



# TOWN OF EAST HAMPTON

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

Mailing Address: 159 Pantigo Road East Hampton, New York 11937

Office Location: 267 Bluff Road Amagansett, New York

Tel: (631) 267-7896

## Memo

**Date:** June 16, 2026

**To:** Town Board and Interested Members of the Public

**From:** Mark Morgan-Pérez, Director of Housing

**Re:** Residential Accessory Dwelling Unit Construction Assistance Program (ADU CAP)  
– Pilot Program Timeline

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The ADU CAP provides eligible property owners with interest-free, deferred-payment construction assistance loans to support the creation of affordable accessory dwelling units. The program is funded through the Town of East Hampton Community Housing Fund (CHF).

The recommended timeline and program specifics for the 2026 pilot program are as follows:

- June 16, 2026 – Program presentation at Town Board Work Session
- June 22, 2026 – Program launch; application materials and supporting documents available on the Town website
- July 22, 2026 – Application period closes
- Public lottery following the application period to establish the order in which eligible applications will be reviewed

The Town anticipates awarding up to ten (10) construction assistance loans through the 2026 pilot program, subject to available funding and compliance with program requirements.

Additional information, including program guidelines, eligibility requirements, and application materials, will be available through the Office of Housing & Community Development upon program launch.



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## TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)

### PROGRAM OVERVIEW – 2026

**Program Objective:** Increase affordable housing opportunities for income-qualified tenants by providing loans to East Hampton residential property owners for the construction of rent-restricted accessory dwelling units, either attached to a residence or detached, per Town of East Hampton Code 255-11-63

#### Basic Overview

- Interest-free loans up to \$100,000 with no monthly payments, secured by a lien in favor of the Town of East Hampton Community Housing Fund, and fully repayable upon the future sale of the property

#### Eligible Property Owners

- Owners of residential properties within the Town of East Hampton who:
  - Reside in their East Hampton residence as their primary residence (\*See below)
  - Qualify for this program under maximum income eligibility guidelines (\*\*See below)
  - Own properties that meet the Town of East Hampton Code Section 255-11-63 criteria for the addition of affordable accessory apartments

#### Eligible Tenants

- Current East Hampton residents
- Former residents who have lived in the Town of East Hampton within the past five years
- Individuals who work in the Town of East Hampton
- Family members of the property owner and spouse
- Maximum Tenant income may not exceed “eligible individual” standards per the NYS Community Housing Fund law (\*\*\*) See below):
  - One or two people \$197,880
  - Three or four people \$230,860

#### Loan Terms and Conditions

- Initial loan of up to \$100,000
- Interest-free, for construction of an accessory dwelling unit
- May be combined with other grants or loans
- Repayable in full upon sale of the property
- Repayment required prior to sale of the property should owners fail to remain in compliance with the terms of this program, or with any other Town of East Hampton ADU rental regulations in effect
- ADU must be made available to rent under the terms of this program until such time as the loan is fully repaid. Early repayment is allowed.
- Following repayment, the ADU may continue to be rented and occupied according to the Town of East Hampton ADU rental regulations in effect
- Unoccupied units, units without annual town rental permits, or units rented in excess of affordable housing rents or to non-qualifying tenants could be required, barring extenuating circumstances, to immediately repay the loan in full, and may be subject to penalties

TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
**RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)**

**Rental/ Program Terms and Conditions**

- ADU must be the tenants' sole legal residence (\*\*\*\*See below)
- Annual rental permit from Office of Housing and Community Development required
- Rent charged must comply with affordable housing rents in effect for the Town of East Hampton at time of rental (130% Fair Market Rent, or FMR \*\*\*\*\*See definition below)
- Tenant must meet "Eligible Tenant" maximum income guidelines per NYS Community Housing Fund law in effect at the time of rental (\*\*\*See definition below)
- Leases must provide for year-round occupancy
- Minimum lease period of one year, and apartment must be occupied year-round
- ADU cannot remain vacant or without an active OHCD permit for more than 6 months without approval of the Town of East Hampton Office of Housing and Community Development

**Definitions**

**Affordable Accessory Apartment – per EH Town Code 255-1-20:**

An apartment established as an affordable housing unit in conjunction with and as an accessory use to a detached single-family residence as part of the same structure or within a detached structure and that complies with the standards set forth in Town of East Hampton Code section 255-11-63

**\*Primary Legal Residence**

Primary legal residence means the dwelling unit in which the applicant permanently resides and which serves as the applicant's principal domicile, as evidenced by voter registration, tax returns, or other official documentation reflecting the applicant's home address. An applicant may have only one primary legal residence at any given time

**\*\*Eligible Property Owner Maximum Income**

Maximum eligible property owner/loan applicant income may not exceed the income threshold established under the New York State STAR property tax exemption program, currently \$500,000

**\*\*\*Eligible Tenant Maximum Income**

Maximum household income cannot exceed "100% of the income limits as established by the State of NY mortgage agency (SONYMA) low-interest rate loan program in non-target categories for Suffolk County," per the Community Housing Fund law, currently (2025-26):

- One or two people                      \$197,880
- Three or four people                      \$230,860

**\*\*\*\*Sole Legal Residence**

The permanent and exclusive dwelling unit at which an occupant resides on a full-time basis and intends to remain, and to which they intend to return whenever temporarily absent. The occupant of a "sole legal residence" may not own or lease another dwelling

**\*\*\*\*\*Fair Market Rent (FMR)**

Per HUD (US Department of Housing and Urban Development) standards: Maximum monthly rental (excluding utilities) may not exceed 130 percent of the HUD Fair Market Rent for Existing Housing, currently (2025-26)

- Studio apt                                      \$2,589
- One-bedroom                                      \$3,092
- Two-bedroom                                      \$3,571

## **ADU CAP PROGRAM DOCUMENTS**

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- **Program Overview – 2026**
- **Application**
- **ATTACHMENT 1 – Documentation Checklist**
- **ATTACHMENT 2 – Income Verification**
- **ATTACHMENT 3 – Non-Wage Income**
- **ATTACHMENT 4 – Existing Mortgage Disclosure**
- **ATTACHMENT 5 – Cost Template**
  - **Tab A: Pre-Construction: estimated project cost at initial submission**
  - **Tab B: Post-Construction: as-built project cost following completion**
- **ATTACHMENT 6 – Progress + Payment Verification**
- **ATTACHMENT 7 – Tenant Verification**
- **ATTACHMENT 8 – ADU CAP Agreement**
- **ATTACHMENT 9 – ADU CAP Note and Mortgage**



# TOWN OF EAST HAMPTON

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

Mailing Address: 159 Pantigo Road East Hampton, New York 11937

Office Location: 267 Bluff Road Amagansett, New York

Tel: (631) 267-7896

## Residential Accessory Dwelling Unit Construction Assistance Program (ADU CAP)

### APPLICATION

To expand affordable housing opportunities while preserving community character, the Town of East Hampton Community Housing Fund (CHF) is offering a limited number of construction assistance loans to eligible East Hampton residential property owners for the creation of affordable accessory dwelling units (ADUs).

Funded by a voter-approved half-percent real estate transfer tax, all CHF programs must comply with applicable legal requirements and the 2023 Community Housing Fund Project Plan.

#### **Loan Terms**

Interest-free, deferred payment loans of up to \$100,000 will be secured by a lien on the property and will be repayable upon sale of the property. ADUs created through this program must comply with Town ADU regulations and be rent-restricted for year-round occupancy by eligible tenants. Please see the 2026 Residential Accessory Dwelling Unit Construction Assistance Pilot Program (ADU CAP) criteria for details.

#### **2026 Pilot Program**

The Town anticipates granting 10 loans. Applications will be accepted within the designated 30-day open application period.

- Incomplete applications may not be considered.
- At the close of the application period a lottery will be held to determine the order in which applications will be evaluated and approved.
- Following the application period, applications may continue to be accepted on a rolling basis, at the town's discretion.
- Awards are subject to available funding and compliance with program criteria.

Please read the program overview and all application materials carefully before applying.

Submit completed applications to:

- Mail: Town of East Hampton, Office of Housing and Community Development, 159 Pantigo Road, East Hampton, NY 11937
- Drop off: Office of Housing and Community Development, 267 Bluff Road, Amagansett, Monday through Friday, from 9:00 AM to 4:00 PM. For your convenience and security, a drop box is also available outside the office and accessible 24 hours a day, seven days a week.

Please direct all questions to the Office of Housing and Community Development at [CHFApplication@EHamptonNY.gov](mailto:CHFApplication@EHamptonNY.gov), or 631-267-7896.

Be sure to include **all** required documentation and attachments as stated on the application checklist.

TOWN OF EAST HAMPTON  
**RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)**

**PART 1: APPLICANT AND PROPERTY INFORMATION**

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Date: \_\_\_\_\_

Applicant(s)/ Property Owner Name(s): \_\_\_\_\_

(Please list property owner and spouse) \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Property Suffolk County Tax Map #: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Applicant/Property Owner is a U.S. Citizen or Legal Permanent Resident:                      Yes                       No

Applicant Income\* – Combined gross annual income of property owner and spouse may not exceed \$500,000: \_\_\_\_\_

\*Income verification documents are required. Please complete ATTACHMENTS 2+3

Existing Mortgages on property?                      Yes                       No

If yes, please complete ATTACHMENT 4

Property Listed Above is Applicant's Primary Residence                      Yes                       No

Property Listed Above Has a Valid Certificate of Occupancy for All Structures                      Yes                       No

Property Listed Above is in a Homeowners Association\*\*                      Yes                       No

\*\*Please check with your Homeowners' Association, which may impose regulations regarding the addition of an ADU. It is the property owners' sole responsibility to ensure that their HOA rules allow the addition of an ADU.

**PART 2: ELIGIBILITY REVIEW**

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Properties must meet all applicable Town Code and building code requirements for ADU construction. The Office of Housing and Community Development will verify initial eligibility before review of your application may proceed.

FOR OFFICE USE ONLY:

Property Size (square feet) \_\_\_\_\_

Zoning District \_\_\_\_\_

**RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)**

Current C of O for all structures? Yes  No  Date Issued \_\_\_\_\_

Open Code Violations on Property? Yes  No

**PART 3: ADU CONSTRUCTION PLANS AND FUNDING REQUEST**

These loans are intended to **assist** property owners with ADU construction costs and may not be sufficient to fund total project costs. Property owners must demonstrate adequate resources to cover the full cost of construction to participate in the ADU Construction Assistance Program.

**ADU Plans:**

**Attached** (within existing house footprint, or attached to the existing home)

– 300 square foot minimum, up to 50% of the gross floor area of the house, at a maximum of 1,200 square feet

**Detached** (or freestanding)

– 300 square foot minimum, 600 square feet maximum

Anticipated size (square feet): \_\_\_\_\_

Number of Bedrooms (Maximum 2): \_\_\_\_\_

**Budget:**

Please provide an approximate project estimate\*.

Expected Total Project Cost: \_\_\_\_\_

Owner-Funded Amount: \_\_\_\_\_

Requested ADU CAP Loan Amount: \_\_\_\_\_

\*If you are approved for participation in the ADU CAP, you must submit a signed contract to OHCD with a licensed contractor and a detailed cost estimate using ATTACHMENT 5, Tab A.

Documentation showing availability of full project funding, i.e., bank statements, loan documents, etc., will be required. Please see: ATTACHMENTS 1, 2, & 3.

**Anticipated Project Timeline:**

Start Date: \_\_\_\_\_

Completion: \_\_\_\_\_

TOWN OF EAST HAMPTON  
RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)

**PART 4: ATTESTATION**

Allocation of Community Housing Funds will not be used for any purpose other than those specifically permitted by the adopted Local Law, Chapter 112 of the Town of East Hampton Code, and the Peconic Bay Region Community Housing Fund.

Check box to certify that funds will not be used for any purpose other than those specifically permitted by the adopted Local Law, Chapter 112 of the East Hampton Town Code, and the Peconic Bay Region Community Housing Fund.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PART 5: APPLICANT CERTIFICATION**

I, \_\_\_\_\_, hereby certify to the best of my knowledge that all the information contained herein is true and accurately depicts the project for which I am seeking funding.

I also certify that I have read and understand the terms of this ADU Construction Assistance Program, and the requirements of the ADU rental program, which must be adhered to in the rental of a unit created through this loan program, and should I be selected for funding, am prepared to enter into a legal agreement with the Town of East Hampton regarding same.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

State of New York, County of Suffolk } ss

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_,

\_\_\_\_\_  
Notary Public

**Warning – making false or fraudulent statements on this application is a crime and will result in the disqualification of your application.**

TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)

**ATTACHMENT 1**

Applicant Name: \_\_\_\_\_

**PART A: REQUIRED DOCUMENTATION CHECKLIST** (for application review)

- 1. Completed, signed, dated, and notarized ADU Construction Assistance Program Application
- 2. Property Owner/Applicant – Proof of U.S. Citizenship or legal permanent residency
  - US Birth Certificate
  - US Passport
  - Naturalization Certificate
  - I-551 (Green Card)
- 3. Property Owner/Applicant – Proof of ownership of the property
  - East Hampton Town tax bill (most recent)
- 4. Property Owner/Applicant – Proof of primary residence
  - Federal and/or state tax return listing East Hampton property address as primary residence. Other proofs may be accepted as necessary.
- 5. Property Owner and Spouse/ Income Verification  
Combined gross annual income may be no more than \$500,000
  - a.  Income Verification (ATTACHMENTS 2)
  - b.  Current Employment and Income verification documents for property owner & spouse
    - Copies of property owner and spouse’s signed IRS 1040 Federal Tax Returns with all required schedules and W-2 statements from the past two years
  - c.  Two months of consecutive pay stubs showing year-to-date gross earnings for property owner and spouse. If year-to-date earnings are not included on pay stubs, a letter signed by your employer on company letterhead is required. Letter must state your title/position and annual salary and/or rate of pay, with number of hours worked weekly.
  - d.  Non-Wage Income sheet (ATTACHMENT 3) completed, if applicable, for property owner and spouse
    - Copies of documentation for non-wage income such as Social Security benefits, pension income, disability income, unemployment, etc., if applicable
- 6. Existing Mortgage Disclosure (ATTACHMENT4)

Applicant Signature: \_\_\_\_\_

Deadline to submit completed application and above attachments: **July 15, 2026**

**FOR OHCD USE ONLY**

Received by: \_\_\_\_\_

Missing document #(s): \_\_\_\_\_



TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)

**Payments 3 + 4 will be based on the final, as-built project cost submitted from ATTACHMENT 5, Tab B**

- Payment 3: 40% at 100% completion and/or when a Temporary Certificate of Occupancy (TCO) is issued. Submit final, as-built costs using the Cost Template (ATTACHMENT 5, Tab B) and a Progress+Payment Verification form (ATTACHMENT 6) signed and notarized by the property owner and contractor. Date: \_\_\_\_\_
- Payment 4: 10% at issuance of final Certificate of Occupancy (CO) Submit a copy of your CO issued by the Town of East Hampton Building Department. Date: \_\_\_\_\_

**REQUIRED DOCUMENTATION CHECKLIST – POST-CONSTRUCTION**

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Please keep in mind:

- Tenant pre-approval is required prior to issuance of an ADU Rental Permit
- An ADU Rental Permit is required from the Office of Housing and Community Development **before** your project is eligible for a final Certificate of Occupancy

**PART E: TENANT PRE-APPROVAL**

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**Tenants must meet at least one of the occupancy requirements below *and* the income eligibility requirements to rent an ADU under this program:**

- Current East Hampton residents
  - Former East Hampton residents who have lived in the Town of East Hampton within the past 5 years
  - Individuals who work in the Town of East Hampton
  - Family members of the property owner
- 
- Maximum tenant household annual gross income may not exceed “eligible individual” standards per the NYS Community Housing Fund law, currently:
    - One- or two-person household: \$197,880
    - Three- or four-person household: \$230,860

**Tenant pre-approval by the Office of Housing and Community Development is required before landlords may enter into a lease with a prospective tenant**

- Completed Tenant Pre-Approval (ATTACHMENT 7) Submit the form along with the required tenant income verification documents **before** entering into a lease agreement with any tenants. Date: \_\_\_\_\_

**PART F: ANNUAL RENTAL PERMIT**

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- **Once your prospective tenant has been approved by the Office of Housing and Community Development, you may apply for an annual ADU rental permit**
- **To obtain your ADU rental permit, you must submit a Temporary Certificate of Occupancy from the Building Department to the Office of Housing and Community Development**
- **ADU Rental Permit Application**
  - Completed Annual ADU Rental Permit Application with required documentation (tenant and landlord ID, tenant East Hampton residency or family member status verification, tenant income verification, notarized signatures, copy of lease, \$50 permit fee) Date: \_\_\_\_\_
- **The rental permit must be renewed annually. Late renewals are subject to fines.**

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TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
**RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM**

**ATTACHMENT 2**

**Property Owner and Spouse Employment and Income**

Please list all current employers for the property owner(s) and their spouse.

List additional employers on a separate sheet if necessary

<b>Name:</b>	Gross Annual Income: \$
Employed by:	
Address:	Full-time employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
Job Title:	
<b>Name:</b>	Gross Annual Income: \$
Employed by:	
Address:	Full-time employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
Job Title:	
<b>Name:</b>	Gross Annual Income: \$
Employed by:	
Address:	Full-time employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
Job Title:	
<b>Name:</b>	Gross Annual Income: \$
Employed by:	
Address:	Full-time employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
Job Title:	

TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
**RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)**

**ATTACHMENT 3**

**Property Owner and Spouse Non-Wage Income**

**Other Sources of Income:** Documentation providing proof of non-wage income is required (i.e. award letter). Please list all other income sources, other than wages, such as Social Security, disability, unemployment, retirement, workman’s compensation, investment income, alimony, child support, etc., and state the frequency that it is paid.

Recipient’s Name	Income Source	Amount	Frequency
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM

**ATTACHMENT 4**

**Existing Mortgage Disclosure**

This attachment is required for applicants who indicate that there is one or more existing mortgages, home equity loans, HELOCs, or other liens secured by the property.

<b>Lender Name</b>	<b>Loan Type (Mortgage/HELOC/etc.)</b>	<b>Approx. Outstanding Balance</b>	<b>Monthly Payment</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Address: \_\_\_\_\_

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

**Required Documentation**

Please attach the following for each mortgage or lien listed above:

- Most recent mortgage statement or HELOC statement
- Any recorded subordinate mortgages or home equity loans
- Documentation of any pending refinancing, if applicable

**Applicant Certification**

I/We certify that the information provided above is true and complete and that all mortgages, home equity lines of credit, and other liens secured by the property have been disclosed.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT 5A - Contractor Cost Estimate**

DATE:

Applicant:

Address:

SCTM:

A Pre-Construction Costs/Soft	\$	\$ psf
Survey	-	
Design - Online Plan	-	
Engineer NY Stamp - (Only need per design)	-	
Energy Code Document	-	
Town Permits	-	
Suffolk County Health Fees & Costs		
Design & Engineering	-	
Permit Fee	-	
Test Hole	-	
Water Test	-	
Misc	-	
<b>Sub Total</b>	-	

B Construction/Hard Costs		\$ psf
ADU Size - Square Feet		
Cost Per Square Foot		
Building Construction Cost	-	
Contractors Overhead	-	
<b>Total Structure Costs</b>	-	

C Septic, if applicable	\$	\$ psf
IA System	-	
NYS, County, Town grants, if applicable	-	
<b>Net Septic</b>	-	

D TOTAL COST	\$	\$ psf
Total Cost	-	
CHF Loan	-	
<b>Total Homeowner Expense</b>	-	

**ATTACHMENT 5B - As-Built Cost**

DATE:

Applicant:

Address:

SCTM:

A Pre-Construction Costs/Soft	\$	\$ psf
Survey	-	
Design - Online Plan	-	
Engineer NY Stamp - (Only need per design)	-	
Energy Code Document	-	
Town Permits	-	
Suffolk County Health Fees & Costs		
Design & Engineering	-	
Permit Fee	-	
Test Hole	-	
Water Test	-	
Misc	-	
<b>Sub Total</b>	-	

B Construction/Hard Costs		\$ psf
ADU Size - Square Feet		
Cost Per Square Foot		
Building Construction Cost	-	
Contractors Overhead	-	
<b>Total Structure Costs</b>	-	

C Septic, if applicable	\$	\$ psf
IA System	-	
NYS, County, Town grants, if applicable	-	
<b>Net Septic</b>	-	

D TOTAL COST	\$	\$ psf
Total Cost	-	
CHF Loan	-	
<b>Total Homeowner Expense</b>	-	

TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)

**ATTACHMENT 6**

**Progress & Payment Verification**

**Please fill in the form below indicating the percentage completed of your ADU project.**

Progress payments will be made at intervals based on completion of the below milestones.

Initial approved loan amount may be modified based on final, as-built project cost.

**Loans may not exceed the amount of the final, as-built cost in ATTACHMENT 5, Tab B.**

- **PAYMENT 1:** 10% of the loan amount upon issuance of a Building Permit
- **PAYMENT 2:** 40% at 50% completion

***Payments 3 and 4 will be based on the final, as-built cost in ATTACHMENT 5, Tab B***

- **PAYMENT 3:** 40% at 100% completion and/or when a Temporary Certificate of Occupancy (TCO) is issued
- **PAYMENT 4:** 10% and upon issuance of a Certificate of Occupancy(CO) for the ADU

**Form must be signed and notarized by both property owner and general contractor and submitted to the Office of Housing and Community Development.**

Property Owner \_\_\_\_\_

ADU Project Address \_\_\_\_\_

I, \_\_\_\_\_, the owner of the property at the above address, certify that the ADU construction project at the above address is \_\_\_\_\_ % complete, and I hereby request Payment # \_\_\_\_\_ from the Town of East Hampton from the proceeds of my approved ADU Construction Assistance Program loan.

I understand that the Town of East Hampton shall rely upon the accuracy of this statement in making the requested progress payment and declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**State of New York, County of Suffolk } ss**

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_

\_\_\_\_\_  
Notary Public

TOWN OF EAST HAMPTON COMMUNITY HOUSING FUND  
**RESIDENTIAL ACCESSORY DWELLING UNIT CONSTRUCTION ASSISTANCE PROGRAM (ADU CAP)**

General Contractor

Town of East Hampton

Contractor License Number

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I, \_\_\_\_\_, the contractor for the ADU construction project at the above address, certify that the ADU project is \_\_\_\_\_% complete, and I hereby request Payment # \_\_\_\_\_ from the Town of East Hampton to the property owner from the proceeds of the property owner's approved ADU Construction Assistance Program loan.

I understand that the Town of East Hampton shall rely upon the accuracy of this statement in making the requested progress payment and declare under penalty of perjury that the foregoing is true and correct.

In addition, I certify that I have not filed any mechanics' liens against the property at which the ADU is being constructed.

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General Contractor Signature Date

**State of New York, County of Suffolk } ss**

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

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Notary Public

**ATTACHMENT 7**

**Tenant Pre-Approval**

■ **Tenants must meet at least *one* of the occupancy requirements below *and* the income eligibility requirements to rent an ADU under this program:**

- Current East Hampton residents
  - Former East Hampton residents who have lived in the Town of East Hampton within the past five years
  - Individuals who work in the Town of East Hampton
  - Family members of the property owner
- 
- Maximum tenant household annual gross income may not exceed “eligible individual” standards per the NYS Community Housing Fund law, currently:
    - One or two-person household: \$197,880
    - Two or three-person household: \$230,860

■ **Landlords may not enter into a lease with a prospective tenant without first receiving tenant approval from the Office of Housing and Community Development**

**Property Owner/Landlord Name(s)**

**Property/ADU Address**

**Prospective Tenant(s) Name(s)**

**Prospective Tenant(s) Household Size**

**Prospective Tenant(s) Household Income**

(Combined annual gross income for all household members over the age of 18)

**Prospective Rent**

- Please submit a copy of the Prospective Tenants’ most recent federal tax return (Form 1040), with W-2, for all household members over age 18

**FOR OFFICE USE ONLY**

Household AMI \_\_\_\_\_ %