

# NYS VACANT RENTAL PROGRAM (“VRP”)



The NYS Vacant Rental Program (the “*Program*”) is intended to provide funding for the repair, rehabilitation, and conversion of existing buildings having no more than 5 residential units in total. Belmont Housing Resources for WNY, Inc. (“*Belmont*”) is operating as a Local Program Administrator (“*LPA*”) on the behalf of New York State Homes & Community Renewal in connection with this funding in the counties of Erie and Niagara. Any unit to receive funding through the Program **must be vacant**. Further, the unit must have conditions requiring renovation or repair that render the unit uninhabitable or unmarketable.

Temporary vacancy due to a recent lease termination or loss of a tenant is not considered as an acceptable basis for Program eligibility. The receipt of funding through the Program requires that the Property Owner set rents affordable to the appropriate Area Median Income level as further detailed at Part III of this Application. The unit will be considered rent controlled and subject to annual monitoring by Belmont to ensure conformance with Program requirements for a compliance period of 10 years following the completion of construction work and receipt of a Certificate of Occupancy. **The following property types are expressly ineligible for participation: mobile and manufactured homes, properties in foreclosure, and detached accessory structures (unless previously utilized as a legal and code compliant housing unit and further subject to the discretionary approval of the LPA).**

## PART I - APPLICANT INFORMATION

Owner Name:		Phone:	
Additional Owners:		Email:	
Owner Permanent Residence Address			
Street Address:			
City, Zip:			
Total Number of Properties Owned by or Under Control of Applicant		Total Number of Residential Rental Units owned by or Under Control of Applicant	

## PART II - PROPERTY INFORMATION

Mailing Street Address:			
City, Zip:			
Property Deed/Title in the name of: (Provide supporting documentation)			
Number of Housing Units ( <i>current</i> ):		Year Built:	
Number of Housing Units Anticipated ( <i>post-rehabilitation</i> ):		Is Property Fully Insured? (Provide supporting documentation)	
Number of Eligible Vacant Units:		Are Property Taxes Current? (Provide supporting documentation)	
Number of Units to be Assisted with VRP Grant Funds:		Is Property in Foreclosure? (Provide supporting documentation)	
Describe property including any current uses and occupancy			

### PART III - GRANT REQUEST

Type of Grant Award Requested	<input type="checkbox"/> Standard <i>Up to \$50,000 per eligible unit - units affordable to 80% AMI level)</i>	<input type="checkbox"/> Enhanced <i>Up to \$75,000 per eligible unit - units affordable to 60% AMI level</i>
Estimated Number of Vacant Units to be Assisted with VRP Grant Funds		Estimated Total Grant Funds Requested

### PART IV – PROPERTY REVIEW AND RESPONSIBLE OWNER DOCUMENTATION

In addition to a completed and signed copy of this Application, the Property Owner must provide the items listed below. ***Please note this application will not be considered complete, nor will Belmont Housing Resources for WNY, Inc. be able to consider your request for VRP funds unless and until all the documents noted below have been submitted by Applicant and reviewed/approved by Belmont.***

- **Proof of Ownership:** Provide a copy of a deed which clearly states the name of the Property Owner. All entities and/or individuals listed on the deed must be signature parties to this Application. The names and/or entities listed on the deed must match exactly the signature parties to this Application.
- **Proof of Taxes Paid:** Provide a copy of the most current City, Town/Village, County and School taxes for the property which indicate that all taxes have been paid in full through the date of this Application.
- **Proof of Current Utilities Paid in Full:** Provide a copy of the most immediate prior month utility bills including electric, gas, water and sewer. The utility bill must indicate that the Property Owner does not have any outstanding balance due for any utility payment. If the Applicant is seeking funding for a unit that has had the utilities terminated, then the Applicant shall provide the applicable utility bills for the adjoining owner-occupied unit and/or house meter for the building.
- **Proof of Current Payments on Mortgage:** If the Property is subject to financing secured by a Mortgage, the Applicant must provide a mortgage statement and/or payoff statement from their lender demonstrating that all prior mortgage payments have been made in full and are current through the date of this Application.
- **Proof of Comprehensive All Risk Property Insurance:** The VRP Program requires that Applicants maintain All Risk Property Insurance for the full (100%) replacement value of the structure including fire coverage and any other special risk insurance as necessary to include flood coverage if the premises is in a special flood hazard area (the “Policy”). Applicant must provide evidence of a current certificate of insurance demonstrating said All Risk Property coverage including proof of payment of any applicable policy premium. The Policy must remain in effect throughout the construction period and compliance monitoring period.

## PART V - SCOPE OF WORK

Describe the anticipated rehabilitation activities for which you are requesting VRP grant assistance

## PART VI - ACKNOWLEDGEMENTS *(initial each)*

My eligibility for the program includes verification by Belmont that I am a “Responsible Owner”

I, or an immediate family member, may not serve as the contractor for the rehabilitation work

My property is not currently in bankruptcy, has no outstanding liens, has no history of fair housing violations, and is not under current investigation by a federal, state, or local agency

Belmont will conduct a property site inspection to verify eligibility for grant assistance

If my property is constructed prior to 1980, the grant program requires a Lead Risk Assessment to be conducted in any unit receiving assistance (and any tenant means of egress) and that the rehabilitation scope of work is required to address any identified lead hazards

I have not, and will not, displace a tenant for the purposes of making a unit eligible for grant assistance

Units that receive VRP grant assistance are subject to affordability requirements for 10 years, including selecting income-qualified tenants and a limit to the monthly rent charged to tenants

If selected for a VRP award, I will be required to execute an agreement with LPA and file a Declaration of Interest on the Property with the County Clerk

At any point, I may be required to disclose any and all properties owned and/or under my control to Belmont in connection with Belmont’s due diligence assessment to determine that I am a responsible landlord and property owner.

Applicant acknowledges that funding awards through this Program are not “first come – first serve.” Instead, Belmont has the right to award funds to certain owners based on preferential criteria including the following factors-

- Property Owners that live locally
- Small landlord operators that own and operate no more than 20 units
- Landlords that currently participate with and/or are willing to participate with the Section 8 Program for Erie and Niagara County

## PART VII – APPLICATION SUBMISSION INSTRUCTIONS

This Application is considered complete when the following items have been provided and completed:

- Applicant has reviewed and initialed all acknowledgements indicated at Part VI of this Application
- Applicant has signed the Application as the title block indicated below
- Applicant has attached to this Application all the Responsible Owner documents as listed and further detailed at Part IV of this Application

***Belmont will not accept any Application not including the items stated above as complete and Belmont will not begin the Application review process unless and until these initial filing requirements have been met.***

Applicants can submit completed Applications to Belmont as follows:

- **By Email**

Applicants can email the following Belmont representative (making certain to include a signed .pdf copy of this Application along with all required attachments as detailed herein)

**Keith Braun**

Housing Programs Manager

Belmont Housing Resources for WNY, Inc.

Phone: (716) 884-7791, ext. 176

Email: [kbraun@belmonthousingwny.org](mailto:kbraun@belmonthousingwny.org)

- **By Standard Mail (Hardcopy)**

Hardcopies of the completed Application including all applicable attachments can be mailed to Belmont's office using the following address:

**Attention: Keith Braun, VRP Application**

Belmont Housing Resources for WNY, Inc.

2393 Main Street

Buffalo, NY 14214

- **By Hand Delivery**

Hardcopies of the completed Application including all applicable attachments can be dropped off at Belmont's corporate office. Applicants should contact Keith Braun utilizing the contact information noted above to schedule a time to drop off a completed application.

***Prior to submitting a completed Application, Applicants are encouraged to visit the VRP website [Property Owner FAQ](https://hcr.ny.gov/vrp) page to learn more about the Program requirements located at: <https://hcr.ny.gov/vrp>. In addition to those terms set forth in the Applicant Agreement, by signing below Applicant acknowledges that they have reviewed Attachment A to this Agreement.***

### SIGNATURES

Signature of Owner	Signature of Co-Owner
Date	Date

## ATTACHMENT "A" – ADDITIONAL PROGRAM TERMS

The Applicant agrees and understands as follows:

- Understands that it is the responsibility of the Owner to confirm compliance with all local, state or federal laws, rules, regulations and certification requirements. This includes, but is not limited to, all applicable building codes and zoning ordinances, as well as required environmental reviews and permitting. Owner agrees to coordinate with municipality and any other governing entity to confirm if permits are needed and provide copies of permits to Belmont.
- Understands that a Belmont Housing Rehabilitation Specialist may conduct inspections to determine eligibility of proposed scope of work, approve work and monitor progress.
- Understands that efforts will be made to identify eligible program activities at the time of the initial site inspection, however, Belmont Housing and the Program shall not be responsible for the correction of deficiencies identified after approval to begin construction. Hidden, unseen or other deficiencies identified during the rehabilitation of the property are not the responsibility of the Program.
- Understands that the Program will not pay for any work that is not approved by Belmont Housing.
- Will select a contractor and execute a contract engaging the services of a construction contractor for the approved activities.
- Agrees that the lowest responsible bid must be accepted. The Program will not cover costs that exceed the lowest responsible bid, and those costs will be the responsibility of the Property Owner. If the Property Owner selects a higher bidder, the Owner must agree in writing to contribute the difference in bids.
- Will allow photo documentation of construction activities before, during and after said activities including the interior of the unit being funded. Further, by signing this Application, Owner hereby provides a full release to Belmont and NYSHCR to utilize any photos taken in promotional materials concerning the Project including but not limited to websites and social media outlets.
- Understands that if, during rehabilitation, an unexpected problem is discovered and requires a change in the Contract, the Contractor and/or the Owner will contact a Belmont representative before proceeding with any changes in the scope of work.
- Understands that Belmont and/or NYSHCR offers no guarantee of increased program funding. A formal change order must be initiated and signed by all participating parties prior to the start of any work differing from the specifications or for any work deleted from the specifications.