



*your resource for Affordable Housing*



## **Martins Landing, a 55+ development North Reading, MA**

### **Lottery Information and Application**

*Translation services available upon request.*

Located at 280 Martins Landing Way, Martins Landing Condominiums is a new 502-unit 55+ condominium development located in North Reading, MA. Eight (8) units are available, by lottery, for eligible age-qualified (55+) homebuyers. The units will be distributed through four lotteries. This application is for the second lottery for two units.

One and two-bedroom affordable units are available. The one-bedroom unit includes 1 bathroom in +/- 948 sq. ft. The two-bedroom unit includes 2 bathrooms in +/- 1,116 sq. ft. Surface parking is available at no charge. Clubhouse available for all homeowners. The units are priced as follows:

One bedroom - \$228,400 with a monthly condo fee of \$159  
Two Bedroom - \$255,600 with a monthly condo fee of \$190

The 2024 residential tax rate is \$13.21 per thousand. If you are interested in both bedroom sizes, then your pre-approval must cover the highest price. The affordable units will be sold by lottery as outlined in the attached package. 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. An application submitted incomplete will not be considered for the lottery and the applicant will receive an email with a list of the missing documentation. Applicants can submit the missing documentation and, if determined eligible, will be added to the waiting list only and will not be included in the lottery.***

***If a complete application is received on or before the application deadline it will be reviewed for eligibility and included in the lottery, if appropriate. FHA, VA, Rocket and Quicken loans will not close on deed restricted properties so pre-approvals using those programs will not be accepted.***

#### **Public Information Meeting via Zoom.com**

6:30 p.m., Monday, March 25, 2024

Go to Zoom.com, click Join Meeting and provide the following, when Prompted:

Meeting ID: 885 3027 5010

Passcode: 118277

#### **Application Deadline**

April 22, 2024

#### **Lottery via Zoom**

**3:00 p.m., Friday, May 24, 2024**

Go to Zoom.com, click Join Meeting and provide the following, when Prompted:

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Meeting ID: 820 1255 3896

Passcode: 307349

Potential applicants will not be discriminated against based on 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.

Thank you for your interest in affordable housing at **MARTINS LANDING CONDOMINIUMS**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com) if you have any questions. 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 Pulte Homes of New England, LLC

This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan 978-456-8388 pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388。(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助，请联络 MCO Housing 联络方式：978-456-8388。(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником MCO Housing на предмет оказания бесплатной помощи по переводу на иностранный язык (978-456-8388). (Russian)  
(Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyu muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.  
[Phone #] [Agency Name] (Arabic)

Ce document est très important. Veuillez contacter le MCO Housing au 978-456-8388 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)

# Martins Landing Condominiums

AFFORDABLE HOMES through LIP Question & Answer

## What are the qualifications required for Prospective Buyers?

1. The maximum allowable gross income guidelines, adjusted for household size, as follows:

Household Size	1	2	3	4
Max Allowable Income	\$82,950	\$94,800	\$106,650	\$118,450

(Note: This represents 80% of the annual household median income for the area and is subject to adjustments. This assumes a household size of 1-4 people. These income limits are subject to change based upon HUD updating.)

Income must be provided for all household members 18 years of age or older.

2. At least one homebuyer must be 55 years of age or older.

3. Eligible households are allowed up to \$275,000 combination equity from home sale and assets. You cannot purchase an affordable home unless your current home is sold. If you do not have a home to sell the asset limit is the same at \$275,000.

Retirement Accounts are determined as follows:

- 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 at less than full market value within the past two years will be counted at full market value in determining eligibility.

Refer to Required Financial Documentation Form at the end of the package for full list of required asset documentation.

## Other program highlights for Lottery applicants:

- Units must be owner occupied. They cannot be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter is required to participate in this lottery.
- You may pay cash for the unit.

## Are there specific mortgage guidelines?

Yes, they are:

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 buyer's monthly income for the mortgage.
6. Non-household members shall not be permitted as co-signers of the mortgage.
7. FHA, VA and Quicken loans will not close on deed restricted properties so pre-approvals using those programs will not be accepted.

### **Additional Mortgage Specifics:**

1. Your mortgage pre-approval must cover the purchase price. If you are applying for more than one unit size, then the approval must cover the highest priced unit.
2. Your mortgage pre-approval must be a fixed rate mortgage. Adjustable-rate mortgages will not be accepted, and you will not be included in the lottery.
3. At minimum, your pre-approval must show purchase price and financing amount. If it does not you will not be included in the lottery.
4. If your mortgage pre-approval does not have an expiration date, then after 60 days from date of issue it will be considered expired. If your pre-approval expires after your application submission, we will accept it, but should you have a chance to purchase it, it will need to be updated prior to final eligibility determination. If it expires prior to your application submission you will not be included in the lottery.
5. If you plan on using a down payment assistance program then the program must be noted in the pre-approval, i.e. Mass Housing downpayment, etc. If a specific downpayment assistance program is not stated in the pre-approval it will not be taken into consideration.
6. We will determine your downpayment amount based on your pre-approval. For example, your purchase price is \$250,000 and you are financing \$225,000 we expect to see \$25,000 in assets to cover the purchase price. If some of a downpayment is coming through a gift that information should be provided with your application. If we do not see the \$25,000, whether it is your funds or gift monies, then you will not be included in the lottery. As a reminder, the minimum down-payment is 3% of your own funds. If you are receiving a downpayment gift or using a downpayment assistant program then 1.5% of your own funds is required as long as the total downpayment equals the minimum 3%. Your downpayment can be more than 3% but not less. Also remember you are responsible for downpayment and closing costs.
7. A gift letter must be for a specific amount. If the letter is provided with a range, we will count the highest amount. If this puts you over the asset limit you will be determined ineligible to participate in the lottery.
8. If your pre-approval is from any of the stated loans we will not accept (FHA, VA, Rocket Mortgage, Quicken loans) and your application will not be included in the lottery. No exceptions.
9. Online mortgage pre-approvals will not be accepted. You must speak/meet with a mortgage lender who should be checking credit and pay history to determine your ability to secure a mortgage.
10. We will accept no pre-approvals where any information has been crossed out, whited out and submitted with the application.
11. Non-household members cannot be co-signers on your mortgage.

### **Are there preferences for local residents and those with families?**

All units are available through the Open Pool.

Household size preference for the two-bedroom units will be given to households that require two bedrooms, second preference is for households requiring one bedroom.

Unit preferences are based on the following:

- a. There is at least one occupant per bedroom.
- b. 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.
- c. A person described in (2) 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 reliable medical documentation is provided substantiating the adverse impact.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. If the Applicant is in the process of a divorce or separation, the Applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the person(s) with disabilities equal opportunity to use and enjoy the housing. If you need a reasonable accommodation it must be requested at time of application with the backup documentation, i.e. letter from doctor.

**Are there any restrictions?**

YES. Deed restrictions are used to protect the affordability of the condominium units for future buyers. The deed restrictions encumber the property in perpetuity, with certain exceptions. If you choose to sell your unit, there is a limit on the resale price. The maximum resale price is determined using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, the initial 2-bedroom affordable condominium unit price is \$255,600 and the current area median income is \$149,300, the Resale Price Multiplier would be  $\$255,600/\$149,300 = 1.71$ .

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price. A resale fee up to 2% of the resale price may be added onto the resale price to be paid by the buyer to the Monitoring Agent.

Applicants are strongly encouraged to review the restrictions in the deed rider with their attorney.

**How much money do I need to make to afford the condominiums?**

The minimum income required to purchase is based solely 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.

**Lottery Process**

Due to the nature of the affordable home’s availability, it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in state or federal regulations.

Two condominiums are available by lottery at Martins Landing through the Open Pool, available to all applicants. The unit’s breakdown as follows:

<b>Bedroom Size</b>	<b># of Units</b>
One Bedroom	1
Two Bedroom	1

All eligible applicants that receive a lottery code will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. The highest ranked applicants meeting the Household Size Preference (see page 5) and bedroom size will have the initial opportunity to purchase. This means if you are a two-person household and meet the Household Size Preference for a one-bedroom unit and are drawn first in the lottery, you will be offered a one-bedroom unit. If you are a three-person household and meet the Household Size Preference for a two-bedroom unit and are drawn first, you will be offered a two-bedroom unit.

**Please note:** Household size shall not exceed, nor may the maximum allowable household size be more restrictive than, State Sanitary Code requirements for occupancy of a unit (See 105 CMR 400).

***Time Frames***

The units are scheduled for occupancy in May. If you are selected and have the opportunity to purchase a unit you will speak or meet with a representative to review your application to verify all information. Applicants selected for units approaching completion will need to start working with an approved lender immediately to secure the necessary

mortgage. You will have 2 weeks to sign the Purchase and Sale Agreement once received from the seller. Please be advised the official income verification will be done at the time you have an opportunity to purchase a unit. Meaning, if one year after the initial lottery you have the opportunity to purchase a unit and you are over income at that time, you may not be able to purchase.

### ***Acceptance of Homes***

It is important for all applicants to understand that specific units are attached to specific lottery rankings based upon the projected availability of the completed unit. Applicants will not have a choice of unit locations, style or schedules. You will not be able “pass” on a unit and wait for another unit. If you choose not to take the designated unit, you will go to the bottom of the list and will likely NOT have another opportunity.

### **Resale of Units**

The resale of the affordable units will be coordinated by the Monitoring Agent. If you have an opportunity to purchase you will receive a copy of the LIP Homebuyer Disclosure Statement which outlines the limitation on profit, steps to resell the unit, time allowed to sell, and capital improvements etc. If you would like to receive a copy of this document send an email to [maureen@mcohousingservices.com](mailto:maureen@mcohousingservices.com) and a copy will be emailed to you.

### ***Summary***

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.

**AFFORDABILITY ANALYSIS  
(FOR ILLUSTRATION PURPOSES ONLY)**

	One Bedroom	Two Bedroom
<b>Home Price</b>	\$ 228,400	\$ 255,600
<i>Interest Rate</i>	7.02%	7.02%
<i>Down Payment (%)</i>	5%	5%
<b>Down Payment (\$)</b>	\$ 11,420	\$ 12,780
<b>Mortgage Amount</b>	\$ 216,980	\$ 242,820
<b>Monthly Expenses</b>		
<i>Principal &amp; Interest</i>	\$ 1,447.00	\$ 1,619.00
<i>Real Estate Taxes</i>	251.00	281.00
<i>Private Mortgage Insurance*</i>	141.00	158.00
<i>Insurance</i>	76.00	85.00
<i>Estimated Association Fee</i>	159.00	190.00
<b>TOTAL Monthly Expenses</b>	<b>\$ 2,074.00</b>	<b>\$ 2,333.00</b>

**NOTES:**

ALL Values are estimates and are subject to change.

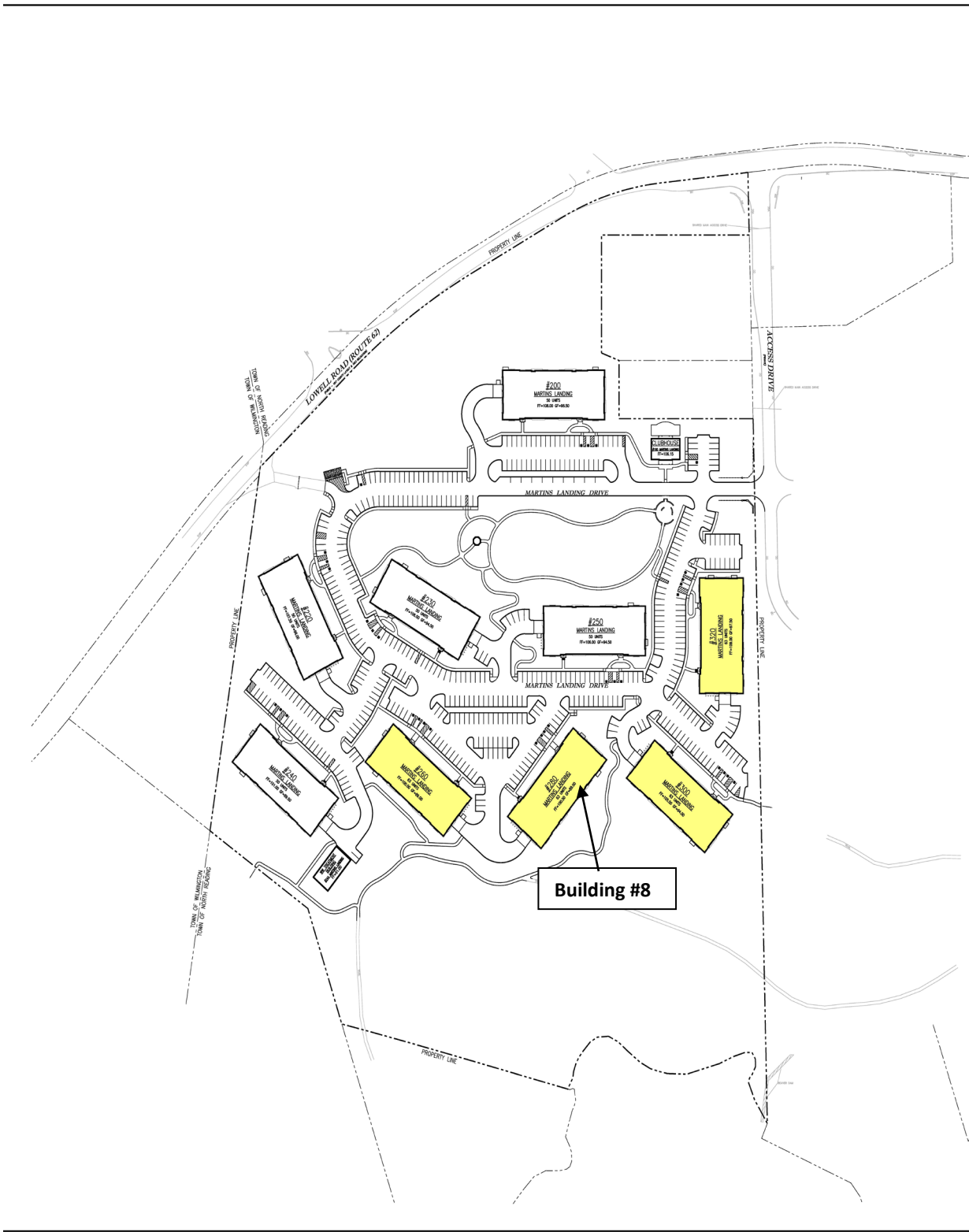
N. Reading 2024 Residential Tax Rate = \$13.21 per thousand

**Unit Availability and Unit Distribution**

<b>Unit #</b>	<b>Address</b>	<b>Unit Style</b>	<b># of Bedrooms</b>	<b>Estimated Availability*</b>
8105	280 Martins Landing Way	Kingston	1	Immediate
8205	280 Martins Landing Way	Franklin	2	Immediate

\* All Dates are Estimates





# Martins Landing Franklin



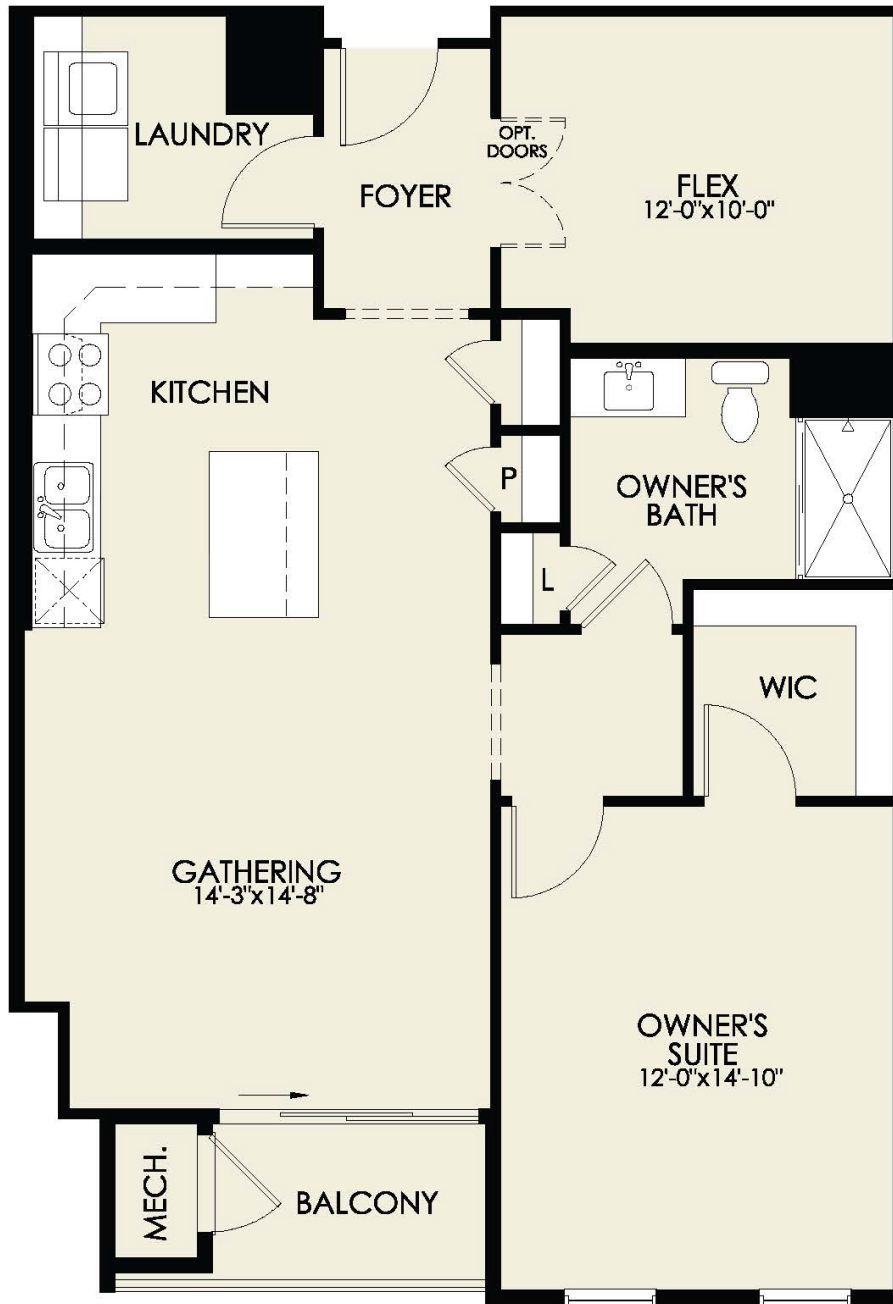
\*First and Second Floor Units

Please visit [Pulte.com/MartinsLanding](https://Pulte.com/MartinsLanding) to access our interactive floor plan online to further customize the options available for this home.


Artist's Conception: These drawings are conceptual only and should not be relied upon as a representation, express or implied of the final detail. The developer expressly reserves the right to make modifications, revisions, and changes which it deems desirable in its sole and absolute discretion. Due to normal construction tolerances, square footage may vary. ©2021 PulteGroup Inc, LLC. All Rights Reserved. 7/27/21



# Martins Landing Kingston



Please visit [Pulte.com/MartinsLanding](https://Pulte.com/MartinsLanding) to access our interactive floor plan online to further customize the options available for this home.

 Artist's Conception: These drawings are conceptual only and should not be relied upon as a representation, express or implied of the final detail. The developer expressly reserves the right to make modifications, revisions, and changes which it deems desirable in its sole and absolute discretion. Due to normal construction tolerances, square footage may vary. ©2021 PulteGroup Inc, LLC. All Rights Reserved. 7/16/21

# Martins Landing Condominiums

## LOTTERY APPLICATION

**For Office Use Only:**

Date Appl. Rcvd: \_\_\_\_\_

Household Size: \_\_\_\_\_

Lottery Code: \_\_\_\_\_

**Application Deadline: April 22, 2024**

**PERSONAL INFORMATION: PRINT LEGIBLY**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Do you currently or have you ever owned a home? \_\_\_\_\_ If yes, when is it going to be sold or when did you sell it?

\_\_\_\_\_

Bedroom Size: \_\_\_\_\_ One Bedroom \_\_\_\_\_ Two Bedroom

The total household size is \_\_\_\_\_

**Household Composition**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

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

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date of Hire (Approx.): \_\_\_\_\_

Annual Wage - Base: \_\_\_\_\_

Additional: \_\_\_\_\_ (Bonus, Commission, Overtime, etc.)

**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, supplemental second income and dividend income.)**

Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income, specify \_\_\_\_\_

Co-Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income, specify \_\_\_\_\_

**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 or you can view online at [www.mcohousingervices.com](http://www.mcohousingervices.com). Complete all that apply with current account balances)

Checking	_____
Savings	_____
Stocks, Bonds, Treasury Bills, CD or Money Market Accounts and Mutual Funds	_____
Individual Retirement, 401K and Keogh accounts	_____
Retirement or Pension Funds (amt you can w/d w/o penalty)	_____
Revocable trusts	_____
Equity in rental property or other capital investments	_____
Cash value of whole life or universal life insurance policies	_____
Down Payment Gift	_____
<b>TOTAL HOUSEHOLD ASSETS</b>	_____

**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 condominium. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Non-Minority	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____

**ADDITIONAL INFORMATION:**

Applicants will be responsible for all closing costs associated with the purchase of a home. A copy of the deed rider can be found at [www.mcohousingervices.com](http://www.mcohousingervices.com) or you can email [lotteryinfo@mcohousingervices.com](mailto:lotteryinfo@mcohousingervices.com) for a copy.

**SIGNATURES:**

The undersign warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to purchase an affordable condominium at Martins Landing Condominiums. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant(s)

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Co-Applicant(s)

**See page 20 for submission information**

## Martins Landing Condominiums

### *Affidavit & Disclosure Form*

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable condominiums at Martins Landing Condominiums through the LAU program in North Reading, 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	\$82,950	\$94,800	\$106,650	\$118,450

Income from all family members 18 and older must be included.

2. I/We certify that my/our total assets do not exceed the \$275,000 asset limit and the full value or a portion of our retirement assets will be included. I/We understand any equity we earn if we have a home to sell will be counted as part of the \$275,000 asset limit. Assets divested within the last two years at below market value will be counted at full market value in determining eligibility.
3. The household size listed on the application form includes only all the people that will be living in the residence. At least one homebuyer must be 55 years of age.
4. 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 perjury will result in disqualification from further consideration.
5. I/We understand that being selected in the lottery does not guarantee that I/we will be able to purchase a unit. I/We understand that all application data will be verified, and additional financial information will be required, verified and reviewed in detail prior to purchasing a unit.
6. I/We understand that it is my/our obligation to secure a mortgage for the unit purchase through a bank familiar with deed restricted properties if a mortgage is necessary. All expenses, including closing costs and down payments, are my responsibility. We also understand a deed rider is attached to the unit which restricts the resale price.
7. I/We further authorize MCO Housing Services to verify 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 for Martins Landing Condominiums.
8. 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 will likely not have another opportunity to purchase an affordable unit at Martins Landing Condominiums.
9. Program requirements are established by EOHLC and the Town of N. Reading. 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 EOHLC, the Monitoring Agent, is final.
10. I/We certify that no member of our family has a financial interest in Martins Landing Condominiums.

11. I/We understand that there may be differences between the affordable and market rate unit and accept those differences.

12. I/We understand this is a deed restricted unit and it is recommended we consult an attorney prior to purchase,

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available condominiums at Martins Landing Condominiums. I/We are qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

**See page 20 for submission information**

## APPLICATION TIPS

### PLEASE READ THE FOLLOWING CAREFULLY

1. More than 50% of applications submitted to MCO Housing Services for lotteries are incomplete and not included in lotteries. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. It does not matter if you were the first application or the last application received, we will NOT review applications until AFTER the posted deadline.
2. Read the NOTES on the Required Personal Identification and Income Verification Documents. Failure to do so could mean the difference between a complete and incomplete application as well as eligibility for a unit.
3. All financial documentation, income and assets, are required from all household adults aged 18 or older. No exceptions.
4. All Asset statements must include your name, account number and Institution name. Do not take photos or copy a statement from your phone. If you provide any asset statements without the above information your application is an automatic incomplete.
5. DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.
6. We will not use the amount listed on your paystubs or W2's regarding your retirement account i.e. 401K, 403B, IRA, Roth IRA etc. Your paycheck and W2's tells us you have a retirement account only. You must provide the last statement from whoever is managing the account in order for MCO to determine the account's value.
7. Do NOT forget to include statements from Robinhood or any other online investment accounts. They are considered part of your assets. If you have an open account, you must provide a statement whether there are any funds in the account or not.
8. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee your application will be included in the lottery, but depending on the circumstances, we may be able to work with you.
9. Do not take photos with your cellphone of any documentation and email it to us. The photos are not legible, and we will not accept them.
10. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.

**I/We have read the above Application Tips.**

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**Applicant Signature**

**Date**

---

**Co-Applicant Signature**

**Date**

**See page 20 for submission information**



**Required Personal Identification and Income Verification Documents  
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline

**Initial each item that are applicable AND provide the document. Write N/A if not applicable and return this sheet with your application.**

1. \_\_\_\_\_ Mortgage pre-approval – FHA, VA and, Rocket Mortgage and Quicken loans are not accepted.
2. \_\_\_\_\_ Proof of Age: i.e. Birth Certificate, Driver’s License, Passport for each household member
3. \_\_\_\_\_ If you require Special Accommodation you must request as part of your application and if documentation is required, i.e. doctors letter, it MUST be included with the application.
4. \_\_\_\_\_ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment DOR verification stating benefits received and payment history. Same for disability compensation, worker’s compensation and/or severance pay.
  - **NOTE:** If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
  - **NOTE:** If you are no longer working for an employer you worked for last year, you must provide a letter from the employer with your separation date.
  - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly, semi-monthly or monthly.
5. \_\_\_\_\_ Benefit letter providing full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
6. \_\_\_\_\_ Child support and alimony: court document indicating the payment amount or DOR statement. If you do not receive child support provide a letter stating that you are not receiving child support. See attached form.
7. \_\_\_\_\_ If you are self-employed you MUST provide a detailed expense and income statement for the last 12 months and three months of business checking and savings accounts along with last three Federal Income Tax Returns.
8. \_\_\_\_\_ Federal Tax Returns –2020, 2021, 2022, 2023 (NO STATE TAX RETURNS)
  - **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.
  - **NOTE:** If you did not submit a tax return for the last year then you must provide a Verification letter of non-filing from the IRS. The form to request is 4506-T and can be found on irs.gov or you can create an account at irs.gov and print out the needed Verification of Non-filing letter.

- **NOTE:** If you filed your taxes and are unable to locate you can request the transcript of your Federal taxes by submitting form 4506-T to the IRS. The form can be found on irs.gov or you can create an account at irs.gov and print out the needed Tax Transcripts.

9. \_\_\_\_\_ W2 and/or 1099-R Forms: 2020, 2021, 2022, 2023

- **NOTE:** If you are unable to locate your W2's/1099's you can request a Wage transcript by submitting form 4506-T to the IRS or you can create an account at irs.gov and print out the needed Wage Transcripts.

10. \_\_\_\_\_ Interest, dividends and other net income of any kind from real or personal property.

11. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:

**GENERAL NOTE:** ALL ASSETS STATEMENTS MUST INCLUDED YOUR NAME, ACCOUNT NUMBER AND INSTITUTION NAME FOR ALL CHECKING, SAVINGS, INVESTMENT ACCOUNTS AND RETIREMENT ACCOUNTS. ANY ACCOUNTS PROVIDED WITHOUT THIS INFORMATION IS AN AUTOMATIC INCOMPLETE APPLICATION.

- \_\_\_\_\_ Checking accounts – Last **three (3)** months of statements – EVERY PAGE – FRONT AND BACK.

**NOTE:** Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non payroll or other income deposits you MUST identify where the funds have come from. For example only, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts but your accounts, etc. There is no way we can list all sources.** If you fail to explain they will be counted as income, which may put you over the income limit.

**NOTE:** Do NOT provide a running transaction list of activity. You must provide the individual statements.

- \_\_\_\_\_ Pre-paid debit card statements – current month.

**NOTE:** This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directing onto the debit card, i.e. Social Security or other regular income.

**NOTE:** If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at

<https://www.usdirectexpress.com/>.

- \_\_\_\_\_ Saving accounts – last three months of full statements

**NOTES:** Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non payroll or other income deposits you MUST identify where the funds have come from. For example only, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts but your accounts, etc. There is no way we can list all sources.** If you fail to explain they will be counted as income, which may put you over the income limit.

- \_\_\_\_\_ Revocable trusts
- \_\_\_\_\_ Equity in rental property or other capital investments
- \_\_\_\_\_ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts etc.
- \_\_\_\_\_ Retirement including, i.e. IRA's, Roth IRA's, 401K, 403B, Keogh accounts, Pensions etc. from current and past employment.
- \_\_\_\_\_ Cash value of Whole Life or Universal Life Insurance Policy.
- \_\_\_\_\_ Personal Property held as an investment
- \_\_\_\_\_ Lump-sum receipts or one-time receipts

12. \_\_\_\_\_ Proof of student status for dependent household members over age of 18 and part or full-time students. Letter from High School or College providing student status, full time or part time for current or next semester.

13. \_\_\_\_\_ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from doctor.

14. \_\_\_\_\_ If the applicant is in the process of a divorce, the applicant must provide legal documentation the divorce has been begun or been finalized through a separation agreement or divorce papers. Information must be provided regarding the distribution of family assets. Failure to do so and ALL adult income and assets will count towards eligibility, even if they will not be living in the unit.

15. \_\_\_\_\_ If you will be receiving a gift for down payment and/or closing costs a letter needs to be provided from the gifting party stating who is providing the gift and the amount. All applications will be checked for downpayment at time of application. We must see proof of those assets to be included in the lottery.

**NOTE:** If your deposit is cash and you have in your home you must deposit in your bank statement to show evidence of available funds.

16. \_\_\_\_\_ If you have a home to sell you must provide a market analysis, for the estimated home sale price, and a copy of your last mortgage statement and/or home equity statement. If you have an opportunity to purchase and own a home you will have a defined time frame to have the home under an Purchase and Sale Agreement.

I/We understand if we do not provide all applicable financial documentation I/we will not be included in the lottery. I/We also understand we will be notified after the application deadline that our application is incomplete.

Print Applicants Name(s): \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Co-Applicants Signature

\_\_\_\_\_  
DATE

**See page 20 for submission information**

## Return the following to MCO Housing Services:

1. Completed, signed and dated Application
2. Signed and dated Affidavit and Disclosure Form
3. Signed and dated Application Tip Sheet
4. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
5. All required financial documentation
6. Mortgage Pre-approval
7. Proof of Age, i.e. birth certificate, driver's license.
8. Special Accommodation Letter, if needed

**All information must be received by 11:59 p.m. on April 22, 2024. You may email, fax or mail (postmarked on or before deadline) to:**

MCO Housing Services, LLC  
P.O. Box 372  
Harvard, MA 01451  
Overnight mailing address: 206 Ayer Road, Harvard, MA 01451  
Phone: 978-456-8388  
FAX: 978-456-8986  
Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)  
TTY: 711, when asked 978-456-8388

**NOTE:** If you are mailing your application close to the application deadline, make sure you go into the Post Office and have them date stamp and mail. As I understand, mail that is sent to the central sorting facility use bar codes so we would have no idea when the application was mailed and it can take longer for MCO to receive. If we receive an application after the deadline that has a barcode it will be counted as a late application and will not be included in the lottery.