



your resource for Affordable Housing



Twenty-Five Connector Westborough, MA

PHASE 1 – INFORMATION PACKAGE & LOTTERY APPLICATION

Twenty-Five Connector was developed as an extended stay hotel and has recently been updated and converted to rental apartments. Located at 25 Connector Road, Westborough, MA, this community will offer 109 apartments, 28 of which will be distributed by lottery, to income-eligible households earning up to 80% of the Area Median Income (AMI).

The PRODUCT:

The apartments contain one or two bedrooms and range in size from 400 to 550 square feet, feature fully applianced kitchens and one or two full bathrooms. The community offers a clubhouse with fitness room, laundry facilities and an outdoor pool. All buildings are three stories with elevators. Pets are allowed in compliance with the pet policy. The monthly pet rent is \$50 per month. Service animals are welcome with documentation from a physician. Surface parking is available at no additional charge. These are smoke free buildings and dumpsters for waste and recycling are located on site. The property also includes an outdoor pool and a fitness facility.

The COSTS:

80% AMI Units:

1 Bedroom w/ 1 Bathroom	\$1,793 per month
2 Bedroom w/ 2 Bathrooms	\$1,974 per month

Utility allowances are established by the applicable local or regional housing authority and have been incorporated into the rents. Tenants are responsible for electric (heat, hot water and cooking). Water and sewer expenses are included in the rent.

Rents are NOT income based. Applicants are responsible for the full rent as stated above. Section 8, other housing vouchers and programs will be accepted; however, it is the applicant’s responsibility to confirm with your voucher holder that the project and rents are acceptable. If you do not have a Section 8 or other housing voucher, there are minimum income requirements.

The MINIMUM Income Requirements:

80% AMI Units:

1 Bedroom w/ 1 Bathroom	\$53,790 Annually
2 Bedroom w/ 2 Bathrooms	\$59,220 Annually

(Rents may be revised based upon HUD income level changes.)

A combination of income and asset MAY be taken into consideration when determining minimum income.



The SCHEDULE:

The property is constructed and all updates will be completed by the time the lottery is completed. The key program dates are listed below:

Virtual Public Information Meeting

[Via Zoom](#)

June 29, 2026, at 6:30 PM

Meeting ID: 801 647 6106

For those applicants who are unable to attend the live Zoom Public Information Meeting or otherwise want to review, the meeting will be recorded and will be available (www.mcohousingservices.com) for listening up to the application deadline.

Application Deadline

July 13, 2026, at 11:59 PM

Electronic Lottery

July 27, 2026, at 3:00 PM

Phase 1 – Self Certification

In **Phase 1**, applicants submit basic household and income information online. MCO will review all completed Phase 1 applications to identify those applicants who are most likely to qualify for an affordable unit and to confirm any Local Preference eligibility. Please note that Phase 1 review is preliminary and does not guarantee placement in the lottery or approval to lease a unit.

Once this initial review is complete, MCO will assign each eligible applicant a lottery number and a corresponding group ranking. Applicants will be organized into groups (Group A, Group B, etc.), with Group A having the first opportunity to lease a unit. MCO will provide the Leasing Office with a list of applicants organized by group ranking.

MCO will then notify applicants in Group A via email that they should contact the Leasing Office to schedule a time to tour the available units and begin the standard leasing screening process. Please note that this notification does not guarantee approval to lease a unit. The Leasing Office will conduct its standard review, including credit, landlord, and other leasing checks.

Phase 2 – Detailed Submission & Program Eligibility

Once the applicant has completed and passed the Leasing Office's standard screening process, MCO will invite that applicant to complete Phase 2, which involves submitting detailed financial documentation online. Each group will have one week from the date of the Leasing Office's approval to submit all required documents. If the required documents are not submitted within this one-week period, the applicant forfeits their spot, and MCO will move on to the next applicant or group in the ranking order.

MCO will review the Phase 2 documentation to confirm program eligibility and finalize approval for leasing. Subsequent groups will be notified in order of ranking only after the preceding group has completed the leasing and eligibility process, ensuring a fair and orderly opportunity for all applicants. Household size requirements and Local Preference will continue to guide unit assignment during this process.



MCO Housing Services uses PRONTO Housing for the online application process. For your first online lottery, you will need to establish an account and create a username and password. On the page before the Application in this packet, you will find a QR Code to click and sign into the system.

The FINE PRINT & Additional Information:

The following pages include more specific property information (floor plans, unit locations) as well as more detailed program information as it relates to your qualification and a paper application (if needed).

For questions regarding the application process or lottery eligibility, please contact MCO Housing Services at lotteryinfo@mcohousingservices.com or 978-456-8388.

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 reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.



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 dukumentiyoo 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)



Twenty-Five Connector, Westborough
Affordable Unit Locations & Descriptions

Unit Number	Unit Address	# Bedroom	# Bathroom	Estimated Square Ft.
Building 7 1	731	1	1	400
2	721	1	1	400
3 ADA	711	1	1	400
4	736	2	2	575
5	726	2	2	575
Building 6 6	637	1	1	400
7	636	2	2	575
8	627	1	1	400
9	626	2	2	575
10	617	1	1	400
Building 5 11	533	1	1	400
12	523	1	1	400
13	513	1	1	400
Building 4 14	437	1	1	400
15	427	1	1	400
16	417	1	1	400
17	436	2	2	575
18	426	2	2	575
Building 3 19	333	1	1	400
20	323	1	1	400
21	313	1	1	400
Building 2 22	232	1	1	400
23	222	1	1	400
24 ADA	212	1	1	400



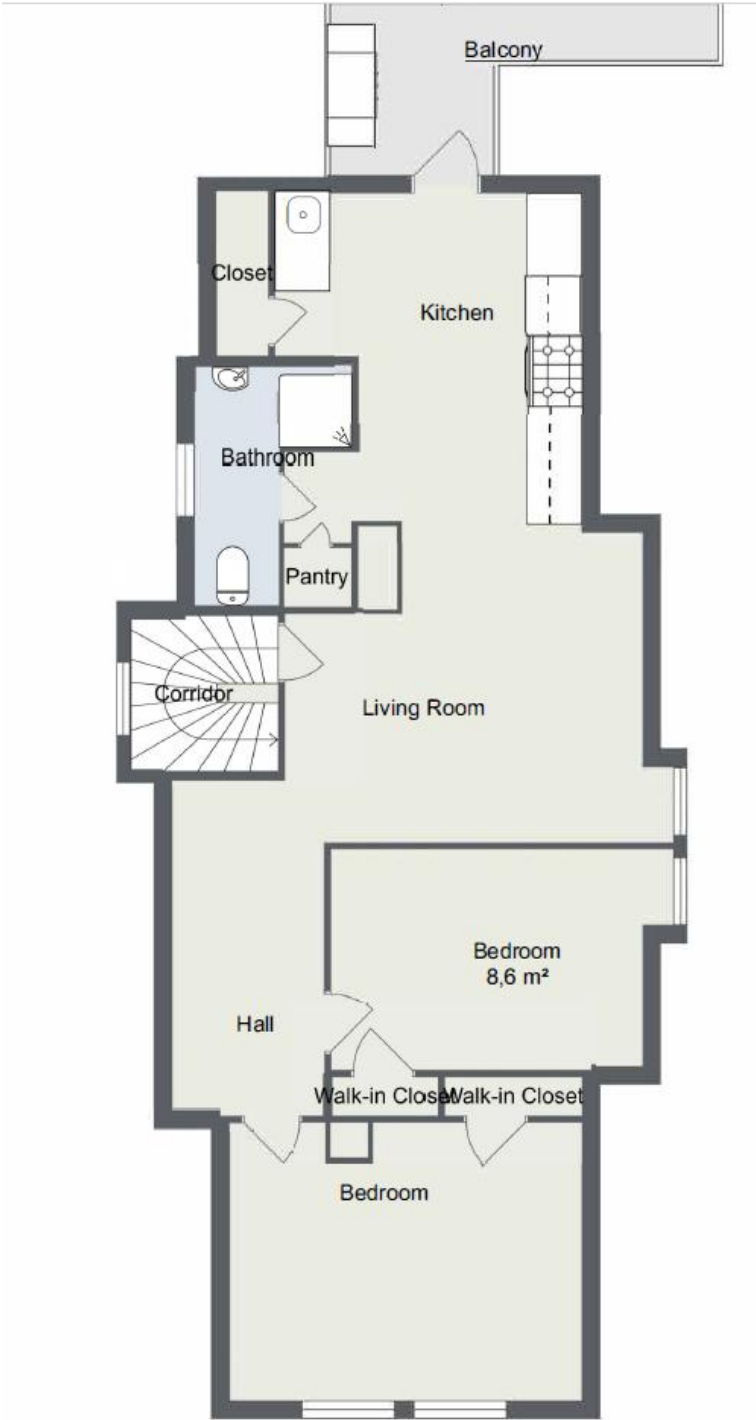
Building 1 25	136	1	1	400
26	126	1	1	400
27	134	1	1	400
28	124	1	1	400



**Twenty-Five Connector
One Bedroom Floor Plan (typical)**



**Twenty-Five Connector
Two Bedroom Floor Plan (typical)**



TWO BEDROOM UNIT



Twenty-Five Connector Program Information

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

1. There is a maximum income allowed, adjusted for household size, to participate in the lottery. These values are established by HUD. If your household income is above these limits you will not be able to apply for the lottery. As referenced, the affordable unit rents are set at 80% AMI. The maximum allowable income is set at 80% AMI; the schedule is included below.

Household Size	1	2	3	4	5	6
Maximum Gross Income (80% AMI)	\$73,750	\$84,300	\$94,850	\$105,350	\$113,800	\$122,250

Income limits are subject to change based on HUD updates.

2. Detailed Applicant financial qualification information:
 - a. Household income cannot exceed the above-mentioned maximum gross allowable income limits. Income for all adults 18 or older in household must be included.
 - b. Applicants may not own a home and lease an affordable unit (this includes homes held in a trust).
 - c. All financial accounts, digital wallets, lump-sum receipts, and recently disposed assets must be disclosed and verified.
 - d. Assets divested within the past 2 years will be counted at full market value.
 - e. When assets total \$5,000 or less, the actual income received is included in the annual income as income from assets OR when assets exceed \$5,000, annual income includes the greater of actual income from assets or a .06% imputed income calculation. Included in this package is the List of Required Financial Documentation.
 - f. Designated retirement accounts are not considered in the asset qualifications.
3. In addition to income and asset eligibility you also be screened and need to be approved by the developer's Leasing Office for credit, landlord references, criminal background checks, etc.
4. Persons with disabilities will be given first preference for handicap-approved units based on the requested bedroom size, regardless of what lottery pool they may be in.
5. Where a person with a disability is waiting for an accessible unit and a unit with adaptive features becomes available, the owner/management agent must offer to adapt the unit.
6. Local Preference: Subject to certain fair housing and household size limitations herein, the initial occupancy up to 70% of the available affordable homes are given preference to households meeting at least one of the Local Preference Criteria outlined in the application.
7. **Handicapped Accessibility and Adaptability:**
 - a. Persons with disabilities are entitled to request reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.
 - b. There is one (1) Group 2A fully accessible units available in the lottery.
 - c. There are elevators in the buildings, so units can be adapted to satisfy a reasonable accommodation request.



8. Affordable homes are distributed to match the household size. For example, a single person cannot generally be given a two-bedroom home. There are exceptions, but the general standards which apply are as follows:
 - 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 the first sentence of (b) shall not be required to share a bedroom if the 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.
 - 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.

9. Minority Representation: If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Surrounding HUD-defined area, currently 28.2%, a preliminary lottery will be held comprising all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants not otherwise qualifying for the Local Preference Pool would be drawn at random from the Open Pool until the percentage of minorities in the Local Pool is no longer below the percentage of minorities in the surrounding HUD-defined area. Applicants not selected for the Local Preference Pool would be in the Open Pool only.

10. You need to comply with maximum income guidelines at the time of the lottery. If you reside at the property, your income must be certified annually to ensure continued program compliance. Once a resident, your income is allowed to increase to, but not exceed, 140% of the current income guidelines. If that occurs, after the end of your current lease you will have the option of staying in your unit and paying market rent or not renewing your lease.

11. Lottery Process

Due to the nature of the affordable units' availability, it is important for everyone to understand the procedure. Please be advised the program and its requirements are subject to changes in state or federal regulations.

- a. Lottery Pools. The lottery has two pools: Local Preference Pool and the Open Pool. If you meet at least one of the "Local Preference Criteria" you can be included in the Local Pool which will have a preference of up to 70% of the available affordable homes. Proof of Local Preference documentation must be submitted with the Phase 1 Application. MCO Housing Services will review the documentation you submit with your application and verify if you meet the Local Preference Criteria. If you do not qualify for local preference, you will be in the open pool. The unit breakdowns for homes at Twenty-Five Connector are as follows:

<u>Unit Size</u>	<u>Total Units</u>	<u>Open Pool</u>	<u>Local Pool</u>
One Bedroom	22	15	7
Two Bedroom	6	4	2

Lottery Results & Group Rankings

- a. The lottery will be conducted electronically and results for both pools will be posted with ranking codes. Each eligible applicant will be assigned a number and a corresponding group ranking. Group A will have the first opportunity to lease a unit, followed by Group B, and so on. MCO will provide the Leasing Office with a list of applicants organized by group ranking.



Leasing Office Review & Phase 2 Submission

- a. MCO will notify applicants in the current group via email to contact the Leasing Office and schedule a tour of available units. The Leasing Office will conduct its standard review, including credit, landlord, and other checks.
- b. Once the Leasing Office approves an applicant, MCO will invite them to submit Phase 2 documentation for final program eligibility verification. Each group has one week from the date of Leasing Office approval to submit all required documents. Failure to meet this deadline will result in forfeiture of the spot, and MCO will move to the next applicant or group. Subsequent groups will only be notified after the preceding group completes the leasing and eligibility process.

Unit Assignment & Priority Rules

- a. Unit distribution will be based on lottery pool ranking and household size. The highest-ranked applicants in either pool who meet household size requirements and submit required documentation on time will be offered units first. For example, the Local Preference Pool one-bedroom unit will go to the highest-ranked eligible household, followed by the next eligible applicant. This process continues for all unit sizes until all units are leased or the lottery list is exhausted.

Please note: Household size preference will override local preference. This means if we exhaust the applicants in the local pool that require a one-bedroom unit, we will then move to the open pool for households requiring one bedroom. Household size shall not exceed, nor may the maximum allowable household size be more restrictive than the State Sanitary Code requirements for occupancy of a unit (See 105 CMR 400).

- a. Applicants will only have the opportunity to lease the unit once the Phase 2 application has been submitted and you have met the program eligibility criteria and all relevant leasing office reviews have been completed.
- b. If all the affordable units are leased and lottery applicants remain, the established Open Pool ranking lists are used to create a waiting list for the project. Local preference will not be applied beyond the initial marketing and lease up.


PRONTO QR CODE

Provided for people to be Registered and to Complete Phase 1 of the Lottery Process

Twenty-Five Connector Registration Link

Let's Get Started with Pronto Housing

Now it's easy, fast, and secure to apply for affordable housing with Pronto Housing!

 Scan the QR code to begin.

- Make an account
- Answer some simple questions
- All online, from your phone or computer!

Need help? Just ask!

<https://prontohousing.io/accounts/registration/7b0a0add-2bd6-49d6-ad49-764da319e493/>



PAPER APPLICATION – Use only if On-line application cannot be completed.

**Twenty-Five Connector
LOTTERY APPLICATION**

Application Deadline: July 3, 2026

APPLICANT INFORMATION:

Name: _____
Address: _____ Town: _____ Zip: _____
Home Telephone: _____ Work Telephone: _____ Cell _____
Email: _____

For Office Use Only:

Date Received: _____

Household Size: _____

Local Pool: Y / N

Lottery Code: _____

HOUSEHOLD COMPOSITION: *(Complete for everyone that will be living in the unit, including the applicant).*

Name _____ Relationship _____ Age _____ DOB _____ Last 4 Digits SS# _____

Name _____ Relationship _____ Age _____ DOB _____ Last 4 Digits SS# _____

The total household size is _____.

Do you own a home? _____ If so, when did you sell it? _____

LOCAL PREFERENCE: *(Check all that apply) Proof of Local Preference will be required in Phase 2.*

- Current Westborough Resident
- Employed by the Town of Westborough, the Westborough Public Schools
- Employee working in the Town of Westborough or with a Bonafide offer of employment from a company located in Westborough
- Parents with children attending the Town of Westborough Public Schools, i.e. METCO

Do you have a Housing Choice Voucher (Section 8) or other rental assistance? ____ Yes ____ No

Bedroom Size (select all sizes you are willing to accept; homes will initially be distributed by household size in accordance with program guidelines, as outlined in the application. After the initial distribution, applicants may have the opportunity to lease a different bedroom size, if available):

_____ Studio ____ One Bedroom _____ Two Bedroom

Do you need reasonable accommodation/modification due to a disability (optional)? ____ Yes ____ No

If Yes, Please explain: _____

HOUSEHOLD INCOME:

Include all Household Income for all household members. This shall include gross wages, retirement income (if drawing for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income and any Department of Transitional Assistance (DTA) benefits. If you exceed the income limits for the project, based upon household size, you will not be able to proceed with the application.



Applicant

Base Employment Income: _____
Bonus & Overtime Income: _____
Social Security/Pension/Annuity: _____
DTA Benefits: _____
Child Support/Alimony: _____
Business Income: _____
Other: _____

TOTAL ANNUAL HOUSEHOLD INCOME: _____

HOUSEHOLD ASSETS: Please include all that apply with current account balances.

Checking _____
Savings _____
Debit Card _____
Stocks, Bonds, Treasury Bills, CD or Money Market 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 _____
Money/Gifted funds _____
Other: _____

TOTAL HOUSEHOLD 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)

Please be advised you should fill this out based only upon the family members that will be living in the home.
Please check the appropriate categories:

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



SIGNATURES:

The undersigned warrants and represents that all statements herein are true. It is understood the sole use of this application is for inclusion into a lottery for affordable apartments. I/we understand if selected in the lottery, I/we understand all financial and additional documentation will need to be provided for program eligibility determination.

Signature _____ Date: _____
Applicant(s)

Signature _____ Date: _____
Co-Applicant(s)



**Required Verification Documents
TO BE RETURNED WITH APPLICATION**

If you are completing your application online, you may upload the following documentation. If you are submitting by email or mail, please provide one copy of all applicable documents. Incomplete applications will not be processed.

Initial each item that is applicable AND provide a copy of the document. Write N/A if not applicable. Include this sheet with your application.

1. _____ Proof of Local Preference: i.e. current utility bills, voter registration etc.

2. _____ Completed, signed and dated Application

**All information must be received by 11:59 p.m. on the established
deadline. Applications may be submitted online or by email, fax, 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
FAX: 978-456-8986
Email: lotteryinfo@mcohousingservices.com
TTY: 711, when asked 978-456-8388

