

Section Two

AFFORDABLE HOUSING APPLICATION



BRIGGS LANDING II

WESTPORT, MA

AFFORDABLE HOUSING APPLICATION

Name	Home Phone ()
Address	Cell Phone ()
Address	Work Phone ()
	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.				
Soc. Sec. #				
Employer				
School Name				
Relationship				
	Member #5	Member #6	Member #7	Member #8
Name				
Age				
D.O.B.				
Soc. Sec. #				
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

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:			Type of Acct. or Income	Name:		
	Acct. Number	Balance	Amt. Pd. Monthly		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:			Type of Acct. or Income	Name:		
	Acct. Number	Balance	Amt. Pd. Monthly		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.

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 titled "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.

SECTION 8:

Do you currently have a Section 8 Voucher from a Housing Authority? (Circle one) YES NO

If yes, which agency issued your voucher or subsidy? _____

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:

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 loans

Credit Score Applicant: _____

Credit Score Co-Applicant: _____

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 \$75,000.

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, MassHousing and the Monitoring Agent. 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, banking institutions and lending institutions to allow and assist them to determine my/our determination of eligibility of an affordable home. In addition, we hereby authorize any lender, Mortgage Company or mortgage broker to whom we apply for a mortgage in conjunction with our application to release any and all information regarding our loan application.

This authorization includes all mortgage application information provided to the lender including, but not limited to credit reports, other loan applications, assets, employer information, etc.

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 four pay stubs (*regardless of weekly or bi-weekly pay periods*)
- ❑ Last three years State and 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: Briggs Landing II**

A "Certified Return Receipt" or proof of hand delivery will provide you proof of when your application was received.

