MCO HOUSING SERVICES
your resource for Affordable Housing

Walnut Place

Please contact the Leasing Office at Walnut Place at (617) 913-6601 or email dheaps@jumbocapital.com

before submitting to MCO Housing Services.

Attached is the information regarding the affordable rental units at Walnut Place Residences in Natick, Massachusetts. Potential tenants 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.

Walnut Place Residences, located at 57 & 58 North Avenue in Natick, MA, is a new affordable rental project providing affordable units for eligible tenants on a first come first serve basis. All units include solid surface countertops, hardwood floors, black appliances, ceramic tile in the baths and carpeting in the bedrooms. Surface parking is available for all tenants in the designated tenant parking area at no charge. Units are handicapped adaptable**.**

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.

The monthly rents are as follows: 1 bedroom - $2,691; 2 bedroom - $3,013, heat and hot water are included. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

The minimum income to lease, if you do not have a Section 8 or other housing voucher, is as follows:
One Bedroom - $80,730; Two Bedroom - $90,390.

Please note: Included in this package is the list of verification documentation that is required to be sent with your application.

Thank you for your interest in affordable housing at ***WALNUT PLACE***. 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.

EQUAL HOUSING OPPORTUNITY

MCO HOUSING SERVICES

Walnut Place Residences
AFFORDABLE HOMES through Local Action Unit Program
Question & Answer

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD). Responses to some Community asked questions follow:

APPLICANT QUALIFICATIONS:

1. Household income can not exceed the following maximum allowable gross income limits, adjusted for household size:

Household Size	**1**	**2**	**3**	**4**
Max Allowable Income	**$96,000**	**$109,700**	**$123,40**	**$137,100**

2. 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. Assets include checking and savings accounts, investment accounts, CD's, retirement etc. Included in this package is the List of Required Financial Documentation. Note: Assets divested at less than fair market value within the last 2 years will be counted a full market value in determining eligibility.

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. Potentials tenants may not own another home. The affordable unit must be their principal, full-time residence.

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 household allowable income, 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.

When are the units available for occupancy?
The units are available for immediate occupancy.

EQUAL HOUSING OPPORTUNITY
MCO HOUSING SERVICES

Walnut Place Residences

First Come First Serve Application

For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

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 require a handicapped adaptable unit? ___Yes ____ No

Do you have a Section 8 Voucher? (These units are NOT subsidized.) ____Yes ____No

Unit Size: _____ One Bedroom; _____Two Bedroom

FINANCIAL WORKSHEET*:* (Include all Household Income, which includes gross wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.)

Borrowers Monthly Base Income (Gross) _____
Other Income, specify _____ _____
Co-Borrowers Monthly Base Income (Gross) _____
Other Income, specify _____ _____

TOTAL MONTHLY INCOME*:* _____

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

TOTAL ASSETS _____

(Please complete reverse side)

EQUAL HOUSING OPPORTUNITY

MCO HOUSING SERVICES

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	_____	_____	_____

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

Household Composition (including applicant(s))

Name _____ Relationship_____ Age_____

Name _____ Relationship_____ Age_____

Name _____ Relationship_____ Age_____

Name _____ Relationship_____ Age_____

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 for placement into a lottery to have an opportunity to lease an affordable unit at Walnut Place Residences. 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)

Return with signed Affidavit & Disclosure Form and complete financial documentation to:
MCO Housing Services, P.O. Box 372, Harvard, MA 01451
lotteryinfo@mcohousingservices.com (PDF only)

EQUAL HOUSING OPPORTUNITY
MCO HOUSING SERVICES

Walnut Place Residences

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at Walnut Place Residences through the Local Action Unit Program (LAU) in Natick, MA:

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

Household Size	**1**	**2**	**3**	**4**
Max Allowable Income	**$96,000**	**$109,700**	**$123,40**	**$137,100**

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 $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 and 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 in the lottery does not guarantee that I/we will be able to lease 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 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 Projects Administrator, for the purpose of determining income eligibility for Walnut Place Residences.
7. 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 Walnut Place Residences.
8. Program requirements are established by DHCD and are enforced by DHCD. 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 DHCD is final.
9. I/We certify that no member of our family has a financial interest in Walnut Place Residences.
10. I/We understand there may be differences between the market and affordable units and accept those differences.
11. I/We understand that 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.
12. 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.
13. I/We certify that we do not own a home elsewhere or in a Trust.

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

_____	_____	_____
Applicant	Co-Applicant	Date

Required Personal Identification and Income Verification Documents

EQUAL HOUSING OPPORTUNITY

MCO HOUSING SERVICES

TO BE RETURNED WITH APPLICATION

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

Initial each that are applicable, and provide the documents, or write N/A if not applicable and 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 a 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. Verification 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 past year, you must provide a letter from the employer with your separation date.
   - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly 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 detailed Profit and Loss statement for the last 12 months and three months of business checking and savings accounts along with last three Federal Income Tax Returns. Uber, Lyft, Grubhub, etc. are considered self employment.

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

   - **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule 1 is submitted to the IRS and not part of your application, your application will be considered incomplete.
   - **NOTE:** If you did not submit a tax return for last year then you must provide a Verification letter of non-filing from the IRS. The form to request is 4506-T and can be found on irs.gov or you can set up an account at irs.gov and print out the letter.
   - **NOTE:** If you filed your taxes and are unable to locate, you can request the transcript of your Federal taxes by submitting form 4506-T to the IRS. The form to request is 4506-T and can be found on irs.gov or you can set up an account at irs.gov and print out the letter.

EQUAL HOUSING OPPORTUNITY

MCO HOUSING SERVICES

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

- **NOTE:** If you filed are unable to locate you can request the transcript of your W2's/1099's by submitting form 4506-T to the IRS. The form can be found on irs.gov or you can set up an account at irs.gov and print out your 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:
    - _____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. ***This includes all VENMO, PAYPAL, CASH APPS, etc.***
      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. ***This includes all VENMO, PAYPAL, CASH APPS, etc.***
      NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.

    - _____Venmo, Paypal, Cash Apps etc. 3 most recent 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. Latest statement only.
    - _____ Retirement accounts, IRS, Roth IRS, 401K, 403B, etc for all current and past jobs. Latest statement only.
    - _____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 the age of 18. 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.

EQUAL HOUSING OPPORTUNITY
MCO HOUSING SERVICES

14._____If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation that the divorce has started or been finalized. Information must be provided regarding the distribution of family assets. If not provided or unable to provide, then the all household income and assets will be counted even if one adult will not be living in the unit.

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

Print Applicants Name(s): _____

_____ _____

Applicants Signature DATE Co-Applicants Signature DATE

EQUAL HOUSING OPPORTUNITY

MCO HOUSING SERVICES

Release of Information Authorization Form
Walnut Place Natick, MA

Date: _____

I/We hereby authorize MCO Housing Services, Natick Walnut Place 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, Natick Walnut Place Leasing Office or any of its assignees and consequently the Projects Administrator, for the purpose of determining income eligibility for Natick Walnut Place in Natick, MA.

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

_____

_____

EQUAL HOUSING OPPORTUNITY

MCO HOUSING SERVICES

Return with completed application and complete financial documentation to:

MCO Housing Services
P.O. Box 372
Harvard, MA 01451
lotteryinfo@mcohousingservices.com (PDF Files only)

Custody & Child Support Affidavit

Applicant/Tenant: _____Unit #: _____

Please complete a separate form for each minor in this unit not living with both biological or adoptive parents:

Child Name/SSN(last four digits)/DOB : _____/ _____ /_____

Name of Absent Parent: _____

Will this child live with you in the tax credit apartment at least 50% of the time?

☐ **YES** ☐ **NO**

Was there a legal marriage to the other parent? ☐ **YES** ☐ **NO** ☐**STILL LEGALLY MARRIED**

- If **YES**, please submit a copy of the divorce decree, separation agreement, or other document outlining custody arrangements.
- If **NO,** please submit documents such as court order, tax return, school records, or DHS records showing placement of child

Who claimed the child as a dependant on their most recent tax return?

☐ **I did** ☐ **The absent parent** ☐ **Other:** _____ ☐ **No one**

Do you receive support (monetary or not) for this child? ☐**YES** ☐**NO**
(Note: "Support" may be legally ordered or an informal agreement)

If **YES** list amount $_____ per _____

Have you ever been awarded an amount of child support for this child through the courts?
☐**YES** ☐**NO**

If awarded but not paid, have you taken legal action to collect child support?
☐**YES** ☐**NO**

If so, please describe efforts and proof:_____

Do you expect to receive child support for this child in the next 12 months?
☐**YES** ☐**NO**

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

_____ _____
(Signature of Household Member) Date

_____ _____
(Signature of Manager) Date

© SPECTRUM ENTERPRISES 2020

EQUAL HOUSING OPPORTUNITY

HOUSING SERVICES