



**DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
LEAD HAZARD CONTROL PROGRAM**

Stephanie A. Miner, Mayor

OWNER-OCCUPIED & INVESTOR-OWNER REQUIREMENTS

1. Applicant **MUST** be income eligible. Owner **MUST** provide **proof of income**. *For Investor-owners, Tenants **MUST** be income-eligible and **MUST** provide proof of income. (1040 Tax Form, current payroll stub or certification of income from a non-payroll source such as Unemployment, Disability, SSI, etc.)
2. The property **MUST** be occupied by a child six years or younger, have a frequently visiting child six years or younger or be vacant. *If a child visits the property, the occupant **MUST** fill out a **Visiting Child** form.
3. Applicant **MUST** provide a copy of their **Deed**.
4. Applicant **MUST** provide a copy of their current **Homeowner's Insurance Policy**. At the loan closing, the Syracuse Lead Program **MUST** be listed as a Mortgagee or a Loss Payee on your insurance policy for three (3) years. The Lead Program **MUST** be listed in the event of a fire at your property, in which case, the federal funding utilized at your property will be recovered and be submitted back to the Lead Program to assist others. *If the property is in a designated Flood Zone – Flood Insurance is also required.
5. Applicant **MUST** provide a copy of their **Mortgage Statement** indicating it is paid to date. If the property is paid for, please submit the satisfaction of mortgage.
6. Occupant **MUST** complete and sign the attached **Occupant Data** form. *For Investor-owner, **tenants** must complete and sign. One form per unit required. *If the property is vacant, the owner **MUST** sign a **Vacant Property Agreement** form.
7. The **Blood Authorization Form** must be filled out by the **parent** or **legal guardian** of the occupying or visiting child and returned to the Syracuse Lead Program. The **child's name, DOB (date of birth)** and **signature** on the bottom are required. By signing this form, the parent or legal guardian is authorizing the Lead Program to receive a copy of his or her child's lead test records. A legitimate blood test for children between the ages of one and six (1-6) years old **MUST** be done within six (6) months preceding housing intervention. ***One form per child please.**
8. Applicant **MUST** be current on City/County property taxes and water bills for all properties owned in the City of Syracuse. *Payment Arrangements can be made through City Hall.



**DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
LEAD HAZARD CONTROL PROGRAM**

Stephanie A. Miner, Mayor

9. The property **MUST** be structurally sound with **NO** major structural deficiencies.
10. **ONE** to **FOUR** unit dwellings are eligible for the Program. A **ONE UNIT** property is eligible for a maximum 3-year deferred loan of \$15,000. **TWO – FOUR UNIT** properties are eligible for a maximum 3-year deferred loan of \$20,000.

Two properties from the same individual are allowed to go through the program in a 24-month period.

All lead hazards noted on the lead risk assessment report are required to be mitigated; therefore any contracted amounts **above** the eligibility amounts *are the responsibility of the homeowner* and payable to the City of Syracuse Lead Program at the time of the loan closing.

11. When **ALL** requirements are met and **ALL** forms are **completed** and **signed**, please mail **ALL** required paperwork to the following address to proceed to the next step in the Program:

**Syracuse Lead Program
201 E. Washington Street, Room 500
Syracuse, New York 13202**