

**Cabot Pond Apartments**  
*For Applicants Age 55+*  
**Mansfield, MA**

AFFORDABLE HOUSING LOTTERY INFORMATION  
PACKAGE AND APPLICATION



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## Section One

# FREQUENTLY ASKED QUESTIONS

## Questions & Answers



## Cabot Pond Apartments, Mansfield AFFORDABLE HOUSING LOTTERY

**Development Name: Cabot Pond Apartments**

**Location: Mansfield, MA**

An integral part of the lottery package includes the Frequently Asked Questions section which must be read prior to completing and submitting the application.

A private developer, Grove Building Realty Trust and officials of the Town of Mansfield have collaborated to provide this affordable housing opportunity in accordance with the Department of Housing and Community Developments' Local Initiative Program - Local Action Units ("LIP-LAU"). There will be a total of 12 apartments consisting of (1) bedroom apartments of which 1 (One) will be designated as affordable' and rented to eligible tenants with at least one family member of the age 55+ provided incomes are at or below 80% of the area median income.

Mansfield is a small residential town bordering on the Town of Foxborough. Mansfield retains working farms which contribute to its scenic character. The availability of land has resulted in increased commercial, warehouse and industrial activity near the highway in this community which was once primarily agricultural.

Located at 130 Spring Street, Mansfield, Massachusetts, there will be one three story buildings consisting of 4 apartments on each floor. The apartments will be approximately 978 square feet for a 1 bedroom unit utilizing the most up to date building standards, the kitchen accessories include Energy Star appliances.

Common area amenities include a central entry with security access. The tenant is responsible for paying their electricity separate from the rent.

### AFFORDABLE UNIT DESCRIPTION

# of Units	# of Bedrooms	# of Bathrooms	Disabled-Accessible Features	Square Footage	Rent* (does not include electric)
1	1	1	YES	978 sq ft	\$1,333.00

*Rents do not change based on income. **This is not subsidized housing.** Tenants are responsible for paying the full amount of rent each month. The rents are set annually using a calculation that determines the "affordable" rent, which is based on the Area Median Incomes for the Taunton-Mansfield-Norton Metro of which Mansfield is included.*

## **AVAILABILITY OF APPLICATIONS**

### **INFORMATION AND APPLICATIONS ARE AVAILABLE ON THE FOLLOWING WEBSITES:**

- MassAccess Accessible/Affordable Housing Registry
- Delphic Associates [www.DelphicAssociates.com](http://www.DelphicAssociates.com)

### **APPLICATIONS WILL BE AVAILABLE FOR PICK UP AT THE FOLLOWING LOCATIONS:**

*Mansfield Town Hall  
6 Park Row  
Mansfield, MA 02048*

*Mansfield Public Library  
255 Hope Street  
Mansfield, MA 02048*

*Mansfield Council On Aging  
255 Hope Street  
Mansfield, MA 02048*

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Should you not have access to the internet or transportation to the town hall or to the library to pick up an application, you may call Delphic Associates at 508 994-4100 and an application will be mailed to you.

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

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## FREQUENTLY ASKED QUESTIONS FOR HOUSING LOTTERIES

**Q. Why is there a Lottery?**

A: The Lottery selection process is for use in the typical situation where the number of affordable applicants exceeds the number of affordable units.

**Q: Who is eligible to apply for Affordable Units?**

A: The lottery is open to anyone that wishes to apply, however, individuals who have a financial interest in the development and their families shall not be eligible. Each household must have at least one household member that is 55+ years of age.

**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 rental agreement. You will not be allowed to rent an affordable unit until the terms regarding the allocation of assets or other final determination 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 rent one of the affordable units.

**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 into consideration for an approved qualified disabled applicant, to adapt the unit for the applicants' particular disability.

Some of the units will be disabled-accessible. All households may apply for the disabled-accessible units but households in need of an accessible unit will get top priority.

**Q: Who qualifies for a disabled-accessible (DA) unit?**

A: According to *Mass Access: The Accessible Housing Registry*, "units that are barrier-free are accessible to people with disabilities that are wheelchair users, but could also be used by people of different types of disabilities. For example, a person of very short stature, a person with a brain injury or stroke, severe cardiac or respiratory problems, or a person with limited standing, walking, or reaching ability, may use the design features of a wheelchair accessible unit." Verification from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability may be requested. Proof of receiving Social Security Disability Insurance benefits is also sufficient.

**Q: How are disabled-accessible (DA) units awarded?**

A: A waiting list will be created for the DA units. The households with the top positions on the list will be given the first opportunity to lease the DA units.

**Q: Can households that qualify for a DA unit also apply for a non-DA unit?**

A: Yes. However, there is no priority for a disabled applicant for a non-DA unit. Households that qualify for a DA unit will also have positions on the Waiting Lists for non-DA Units. If they reach the top position on a Waiting List for a non-DA unit before they reach the top position for a DA unit, they will have to decide if they want to lease a non-DA unit or wait until they have a top position on a Waiting List for a DA unit.

**MAXIMUM INCOME**

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

A: There are no asset limitations. To be eligible to rent an affordable unit, annual income and imputed income of 6% from assets of all household members must be below the maximum level as adjusted for family size, as shown on the table below, as determined by HUD. The calculation of income will include an imputation of 6% of the value of total household assets which will be added to a household's income.

B: Households cannot own a home upon move-in. All homes must be sold before leasing a unit.

Maximum allowable household total income for this development cannot exceed:

Household Size	1	2
Max. Income	\$49,650	\$56,750

*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.*

**MINIMUM INCOME**

The Leasing Office will determine if an applicant has adequate monthly income ratio to cover the rent using the same methodology for applicants applying to their market rate units. The required rent to income ratio is 40%. Applicants may make less than the minimum incomes shown below if they have sufficient savings from which they can draw from, otherwise, applicants will not be found to be eligible for a lease if they make less than the incomes shown below. Applicants who receive a housing subsidy (like Section 8) are not subject to the minimum income requirements but, like all other applicants, will also have to pass reviews on credit scores, tenant history, and criminal background checks. Again, these minimum incomes are not required by the affordable housing program, they are just estimations of minimum incomes required by the leasing office.

	<b>Approximate Minimum Income Limit for</b>
<b>Unit Size</b>	<b>households without a housing subsidy</b>
1BR	\$39,990

### **ALLOWABLE ASSETS**

There is no asset limit for applying households for this development. However, 6% of assets will be imputed as income. Household Assets are calculated at the time of application. Assets may include cash, cash in savings and checking accounts, net cash value of stocks, net cash value of retirement accounts (such as 401k), real property, bonds, and capital investments.

If any household member currently owns property, the total amount of equity after the sale of their current home shall be added to their total value of assets. Personal property (such as cars, clothing, furniture) is not counted as an asset.

*Example: A household has \$15,000 in savings, \$20,000 in a retirement account (\$13,000 net cash value) and a home assessed at \$250,000 on which they currently have \$220,000 remaining on the mortgage (\$30,000 in equity).*

*Their assets total is: \$15,000 + \$13,000 + \$30,000 = \$58,000*

*Imputed Income is: 6% of \$58,000 = \$3,480*

## **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 renter divests himself or herself of an asset for less than full and fair present cash value of the asset within two years 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.) You need to include the *net cash value* of all your current retirement funds. We realize that most retirement funds assess large penalties for early withdrawal but this does not technically mean that you "cannot" withdraw your funds. The post-penalty amount is what you need to provide along with supporting documentation.

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 project a household's income over the next 12 months based on their current income and assets. In an effort to provide as accurate an income estimation as possible, the Lottery Agent will also review historical income data to provide a basis for future income estimates.

All sources of income are counted for all household members ages 18 or older with the exception of full time students. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 6 months will be analyzed to help estimate future income. 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. It will be assumed that all applicants will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise. Additionally, 6% of the value of total household assets will be added to a household's income.

**Q: What constitutes a household?**

**A:** A household constitutes the number of persons who plan to reside the unit 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: I am expecting a child do I add the child to our household size?**

**A:** You must submit documentation from your Obstetrician/Gynecologist or adoption Agency stating you are expecting a child. This will determine if the child can be included in the household size.

**Q: Is there any preference or priorities for any applicants?**

**A:** Within an applicant pool, first preference shall be given to larger households requiring the total number of bedrooms in the unit based on the following criteria:

1. Units accessible or adaptable for occupancy by disabled persons, will be given first preference (regardless of the applicant pool) for those units shall be given to such disabled persons, including single person households, in conformity with state and federal civil rights laws.
2. There is at least one occupant per bedroom.
3. 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.
4. A person described in the first sentence of 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 the lottery agent receives reliable medical documentation as to such impact of sharing.
5. Household size shall not exceed, nor may maximum allowable household size be more restrictive than State Sanitary Code requirements for occupancy of a unit (See 105 CMR 400).
6. Households with disabilities must not be excluded from a preference for a larger unit based on household size if such larger unit is needed as reasonable accommodation.

Based upon the above criteria set forth in the DHCD Guidelines, priority will be given to the following household sizes and will be considered "appropriate" for the unit:

**Appropriate for a 1-Bedroom Unit**

2 or 1 persons in the household

**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. When will the affordable unit be available for occupancy?**

A. The minimum rate of construction of the affordable unit is based on the comprehensive permit. Typically, the ratio is 1 Affordable Unit for every 3 Market Rate Units built. Generally the minimum rate at which the affordable homes will be built is at a percentage of all of the homes under construction as determined by the comprehensive permit issued by the Zoning Board of Appeals. The developer has the option of accelerating this ratio.

**Q. I “won” the lottery do I automatically get a unit?**

A: No. Because you rank high in the lottery process does not mean that you automatically “win” an apartment. It means, that should the leasing office approve your application, after credit and background checks have been completed, you have won the opportunity to rent a unit. You must still meet all program eligibility requirements. If you meet the eligibility requirements but are unable to meet the leasing requirements, you will lose the opportunity to rent the unit. (*See Leasing Information on Page 14 for more information.*)

**Q. I did not receive a high ranking in the lottery process will I be able to rent a unit?**

A: Many times there is a movement on the ranking list. Applicants who received a high lottery ranking may have withdrawn their application or may not be able to go forward for a variety of reasons. From time to time applicants can inquire of their status on the lottery list.

If there is an insufficient number of qualified applicants after all lottery lists have been exhausted, then, applications will be received on a “Rolling Basis” and units will be rented to qualified applicants on a first come first serve basis (“FCFS”).

**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 cannot qualify for a Lease based on my own income or credit history, can I have a co-signer on my Lease?**

A: **No.** Only people who will live in the unit can sign the lease and be considered a guarantor. Applying guarantors must be able to meet the income qualifications on their own.

**Q: What is the process for lease renewals?**

A: For rental developments, annual monitoring and re-certification is required to ensure that tenants continue to meet income limits. (*See page 14 for more details*)

As a current resident only, you are considered income eligible for an affordable unit as long as your household earns an income that does not exceed 140% of the current applicable income limit for a household of your size. Additionally, the rents change yearly based on changes in Area Median Income and Local Utility Allowances. If the Area Median Income decreases or the total utility

allowance increases, rents will drop. If the AMI increases or the utility allowances decrease, the rent may increase as further described in the Regulatory Agreement.

**Q: How long can I lease my affordable unit?**

A: Annually, you must be certified to be income eligible for an affordable unit as long as your household earns an income that does not exceed 140% of the maximum allowable income at the time of annual determination of eligibility.

If a household's income exceeds the maximum allowable income at the time of their renewal, their unit shall still remain affordable until the next available market rate unit with the same or greater number of bedrooms is rented at an affordable price. Once this market rate apartment becomes newly deemed as affordable, the apartment that was previously deemed affordable can subsequently be rented at market rates. The household with earnings exceeding the maximum allowable income limit for current tenants can choose to stay in their apartment, yet would then have to pay the market rate rent.

**Q: Will my rent increase each year, and if so, by how much?**

A: Rents may increase a few percentage points if Taunton-Mansfield-Norton Area Median Income increases or the costs of utilities decreases. Likewise, if the Taunton-Mansfield-Norton Area Median Income decreases and the cost of utilities increases, rents will decrease.

# LEASING INFORMATION

## LOTTERY NOTIFICATION AND LEASING OFFICE REVIEW

Top eligible households from the lottery will be notified and within 5 days must go to the Leasing Office and complete a Lease Application. Failure to complete a Lease Application will result in the removal of their Application. The Lease Application review will be the same review that applicants for market-rate apartments undergo, where factors such as Employment history, Credit score/reports, Former lease history, Criminal Background Screening and sufficient income are considered. Co-signers and/or guarantors are not allowed. Background checks will meet DHCD's Model Policy Regarding Applicant Screening on the Basis of Criminal Records.

## LEASE SIGNING, UNIT SELECTION AND MOVE-IN

If a household is found to be Lease eligible by the Leasing Office, they will have 72 hours to put down a \$125 deposit on an apartment. If they do not put down a deposit within 72 hours of being found lease eligible, they will be removed from the list and will no longer be able to immediately lease a unit.

The deposit will be \$125 for all households. This deposit will be used towards the first months rent. All households, including Section 8 voucher holders, need to provide this deposit. This deposit will be applied toward the first months rent and when the applicant moves into their unit, the balance of their first month's rent is due. Upon move-in, the eligible resident pays the entire remaining balance.

## YEARLY ELIGIBILITY AND RENT REVIEW

Approximately 90 days before lease renewal, tenants of affordable units will need to submit updated income and asset documentation to the Leasing Office so they can ensure continued eligibility under the affordable housing guidelines. **It is the tenants responsibility to submit all documents needed for yearly eligibility no less than 90 days prior to renewal. Tenants will not be able to renew Leases until all required documentation has been submitted and a yearly review has been completed to determine continued eligibility.** Records of taxes, pay-stubs, bank statements and asset statements should be maintained while living in the affordable unit

Please note, all income and asset documentation must be at least 1 month current at the time of move-in. If an applicant's file will be out of date by the move-in date, a second review of eligibility will need to be done and all documentation in the file will need to be updated.

**APPLICATION DEADLINE**  
**Thursday, November 15, 2018 at 5pm**

**WE RECOMMEND SUBMITTING APPLICATIONS AS EARLY AS POSSIBLE. DO NOT WAIT UNTIL THE DEADLINE TO MAIL IN YOUR APPLICATION.** To ensure your application is received, we recommend mailing applications via certified mail prior to the due date of **11/15/18**. We are not responsible for lost or late applications.

*Delphic Associates LLC  
651 Orchard Street-Suite 308  
New Bedford, MA 02744  
RE: Cabot Pond Apartments*

**Only complete applications will be entered into the lottery. Late applications will not be considered for the lottery. NO EXCEPTIONS!**

**PUBLIC Q&A WORKSHOP**  
**Tuesday, October 23, 2018 at 6pm**

*Mansfield Public Library  
255 Hope Street  
Mansfield, MA 02048*

A representative from Delphic Associates and the developer will be available to answer any questions about the eligibility requirements, priorities for selection and the lottery process.

**Applicants are encouraged to attend the informational workshop and the lottery drawing.**

The Lottery Agent will be reviewing income and asset information for final eligibility approval.

**LOTTERY DRAWING**  
**Tuesday, November 27, 2018 at 6pm**

Each applicant shall be assigned a confirmation code once all required information is received which will be used for the drawing. Those confirmation codes are placed in each lottery pool (family size) in which they qualify. Applicants will be ranked according to their lottery number drawn in each category.

*Mansfield Public Library  
255 Hope Street  
Mansfield, MA 02048*

All applicants will be notified of the lottery results within a few business days after the lottery drawing. After the lottery, the highest ranked participants will be subject to a lease application review as discussed on *page 14* by the leasing office. Upon approval of the leasing office, applicants will be invited to enter into a rental agreement. Applicants shall not be allowed to pick the style or location of the unit. They shall be offered to rent the next affordable unit.

## Section Two

# AFFORDABLE HOUSING LOTTERY APPLICATION

**Cabot Pond Apartments  
Mansfield, MA  
AFFORDABLE HOUSING LOTTERY APPLICATION**

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

<b>Name</b>	<b>Home Phone</b> ( )
<b>Address</b>	<b>Cell Phone</b> ( )
<b>Address</b>	<b>Work Phone</b> ( )
<b>Social Security #</b>	<b>Email Address</b>

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

Complete the following section for *each* Household Member

	<b>Applicant</b>	<b>Member #2</b>	<b>Member #3</b>	<b>Member #4</b>
Name				
Age				
D.O.B.				
Soc. Sec. #				
Employer				
School Name				
Relationship				
	<b>Member #5</b>	<b>Member #6</b>	<b>Member #7</b>	<b>Member #8</b>
Name				
Age				
D.O.B.				
Soc. Sec. #				
Employer				
School Name				
Relationship				

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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.

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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 and HUD Settlement Statement for each property.

**Property #1 Address** \_\_\_\_\_

**Property #2 Address** \_\_\_\_\_

Please explain why you do not own this property anymore:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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	_____	_____	_____	_____
Native American or Alaska Native	_____	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____	_____
Hispanic or Latino	_____	_____	_____	_____
Other (non white)	_____	_____	_____	_____

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**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.

\_\_\_\_\_

**DISABLED-ACCESSIBLE PREFERENCE OR REASONABLE ACCOMMODATIONS:**

*This is defined as persons with a physical or mental disability that meet standards established by the Department of Housing and Community Development and state laws for disabled housing.*

Please provide verification from a doctor or other medical professional, a peer support group, a non-medical service agency or a reliable third party who is in the position to know about the individual’s disability. Evidence of Social Security Disability Insurance benefits is acceptable.

**Circle the appropriate answers for the following questions:**

Are you, or any member of your household, in need of an accessible unit? **YES** **NO**

Does any member of the household need to use an alternative way to communicate with us? **YES** **NO**

*If yes, please explain:* \_\_\_\_\_

**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	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.

In addition to the above, please attach all income documentation including:

- Five (5) most recent pay stubs
- State & Federal tax returns last 3 years
- \*Checking accounts 3 months
- Social security documentation
- W-2's last 3 years
- \* Savings accounts 3 months
- Pension documentation
- Child support & Alimony docs

*\*All financial documents must show account holders name and address*

**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".

- **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:

**You may currently own property but it must be sold before your move-in date.**

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

## **RENTER CERTIFICATION**

### **Initial**

\_\_\_\_\_ I/We certify that I/We have read the entire lottery package including 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 I/We meet the Minimum Income criteria as stated within this lottery package.

\_\_\_\_\_ 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.

- Income documentation

\_\_\_\_\_ I/We understand that the **initial determination of eligibility** (for entry into the lottery) in no way guarantees that we are eligible to rent one of the affordable units. Final eligibility will be determined by DHCD after the lottery has been completed.

\_\_\_\_\_ I/We understand that if selected I/we will be offered a specific unit. I/we will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and may not have another opportunity to rent at this development.

\_\_\_\_\_ Program requirements and guidelines are established by the Department of Housing and Community ("DHCD") in accordance with 760 CMR 56.00 and the guidelines. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process.

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

\_\_\_\_\_ I/We have completed an application and have reviewed and understand the process that will be utilized in selecting eligible applicants. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_ 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. I/We understand that perjury will result in disqualification from further consideration.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CO-APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

**AUTHORIZATION TO RELEASE**

I/We hereby authorize the Developer, DHCD and the Lottery Agent to inquire of credit agencies, employers and banking institutions to allow and assist them to determine my/our determination of eligibility of an affordable unit.

This authorization includes all application information including, but not limited to credit reports, former lease history, criminal background and employment history.

\_\_\_\_\_  
**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 for all employed members of household.*)
- Last three years State and Federal tax returns including W3-2's, 1099's, etc.
- Any additional income documentation such as but not limited to social security, pension, and alimony and unemployment documentation for all household members
- Last three months checking and savings account bank statements from all household members holding a bank account. (*All financial documents must show the account holders name, address and account number. All pages of banking statements must be submitted even if blank.*) *Be sure to include any virtual money accounts such as Venmo, Bitcoin and Paypal, etc.*
- Last 3 quarterly statements which include the value of CDs, money market accounts, brokerage statements, etc.
- 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 for any members of the household
- No double-sided documents

\*All financial documents must show the account holders name, address and account number. **All pages** of banking statements must be submitted.

**Here's a Tip for you! It is always best to send in your application and documentation a few weeks earlier than the due date to allow yourself time to obtain additional or missing information if it is needed.**

All applications must be received **BY MAIL RETURN RECEIPT or HAND DELIVERED** no later than **November 15, 2018 at 5pm**. It is recommended that the application be submitted as soon as possible and should be mailed in sufficient time to arrive no later than the due date, preferably one week early. Late and incomplete applications received after the due date of **November 15, 2018 at 5pm** will not be accepted under any circumstances.

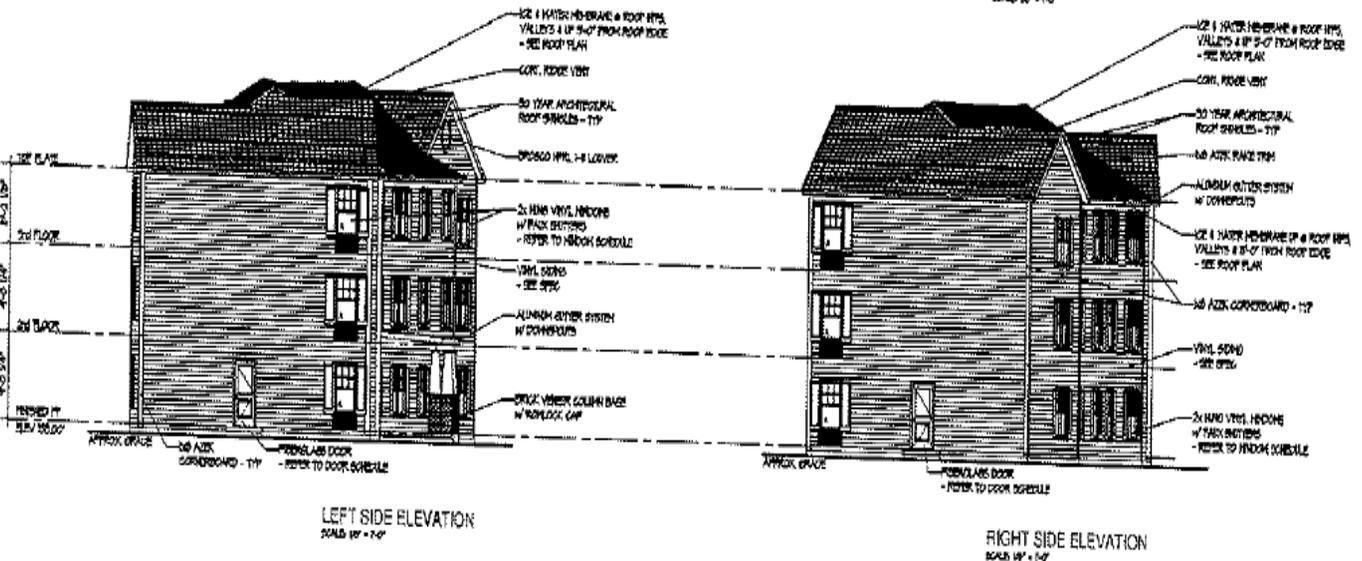
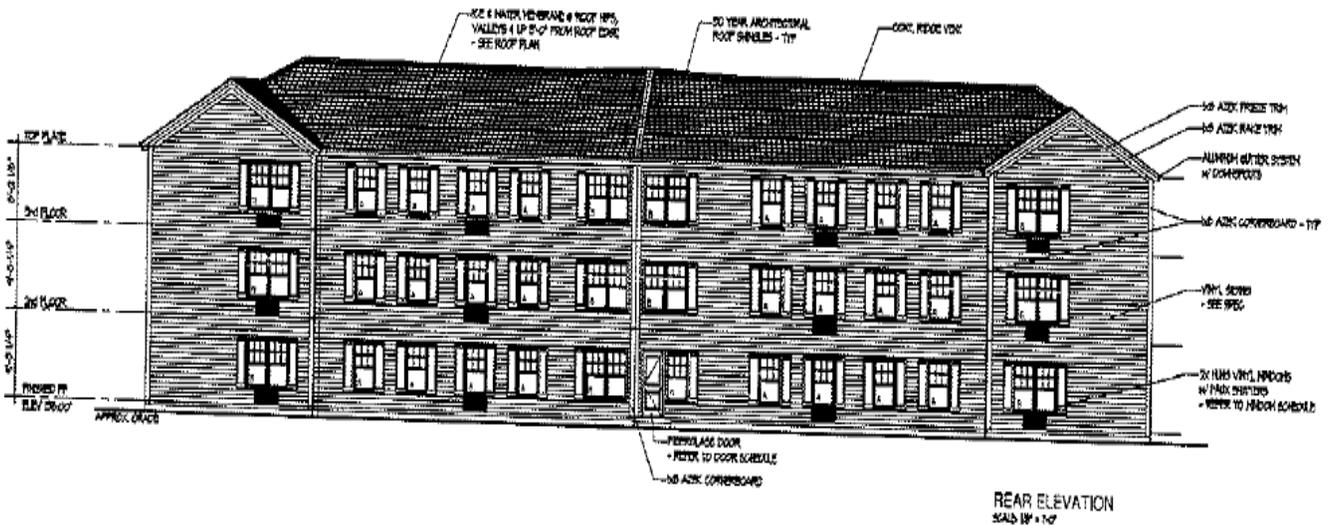
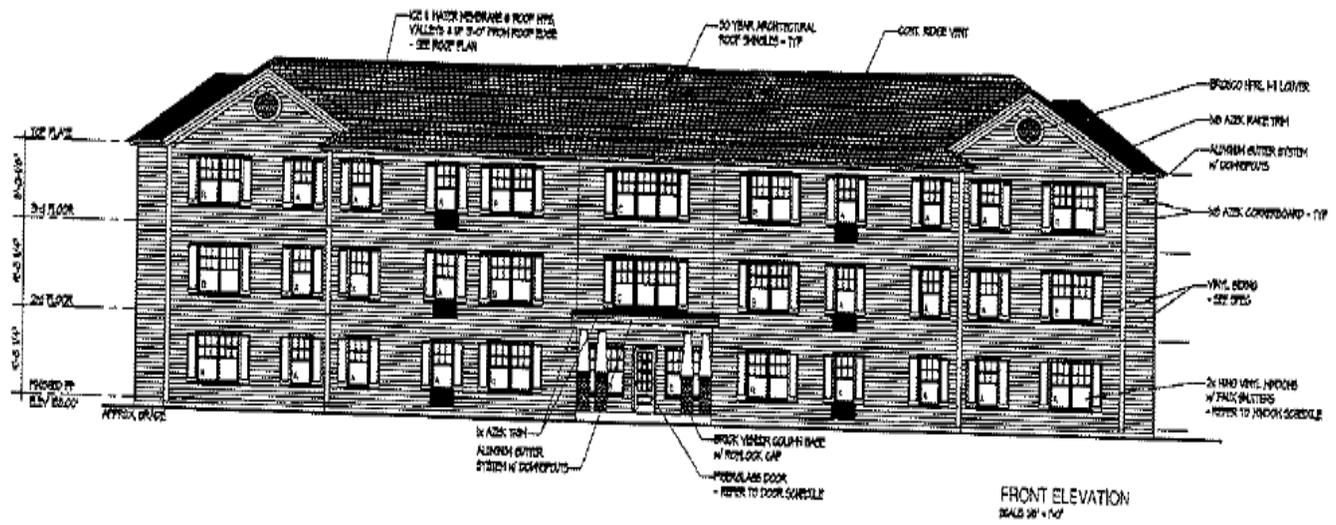
In order to obtain proof of delivery, we suggest that you mail your application and supporting documentation "Certified Return Receipt" or if hand delivered with a request of proof of delivery to:

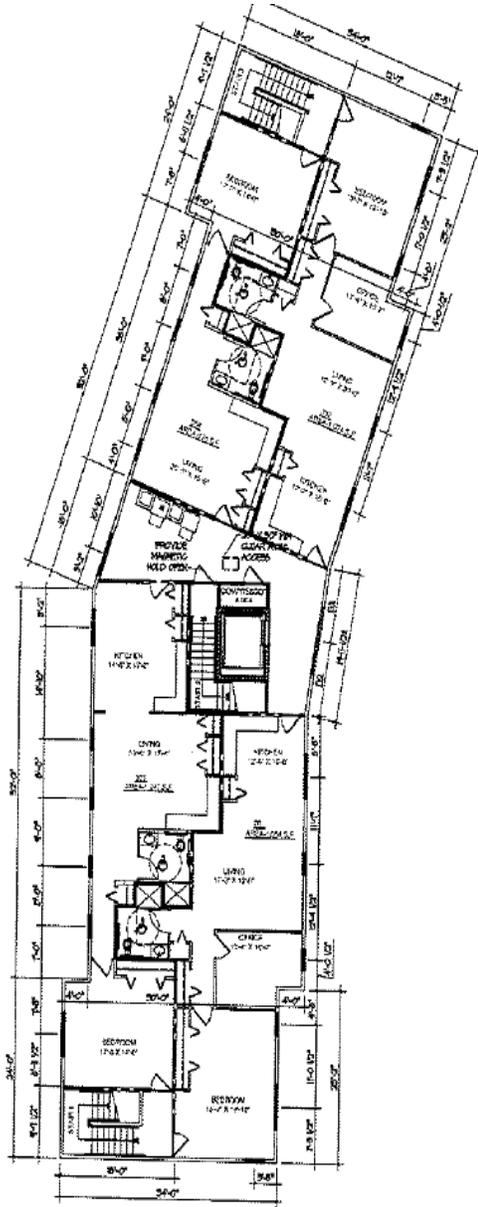
**Delphic Associates, LLC  
651 Orchard Street - Suite 308  
New Bedford, MA 02744  
REF: Cabot Pond Apartments**

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

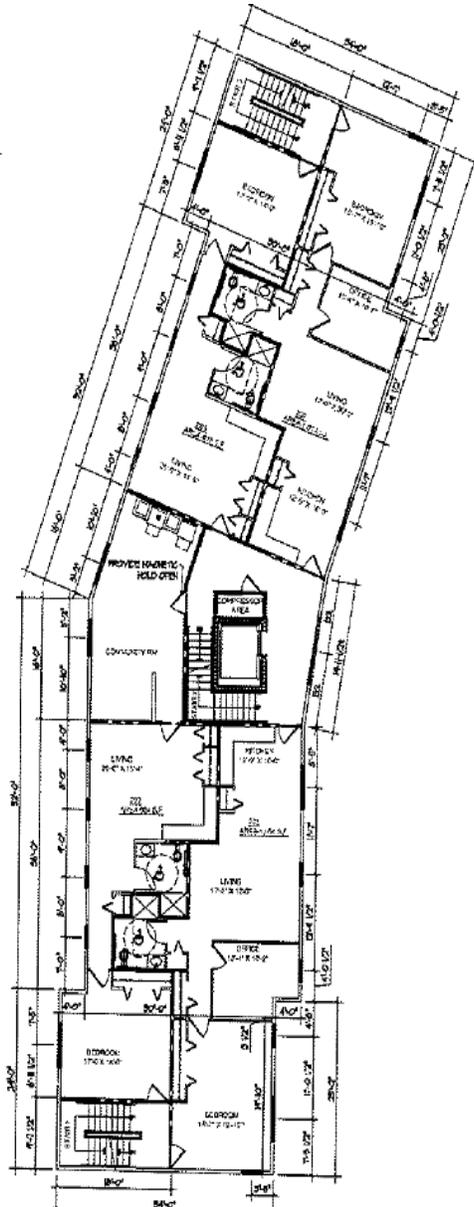
## Section Three

# ELEVATIONS AND FLOOR PLANS

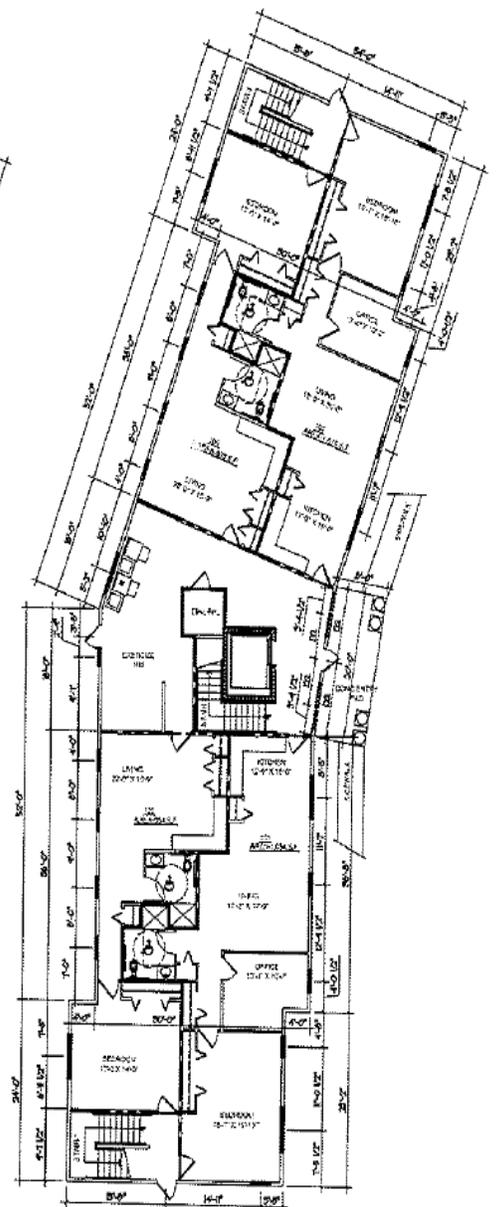




THIRD FLOOR  
RANK 1P + 1P



SECOND FLOOR  
RANK 1P + 1P



FIRST FLOOR  
RANK 1P + 1P