

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 Funding 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
1. Homebuyer Down Payment Assistance & Homebuyer Development Grant Enforcement Mortgage	https://hcr.ny.gov/nys-home-program	County Clerk

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

Security Instrument	Location	How to File
1. Coop Enforcement Note and Security Agreement	https://hcr.ny.gov/nys-home-program	County Clerk
2. UCC1 Financing Statement	https://dos.ny.gov/uniform-commercial-code	Department of State - Electronically
<p>Additional Requirements: 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.</p>		
3. UCC1CA New York UCC Financing Statement Cooperative Addendum	https://dos.ny.gov/ucc-forms#forms	Mail to Department of State

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

Security Instrument	Location	How to File
1. Homebuyer Development Subsidy Restrictive Covenant	https://hcr.ny.gov/nys-home-program	County Clerk

Homebuyer Development Subsidy AND Down Payment Assistance (2 Documents)

Security Instrument	Location	How to File
1. Homebuyer Development Subsidy Restrictive Covenant	https://hcr.ny.gov/nys-home-program	County Clerk
2. Homebuyer Down Payment Assistance & Homebuyer Development Grant Enforcement Mortgage		

Homeowner Rehabilitation (1 Document)

Security Instrument	Location	How to File
1. Homeowner Rehabilitation Grant Enforcement Mortgage	https://hcr.ny.gov/nys-home-program	County Clerk

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

Security Instrument	Location	How to File
1. Manufactured Home Replacement Grant Enforcement Mortgage	https://hcr.ny.gov/nys-home-program	County Clerk
2. UCC1 Financing Statement	https://dos.ny.gov/uniform-commercial-code	Department of State - Electronically
<p>Additional Requirements: Include Vin # , unit address, park name, lot #, size, and any other identifiers. Reference "Grant Enforcement Mortgage filed with county clerk securing HOME Grant through the NYS Housing Trust Fund Corporation" Check appropriate boxes for Manufactured Home 30 year lien.</p>		
3. MV900		Filed with title by Manufactured Home Dealer at time of purchase

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
1. Manufactured Home Replacement Grant Enforcement Mortgage for Coop	https://hcr.ny.gov/nys-home-program	County Clerk
2. UCC1 Financing Statement	https://dos.ny.gov/uniform-commercial-code	Department of State - Electronically
<p>Additional Requirements: 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 Manufactured Home Replacement GRANT ENFORCEMENT Mortgage executed along with this instrument.</p>		
3. UCC1CA New York UCC Financing Statement Cooperative Addendum	https://dos.ny.gov/ucc-forms#forms	Mail to Department of State -Not Electronically
4. MV900		Filed with title by Manufactured Home Dealer at time of purchase

Manufactured Home Replacement in Parks/Park Owned Land (5 Documents)

Security Instrument	Location	How to File
1. Manufacture Home Replacement in Park Security Agreement	https://hcr.ny.gov/nys-home-program	LPA Holds in File
2. Manufacture Home Replacement in Park Promissory Note		
3. Manufacture Home Replacement in Park Recognition Agreement		
4. UCC1 Financing Statement	https://dos.ny.gov/uniform-commercial-code	Department of State - Electronically
<p>Additional Requirements: Include Vin # , unit address, park name, lot #, size, and any other identifiers in comments box. Reference "Grant Enforcement documents on file with {enter name of LPA} securing grant through the NYS Housing Trust Fund Corporation" Check appropriate boxes for Manufactured Home 30 year lien</p>		
5. MV900		Filed with title by Manufactured Home Dealer at time of purchase