



your resource for Affordable Housing



## Harvard Craftsman Village Harvard, MA Lottery Information and Application

Located at 361 Ayer Road in Harvard, MA, Craftsman Village Harvard, LLC is offering five (5) two bedroom detached, cottage style homes in Harvard. These homes will be sold, by lottery, to income and asset eligible first-time homebuyers. These residences feature 2 bedrooms, 2 baths, and a two car garage in +/- 1,836 or 2,072 sq. ft. of living space. Each unit includes a stove/oven, dishwasher, microwave and washer and dryer hookups. Central air conditioning is not provided. These are detached condominiums - water, septic, insurance and property upkeep will be managed by the Condominium Association. A maximum of 4 people are allowed to reside in the home per septic restrictions and agreement with the Town of Harvard.

The homes are priced at \$219,900. The monthly HOA fee is \$125 and the 2021 tax rate is \$18.78 per thousand. These homes 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 will be considered incomplete and will not be included in the lottery if a mortgage pre-approval letter and all financial documentation is not received on or before the application deadline. Applicants who submitted an incomplete application will be notified after the application deadline and will NOT be included in the lottery. An FHA, VA or Quiken loans are not acceptable as they do not close on Deed Restricted properties.***

### KEY MEETING DATES:

#### Public Information Meeting via Zoom

6:30 p.m., Thursday, March 3, 2022

Go to Zoom.com and provide the following, when prompted:

Meeting ID: 861 3485 7435

Passcode: 567394

#### Application Deadline

April 2, 2022

#### Lottery via Zoom

3:00 p.m., Friday, April 29, 2022

Go to Zoom.com and provide the following, when prompted:

Meeting ID: 872 1785 4392

Passcode: 746726

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.



Thank you for your interest in the affordable housing at Harvard Craftsman Village. We wish you the best of luck. If you have questions please call at 978-456-8388 or email at [lotteryinfo@mcohousingervices.com](mailto:lotteryinfo@mcohousingervices.com). 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  
Craftsman Village Harvard

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, 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 dukumentiyi 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.  
[Agency Name] [Phone #] (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)



# Harvard Craftsman Village

## AFFORDABLE HOMES through MassHousing 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	\$55,950	\$63,950	\$71,950	\$79,900

### LOTTERY APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above gross maximum allowable income limits. Income from all adults over 18 is counted and must be provided.
2. Household must be a first-time homebuyer defined as not having owned a residential property for three years, including homes 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](http://www.mcohousingervices.com).

### Other program highlights for Lottery 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 participate in this lottery.

### 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.

The mortgage must be from an institutional lender familiar with affordable deed restriction guidelines. FHA, VA or Quicken loans are not accepted. It is recommended applicants consider the One Mortgage Program through Massachusetts Housing Partnership (mhp.net) or a MassHousing loan for their financing.

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

Yes. Three of the 5 units are for households who meet the Local Preference Criteria.

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 a 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 preferences for minorities?**

If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Eastern Worcester, MA HUD Metro FMR Area, currently 28.2%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants would be drawn until their percentage in the local pool at least meets the percentage in the Eastern Worcester, MA HUD Metro FMR Area. Applicants not selected for the local pool would be in the open pool only.

**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 two-bedroom initial price is \$219,900 and the current area median income is \$126,500, the Resale Price Multiplier would be  $\$219,900/\$126,500=1.73$ .

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale 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](mailto: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.

**Lottery Process**

**Due to the nature of the affordable units’ 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 local, state or federal regulations.**

**Lottery Pools**

Five homes are available by lottery at Harvard Craftsman Village in Harvard. The lottery has two pools – Local and Open.

<b><u>Pool</u></b>	<b><u>Qualifications</u></b>	<b><u># of Units</u></b>
<b>Local Pool</b>	<b>Must meet at least one of the Local Preference Criteria as listed on the application.</b>	<b>3</b>
<b>Open Pool</b>	<b>All applicants – including local pool</b>	<b>2</b>

Local applicants would have two opportunities to purchase a unit by being in both the Local and Open Pools. Local Preference Pool will select units first.

All the applicants will be pulled, and their lottery code announced at the time of the lottery. This order of selection will establish the rankings for the home’s distribution. The Local Preference Pool applicants will select the units first. The three highest ranked Local Preference Pool applicants that meet the household size preference for a two-bedroom unit will select first. The same process will be conducted for the Open Pool.

**Please note:** Household size preference will override local preference. This means if we exhaust the applicants in the local pool that require two-bedroom units we will move to the open pool for households requiring two bedrooms, before offering units to households requiring smaller units.

**Time Frames**

If you are selected and have the opportunity to purchase a home you will speak or meet with a representative to review your application to verify all information. The Applicant selected for the home will start working with their lender immediately to secure the necessary mortgage. All applicants will be determined eligible BEFORE they are entered into the lottery. Final eligibility will be determined by the Monitoring Agent. Please be advised that the final income verification will be done at the time you have an opportunity to purchase a unit. This means if you are offered a unit and it will not be available for 6+ months we will not obtain your final eligibility until approximately 2 months before the home is ready to close. If you are not eligible at that time you will not have the opportunity to purchase. Buyers will be expected to obtain financing within 45-60 days of the anticipated closing date.

**Acceptance of Homes**

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity. All applicants will need to complete additional documentation for LDS Consulting, the Monitoring Agent, if they have the opportunity to purchase.

**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.

## SAMPLE AFFORDABILITY ANALYSIS

### Three Bedroom

<b>Home Price</b>	\$219,900
<i>Interest Rate</i>	3.13%
<i>Down Payment (%)</i>	5%
<b>Down Payment (\$)</b>	\$10,995.00
<b>Mortgage Amount</b>	\$208,905.00
<b>Monthly Expenses</b>	
<i>Principal &amp; Interest</i>	\$ 896.00
<i>Real Estate Taxes</i>	344.00
<i>Private Mortgage Insurance</i>	136.00
<i>Hazard Insurance</i>	73.00
<i>Monthly HOA</i>	125.00
<b>TOTAL Monthly Expenses</b>	<b>\$ 1,574.00</b>

**NOTES:**

ALL values are estimates and are subject to change.

Harvard 2021 Residential Tax Rate = \$18.78 per thousand

### Unit Availability and Distribution

*Local Preference Pool Applicants will select unit locations first.*

<b><i>Unit Address</i></b>	<b><i>Homestyle</i></b>	<b><i>Estimated Sq. ft.</i></b>	<b><i>Estimated Occupancy</i></b>
3 Baldwin Court	McIntosh	2072	Immediate
6 Baldwin Court	Empire	1836	Immediate
5 Braeburn Court	McIntosh	2072	June 2022
4 Braeburn Court	Empire	1836	August 2022
3 Cortland Land	McIntosh	2072	September 2022

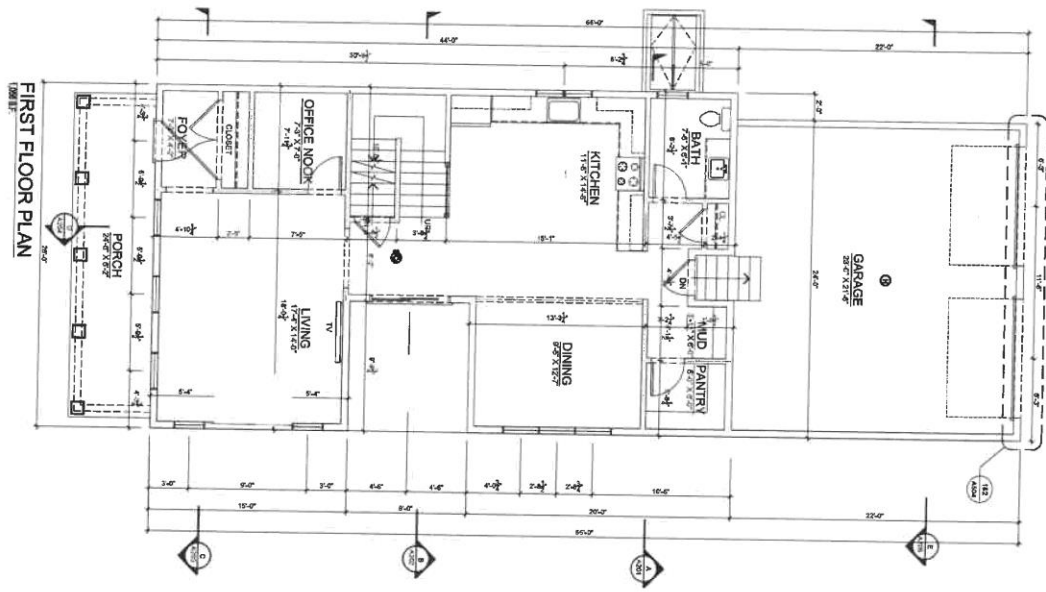






McINTOSH PLAN



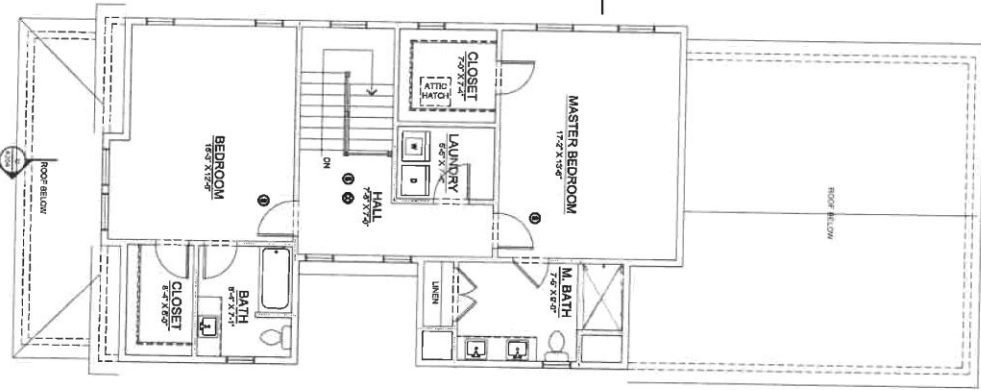


FIRST FLOOR PLAN  
1/8" = 1' - 0"

A102	20-008-PLAN	CRAFTSMAN VILLAGE HARVARD AYER ROAD, HARVARD, MA	JOSEPH TATONE & ASSOCIATES, LLC ARCHITECTURE PLANNING INTERIOR DESIGN
	04/20/20		
	1/8" = 1' - 0"	FIRST FLOOR PLAN MASTER BEDROOM UP DESIGN	



SECOND FLOOR PLAN  
1/18/12



A105  
20-008-PLAN  
04/20/20  
1/8" = 1' - 0"

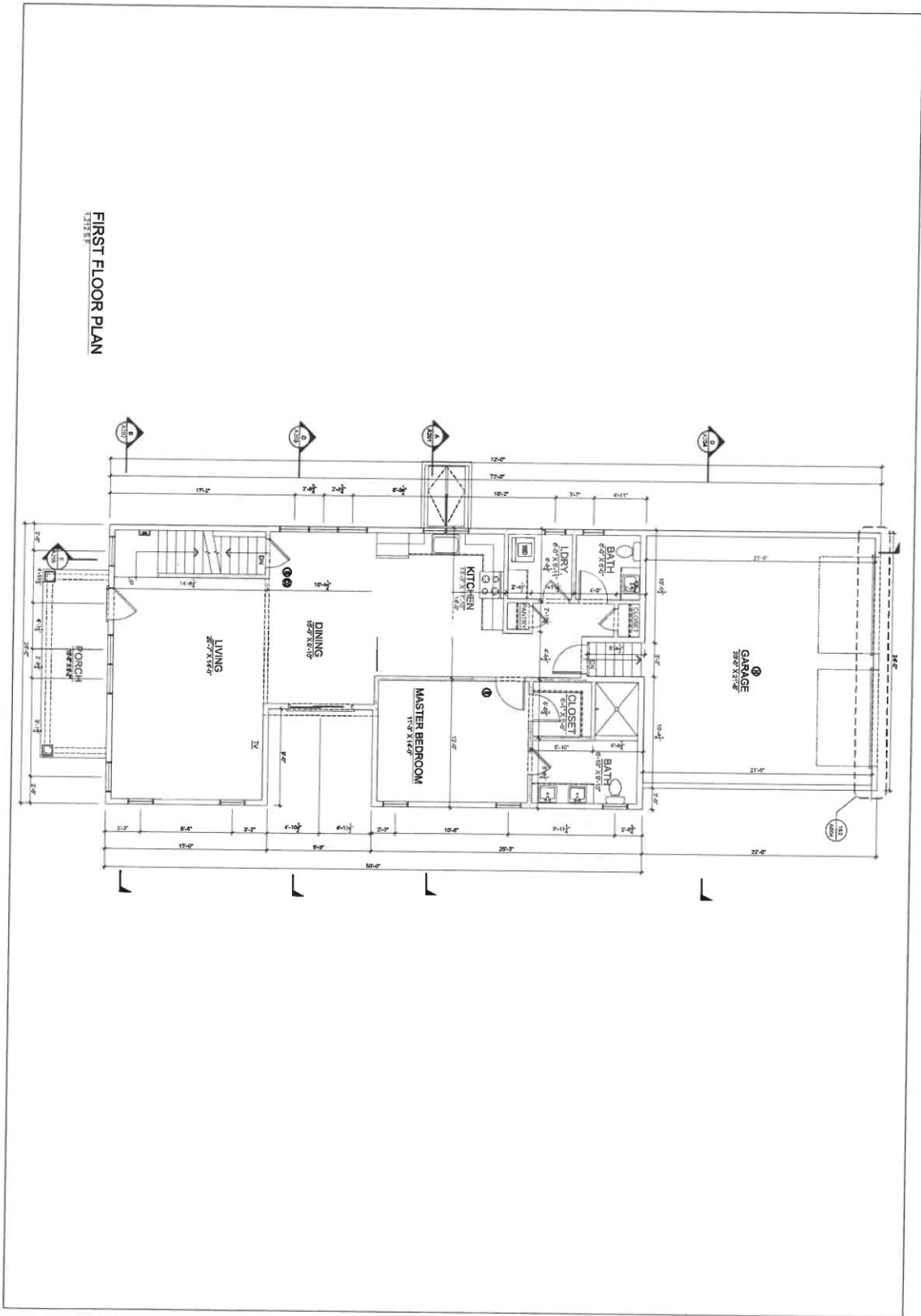
CRAFTSMAN VILLAGE HARVARD  
AYER ROAD, HARVARD, MA  
SECOND FLOOR PLAN  
MASTER BEDROOM UP DESIGN

JOSEPH TATONE & ASSOCIATES, LLC  
ARCHITECTURE PLANNING INTERIOR DESIGN  
178 Park Street, Suite 101, North Reading, MA 01864  
PHONE: (978) 276-1960 FAX: (978) 276-1961





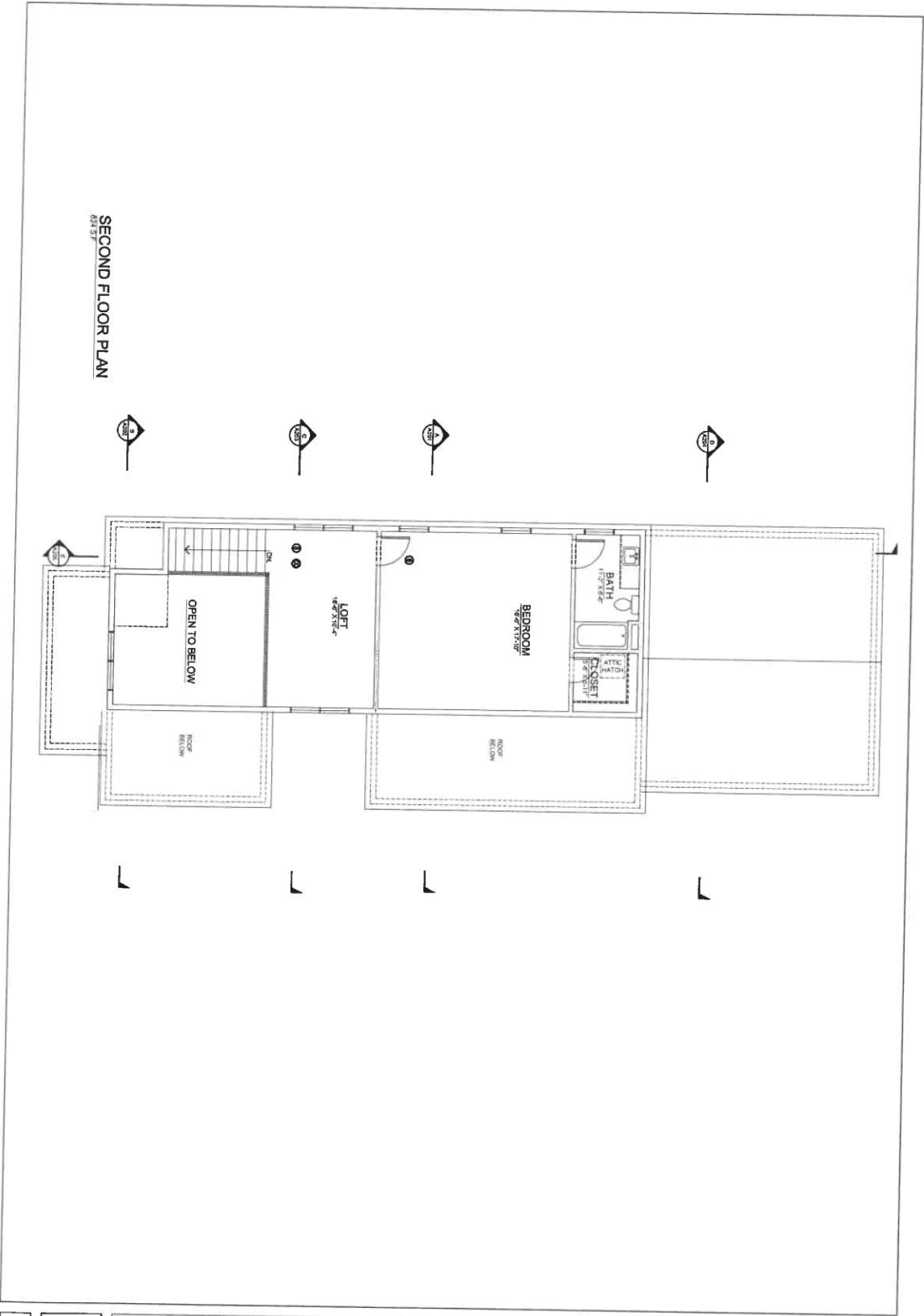
EMPIRE PLAN



FIRST FLOOR PLAN  
12/17/15

<b>A102</b>	20-008-PLAN 04/22/20 1/8" = 1' - 0"	<b>CRAFTSMAN VILLAGE HARVARD</b> AYER ROAD, HARVARD, MA <b>FIRST FLOOR PLAN</b> <b>MASTER BEDROOM DOWN DESIGN</b>			<b>JOSEPH TATONE &amp; ASSOCIATES, LLC</b> ARCHITECTURE PLANNING INTERIOR DESIGN 178 Park Street, Suite 102, North Reading, MA 01864 VOICE: (978) 276-1800 FAX: (978) 276-1861
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20-008-PLAN  
04/22/20  
1/8" = 1' - 0"

CRAFTSMAN VILLAGE HARVARD  
AYER ROAD, HARVARD, MA  
SECOND FLOOR PLAN  
MASTER BEDROOM DOWN DESIGN



JOSEPH TATONE & ASSOCIATES, LLC  
ARCHITECTURE PLANNING INTERIOR DESIGN  
178 Park Street, Suite 102, North Reading, MA 01864  
VOICE: (978) 276-1900 FAX: (978) 276-1961



## **PLEASE READ THE FOLLOWING CAREFULLY**

- 1. More than 50% of applications submitted to MCO Housing Services are incomplete. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. If you have questions call or email.**
- 2. Pay attention to the NOTES in the Required Financial Documents pages. It can make the difference between an complete and incomplete application.**
- 3. All required financial documentation is required for all adult household members 18 or older.**
- 4. DO NOT ASSUME. If you are not sure a document is needed call to confirm. DO NOT ASSUME as it will keep you out of the lottery.**
- 5. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee but depending on the circumstances, we may be able to work with you.**
- 6. You must provide all asset statements, i.e. 401K or other retirement accounts from past and present jobs, Robinhood or other online investment accounts no matter what the current balance is.**
- 7. Do not take photos with your cell-phone of any documentation and email it to us. The photos are not legible and we will not accept them.**
- 8. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.**



# Harvard Craftsman Village

## LOTTERY APPLICATION

**For Office Use Only:**

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

Local: Y / N

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

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

### APPLICATION DEADLINE: April 2, 2022

**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? \_\_\_\_\_

You must meet one of the Local Preference Eligibility Criteria established by the Town of Harvard to be in the local pool.

Please check the each appropriate category(s) that applies to your household\*:

- Current Harvard Resident
- Employed by the Town of Harvard or Harvard School Department
- Employee working in the Town of Harvard or with a bona fide offer of employment from a company located in the Town of Harvard
- Households of students attending Harvard schools

\*All local applicants will need to provide proof of local residency if you have the opportunity to purchase a unit and will be verified by the Town of Harvard.

# of Household Members \_\_\_\_\_

**Household Composition:** List ALL that will be living in the home.

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

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

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

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

**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 3 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	_____	_____	_____





**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%, ½ 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 entry into lottery to have an opportunity to purchase the affordable home at Harvard Craftsman Village in Harvard, 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

Refer to page 23 for submission information



### Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at Harvard Craftsman Village in Harvard, MA.

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

Household Size	1	2	3	4
<b>Max Allowable Income</b>	<b>\$55,950</b>	<b>\$63,950</b>	<b>\$71,950</b>	<b>\$79,900</b>

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 homes 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. Assets divested at less than full market value within the last 2 years will be counted a full market value when determining eligibility.
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 by being selected in the lottery does not guarantee that I/we will be able to purchase a home. 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. I/We understand that if selected I/we may be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home.
10. Program requirements are established by the Dept of Housing and Community Development (DHCD), MassHousing and the Town of Harvard. 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.
11. Affordable units may not be sold to individuals who have a financial interest\* in the development or to a Related Party,\*\* or to their families. I/we certify that no member of our household has a financial interest in this Project, is a Related Party, or is a family member of someone who has a financial interest or is a Related Party.



**\*“Financial interest”** means anything that has a monetary value, the amount of which is or will be determined by the outcome of the Project, including but not limited to ownership and equity interests in the Developer or in the subject real estate, and contingent or percentage fee arrangements; but shall not include third party vendors and contractors.

**\*\*Related Party means:**

1. any person that, directly or indirectly, through one or more intermediaries, controls or is controlled by or is under common control with the Developer, as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
2. any person that is an officer of, member in, or trustee of, or serves in a similar capacity with respect to the Developer or of which the Developer is an officer, member, or trustee, or with respect to which the Developer serves in a similar capacity, as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
3. any person that, directly or indirectly, is the beneficial owner of, or controls, 10% or more of any class of equity securities of, or otherwise has a substantial beneficial interest (10% or more) in, the Developer, or of which the Developer is directly or indirectly the owner of 10% or more of any class of equity securities, or in which the Developer has a substantial beneficial interest (10% or more) , as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
4. any employee of the Developer; and
5. any spouse, parent, grandparent, sibling, child or grandchild (natural, step, half or inlaw) of an employee of the Developer or “significant other” cohabiting with an employee of the Developer.

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 home at Harvard Craftsman Village. I/We believe we are qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_  
Applicant

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

\_\_\_\_\_  
Date

Refer to page 23 for submission information



**Required Financial Documentation Form  
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation and a mortgage pre-approval 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. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

**Initial each that are applicable and provide the documents. Return this sheet with your application.**

1. \_\_\_\_\_ Mortgage Pre-approval – FHA, VA and Quicken loans are not accepted.
2. \_\_\_\_\_ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor, at the same time.
3. \_\_\_\_\_ Proof of Local Preference, i.e. lease, utility bill, voter registration etc.
4. \_\_\_\_\_ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. 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 in the last 12 months, 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 or monthly.
5. \_\_\_\_\_ Current year Benefit letter providing full amount of gross 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 and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support. If you have a court order for child support but you are not receiving you need to provide the DOR payment statement.
7. \_\_\_\_\_ If you are self-employed you MUST provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts. Lyft, Uber, Doordash etc. are considered self employed.
8. \_\_\_\_\_ Federal Tax Returns –2018, 2019, 2020, 2021 (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 have not filed tax returns, in the required years, you must submit a letter from the IRS verifying you have not filed. To obtain the letter submit form 4506-T, located at irs.gov, to the IRS and they will mail you the letter.



- **NOTE:** If you are unable to locate your tax returns you can submit a transcript to of your tax return. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.

9. \_\_\_\_\_ W2 and/or 1099-R Forms: 2018, 2019, 2020, 2021

- **NOTE:** If you are unable to locate your W2's/1099's you can submit a transcript. To obtain a transcript of your W2's or 1099's complete Form 4506-T, located at irs.gov, and submit to the IRS.

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:

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

**NOTE:** If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. 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 directly 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

**NOTE:** If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. 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.

- \_\_\_\_\_ 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 current student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester. All students 18 or older MUST provide all applicable financial documentation.

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 or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets and first time homebuyer status will be used in determining eligibility.

15. \_\_\_\_\_ If you will be receiving a gift for down payment and/or closing costs you need to provide a letter from whomever is providing the gift which includes the gift amount. All gifts will be counted as an asset. All applications will be checked for downpayment funds at time of application. We must see proof of those assets at time of application to be included in the lottery. If we do not see proof of downpayment funds in your application, you will not 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.

We understand if we do not provide all applicable financial documentation and mortgage pre-approval we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete and will not be included in the lottery.

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

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

Refer to page 23 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. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
4. All required financial and other documentation
5. Special Accommodation information, if needed
6. Mortgage Pre-approval
7. Proof of Local Preference

**RETURN ALL, postmarked on or before the April 2, 2022 application 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.

