

# HOMEBUYER ASSISTANCE PROGRAM

## PROGRAM-BASED RECONSIDERATION REQUEST FORM

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**Homebuyer Assistance Program** Applicants may contest any determinations or denials based on Program Policy. However, federal statutory requirements may not be challenged. Applicants may file a Program-based reconsideration with the Program or request an Administrative Review directly with the **Puerto Rico Department of Housing** (PRDOH) as stated below.

An Applicant must submit a written Program-based Reconsideration Request directly with the Homebuyer Assistance Program (HBA) when it is believed there is an error with Program eligibility determinations, Program award, and/or other determinations. Applicant must submit a written request with the HBA Program, personally or via electronic or postal mail, within **twenty (20) calendar days** of being notified of the determination, as outlined in the Notice. Provided, that if the date on which the copy of the notice is filed in the records of the agency differs from the mailing date of said notice, the aforementioned **twenty (20) calendar day-term** shall be calculated from the mailing date as evidenced by the postmark on the envelope. All addresses are included below.

If an Applicant fails to file a Program-based Reconsideration Request within the time allotted, said inaction will be deemed as an acceptance of the HBA Program determination.

Reconsiderations may be denied or approved in whole or in part after a thorough review of the circumstances and information already included in an Applicant's file, unless the Applicant submits new documentation. Applicants who file a Program-based Reconsideration Request, are encouraged to provide individual facts or circumstances, as well as supporting documents to justify their petition. The HBA Program has the discretion to accept or reject new documentation based upon its relevance to the reconsideration request.

The Homebuyer Assistance Program will review and address the Program-based Reconsideration Request within **fifteen (15) calendar days** of its receipt. Applicants will be

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**HOUSING  
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notified of the Program's determination via a Reconsideration Approved or a Reconsideration Denied Notification.

To submit a Program-based Reconsideration Request, please complete the form on the following page and send it electronically or by mail using the address at the end of this form. Please note that the Program-based Reconsideration Requests submitted by mail must be postmarked within the **twenty (20) calendar days** of the determination.

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**Date:**

**Case ID:**

**Fullname:**

**Address:**

Check this box if your mailing address is different from the property address and provide said address;

**Select one (1) of the following options for which you are requesting reconsideration:**

**Program Eligibility Determination**

**Program Award Determination**

**Failure to meet HUD Housing Quality Standards (HQS).**

**Other:**

**Provide a brief explanation of the basis for the reconsideration:**

Applicant's Name

Applicant's Signature

Date

Please, include any supporting documentation for the reconsideration with submission of this form.

**e-mail, to PRFHA to: [HBA-recons@afv.pr.gov](mailto:HBA-recons@afv.pr.gov)**

**mailed, to PRHFA to:**

**P.O. Box 71361 San Juan, PR 00936-8461**

**Attention to: Homebuyer Assistance Program**

**personally, at PRHFA at:**

**Attention to: Homebuyer Assistance Program**

**638 Aldebarán St.**

**Urb. Altamira**

**San Juan, PR 00920**