



NEIGHBORHOOD HOUSING SERVICES OF JAMAICA, INC.
89-70 162ND STREET • JAMAICA, NY 11432

TEL 718.291.7400
FAX 718.298.6505
www.nhsj.org

Dear Prospective Homebuyer:

Thank you for contacting Neighborhood Housing Services of Jamaica, Inc. for your home buying needs. We will do everything possible to assist you. Your appointment is scheduled for _____ at _____ am/pm. To expedite your application, **please bring copies of the following documents listed below: (There will be an additional \$5.00 fee charged for copying the packet in the office).**

- Last two years signed Federal Tax Returns with schedules, if applicable;
- Last two years W-2 forms
- Two (2) consecutive paystubs if you are paid biweekly;
- Four (4) consecutive paystubs if you are paid weekly;
- Social Security award letter, if applicable
- One (1) months current bank statement or other asset statements (all pages);
- Intake forms mailed out to you with this letter completed (do not mail intake back to us)
- Photo ID and;
- Counseling fee of \$110 – Non refundable (We accept cash, check or money order only).**
(Fee has to be paid before the counseling session begins.)

Refinance customers should bring the above listed documents(copies), your latest mortgage statements and your property deed.

Enclosed is our brochure which provides information on other programs offered by NHSJ, as well as our homeownership grants. If you are unable to keep your appointment, please provide us with a 24 hour notification.

Again, thank you for contacting NHSJ, if you have any questions or need additional information, please contact us at 718.291.7400.

Sincerely,

NHSJ,

Enclosure



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MORTGAGE COUNSELING DISCLOSURE STATEMENT SERVICES TO BE PROVIDED

NHS OF JAMAICA, INC. (the agency) will provide the client(s) signing below with mortgage counseling assistance for financing to buy a house, cooperative, or condominium unit. The services will include:

1. Information on qualifying for a mortgage;
2. The availability of mortgage loan products;
3. Preparation in applying for a mortgage loan; and
4. Help in addressing problems on the credit report through immediate improvements or, if necessary, referral of applicants to other agencies.
5. Reviewing the Good Faith Estimate (GFE), Truth-in-Lending (TIL) and HUD 1 Settlement Statements.

MORTGAGE APPROVAL OR REJECTION

The agency cannot guarantee the lender will approve a mortgage application. The lender makes the decision on who will qualify for a mortgage and who will not. The agency cannot make or issue mortgage commitments. The lender will also determine loan rates, terms, fees and conditions.

MORTGAGE APPLICATION REFERRAL

When a client is believed by the agency to be ready to apply for a loan, based upon the information submitted, the agency will issue a referral letter for the applicant to the lender. However, the client may, at any time, apply to any lender on his/her own.

The agency will not issue a referral letter to a client if the agency believes that the client is not ready to go the lender, based on the information supplied to the agency.

I understand and acknowledge the above information.

Agency Representative

Signature

Date

Client

Signature

Date



Neighborhood Housing Services of Jamaica, Inc. Service Disclosure

1. Neighborhood Housing Services of Jamaica, Inc. (NHSJ) is a not-for-profit housing agency committed to providing assistance in guiding you through the process of Homeownership. We believe that homeownership should promote stability for you, your family and the neighborhood in which you choose to live.
2. I/We understand that **Neighborhood Housing Services of Jamaica, Inc is a HUD certified Counseling Agency** and is subject to the Fair Housing Laws under The New York City Human Rights Law prohibiting housing discrimination on the basis of person's race, color, national origin, gender, creed, disability, sexual orientation, marital status, partnership status, citizenship status, age, lawful occupation or children who may be residing with you.
3. Our goal is to assist you in:
 - a) Understanding affordable homeownership and lending options.
 - b) Identifying any obstacles you may face in obtaining a mortgage that promotes stability.
 - c) Setting homeownership goals, establishing a plan to help you reach your goals and provide continued support in the way of pre-purchase and post purchase counseling.
4. Neighborhood Housing Services of Jamaica offers a full range of products and services for LMI residents in our communities. Your participation in our program places you under no obligation to use any of the following services and/or products offered by Neighborhood Housing Services of Jamaica, Inc. :

Program Services

Closing Cost Assistance: The Closing Cost Assistance Program is sponsored by the **New York State Housing Trust Fund** and allows NHSJ to offer eligible, first-time, LMI buyers, Forgivable Loans up to \$30,000 to help underwrite the cost of their first home. The loan is guaranteed with an evaporating lien covering a regulatory period of ten years. Should the property be sold or transferred during that period, the owner will be required to pay NHS for the unused portion of the Loan.

Matching Funds Savings Club: The Matching Funds Program is sponsored by the **Federal Reserve Bank** in partnership with local lending institutions and Neighborhood Housing Services of Jamaica, Inc. This program offers LMI residents the opportunity to initiate a savings plans with local banks (HSBC and M&T Bank). For every \$1.00 saved by LMI residents, the bank will match with \$4.00 up to a maximum of \$7,500. Funds can only be used to help with closing costs for a mortgage with the bank selected for the program participation.

Owner Occupied Forgivable Loans: The Owner-Occupied Grant is a Forgivable Loan Program sponsored by the **New York State Housing Trust Fund**. This program offers forgivable loans up to \$15,000 to owners of one and two unit homes to make necessary repairs. The loan is guaranteed with an evaporating lien covering a regulatory period of five years. Should the property be sold or transferred during that period, the owner will be required to pay NHS for the unused portion of the Loan.



Neighborhood Housing Services of Jamaica, Inc. Service Disclosure

Community Sponsor for NYC Partnership Homes:

NHSJ will act as Community Sponsor for 37 newly built homes in partnership with the **New York City Housing Partnership and local minority developers**. NHSJ conducts outreach, counseling, mortgage facilitation and placement with eligible income residents who successfully complete the homebuying process.

New York Times Neediest Cases:

The New York Times Neediest Cases is sponsored by the **New York Times** and provides financial assistance to families that are losing their homes as result of predatory lending. Families in distress may receive up to \$10,000 in financial support to help them relocate or retain their homes. NHS of Jamaica utilizes this program to assist eligible families.

Restoring Urban Neighborhoods (REO Program):

NHSJ has partnered with Restored Homes to help create additional homeownership opportunities by offering vacant homes for sale to low and moderate-income families. These homes have been or will be rehabilitated and sold to families who meet the income eligibility requirements, at below market value prices.

You have the right to choose your own real estate agent, lending institution and all other real estate industry professionals. Taking part in our group or individual counseling services does not require you to use any of our real estate or mortgage services or use the services of anyone that we might refer to you.

The information we collect through our intake form is used to aid us in assisting you and evaluating our programs and services. Unless you provide direct written consent, we do not disclose your personal information to any unaffiliated third party other than that required for program auditing. If you have any questions or concerns please feel free to discuss them with any member of our Homeownership Staff.

I have read and understand the information presented in this document.

Customer _____ Date _____

Co – Applicant _____ Date _____



Neighborhood Housing Services of Jamaica, Inc.
Credit Authorization

I authorize Neighborhood Housing Services of Jamaica, Inc. (NHSJ) to:

Pull my/our credit report today and additionally in six months, to review my/our credit file for housing counseling in connection with my/our pursuit of a loan to purchase real property or any other such related activity.

Applicant Name

Social Security Number

Applicant Signature

Date

Address: _____
Street Address *Apt #*

City: _____ State: _____ Zip: _____

Date of Birth: _____
(month/day/year)

Co-Applicant Name

Social Security Number

Co-Applicant Signature

Date

Address: _____
Street Address *Apt #*

City: _____ State: _____ Zip: _____

Date of Birth: _____
(month/day/year)



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89-70 162nd Street, Jamaica, NY 11432

PERSONAL PROFILE INTAKE FORM

Intake Date: _____

Referred By: _____

CLIENT/BORROWER INFORMATION

Please Print Clearly

Name: _____ Gender: Male Female
First MI Last

Street: _____ City: _____ State: _____ Zip code _____

Home: (____) _____ - _____ Work: (____) _____ - _____ Email: _____

Fax: (____) _____ - _____ Mobile/Cell (____) _____ - _____ Birth Date ____/____/____

Race (please check): Black or African American Other White Asian
 Pacific Islander American Indian/Alaskan Native Chose Not To Respond

Ethnicity (please check) Hispanic: Yes No Foreign Born (please check) Yes No

Marital Status (please check): Single Married Divorced Separated Widowed

Handicapped: Yes No Veteran: Yes No

CO-CLIENT/SPOUSAL/CO-BORROWER INFORMATION

Please Print Clearly

Name: _____ Gender: Male Female
First MI Last

Street: _____ City: _____ State: _____ Zip code _____

Home: (____) _____ - _____ Work: (____) _____ - _____ Email: _____

Fax: (____) _____ - _____ Mobile/Cell (____) _____ - _____ Birth Date ____/____/____

Race (please check): Black or African American Other White Asian
 Pacific Islander American Indian/Alaskan Native Chose Not To Respond

Ethnicity (please check) Hispanic: Yes No Foreign Born (please check) Yes No

Marital Status (please check): Single Married Divorced Separated Widowed

Handicapped: Yes No Veteran: Yes No

HOUSEHOLD INFORMATION

Please Complete

Current Housing Arrangement (please check):

Renter Homeless Homeowner with mortgage Living with family member /not paying rent

Household Type (please select the most accurate)

Female headed single parent household Male headed single parent household Single adult
 Grandparent w/minors Married without children Married w/Children Other

Family/Household Size (include self): _____ How many dependents (other than those listed by any co-borrower)? _____

What ages are they? _____

Total Household Income: _____ (per year) OR _____ (per month)

Are there non-dependents who will be living in the home? Yes No

If yes, list below:

_____	_____	_____	_____	_____	_____
Relationship	Age	Relationship	Age	Relationship	Age

Education: (please check):

- Below High School Diploma High School Diploma or Equivalent Certificate Some College
 Two-Year College Bachelors Degree Masters Degree PHD

How much money do you have saved to put down towards the mortgage? _____

Are you in arrears due to non-payment of rent? Yes No

Please check all that apply: <input type="checkbox"/> I live in this house <input type="checkbox"/> This is a second home <input type="checkbox"/> This is a rental property Single Family <input type="checkbox"/> 2 Family <input type="checkbox"/> 3 Family <input type="checkbox"/> 4 Family <input type="checkbox"/> 5 + unit <input type="checkbox"/> Condo <input type="checkbox"/> Co-op <input type="checkbox"/>

HOW CAN WE HELP YOU?

Description of Problem: _____

Are You Currently Employed: Yes No **Date of Hire:** _____ **Position Title:** _____

Name of Company (if self-employed, please indicate): _____

Do you expect any change to your current employment status: Yes No If yes, please explain:

Have you received assistance from other sources? (Please indicate sources) _____



Neighborhood Housing Services of Jamaica, Inc.

Monthly Expenses

Name: _____

Home

House Payment or Rent _____
 Second Mortgage _____
 Property Tax & Insurance _____
Total _____

Utilities

Electricity _____
 Household Fuel _____
 Water/Sewer/Garbage _____
 Phone-Basic/Long Distance _____
 Cell Phone/Pager - _____
Total _____

Necessities

Food/Household Supplies _____
 Clothing _____
 School Lunch _____
 Child Care/ Sitter _____
 Diapers/Formula _____
 Child Support _____
Total _____

Transportation

Car Payment/Lease _____
 Insurance _____
 Fuel _____
 Repair Allowance _____
 License/Registration _____
 Bus Fare _____
Total _____

Insurance (if not out of payroll)

Medical/Dental _____
 Life/Disability _____
 Home/Renters _____
 Co-Pays _____
Total _____

Monthly Debts

Minimum Credit Card payment _____
 Other Loans _____
 Other Loans _____
Total _____

Other Expenses

Laundry/Dry Cleaning _____
 Health/Hair/Personal Care _____
 Pet/Veterinary _____
 Dues/Memberships _____
Total _____

Education

Tuition _____
 Books/Paper and Pen _____
 Uniforms/Lessons/Sports _____
Total _____

Entertainment

Any Eating Out _____
 Cable TV/Internet _____
 Craft/Computer/Sports _____
 Bars/Gambling/Cigarettes _____
Total _____

Gifts

Children's Allowances _____
 Contributions/Church/Charities _____
 Holidays/Birthdays/Weddings _____
Total _____

Total of all Monthly Expenses \$ -

Monthly Net Income _____

Minus Expenses _____

Available Income _____

Type of Income

Net income (After Taxes)
 Rental income
 Other

	Customer Monthly Amt	Co-Applicant Monthly Amount
Net income (After Taxes)	_____	_____
Rental income	_____	_____
Other	_____	_____

Total Household Net Income \$ -

For Your Protection: Get a Home Inspection

Name of Buyer _____

Property Address _____

What the FHA Does for Buyers... and What We Don't Do

What we do: FHA helps people become homeowners by insuring mortgages for lenders. This allows lenders to offer mortgages to first-time buyers and others who may not qualify for conventional loans. Because the FHA insures the loan for the lender, the buyer pays only a very low down payment.

What we don't do: FHA does not guarantee the value or condition of your potential new home. If you find problems with your new home after closing, we cannot give or lend you money for repairs, and we cannot buy the home back from you.

That's why it's so important for you, the buyer, to get an independent home inspection. Ask a qualified home inspector to inspect your potential new home and give you the information you need to make a wise decision.

Appraisals and Home Inspections are Different

As part of our job insuring the loan, we require that the lender conduct an FHA appraisal. An appraisal is different from a home inspection. Appraisals are for lenders; home inspections are for buyers. The lender does an appraisal for three reasons:

- to estimate the value of a house
- to make sure that the house meets FHA minimum property standards
- to make sure that the house is marketable

Appraisals are not home inspections.

I understand the importance of getting an independent home inspection. I have thought about this before I signed a contract with the seller for a home.

Why a Buyer Needs a Home Inspection

A home inspection gives the buyer more detailed information than an appraisal--information you need to make a wise decision. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

- evaluate the physical condition: structure, construction, and mechanical systems
- identify items that need to be repaired or replaced
- estimate the remaining useful life of the major systems, equipment, structure, and finishes

What Goes into a Home Inspection

A home inspection gives the buyer an impartial, physical evaluation of the overall condition of the home and items that need to be repaired or replaced. The inspection gives a detailed report on the condition of the structural components, exterior, roofing, plumbing, electrical, heating, insulation and ventilation, air conditioning, and interiors.

Be an Informed Buyer

It is your responsibility to be an informed buyer. Be sure that what you buy is satisfactory in every respect. You have the right to carefully examine your potential new home with a qualified home inspector. You may arrange to do so before signing your contract, or may do so after signing the contract as long as your contract states that the sale of the home depends on the inspection.

X _____
Signature & Date

X _____
Signature & Date