

# City of Rensselaer

## RX3 – Rensselaer Rapid Response Program

RESTORE

SHARS 20183120

Date: June 24, 2019

Dear Home Owner:

Thank you for your interest in the City of Rensselaer RX 3 – Rensselaer Rapid Response Program, using federal RESTORE Program funding administered by the NYS Housing Trust Fund Corporation. Enclosed are the relevant Program Guidelines and an Application form for your consideration.

To start the process, fill out and return the attached **Application** along with copies of the requested household income information and ownership and mortgage verification.

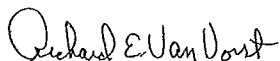
This information includes the following:

- Copy of Driver's License
- Copy of the recorded **Deed**, including the legal description
- Copy of current Homeowners Insurance coverage
- Signed copy of the most recent **Federal Income Tax Return**
- Copy of at least four (4) recent **W-2 Statement(s)** regarding wages earned by any Household member age 18 or older
- Most recent **Bank Statements** (for checking, savings, any investment accounts – IRAs)
- Copy of award letters, benefit letters, or copies of received checks, concerning regular or special Social Security, disability, workers' compensation, VA or other retirement pensions, unemployment insurance, child support, and any other public benefits received by the Household
- **Property Tax Receipts** - (County, City, School) and proof of payment for the most recent Water and Sewer bills
- Most recent **Mortgage Statement** (if applicable), showing payment history

*Please note that your Application is not complete, and you may not be Eligible for assistance, without proof of all applicable household income sources and review of all other Application materials. An incomplete Application will not be processed by the City.*

Please feel free to contact me at (518) 465-1693 with any questions.

Sincerely,



Richard E. Van Vorst  
Re-Hab Specialist



City of Rensselaer  
Department of Building and Planning  
Residential Emergency Services to Offer (Home) Repairs to the Elderly  
(RESTORE) 2018  
62 Washington St., Rensselaer NY 12144

**Application must be complete when submitted or will be returned to sender**

Applicant's Name: \_\_\_\_\_ SS #: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ SS #: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Military Veteran? YES / NO

Does any occupant have a physical disability? YES / NO

Have you ever received a Grant prior from the City? YES / NO

Are you an official, employee or agent of the City of Rensselaer? YES / NO

Are you a relative of any official, employee or agent of City? YES / NO

If you answered Yes to any of the above questions please explain: \_\_\_\_\_

What is your household's annual income? (Include ALL members and sources) \$ \_\_\_\_\_

**Property Information:**

Number of Units: \_\_\_\_\_ Taxes/Water Paid YES / NO Solid Waste Paid YES / NO

What is the current Market value of the property? \_\_\_\_\_ Assessed value? \_\_\_\_\_

Is the property located in a Floodplain? YES / NO If yes, submit proof of flood insurance.

Emergency Work Requested to be completed on property: \_\_\_\_\_

**Owner Unit:** # of Occupants \_\_\_\_\_ Rent/Mortgage month \$ \_\_\_\_\_

Name and age of ALL Occupant(s): \_\_\_\_\_

**Unit Two:** # of occupants: \_\_\_\_\_ Rent/Mortgage month \$ \_\_\_\_\_

Name and age of ALL Occupant(s): \_\_\_\_\_

**Unit Three:** # of occupants: \_\_\_\_\_ Rent/Mortgage month \$ \_\_\_\_\_

Name and age of ALL Occupant(s): \_\_\_\_\_

**Unit Four:** # of occupants: \_\_\_\_\_ Rent/Mortgage month \$ \_\_\_\_\_

Name and age of ALL Occupant(s): \_\_\_\_\_

**ALL lines must be completed in full**

I swear that all information is complete and correct \_\_\_\_\_

Signature / Date



**Instructions for submission**  
**Applications will not be accepted without all of the following:**

1. Proof of Ownership: Provide a copy of the **RECORDED** deed to the property.
2. Proof of Home Owners Insurance: Provide a copy of up to date Policy with expiration date.
3. Provide income verification of:
  - Applicant (copies of tax returns)
  - Applicant's spouse (copies of tax returns)
  - ALL HOUSEHOLD MEMBERS** (copies of tax returns)
4. Proof of paid property taxes, including Water/Sewer and Solid Waste.
5. Current Mortgage Statement.
6. Copy of your Driver's License.
7. Completed Income Statement.

**Guidelines:**

- A. The applicant certifies that all information in this application and all information provided in support of this application is given for the purpose of obtaining financial assistance under the RX3 Rensselaer Rapid Response Program through RESTORE, and is true and complete to the best of his/her knowledge and belief. Verification of any of the information contained in this application may be obtained from any source contained herein.
- B. The applicant further certifies to the ownership of the property described in this application and that any funds disbursed through the RX3 Rensselaer Rapid Response Program through RESTORE will be used only for the work and materials set forth in the scope of work.
- C. The applicant agrees not to discriminate on the basis of race, age, sex, handicap, creed or national origin in the sale, lease, rental, use or occupancy of the real property rehabilitated with the assistance of RX3 Rensselaer Rapid Response Program through RESTORE funds. Moreover, the applicant agrees not to discriminate against a tenant because he/she is receiving rental subsidies.
- D. The applicant agrees that if any temporary relocation of tenants is necessary during rehabilitation, any cost associated with the relocation will be his/her responsibility.
- E. The applicant agrees that only a unit occupied (or to be occupied) by a low-moderate-income household is eligible for repairs through the Program and that if said unit is or becomes vacant within a three-year period from the date of completion of the work it will be rented to a low-moderate income household at a rent at or below the Fair Market Rent determined by the U.S. Department of Housing and Urban Development for the Albany-Schenectady-Troy Area.
- F. The applicant agrees to allow program rehabilitation personnel access to the building during the construction period for inspection and administrative purposes. Moreover, information on rental charges will be provided when requested by the City of Rensselaer Planning Agency Grant Administrator for a period of one year following the completion of the project.
- G. The applicant hereby certifies that she/he has read and agrees to the RX3 Rensselaer Rapid Response Program through RESTORE Guidelines.
- H. The applicant further understands that U.S.C, Title 18, Section 1001, provides the following penalty for false or fraudulent statements; "Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies ...or makes any false, fictitious or fraudulent statements or representations, or uses any false writing or documents knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both."

# City of Rensselaer

RX3 – Rensselaer Rapid Response Program

RESTORE 20183120

## Applicant Income Statement

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

Project No: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**This Form (including the tables on Pages 2-5) MUST be completed for each adult (18 or older) in any household applying for assistance under this Program.**

I am certifying that my Household Income, based on documents I have submitted to the City, for the next 12 months from the date I sign this Certification, is:

\$ \_\_\_\_\_ (Refer to Table 1)

\_\_\_\_\_ # of People (including all Children) in this Household

Circle the applicable **Income Limit** with the Total Persons in the Household below:

Total Persons in Applicant Household  
(including **all** Children)

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Annual Income:	\$63,000	\$72,000	\$81,000	\$89,900	\$97,100	\$140,300	\$111,500	\$118,700

(100% of the Area Median Income – April 2019)

## Certification

I certify that all of the information on this Form and the attached supporting documentation are complete and accurate to the best of my knowledge and belief.

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

**NOTE:** U.S. Law provides a penalty of \$10,000 fine and 5 years imprisonment for false, fraudulent or misleading statements under this federally-funded program (U.S.C. Title 18, Section 1001).

**Table 1**  
**Income Summary**

<b>Income Sources</b>	<b>Income from the Prior Year</b>	<b>Current Amounts</b>	<b>Projected Income (Next 12 Months)</b>
Salary or Wages, Tips, etc.	\$	\$ /(wk/mo/yr)	\$
Social Security (incl. Medicare)	\$	\$ /(wk/mo/yr)	\$
Pensions or Annuities	\$	\$ /(wk/mo/yr)	\$
Unemployment Compensation	\$	\$ /(wk/mo/yr)	\$
Disability Compensation	\$	\$ /(wk/mo/yr)	\$
Child Support Payments	\$	\$ /(wk/mo/yr)	\$
Other	\$	\$ /(wk/mo/yr)	\$
Other	\$	\$ /(wk/mo/yr)	\$
Other	\$	\$ /(wk/mo/yr)	\$
Household Assets (Table 2)	\$		\$
Real Estate Income (Table 3)	\$		\$
Business Income (Table 4)	\$		\$
<b>Totals</b>	\$		\$

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**Table 2**  
**Household Assets**

	Current Value	Income from Prior Year	Current Amounts	Projected Income *
Bank Accounts / CDs (Name):	\$	\$	\$(mo/yr)	\$
Bank Accounts / CDs (Name):	\$	\$	\$(mo/yr)	\$
Stocks & Bonds	\$	\$	\$(mo/yr)	\$
Stocks & Bonds	\$	\$	\$(mo/yr)	\$
Real Estate (Not the Primary Residence)	\$	\$	\$(mo/yr)	\$
Retirement Accounts	\$	\$	\$(mo/yr)	\$
Insurance Policies	\$	\$	\$(mo/yr)	\$
Other	\$	\$	\$(mo/yr)	\$
Other	\$	\$	\$(mo/yr)	\$

\* Projected Income for the next 12 months will be imputed at the current passbook savings rate for assets that generate no current or recurring income.

Attach all Statements and related Source Documentation for figures entered into this Table 2.

**NOTE:** U.S. Law provides a penalty of \$10,000 fine and 5 years imprisonment for false, fraudulent or misleading statements under this federally-funded program (U.S.C. Title 18, Section 1001).

**Table 3**  
**Real Estate Income**

Does the Home Owner own any *Investment Properties* in or outside the City of Rensselaer, including seasonal properties, camps, or other types of real estate that could generate income to the Applicant?

YES / NO

List **ALL** rental properties (in or outside the City of Rensselaer) owned by the Home Owner; Do **NOT** list the Property occupied by the Owner as their primary residence and being considered for rehabilitation assistance.

Property Address	Gross Rent	Cash Expenses	Net Income
	\$ /month	\$ /month	\$
	\$ /month	\$ /month	\$
	\$ /month	\$ /month	\$
	\$ /month	\$ /month	\$
	\$ /month	\$ /month	\$

Notes or Comments:

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**Table 4**  
**Business Income**

Use the most recently filed Schedule C and related information from the Owner Applicant's Federal Income Tax Return to fill in the requested information:

Income from Business Activities (Line 3, Schedule C, Form 1040)		\$
Cost of Goods Sold (Line 4, Schedule C, Form 1040)	\$	
Advert., Bad Debts, Car/Truck, Fees (Lines 8-11 Schedule C, Form 1040)	\$	
Benefits, Insurance, Interest (Lines 14-16, Schedule C, Form 1040)	\$	
Legal, Professional, Office (Lines 17-18, Schedule C, Form 1040)	\$	
Rent or Lease Expenses (Line 20, Schedule C, Form 1040)	\$	
Repairs, Supplies, Taxes, Entertain. (Lines 21-24, Schedule C, Form 1040)	\$	
Utilities (Line 25, Schedule C, Form 1040)	\$	
Wages (Line 26, Schedule C, Form 1040)	\$	
Other Expenses (Line 27, Schedule C, Form 1040)	\$	
Total <b>Cash Expenses</b> related to Business Activities		\$
<b>Net Business Income</b>		\$

**Note:** Non-cash expenses (including depreciation or amortization) will not be included here; and expenses that are not justified or not directly related to the business activity (eg: personal or household expenses that are considered not directly related or reasonable for the business) will be deducted from the amounts listed on the federal tax return, at the discretion of the City.

Attach the latest **Schedule C** and related source documentation to this Table.

### Income Fact Sheet

Eligibility for assistance under the RX3 – Rensselaer Rapid Response Program is determined on the basis of household size and income. Each Applicant must provide complete documentation, as requested by the City, of all income sources for every adult member of each household in the property to be repaired. If there are rental apartments in the property, complete income documentation must be provided for each tenant household. No Application can move forward without a determination by the City of the income eligibility of each Applicant household.

A complete, signed copy of the latest federal tax return with all schedules and attachments and worksheets (W-2, 1099, etc.) should be provided as basic income documentation. However, the tax return does not document current income; and it might not include some income sources that are not taxable, but which the City must consider as part of the household income for this Program. The following source documentation should be provided for different types of income. The City will maintain **confidentiality** of all income information.

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**SALARY or WAGES** - copies of at least 3 to 4 current payroll stubs, statements from employers or other documentation, as required to establish the current wage income for each working adult.

**SOCIAL SECURITY** - a statement of benefits for the current year with copies of current checks or direct deposits to establish the gross benefit (before deductions for Medicare insurance).

**PENSIONS** - statements detailing the payments received during the preceding calendar year and current monthly or annual payments for pensions, IRA's, annuities and any other retirement benefits.

**UNEMPLOYMENT or DISABILITY** - statements detailing the payments received during the preceding calendar year and copies of checks received for unemployment, disability or worker's compensation. Adjustments may be required to reflect temporary conditions that are not an accurate reflection of the current or potential household income.

**PERSONAL ASSETS** - details of all personal assets including documentation of current values and income generated during the previous year. Income will be projected for the current year and may be imputed for those assets that do not generate any current interest or dividends.

**INCOME FROM REAL ESTATE** - details of all income from investment rental properties owned by the Applicant in Corinth or elsewhere. The net amount of that income after deducting actual cash expenses related to each property must be included in the household income.

**BUSINESS INCOME** - details of all income from business activities, including documentation of revenues and expenses must be provided. Net business income will be calculated on a cash basis without deductions for non-cash expenses including depreciation, amortization, etc. Adjustments may be made to offset personal or household expenses charged to the business.

**OTHER INCOME** - details of all income from any other source (such as: alimony, child support, rent supplements, education benefits, recurring lottery payments, etc.) received by or on behalf of any adult member of the household during the preceding calendar year and projected for the current year.