



## Program Reminders

### Applicants

- Everyone on the deed is an applicant and the property must be their **primary residence**.
- Life Estate Deeds
  - Owners who have a deed where there is a life estate, we will consider everyone an applicant, including the person holding the life estate.
- Any Trust deeds are not eligible to apply for MAP.

### We can exclude owners from being applicants, under certain circumstances:

- If the applicant states that a co-owner does not reside in the property and does not contribute to the household, that co-owner will not be included in the underwriting analysis under one the following conditions:
  - A **restraining order** has been filed by one owner against the other, which will be confirmed by the restraining order. In this case, we will only execute a Mortgage and Note in the name of the applicant and will not require co-owner to sign our documents.
  - If the **co-owner is deceased**, which must be confirmed through a death certificate. However, exclusion only applies to deeds that are joint tenancy with the right of survivorship, tenants in the entirety, or if the deed is between two spouses and has the language “his wife” or “married.” If the aforementioned deed rights do not appear, then the deed is tenants in common, which means that the share of each owner goes to their heirs. In the case of tenants in common, the ownership rights must have gone through probate and the deed must reflect the current rightful owner. A last will and testament is not sufficient to prove ownership as it can be contested until a court decides rightful ownership of the deceased’s estate.
  - The co-owner submits a letter saying that **they live in a separate property and do not contribute to the applicant’s household**; in such cases the co-owner’s residence must be confirmed by a government-issued photo ID or other allowable proof of residency. That owner will be required to sign the MAP Mortgage, but not the Note.
  - The **owners are divorced or legally separated** and the applicant submits a divorce decree or separation agreement. The divorce decree or separation agreement must be reviewed for confirmation that the property ownership will pass to the applicant.
- Applicants who have been temporarily displaced from their primary residence by a natural disaster, fire, flooding or other similar circumstance may provide a letter of explanation detailing:
  - reason for displacement,
  - current condition of property,
  - anticipated return date to the property,
  - current proof of housing costs (lease agreement, if available, and two months proof of rental payments made),

- and plans to make housing habitable by providing scope of work from contractor or proof an insurance or other claim for repair assistance has been made.
- The housing cost associated with their temporary housing will be considered as a budget liability if displacement lasts more than 60 days.

### **Things to look out for before proceeding:**

- Is the Property located in New York State?
- Is the Property one of the following:
  - 1-4 family house,
  - condominium,
  - co-op,
  - or Manufactured Home (owned as real property)?

### **Questions?**

Please email [Heeyeon.Jung@cnycn.org](mailto:Heeyeon.Jung@cnycn.org) with any questions or visit NYSMAP.org.