



State of New York Mortgage Agency

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

RUTHANNE VISNAUSKAS
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:

County _____ Census Tract # _____

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

To determine if a property is in a target area 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 in duplicate electronic format:

**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: marie.cammarata@nyshcr.org

Name of Builder/Developer/Sponsor

Print Name & Title of Representative

Signature

Company

Date

Revised: April 1, 2019