MCO HOUSING SERVICES
your resource for Affordable Housing

186 Bedford Street
Lexington, MA
Project Information and First Come First Serve Application

Please contact the leasing office FIRST to complete their application and screening before submitting to MCO:
781-863-8952 or info@beaconpointdevelopment.com

Attached is the information regarding the affordable rental units at 186 Bedford Street in Lexington, Massachusetts. Potential Tenants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance recipiency, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Located at 186 Bedford Street in Lexington, 186 Bedford Street, LLC is a 13-unit apartment building offering 4 affordable apartments: 1 studio and 3 one-bedroom units for eligible tenants. One surface parking space is available for each unit. Each unit includes a washer and dryer and all kitchen appliances. Pets are NOT allowed. This is a smoke-free building.

The monthly rent is: $1,995 for a studio and $2,491 for a One Bedroom apartment. Tenants are responsible for all utilities. A utility allowance has been deducted. The remaining affordable units will be distributed on a first come first serve basis, as outlined in the attached package. Please review the enclosed information packet in detail and complete the attached Application Package.

The rents are NOT subsidized, or income based. You are responsible for the full rent as stated above. A Section 8 or other housing vouchers will be accepted but it is your responsibility to find out if your voucher provider accepts the rent and project. The minimum income, without a Section 8 or other housing voucher, is: $59,850 for the studio and $74,730 for the One Bedroom apartment.

Please note: Complete financial documentation is required and must be sent with your application to have an opportunity to lease. Included in this package is the list of required documentation and additional forms, if applicable, to be sent in with your application. Incomplete applications will not be reviewed for eligibility until all financial documentation is received.

Thank you for your interest in affordable housing at 186 Bedford Street. Please contact MCO Housing Services at 978-456-8388 or email us at 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. Good luck!

EQUAL HOUSING OPPORTUNITY

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 ដើម្បីទទួលបានជំនួយផ្នែកភាសាដោយឥតគិតថ្លៃ។ [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 dukumentiyo 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. يرجي الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.
(Arabic) [Agency Name] [Phone #]

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)

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186 Bedford Street
Question & Answer

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Executive Office of Housing and Livable Communities (EOHLC).

What are the qualifications required for Prospective Tenants?

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

Household Size	1	2
Max Allowable Income	$96,000	$109,700

APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above maximum gross allowable income limits. Adults 18 years of age or older income will be counted.

2. If assets exceed $52,787.01, annual income includes the greater of actual income from assets or a .4% imputed income calculation. Included in this package is the List of Required Financial Documentation.

3. In addition to income and asset eligibility you will also be subject to a screening by the project and determined eligible based on that basis.

4. The units can be adapted to satisfy reasonable accommodation requests. Persons with disabilities will be given first preference for such units regardless of what pool they are in based on the requested bedroom size. Where a person with a disability is awaiting an accessible unit and a unit with adaptive features becomes available, the owner/management agent must offer to adapt the unit.

5. You can not own a home and lease an affordable apartment. The home must be sold prior to lease execution.

Are there adaptable/Group 2 units?
All of the units are adaptable. The units can be adapted to satisfy a reasonable accommodation request. There is an elevator in the building. There is one 1-bedroom Group 2 unit available (wheelchair access). Applicants may request reasonable accommodations when such accommodations are necessary to afford equal opportunity to use and enjoy the housing.

Are there preferences for Household Size?
In all cases, preference for the one-bedroom unit will be for households that require one-bedroom. Preference for the two bedrooms will be for households requiring two bedrooms. Preference for the three bedrooms will be for households requiring three bedrooms.

Unit size preferences are based on the following:

1. **1.** There is at least one occupant per bedroom.
2. 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.
3. A person described in the first sentence of (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 the lottery agent receives reliable medical documentation as to such impact of sharing.
4. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.

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5. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorces or separation has begun or has been finalized, as set forth in the application.
6. Foster Children or Adults will not be counted as family/household members. Although payment from Foster Agencies, Kindship Care Payments and other State Foster Payments will be counted as income.

Applicants will not be offered a unit larger than their household is eligible for based on the above unit size preferences, i.e. a one-person household requesting a two bedroom unit. Make sure you check the appropriate bedroom size on the application, otherwise you may lose the opportunity to lease.

What happens if my household income exceeds the income limit?
Annually you will be recertified for eligibility. Once your household income exceeds 140% of the maximum allowable income adjusted for household size, then after the end of your current lease you will have the option of staying in your unit and paying the market rent or not renewing your lease.

Please note: Applicants will not be offered a unit larger than their household is eligible for based on the above unit size preferences, i.e. a one-person household requesting a two-bedroom unit. Make sure you check the appropriate bedroom size on the application, otherwise you may lose the opportunity to lease.

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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. **DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.**
5. **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 statement whether there are any funds in the account or not.**
6. **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 but depending on the circumstances, we may be able to work with you.**
7. **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.**
8. **You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.**

COMPLETE, SIGN, DATE AND RETURN

ALL APPLICABLE DOCUMENTS

FROM THIS POINT FORWARD

For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

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First Come First Serve APPLICATION

PERSONAL INFORMATION: Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Work Telephone: _____ Cell: _____ _____

Email: _____Do you own a home? ___ Yes ____ No

Do you have a Section 8 or other housing voucher: ____ Yes ____ No

Bedroom Size: ___ Studio; ___ One Bedroom

Do you need special accommodation? _____ Yes _____ No

If yes: please describe: _____

The total household size is _____ (This is very important to determine the maximum allowable income for your household.)

Household Composition - include all who will be living in the unit.

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, supplemental second income and dividend income.)

Applicant's Monthly Base Income (Gross) _____
Other Income, specify _____ _____
Co-Applicant's Monthly Base Income (Gross) _____
Other Income, specify _____ _____

TOTAL MONTHLY INCOME*:* _____

Household Assets: (This is a partial list of required assets. 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, 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 _____

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TOTAL ASSETS _____

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

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

ABOUT YOUR HOUSEHOLD: (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 apartment/unit. 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	_____	_____	_____

SIGNATURES:

The undersigned 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 to have an opportunity to lease an affordable unit at 186 Bedford Street. I (we) understand if selected all information provided shall be verified for accuracy at the time of lease. I/we understand if I/we provided an incomplete application it will not be reviewed for eligibility until all information is received..

Signature _____ Date: _____
Applicant(s)

Signature _____ Date: _____
Co-Applicant(s)

See page 13 for Submission information

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186 Bedford Street

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and EOHLC guidelines regarding the distribution of the affordable units at 186 Bedford Street in Lexington, MA:

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

Household Size	**1**	**2**
Max Allowable Income	**$96,000**	**$109,700**

Income from all family members must be included.

2. I/We understand the calculation of income will include the higher of actual income from assets (if over $51,600) or an imputation of .45% of the value of total household assets which is added to a household's income in determining eligibility. Assets divested at less than full market value within two years of application will be counted at full market value in determining eligibility.

3. The household size listed on the application form includes all the people that will be living in the residence.

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 providing false information will result in disqualification from further consideration.

5. I/We understand that by being selected does not guarantee that I/we will be able to lease a unit. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to leasing a unit. I/We also understand that the Project's Owner will also perform its own screening to determine your eligibility to lease.

6. I/We understand that if selected I/we may be able to select a unit. If I/we reject a unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to lease an affordable unit at 149 Main.

7. Program requirements are established by EOHLC and are enforced by EOHLC. 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 is final.

8. I/We certify that no member of our family has a financial interest in 149 Main.

9. I/We understand there may be differences between the market and affordable units and accept those differences.

10. I/We understand we need to be recertified annually to determine continued eligibility. I/We understand that if my/our total income exceeds 140% of the maximum allowable income at the time of annual recertification, after the end of my then current lease term I will no longer be eligible for the affordable rent. I/We also understand if we fail to provide the required recertification information, we have the option of paying market rent or moving out.

11. I/We understand that if my/our application is incomplete and we may will lose our opportunity to lease an affordable unit.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available units at 186 Bedford Street. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

_____ _____ _____

Applicant Co-Applicant Date

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185 Bedford Street
Lexington, MA

Release of Information Authorization Form

Date: _____

I/We hereby authorize MCO Housing Services, 186 Bedford Street Leasing Office, or any of its assignees 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, 186 Bedford Leasing Office, or any of its assignees and consequently the Projects Administrator, for the purpose of determining income eligibility for 186 Bedford Street.

A photocopy of this authorization with my signature may be deemed to be used as a duplicate original.

_____
Applicant Name (Please Print)

_____
Applicant Name (Please Print)

_____
Applicant Signature

_____
Applicant Signature

Mailing Address

_____

_____

_____

See page 18 for Submission information

EQUAL HOUSING OPPORTUNITY

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 be reviewed. Incomplete applications will not be reviewed until all documentation is submitted. MCO may ask for additional information or documentation that may not be listed here due to its need to help determine eligibility.

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

1. _____ Identification for each household member, i.e. Driver's License , Birth Certificate, Passport etc.

2. _____ If you have a Section 8 Voucher or other Housing Voucher, you MUST provide a valid copy with your application.

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 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, semi-weekly, bi-weekly 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, DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support or see attached form.

7. _____Foster Children or Adult state-based payment

8. _____ 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.

9. _____ Federal Tax Returns –2025 (NO STATE TAX RETURNS)

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- **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 filed but do not have copies of your Federal Income Tax returns, you can obtain a copy of your Tax Transcript using form 4506-T that you can obtain at irs.gov or create an account at irs.gov and print out the Tax Transcript.
- **NOTE:** If you have not filed tax returns you must provide a letter from the IRS Verifying Non-filing of your tax return(s). Request Verification of Non-filing letter by using form 4506-T that you can obtain at irs.gov or create an account at irs.gov and print out the Verification of Non-filing letter.

10. _____ W2 and/or 1099-R Forms: 2025

    - **NOTE:** If you do not have copies of W2's and/or 1099's, you can obtain a copy of your Wage Transcript using form 4506-T that you can obtain at irs.gov or create an account at irs.gov and print out the Wage Transcript.

11. _____ Interest, dividends and other net income of any kind from real or personal property.

12. 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 – Most Recent statement – 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 – most recent full statement.

      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, **VENMO, EBAY, POSHMARK,**

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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.

- _____CashApp, VENMO, Apple Cash, PayPal, Chime or similar accounts – most recent full statement.
- _____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 accounts, IRA, Roth IRA, 401K, 403B, etc for all current and past jobs. The balance of these accounts will not be counted as an asset. Any distributions of periodic payment or dividends will be considered income. Most recent statement must be provided.
- _____Cash value of Whole Life or Universal Life Insurance Policy.
- _____Personal Property held as an investment
- _____Lump-sum receipts or one-time receipts

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 that the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets.

15. _____If you have a home to sell you need to provide a copy of your last mortgage statement and a market analysis which provides the sale price. The home must be sold before you can lease an affordable apartment.

16. ____ If you are receiving gift monies on a regular basis you need to provide a letter stating who is providing the funds and the monthly amount.

We understand if we do not provide all applicable financial documentation our application will not be reviewed for eligibility. We understand that additional documentation may be requested if it is needed to determine eligibility.

Print Applicants Name(s): _____

_____ _____

Applicants Signature DATE Co-Applicants Signature DATE

REMEMBER IF YOU CHECKED YES TO ANY OF THE ABOVE YOU MUST PROVIDE THE REQUIRED DOCUMENTATION AND STATED ADDITIONAL FORMS OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Return the following documents:

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☐ Complete and signed Application

☐ Signed and dated Affidavit and Disclosure Form

☐ Signed and dated Authorization to Release Information Form

☐ Complete, signed and dated Personal Identification & Income Verification Document Form

☐ All required personal identification and financial documentation

☐ Special accommodation documentation, if needed

RETURN ALL by email or mail 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
Email: lotteryinfo@mcohousingservices.com

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