



# State of New York Mortgage Agency

641 Lexington Avenue, New York, NY 10022  
(212) 688-4000 • Fax: (212) 872-0789

**DARRYL C. TOWNS**  
*Commissioner/CEO*

## PROJECT SET-ASIDE BUILDER/DEVELOPER/SPONSOR INFORMATION

*[INCOMPLETE FORMS WILL NOT BE CONSIDERED FOR REVIEW]*

**Developer/Builder/Sponsor:** \_\_\_\_\_

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

Sole Proprietor       Partnership       Corporation      ( Profit or  Non-Profit)

Names & Addresses of all Principals: **[ATTACHED SEPARATE SHEET, IF APPLICABLE]**

**Contact Information:**

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

SONYMA Lender: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

**[ATTACH LETTER OF INTENT FROM SONYMA LENDER]**

Are you a Neighborhood or Rural Preservation Company funded by the N.Y.S. Division of Housing and Community Renewal?       Yes       No

**Development/Project:**

Legal Project Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Site Address \_\_\_\_\_

Development/Project is located in:

SONYMA Region No. \_\_\_\_\_ County \_\_\_\_\_ Census Tract # \_\_\_\_\_

Click for list of Regions: <http://www.nyhomes.org/Home/Buyers/ParticipatingLenders/>

Development/Project is in a:  Target Area  Non-Target Area

To determine if a property is in a target area click here: <http://nyhomes.org/index.aspx?page=270> or call 1-800-382-HOME(4663).

To the best knowledge of the Developer/Builder/Sponsor, upon due inquiry and investigation, is the project located or to be located in a jurisdiction in which there is a court decision or court-entered plan to address housing desegregation:  Yes  No

If the answer is yes, the Developer/Builder/Sponsor is required to attach to this application a copy of a document from the jurisdiction to the effect that the project is consistent with such court decision or court-entered plan.

This development/project is:

New Construction  Modular Housing  Conversion from Residential Rental  
 Rehabilitation  Conversion from Other than Residential

Development type:

Standard Subdivision  Planned Unit Development (PUD)  
 Fee Simple Townhouse  Two-Family  
 Scattered Site  Condominium  
 Co-operative  Phased Project (Indicate # of units in subject phase \_\_\_\_\_)

Attorney General Approval received?  Yes  No

Has the development been submitted to another investor for financing?  Yes  No

If yes, and development was approved for financing, provide the following information:

Investor(s): \_\_\_\_\_

Amount of Financing Requested: \$ \_\_\_\_\_

# of units Approved: \_\_\_\_\_

**-OR-**

If yes, and development was denied or suspended, please provide reason for declination or suspension:

\_\_\_\_\_ **[ATTACH CONSTRUCTION LOAN COMMITMENT LETTER]**

Has development received?

Temporary Certificate of Occupancy  Yes  No

Permanent Certificate of Occupancy  Yes  No

Total Dollar amount of SONYMA financing requested: \$ \_\_\_\_\_.

Total number of units in project: \_\_\_\_\_

Total number of units requested for SONYMA financing: \_\_\_\_\_

Provide number of units, square footage and purchase price for each unit type for which SONYMA financing is being requested:

1 Bedroom	# _____	_____ sq. ft.	\$ _____
2 Bedrooms	# _____	_____ sq. ft.	\$ _____
3 Bedrooms	# _____	_____ sq. ft.	\$ _____
4 Bedrooms	# _____	_____ sq. ft.	\$ _____
5 or more Bedrooms	# _____	_____ sq. ft.	\$ _____
Total	# _____		

How does Developer/Builder/Sponsor intend to finance construction?

\_\_\_\_\_  
\_\_\_\_\_

Name of Construction Lender(s), if any, address, telephone numbers, person to contact:

[ATTACH CONSTRUCTION LOAN COMMITMENT LETTER]

\_\_\_\_\_  
\_\_\_\_\_

**Government (Local, State or Federal)/Community Support:**

Has government or the community actively participated in and supported this development?

Yes

No

If yes, provide the name, address and telephone number of a contact person:

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

Office: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Has government provided financial support (i.e. subsidies, grants?)  Yes  No

If yes, list below:

Tax Abatement: \_\_\_\_\_ Annual Amount \$ \_\_\_\_\_

Grant: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Source: \_\_\_\_\_ Per Unit Amount \$ \_\_\_\_\_

Loan: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Source: \_\_\_\_\_

Other: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Source: \_\_\_\_\_

[ATTACH AWARD LETTER AND DOCUMENTS RELATED TO  
THE AWARD (i.e. NOTE, MORTGAGE, etc.)]

**Status of Construction:**

Proposed Construction Proposed start date: \_\_\_\_\_  
Anticipated completion date: \_\_\_\_\_

Under Construction Date Construction started: \_\_\_\_\_  
Anticipated completion date: \_\_\_\_\_ Percent completed: \_\_\_\_\_ %

Existing Construction Year Completed \_\_\_\_\_

Conversion Originally Year Built \_\_\_\_\_  
Date of (Proposed) Conversion: \_\_\_\_\_ Renovation completion date: \_\_\_\_\_

Has Developer/Builder/Sponsor received SONYMA funds for any other projects? Yes No

If yes, Project Name/Location: \_\_\_\_\_

PSA #/Year Obtained: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Lender: \_\_\_\_\_

**Neighborhood Characteristics:**

Neighborhood Boundaries: \_\_\_\_\_

Is an appraisal and/or market study available?

Appraisal Yes No Market Study Yes No

**Site Information:**

Average lot size (excluding Condominiums) \_\_\_\_\_ sq. ft.

Any Zoning Variance? Yes No [IF YES, ATTACH COPY]

Environmental statement? Yes No [IF YES, ATTACH COPY]

Is the site in a flood plain area? Yes No

To the best of the knowledge of the Developer/Builder/Sponsor and Lender, describe other investments being made in the area. Include residential, commercial and industrial investments. Identify the source including private, municipal, state and federal funding, if known.

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**Send Project Set-Aside Builder/Developer/Sponsor Information Form to:**

**State of New York Mortgage Agency**

**Single Family Division**

641 Lexington Avenue, 2nd floor

New York, New York 10022

**Attention: Marie A. Cammarata**

Assistant Vice President of Mortgage Originations

& Project Set-Aside Program Director

Phone: 212-872-0401 Fax: 917-274-0401

Email: [mcammarata@nyshcr.org](mailto:mcammarata@nyshcr.org)

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*Builder/Developer/Sponsor*

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*Print Name/Title*

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*Signature*

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*Company*

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*Date*

*April 12, 2012*