



your resource for Affordable Housing



**Application
826-828 S. Main Street
Bellingham, MA**

Snowflake, LLC is offering two 2 bedroom affordable townhomes in one duplex located at 826-828 S. Main Street in Bellingham for eligible first time homebuyers (certain exceptions apply) for households earning up to 80% of the median income. This is an existing property, built in 1985 that has gone through extensive renovations. A list of property renovations is included in this application.

Both units offer 2 bedrooms, 1 1/2 bath in 872 sq. ft. of living space. There is an unfinished basement. Each home includes stove/oven, microwave, refrigerator, dishwasher and washer and dryer hookups. The 2018 tax rate is \$14.41per thousand. The monthly condo fee is \$60 for master insurance only. The individual homeowners are responsible for home repairs, landscaping and snow removal, insurance etc.

The sales price for the units is \$180,000. These homes are available on a first come first serve basis. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter, from an institutional lender familiar with affordable deed restrictions, and complete financial documentation with the application. FHA and VA loans are not accepted.

Thank you for your interest in Bellingham affordable housing. We wish you the best of luck. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Sincerely,

Maureen M. O'Hagan
MCO Housing Services for Snowflake LLC

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



826-828 S. Main Street

AFFORDABLE HOMES through LAU Program Question & Answer

What are the qualifications required for Prospective Buyers?

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

Household Size	1	2	3	4
Max Income Limit	\$56,800	\$64,900	\$73,000	\$81,100

APPLICANT QUALIFICATIONS:

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

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

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

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

Other program highlights for applicants:

- Unit must be principal residence of the owners and can not be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter, from a bank experienced with deed-restricted properties, is required to purchase.

Are there mortgage guidelines that we need to follow?

1. Be a fully amortizing fixed rate mortgage with a down payment of at least 3%, at least half of which must come from the buyer's own funds.
2. Be made by an institutional lender.
3. Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.
4. No more than 2 points.
5. Monthly housing (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) may not exceed 38% of the buyers monthly income for the mortgage.
6. Non-household members shall not be permitted as co-signers of the mortgage.

VA and FHA loans are NOT accepted.

The mortgage must be from an institutional lender familiar with affordable deed restriction guidelines.



Are there any restrictions?

YES. Deed restrictions are used to ensure the units are affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity and prior approval from the Town and Monitoring Agent for capital improvements and refinancing. If you choose to sell your unit you must notify the town and Monitoring Agent in writing. There is a limit on the resale price. The maximum resale price is determined by using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, if the initial price is \$180,000 and the current area median income is \$103,400, the Resale Price Multiplier would be $\$180,000/\$103,400=1.74$.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price. A 2% resale fee is added to resale price for the final sale price.

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

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

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

SAMPLE AFFORDABILITY ANALYSIS

Three Bedroom

Home Price	\$180,000
<i>Interest Rate</i>	4.5%
<i>Down Payment (%)</i>	5%
Down Payment (\$)	\$ 9,000.00
Mortgage Amount	\$171,000.00
Monthly Expenses	
<i>Principal & Interest</i>	\$ 866.00
<i>Real Estate Taxes</i>	216.00
<i>Private Mortgage Insurance</i>	111.00
<i>Hazard Insurance</i>	60.00
<i>Condo/HOA Fees</i>	60.00
TOTAL Monthly Expenses	\$ 1,314.00

NOTES:

ALL values are estimates and are subject to change.

Bellingham 2018 Residential Tax Rate = \$14.41 per thousand



Unit Availability and Distribution

Unit #	# of Bedrooms	Sq. Ft.	Estimated Availability
826 S. Main Street	2	872	Immediate
828 S. Main Street	2	872	Immediate



Renovations

826 S. Main St
Bellingham, MA



- New furnace
- New Hot water heater
- New blown in cellulose in the attic
- New fiberglass batts insulation in the basement ceiling
- New kitchen cabinets
- New Formica countertops in kitchen
- New flooring 1st floor
- New main bath vanity, countertop, sink and faucet
- Replaced some of the interior light fixtures
- All interior repainted
- The previous owner had installed new stainless steel appliances
- 3 new exterior lights
- New spindles on the deck
- New mulch bed with new shrubs
- Replaced some of the exterior siding that needed repair

828 S Main St
Bellingham, MA



- New furnace
- New hot water heater
- New blown in cellulose in the attic
- New fiberglass batts insulation in the ceiling
- New spindles on the deck
- New mulch bed with new shrubs
- Prior to us buying this unit the previous owner had installed new kitchen cabinets and countertops and new flooring on the 1st floor
- The previous owner had installed new stainless steel appliances
- Replaced some of the exterior siding that needed repair

826-828 S. Main Street First Come First Serve APPLICATION

For Office Use Only:
Date Appl. Rcvd: _____

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Tele: _____ Work: _____ CELL: _____

Email: _____

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

FINANCIAL WORKSHEET: *(Include all Household Income which includes gross wages, retirement income (if drawing on it for income), business income, veterans benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplement second income and dividend income See list of Required Financial Documentation on page 10.)*

Borrowers Monthly Base Income (Gross) _____
Other Income _____
Co-Borrowers Monthly Base Income (Gross) _____
Other Income _____

TOTAL MONTHLY INCOME: _____

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

Checking (avg balance for 6 months) _____
Savings _____
Stocks, Bonds, Treasury Bills, CD or _____
Money Market Accounts and Mutual Funds _____
Individual Retirement, 401(k) and Keogh accounts _____
Retirement or Pension Funds _____
Revocable trusts _____
Equity in rental property or other capital investments _____
Cash value of whole life or universal life insurance policies _____
Downpayment Gift _____

TOTAL ASSETS _____



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

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

ABOUT YOUR FAMILY: OPTIONAL

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

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

The total household size is _____

Household Composition: Include Applicant(s)

Name _____ Relationship _____ Age _____ Name _____ Relationship _____ Age _____
Name _____ Relationship _____ Age _____ Name _____ Relationship _____ Age _____

ADDITIONAL INFORMATION:

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, 1/2 of which must come from the buyer's own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

SIGNATURES:

The undersign warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank submitted before having an opportunity to purchase an affordable unit at 826-828 S. Main Street in Bellingham, MA. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application prior to closing.

Signature _____ Date: _____
Applicant
Signature _____ Date: _____
Co-Applicant

Return with **SIGNED Affidavit & Disclosure Form**, mortgage pre-approval letter and complete financial documentation to:

**MCO Housing Services
P.O. Box 372
Harvard, MA 01451
Drop Off: 206 Ayer Road, Harvard, MA**



Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at 826-828 S. Main Street in Bellingham, MA.

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

Household Size	1	2	3	4
Max Allowable Income	\$56,800	\$64,900	\$73,000	\$81,100

Income from all family members must be included.

2. I/We have not individually or jointly owned a single family home, town home, condominium or co-op within the past three (3) years, including property owned in a trust. We understand the exceptions that apply.
3. I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase.
4. The household size listed on the application form includes only and all the people that will be living in the residence.
5. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
6. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to purchasing a home.
7. I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase through a bank experienced with deed-restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project's monitoring agency, for the purpose of determining income eligibility.
9. Program requirements are established by the Dept of Housing and Community Development (DHCD) and the Town of Bellingham. 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 Monitoring Agent is final.
10. I/We certify that no member of our family has a financial interest in the project.
12. I/We understand there may be differences between the market and affordable units and accept those differences.
13. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available homes at 826 or 828 S. Main Street. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date:

Return with completed and signed application, a mortgage pre-approval letter and all financial documentation to:

MCO Housing Services, P.O. Box 372, Harvard, MA 01451
Drop Off: 206 Ayer Road, Harvard, MA



REQUIRED FINANCIAL DOCUMENTATION

Please provide a copy of all applicable information. If you have any questions call 978-456-8388. If you choose to drop off your application at our office we will review for completeness and eligibility while you are here.

PLACE CHECK NEXT TO EACH BELOW THAT APPLY AND WRITE N/A IF IT IS NOT APPLICABLE. RETURN WITH APPLICATION

1. _____ Federal Tax Returns – 2015, 2016 and 2017 (**DO NOT SEND MASS STATE TAXES**)
2. _____ W2 and/or 1099-R Forms: 2015, 2016, 2017
3. _____ Asset Statement(s): **Current** statements including 3 months checking accounts (full statement showing activity/every page front and back), saving accounts (full statement), investment accounts including retirement, certificate of deposit, property, down payment gift amount etc. **NOTE: IF YOU HAVE NON PAYROLL OR GENERAL DEPOSITS IN YOUR CHECKING ACCOUNT (I.E. CASH DEPOSITS) YOU MUST IDENTIFY EACH DEPOSIT AND PROVIDE EXPLANATION ON WHERE THOSE MONIES CAME FROM. IF YOU DO NOT THIS MAY IMPACT YOUR ELIGIBILITY AS THOSE MONIES MAY BE CONSIDERED INCOME.**
4. _____ Five (5) **consecutive** pay stubs ending within one month of unit application for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received.
5. _____ Social Security: official statement of monthly amount received for year in review and statement of total amount received for latest tax year.
6. _____ Pension: statements indicating amount received for year in review and statement of total amount received for latest tax year.
7. _____ Child support and alimony: legal document indicating the payment amount (i.e. part of divorce agreement or DOR statement from Child Enforcement). A letter is required if you do not receive child support.
8. _____ Proof of student status for dependent household members over age of 18 and full-time students. i.e. letter from school/college with student status.
9. _____ If you intend to utilize a gift from a family member to assist with the down payment, please advise us of the gift amount with the name and telephone number of the person providing the gift.
10. _____ If you owned a home within the past 3 years but it was sold due to a divorce provide copy of legal divorce or separation papers and proof of the home sale showing equity received.
11. _____ Self Employed – you **MUST** provide a detailed expense and income statement for 6 months prior to application and the last 3 months business checking and savings accounts. Failure to provide and your application will not be considered.

Signature

DATE

Signature

DATE

Return all documentation, mortgage pre-approval, application and affidavit and disclosure form to:

MCO Housing Services

P.O. Box 372

Harvard, MA 01451

Drop Off: 206 Ayer Road, Harvard, MA

