



# 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) or click here.

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]**

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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.

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**Developer/Builder/Sponsor Information:**

List Developer/Builder/Sponsor's experience and track record, particularly in the area of multi-unit dwellings:

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**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, 5th floor  
New York, New York 10022  
Attention: Project Set Asides**

Phone: 800-382-4663    Email: [SpecPrograms@hcr.ny.gov](mailto:SpecPrograms@hcr.ny.gov)

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*Name of Builder/Developer/Sponsor*

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*Print Name & Title of Representative*

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*Signature*

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*Company*

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*Date*

*Revised: February 19, 2026*

**BACKGROUND VERIFICATION & AUTHORIZATION DISCLOSURE**

As part of the application process, SONYMA will obtain an investigative consumer report. The investigative consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. The following Consumer Reporting Agency will prepare the report:

**Lexis Nexis (formally Choice Point) Services Inc.  
1000 Alderman Dr.  
Alpharetta, GA 30005**

During the application process, by signing below, I/we hereby authorize Lexis Nexis Services Inc., on behalf of SONYMA to procure a consumer report.

**Name of Corporation:** \_\_\_\_\_

Address: \_\_\_\_\_

FEIN: \_\_\_\_\_

Is Corporation a Special/Single Purpose Entity ("SPE") created for this project?      Yes      No

Is Party a public or government entity?      Yes      No

**Name of General Partner/Managing Member:** \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

FEIN: \_\_\_\_\_

**Name of Developer or Sponsor:** \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

FEIN: \_\_\_\_\_

**Name of Key Principal/Controlling Entity:** \_\_\_\_\_

Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

FEIN/SS#: \_\_\_\_\_      DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of Non-Controlling Key Party:** \_\_\_\_\_

Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

FEIN/SS#: \_\_\_\_\_      DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of Management Company:** \_\_\_\_\_

Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

FEIN/SS#: \_\_\_\_\_      DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_