MCO HOUSING SERVICES

your resource for Affordable Housing

Ross Manor Apartments
Lancaster, MA
Information Package and Application

Attached is the information regarding the affordable rental unit available at Ross Manor Apartments in Lancaster, 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 197 and 211 Main Street in Lancaster, the apartments are in two renovated multi-family buildings with 9 residential apartments. There will be one 1-bedroom apartment to be distributed first come first serve, for income eligible applicants. The apartment, located at 197 Main Street, includes one bath in approximately 740 sq. ft. The building provides coin-op laundry facilities, a fully applianced kitchen and surface parking. This is a nonsmoking building and pets are not allowed. Service animals are welcome with documentation from a physician. Requirements are subject to reasonable accommodation.

The affordable monthly rent for the one-bedroom apartment is $1,665. Tenants are responsible for all electric utilities, except water and sewer which is included in the rent. A utility allowance has been deducted from the rent.

The rent is NOT income based. Applicants are responsible for the full rent as stated above. Section 8 or other housing vouchers will be accepted, and it is up to you to talk with your voucher holder to determine if they will approve the project and accept the rents. Generally, the minimum income needed to lease a unit, without a Section 8 or other housing voucher is $49,950. Income and assets may be used in determining minimum income eligibility, if needed.

PLEASE NOTE: All applicants must include complete financial documentation with the application to be reviewed for eligibility.

Applicants that submit an incomplete application will be notified via email, if available, or by letter. The email or letter will include the list of missing documentation. Once all supporting financial documentation is submitted along with a completed application, and MCO finds you program eligible, you will be referred to the Leasing Office for the Leasing Office's tenant review process. This unit is being offered first come first serve.

KEY DATES

Public Information Meeting via Zoom.com

N/A

Application Deadline

Applications Reviewed on a Rolling Basis

Lottery

N/A

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For those applicants who are unable to attend the live Zoom or otherwise want to review, the meeting will be recorded, with those portions not containing unauthorized sensitive personal information, and will be available for viewing up to the application deadline, upon request.

Thank you for your interest in affordable housing at **Ross Manor Apartments.** We wish you the best of luck. 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.

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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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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) through its LAU program.

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 Gross Allowable Income	**$66,300**	**$75,750**

APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above maximum gross allowable income limits. Income for adults 18 or older is required.
2. Under HOTMA, households with total assets over $52,787 must include either actual or imputed income calculated using HUD's current passbook rate of 0.4% in their income eligibility, while those with $52,787 or less may exclude asset income. All financial accounts, digital wallets, lump-sum receipts, and recently disposed assets must be disclosed and verified. Assets divested at less than full market value within the past 2 years will be counted at full market value.
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. Applicants may not own a home and lease an affordable unit, including homes in a trust.
5. 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.

Are there units available for Local Preferences?

No, there is one unit available open to all Open Pool applicants.

Are there Group 2 units?

All of the units are adaptable. The units can be adapted to satisfy a reasonable accommodation request. Persons with Persons with disabilities have the right to request a reasonable accommodation in rules, policies, practices, or services, or a reasonable modification to the housing, when such accommodation or modification is necessary to afford an equal opportunity to use and enjoy the housing. These rights are not limited to Group 2 units.

Requests for reasonable accommodation or modification may be made at any time during the application process or tenancy. The housing provider may request reliable documentation from a qualified professional to verify the need for the accommodation or modification, in accordance with applicable fair housing laws.

Are there preferences for Household Size?

Household Size Preferences are based on the following:

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 the consequence of sharing is a severe adverse impact on his or her mental or physical health and MCO receives documentation from a physician 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.

5. 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.

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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.

Affordable Housing Program 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 state or federal regulations.

One affordable one-bedroom unit is available at Ross Manor Apartments, and it is open to all eligible applicants.

The unit is being offered first come first serve. However, a completed application with all required supporting financial documentation must be turned into MCO and someone from MCO's Office must have determined you are eligible for the affordable housing program. Once you have been found eligible, your application will be forwarded to the Leasing Office for credit and background checks to the extent permitted by EOHLC guidance in effect at the time of your application. If the Leasing Office determines you are eligible, then you will be offered the 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).

The applicant needs to be determined eligible by MCO Housing Services as well as the Leasing Office. Additionally, if the applicant has a Section 8 or other housing voucher, your Public Housing Authority (PHA) must determine your program eligibility. If the PHA determines that the applicant, or the project, does not meet the eligibility criteria then the applicant will not be able to lease a unit. If MCO Housing Services, the Leasing Office, or the PHA determine that the applicant(s) does not meet their eligibility criteria, then applicant will not be able to lease a unit.

If there are remaining eligible applicants after the affordable unit has been filled, MCO Housing Services will create a waiting list for future openings. Applicants will be placed on the waiting list in the order their applications were received, with consideration given to any applicable preferences, such as the need for accessible units or appropriate household size.

Time Frames

If you are selected for a unit, you will meet with an MCO representative to review and verify your application and supporting financial documentation.

In addition to meeting income and asset eligibility requirements, applicants must also pass standard screenings, including credit, landlord history, employment verification, and criminal background/CORI checks, in accordance with current EOHLC guidelines. This part of the process will be completed through the Leasing Office's screening.

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Acceptance of Units

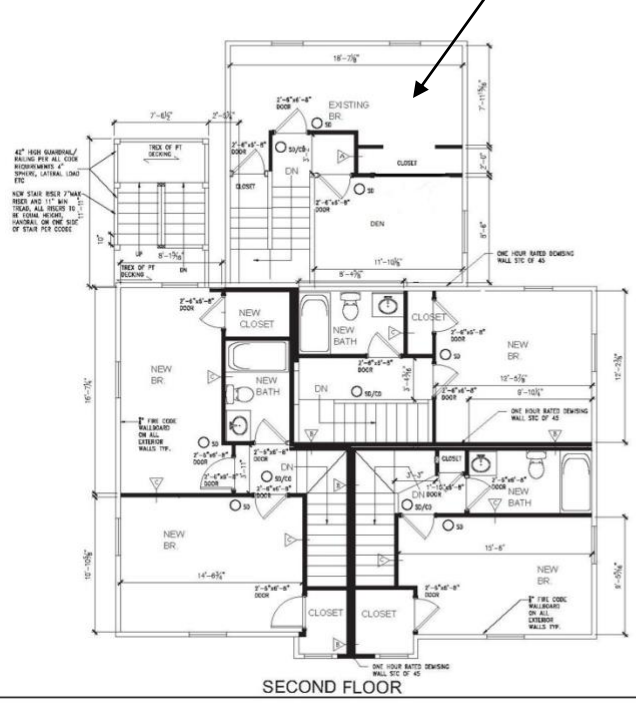
Once MCO finds you eligible for the program, the applicant will need to meet with the Leasing Office and complete their screening by the Leasing Office's deadline. If you miss the deadline, we will move to the next applicant waiting for a unit and you may lose the opportunity to lease.

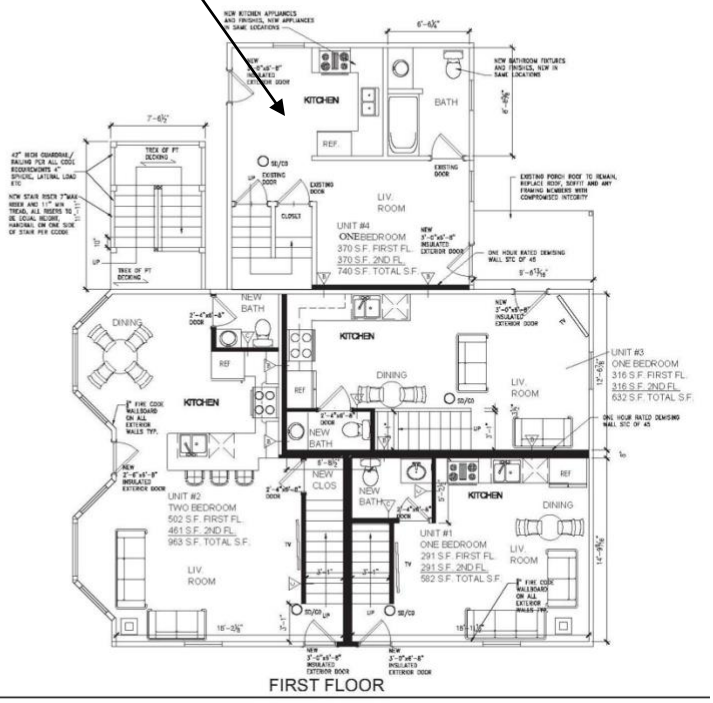
Summary

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 process.

Unit Address:

197 Main Street, Unit 4





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For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

Lottery Code: _____

Ross Manor Apartments
APPLICATION

Application Deadline: Rolling Deadline

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____Town: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____ Cell: _____

Email: _____

Have you ever owned a home? _____ If so, when did you sell it? _____

Do you have a Section 8 or other housing voucher (the units are ***NOT*** subsidized, or income based): ____ Yes ____ No

Bedroom Size: _____One Bedroom.

Do you require any adaptations or special accommodation? _____ Yes _____ No

If Yes, Please explain: _____

The total household size is _____

Household Composition - complete for everyone that 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.)

Applicants Monthly Base Income (Gross) _____
Other Income, specify _____ _____
Co-Applicants 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 _____
Savings _____
Debit Card _____
Stocks, Bonds, Treasury Bills, CD or
Money Market Accounts and Mutual Funds _____

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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 _____

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
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____
Not White	_____	_____	_____

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 Ross Manor Apartments. I (we) understand if selected all information provided shall be verified for accuracy at the time of lease.

Signature _____ Date: _____
Applicant(s)

Signature _____ Date: _____
Co-Applicant(s)

Refer to page 16 for submission information

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Ross Manor Apartments

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at Ross Manor Apartments in Lancaster, MA through the Mass Executive Office of Housing and Livable Communities:

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

Household Size	**1**	**2**
Max Gross Allowable Income	**$66,300**	**$75,750**

Income from all family members, over the age of 18, must be included.

2. I/We understand the calculation of income will include the higher of actual income from assets (if over $5,000) or an imputation of .06% of the value of total household assets which is added to a household's income in determining eligibility.

3. The household size listed on the application form includes only 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 being found program eligible 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 our eligibility to lease.

6. 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 lease an affordable unit at Ross Manor Apartments.

7. Program requirements are established by EOHLC and are enforced by the Project's Monitoring Agent, EOHLC. I/We agree to be bound by whatever program changes 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, EOHLC, is final.

8. Affordable units may not be leased 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;

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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 in-law) of an employee of the Developer or "significant other" cohabiting with an employee of the Developer.

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

10. I/We understand if my/our total income exceeds 140% of the maximum allowable income at the time of annual eligibility determination, after the end of my then current lease term I will no longer be eligible for the affordable rent.

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

_____	_____	_____
Applicant	Co-Applicant	Date

Refer to page 16 for submission information

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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 found program eligible, but depending on the circumstances, MCO 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.

_____ _____

Applicant Signature **Date** **Co-Applicant Signature** **Date**

See page 25 for submission information

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

Provide ***one copy*** of all applicable information. Complete financial documentation must be sent with your application. Incomplete applications will not be reviewed. 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. _____ If you have a Section 8 Voucher or other Housing Voucher, you MUST provide a valid copy with your application.

2. _____ One form of identification for all household members, i.e. birth certificates, driver's license, etc.

3. _____ If you require reasonable accommodation you must request at time of application and provide any supporting documentation, i.e. letter from doctor, at the same time.

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. _____ 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.

7. _____ If you are self-employed you MUST provide a detail 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 – 2023, 2024, and 2025 (2025 if filed with the IRS) (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 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.

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- **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.

9. _____ W2 and/or 1099-R Forms: 2024 and 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.

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

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- _____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
- _____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 full-time or part-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 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 even if the individual will not be living in the home.

15._____If you have a home to sell, we will need a copy of the market analysis if the home is not yet on the market, copy of MLS listing if home is on the market and a copy of the last mortgage statement. If your home is paid off provide letter stating, there is no mortgage on your current home. This only applies if you are 55 or older, otherwise you need to be a first-time homebuyer. Refer to exceptions on page 4 #2.

We understand if we do not provide all applicable financial documentation, we will not be found program eligible.

Print Applicants Name(s): _____

_____ _____

Applicants Signature DATE Co-Applicants Signature DATE

Refer to page 16 for submission information

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09500Ross Manor Apartments
Lancaster, MA

Release of Information Authorization Form

Date: _____

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

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

_____

_____

_____

_____

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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 Tips Information Sheet
4. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
5. All required financial documentation
6. Complete, signed and dated *Release of Information Authorization Form*
7. Special Accommodation Documentation, if needed

RETURN ALL by email, fax, or mail to:

MCO Housing Services, LLC
P.O. Box 372
Harvard, MA 01451
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