

Onondaga County Community Development NYS HCR VRP Program Application Information

Applications for the Onondaga County Community Development (OCCD) NYS Homes and Community Renewal (NYS HCR) Vacant Rental Program (VRP Program) will be accepted on a rolling basis.

Submission Instructions:

Applications will be accepted in person, via mail or via email.

Email applications with attachments to susanboyle@ongov.net.

Mailing and in person address:

Onondaga County Community Development
Attn: Susan Boyle
Carnegie Building
335 Montgomery St, 2nd Fl.
Syracuse NY 13202

Complete applications will include the following:

___ Completed Application Form

___ Application Eligibility Attestation Form (notarized)

___ Application Vacancy Attestation Form (notarized)

___ List (addresses) of all properties owned and/or under the control of the owner commercial and residential

REQUIRED SUPPORTING DOCUMENTS Copy of the recorded deed to your home with legal description attached (Schedule A) Copy of current mortgage statement (and statements for any other liens on the property) Proof that utilities on property are current Copy of picture I.D. (e.g., driver's license) Copy of declarations page of your homeowner's insurance policy stating current policy period, amount of coverage & listing of all mortgages against the property *Please Note: Your mortgage, taxes and water bills must be current to participate in this program.

All applicants will be notified within 30 days of the status of their application.

Questions?

Contact Program Manager, Susan Boyle with questions about the application at susanboyle@ongov.net or 315-435-3558 X 5810