at www.cdcli.org for more information
- A fully completed Statement of Interest must be submitted, together with ALL required supporting documentation
- Additional requirements apply as provided in these Program Guidelines and related documents



II. INCOME GUIDELINES

The maximum permitted gross annual adjusted **household** income for anyone applying for the Program must be at or below 80% of the HUD area median income (“AMI”), adjusted by household size. The maximum household income limits at the required 80% level are as set forth below and are in effect as of January 1, 2019. The household income limits are subject to change as determined by HUD.

<u>Household Size</u>	<u>Maximum Annual Adjusted Gross Household Income</u> (Based on 80% of the HUD AMI)*
1	\$69,450
2	\$79,400
3	\$89,300
4	\$99,200
5	\$107,150
6	\$115,100
7	\$123,050
8	\$130,944

*Includes all income – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Total household income minus allowable exclusions cannot exceed the maximum gross annual income listed above for the household size. CDCLI will project the income that will be received for the upcoming 12-month period.

** Assets means down payment deposit, monies in savings, checking and other accounts, certificates of deposit, stocks and bonds, and the value of real property less any outstanding debt.

III. PROCESS

All SCLB homes developed by CDCLI are listed with a licensed real estate broker retained to market the properties and identify interested purchasers. The homes are currently listed with:

KW Greater Nassau Realty
400 Garden City Plaza, Suite 438
Garden City, NY 11530
Frank Failla, Licensed Salesperson
516-644-3751
ffailla@kw.com

****Compensation of broker is not the obligation of the buyer****



- Step 1:** Interested purchasers must contact the broker to schedule a showing or attend an open house
- Step 2:** If the intention is to proceed, a bona-fide offer must be submitted, together with an executed Statement of Interest (copy attached), through the broker, who will forward the information to CDCLI. CDCLI will then notify SCLB of the offer. Receipt of the offer and Statement of Interest will be date stamped by CDCLI
- Step 3:** Applicants must then submit **ALL** supporting documentation to CDCLI, within fifteen (15) calendar days of CDCLI's receipt of the offer and Statement of Interest. Failure to submit ALL required documentation within fifteen (15) calendar days will make the applicant ineligible.
- Step 4:** Applicants will then be reviewed by qualified CDCLI staff to determine income eligibility. Each applicant will be notified by email, if available, or by regular mail if no email is available, of their status as income eligible or ineligible within 5 business days.
- Step 5:** Applicants must then complete the CDCLI First-Time Homebuyer Program within fifteen (15) calendar days of notification of income eligibility, resulting in recommendation that applicant has sufficient down payment, credit history, income, and assets, to qualify for a mortgage and afford the home based on the review and analysis of CDCLI First-Time Homebuyer Program Housing Educator.
- Step 6:** CDCLI then refers the applicant's file to SCLB for final review, final approval/acceptance and, if the offer is accepted by the SCLB, the negotiation and execution of a Contract of Sale.

PLEASE NOTE: Offers and applicant documentation will be reviewed by CDCLI in the order in which they are presented and all offers will be presented by CDCLI to the SCLB. However, neither the timing of the submission of an offer, the determination of income eligibility, nor the completion of the First-Time Homebuyer Program, guarantees the acceptance of the offer or the purchase of the property by the applicant, as CDCLI has no authority to accept any offer. Final review, approval and acceptance of any offer is the sole and exclusive authority of the SCLB and the determination by the SCLB to accept or reject any offer may be based on factors other than when the offer was submitted. For example, a higher offer that is submitted subsequent to a prior offer may be the offer accepted by the SCLB.

IV. REQUIRED DOCUMENTATION

- Last 3 years (2018, 2017, 2016) of signed Federal Income Tax Returns with all Schedules and W2s for all household members. If you filed electronically, please sign the returns before sending.
- Documentation of income sources, as applicable, such as child support, SSI/SSD, disability, pension income, etc.
- Two (2) months of most recent and consecutive pay stubs, indicating year-to-date gross income, from each sources of income for all individuals in the household.
- Four (4) most recent months of consecutive bank statements (including checking, savings and other accounts)
- Four (4) most recent months of consecutive statements for any stocks, bonds, treasury bills, certificates of deposit, mutual funds, money market accounts, 401ks, retirement accounts
- Separation or divorce decree, if applicable
- Copy of mortgage pre-approval, if available
- Copies of any grant or down payment assistance that will be utilized in the purchase
- Two (2) forms of ID



- Signed and completed CDCLI First-Time Homebuyer Program Customer Intake Forms [provided with the Statement of Interest] as follows:
 - Homeownership Center Intake Form
 - Customer Agreement and Authorizations
 - Program Disclosure Form
 - Privacy and Disclosure Policy

V. ADDITIONAL TERMS

CDCLI is not the owner of the SCLB properties but has been retained by the SCLB to rehabilitate and market the property on behalf of the SCLB, to an income qualified first-time home buyer. There is no guarantee of eligibility for the program and final eligibility and approval is subject to the prior approval of the SCLB and the execution and delivery of a Contract of Sale, the negotiation and preparation of which is under the sole control of the SCLB.

VI. COMMITMENT TO FAIR HOUSING & NONDISCRIMINATION

CDCLI is fully committed to enforcing the spirit and the letter of Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act, the New York Human Rights Act, and the Suffolk County Human Rights Act. CDCLI will not discriminate in the sale, lease, advertisement or financing of housing against any individual or family because of race, color, national origin, religion, gender, disability, gender identity, marital status, sexual orientation, veteran/military status, source of income, familial status or presence of children in a household, or on the basis of any other protected class.

For additional information, please go to our website at www.cdcli.org or email us at wachnitz@cdcli.org.

Thank you!

