



# FLUSHING BANK **FIRST HOME CLUB**

[www.flushingbank.com](http://www.flushingbank.com)

## Dear Future Homeowner

Thank you for your interest in the First Home Club program offered through Flushing Bank. Since 1929, we have been helping businesses, communities, and families grow and prosper. As your local community bank, we are small enough to know you yet large enough to provide you with a full line of products to meet your banking needs and help you reach your financial goals. We are happy to have the opportunity to help you make the American Dream come true!

### To qualify for the Flushing Bank First Home Club you must:

- Apply and get approved for the First Home Club program<sup>1</sup>
- Be a first time homebuyer purchasing a 1-4 family home, condo, or co-op<sup>2</sup>
- Open and make systematic monthly payments into the Flushing Bank First Home Club savings account for 10–24 months for which you will receive a match of \$4 for every \$1 you save<sup>3</sup>
- Purchase and reside in an eligible property in New York State
- Plan to occupy the home for at least 5 years
- Have a household income at or below 80% of the median income in the area where you currently reside
- Complete an accredited homeownership course
- Complete the FHC Enrollment Terms & Conditions Agreement (FHC-104)
- Obtain a mortgage from Flushing Bank and at closing, execute a subordinate mortgage for subsidy funds for a five-year term
- Meet other eligibility requirements as requested<sup>4</sup>

On page 6 you will find the Flushing Bank First Home Club Kit Checklist. Please review this list, complete the forms and collect all of the documents required that appear on the checklist. Once completed, please send the forms and documents to your Flushing Bank First Home Club Enrollment Administrator (page 6). They will then guide you on the next steps in the process and answer any questions you may have.

At Flushing Bank, we are committed to helping you through your first time home buying experience. We value your relationship and are glad to help you take advantage of the First Home Club program's grant up to \$7500. If you require further assistance or have any questions, please contact the Flushing Bank Solutions Center at 800.581.2889 (855.540.2274 TTY/TDD) Monday through Sunday from 7:00 a.m. to 11:00 p.m. ET. Our representatives are here to assist you.

1) Applicants must meet certain income and credit requirements. All loans and lines of credit are subject to credit approval. 2) As defined by the Federal Home Loan Bank of New York (FHLBNY). Purchase price of the property cannot exceed \$500,000. 3) The maximum matching deposit is \$7,500. Withdrawals are not permitted while enrolled in the Flushing Bank First Home Club program. Funds must remain on deposit until qualified withdrawals are made for closing costs and other related fees. Withdrawals from this account must be directly related to the home purchase under the program. If a withdrawal is made from the account prior to reaching the goal, you will be disqualified from the program. 4) Other eligibility requirements, information and documentation may be requested and required for submission and approval. This program is sponsored by the FHLBNY. Other restrictions and eligibility requirements apply. Offer and program are subject to change and termination any time without prior notice. Speak with a Flushing Bank representative for more details.

# Flushing Bank First Home Club Program Step-By-Step

## Step 1 Pre-Enrollment

To be eligible for the Flushing Bank First Home Club program, you must:

- Be a first time homebuyer purchasing a 1- 4 family home, condo or co-op up to \$500,000
- Have a household income at or below 80% of the area median income in the area where you currently reside
- Purchase and reside in an eligible property in New York State

## Step 2 Enroll

To apply, contact a Flushing Bank Mortgage Originator to discuss your eligibility. You will need to provide the following items:

- The last 2-years of W-2's and federal tax returns
- Pay stubs for the past 30 days
- Employer's address(es) for the past two years
- Address(es) of your residence for the past three years
- Address(es) of real estate owned
- Social Security award letters for anyone receiving benefits
- Any other documentation showing additional sources of income

Your Flushing Bank representative will aid you in determining your savings goals, complete an enrollment application and sign a First Home Club Enrollment Terms and Conditions form.

## Step 3

### Open Your Flushing Bank First Home Club Savings Account

After applying and if eligible, your Flushing Bank representative and Flushing Bank Loan Officer will:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Contact you with your approval into the Flushing Bank First Home Club program</li></ul>                | <ul style="list-style-type: none"><li>• Meet with you to obtain a signed Enrollment Terms and Conditions</li></ul> |
| <ul style="list-style-type: none"><li>• Collect any additional personal information and estimate the maximum mortgage you can afford</li></ul> | <ul style="list-style-type: none"><li>• Open your new Flushing Bank First Home Club savings account</li></ul>      |

(Please Note: Eligibility for the Flushing Bank First Home Club program does not guarantee that you will be approved for a mortgage. All loans, lines of credit and mortgages are subject to credit review and approval.)

## Step 4

### Make Monthly Deposits

ONCE YOU ARE ENROLLED IN THE PROGRAM, YOUR AGREED UPON DEPOSIT AMOUNT WILL AUTOMATICALLY BE DEDUCTED FROM THE ACCOUNT YOU SELECTED AND CREDITED TO YOUR FLUSHING BANK FIRST HOME CLUB SAVINGS ACCOUNT.

- Your Flushing Bank First Home Club savings account is a dedicated savings account that is to be used only for meeting your agreed upon First Home Club program goal.
- Your agreed upon deposit will be credited to your Flushing Bank First Home Club savings account for a minimum term of 10 months to a maximum term of 24 months and will need to be completed in time to close on your property within 24 months of enrollment into the Flushing Bank First Home Club program.
- Your deposited funds must remain in your Flushing Bank First Home Club savings account until you have reached your savings goal and are ready to purchase your home. NOTE: Withdrawals are not permitted while enrolled in the Flushing Bank First Home Club program. If a withdrawal is made from the account prior to reaching the goal, you will be disqualified from the program.

## Step 5

### Take an Accredited Homeownership Education Course

Schedule and complete your required accredited homeownership education course with an approved non-profit housing agency. Contact your Flushing Bank representative if you need help finding an approved non-profit housing agency. (Please Note: all individuals listed on the promissory notes, deed or mortgage are required to attend and complete the course.)

## Step 6

### Go House Shopping

You are now ready to find your perfect home! (Please Note: The accumulated funds saved in your Flushing Bank First Home Club savings account must only be used for pre-approved up-front costs related to the house you want to buy. Be sure to keep all receipts pertaining to the purchase of your new home.)

## 7. Step

### Apply for a Flushing Bank Mortgage

Now that you have decided on your home and have a purchases/sales contract, contact your Flushing Bank Loan Officer to get your loan application underway. (Please Note: Eligibility for the Flushing Bank First Home Club program does not guarantee that you will be approved for a mortgage. All loans, lines of credit and mortgages are subject to credit review and approval.)

## 8. Step

### Final Approval

When your mortgage application is approved, Flushing Bank will send all required documentation to the Federal Home Loan Bank of New York to be reviewed for funding approval.

## Step 9 Time to Close

When the Flushing Bank First Home Club savings account funding has been approved, (minimum 15 business days), you will be required to sign the following documents at closing:

- A 5-year subordinate mortgage under First Home Club grant amount

- A promissory note for the Flushing Bank First Home Club savings account grant amount

# Flushing Bank First Home Club Kit Checklist

Name(s): \_\_\_\_\_

- 1 \_\_\_\_\_ Complete Registration Form (enclosed)
  - Complete, Sign & Date
- 2 \_\_\_\_\_ COPIES of the following:
  - Last two year's W2s
  - Last two years of Federal 1040 Signed Tax Returns, (no state returns)
  - 1 month of current, consecutive pay stubs showing year to date earnings (2 if paid bi-weekly; 4 if paid weekly)
  - Documentation for all other income (e.g. disability, unemployment, social security, etc)
  - 2 years of Business tax returns and a current year-to-date schedule C / P&L for self-employed prepared by a third party accountant. Teachers: contracts required
- 3 \_\_\_\_\_ Child Support Documentation
  - Complete Child Support Statement (enclosed)(even if not receiving support)
  - Legal documents verifying support amount (court order or divorce decree)
- 4 \_\_\_\_\_ First Home Club Terms and Conditions (enclosed)
  - Signature required
- 5 \_\_\_\_\_ Credit Report Authorization Form (enclosed)
  - Complete, Sign & Date
- 6 \_\_\_\_\_ Homebuyer Education Certificate (to be sent later)
  - Required before the completion of the Savings Program, issued by an approved housing agency

## How to Return Your Completed Enrollment Kit

Please return the completed enrollment package and copies of the above documentation to your dedicated Flushing Bank First Home Club Enrollment Administrator:



Flushing Bank First Home Club Enrollment  
P.O. Box 9000, East Meadow, NY 11554  
Attn: Lending

Please call 800.581.2889 (855.540.2274 TTY/TDD)  
Monday through Sunday from 7:00 a.m. to 11:00 p.m. ET  
if you have any questions or need assistance with the  
contents of this package.

# Residential Mortgage Credit Report Authorization Form

**"I", "me" or "my" refers to each Applicant who signs below.**

I authorize Flushing Bank, Its Successors and/or Assigns to obtain a credit report to review my initial request for enrollment in the First Home Club program.

<hr/>			<hr/>		
Applicant's Signature		Date	Co-Applicant's Signature		Date
<hr/>			<hr/>		
Applicant's Social Security Number			Co-Applicant's Social Security Number		
<hr/>			<hr/>		
Applicant's Name			Co-Applicant's Name		
<hr/>			<hr/>		
Mailing Address			Mailing Address		
<hr/>			<hr/>		
City	State	Zip	City	State	Zip
	/			/	
<hr/>			<hr/>		
Country of Residence		Country of Citizenship	Country of Residence		Country of Citizenship
<hr/>			<hr/>		
Applicant's Date of Birth			Applicant's Date of Birth		
<hr/>			<hr/>		
Home Phone			Home Phone		
<hr/>			<hr/>		
Cell Phone			Cell Phone		
<hr/>			<hr/>		
E-mail Address			E-mail Address		
<hr/>			<hr/>		
Are you on the CHEX System?		Yes Or No	Are you on the CHEX System?		Yes Or No
		Applicant select one only			Co-Applicant select one only

# Flushing Bank Registration Form – Household Information

## Applicant

First Name	Middle Initial	Last Name
Mailing Address	City	State      Zip
Home Phone	Cell Phone	Work Phone
E-Mail Address		County
Age	Social Security Number	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Other <div style="text-align: right;">Marital Status (check one)</div>

## Co-Applicant

First Name	Middle Initial	Last Name
Mailing Address	City	State      Zip
Home Phone	Cell Phone	Work Phone
E-Mail Address		County
Age	Social Security Number	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Other <div style="text-align: right;">Marital Status (check one)</div>

## List All Others Living in Household *(not including anyone above)*

First & Last Name	Age	Relationship	Student?	Earn/Receive\$?	Comments

TOTAL Number of Household Members: \_\_\_\_\_



# Flushing Bank Registration Form – Employment

**Applicant's Employment** *(submit 1 month of consecutive, current paystubs, 2 yrs W-2s & Federal 1040s)*

_____ Employer's Name			<input type="checkbox"/> Self Employed	<input type="checkbox"/> Student
_____ Mailing Address (Human Resources)			<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
_____ City		_____ State	_____ Zip	
_____ Position			_____ Start Date	
Pay Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly    Hourly Rate: _____				
Check all that apply (annually): <input type="checkbox"/> Overtime <input type="checkbox"/> Commission <input type="checkbox"/> Bonus <input type="checkbox"/> Other _____    Hours per Week: _____				
2 <sup>nd</sup> Job Employer Name & Start Date: _____			\$Monthly Amt: _____	P/T? _____

**Applicant's Previous Employment or Unemployment** *(provide w-2s, 1099Gs)*

_____ Employer Name/Agency	_____ Position	_____ FT or PT ?	_____ Start Date	_____ End Date
/				
_____ Employer Name/Agency	_____ Position	_____ FT or PT ?	_____ Start Date	_____ End Date
/				
_____ Employer Name/Agency	_____ Position	_____ FT or PT ?	_____ Start Date	_____ End Date
/				

**Co-Applicant's Employment** *(submit 1 month of consecutive, current paystubs, 2 yrs W-2s & Federal 1040s)*

_____ Employer's Name			<input type="checkbox"/> Self Employed	<input type="checkbox"/> Student
_____ Mailing Address (Human Resources)			<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
_____ City		_____ State	_____ Zip	
_____ Position			_____ Start Date	
Pay Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly    Hourly Rate: _____				
Check all that apply (annually): <input type="checkbox"/> Overtime <input type="checkbox"/> Commission <input type="checkbox"/> Bonus <input type="checkbox"/> Other _____    Hours per Week: _____				
2 <sup>nd</sup> Job Employer Name & Start Date: _____			\$Monthly Amt: _____	P/T? _____

# Flushing Bank Registration Form – Employment

## Co-Applicant's Previous Employment or Unemployment *(provide w-2s, 1099Gs)*

_____	_____ FT or PT ?	_____ /
Employer Name/Agency	Position	Start Date      End Date
_____	_____ FT or PT ?	_____ /
Employer Name/Agency	Position	Start Date      End Date
_____	_____ FT or PT ?	_____ /
Employer Name/Agency	Position	Start Date      End Date

# Flushing Bank Registration Form – Income

## Applicant's Other Income

Type	Monthly	Comments	Type	Monthly	Comments
Alimony	\$ _____	_____	Section 8	\$ _____	_____
Child Support	\$ _____	_____	Social Security	\$ _____	_____
Disability	\$ _____	_____	SSI/SSD	\$ _____	_____
Insurance	\$ _____	_____	Unemployment	\$ _____	_____
Interest	\$ _____	_____	VA Benefits	\$ _____	_____
Pension	\$ _____	_____	Workers Comp	\$ _____	_____
Public Assistance	\$ _____	_____	Other	\$ _____	_____

## Co-Applicant's Other Income

Type	Monthly	Comments	Type	Monthly	Comments
Alimony	\$ _____	_____	Section 8	\$ _____	_____
Child Support	\$ _____	_____	Social Security	\$ _____	_____
Disability	\$ _____	_____	SSI/SSD	\$ _____	_____
Insurance	\$ _____	_____	Unemployment	\$ _____	_____
Interest	\$ _____	_____	VA Benefits	\$ _____	_____
Pension	\$ _____	_____	Workers Comp	\$ _____	_____
Public Assistance	\$ _____	_____	Other	\$ _____	_____

# Flushing Bank Registration Form – Income

**Credit Score:**                      Applicant \_\_\_\_\_                      Co-Applicant \_\_\_\_\_

Will you be mortgage ready, have a signed purchase contract and be in a home within 2 years? If not, your household will expire from the program and you will need to start the enrollment application process over (including a new savings account with a minimum of 10 monthly deposits).

Yes \_\_\_\_\_                      No \_\_\_\_\_                      Unsure \_\_\_\_\_

Comments

## Agreement and Certification

I/We hereby authorize the approved counseling provider to request any information they deem necessary to determine my/our eligibility for this program, pertaining to employment, credit, real estate, mortgage financing, utilities, rent history, etc. The approved counseling provider may employ any lawful means to verify any information about me/us. I/We hereby authorize the approved counseling provider to share any information they obtain about me/us with the lender, government, nonprofit, and other entities or individuals. My/Our receipt of any or all related services or assistance from the approved counseling provider does not guarantee a mortgage loan, house, or any tangible benefits.

THE UNDERSIGNED DO HEREBY CERTIFY THAT ALL THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF THEIR ABILITY AND UNDERSTAND THAT THIS IS NOT AN APPLICATION FOR A MORTGAGE.

_____ Applicant's Signature	_____ Date	_____ Co-Applicant's Signature	_____ Date
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_____ Bank/Agency Representative's Signature	_____ Date	_____ Bank/Agency Representative's Name (print)
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## Child Support Statement

### Please Note:

You must complete a separate Child Support Statement for each child support order/agreement.

### Check One:

Do not have children. (Skip to Certification below)

Do not receive child support. (Skip To Certification below)

Awarded court ordered child support and receive payments. \*

Awarded court ordered child support but do not receive payments. \*

Receive child support through a private arrangement. \*\*

Child support is pending.\*\*\*

\* Attach a copy of the Support Order or other support collection agency documentation

\*\* Attach a signed, notarized letter from parent paying support reflecting amount paid, pay arrangement (ex: monthly) and child's/children's name(s).

\*\*\* Attach documentation verifying amount i.e. unsigned agreement, letter from attorney or other.

### Current or Anticipated Child Support Order/Arrangement

You must complete a separate Child Support Statement for each child support order/agreement.

\$ \_\_\_\_\_

☐ Monthly

☐ Bi-Weekly

☐ Semi-Monthly

☐ Weekly

Child's First and Last Name (*please print*)  
\_\_\_\_\_

### Certification

I/We certify that this Child Support Statement and its supporting documentation are true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Co-Applicant's Name (please print)

## Deposit Monthly Breakdown

Deposits into the account must be systematic and automated. Deposits must be made at least once monthly and can be scheduled to be made anytime during the month. Only the systematic/automated deposits are allowed, additional deposits/funds may not be added to the account.

You cannot perform transactions from this account, other than the agreed upon systematic and automated deposits. Withdrawals from the account can be used toward the down payment and/or closing costs for the purchase of a principal residence. Transfers, withdrawals and/or missed deposits can result in the termination of the program and closure of the account.

You can receive a grant of \$4 for every \$1 you save up to a maximum grant of \$7,500. The minimum number of months in the program is 10. The maximum number of months in the program is 24. Following is an example of the minimum amount you would need to deposit monthly to save a total of \$1,875.00 in order to obtain the full grant of \$7500.

Term (in Months)	Monthly Deposit	Total Saved	Term (in Months)	Monthly Deposit	Total Saved
10	\$ 187.50	\$ 1,875	18	\$ 104.17	\$ 1,875
11	170.45	1,875	19	98.68	1,875
12	156.25	1,875	20	93.75	1,875
13	144.23	1,875	21	89.29	1,875
14	133.93	1,875	22	85.23	1,875
15	125.00	1,875	23	81.52	1,875
16	117.19	1,875	24	78.13	1,875
17	110.29	1,875			

# Quick Reference Guide

## 1. What does not constitute "income"?

- a. According to §813.106 of the HUD regulations, annual income is not to include the following;
- b. Income from the employment of children (including foster children) under the age of 18 years;
- c. Payments received for the care of foster children;
- d. Lump sum additions to family assets (e.g., inheritances, capital gains, insurance policy death benefit payments, settlement for personal/property losses, medical expense reimbursements);
- e. Income of a live-in aide;
- f. Educational scholarships paid directly to a student, educational institution, or a veteran;
- g. Earned income tax credits;
- h. Unreliable and non-recurring income (e.g., gifts, employee stock option buyouts, etc. As indicated above in 1.b, overtime pay, commissions, fees, tips and bonuses do not constitute unreliable and non-recurring income as defined here.); and
- i. The value of food stamps allotments (per §913.106 of the HUD regulations).

## 2. Flushing Bank First Home Club Savings Account

- a. Once your enrollment is approved, you will make an appointment to open up a dedicated savings account as directed by your Flushing Bank representative. You will then make consistent deposits each month for a period of 10-24 months.
- b. You cannot perform transactions from this account, other than the agreed upon systematic and automated deposits. Withdrawals from the account can be used toward the down payment and/or closing costs for the purchase of a principal residence. Transfers, withdrawals and/or missed deposits can result in the termination of the program and closure of the account.

## 3. Homebuyer Counseling Program

- a. All adult household members applying for a mortgage will need to participate in an educational homebuyer counseling program at a local FHC approved agency while saving. This invaluable course will help you understand the entire home buying process!

## 4. Mortgage Financing

- a. Once you are close to reaching your savings goal, a Flushing Bank Representative will be happy to pre-qualify you for a mortgage loan, so you are ready to make an offer on your first home. The Mortgage Consultant will also help you through the entire mortgage process.

## 5. Important Details

- a. You must be mortgage ready, have a signed purchase contract on a home and close and be in your home within 2 years. If not, you will expire from the program and you will need to start the enrollment application process over. (including a new savings account with a minimum of 10 monthly deposits)
- b. If you sell your home to a household who is not eligible for the FHC grant before you have been in the property for 5 years, you may need to pay back a portion of the grant. After you have enjoyed your home for 5 years, the grant is forgiven & the lien can be released, by calling Flushing Bank.
- c. Your entire household income must meet the Income Requirements for your county. If you add a member to your household after you are enrolled, their income must be included.
- d. Contact your Flushing Bank representative or call 800.581.2889 if you ever have any questions.