Jacobs Pond Estates
Resale Unit 1-106
Norwell, MA

For households having at least one member 62+ years of age

AFFORDABLE HOUSING FCFS INFORMATION PACKAGE AND APPLICATION

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Section One

Questions & Answers

Development Name: Jacobs Pond Estates
Location: Norwell, MA

INTRODUCTION

An integral part of the lottery package includes the "**FREQUENTLY ASKED QUSTIONS"** section which must be read prior to completing and submitting the application.

At least one household member must be 62+.

Unit 106 of Jacobs Pond Estates is located at 7 Assinippi Avenue, Norwell. This affordable home will have 2 Bedrooms, 2 Baths and is 1,004 sq ft. The condominium homes will have town water, central AC and gas.

The affordable condominium will be sold at the sales price of **$133,672** for the 2 Bedroom. It is estimated that the total **monthly cost** of your mortgage payment including Principal, Interest, Real Estate Taxes, Private Mortgage Insurance (PMI), Hazard Insurance, including a condo fee of **$195** should be approximately $1,119 a month. This assumes a 30 year fixed rate mortgage at current rates with a 3% down payment. Your actual down payment can be 3%, of which half, (1.5%), must be from the buyers own funds. **You cannot rely on this estimated amount**, this is only an estimate. Your actual mortgage payment may be different based on the actual interest rate and other factors. You should verify your actual mortgage payment with your lender and or accountant. This monthly mortgage payment is **pre-tax and does not include the tax advantage of home ownership**. To determine your net expense post tax you should consult with your accountant or tax advisor.

All affordable homes will have a "Deed Restriction" in perpetuity that will be recorded with the mortgage at the time of purchase. This deed restriction in part, limits the amount the home can be resold for or refinanced for and requires that it be resold to another affordable buyer. A summary of the Deed Restriction is included herein. You may also log onto the following web site for a complete typical Deed Rider:

https://www.masshousing.com/portal/server.pt/gateway/PTARGS_0_2_368_0_0_18/B114.pdf

AVAILABILITY OF APPLICATIONS

INFORMATION AND APPLICATIONS ARE AVAILABLE ON THE FOLLOWING WEBSITES:

- MassAccess Accessible/Affordable Housing Registry www.massaccesshousingregistry.org
- Mass Affordable Housing Alliance – www.massaffordablehomes.org
- Delphic Associates www.DelphicAssociates.com

Should you not have access to the internet you may call Delphic Associates at 508 994-4100 and an application will be sent to you.

It is anticipated that there will be more interested and eligible applicants than available homes. A lottery will be held as further described herein.

FREQUENTLY ASKED QUESTION FOR AFFORDABLE HOUSING

Q: Who is eligible to apply for Affordable Homes?

A: An applicant or household member who is not 62 years of age at the time of application may submit an application. However, the applicant or household member must be at least 62 years of age at the time of purchase.

Individuals who have a financial interest in the development and their families shall not be eligible.

Q: What documents do I need to submit to determine eligibility?

A:

- Completed and signed application
- Last five pay stubs *(regardless of weekly or bi-weekly pay periods)*
- Last three years Federal tax returns including W-2's, 1099's, etc.
- Pre Approval letter from a bank stating your household qualifies for a mortgage to purchase an affordable home.
- Any additional income documentation such as but not limited to social security, pension, and alimony.
- Last three months checking and savings account bank statements from each bank that you hold accounts in. (*All financial documents must show the account holders name, address and account number. **All pages** of banking statements must be submitted even if blank.)*
- All asset information including evidence of the value of CDs, brokerage statements, etc.
- Signed Homebuyer Disclosure Statement
- Narrative stating applicant's history for last 2 years including work, and information such as marriage, divorce and personal information you may want us to know. (attach to application)
- Child support documentation

Q. If I am currently in the process of a separation and plan on being legally divorced can I still apply?

A. Your divorce does not need to be finalized when you apply for the lottery; however it must be finalized before you sign the purchase and sale agreement. You will not be allowed to purchase an affordable home until the terms regarding the allocation of assets and custody of children has been finalized, so your income and asset eligibility can be accurately determined. If you have only filed for separation and your divorce is not finalized, you will not be allowed to purchase one of the affordable homes.

Q: I am disabled; will the home be modified based on my disability?

A: Developer, staff and consultants are committed to the intent and the spirit of both **state and federal fair housing laws** in the selection of lottery applicants. They will not discriminate against any protected class in the selection of applicants. Furthermore, the developer has pledged that reasonable accommodations will be taken for an approved qualified disabled applicant, to adapt the home for the applicants' particular disability.

MAXIMUM INCOME

Q: What is the maximum family income and asset eligibility requirement?

A: To be eligible to purchase an affordable home, annual income and assets of all **household members** must be below the maximum level as adjusted for family size.

Maximum allowable household total income for this development cannot exceed:

Household Size	1	2	3	4
Max. Income	$51,150	$58,450	$65,750	$73,050

Generally on an annualized basis the US Department of Housing and Urban Development (HUD) publishes income guidelines. The applicant will be subject to the published guidelines in effect at the time of their application. Incomes as stated above represent 80% of AMI as defined by HUD.

MAXIMUM ASSETS

For age-restricted homeownership Projects, household assets shall not exceed $275,000 in value, including equity in a dwelling (to be sold prior to closing on the affordable home) in which the purchaser has no more than $200,000 in equity. In other words, households cannot have more than $75,000 in household assets and $200,000 in equity. *For example, you may NOT have $100,000 in household assets without owning a home*.

DEFINITION OF ASSETS

The value of necessary items of personal property, such as furniture or automobiles shall be excluded. Determination of assets shall be based upon a full and fair present cash value of the asset at the time of application to the program. If a potential purchaser divests himself or herself of an asset for less than full and fair present cash value of the asset within one year prior to application, the full and fair cash value of the asset at the time of its disposition must be declared and shall be included for purposes of calculating eligibility.

Household Assets include the following:

1. Cash held in savings and checking accounts, safe deposit boxes, homes, etc: For savings accounts, use the current balance. For checking accounts, use the average balance for the last six months. Assets held in foreign countries are considered assets.

2. Revocable trusts: The cash value of any revocable trust available to the applicant.

3. Equity in rental property or other capital investments: The current fair market value less (a) any unpaid balance on any loans secured by the property and (b) reasonable costs that would be incurred in selling the asset (e.g., penalties, broker fees, etc.).

4. Stocks, bonds, Treasury bills, certificates of deposit, mutual funds, and money market accounts: The value of stocks and other assets vary from one day to another and should be determined within a reasonable time in advance of the applicant's submission of an application to participate in the subject housing program.

5. Individual retirement, 401K, and Keogh accounts: When the holder has access to the funds, even though a penalty may be assessed. If the applicant is making occasional withdrawals from the account, determine the amount of the asset by using the average balance for the previous six months. (Do not count withdrawals as income.)

6. Retirement and pension funds.

a) While the person is employed: Amounts the applicant can withdraw without retiring or terminating employment. Count the whole amount less any penalties or transaction costs.

b) At retirement, termination of employment, or withdrawal: Periodic receipts from pension and retirement funds are counted as income. Lump-sum receipts from pension and retirement funds are counted as assets. Count the amount as an asset or as income, as provided below. If benefits will be received in a lump sum, include the lump-sum receipt in net household assets. If benefits will be received through periodic payments, include the benefits in annual income. Do not count any remaining amounts in the account as an asset.

If the applicant initially receives a lump-sum benefit followed by periodic payments, count the lump-sum benefit as an asset as provided in the example below and treat the periodic payment as income. In subsequent years, count only the periodic payment as income. Do not count the remaining amount as an asset.

NOTE: This paragraph assumes that the lump-sum receipt is a one-time receipt and that it does not represent delayed periodic payments. However, in situations in which a lump-sum payment does represent delayed periodic payments, then the amount would be considered as income and not an asset.

7. Cash value of life insurance policies available to the applicant before death (e.g., the surrender value of a whole life policy or a universal life policy): It would not include a value for term insurance, which has no cash value to the applicant before death.

8. Personal property held as an investment: Gems, jewelry, coin collections, or antique cars held as an investment. Personal jewelry is NOT considered an asset.

9. Lump-sum receipts or one-time receipts: Inheritances, capital gains, one-time lottery winnings, victim's restitution, settlements on insurance claims (including health and accident insurance, worker's compensation, and personal or property losses), and any other amounts that are not intended as periodic payments.

10. A mortgage or deed of trust held by an applicant: Payments on this type of asset are often received as one combined payment of principal and interest with the interest portion counted as income from the asset. This combined figure needs to be separated into the principal and interest portions of the payment. (This can be done by referring to an amortization schedule that relates to the specific term and interest rate of the mortgage.)

To count the actual income for this asset, use the interest portion due, based on the amortization schedule, for the 12-month period following the certification. To count the imputed income for this asset, determine the asset value at the end of the 12-month period following the certification.

Household Assets DO NOT include the following:

- Personal property (clothing, furniture, cars, wedding ring, other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities).
- Interests in Indian trust land.
- Term life insurance policies (i.e., where there is no cash value).
- Equity in the cooperative home in which the applicant lives.
- Assets that are part of an active business: "Business" does NOT include rental of properties that are held as investments unless such properties are the applicant's main occupation.
- Assets that are NOT effectively owned by the applicant: Assets are not effectively owned when they are held in an individual's name, but (a) the assets and any income they earn accrue to the benefit of someone else who is not the applicant, and (b) that other person is responsible for income taxes incurred on income generated by the assets.

Q: How do you determine household income?

A: The Lottery Agent will determine a household's income based on all sources of income for all household members ages 18 or older with the exception of full time students.

This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements and imputed interest and dividends on bank accounts and other assets.

Q: What constitutes a household?

A. A household constitutes the number of persons who plan to reside the home regardless of marital status. Gross income from all household members over the age of 18 (except for full time students) shall be considered in determining compliance with income eligibility requirements.

Q: Do I have to be a resident of the Town to apply?

A: No. All households that meet the income guidelines specified above may apply for an affordable unit.

Q. Once I am entered into the lottery drawing will additional documents be required?

A: Not for eligibility into the lottery drawing.

Q. If I presently own a home could I qualify to purchase an affordable home?

A: Yes, with special limitations as specified within this Section. However, the home must be sold prior to purchasing (closing) on the affordable home. In addition you must not exceed the maximum assets, including equity as defined within this Section.

FINANCING:

Q: Do I need to attend homebuyer education classes?

A: All financing programs offered by "MassHousing" www.MassHousing.com and "MassHousing Partnership" www.MHP.net require the borrower to complete a pre-purchase homebuyer education course.

We strongly suggest that all applicants who have not previously owned a home complete a pre-purchasing homebuyer course prior to entering the lottery. A schedule of upcoming first-time homebuyer workshops is posted on CHAPA's website at www.chapa.org under "Looking for Housing?"

Q. Do we need to get a pre-approval from a lender?

A: Yes. Applicants are required to submit **a pre-approval letter**.

Q. How or where do I apply for a mortgage?

A: We strongly recommend that applicants apply for financing through banks that are familiar with the deed restrictions, and guidelines for affordable housing programs.

There are many lenders and mortgage brokers that are familiar with the qualifying process to purchase the affordable homes. We are willing to share these references upon request by email or phone request. In addition there are other lenders and mortgage brokers who may participate in this process. Your lender must be a conventional lender.

There are many programs available for first Time Home Buyers including those offered by MassHousing. We suggest you or your lender refer to the MassHousing website. www.MassHousing.com

There are programs being offered by the MassHousing Partnership (MHP) such as the "One Mortgage" which is offered to buyers typically at a rate less than a lenders typical best rate to a conventional buyer. We suggest that you contact a lender who is on the list of lenders participating in the program as shown on the MHP website www.MHP.net

Q. Are there any requirements on the type of loan I receive?

A. Yes. The program requirements are:

- Down payment must be 3% of which 1.5% must come from the buyers own funds.
- Mortgage amount cannot exceed 97% of the purchase price.
- Mortgage loan must be 30-fixed rate.
- The loan has a current fair market interest rate of no more than 2 percentage points above the current Mass Housing rate. (www.MassHousing.com)
- The Buyer may pay no more than 2 points.

Households should demonstrate availability of sufficient funds for a down payment, closing costs and pre-paids. Applicants should inquire with their lender as to what closing costs will be. Closing costs can include but may not be limited to fees for Loan Origination, Appraisal, Credit Reports, Inspection, Document Preparation, Attorney and Title Insurance. Pre-Paids can include interest that accrues from the date of settlement to the first monthly payment. Pre-Paids can also include insurances such as Hazard, Flood, and Mortgage Insurance. Non-Household members cannot be co-signers on the mortgage.

Q: What are the minimum income requirements?

A: To qualify for a mortgage loan the total annual household income as determined by the lender must be adequate to support the requested mortgage amount.

Monthly housing costs (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) shall not exceed 38% of monthly income for a household earning 80% of area median income, adjusted for household size.

Q: Once I am approved by the lender are there additional approvals required.

A: Yes. Typically your lender will re-qualify you for the loan a few days prior to closing, including but not limited to an additional credit check, job verification, marital status, etc. As a result your lender could deny your loan even though it may have been previously approved.

Therefore, **"before any household member decides to make any lifestyle changes"**, such as but not limited to; job changes, marital status, substantial additional debt for payments for large purchases, etc., consult with your lender as to what effect this could have on your loan.

Q. Are there restrictions upon resale or refinancing?

A: Yes, the intention of the Affordable Housing Programs is to give persons the opportunity to purchase homes at reduced prices that otherwise may not qualify for a conventional purchase. There is a likely possibility that the home you are purchasing could be worth substantially more on the open market without the deed restriction. However, you would not be able to sell the home at market rate prices and pocket the difference

All affordable homes will have a "Deed Restriction" that will be recorded with the mortgage at the time of purchase. This deed restriction in part, limits the amount the home can be resold for or

refinanced for and requires that it be resold to another affordable buyer. The deed restriction insures that the home stays affordable for perpetuity. You may find a summary of the Deed Restriction herein. .

Upon resale or refinance you must notify the community and the Monitoring Agent, in accordance with the requirements in the Deed Rider.

The Monitoring Agent will determine the Maximum Resale or refinancing amount. The price you paid for the property will be divided by the Base Income Number (which is the Area Median Income for a 4-person household). This determines the Resale Price Multiplier which is inserted into your Deed Rider. The Resale Price Multiplier will be multiplied by the Base Income Number at the time of your resale of the Property to determine the Maximum Resale Price. In addition, the resale fee as indicated in the Deed Rider would be added to the Maximum Resale Price along with capital improvements of the home that had been approved by the Monitoring Agent.

Q. What if I do not fully understand the conditions of the Deed Rider?

A: Attached to the application section (Section Two) of the lottery package is a Deer Rider Summary explaining some of its key components. If you have further questions and our office is unable to answer those questions to your satisfaction **we urge that you seek legal counsel**.

The Deed Rider is a critical legal document explaining your responsibility regarding re-sale, re-finance and household improvements.

Q. What if my understanding of the English language is limited?

A. Delphic and the developer are committed to broadening access for persons with limited English proficiency (LEP) as a general Fair Housing principal.

Delphic Associates LLC and the developer have the capacity to address matters relating to limited English proficiency (LEP). This capacity includes language access planning and providing reasonable language assistance, at no cost to the applicant.

Persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be considered a LEP person. The developer, shall upon request, make reasonable accommodations, at no cost to the applicant to assist an LEP applicant of their understanding of important vital documents including but not limited to:

- Application materials
- Consent documents
- Notices concerning program eligibility
- Lease materials
- Other compulsory program materials

Keep this document accessible. It contains valuable contact information.

HOMEBUYER DISCLOSURE STATEMENT

This Deed Rider Summary summarizes your rights and obligations in purchasing this home. You are about to purchase a home at less than the home's fair market value. When you sell the home, that same opportunity will be given to the new buyer. In exchange for the opportunity to purchase the home at less than its fair market value, you must agree to certain use and transfer restrictions. These restrictions are described in detail in the Deed Rider that will be attached to the deed to your home and recorded at the Registry of Deeds.

PLEASE REMEMBER:

- You must occupy this home as your primary residence;
- You must obtain consent from the monitoring agent and the Municipality before renting, refinancing or granting any other mortgage, or making any capital improvements to your home;
- You must give written notice to the Monitoring Agents when you decide to sell your property.

The contact information for the Monitoring Agents is listed in the Deed Rider.
Please read the Deed Rider restriction in its entirety because it describes and imposes certain important legal requirements. It is strongly recommended that you consult an attorney to explain your legal obligations and responsibilities.

Primary Residence

You must occupy your property as your primary residence.

Renting. Refinancing and Capital Improvements

You must obtain the prior written consent of the Monitoring Agents before you do any of the following:

- Rent your home;
- Refinance an existing mortgage or add any other mortgage including a home equity loan; or
- Make any Capital Improvements (for example, a new roof or a new septic system - see attached Capital Improvements Policy) if you wish to get credit for those costs (at a discounted rate) when you sell your home.

Before taking any action, please contact the Monitoring Agent for instructions on renting, mortgaging, or making capital improvements to your home. If you do not obtain the required consent from the Monitoring Agents, you can be required to pay all of the rents or proceeds from the transaction to the Municipality.

Resale Requirements

When you sell your home, you are required to give written notice to the Monitoring Agents of your desire to sell so that they may proceed to locate an Eligible Purchaser for your home. Your sale price will be computed by the Monitoring Agent based on the formula set forth in the Deed Rider to reflect your original purchase price plus certain limited adjustments.

The allowed sale price is defined as the "Maximum Resale Price" in the Deed Rider. It is calculated by adjusting the purchase price you paid for the home to reflect any change in the area median income from the time you purchased the home to the time of the resale plus:

(a) The Resale Fee as stated in the Deed Rider;
(b) Approved marketing fees, if any; and
(c) Approved Capital Improvements, if any.

The Maximum Resale Price can never be more than the amount which is affordable to an Eligible Purchaser earning 70% of the area median income, as determined by a formula set forth in the Deed Rider. The sales price will also never be less than the purchase price you paid, unless you agree to accept a lower price.

The Monitoring Agents have up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing or for lack of cooperation on your part.

It is your obligation to cooperate fully with the Monitoring Agents during this resale period.
If an Eligible Purchaser fails to purchase the home, and none of the Monitoring Agents (or their designee) purchases the home, you may sell the home to a purchaser who does not qualify as an Eligible Purchaser (in this event, this purchaser is referred to as an ineligible purchaser), subject to the following:

(i) the sale must be for no more than the Maximum Resale Price;
(ii) the closing must be at least 30 days after the closing deadline described above;
(iii) the home must be sold subject to a Deed Rider; and
(iv) if there are more than one interested ineligible purchasers, preference will be given to any purchaser identified by Monitoring Agent as an appropriately-sized household whose income is more than 80% but less than 120% of the area median income.

Any sale by you to an Eligible Purchaser, or to an ineligible purchaser (as described in the Deed Rider), is subject to the normal and customary terms for the sale of property, which are set forth in the Deed Rider and which will be included in your Purchase and Sale Agreement.

There is no commitment or guarantee that an Eligible Purchaser will purchase the home, or that you will receive the Maximum Resale Price (or any other price) for your sale of the home. A sale or transfer of the home will not be valid unless (1) the total value of all consideration and payments of every kind given or paid by the selected purchaser do not exceed the Maximum Resale Price, and (2) the Compliance Certificate that confirms that the sale or transfer was made in compliance with the requirements of the Deed Rider is executed by the Monitoring Agents and recorded at the Registry of Deeds by the closing attorney.

If you attempt to sell or transfer the home without complying with the Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.

Foreclosure

In the event that the holder of a mortgage delivers notice that it intends to commence foreclosure proceedings, the Deed Rider gives the Municipality an option to purchase the home (or to designate another party to purchase the home) for a period of 120 days after notice of the Lender's intent to foreclose.

If this foreclosure purchase option is exercised, the purchase price will be the greater of (i) the amount of the outstanding balance of the loan secured by the mortgage, plus the outstanding balance of the loans secured by any mortgages senior in priority, up to the Maximum Resale Price as of the date the mortgage was granted, plus any future advances, accrued interest and/or reasonable costs and expenses that the mortgage holder is entitled to recover, or (ii) the Maximum Resale Price at the time of the foreclosure purchase option, except that in this case the Maximum Resale Price may be less than the purchase price you paid. By signing the Deed Rider, you are agreeing that you will cooperate in executing the deed to the Municipality (or its designee) and any other required closing documents.

If the foreclosure purchase option has not been exercised within 120 days of delivery of the foreclosure notice to the

Monitoring Agents, the mortgage holder may conduct a foreclosure sale. The mortgage holder or an ineligible purchaser may purchase the home at the foreclosure sale, subject to the Deed Rider.

If the sale price at the foreclosure sale is greater than the purchase price that would have applied for the Municipality's foreclosure purchase option as described above, the excess will be paid to the Municipality. By signing the Deed Rider, you are agreeing to assign any rights and interest you may otherwise have in the balance of any foreclosure proceeds available after satisfaction of all obligations to the holder of the foreclosing mortgagee, for delivery to the Municipality.

There is no commitment or guarantee that the Municipality will exercise the foreclosure purchase option, or that your Lender will receive the Maximum Resale Price (or any other price) in any foreclosure sale of the home. In addition, the foreclosing lender retains the right to pursue a deficiency against you.

Violation of Restriction Requirements

If you violate any of the Restriction terms, you will be in default and the Monitoring Agents may exercise the remedies set forth in the Deed Rider.

If one or more of the Monitoring Agents brings an enforcement action against you and prevails, you will be responsible for all fees and expenses (including legal fees) for the Monitoring Agent(s). The Monitoring Agent(s) can assert a lien against the home to secure your obligation to pay those fees and expenses.

Acknowledgements

By signing below, I certify that I have read this Deed Rider Summary and understand the benefits and restrictions described. I further certify that I have read the Deed Rider and understand the legal obligations that I undertake by signing that document.

I also certify that I have been advised to have an attorney review this document and the Deed Rider with me.

Dated_____, 2017

Homebuyer _____

Homebuyer _____

February 2010

Procedures on Capital Improvements

Definition
Capital improvements as a necessary maintenance improvement, not covered by a condominium or homeowner association fee, that if not done would compromise the structural integrity of the property.

Examples of necessary capital improvements including the following:
- New roof
- The replacement of windows due to damage or long-term wear and tear
- The replacement of siding, shingles or clapboard due to damage or long-term wear
- Exterior painting due to deterioration
- Heating or plumbing replacement
- Structural deficiencies such as termite or other pest damage, water damage, or other maintenance as required
- Septic tank replacement
- Appliance replacement (stove, dishwasher, refrigerator)
- Other improvements identified by the owner and reviewed by THE TOWN OF NORWELL.

Improvements such as the installation of central air conditioning, outdoor decks, flooring (except in cases of replacement due to damage or long-term wear), additions or finishing of unfinished spaces, garages, landscaping, and other items identified by the owner that are upgraded or luxury improvements will not be considered capital improvements and cannot be added to the resale price when the property is sold.

Getting Capital Improvements Approved
Capital improvements must be approved by the monitoring agent in order to be considered and added to the resale price. THE TOWN OF NORWELL requires that a request be made in writing for the improvement, including a description of the work to be done, an estimate of the cost, and an explanation of why the work is a capital improvement. If the request is approved, THE TOWN OF NORWELL will require a copy of the paid invoice after the completion of the work.

If the owner is purchasing materials and is completing the project on their own, only the cost of the materials can be taken into consideration.

If a condominium or homeowners' association has a special assessment, THE TOWN OF NORWELL will take into consideration the cost to the homeowner on a case by case basis. Additional documentation may be requested.

At the time of resale, THE TOWN OF NORWELL will determine the current value of the improvement. For example, if a new heating system is installed for $5,000 and the owner sells the property 5 years later, the full $5,000 will not be added to the resale price. As with market rate properties, the value of the heating system is the greatest when it is new and it depreciates over time.

Contacting THE TOWN OF NORWELL
Requests for capital improvements or questions can be directed to:

Ellen McKenna
Administrator
Norwell Community Housing Trust
781-659-5801

Section Two

AFFORDABLE HOUSING LOTTERY APPLICATION

Jacobs Pond Estate
Norwell, MA

AFFORDABLE HOUSING APPLICATION

Date: _____

Name	**Home Phone ( )**
Address	**Cell Phone ( )**
Address	**Work Phone ( )**
Social Security #	**Email Address**

Number of Household Members (circle one): 1 2 3 4 5 6 7 8

Complete the following section for each Household Member

	Applicant	**Member #2**	**Member #3**	**Member #4**
Name				
Age				
D.O.B.				
Employer				
School Name				
Relationship				
	Member #5	**Member #6**	**Member #7**	**Member #8**
Name				
Age				
D.O.B.				
Employer				
School Name				
Relationship				

The developer, staff and consultants are committed to the intent and spirit of both state and federal fair housing laws in the selection of lottery applicants. They will not knowingly discriminate against any protected class in the selection of applicants

Please refer to the definition in Frequently Asked Questions in this Lottery Package to answer the following questions:

Are you claiming an exception to the "First Time Homebuyer" rule? If so please indicate which exception:

_____Displaced Homemaker
_____Single Parent
_____Elderly household member (62+)
_____Own a property
_____Own a residence not permanently affixed
_____Own a residence not in compliance with Sate or local codes

Please Explain:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please list the address of any home, land or property that any household member has owned or had joint interest in the past three years. Please include a copy of the Deed or HUD Settlement Sheet for each property.

Property #1_____

Property #2_____

MINORITY STATUS: This is an optional section that you may complete to assist in meeting Affirmative Marketing Goals.

	Applicant	Co-Applicant	Dependent	Dependent
Black or African American	_____	_____	_____	_____
Hispanic or Latino	_____	_____	_____	_____
Asian	_____	_____	_____	_____
Pacific Islander	_____	_____	_____	_____
Native Hawaiian	_____	_____	_____	_____
Native American	_____	_____	_____	_____
Alaska Native	_____	_____	_____	_____
Other (non white)	_____	_____	_____	_____

Where/how did you learn about the lottery? Check all that apply.

_____ Newspaper
_____Relative
_____Friend
_____Church
_____Veteran's Agent
_____Lending Institution
_____Email
_____Real Estate Book
_____Co-worker
_____First Time Homebuyers Class
_____Civic/Social Organization
_____Paycheck Insert
_____Flyer
_____Website (Please specify which website)

www._____

MARKETING INFORMATION:

(Write your answer in the space provided and please be as specific as possible)

How did you find out about this affordable housing opportunity?

_____

_____

_____

Have you or will you apply to other housing lotteries? (Circle one) YES NO

Please list the names of the developments and their location for which you are applying for.

_____

INCOME AND ASSET INFORMATION:

Please complete the following section listing income for ALL household members including children. Include the most recent statements for each account and all other supporting documentation.

Type of Acct. or Income	Name: Acct. Number	Balance	Amt. Pd. Monthly	Type of Acct. or Income	Name: Acct. Number	Balance	Amt. Pd. Monthly
Checking				Checking			
Savings				Savings			
Unemployment				Unemployment			
Worker's Comp.				Worker's Comp.			
Social Security				Social Security			
SS Disability				SS Disability			
Alimony				Alimony			
Child Support				Child Support			
Type of Acct. or Income	**Name: Acct. Number**	**Balance**	**Amt. Pd. Monthly**	**Type of Acct. or Income**	**Name: Acct. Number**	**Balance**	**Amt. Pd. Monthly**
Checking				Checking			
Savings				Savings			
Unemployment				Unemployment			
Worker's Comp.				Worker's Comp.			
Social Security				Social Security			
SS Disability				SS Disability			
Alimony				Alimony			
Child Support				Child Support			

If you need additional space, please use a separate piece of paper.

CREDIT SCORE: Applicant _____ Co-Applicant _____

EMPLOYMENT INFORMATION:

Name:		Name:	
Occupation:		Occupation:	
Employer Name:		Employer Name:	
Employer Address:		Employer Address:	
Employer Phone:		Employer Phone:	
Employer Email:		Employer Email:	
Supervisor's Name:		Supervisor's Name:	
Date of Hire:		Date of Hire:	
Hourly Wage:		Hourly Wage:	
Average Weekly Tips:		Average Weekly Tips:	
Hours per Week:		Hours per Week:	
Weekly Gross Amount:		Weekly Gross Amount:	
Annual Salary:		Annual Salary:	
Avg. Gross Last 4 wks x 52:		Avg. Gross Last 4 wks x 52:	

If Applicant or Co-Applicant has more than one (1) job or other adult household members over the age of 18 that are employed, please attach a separate sheet of employment information.

ASSET INFORMATION:

Include but not limited to stocks, bonds, retirement accounts such as 401K, Keogh, etc. For a comprehensive explanation, please refer to the section of the application title "Frequently Asked Questions".

- **MONETARY GIFTS:** Applicants may receive monetary gifts from friends or relatives to assist with down payment. Applicants must be able to prove that 1.5% of down payment is from their own funds when submitting application.

  Do you expect a monetary gift? (Circle one) **YES** **NO**
  If yes, attach a gift letter, from the person giving the gift, indicating their source of funds and that no repayment is expected.

- **STOCKS, BONDS & CD'S:** Applicant must list the average value and provide documentation such as bank account numbers and value.

  Do you have any stocks, bonds or CD's? (Circle one) YES NO
  If yes, list value $_____ and enclose the last three quarterly portfolio statements.

- **RETIREMENT, 401K AND KEOUGH ACCTS:**

  Do you have any of these accounts? (Circle one) YES NO
  If yes, are you employed or retired? _____

  Are you making occasional withdrawals? (Circle one) YES NO
  If yes, how much are you receiving per month? $_____

  What is the total value of **all** accounts? $_____ Enclose last 3 quarterly statements.

ANTICIPATED CHANGES IN INCOME:

Are you expecting a change in any household members income in the next 12 months? (Circle one) YES NO

If yes, please explain. _____

REAL ESTATE:

You may currently own property* but it must be sold/under agreement before you sign a Purchase and Sale Agreement. Please see Page 6 "Who is eligible to apply for Affordable Homes?"

Are you, or anyone on this application, entitled to receive any amount of money from the sale of ANY property currently owned or through an upcoming court settlement? (Circle one) YES NO

If yes, please explain. _____

For property you plan on selling you must submit all of the following:

- Attach a copy of a broker's opinion of the property

Attach a statement from your lender showing your current balance on your mortgage or outstanding loan.

*: You may currently own a property, only if you qualify under the First Time Homebuyer exception rules as shown on Page 6.

HOME BUYER CERTIFICATION

I/We certify that I/We have read the entire lottery package including the Frequently Asked Questions.

I/We certify that we are first time homebuyers as defined within the Frequently Asked Questions.

I/We certify that our household is _____ persons; and that our household income does not exceed the income limits provided in the Lottery Information Packet.

I/We certify that our household is able to provide the minimum down payment required and closing costs.

I/We certify that I/we have read the Deed Rider Summary and understand the purchaser obligation there under or shall seek legal or other counsel for further explanation and understanding.

I/We certify that we comply with the maximum asset limitations of $275,000 of which up to $75,000 may be household assets and $200,000 in equity in a home currently owned.

I/We certify that Lottery Agent or any other employee shall not be held liable for any decisions made pertaining to the applicants' eligibility or their application.

Information missing from the application, including, but not limited to the following could be considered an incomplete application, thus being ineligible for the lottery.

- Lender pre-approval letter (not pre-qualification)
- Income documentation (as indicated on checklist)

We understand that the **initial determination of eligibility** (for entry into the lottery) does not guarantee that we are eligible to purchase one of the affordable homes. A final determination of eligibility will be made by the Monitoring Agent. This determination will require additional documentation including but not limited to 3 years tax returns, 5 most recent pay stubs, last 3 months bank statements, etc.

I/We understand that if selected I/we will be offered a specific home. I/we will have the option to accept or reject. If I/we reject the available home I/we will be moved to the bottom of the waiting list and may not have another opportunity to purchase at this development.

Program requirements and guidelines are established by the DHCD and MassHousing. 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 the project-monitoring agent, is final.

I/We certify that no member of our family has a financial interest in this development.

I/We have completed the application and have reviewed and understand the process in qualifying to purchase one of the affordable homes.

I/We believe we are qualified based upon the information in the Lottery Packet.

I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury.

_____ _____

APPLICANT SIGNATURE **DATE**

_____ _____

CO-APPLICANT SIGNATURE **DATE**

AUTHORIZATION TO RELEASE

I/We hereby authorize the developer, Lottery Agent, Monitoring Agent and the Municipality to inquire of credit agencies, employer(s), banking institutions and lending institutions to allow and assist them to determine my/our determination of eligibility for a mortgage loan to purchase a home.

In addition, I/we hereby authorize any lender, Mortgage Company or mortgage broker to whom we apply for a mortgage to release any and all information regarding our loan application and/or status of the loan anytime it is requested by Delphic Associates, LLC.

This authorization includes all mortgage application information provided to the lender including, but not limited to credit reports, bank accounts, stock holdings and any other asset information needed to process my loan application.

Authorization also allows inquiries of my employer regarding employment information. It is understood that a photo copy of this document shall also serve as an authorization to provide the information requested.

_____ _____

APPLICANT SIGNATURE **DATE**

_____ _____

CO-APPLICANT SIGNATURE **DATE**

CHECK LIST

DID YOU REMEMBER TO ENCLOSE THE FOLLOWING:

Your application may not be considered complete without the following documents. Incomplete or ineligible applications will not be entered into the lottery.

- Completed and signed application
- Last five pay stubs *(regardless of weekly or bi-weekly pay periods)*
- Last three years Federal tax returns including W-2's, 1099's, etc.
- Pre Approval letter from a bank stating your household qualifies for a mortgage to purchase an affordable home.
- Any additional income documentation such as but not limited to social security, pension, and alimony.
- Last three months checking and savings account bank statements from each bank that you hold accounts in. (*All financial documents must show the account holders name, address and account number. **All pages** of banking statements must be submitted even if blank.)*
- All asset information including evidence of the value of CDs, brokerage statements, etc.
- Signed Homebuyer Disclosure Statement
- Narrative stating applicant's history for last 2 years including work, and information such as marriage, divorce and personal information you may want us to know. (attach to application)
- Child support documentation
- Copy of your credit score(s)

In order to obtain proof of delivery, we suggest that you mail your application and supporting documentation "Certified Return Receipt" or if hand delivered with a request of proof of delivery to:

Delphic Associates, LLC
651 Orchard Street - Suite 308
New Bedford, MA 02744
REF: Jacobs Pond Estates

A "Certified Return Receipt" or proof of hand delivery will provide you proof of when you application was received. We are not responsible for lost or late applications.