



ANDREW M. CUOMO
Governor

NY Rising Interim Mortgage Assistance Program

Guide to Acceptable IMA Documents

July 20, 2017

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Rental Lease

A rental lease agreement for each displacement period is required. A valid lease will be a notarized typed lease or a lease template with the following information:

1. Name of landlord
2. Name of Tenant (tenant should be a deeded owner of the damaged property)
3. Rental property address
4. Term of lease
5. Monthly rent amount
6. Printed Name and Signature of landlord and tenant

Proof of Rental Payment

Rent Proof of Payment can be in the form of:

1. Cancelled check (front and back, with endorsed back showing payment to landlord)
2. Wire/bank transactions showing rent payment made by applicant to the landlord listed on lease
3. Official financial institution document with a copy of the front of check showing the post date when funds were deducted from bank account.
4. Official ledger from a hotel, trailer company or commercial apartment showing monthly rent payments
5. Notarized cash receipt on program approved cash receipt template. Monthly rent is recognized based on first and last day of each month. (if rent is paid in cash, request the IMA Cash Receipt template from your case manager)

If staying in a Hotel, Airbnb or trailer, an official ledger/receipt showing stay period and monthly payment may be used as lease and proof of rent payment.



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Mortgage Documentation

Proof of mortgage payment for each displacement month you are seeking assistance is required. A valid proof will be in the form of a mortgage statement, mortgage transaction history (amount due and date, and amount paid), or home equity loan statement showing the following information:

1. Name of financial institution
2. Name of mortgagor
3. Property address
4. Mortgage Account number
5. Monthly payments (principle, interest & escrow)

If escrows are paid separately, escrow statement and proof of payment must be submitted along with mortgage statements.

Escrow statements would be the following:

1. General Tax Statement for the months of displacement
2. School Tax Statement for the months of displacement
3. Village or Town Tax Statement for the months of displacement
4. City Tax Statement for the months of displacement
5. Property Tax Statement for the months of displacement
6. Homeowner Insurance Declaration for the months of displacement

Mortgage payments made by check or automatic deductions from a bank account must be accompanied by the statement/bill being paid.

If submitting proof of mortgage payment in the form of check, ensure:

1. Cancelled checks have a copy of the front & back of check, with back of check endorsed showing payee information. Payee would be the financial institution identified on the accompanying mortgage statement.
2. Official financial institution document with a copy of the front of check showing the post date when funds were deducted from bank account.