

Sample Letter #1

**LETTER FOR THE REQUEST
TO SELL YOUR FAIR AND AFFORDABLE HOME**

DATE: _____

Westchester County Department of Planning
Housing Section
148 Martine Avenue, Room 414
White Plains, New York 10601

Attention: Housing Staff, Monitoring Administrator

To Whom It May Concern:

I currently reside in a fair and affordable home located at

Please be advised I wish to sell my current fair and affordable home. I am aware that my home must be sold to an income eligible household and that maximum resale restrictions and recapture provisions may apply. Please provide me with the maximum resale price for my home.

My telephone number is _____.

Thank you for your assistance in this matter.
Sincerely,

(insert signature and print Homeowner's name and address above)

Sample Letter #2

**LETTER FOR THE REQUEST TO REFINANCE AND/OR
SUBORDINATE YOUR FAIR AND AFFORDABLE HOME**

DATE: _____

Westchester County Department of Planning, Housing Section
148 Martine Avenue, Room 414
White Plains, New York 10601
Attention: Housing Staff, Monitoring Administrator

To Whom It May Concern:

I currently reside in a Fair and Affordable Home located at

Please be advised I wish to refinance and/or subordinate my current outstanding Mortgage.

My outstanding mortgage amount is: \$ _____

The amount I would like to refinance for is

\$ _____

(If applicable please indicate the reason for any additional funds above the outstanding mortgage amount.)

I am requesting additional funds above the outstanding mortgage for the following reasons: _____

Please provide me with the maximum refinance amount.
My telephone number is _____.

Thank you for your assistance in this matter.

Sincerely,

(insert signature and print Homeowner's name and address above)