

36 Leslie Ave Weymouth, MA



AFFORDABLE HOUSING INFORMATION PACKAGE AND APPLICATION



Section One

Questions & Answers



AFFORDABLE HOUSING AVAILABILITY



Development Name: 36 Leslie Ave
Location: Weymouth, MA

INTRODUCTION

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

This Single-Family Home (SFH) home has three bedrooms, 1 bathroom, forced air (oil), fireplace, solar panels, hard wood flooring, full basement and is approximately 1,040 sq ft.

The sales price is \$403,300 for the moderate affordable home.

It is estimated that the total monthly cost of your mortgage payment including Principal, Interest, Real Estate Taxes, Private Mortgage Insurance (PMI) will be approximately **\$3,358**. This estimate is determined using a **7.10%** interest rate. This assumes a 30-year fixed rate mortgage at current Freddie Mac rate of **6.85%** plus .25% basis points with a 5% down payment. You cannot rely on this estimated amount, it is only an estimate. Your actual mortgage payment may be different based on the actual interest rate, down payment and other factors. This monthly mortgage payment is pre-tax and does not include the tax advantage of home ownership. To determine your monthly payment and net expense post tax effect, you should consult with your accountant or tax advisor.

Your down payment can be 3% of which half (1.5%) can be a gift. There are some housing programs such as MassHousing in which the down payment may be reduced as low as \$0.

All affordable homes will have a "Deed Restriction" that will be recorded with the deed 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.

TRANSLATION SERVICES

English - Translation services available upon request by calling 508-994-4100.

Spanish - Servicios de traducción disponibles bajo petición llamando al 508-994-4100.

Arabic - 4100-994-508 خدمات الترجمة متاحة عند الطلب عن طريق الاتصال على

Chinese - 可應要求撥打 508-994-4100 提供翻譯服務。

nch - Services de traduction disponibles sur demande en composant le 508-994-4100.

German - Übersetzungsdienste auf Anfrage unter der Telefonnummer 508-994-4100.

Hebrew - 508-994-4100 שירותי תרגום הזמינים על פי בקשה ב-

Italian - Servizi di traduzione disponibili su richiesta chiamando il numero 508-994-4100.

Japanese - 508-994-4100に電話して、リクエストに応じて翻訳サービスを利用できます。

Korean - 508-994-4100번으로 전화하여 요청 시 번역 서비스를 이용할 수 있습니다.

Portuguese - Serviços de tradução disponíveis mediante solicitação através do 508-994-4100.

Spanish - Servicios de traducción disponibles bajo petición llamando al 508-994-4100.

Vietnamese - Dịch vụ dịch thuật có sẵn theo yêu cầu bằng cách gọi 508-994-4100.

AVAILABILITY OF APPLICATIONS

INFORMATION AND APPLICATIONS ARE AVAILABLE ON THE FOLLOWING WEBSITES:

- My Mass Home Affordable Housing Website– www.mymasshome.org
- Delphic Associates www.DelphicAssociates.com

If an applicant is unable to download an application from any of the above web sites, an application may be emailed upon request by calling Delphic Associates at 508-994-4100. **TTY: Dial 711, then ask for 508-994-4100**

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

FREQUENTLY ASKED QUESTION FOR HOUSING LOTTERIES

Q: Who is eligible to apply for Affordable Homes?

A: **Applicants must be first-time homebuyers.** A person is a “first-time home buyer” if no person in his or her household has, within the preceding three years, owned a home, including in trust or owned an interest in a home with one or more people, such as through joint ownership with the **exception of:**

- Displaced homemakers where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner
- Single parents where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant
- Elderly households (where at least one household member is 55 or over);
- Households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
- Households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.

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

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

A. Yes, but only if you meet at least one of the exceptions to the First Time Homebuyer rule as listed above. You will not be able to purchase an affordable home until your current home is under agreement. The equity in the home must be determined which is to be included in the determination of assets.

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

A: Your divorce does not need to be finalized when you apply for the home; however, it must be finalized before you purchase the home. You will not be allowed to purchase an affordable home until the terms regarding the allocation of assets and custody of children must be finalized, so you're your income and assets eligibility can be accurately be 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.

MAXIMUM INCOME 120% AMI – 2025

Maximum allowable total household income cannot exceed:

HH 1	HH 2	HH 3	HH 4	HH 5
\$107,660	\$122,800	\$138,150	\$153,500	\$168,850

Generally, on an annualized basis the US Department of 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 **120% of AMI** as defined by HUD.

MAXIMUM ASSETS

Household assets shall not exceed \$125,000

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 Housing 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: 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.

Q: How will applicants for the affordable homes be selected?

A: Only complete applications will be considered on a FCFS basis.

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: When will the affordable home be available for occupancy?

A: Immediately

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 home.

FINANCING:

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

A: A pre-approval is required for the application process

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

A: We strongly recommend that applicants apply for financing with banks that are familiar with the deed restrictions (See Homebuyer Disclosure Statement) 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 the 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 “**MHP One Mortgage Program**” which is offered to buyers typically at a rate of 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: The program requirements are:

- Down payment must be 3% of which 1.5% must come from the buyers own funds. The remaining balance or more can be a gift that does not need to be repaid. (A gift letter signed by donor will be required)
- Mortgage amount cannot exceed 97% of the purchase price. (There are some exceptions such as FHLBB grant programs. See below for more information.)
- 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-pays. 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-Pays can include interest that accrues from the date of settlement to the first monthly payment. Pre-Pays can also include insurances such as Hazard, Flood, and Mortgage Insurance.

Contact Delphic Associates for a list of participating banks.

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 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 members decide 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 on upon resale or refinancing?

A: Yes, the intention of the Affordable Housing Program 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: Included in the Q&A section of the information package is a Home Buyers Disclosure/Deed 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

Section Two

AFFORDABLE HOUSING APPLICATION



36 Leslie Ave
Weymouth, MA

AFFORDABLE HOUSING APPLICATION

Date _____

Name	Home Phone ()
Address	Cell Phone ()
Address	Work Phone ()
Email Address	Other Phone ()

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 applicants. They will not knowingly discriminate against any protected class in the selection of applicants.

DO NOT email individual files. You must scan all your documents into one pdf in order to be accepted. All documents must be included in pdf. You may NOT send additional documents at a later time. No exceptions!

Please refer to the definition in Frequently Asked Questions in this Information 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 (55+)
- ☐ Own a property
- ☐ Own a residence not permanently affixed
- ☐ Own a residence not in compliance with State 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	<hr/>	<hr/>	<hr/>	<hr/>
Hispanic or Latino	<hr/>	<hr/>	<hr/>	<hr/>
Asian	<hr/>	<hr/>	<hr/>	<hr/>
Pacific Islander	<hr/>	<hr/>	<hr/>	<hr/>
Native Hawaiian	<hr/>	<hr/>	<hr/>	<hr/>
Native American	<hr/>	<hr/>	<hr/>	<hr/>
Alaska Native	<hr/>	<hr/>	<hr/>	<hr/>
Other (non white)	<hr/>	<hr/>	<hr/>	<hr/>

Where/how did you learn about this Opportunity? Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Real Estate Book |
| <input type="checkbox"/> Relative | <input type="checkbox"/> Co-worker |
| <input type="checkbox"/> Friend | <input type="checkbox"/> First Time Homebuyers Class |
| <input type="checkbox"/> Church | <input type="checkbox"/> Civic/Social Organization |
| <input type="checkbox"/> Veteran’s Agent | <input type="checkbox"/> Paycheck Insert |
| <input type="checkbox"/> Lending Institution | <input type="checkbox"/> Flyer |
| <input type="checkbox"/> Email | <input type="checkbox"/> 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:			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.

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:

If you currently own a home, it must be sold prior to the closing on the affordable home and you must maintain income and asset eligibility up to closing on the affordable home.

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 real estate agents CMA (Comparative Market Analysis) of the property
- Attach a statement from your lender showing your current balance on your mortgage or outstanding loans

HOME BUYER CERTIFICATION

Initial
Here

- _____ I/We certify that I/We have read the entire housing 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 Housing 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 \$125,000.
- _____ I/We certify that Housing 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.
- Lender pre-approval letter (not pre-qualification)
 - Income documentation (as indicated on checklist)
- _____ Program requirements and guidelines are established by the EOHLC, 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 Informational Housing 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, Housing 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.

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 needed to process my loan application.

Authorization also allows the 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 eligible to purchase.

- ☐ 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
- ☐ Proof of Credit Score

Here are a few things NOT TO DO....

- **DO NOT send double-sided documents**
- **DO NOT send stapled documents**
- **DO NOT email individual files. You must scan all your documents into one pdf in order to be accepted. All documents must be included in pdf. You may NOT send additional documents at a later time. No exceptions!**

Only complete applications will be reviewed on a first come, first serve basis.

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Section Three

PICTURES

(Architecturals Subject to change without notice)

















