



## Ulster County Access to Home Veterans Application

	YES	NO
Are you a veteran?		
Do you currently have a disability? (Does not have to be connected to the service)		
Do you need accessibility modifications in your home?		
Do you live in Ulster County?		
If you rent or don't own the home, will the owner allow improvements?		
Is your household income for all family members at or below the income limits below?		

Household Size	1	2	3	4	5
Gross Annual Household Income	\$66,600	\$76,080	\$85,560	\$95,040	\$102,720

**Higher limits are available for larger families please ask**

**If you answered YES to all of the questions above... You should be eligible to receive FREE accessibility modifications to your home or rental unit.**

**What kinds of improvements can I receive?**

**All improvements must be considered fixtures to the home such as...**

- Wheelchair ramps, low rise steps, lifts, grab bars
- Bathroom and kitchen modifications
- Door widening and low or no pile flooring
- Automatic door openers and intercom systems
- Hearing impaired modifications such as LED smoke alarms, doorbells.
- Contrast improvements and audio alarms for visual impairment
- Other approved improvements

### **APPLY NOW**

Name: (Applicant) \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Additional contact if someone else is helping you with paperwork    Name \_\_\_\_\_ Phone \_\_\_\_\_

**CHECK ALL THAT APPLY:**

**1. Owner Occupied Units:**

**Type of Occupancy:**

Owner occupied single home\_\_\_\_ Owner occupied multi-unit\_\_\_\_\_

Owner occupied mobile home on your own land\_\_\_\_\_ Owner Occupied mobile home in park\_\_\_\_\_

**Section/ Block/Lot # of property if known** \_\_\_\_\_

**Whose name(s) are on the deed to the property?** \_\_\_\_\_

**If you have a mortgage or park payment, are you behind on any payments?** Yes\_\_\_\_ No\_\_\_\_

If you answered yes, how many? \_\_\_\_\_ How much? \_\_\_\_\_

**Is your home covered by homeowner’s insurance?** Yes\_\_\_\_ No\_\_\_\_

**List Name/Address/Phone number of manufactured home park owner if applicable**\_\_\_\_\_

**2. Tenant Occupied Units:**

**Tenant Occupied Units:**

Tenant occupied single home\_\_\_\_ Tenant occupied in Multiple Unit Residence\_\_\_\_\_

Tenant occupied mobile home in park\_\_\_\_\_ Other: \_\_\_\_\_

**List Name/Address/Phone number of Landlords and/or park lot owners**\_\_\_\_\_

**3. Unit Information:**

Approximate age of house\_\_\_\_\_

General condition of the home, please check one: ( ) Excellent - well maintained ( ) Good – maintained, minor cosmetic work needed ( ) Poor – not well maintained needs major work

**4. Household information:**

How many people are in your household? \_\_\_\_\_ What is the age of the Head of your household? \_\_\_\_\_

Are there children in the household Yes\_\_\_\_ No\_\_\_\_ Is this a single-parent household? Yes\_\_\_\_ No\_\_\_\_

Beginning with the Applicant, list the legal names, birthdates, and relationship to applicant of each person who resides in your home. If you **do not** wish to disclose your Race or Ethnicity Please Check Here I do not wish to disclose my Race or Ethnicity.

**HOUSEHOLD INFORMATION ALL MEMBERS INCLUDING APPLICANT**

Name	Gender	Birth Date	Age	Race and Ethnicity	Applicant/Spouse/Son Daughter/Partner/ Etc.	Disabled Yes/No

If more space is needed please complete on separate piece of paper

**5. Household Income:**

Household income includes all income from all sources for all persons living in the household (excluding live in paid aides).

Type of Income\*\*\* \_\_\_\_\_

Annual Gross Income \*\*\*\$ \_\_\_\_\_ Family Size \_\_\_\_\_

\*\*\* (Include all sources such as from: Earned Income, Self-Employment Income, Unemployment Insurance, Public Assistance, SSI, Social Security benefits, Pension, Periodic Insurance Payments, Rental Income, Union Benefits, Interest Income, Veterans Benefits, Disability Compensation, Alimony, Child Support, etc.) If not otherwise stated from all income coming into the household from all sources and all household sources.

6. Name of Veteran(s) for whom the modifications are necessary \_\_\_\_\_  
Nature of the disability(ies) \_\_\_\_\_  
Is the individual(s) in a Nursing or Care Facility now? \_\_\_\_\_  
If so, name facility \_\_\_\_\_  
Is the individual(s) at risk of going to a Nursing or Care Facility? Yes \_\_\_ No \_\_\_

7. What changes do you want made to your home? Examples: ramp, vertical lift, stair lifts, door widening, bathroom renovations; roll in showers, grab bars, etc. Please list changes with the highest priority first:  
1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_  
(Note: This grant does not cover general home repairs and maintenance)

8. How did you find out about this grant? \_\_\_\_\_

9. Number of Years of Education for Main Applicant \_\_\_\_\_

10. Foreign Born? Main Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_

11. Citizen or Legal Resident Alien? Main Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_

12. What agencies and/or services are you currently working with or receiving? \_\_\_\_\_

13. Are you related to anyone who works or is an agent, consultant, officer, elected official, of the State, RUPCO, general local government or public agency? \_\_\_\_\_  
If yes, please state name and relationship \_\_\_\_\_

**I/We certify that all information contained in this pre-application is true and correct. If contact name is listed, I/we give permission to UCVSA/RUPCO to obtain and release information from/to that person.**

Signature of Head of Household: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Spouse or other adult: \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed application to:**  
**RUPCO – 301 Fair Street, Kingston, NY 12401**  
*Or fax to 845-331-9864 or scan and email to [sdolan@rupco.org](mailto:sdolan@rupco.org)*



## DOCUMENTATION LIST ACCESS TO HOME VETERANS PROGRAM

This program is for tenants or homeowners

- **APPLICATION PACKAGE COMPLETE**
- **INCOME DOCUMENTATION- SELECT ALL THAT APPLY** each participating tenant and/or each owner occupant must submit proof of income. They will choose the documents that pertain to them: PLEASE PROVIDE ALL INCOME FROM ALL SOURCES FROM ALL PERSONS IN THE HOUSEHOLD

Examples of income:

1. **Wage Earners**: Copy of the last 4 weeks of pay-stubs and Federal Tax Returns with W2 attached (2 years) - if you have not filed a Federal Tax Return- complete the enclosed Tax Filing Statement
2. **Social Security Benefits**-(SSD OR SSI all household members) copy of Awards letter this year
3. **Unemployment**- Notice of Benefit Rate Letter (Form Benefits L0403x)
4. **Workers Compensation**: Award letter from board and current copy of check
5. **Veterans Benefit**- Award Letter from Vet. Administration and copy of check
6. **Self-employed**- 3 years of Federal Tax Returns with Schedule "C" Business Profit and Loss Statements attached. Profit and Loss statement for current Year Jan 1 to date.
7. **Rental Income**- Copy of current Fed. Tax return with "Rental profit and loss statement attached".
8. **Pensions**- copy of awards letter
9. **Child Support**- Copy of Court order

**Any other income not listed-** show statement from issuer.

- **ASSET DOCUMENTATION Bank Accounts**- copies of the last three months of checking and savings accounts. **ANY investment income**- Copy of current statement- , IRA, CD, Stock, Bond, Mutual funds, Annuities
- **VA PROOF**- Veterans Administration Service Status- Form DD214. Please check with UC Veterans Service Agency if you need help obtaining this document, 845-340-3190.
- **Disability Proof**- Medical documentation providing diagnosis and/or need for modifications
- **IDENTIFICATION**- Photo ID of applicant and birth certificates or Social Security Cards of dependent children or those that do not have photo ID in the household.
- **Disclosures**- Authorization to Release Information, Lead Form and 3 Part Disclosure ( all 3 enclosed)

### **For Homeowners:**

- Copy of Deed
- Mortgage Statement (if applicable) showing you are up to date
- Proof that Property and General Taxes are paid and up to date
- Proof of Homeowners Insurance

### **For Renters:**

- Proof of Tenancy (copy of Lease. If unable to produce a lease-utility bill)
- Landlord Disclosure Statement (enclosed)

## AUTHORIZATION FOR RELEASE OF INFORMATION

### CONSENT

I authorize and direct any Federal, state, or local agency, organization, business, or individual to release to and verify my application for housing/or other grant/loan program assistance through RUPCO Inc.. I understand and agree that this authorization or the information obtained with its use may be given to and used by RUPCO Inc. and the Ulster County Veterans Service Agency in administering and enforcing program rules and policies. I also consent for RUPCO and the Ulster County Veterans Service Agency to release information from my file about my rental history to credit bureaus, collection agencies, or future landlords. This includes records on my payment history, and any violations of my lease or housing policies.

### INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding my household or me may be needed. Verifications and inquiries that may be requested include but are not limited to:

Identity and Marital Statue	Credit and Criminal Activity	Employment,
Income and Assets	Residences and Rental Activity	Medical or child Care Allowances

### GROUP OR INDIVIDUAL THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information (depending on program requirements) includes but not limited to:

Previous Landlords (including Public Housing Agencies)	Support and Alimony Providers
Past and Present Employers	Medical and Child Care Providers
Welfare Agencies	Veterans Administration
Courts and Post Offices	Retirement Systems
State Unemployment Agencies	Banks and other Financial Institutions
Schools and Colleges	Utility Companies
Social Security Administration	Credit providers and Credit Bureaus
Law Enforcement agencies	

### CONDITIONS

**I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with RUPCO and/or the Ulster County Veterans Service Agency and will stay in effect for a year and one month from the date signed, I understand I have a right to review my file and correct any information that I can prove is incorrect.**

### SIGNATURES:

_____ DATE	_____ APPLICANT SIGNATURE	_____ PRINT NAME
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_____ DATE	_____ CO-APPLICANT	_____ PRINT NAME
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**CLIENT DISCLOSURE STATEMENT**

RUPCO, Inc. provides a full continuum of housing services for Ulster County residents. Services include: the development of affordable rental and for sale properties through Real Estate Development; owned and/or managed market rate and subsidized rental housing units through Property Management; technical assistance for municipalities and communities through Community Development; Section 8 Housing Choice Vouchers, Self Sufficiency and emergency assistance programs through Rental Assistance; and services provided by the Homeownership Center that include first time homebuyer education and counseling, match savings programs and grants for income eligible applicants; Post-Purchase counseling, including HECM and foreclosure prevention, housing rehabilitation and accessibility modifications and grants; financial literacy and budget and credit counseling; provides one time or short term emergency assistance for households and individuals at imminent risk of becoming homeless or are homeless. Clients are not obligated to receive, purchase or utilize any other services offered by the organization, or its partners, in order to receive housing counseling services.

**CLIENT FEE SCHEDULE**

As per HUD housing counseling rules our agency is obligated to disclose all fees that RUPCO charges for all services regardless of the service being associated with your funding request. Any fees that may be associated with your particular project will be defined on the formal Truth in Lending provided upon funding commitment if it is funded by our agency.

There are no fees for the Access to Home Veterans Program

- Credit report fee\* Individual \$ 18.00 Joint \$ 30.0 for homebuyer and credit coaching programs.
- Mortgage Subordination Fee \$150.00 for prior RUPCO grantees
- Homebuyer Educational Group Series Fee counseling\$ 99.00
- Homebuyer Educational Fast Track individual counseling \$
- Homebuyer E-Home America On-Line counseling \$ 99.00

\* No credit fee will be charged for Housing Choice Voucher Homeownership program applicants. Clients that earn less than 200% of the federal poverty guidelines will not be charged for housing counseling and education services According to HUD housing counseling handbook Rev 5 chapter 6 – Performance Criteria and Monitoring subsection I –Fee Schedule; agencies must not refuse to provide counseling services if a client cannot afford to pay fees –a budget must be provide to prove financial hardship. Program/Project Delivery fees for RUPCO services associated with grant funding are not listed and will be disclosed on an individual basis as part of a funding award.

**EXHIBIT 1-3  
PHOTOGRAPH RELEASE AND LICENSE AGREEMENT**

1. GRANT OF LICENSE AND RIGHTS: The {Property Owner, Homeowner, Business Owner} hereby grants an exclusive license to and any and all rights and benefits, if any, to the photographs taken by RUPCO, Inc. or the County of Ulster, NYS Affordable Housing Corp, NYS Housing Trust Fund Corp, HOME Program, CDBG Program, City of Kingston, its agents/assigned at the jobsite for use in any advertising, promotion, and marketing campaign that may conduct in the future. Moreover, it is understood and acknowledged that this license and rights shall apply to any third parties or agents that Corporation in its sole discretion deems necessary to properly and adequately market or promote its building materials and services.
2. CONSIDERATION: It is understood and agreed that other than the consideration previously received the {Property Owner, Homeowner, Business Owner} will not be entitled to receive any further consideration relative to the use of the photographs described herein, including monetary consideration.
3. RESTRICTIONS: It is understood and agreed that there will be no restrictions on the license and/or rights granted hereby.
4. PROMOTION/MARKETING: It is understood and agreed that the {Property Owner, Homeowner, Business Owner} shall have no control or input as to how the photographs are used or utilized in any marketing campaign or promotion and/or advertising unless RUPCO, Inc. or the County of Ulster, its agents/assigns in its sole discretion deems that such input would be appropriate and useful. It is understood and agreed that RUPCO Inc. or the County of Ulster shall have sole authority to determine the mode and method of advertising, merchandising, promoting, selling, and distributing, that involves the use or utilization of the subject photographs. Moreover, it is understood and agreed that Corporation will not be required to obtain and further approval or consent from the {Property Owner, Homeowner, Business Owner} prior to the use or utilization of any photographs for any promotion or marketing campaign and/or advertising.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print \_\_\_\_\_ Print \_\_\_\_\_