



Checklist to a Complete Application

Deed and Note

Proof of Primary Residence

State Issued ID:

- New York State Driver's License
- New York State Non-Driver's License
- Star Exemption on Property Tax

Three out of Four of the below documents: cannot be three of the same document type; name and address must match the NYS-MAP application

- Current Tax Return
- Current Bank Statement
- Current Utility Bill
- Current Income Statement

Advocacy Letter

The letter must detail:

- Hardship details
- Amount needed to resolve the foreclosure matter
- How the funds would be used? (Must be an eligible MAP use, ex. reinstates an affordable mortgage to avert foreclosure)

NYS-MAP Application (All 14 Pages)

Please double check the application is filled out completely. Here are some commonly missed sections:

- Page 2: ELIGIBILITY CHECKLIST

The section for Advocate Information, at the bottom of the page, must be filled out. This determines which advocate we are authorized to speak regarding the applicant.

- Page 5: PROPERTY AND HOUSEHOLD INFORMATION

Please be sure to fill out the box labeled TOTAL HOUSEHOLD SIZE at the bottom of this page, below all the household members. Please enter in a number that represents your total household size.

Page 12: BORROWER'S CERTIFICATION & AUTHORIZATION

The **top** and **bottom** of this page must be signed and dated by all applicants. In the middle of this page, the **Dodd-Frank section**, the box must be checked by all applicants.

Page 14: CONTRIBUTION FORM (If Applicable)

The form must be filled out completely, signed and dated by both the Contributor and Applicant, start date and end date must be filled out. If there is no end date, you can write "indefinitely" or "ongoing."

Mortgage Statement

The mortgage statement must include the items below:

- Name and address must match the subject property on the NYS-MAP application
- Monthly payment amount is provided
- Monthly payment amount is broken down to Principal, Interest, and Escrow

If you cannot obtain the mortgage statement, you may submit a fully executed loan modification agreement and a copy of the Note.

Property Tax Statement

Must include:

- County
- Town, Village, or City
- School

Homeowners Insurance Declaration Page

Must include:

- Total Premium Amount
- Expiration Date and be currently valid

- ☒ Subject property address

Flood Insurance (if applicable) must include:

- ☒ Total Premium Amount
- ☒ Expiration Date and be currently valid
- ☒ Subject property address

☒ Homeowner's Association, Condominium, Co-Op Maintenance Dues

Must include:

- ☒ Total monthly obligation amount
- ☒ Subject property address
- ☒ Past due or balance due on account

☒ Proof of Income

W2 Income

- ☒ Two most recent and consecutive pay stubs

1099 Income

- ☒ Employment letter reflecting rate and frequency
- ☒ Three consecutive and most recent months of bank statements showing income deposits (deposit must be circled and labeled)

Self-employment Income

- ☒ Three most recent and consecutive months of Profit and Loss statements
- ☒ Corresponding three most recent and consecutive months of business bank statements, or personal bank statements if you co-mingled funds.
 - Bank statement must be labeled with Profit and Loss expenses and income.
 - If the bank statement is a business bank account and all transactions are business transactions, please write on top of the bank statement, "This is a business account and all transactions are business expenses and business deposits."

Rental Income

Lease agreement OR letter from homeowner stating they have rental income with details including:

- term of the agreement
- monthly rental amount
- duration

Two months of the most recent and consecutive homeowner's bank statement showing rental deposit. Circle deposits and label RENT.

Child Support Income

Child support order OR written agreement signed by both parties. Agreement must show rate and frequency.

Two months, most recent and consecutive bank statements showing deposits. Deposits must be circled and labeled CHILD SUPPORT.

Social Security Income

Most recent Social Security Award Letter OR most recent 1099 along with two most recent consecutive bank statements showing deposits of this income.

- If automatic deposit, nothing needs to be done.
- If it is being deposited by the homeowner, it must be circled and labeled SOCIAL SECURITY INCOME.

Retirement/Pension Income

Most recent Retirement/Pension award letter, indicating rate and frequency

Worker's Compensation Income

Most recent worker's compensation letter, indicating rate, frequency and duration.

Foster Care Income

Most recent Foster Care letter, indicating rate and frequency.

Contributor's Income

Non-Resident Contributor

- Page 14 filled out completely, along with six months most recent consecutive homeowner's bank statements showing deposits of the contribution. Deposits must be circled and labeled NON-RESIDENT CONTRIBUTION.

Resident Contributor

- Show proof of residency and contributor's proof of income. Please use residency and income requirements as detailed in this checklist.

☒ Tax Return

- ☒ Most recent filed Federal tax return with all schedules
- ☒ Federal tax return needs to match applicant's name and address on the MAP application
- ☒ IRS form 1040. The bottom of page 2 must be signed and dated

☒ Proof of Assets

For every applicant, we need all open bank accounts:

- ☒ two most recent and consecutive bank statements for each account. (ALL PAGES EVEN BLANK ONES.)
- ☒ On the bank statements, every deposit over \$750 must be circled and labeled with an explanation for the deposit). If not labeled, we need a separate letter of explanation in regard to all deposits over \$750.

Questions?

Please email Heeyeon.Jung@cnycn.org with any questions or visit NYSMAP.org.