



Town of Amherst  
Community Development

Homebuyer Assistance Loan Program

APPLICATION

Return to:

Town of Amherst  
Planning Department  
Community Development Program  
5583 Main Street  
Williamsville, NY 14221  
(716) 631-7082

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Date Application Approved: \_\_\_\_\_



**Town of Amherst  
Homebuyer Assistance Loan Program**

**ACKNOWLEDGEMENT**

**I have received and have read the Town of Amherst First-Time Homebuyers Program Guidelines and Fact Sheet and understand that:**

- 1) In order to be eligible for assistance, my gross household income must be below the federal income guidelines for my household size. (Household includes everyone who will reside in the property to be purchased within one year of closing.)
- 2) In order to receive assistance, I must be approved for participation in the Program before signing a sales contract/purchase offer.
- 3) The house for which I request closing cost assistance must be:
  - ✓ A single-or two-family house, or condominium
  - ✓ -In Good Condition with No Health or Safety Issues and Requiring No Major Repairs,
  - ✓ **-Free of Lead Paint Hazards (such as chipped, cracked or peeling paint on all interior and exterior surfaces on houses constructed prior to 1978).**
  - ✓ I also understand that the house I select will be inspected by a Town Housing Inspector for compliance with Town Housing Standards, Federal Housing Quality Standards and Federal Guidelines for the Evaluation and Control of Lead-Based Paint.

**Note:** *If you select a house which needs major repairs or paint remediation, **repairs must be made prior to closing;** (minor repairs may be completed within 30 days of closing.)*

- 4) My mortgage lender must escrow property and school taxes, and hazard insurance payments.
- 5) First-Time Homebuyer is defined as someone who has not owned a house within the last three years. Exceptions are "Displaced Homemakers" and "Single-Parents". Refer to the Guidelines for a definition of these terms.
- 6) Assistance will be in the form of a 0%, deferred loan for closing cost assistance, closing costs as listed on the HUD I Settlement Statement (excluding fees paid outside of closing), and for property and school tax adjustments, reimbursements and escrow funds.
- 7) **The loan is repaid upon sale of the property, transfer of title, mortgage refinancing or when additional secured debt, such as a home equity loan, is obtained. The loan is also due and payable if the homebuyer no longer maintains the home as his/her/their primary place of residence.**
- 8) I have received and have read the EPA booklet entitled "**Protect Your Family From Lead In Your Home**".

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Co-Applicant*

*Date Signed* \_\_\_\_\_

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

*Assistance is provided regardless of race, color, religion, sex, national origin, disability, or familial status.*

**Town of Amherst  
Homebuyer Assistance Loan Program**

**APPLICATION**

1. Applicant's Name: \_\_\_\_\_  
First
Middle
Last
2. Social Security Number: \_\_\_\_\_
3. Co-Applicant's Name: \_\_\_\_\_  
First
Middle
Last
4. Social Security Number: \_\_\_\_\_
5. Current Address: \_\_\_\_\_  
 \_\_\_\_\_
6. Phone: (Home) \_\_\_\_\_  
 (Office/Cell) \_\_\_\_\_  
 (E-mail) \_\_\_\_\_

7. **Number of Persons in Household, Including Applicant, who will reside in property within one year of purchase** \_\_\_\_\_.

Provide Name and Age of All Household Members:

Full Name:	Age:	Full Name:	Age:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Female Head of Household?  Yes  No
9. Race: Caucasian  African American  Asian  Multi-Racial   
 Native American
- Ethnicity: Hispanic:  Yes  No
10. Are Any Members of the Household Disabled?  Yes  No
11. Years Resided at Current Address \_\_\_\_\_
12. Are Your Rental Payments Up to Date? \* \_\_\_\_\_ \*Please provide 6 months receipts or landlord verification.

**Town of Amherst**  
**Homebuyer Assistance Loan Program**

13. **Employment Status** of All Household Members:

- |   |   |
|---|---|
| <input type="checkbox"/> Working                    | <input type="checkbox"/> Receiving Social Security/SSI    |
| <input type="checkbox"/> Unemployed                 | <input type="checkbox"/> Receiving Pension                |
| <input type="checkbox"/> Receiving Unemployment     | <input type="checkbox"/> Receiving Workman's Compensation |
| <input type="checkbox"/> Receiving Welfare Benefits | <input type="checkbox"/> Receiving Other Income           |

14. Employers' Names and Addresses:

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15. Sources of Down-payment/Closing Costs:

Please list all sources and (\$) amounts that you will be using towards purchasing a home:

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Please note there is a limit of \$20,000 that the homebuyer can use from their own savings or from a gift. This does not include other down payment assistance being used towards the down payment/closing costs).

<b>FOR OFFICE USE ONLY</b>
<b>APPLICANT</b>
Income _____
Household Size _____
% Median Income _____
Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No

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**INCOME**

List current **gross** household income from all sources. Also indicate the household or family member receiving income or benefits (e.g., self, spouse, child, parent, other).

<u>Circle One</u>		<u>Type of Income</u>	<u>Current Amount Received</u>	<u>Recipient</u>
Yes	No	Wages, Salary	\$ _____ per _____	_____
Yes	No	Wages, Salary (Spouse)	\$ _____ per _____	_____
Yes	No	Social Security/SSI	\$ _____ per _____	_____
Yes	No	Social Security/SSI (Spouse)	\$ _____ per _____	_____
Yes	No	Welfare	\$ _____ per _____	_____
Yes	No	Unemployment Benefits	\$ _____ per _____	_____
Yes	No	Veterans Benefits	\$ _____ per _____	_____
Yes	No	Railroad Retirement	\$ _____ per _____	_____
Yes	No	Pension/Retirement - Other	\$ _____ per _____	_____
Yes	No	IRA Distribution	\$ _____ per _____	_____
Yes	No	Disability Payment	\$ _____ per _____	_____
Yes	No	Alimony Payment	\$ _____ per _____	_____
Yes	No	Child Support	\$ _____ per _____	_____
Yes	No	Worker's Compensation	\$ _____ per _____	_____
Yes	No	Interest/Dividends (Over \$100)	\$ _____ per _____	_____
Yes	No	Aid to Dependent Children	\$ _____ per _____	_____
Yes	No	Rental Income	\$ _____ per _____	_____
Yes	No	Income From Business	\$ _____ per _____	_____
Yes	No	Rental Assistance	\$ _____ per _____	_____
Yes	No	Other	\$ _____ per _____	_____

Were You Required to File a Federal Income Tax Return Last Year?       Yes       No

If yes, attach a signed copy, including **ALL** attachments and schedules. Also, please submit complete copies of federal income tax returns for all other household members required to file such returns.

Wages of children under 18, and full-time students may be excluded. Please provide college transcripts for any household member attending college full-time.

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**SECTION I: COMPLETE THIS SECTION IF *YOU ARE NOT* RECEIVING COURT ORDERED SUPPORT.**

I, \_\_\_\_\_ have been awarded support in the amount of \$ \_\_\_\_\_ (weekly/monthly)  
(parent or guardian) but **DO NOT** receive support for

\_\_\_\_\_  
(Child or children's names)

**I have included a copy of the court order and past due amounts from Erie County Child Support.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION II: COMPLETE THIS SECTION IF *YOU ARE* RECEIVING SUPPORT THROUGH ERIE COUNTY OR A PRIVATE ARRANGEMENT.**

I, \_\_\_\_\_ receive the amount of \$ \_\_\_\_\_ (monthly / weekly)  
(Parent or guardian)

toward the support of \_\_\_\_\_  
(Child or children's names)

**Attached is a copy of the court order through Erie County or a copy of the private child support agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION III: COMPLETE THIS SECTION IF *NO SUPPORT IS RECEIVED***

I, \_\_\_\_\_ **DO NOT** receive any support and there is no court order for  
(parent or guardian)

\_\_\_\_\_  
(Child or children's names)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Town of Amherst  
Homebuyer Assistance Loan Program**

**HOMEBUYER ASSISTANCE LOAN PROGRAM CHECKLIST**

Please be sure to enclose the following items, as applicable, with your application. **Failure to do so will delay the review of your application.** Place a checkmark next to each item that you have enclosed along with your application:

- \_\_\_\_\_ Copy of First-Time Homebuyer Workshop Certificates.
- \_\_\_\_\_ Copy of two (2) most recent months of paystubs for all working household members.
- \_\_\_\_\_ Complete, signed copy of federal income tax returns from **two** most recent years, including all attachments, for all household members.
- \_\_\_\_\_ Copy of W-2 statements for **two** previous years for all household members.
- \_\_\_\_\_ Copy of last three months of any Bank Statements/IRA's/401K's showing interest and dividend earnings for the previous year for all household members.
- \_\_\_\_\_ Copy of child support award or divorce decree stating amount of support received.
- \_\_\_\_\_ Rental receipts for past 6 months or landlord verification letter.
- \_\_\_\_\_ Documentation of U.S. citizenship or legal alien status for every household member (please submit copies of social security card or birth certificate or green card).
- \_\_\_\_\_ Copy of complete credit report from person whose name will be on the mortgage.

Please place check marks next to the annual statements or benefit reports you enclosed that show benefits received during the past 6 months for all household members for the following types of income:

- |                             |                                 |                             |
|-----------------------------|---------------------------------|-----------------------------|
| _____ Social Security       | _____ Welfare/Public Assistance | _____ Child Support/Alimony |
| _____ Railroad Retirement   | _____ SSI                       | _____ Veteran's Benefits    |
| _____ Unemployment Benefits | _____ Pension/Retirement        | _____ Rental Income         |
| _____ Worker's Compensation | _____ Disability Benefits       | _____ IRA                   |

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*Please note that your eligibility for the first-time homebuyer program is based on your gross annual household income which includes income for all household members from all sources, including income which is nontaxable.*

**Please contact the Planning Department's Community Development Staff at 631-7082 between the hours of 9:00 a.m. and 5:00 p.m., Monday thru Friday, if you have any questions.**

**Town of Amherst  
Homebuyer Assistance Loan Program**

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and contains no willful misrepresentations. I have received and have read a written description of the Town's Homebuyer Assistance Program. I agree to cooperate with the Town in complying with all specified procedures. I give permission to the Town of Amherst to share my income information with New Opportunities Community Housing Development Corp.

I UNDERSTAND THAT THE TOWN OF AMHERST REQUIRES TWO WEEKS NOTICE BEFORE CLOSING TO PROCESS THE CHECK AND I AM RESPONSIBLE FOR INFORMING THE TOWN OF AMHERST WHEN I HAVE A CLOSING DATE SCHEDULED.

I understand that any contract for purchasing a home financed in part by this program will be between the seller and me. I also understand that any home considered for this program is subject to inspection and approval by the Towns' Community Development staff **and** funds made available through the program are contingent upon the eligibility of the property under HUD guidelines. I also understand that the Town of Amherst will not be responsible or liable for any breach of contract, property defects and accidents or damage which may arise from my relationship with any seller, and that the Town does not guarantee or warranty the condition of any home purchased with assistance through this program.

I understand that a lien will be placed against my property for the total amount of Home funds used for closing costs associated with the purchase of the approved property for an affordability period of the life of the mortgage. This will become payable when I either transfer the ownership, cease to occupy the home as my principal residence or refinance the property.

**Homebuyer Assistance will not be provided in conjunction with any mortgage product having an interest rate greater than 3% above the current conventional fixed, 30 year rate as advertised in the Home Finder Saturday Edition.**

I understand that any willful misstatement of material fact contained herein will be grounds for disqualification. Under the False Claims Act, [31 U.S.C. §§ 3729-3733](#), those who knowingly submit, or cause another person or entity to submit, false claims for payment of government funds are liable for three times the government's damages plus civil penalties of \$5,500 to \$11,000 per false claim.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

*First-time homebuyer loan funds are available to income-eligible applicants without regard to race, color, religion, national origin, sex, disability, or familial status.*

PLEASE RETURN ALL APPLICATION MATERIALS AND ALL REQUIRED DOCUMENTS TO:

**Town of Amherst  
Community Development Program (Planning Department)  
5583 Main Street  
Williamsville, NY 14221**