

# HAMBURG COMMUNITY DEVELOPMENT

6100 South Park Avenue \* Hamburg \* New York \* 14075  
(716) 648-6216 \* [www.townofhamburgny.com/community-development](http://www.townofhamburgny.com/community-development)

Director: Christopher Hull \* Assistant Director: Timothy J. Regan

Hamburg Town Supervisor - Community Development Liaison: Supervisor James M. Shaw

Councilman Thomas Best, Jr. \* Councilwoman Elizabeth Farrell \* Councilman Michael Mosey \* Councilman Michael Petrie



## 2018 Program Year

### Mobile Home Renovation Loan Program Application

Thank you for your interest in the **Town of Hamburg's Mobile Home Renovation "Loan" Program**. I am pleased to include the attached program application packet. Should you decide to apply for this program, fully complete the enclosed application and compile the required income verification documents as listed on the second last page of this package, (Exhibit "A"). Once you have completed the application and have compiled all of the required income documents, please call Timothy Regan, Assistant Director of Community Development, at 648-6216 so that he can arrange a meeting with you to go over important items you will need to know about this program, including our approval process, inspection procedures, contractor selection and any waiting list that may be in place for program funding.

This owner-occupied, **Mobile Home Renovation "Loan" Program** is offered by the Town of Hamburg through its Department of Community Development and is funded by the United States Department of Housing and Urban Development (HUD) through the town's Community Development Block Grant (CDBG) program. **The funding for this program has been targeted for elimination by the current administration in Washington.** Program funding for this program may not be available when you apply. We cannot guarantee the availability for use during the 2018 program year. This will require us to initiate a waiting list for entry into this program. Any waiting list for program funding will be based upon priority improvements and income status. If you are funded through this program, all contracts for renovation work to be completed will be between yourself and the contractor/worker you select to complete the work approved through this program. In addition, no work or activity can be initiated at your dwelling prior to authorization by the Department of Community Development. As a point of information, eligible contractors/workers are not assigned nor recommended by the Town of Hamburg or the Department of Community Development. Finally, when funded, our program works very efficiently and allows for approved repairs to be completed at your dwelling, which in turn allows you/your family to live within a decent, safe, and improved environment.

Lastly, this is a loan program. Interest rates vary depending upon the income brackets (50% Median Income or lower = 1% Loan. Between 50% Median Income to 65% Median Income = 2.5% Loan. Between 65% Median Income to 80% Median Income = 4% Loan. See page two of this application packet for specific details regarding income levels and interest rates. This loan program has been successful over the years because your loan payments go right back into the community. Your payments provide funding for your neighbor's mobile home loan. Please read this application packet carefully! If you have any questions or concerns about this program, please contact us at 648-6216. We look forward to working with you soon!

Sincerely,

Christopher Hull; Director  
Department of Community Development  
Town of Hamburg, New York

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## Mobile Home Renovation Program Eligible Improvements

Electrical repair/replacement

Plumbing repair/replacement

Furnace repair/replacement

Gas line/water line repair/replacement

Roofing repair/replacement (requires program approval)

Window repair/replacement (requires program approval)

{Other repairs may be possible; requires program approval}

## Income Eligibility Schedule

### Town of Hamburg

### Mobile Home Renovation Loan Program

### Income/Loan Limits as at April 1, 2018

<b># of Persons in Household</b>	<b>1% Loan Max Income</b>	<b>2.5% Loan Max Income</b>	<b>4% Loan Max Income</b>
1	\$26,150	\$33,990	\$41,850
2	\$29,900	\$38,870	\$47,800
3	\$33,650	\$43,740	\$53,800
4	\$37,350	\$48,550	\$59,750
5	\$40,350	\$52,450	\$64,550
6	\$43,350	\$56,350	\$69,350
7	\$46,350	\$60,250	\$74,100
8 or more	\$49,350	\$64,150	\$78,900

**Town of Hamburg**  
**Department of Community Development**  
**Mobile Home Renovation Loan Application**

1) **APPLICANT'S NAME(S) (AS ON DEED OR TITLE TO HOME)**

\_\_\_\_\_

\_\_\_\_\_

2) **ADDRESS OF PROPERTY:**

**E-MAIL ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) **PHONE NUMBERS:** (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_  
(CELL) \_\_\_\_\_ (CELL) \_\_\_\_\_

4) **SOCIAL SECURITY #:** \_\_\_\_\_  
\_\_\_\_\_

5) **NAME(S) & AGE(S) OF ALL PERSONS WHO RESIDE AT THE ABOVE ADDRESS:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6) **DO YOU CURRENTLY RESIDE AT THIS LOCATION?** YES [ ] NO [ ]

7) **HOW LONG HAVE YOU OWNED THE MOBILE HOME?** \_\_\_\_\_

8) **IS YOUR MOBILE HOME EASILY RELOCATED?** YES [ ] NO [ ]

8a) **IS THERE A TRAILER HITCH ON THE MOBILE HOME ITSELF? YES [ ] NO [ ]**

9) **EMPLOYMENT RECORD:**

**EMPLOYER'S NAME:** \_\_\_\_\_

**EMPLOYER'S ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER'S NAME:** \_\_\_\_\_

**EMPLOYER'S ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER'S NAME:** \_\_\_\_\_

**EMPLOYER'S ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

10) **WHAT RENOVATION MEASURES ARE YOU APPLYING FOR?:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11) **GROSS ANNUAL INCOME FOR HOUSEHOLD:**                      \$ \_\_\_\_\_

**See Exhibit "A" for required income documentation!**

12) **TOTAL NUMBER OF PERSONS RESIDING IN HOUSEHOLD:**                      \_\_\_\_\_

13) **MISC. INFO:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONFIDENTIAL FINANCIAL STATUS REPORT**

**APPLICANT NAME(S):** \_\_\_\_\_

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**NUMBER OF CHILDREN LIVING WITHIN THE DWELLING:** \_\_\_\_\_

**REPAIRS COMPLETED OVER THE PAST 3 YEARS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL GROSS MONTHLY INCOME FOR ENTIRE HOUSEHOLD:** \$ \_\_\_\_\_

\_\_\_\_\_

**LIABILITIES**

**MORTGAGE PAYMENTS:** [ ]YES [ ]NO **CURRENT BALANCE:** \_\_\_\_\_

**PAYMENT STATUS:** [ ]CURRENT [ ]DEFAULT **# MONTHS IN DEFAULT:** \_\_\_\_\_

**MORTGAGEE:** \_\_\_\_\_ [ ]CONVENTIONAL [ ]PRIVATE

**MONTHLY LOT RENT PAYMENTS:** \$ \_\_\_\_\_

**FIRE INSURANCE:** [ ]INCLUDED [ ]NOT INCLUDED \$ \_\_\_\_\_ PER YEAR.

**FLOOD INSURANCE:** [ ]INCLUDED [ ]NOT INCLUDED \$ \_\_\_\_\_ PER YEAR.

**Monthly Bills Owed:** Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Monthly bills owed continued:

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount: \_\_\_\_\_

**\* If more space is required, use the back of this page and check this box: [ ]**

**Utility Bills:**

Heating (Source): [ ] Gas [ ] Oil [ ] Electric \$ \_\_\_\_\_ Monthly Average

Electric: \$ \_\_\_\_\_ Monthly Average

TV/Net: \$ \_\_\_\_\_ Monthly Average

Phone: \$ \_\_\_\_\_ Monthly Average

Cell: \$ \_\_\_\_\_ Monthly Average

Others \_\_\_\_\_ \$ \_\_\_\_\_ Monthly Average

\_\_\_\_\_ \$ \_\_\_\_\_ Monthly Average

\_\_\_\_\_ \$ \_\_\_\_\_ Monthly Average

\_\_\_\_\_ \$ \_\_\_\_\_ Monthly Average

\_\_\_\_\_ \$ \_\_\_\_\_ Monthly Average

\_\_\_\_\_ \$ \_\_\_\_\_ Monthly Average

\_\_\_\_\_ \$ \_\_\_\_\_ Monthly Average

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## Town of Hamburg

### Mobile Home Renovation Loan Program "Certifications"

- 1) I hereby certify that I/We am/are the owner(s) and occupant(s) of the mobile home to be included within the Town of Hamburg Mobile Home Renovation Loan Program. To the best of my knowledge, all of the information provided above is true and accurate. I agree to cooperate with the **Town of Hamburg Department of Community Development** which is administering this program and to comply with their specified rules and procedures.
- 2) I understand that any contract for renovation work paid for in whole or in part by a **Mobile Home Renovation Loan** from this program will be between the contractor(s) and myself/ourselves, and that I should not sign any contract for work under this program until authorized to do so by the Department of Community Development.
- 3) I also understand that the **Town of Hamburg and the United States Department of Housing and Urban Development** are not RESPONSIBLE OR LIABLE for any breach of contract, faulty workmanship, accident liability, or damage which might arise from my relationship with the contractor through this program.
- 4) The above information is true and accurate to the best of my knowledge. I am aware that Section 1001 of Title 18 of the United States code makes it a criminal offense to make willful false statements or misrepresentations to any department or agency of the United States as to matters within its jurisdiction. **In addition**, I also certify that all information provided in this program application and all financial information provided to the Town of Hamburg is true and accurate. If upon further review, information that was provided to the Town of Hamburg for program purposes is found to be false, I understand that criminal proceedings will be commenced.
- 5) The Town of Hamburg and the United States Department of Housing and Urban Development are NOT responsible or liable for the installation, performance, workmanship, liability, or any damages which might arise from my participation in this program. Upkeep of the device(s) installed through my participation with this program is my/our responsibility. My/Our signature(s) below indicates my understanding of this statement.
- 6) I understand that if this application is approved and I receive a Loan from the Town of Hamburg, a mortgage will be placed on my property by the Town of Hamburg as a condition of receiving the Loan. The mortgage guarantees loan repayment upon the sale or transfer of my property or upon death of the applicant(s). Filing fees for this mortgage will be my/our responsibility. Checks can be made payable to the "Erie County Clerk" and the amount will be disclosed prior to filing. In no case will the amount of the check required of the program applicant/participant for the filing of the mortgage be allowed to exceed \$60.00.

7) In addition, I understand that any contract for work to be completed at my/our home through a Town of Hamburg Housing Program is between the Contractor I/we have selected and myself/ourselves. The Town of Hamburg, the County of Erie, the State of New York or the United States Department of Housing and Urban Development and their employees and agents assume no liability or responsibility for the cost of repairing or replacing any defects and/or deficiencies, either current or arising in the future or for any property damage or any injury, whether it be bodily or mentally of any nature, resulting from my/our participation with the Town of Hamburg Housing Program pertaining to Lead Based Paint.

**Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STATE OF NEW YORK)  
COUNTY OF ERIE) SS:**

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

**STATE OF NEW YORK)  
COUNTY OF ERIE) SS:**

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public



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## "AUTHORIZATION TO RECEIVE AND VERIFY CREDIT INFORMATION"

I\We hereby consent to the sharing among you of any credit information which we obtain for the purpose of processing my\our application for the Town of Hamburg Mobile Home Renovation Loan Program. I\We waive any rights which I\We may have to keep that information confidential so long as it is shared only among you for determining my eligibility to receive a Loan through this program. I\We also agree to hold harmless the Town of Hamburg from any claims for damages for use of that information in the manner provided by this waiver. Notice to Applicant:

By signing this form you consent to lenders sharing credit information about you to process this application.

**SIGNATURE(S):**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

## "AUTHORIZATION TO RECEIVE AND VERIFY EMPLOYMENT INFORMATION"

I\We hereby consent to the sharing among you of any employment information which we obtain for the purpose of processing my\our application for the Town of Hamburg Mobile Home Renovation Loan Program. I\We waive any rights which I\We may have to keep that information confidential so long as it is shared only among you for determining my eligibility to receive a Loan through this program. I\We also agree to hold harmless the Town of Hamburg from any claims for damages for use of that information in the manner provided by this waiver. Notice to Applicant:

By signing this form you consent to employers sharing employment information about you to process this application.

**SIGNATURE(S):**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

## "AUTHORIZATION OF INSPECTION"

I hereby grant the **Town of Hamburg Department of Community Development** permission to inspect and be on my property located at:

\_\_\_\_\_

for the purpose of evaluating program need and for all other program procedures and purposes including the inspection for Lead Based Paint. I also agree to hold harmless the Town of Hamburg from any claims for damages for access to my property provided through this program.

**SIGNATURE(S):**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

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## **EXHIBIT "A"**

### **Town of Hamburg**

#### **Mobile Home Renovation Loan Program**

#### **Income Verification & Required Documents (COPIES ONLY)**

- 1) Copy of Certificate of Ownership\Title for Mobile Home.
- 2) Copy of latest lot rent lease agreement.
- 3) Copy of Homeowner's Insurance Policy.
- 4) Copy of latest federal and state income tax filings (Including All Schedules and W-2's).
- 5) Verification of checking and savings accounts, interest and annuities.  
(Provide last three months' statements from your financial institution)
- 6) Verification of employment (four most recent pay stubs for all employed occupants).
- 7) Verification of benefits: (Provide copies of notice of award or benefit)
  - a) Social Security
  - b) Pension
  - c) SSI
  - d) Disability
  - e) Alimony/child support
  - f) Food stamps/HEAP/Etc.
  - g) Veterans
  - h) Unemployment
  - i) Welfare
  - j) Insurance dividends
  - k) Other
- 8) Verification of ALL land owned (Deed or title to property).
- 9) Verification of Certificates of Deposit (Produce all financial documentation).
- 10) Verification of all annuities, insurance income, etc.

**Please submit income documentation from the list above that applies to all members of your household.**

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## EXHIBIT "B"

### Town of Hamburg "Mobile Home Renovation Loan Program" Department of Housing & Urban Development (HUD) Data Collection Purposes ONLY

Ethnicity: (Select only one) Hispanic or Latino: \_\_\_\_\_

Not Hispanic or Latino: \_\_\_\_\_

Race: (Select one or more) American Indian or Alaska Native: \_\_\_\_\_

Asian: \_\_\_\_\_

Black or African American: \_\_\_\_\_

Native Hawaiian or Other Pacific Islander: \_\_\_\_\_

White: \_\_\_\_\_

#### Person (s) residing in home and age(s):

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

This information will **NOT** be used in the selection of program participants. All housing is available on an Equal Opportunity Basis. The Town of Hamburg heeds all Federal Fair Housing Laws as well as having its own Fair Housing Ordinance. In addition, the Town of Hamburg is under contract with Housing Opportunities Made Equal (HOME) to further Fair Housing within the town. For more information on Fair Housing, please contact the Town of Hamburg or Housing Opportunities Made Equal. For a brochure on the Town of Hamburg's efforts pertaining to Fair Housing, please contact 648-6216.