



# City of Utica Emergency Mortgage Assistance Program

Thank you for inquiring about the emergency mortgage assistance program offered through the HomeOwnershipCenter (HOC). This program will provide up to 6 consecutive months of mortgage arrear payments or up to 3 consecutive months of current mortgage payments for qualified homeowners in the City of Utica who have suffered from a financial hardship due to COVID-19. Assistance may be applied to mortgage payments due after March 13, 2020.

In order to get started on the application process, please complete the following:

- Create and Complete Compass account: [https://unhs.force.com/unhscft/NWSHOP\\_\\_HomeCPS](https://unhs.force.com/unhscft/NWSHOP__HomeCPS)
  - Choose "Mortgage Assistance" service
- Sign and upload required signature pages and supporting documents (see document checklist)

**Note: Completed applications are processed on a first come, first approval basis. Mortgage payments will be made directly to the loan servicer.**

## Eligibility Requirements

1. Applicants must own and occupy the property for which the application is submitted; Property must be located in the City of Utica .
2. Household annual gross income must be no more than 120% of the area median income for the area in which they reside (HUD Guidelines). Annual income is projected based on current financial circumstance at time of application.

1 person	2 person	3 person	4 person
\$60,550	\$69,200	\$77,850	\$86,500

3. Provide documented proof of financial hardship as a result of COVID-19. Hardship is defined as one of the following:
  - a. Loss of employment due to COVID-19 pandemic
  - b. Reduction of monthly household income due to COVID-19 pandemic
  - c. Increased childcare costs as a result of schools being closed
  - d. Increase in medical costs due to COVID-19
4. Mortgage must have been paid and current prior to COVID-19 hardship.
5. Assets must not exceed \$15,000.

If you have any questions please feel free to call our office at (315) 724.4197.





# PROGRAM APPLICATION

## Mortgage Assistance Document Checklist

Please submit copies of **ALL** of the following documents with the program application. Be sure to check off each item along the way as your application will not be processed if your documents are not complete.

- Complete online Compass profile- Mortgage Assistance Application (includes signature pages).

### Upload the following to your Compass account:

- Signed Program Application Signature Section
- Signed Privacy Policy
- Signed Disclosure
- Signed Property Conditions Certification
- Signed "Foreclosure Mitigation Client/Counselor Agreement"
- Signed authorization form that permits us to speak to the lender; ("AUTHORIZATION TO RELEASE INFORMATION")
- Completed "Mortgage/Budget Information"
- Photo Identification
- Copy of Social Security Cards for Applicant and Co-Applicant
- Documented proof of financial hardship as a result of COVID- 19. Hardship includes:
  - a. Loss of employment due to COVID-19 pandemic
  - b. Reduction of monthly income/ loss of hours due to COVID-19 pandemic
  - c. Increased childcare costs as a result of schools being closed
  - d. Increase in medical costs due to COVID-19

*Examples include a letter from your employer, paystubs prior to COVID-19 hardship to show reduction, and/or medical bills directly related to COVID-19.*

- Household Income Declaration
- 2 months most recent consecutive income documentation
- 2 most recent bank statements; includes all checking and savings accounts
- Mortgage statements from February 2020 - Current
- Proof mortgage was current prior to COVID- 19
- Income tax returns for the last year along with W-2 forms. Be sure the tax return is signed and dated (today's date is OK). *If self employed, please submit 2 most recent tax returns and current year Profit & Loss.*
- A hardship letter that answers the following questions - include months of subsidy needed:
  - What caused your situation?
  - Why do you want to keep or sell your home?
  - How have you tried to fix your financial situation?
- Divorce papers, if applicable, proof of child support or alimony, if applicable
- Monthly statements for ALL household expenses, i.e. credit card, telephone, cable, utilities, etc.
- Most recent utility bill (in homeowner's name)
- Most recent correspondence from Mortgage Company
- Current property tax bill
- Proof of Hazard (Homeowners) Insurance
- Copy of Deed

**\*Additional documentation may be requested.**

