

Lt. Colonel Matt Urban Human Services Center of WNY
1081 Broadway, Buffalo, NY 14212
Office: 716.893.7222 Fax: 716.893.3279

February 6, 2023

Re: City of Buffalo Housing Repair Programs - Single Item Repair Program

Dear Homeowner,

The list below shows what items are needed to submit an application for a City of Buffalo Housing Repair Program. Once you have gathered **all** applicable documentation listed below, please call or email for an appointment to bring in your documents.

1. Owner/Household Information

- Copy of the home's deed and any lots owned
- Photo IDs (Driver's License) for each person named on your deed or over 18
- Proof of **2023** homeowners' insurance coverage (if the property is insured)
- Marriage license (if you have ever been married).
- A copy of your spouse's death certificate if you are widowed.
- If you are legally separated, a complete copy of your separation agreement.
- Birth certificates and social security number for household members
- Proof of Power of Attorney (if applicable)
- Court ordered support letters, for dependent children or for yourself

2. Financial Documentation

- Current water bill or a current payment arrangement/plan
- Proof of payment of:
 - Water bill
 - City Of Buffalo Taxes
 - Erie County Taxes
 - User fee
- The current monthly statements for your mortgage, car loans, installment loans, student loans and any revolving payments such as major credit card accounts
- Your most recent 6-month bank statements** (Checking, Savings, Money Market, and credit union accounts, etc.) **and/or Social Security Debit Card statements** for any and all accounts for all household members. Please include **ALL** pages of the statements, even if they are blank.
- Pay stubs for **two consecutive months from each employer** (full and part time), for all household members.
 - o If paid every week, submit 10 paystubs

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- If paid every other week, submit 6 paystubs
- A **complete copy of your 2022 federal tax return (if you file)** including W-2's.
 - If you are self- employed also provide returns for 2018 and 2017.
- Your 2023 **Social Security Award letters** for all household members (if applicable)
- 2023**monthly gross pension benefit** pay statements
- Current unemployment benefit statements covering a two-month period
- Current disability benefit statements covering a two-month period

After the application has been submitted, applicants must provide a money order for \$75 made payable to Buffalo Urban Renewal Agency (BURA) at the time of closing.

Please note – the documentation noted above is a general description of the information that must be submitted in support of your application for financial assistance. Additional information may be requested if the information submitted is not sufficient to accurately determine household income. Please also note that this is not notice of receipt of a grant – submission of an application does not guarantee funds.

Once you have gathered all applicable documentation listed above, please contact me via the information below and on the enclosed *Procedures during COVID-19* sheet.

Sincerely,

Latisha Bailey

Latisha Bailey

housing@urbanctr.org

CITY OF BUFFALO HOUSING REPAIR
APPLICANT REQUIREMENTS

You may be disqualified for assistance at any point in the application process for the below reasons:

- 1) Your home's taxes and fees (City taxes; County taxes; Water bill; User fees, etc.) must be fully paid or in a payment arrangement throughout the ENTIRE application and assistance process.**
- 2) You must have owned and lived in your home for at least one year.**
- 3) You cannot own more than one home or property.**
- 4) Your home must be in generally good condition.**
- 5) Your home cannot have more than ONE emergency condition (sewer line break, main water line break, leaking roof, electrical hazards at main panel, defective heating system, defective hot water heater, gas line break.)**
- 6) You and your spouse (if married) must have clear title or ownership of the home. You may be disqualified if your home lists multiple owners who do not reside in the house.**