

APPLICATION
Sullivan County Rental Rehabilitation Program

PROGRAM DESCRIPTION

Program Overview

The Sullivan County Rental Rehabilitation Program provides funding to eligible landlords in Sullivan County to repair and improve rental housing. The goals of this program are to improve the quality of rental housing, prevent the loss of rental units to dilapidation, and provide safe rental housing that is affordable for low- and moderate-income Sullivan County residents. In exchange for County funds, participating property owners will enter into a binding agreement to rent the units at an affordable rate (no more than 30% of household income) to tenants with a household income of 80% AMI or less. For additional program details refer to the Notice of Funding Availability (NOFA).

Eligibility

Eligible applicants are owners of residential rental property in Sullivan County that are up to date on utility payments, mortgage payments, and property taxes. Eligible rehabilitation activities are primarily non-cosmetic improvements that improve the quality of rental units. Proposed rehabilitation activities will be evaluated on a case-by-case basis. Priority will be given to projects that mitigate environmental and safety concerns, improve accessibility, or increase energy efficiency.

Affordability Requirements

Participating property owners will enter into an 8-year term of affordability commencing upon the completion of the eligible rehabilitation work. During this term of affordability, impacted rental units must be provided at an affordable rent. Affordable rent is defined as rent that does not exceed 30% of the household's monthly income.

Participating property owners must rent to tenants with a household income that is 80% of Area Median Income (AMI) or less. AMI is defined annually by the US Department of Housing and Urban Development (HUD). Property owners may be eligible for higher funding awards for agreeing to rent to tenants with a household income lower than 80% AMI.

During the 8-year term of affordability, household income of *existing* tenants may rise above the agreed upon AMI with no penalty. However, rent must remain at a rate that is affordable for the agreed upon target AMI regardless of changes in tenant income.

SUBMISSION INSTRUCTIONS

Submit this completed application and the Required Submission Documents (page 6) to:

Sullivan County Division of Planning, Community Development and Environmental Management
County Government Center
100 North Street, PO Box 5012
Monticello, NY 12701

For questions about this program contact: planning@sullivanny.gov

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PART I. PROPERTY INFORMATION

Property address:	
Property type:	<input type="checkbox"/> Single family <input type="checkbox"/> Multi family
Are any units on the property owner-occupied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II. OWNERSHIP STRUCTURE

Is the property owned by an individual person or persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, skip to PART III)</i>
Type of ownership structure (e.g. partnership, LLC, etc.):	
Name of ownership entity:	
EIN #:	

PART III. OWNER INFORMATION

Owner name:	
Owner address:	
Owner phone number:	
Owner email:	
Are there any other property owners?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, skip to PART IV)</i>
Additional owner name(s):	
Additional owner address(es):	
Additional owner phone number(s):	
Additional owner email(s):	

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PART IV. FINANCIAL INFORMATION

Name of mortgage holder (if applicable):	
Address of mortgage holder (if applicable):	
Up to date on all mortgage payments on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Up to date on all municipal taxes levied on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Up to date on all state and federal taxes levied on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of the property owners filed for bankruptcy in the last 10 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART V. TENANT INFORMATION

Unit / Apartment Number	Number of Bedrooms	Monthly Rent (\$)	Utilities Included in Rent? (Y/N)	Name of Occupant(s) or Vacant	Phone Number of Occupant(s)

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PART VI. PROPOSED REHABILITATION WORK

Describe the proposed rehabilitation work. If multiple rental units are included in the project, please specify which elements of the proposed rehabilitation apply to each unit. If rehabilitation includes a shared asset (e.g. replacing a staircase that provides access to multiple units) please specify which units are impacted.

Estimated total project cost:

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Required Submission Documents

Copy of valid photo ID

Copy of deed to the property

Copy of a recent mortgage statement

Copy of property insurance coverage

Copy of organizational documents (if applicable)

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APPLICANT CERTIFICATIONS

The undersigned hereby submits this application to the Sullivan County Rental Rehabilitation Program as described in the Program Description on Page 1 of this application.

The undersigned certifies that residential rental units improved by the Sullivan County Rental Rehabilitation Program will be rented in accordance with the Program's Affordability Requirements.

The undersigned acknowledges that failure to comply with the Sullivan County Rental Rehabilitation Program requirements may result in the retraction of all funds disbursed to the property owner by Sullivan County under this Program.

The undersigned certifies that they, in accordance with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), will not discriminate against any tenant based on basis race, color, religion, sex, familial status, national origin, or disability.

The undersigned certifies that to the best of their knowledge, all information in this application is true, accurate, and complete.

Applicant Name (Print)

Applicant Name (Print)

Applicant Signature

Date

Applicant Signature

Date

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Evaluation Criteria

Rehabilitation Activity (Maximum 20 points)

- Addresses a demonstrable deficiency or issue in the existing rental unit(s)
- Addresses structural or environmental safety concerns, improves accessibility, and/or improves energy efficiency
- Is not primarily a cosmetic improvement

Project Feasibility (Maximum 20 points)

- Feasible scale and scope for the property
- Adheres to local zoning regulations and does not require a zoning variance; OR a zoning variance has been secured from the Zoning Board of Appeals of the municipality with jurisdiction
- Applicant(s) are in good standing with local governments and up to date on all applicable taxes
- Applicant demonstrates financial ability to complete the project

Housing Stock Impact (Maximum 20 points)

- Helps bring vacant units back online and into the active housing stock.
- Helps maintain a housing unit that is at risk of falling out of the housing stock due to dilapidation
- Addresses an existing or potential building code violation.

Tenant Impact (Maximum 20 points)

**If unit(s) are vacant, the maximum 20 points will be awarded.*

- Will not cause existing tenants to be displaced from their residence; OR accommodations for displaced tenants have been identified and will be provided at no additional cost to the tenants beyond current monthly rent payments
- Includes a plan for mitigating the impact on tenants during rehabilitation work.

Alignment with Sullivan County Goals (Maximum 20 points)

- Improves and/or increases housing stock for Sullivan County residents at varying levels of affordability, with a focus on households at or below 80% of Annual Median Income (AMI) levels. *Greater affordability will result in award of a greater number of points in this category, for example, units that reach 30-50% of AMI.*
- Aligns with the goals of the Sullivan County Comprehensive Plan.