



your resource for Affordable Housing



Lottery Information and Application Woods at Farm Road Bolton, MA

Located on Farm Road, Woods at Farm Road is a new 4 unit detached single family home development offering 1 three bedroom detached single family home, by lottery, for an eligible first-time homebuyer(certain exceptions apply). The home offers 3 bedrooms, 2.5 bathrooms, and a two car garage in approximately 1790 sq. ft. of living space. A stove/oven, dishwasher and microwave are included in the sale. Washer and dryer hook-ups will be provided.

The maximum sales price for the home is: \$219,600. The monthly HOA fee is \$195 and the 2022 tax rate is \$19.87 per thousand. The home will be sold by lottery as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter, from an institutional lender familiar with affordable Massachusetts deed restrictions, and complete financial documentation with the application. An application will be considered incomplete and will not be included in the lottery if a mortgage pre-approval letter and all financial documentation is not postmarked on or before the application deadline. Applicants who submit an incomplete application will be notified after the application deadline and will NOT be included in the lottery. All complete applications will be pre-screened for eligibility prior to the lottery. An FHA, VA and Quicken loans are not acceptable as they do not close on Deed Restricted properties.

KEY DATES

Public Information Meeting via Zoom

6:30 p.m., Wednesday, July 13, 2022

Go to Zoom.com and provide following when prompted:

Meeting ID: 868 5799 0699

Passcode: 662519

Application Deadline

Monday, August 8, 2022

Lottery via Zoom

3:00 p.m., Wednesday, August 24, 2022

Go to Zoom.com and provide the following when prompted:

Meeting ID: 868 4703 4573

Passcode: 283595

Potential applicants will not be discriminated against on the basis of race, color, religious creed, marital status, military status, disability, national origin, sex, age, ancestry, sexual preference, source of income, presence of children, or any other basis prohibited by local, state or federal law.



Thank you for your interest in affordable housing at Woods at Farm Road. We wish you the best of luck. If you have questions and cannot attend the Public Information Meeting, please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Sincerely,

Maureen M. O'Hagan

Maureen M. O'Hagan
MCO Housing Services



This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan 978-456-8388 pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388。
(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助，请联络 MCO Housing 联络方式：978-456-8388。
(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником MCO Housing на предмет оказания бесплатной помощи по переводу на иностранный язык (978-456-8388). (Russian)
(Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយ
ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyu muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.
[Agency Name] [Phone #] (Arabic)

Ce document est très important. Veuillez contacter le MCO Housing au 978-456-8388 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)



Woods at Farm Road

AFFORDABLE HOMES through the LIP Comprehensive Permit Program Question & Answer

What are the qualifications required for Prospective Buyers?

- Qualify based on the following maximum gross income table, which is adjusted for household size:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$62,600	\$71,550	\$80,500	\$89,400	\$96,600	\$103,750

LOTTERY APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above maximum allowable gross income limits.
2. Household must be a first time homebuyer defined as not having owned a residential property for three years, including a home in a trust. ** The following exceptions apply:
 - a. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
 - b. single parent, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of who the individual has custody or joint custody, or is pregnant);
 - c. households where at least one household member is 55 or over;
 - d. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
 - e. households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of construction a permanent structure.

** A home owned by one of the above exception must be sold prior to closing on the affordable unit.

3. Total household assets shall not exceed \$75,000. Liquid retirement assets are counted.
 - a. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
 - b. The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.
 - c. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.

Complete Income and Asset Guidelines will be provided upon request, if you have an opportunity to purchase or you can view online at www.mcohousingervices.com.

Other program highlights for Lottery applicants:

- Unit must be principal residence of the owners and cannot be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter, from a bank experienced with deed-restricted properties, is required to participate in this lottery. FHA, VA and Quicken Loans are not accepted as they will not closed on deed restricted properties where the affordability survives foreclosure.
- All complete applications will be pre-screened for eligibility prior to the lottery.



Are there mortgage guidelines that we need to follow?

Yes, they are:

- (1) Must secure a 30 year fixed rate mortgage.
- (2) The loan must have a current fair market interest rate. No more than 2% points above the current MassHousing Rate.
- (3) The buyer must provide a down payment of at least 3%, 1.5% of the purchase price must come from the buyer's own funds.
- (4) The loan can have no more than 2 points.
- (5) The sales price of the unit is set by DHCD/MassHousing to be affordable to an income-eligible household paying no more than 30% of their monthly income for housing costs. The buyer may not pay more than 38% of their monthly income for housing costs.
- (6) Non-household members are not permitted to be co-signers on the mortgage.
- (7) FHA, VA and Quicken loans are not accepted as those programs will not close on deed restricted properties.

The mortgage must be from an institutional lender familiar with affordable Massachusetts deed restriction guidelines. It is recommended applicants consider the One Mortgage Program through Massachusetts Housing Partnership (mhp.net) or a MassHousing loan for their financing.

Are there preferences households with families?

Household size preference for the three bedroom home will be given to an household that require three bedrooms, second preference is for households requiring two bedrooms and then to applicants requiring one bedroom.

Household size preferences are based on the following:

- a. There is a least one occupant per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Are there accessible units?

No. Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the person(s) with disabilities equal opportunity to use and enjoy the housing. Applicants requiring a reasonable accommodation must provide proof at time of application, i.e. letter from doctor.

Are there any restrictions?

YES. Deed restrictions are used to ensure the units are affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity and prior approval from the Town and DHCD for capital improvements and refinancing. If you choose to sell your unit you must notify the town and DHCD in writing. There is a limit on the resale price. The maximum resale price is determined by DHCD using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, if the initial price three bedroom sale price is \$219,600 and the current area median income is \$135,000, the Resale Price Multiplier would be $\$219,600/\$135,000=1.62$.



Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

All selected applicants are urged to review the deed rider with their own attorney. All buyers will be provided with a copy at the time of Purchase and Sale Agreement. Email maureen@mcohousingservices.com for a copy of the deed rider.

How much money do I need to make to afford the unit?

The minimum income required to purchase is based upon an applicant’s ability to secure a mortgage. Attached is a “Sample Affordability Analysis” based upon current interest rates and anticipated real estate taxes and related housing expenses.

Lottery Process

Due to the nature of the affordable units’ availability it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

Lottery Pools

One three bedroom detached single family home will be distributed through the Open Pool.

<u>Pool</u>	<u>Qualifications</u>	<u># of Units</u>
Open Pool	All applicants	1

All eligible applicants will be pulled, and their lottery code announced at the time of the lottery. This order of selection will establish the rankings for the home’s distribution. The highest ranked applicant that requires three bedrooms based on the household size preferences will have the first opportunity to purchase. If the three bedroom applicants are exhausted then we will offer to two bedroom household and then one until the home is sold.

Applicants that do not have the opportunity to purchase will be placed on a waiting list should the initial buyer not close and home becomes available.

Time Frames

If you are selected and have the opportunity to purchase the home, you will speak or meet with a representative to review your application to verify all information. Your application will be submitted to the Monitoring Agent who will make the final eligibility determination. Once final eligibility has been determined, the Applicant selected for the home will start working with their lender immediately to secure the necessary mortgage. All applicants must be determined income/asset eligible BEFORE they are entered into the lottery. The selected applicants’ financial documents are verified again just before closing. If applicants are determined ineligible prior to closing they will not be able to purchase a home.

Acceptance of Home

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity.

Summary

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.



SAMPLE AFFORDABILITY ANALYSIS

Home Price	\$ 219,600.00
<i>Interest Rate</i>	5.25%
<i>Down Payment (%)</i>	5%
Down Payment (\$)	\$ 10,980.00
Mortgage Amount	\$ 208,620.00
Monthly Expenses	
<i>Principal & Interest</i>	\$ 1,152.00
<i>Real Estate Taxes</i>	365.00
<i>Private Mortgage Insurance</i>	136.00
<i>Hazard Insurance</i>	110.00
<i>Condo Monthly Fee</i>	195.00
TOTAL Monthly Expenses	\$ 1,956.00

NOTES:

ALL values are estimates and are subject to change.

Bolton 2022 Residential Tax Rate = \$19.87 per thousand

Unit Availability and Distribution

Unit Address	Estimated Availability*
1 Farm Road	June 2022

*Estimate only.

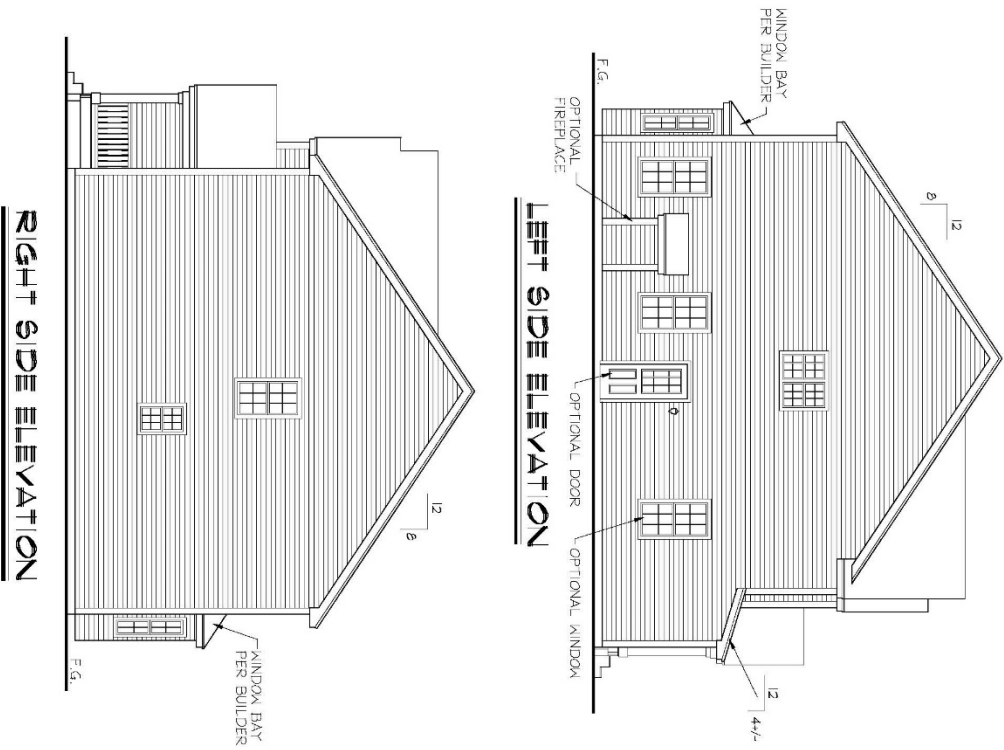
Monthly HOA Fee includes:

- Landscaping
- Snow Removal
- Common areas

ALL APPLICANTS ARE RESPONSIBLE FOR THEIR OWN HOMEOWNERS INSURANCE AND HOME MAINTENANCE

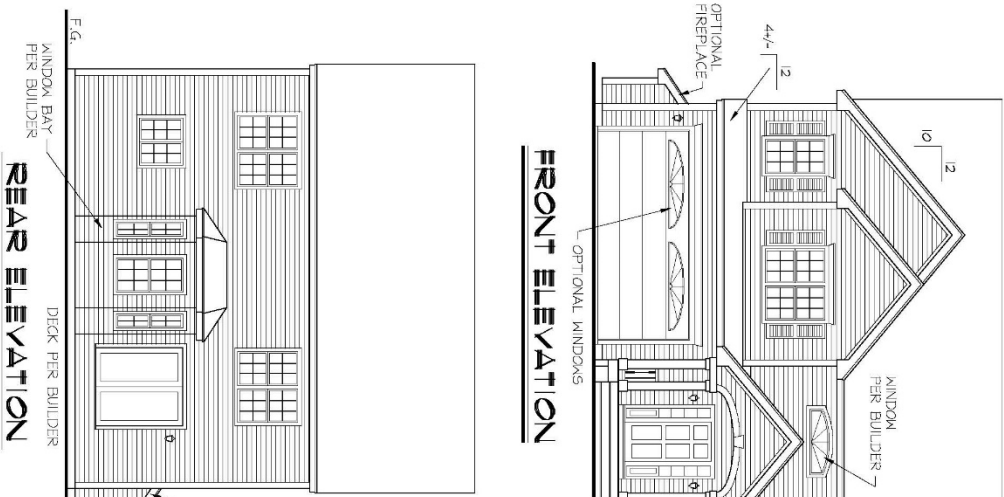
- Heat – Forced Hot Air Propane
- Shared Septic
- Shared Well for Water
- Central Air conditioning is NOT included
- Unfinished Basement





LEFT SIDE ELEVATION

RIGHT SIDE ELEVATION



FRONT ELEVATION

REAR ELEVATION

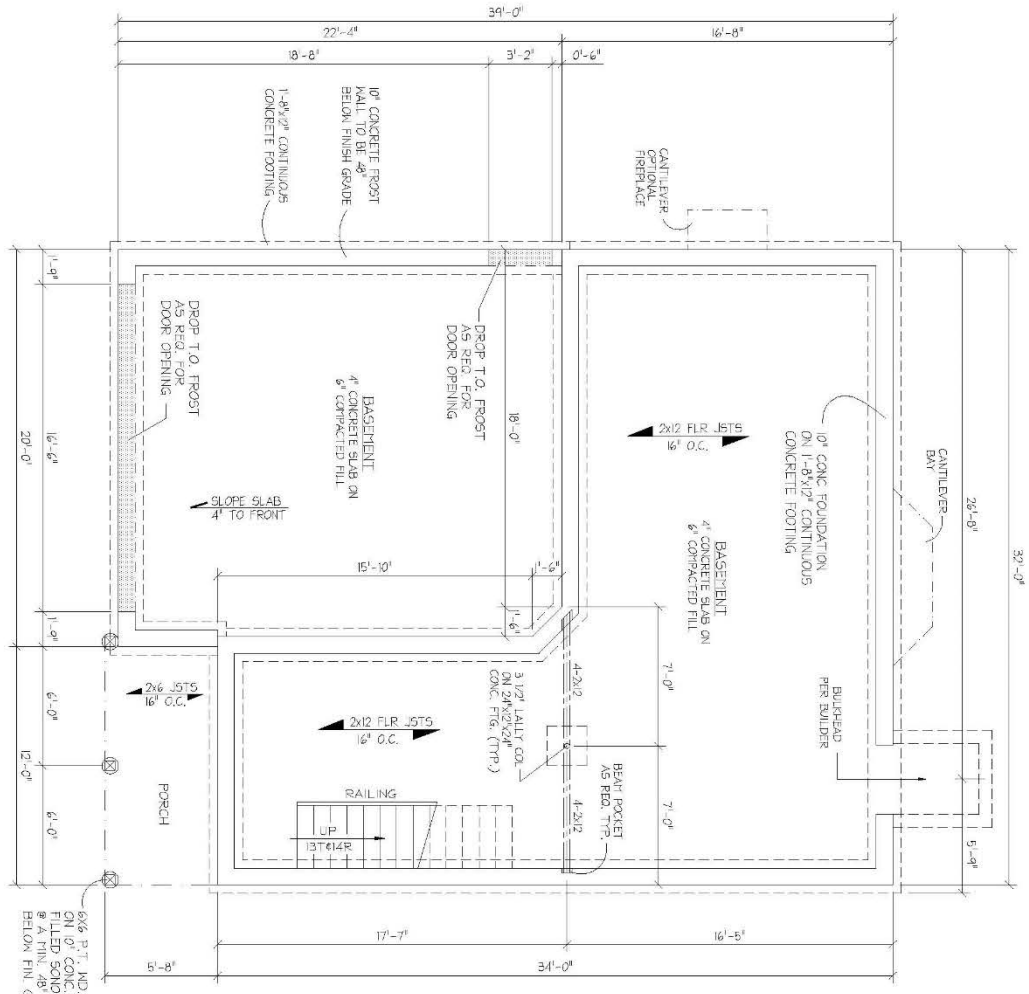
NOTE: FINAL GRADE TO BE FIELD VERIFIED.

NOTE: NOTES AND DIMENSIONS ARE SUBJECT TO CHANGE ACCORDING TO LOCAL CODES, BUILDING REQUIREMENTS, AND SITE CONDITIONS. CALCULATED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.

ELEVATIONS 32' X 36' CUSTOM		THE WOODS AT FARM ROAD LLC 56 CENTRAL AVE. #1 NEWTON, MA 02460	
CUSTOMER:		DATE:	11-01-14
		SCALE:	1/8" = 1'-0"
A-1			



Floorplans Subject to Change



- NOTE:
- REINFORCED PER PLAN & 1/2" THICK WITH 3000 LB. CONCRETE & 4" BEARS SPACED @ 20" O.C. EMBEDDED IN POURED FOOTING AND TIED TO WALLS.
 - LATH FOOTINGS WILL BE CONTIGUOUS. ALL FOOTINGS WILL BE A MIN. 4'-0" BELOW F.G.
 - RUD. ANCHOR BOLTS SPACED 4'-0" O.C. (1/2" DIA. 1/2" ON CORNERS) EMBEDDED IN POURED CONCRETE OR STRIPS SPACED 20" O.C.
 - BASEMENT FLOOR WILL HAVE 4" (MIN.) OF 3000 LB. CONCRETE WITH 2" DIA. OUT WITH A 1/2" DIA. ANCHOR BOLT (1/2" DIA. 1/2" ON CORNERS) EMBEDDED IN POURED CONCRETE OR STRIPS UNDER SLAB.
 - BUILDER WILL INSTALL A POURED PASSIVE RADON MITIGATION SYSTEM. (LOCATION AND TYPE ARE AT BUILDER'S DISCRETION)
 - CONCRETE FLOOR SHALL HAVE 4" (MIN.) OF 3000 LB. CONCRETE WITH 2" DIA. ANCHOR BOLT (1/2" DIA. 1/2" ON CORNERS) EMBEDDED IN POURED CONCRETE OR STRIPS UNDER SLAB.
 - ALL SLABS ON GRADE SHALL BEAR ON COMPACTED FILL.
 - DISTURB WILL BE UNFINISHED AND INCLUDES (2) DWARF-TYPE WINDOWS.
 - ALL INTERIOR OR EXTERIOR PENETRATOR DRAINS WILL BE INSTALLED. (LOCATION AND TYPE ARE AT BUILDER'S DISCRETION)
 - FOUNDATION WILL BE DAP-PROTECTED (ARJUN GRACE)

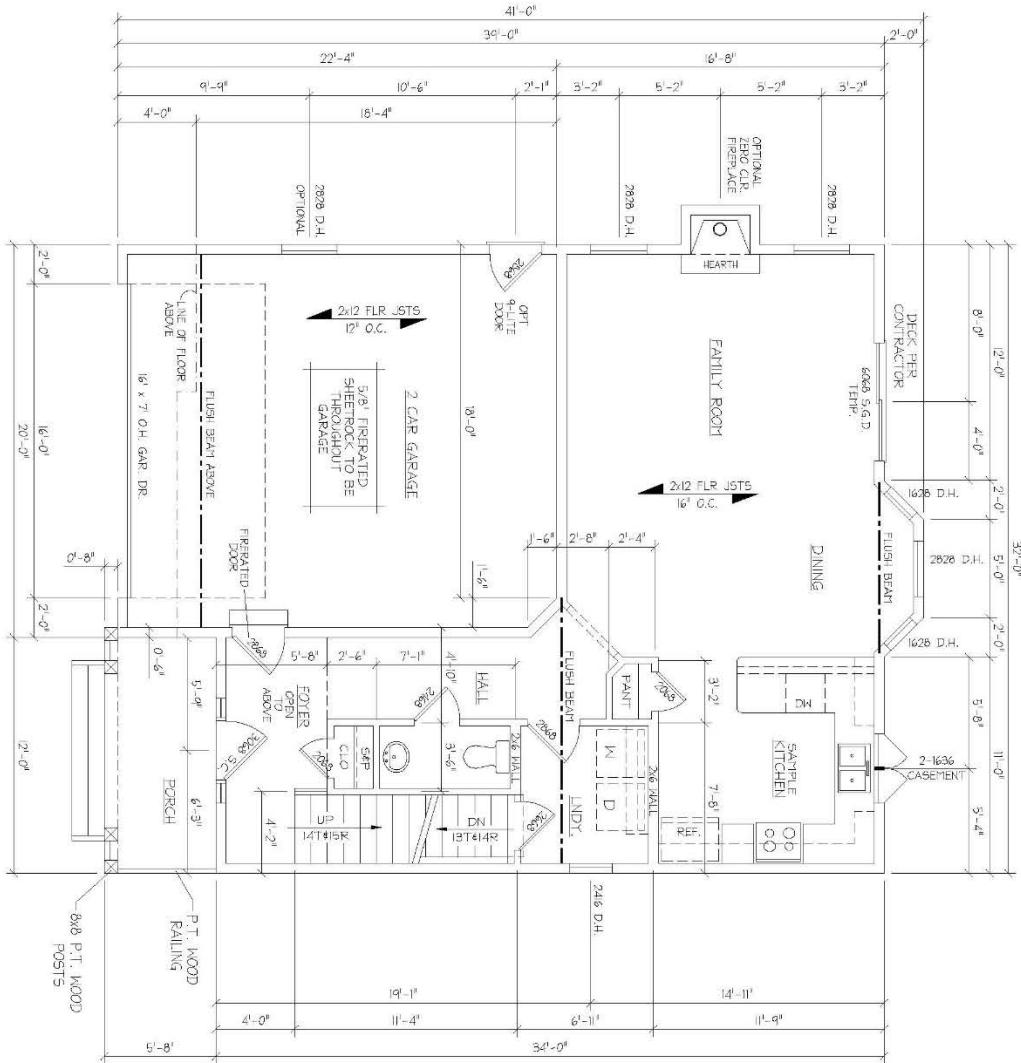
NOTE:
 CONTRACTOR TO LOCATE
 BASEMENT DOOR & WINDOWS
 AND BULKHEAD
 PER SITE CONDITIONS

NOTE:
 VERIFY ALL STRUCTURAL
 MEMBERS BEFORE
 BEGINNING CONSTRUCTION

A-4	DATE: 11-01-19	SCALE: 3/16" = 1'-0"	CUSTOMER:	FOUNDATION PLAN 32' X 34' CUSTOM	THE WOODS AT FARM ROAD LLC 56 CENTRAL AVE. #1 NEWTON, MA 02460
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Floorplans Subject to Change

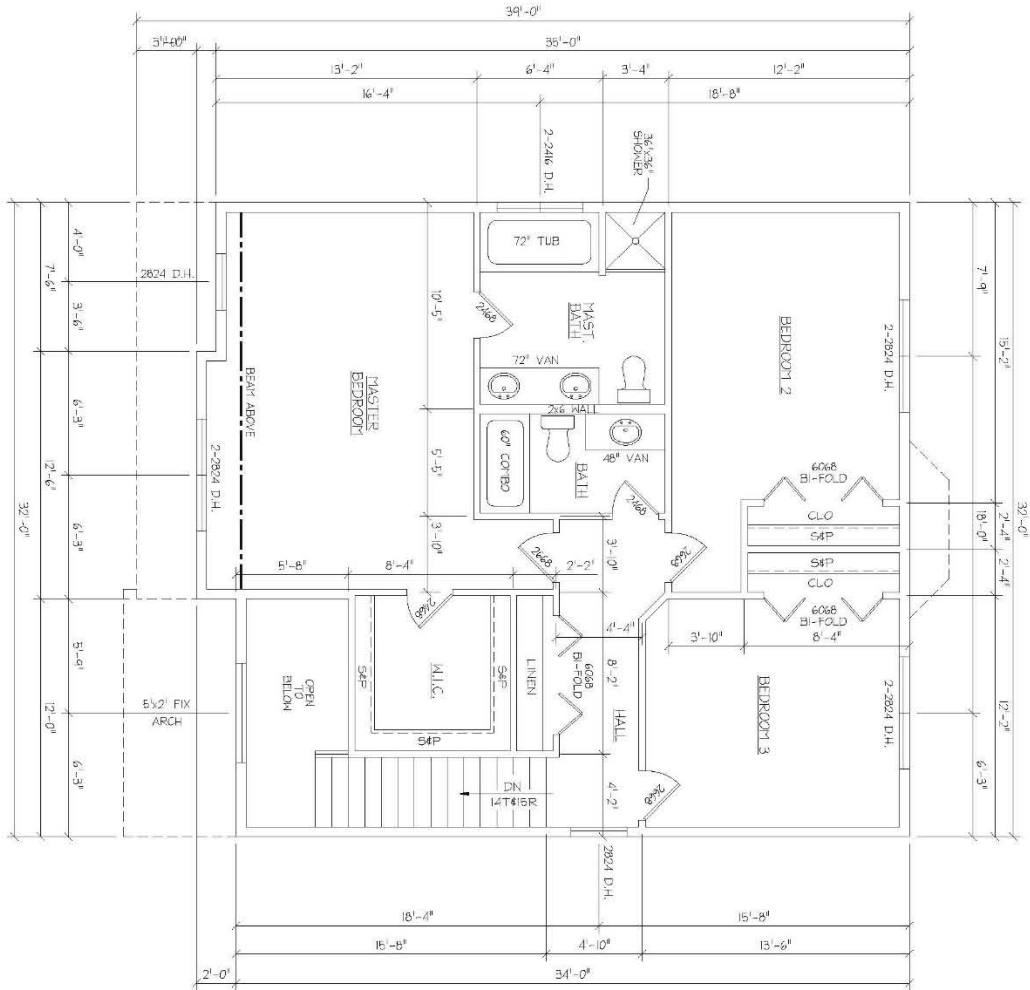


NOTE:
VERIFY ALL STRUCTURAL
MEMBERS BEFORE
BEGINNING CONSTRUCTION

A-2	DATE:	11-01-19	FIRST FLOOR PLAN 32' X 39' CUSTOM	THE WOODS AT FARM ROAD LLC 56 CENTRAL AVE. #1 NEWTON, MA 02460
	SCALE:	3/16" = 1'-0"		



Floorplans Subject to Change



WINDOW R/O SCHEDULE	
2823 D.H.	34" x 63"
2824 D.H.	34" x 61"
2816 D.H.	30" x 41"
2-2824 D.H.	8'-4"
2-1636 CASHEMENT	99 1/2" x 42"

APPROX. EXT. DOOR R/O SCHEDULE	
FRONT DOOR	64 1/2" x 82 1/2"
3068 S.C.	34 1/2" x 82 1/2"
2868 S.C.	34 1/2" x 82 1/2"
SLIDER	72" x 80"
6068 S.C.	

NOTE:
KINDINGS AT SLEEPING ROOMS TO CORRELATE WITH CODE REQS FOR EMERGENCY EGRESS. SILL HT'S NOT TO EXCEED 44".
CLEAR AT 2ND FLOOR WINDOWS IS 57" S.F. MIN. CLEAR OPENING HT. SHALL BE 24". MIN. NET CLEAR OPENING WIDTH SHALL BE 29".

NOTE:
ALL EXTERIOR DOOR AND WINDOW HEADERS TO BE 2X10 U.O.N.

NOTE:
SEE SECTION SHEETS FOR BEAM AND HEADER DETAIL.

NOTE:
VERIFY ALL STRUCTURAL MEMBERS BEFORE BEGINNING CONSTRUCTION

<p>A-3</p>	<p>DATE: 11-01-19</p>	<p>SCALE: 3/16" = 1'-0"</p>	<p>CUSTOMER:</p>	<p>SECOND FLOOR PLAN 32' X 34' CUSTOM</p>	<p>THE WOODS AT FARM ROAD LLC 56 CENTRAL AVE. #1 NEWTON, MA 02460</p>
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PLEASE READ THE FOLLOWING CAREFULLY

- 1. More than 50% of applications submitted to MCO Housing Services for lotteries are incomplete and not included in lotteries. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. It does not matter if you were the first application or the last application received, we will NOT review applications until AFTER the posted deadline.**
- 2. Read the NOTES on the Required Personal Identification and Income Verification Documents. Failure to do so could mean the difference between a complete and incomplete application as well as eligibility for a unit.**
- 3. All financial documentation is required from all household adults aged 18 or older. No exceptions.**
- 4. DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.**
- 5. Do NOT forget to include statements from Robinhood or any other online investment accounts. They are considered part of your assets. If you have an open account, you must provide statement whether there are any funds in the account or not.**
- 6. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee your application will be included in the lottery, but depending on the circumstances, we may be able to work with you.**
- 7. Do not take photos with your cellphone of any documentation and email it to us. The photos are not legible, and we will not accept them.**
- 8. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.**

ALL FORMS MUST BE COMPLETELY FILLED OUT, SIGNED AND DATED



Woods at Farm Road

LOTTERY APPLICATION

For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

Lottery Code: _____

APPLICATION DEADLINE: August 8, 2022

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Tele: _____ Work: _____ CELL: _____

Email: _____

Have you or any member of your household ever owned a home? _____ If so, when did you sell it? _____

The total household size is _____

Household Composition: Include Applicant(s) name

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

FINANCIAL WORKSHEET: (Include all Household Income which includes gross wages, retirement income (if drawing on it for income), business income, veterans benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplement second income and dividend income.)

Borrowers Monthly Base Income (Gross) _____

Other Income _____

Co-Borrowers Monthly Base Income (Gross) _____

Other Income _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking (avg balance for 3 months) _____

Savings _____

Stocks, Bonds, Treasury Bills, CD or _____

Money Market Accounts and Mutual Funds _____

Individual Retirement, 401(k) and Keogh accounts _____

Retirement or Pension Funds _____

Revocable trusts _____



Equity in rental property or other capital investments _____
 Cash value of whole life or universal life insurance policies _____
 Downpayment Gift _____

TOTAL ASSETS _____

EMPLOYMENT STATUS: (include for all working household members. Attach separate sheet, if necessary.)

Employer: _____
 Street Address: _____
 Town/State/Zip: _____
 Date of Hire (Approximate): _____
 Annual Wage - Base: _____
 Additional: _____ (Bonus, Commission, Overtime, etc.)

ABOUT YOUR FAMILY: OPTIONAL

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the home. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Black or African American	_____	_____	_____
Asian	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Native Hawaiian / Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Other, Not White	_____	_____	_____

ADDITIONAL INFORMATION:

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, ½ of which must come from the buyer’s own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

SIGNATURES:

The undersign warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank submitted before entry into lottery to have an opportunity to purchase the affordable home at Woods at Farm Road in Bolton, MA. All applications will be pre-screened prior to the lottery. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application prior to closing.

Signature _____ Date: _____
 Applicant

Signature _____ Date: _____
 Co-Applicant

See page 19 from submission information



Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at Woods at Farm Road in Bolton, MA.

1. The annual gross household income for my family does not exceed the allowable limits as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$62,600	\$71,550	\$80,500	\$89,400	\$96,600	\$103,750

Income from all family members must be included.

2. I/We have not individually or jointly owned a single family home, town home, condominium or co-op within the past three (3) years, including homes in a trust. We understand the exceptions that apply.
3. I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. I/We understand that assets divested at less than full market value at least two years prior to application will be counted at full value in determining eligibility.
4. The household size listed on the application form includes only and all the people that will be living in the residence.
5. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
6. I/We understand that by being selected in the lottery does not guarantee that I/we will be able to purchase a home. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to purchasing a home.
7. I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase through a bank experienced with deed-restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project's monitoring agency, for the purpose of determining income eligibility.
9. I/We understand that if selected I/we will be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home.
10. Program requirements are established by the Dept of Housing and Community Development (DHCD), MassHousing and the Town of Bolton. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by Monitoring Agent is final.
11. I/We certify that no member of our family has a financial interest in the project.
12. I/We understand there may be differences between the market and affordable units and accept those differences.
13. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.
14. I/We understand if our application is incomplete we will not be included in the lottery.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available home at Woods at Farm Road. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date:



**Required Financial Documentation Form
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation and a mortgage pre-approval is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

Initial each that are applicable and provide the documents. Return this sheet with your application.

1. _____ Mortgage Pre-approval – FHA, VA and Quicken loans are not accepted.
2. _____ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor, at the same time.
3. _____ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker’s compensation and/or severance pay.
 - **NOTE:** If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
 - **NOTE:** If you are no longer working for an employer you worked for in the last 12 months, you must provide a letter from the employer with your separation date.
 - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.
4. _____ Current year Benefit letter providing full amount of gross periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
5. _____ Child support and alimony: court document indicating the payment amount and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support.
6. _____ If you are self-employed you **MUST** provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts.
7. _____ Federal Tax Returns –2019, 2020, 2021 (NO STATE TAX RETURNS)
 - **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.
 - **NOTE:** If you have not filed tax returns, in the required years, you must submit a letter from the IRS verifying you have not filed. To obtain the letter submit form 4506-T, located at irs.gov, to the IRS and they will mail you the letter.
 - **NOTE:** If you are unable to locate your tax returns or W2/1099’s you can submit a transcript both your tax return and/or W2/1099’a. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.



8. _____ W2 and/or 1099-R Forms: 2019, 2020, 2021

- **NOTE:** If you are unable to locate your W2/1099's you can submit a transcript of your W2/1099's. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.

9. _____ Interest, dividends and other net income of any kind from real or personal property.

10. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:

- _____ Checking accounts – Last **three (3)** months of statements – EVERY PAGE – FRONT AND BACK.

NOTE: If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit. **This includes all Venmo, Paypal, Visa Cash apps ETC.**

NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.

- _____ Pre-paid debit card statements – current month.

NOTE: This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directly onto the debit card, i.e. Social Security or other regular income.

NOTE: If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at

<https://www.usdirectexpress.com/>.

- _____ Saving accounts – last three months of full statements

NOTE: If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit. **This includes all Venmo, Paypal, Visa Cash apps ETC.**

NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.

- _____ VENMO, PayPal, Visa, Square Inc. etc last statement
- _____ Revocable trusts
- _____ Equity in rental property or other capital investments
- _____ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts etc.
- _____ Retirement including, i.e. IRA's, Roth IRA's, 401K, 403B, Keogh accounts, Pensions etc. from current and past employment.
- _____ Cash value of Whole Life or Universal Life Insurance Policy.
- _____ Personal Property held as an investment
- _____ Lump-sum receipts or one-time receipts



11. _____ Proof of current student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester.

12. _____ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from doctor.

13. _____ If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets and first time homebuyer status will be used is determining eligibility.

14. _____ If you will be receiving a gift for down payment and/or closing costs you need to provide a letter stating who is providing the gift and the amount. All gifts count towards the asset limits. All applications will be checked for downpayment funds at time of application. We must see proof of those funds to be included in the lottery.

NOTE: If your deposit is cash and you have in your home you must deposit in your bank statement to show evidence of available funds.

We understand if we do not provide all applicable financial documentation, we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete.

Print Applicants Name(s): _____

Applicants Signature	DATE	Co-Applicants Signature	DATE
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See page 19 for submission information



Return the following to MCO Housing Services:

1. Completed, signed and dated application
2. Signed and dated Affidavit and Disclosure Form
3. Completed, signed and dated Required Financial Documentation Form
4. All required financial documentation
5. Mortgage Pre-approval
6. Special Accommodation documentation

**RETURN ALL, postmarked on or before the August 8, 2022 application deadline
to:**

MCO Housing Services, LLC
P.O. Box 372
Harvard, MA 01451
Overnight mailing address: 206 Ayer Road, Harvard, MA 01451
Phone: 978-456-8388
FAX: 978-456-8986
Email: lotteryinfo@mcohousingservices.com
TTY: 711, when asked 978-456-8388

NOTE: If you are mailing your application close to the application deadline, make sure you go into the Post Office and have them date stamp and mail. As I understand, mail that is sent to the central sorting facility use bar codes so we would have no idea when the application was mailed and it can take longer for MCO to receive. If we receive an application after the deadline that has a barcode it will be counted as a late application and will not be included in the lottery.

