



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.

Developer/Builder/Sponsor Information:

List Developer/Builder/Sponsor's experience and track record, particularly in the area of multi-unit dwellings:

Photographs:

Street Scene: North South East West

[ATTACH ORIGINAL PHOTOS]

Submission Documents:

As applicable to the subject development, attach the following documents in **duplicate**:

- Dated and approved offering plan (inclusive of operating budget)
- Appraisal Report (Master or Unit) dated within the past 6 months
- Co-op or Condo Questionnaire
- PUD Addendum
- Promotional Literature
- Engineer's Report (Asbestos Report)
- Letter of Intent from Participating Lender
- Professional Property Management Agreement
- Grant documentation
- Completed Background Search & Authorization Form

Note: Additional documentation may be required depending on project type

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

Builder/Developer/Sponsor

Print Name/Title

Signature

Company

Date

February 5, 2013

BACKGROUND VERIFICATION & AUTHORIZATION DISCLOSURE

As part of the application process, SONYMA will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. The following Consumer Reporting Agency will prepare the report:

Lexis Nexis (formally Choice Point) Services Inc.
1000 Alderman Dr.
Alpharetta, GA 30005

During the application process, by signing below, I/we hereby authorize Lexis Nexis Services Inc., on behalf of SONYMA to procure a consumer report.

Name of Corporation: _____

Address: _____

FEIN: _____

Is Corporation a Special/Single Purpose Entity ("SPE") created for this project? Yes No

Is Party a public or government entity?

General Partner/Managing Member: _____

Signature: _____

Address: _____

FEIN: _____

Developer or Sponsor: _____

Signature: _____

Address: _____

FEIN: _____

Key Principal/Controlling Entity: _____

Signature: _____

Home Address: _____

FEIN/SS#: _____ DOB: ____/____/____

Non-Controlling Key Party: _____

Signature: _____

Home Address: _____

FEIN/SS#: _____ DOB: ____/____/____

Management Company: _____

Signature: _____

Home Address: _____

FEIN/SS#: _____ DOB: ____/____/____