

Security Instrument(s) to File Based on Activity

**All forms are available on the HOME and/or NYS Department of State website and should be downloaded for each use to account for occasional updates made. Do not Google or use forms other than those posted.

Program Activities

Homebuyer Down Payment Assistance
 Homebuyer Down Payment Assistance for Cooperative Units (NYC)
 Homebuyer Development, NO Down Payment Assistance
 Homebuyer Development AND Down Payment Assistance
 Homeowner Rehabilitation
 Manufactured Home Replacement with Land Owned by Occupant
 Manufactured Home Replacement in Cooperatively Owned Parks
 Manufactured Home Replacement in Parks/Park Owned Land

Homebuyer Down Payment Assistance (1 Document)

Security Instrument	Location	How to File	How to Release
1. Homebuyer Down Payment Assistance Grant Enforcement Mortgage	https://hcr.ny.gov/nys-home-program	County Clerk	Submit request for release to OCR for review and approval using instructions available at: https://hcr.ny.gov/nys-home-program

Homebuyer Down Payment Assistance for Cooperative Units (NYC) (3 Documents)

Security Instrument	Location	How to File	How to Release
1. Coop Enforcement Note and Security Agreement	https://hcr.ny.gov/nys-home-program	County Clerk	Submit request for release to OCR for review and approval using instructions available at: https://hcr.ny.gov/nys-home-program
2. UCC1 Financing Statement	https://dos.ny.gov/file-ucc-financing-statement	Department of State - Electronically	After receiving OCR approval to release the lien, file UCC3 form to terminate the filed UCC1. UCC3 has to be mailed to DOS. Form and instructions available at: https://dos.ny.gov/system/files/documents/2019/01/ucc3.pdf
3. UCC1CAd New York UCC Financing Statement Cooperative Addendum	https://dos.ny.gov/ucc-forms	Mail to Department of State	

Additional Requirements for UCC1: Include this language in comments: "Debtors interest in [enter # shares] for [enter address of unit] plus the proprietary lease with [enter landlord or cooperative corporation name] and any replacement or additional shares/stock and lease amendments or replacement. This statement shall be effective for [enter Period of Affordability] or until a termination statement is filed. This statement is pursuant to the terms of a HOME COOPERATIVE UNIT GRANT ENFORCEMENT NOTE AND SECURITY AGREEMENT between the Debtor and Secured Party executed along with this instrument ." HTFC is "Secured Party". LPA is "Filer".

Homebuyer Development Subsidy ONLY, No Down Payment Assistance (1 Document)

Security Instrument	Location	How to File	How to Release
1. Homebuyer Development Subsidy Restrictive Covenant	https://hcr.ny.gov/nys-home-program	County Clerk	Submit request for release to OCR for review and approval using instructions available at: https://hcr.ny.gov/nys-home-program

Homebuyer Development Subsidy AND Down Payment Assistance (2 Documents)

Security Instrument	Location	How to File	How to Release
1. Homebuyer Development Subsidy Restrictive Covenant	https://hcr.ny.gov/nys-home-program	County Clerk	Submit request for release to OCR for review and approval using instructions available at: https://hcr.ny.gov/nys-home-program
2. Homebuyer Down Payment Assistance & Homebuyer Development Grant Enforcement Mortgage			

Homeowner Rehabilitation (1 Document)

Security Instrument	Location	How to File	How to Release
1. Homeowner Rehabilitation Grant Enforcement Mortgage	https://hcr.ny.gov/nys-home-program	County Clerk	Submit request for release to OCR for review and approval using instructions available at: https://hcr.ny.gov/nys-home-program

Manufactured Home Replacement with Land Owned by Occupant (3 Documents)

Security Instrument	Location	How to File	How to Release
1. Manufactured Home Replacement Grant Enforcement Mortgage	https://hcr.ny.gov/nys-home-program	County Clerk	Submit request for release to OCR for review and approval using instructions available at: https://hcr.ny.gov/nys-home-program
2. UCC1 Financing Statement	https://dos.ny.gov/uniform-commercial-code	Department of State - Electronically	After receiving OCR approval to release the lien, file UCC3 form to terminate the filed UCC1. UCC3 has to be mailed to DOS. Form and instructions available at: https://dos.ny.gov/system/files/documents/2019/01/ucc3.pdf
Include in comments section: Vin #, unit address, park name, lot #, size, and any other identifiers. "This statement shall be effective for [enter Period of Affordability] or until a termination statement is filed. This statement is pursuant to the terms of a HOME MANUFACTURED HOME REPLACEMENT GRANT ENFORCEMENT MORTGAGE between the Debtor and Housing Trust Fund Corporation executed along with this instrument." Check appropriate boxes for Manufactured Home 30 year lien. HTFC is "Secured Party". LPA is "Filer".			
3. MV900	https://dmv.ny.gov/files/mv900pdf	Filed by dealer at time of purchase. LPA is the Lien Holder.	After receiving OCR approval to release lien, send the lien release (proof that lien was satisfied) to the borrower/owner who will then apply for a new title without the lien OR use the MV-901 received when lien first placed. More information available at: https://dmv.ny.gov/forms/mv909.pdf

Manufactured Home Replacement in Cooperatively Owned Parks (4 Documents)

(owner of unit must own actual shares in the coop documented by shareholder agreement)

Security Instrument	Location	How to File	How to Release
1. Manufactured Home Replacement Grant Enforcement Mortgage for Coop	https://hcr.ny.gov/nys-home-program	County Clerk	Submit request for release to OCR for review and approval using instructions available at: https://hcr.ny.gov/nys-home-program
2. UCC1 Financing Statement	https://dos.ny.gov/uniform-commercial-code	Department of State - Electronically	After receiving OCR approval to release the lien, use the UCC3 form to terminate the filed UCC1. UCC3 has to be mailed to DOS. Form and instructions available at: https://dos.ny.gov/system/files/documents/2019/01/ucc3.pdf

Include in comments section: Vin #, unit address, park name, lot #, size, and any other identifiers. "This statement shall be effective for [enter Period of Affordability] or until a termination statement is filed. This statement is pursuant to the terms of a HOME MANUFACTURED HOME REPLACEMENT GRANT ENFORCEMENT MORTGAGE between the Debtor and Housing Trust Fund Corporation executed along with this instrument." Check appropriate boxes for Manufactured Home 30 year lien. HTFC is "Secured Party". LPA is "Filer".			
3. UCC1Ad New York UCC Financing Statement Cooperative Addendum	https://dos.ny.gov/system/files/documents/2019/01/ucc1cad.pdf	Department of State - Mail in paper copy	After OCR approval to release the lien, use the UCC3 form to terminate the filed UCC1. UCC3 has to be mailed to DOS. Form and instructions available at: https://dos.ny.gov/system/files/documents/2019/01/ucc3.pdf
4. MV900	https://dmv.ny.gov/files/mv900pdf	filed by dealer at time of purchase. LPA is the Lien Holder.	After receiving OCR approval to release lien, send the lien release (proof that lien was satisfied) to the borrower/owner who will then apply for a new title without the lien OR use the MV-901 received when lien first placed. More information available at: https://dmv.ny.gov/forms/mv909.pdf

Manufactured Home Replacement in Parks/Park Owned Land (5 Documents)			
Security Instrument	Location	How to File	How to Release
1. Manufacture Home Replacement in Park Security Agreement	https://hcr.ny.gov/nys-home-program	LPA Retains in File	Submit request for release to OCR for review and approval using instructions available at https://hcr.ny.gov/nys-home-program . No formal release required as documents were not publicly filed. LPA may provide owner with release statement upon request.
2. Manufacture Home Replacement in Park Grant Agreement			
3. Manufacture Home Replacement in Park Recognition Agreement			
4. UCC1 Financing Statement	https://dos.ny.gov/uniform-commercial-code	Department of State - Electronically	After receiving OCR approval to release the lien, use the UCC3 form to terminate the filed UCC1. UCC3 has to be mailed to DOS. Form and instructions available at: https://dos.ny.gov/system/files/documents/2019/01/ucc3.pdf
Include in comments section: Vin #, unit address, park name, lot #, size, and any other identifiers. "This statement shall be effective for [enter Period of Affordability] or until a termination statement is filed. This statement is pursuant to the terms of a HOME MANUFACTURED HOME REPLACEMENT GRANT ENFORCEMENT MORTGAGE between the Debtor and Housing Trust Fund Corporation executed along with this instrument." Check appropriate boxes for Manufactured Home 30 year lien. HTFC is "Secured Party". LPA is "Filer".			
5. MV900	Manufactured Home Dealer	filed by dealer at time of purchase. LPA is the Lien Holder.	After receiving OCR approval to release lien, send the lien release (proof that lien was satisfied) to the borrower/owner who will then apply for a new title without the lien OR use the MV-901 received when lien first placed. More information available at: https://dmv.ny.gov/forms/mv909.pdf