

**Following is an application for an affordable rental housing lottery at The Breakaway at Salem Common in Salem MA. One 1-bedroom and 1 two-bedroom apartments are available to eligible applicants, by lottery. The application includes the eligibility criteria, rents, unit descriptions, lottery information and deadlines along with the application and list of applicable documents to submit to be included in the lottery.**

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 。

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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 dukumentiyi muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.

[Phone #]

[Agency Name]

(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)



*your resource for Affordable Housing*



## ***The Breakaway at Salem Common Lottery Application for Affordable Rental Housing Salem, MA***

Attached is the information regarding the affordable rental units at The Breakaway at Salem Common in Salem, 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 reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Located at 94 Washington Square in Salem, The Breakaway at Salem Common is a new rental development offering 2 affordable units; 1 one-bedroom and 1 two bedroom apartment, by lottery, for eligible tenants. One surface parking is available for all tenants at \$100/mo. Additional spaces are based on availability. The one bedroom unit has 1.5 bathrooms in 929 sq. ft. The two bedroom unit has 2.5 baths in 1,139 sq. ft. In-unit washer and dryers are included. Cats and dogs are allowed. Breed restrictions and size restrictions apply. The current pet rent is TBD.

The monthly rent is: \$1,841 for a one bedroom and \$2,039 for the two bedroom unit. Tenants are responsible for all utilities. A utility allowance has been deducted from the rents. All affordable units will be distributed by lottery as outlined in the attached package

These rents are 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. The minimum income needed to lease a unit, without a Section 8 or other housing voucher is \$55,230 for the one-bedroom unit and \$61,170 for the two bedroom unit.

Interpreter services are available for non-English speaking applicants, at no charge, upon request.

***PLEASE NOTE: All applicants must include complete financial documentation with the application. An application will be considered incomplete and will not be included in the lottery if all financial documentation is not received or postmarked on or before the application deadline.***

***Applicants who submitted an incomplete application will be notified after the application deadline and will NOT be included in the lottery. 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. If you submit the missing documentation and your application is determined complete you would be added to the waiting list. If units remain after the lottery, the available units would then be offered to you based on the date you were added to the waiting list.***

### **KEY DATES**

#### **Public Information Meeting**

Via Zoom

6:30 p.m., Monday September 27, 2021

Go to [Zoom.com](https://zoom.us)



Meeting ID: 842 2221 0511

Passcode: 893669

**Application Deadline**

Friday, October 29, 2021

**Lottery via Zoom.com**

3:00 p.m., Friday, November 19, 2021

Meeting ID: 858 2415 8278

Passcode: 249184

Thank you for your interest in affordable housing at ***THE BREAKAWAY AT SALEM COMMON***. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at [lotteryinfo@mcohousingservices.com](mailto: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 copies of the relevant information as needed.



## The Breakaway at Salem Common

### 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) 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	3	4
Max Gross Allowable Income	\$70,750	\$80,850	\$90,950	\$101,050

#### LOTTERY APPLICANT QUALIFICATIONS:

- Household income cannot exceed the above maximum gross allowable income limits.
- When assets total \$5,000 or less, the actual interest/dividend income earned is included in the annual income OR when assets exceed \$5,000, annual income includes the greater of actual income from assets or a .06% imputed income calculation. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.
- 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.
- Applicants may not own a home and lease an affordable unit, including homes in a trust.
- 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?

Yes, the initial occupancy of 1 unit is for households who meet at least one of the Local Preference Criteria as stated in the application.

#### Are there adaptable units?

All of the units are adaptable. The units can be adapted to satisfy a reasonable accommodation request. There is an elevator in the buildings. The units are Group 1 wheelchair accessible. There are no Group 2 wheelchair accessible units. Persons with disabilities are entitled to request a 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. The request for a reasonable accommodation must be made at time of initial lottery application with the required documentation, i.e. letter from doctor.

#### Are there preferences for Household Size?

In all cases, preference for the one bedroom unit will be for a household that requires one bedroom. Preference for the two bedroom unit is for a household that requires two bedrooms.

Household Size Preferences are based on the following:

- There is a least one occupant per bedroom.
- 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.
- 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.
- A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.

### **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.

### **Lottery Process**

Due to the nature of the affordable units' availability, it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

### **Lottery Pools**

Two affordable units are available by lottery at The Breakaway at Salem Common in Salem. The lottery has two pools, Local Preference and Open. The units' breakdown as follows:

<b>Lottery Pool</b>	<b>Local Preference</b>	<b>Open</b>
	1 two bedroom	1 one bedroom

Local Pool applicants have two opportunities for a unit as they are included in both pools.

All of the applicants for a given pool will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. The units will be distributed by lottery ranking and household size preference (see Page 4). This means the highest ranked applicant in the Local Pool that requires a two bedroom unit will be offered the unit first. If you are a one person household in the Open Pool and meet the Household Size Preference for a one bedroom unit and are drawn first in the lottery you will be offered a one bedroom unit. This process will be identical for both the Local Preference Pool and Open Pool and will be used until all units are leased or until the lottery list is exhausted.

**Please note:** Household size preference will override local preference. 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). Applicants will not be approved for units larger than their household size allows.

Post lottery, applicants with the initial opportunity to lease will be forwarded to the Leasing Office for credit and background checks. If the Leasing Office determines you are eligible then you will be offered a unit.

You need to be determined eligible by MCO Housing Services, the Leasing Office and if you have a Section 8 or other housing voucher, your Public Housing Authority (PHA). If the PHA determines you or the project do not meet the eligibility criteria, then you will not be able to lease a unit.

If there are lottery applicants remaining once the affordable units are leased then they will be the beginning of the waiting list for future vacancies. The Local Pool applicants will be added first and then the Open Pool.

### **Time Frames**

If you are selected and have the opportunity to lease a unit you will speak or meet with a representative to review your application to verify all information. Please be advised that the official income verification will be done at the time you have an opportunity to lease. Also understand you need to be income and asset eligible but will also, at minimum, be subject to a credit screening, landlord screening, employment verification, criminal background and CORI checks by the project and determined eligible or ineligible on that basis.

### ***Acceptance of Units***

The initial lottery “winners” may have a choice of the appropriately sized available affordable units. Post lottery each applicant, with the initial opportunity to lease, will need to meet with the Leasing Office and complete their screening by the deadline provided. If you miss the deadline, we will move to the next applicant waiting for a unit and you may lose the opportunity to lease.

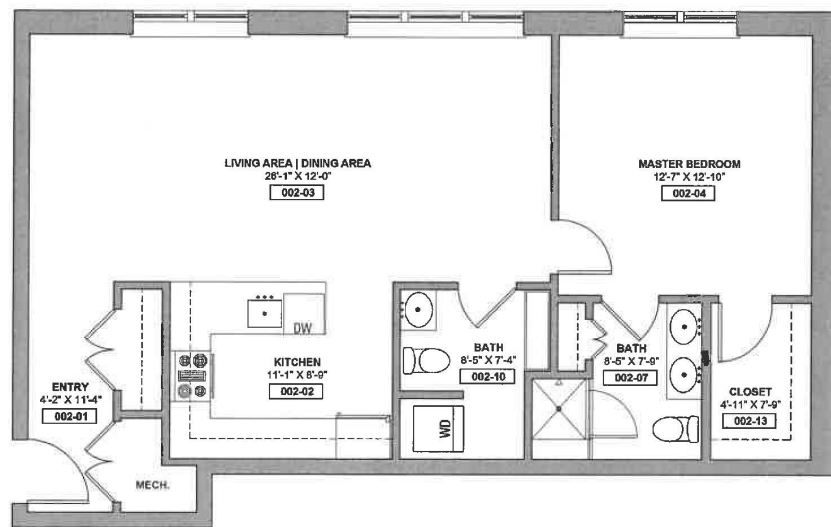
### ***Summary***

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 lottery process.

### **UNIT INFORMATION**

<b>Unit #</b>	<b>Bedroom Size</b>	<b># of Baths</b>	<b>Sq. Ft.</b>
<b>002</b>	<b>1</b>	<b>1.5</b>	<b>929</b>
<b>107</b>	<b>2</b>	<b>2.5</b>	<b>1176</b>





NOTE:  
ALL DIMENSIONS AND SQUARE FOOTAGES  
ARE APPROXIMATE

DATE ISSUED: APRIL 18, 2019  
DRAWING SCALE: 1/4" = 1'-0"

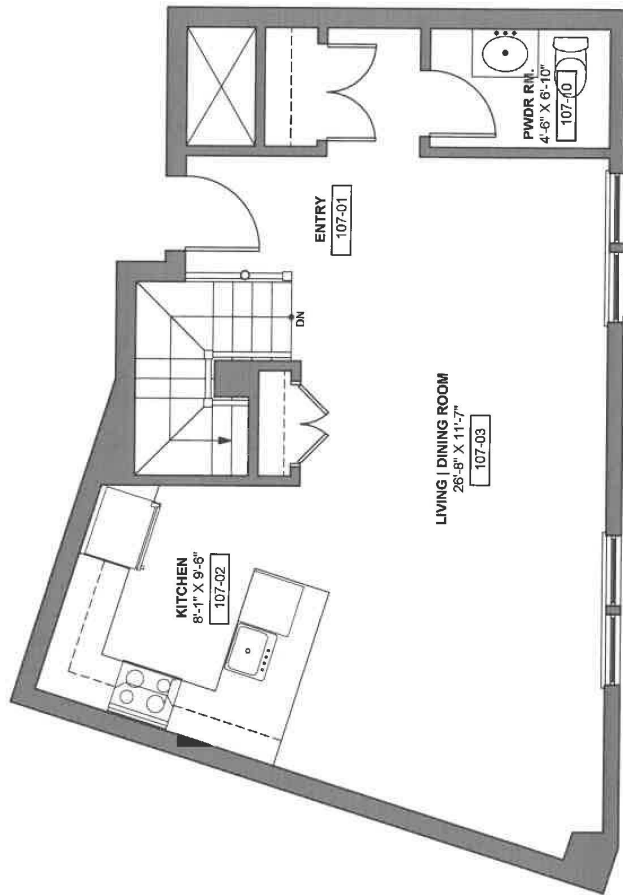
UNIT 002 FLOOR PLAN 929 SQFT

 SPIRE INVESTMENTS

## BREAKAWAY AT SALEM COMMON

94 WASHINGTON SQUARE  
SALEM, MASSACHUSETTS | 01970

# Unit #107 First Floor



NOTE:  
ALL DIMENSIONS AND SQUARE FOOTAGES  
ARE APPROXIMATE

DATE ISSUED: APRIL 18, 2019  
DRAWING SCALE: 1/8" = 1'-0"

UNIT 107 FLOOR PLAN 1,176 SQFT

**BREAKAWAY AT SALEM COMMON**

94 WASHINGTON SQUARE  
SALEM, MASSACHUSETTS | 01970

**SPIRE INVESTMENTS**





## Unit #107 Second Floor



**NOTE:**  
ALL DIMENSIONS AND SQUARE FOOTAGES  
ARE APPROXIMATE

DATE ISSUED: APRIL 18, 2019  
DRAWING SCALE: 1/4" = 1'-0"

**UNIT 107 FLOOR PLAN      1,176 SQFT**

**BREAKAWAY AT SALEM COMMON**

94 WASHINGTON SQUARE  
SALEM, MASSACHUSETTS | 01970

**SPIRE INVESTMENTS**



## **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. Pay attention to the NOTES on the Required Financial Documentation Form. It will be to your advantage to do so.**
- 3. A Robinhood account is considered an asset. You MUST provide with your application. Additionally, retirement, 401K etc. are required for past and current jobs.**
- 4. 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 in the lottery, but depending on the circumstances, we may be able to work with you.**
- 5. 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.**
- 6. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.**



# THE BREAKAWAY AT SALEM COMMON

## LOTTERY APPLICATION

**APPLICATION DEADLINE: October 29, 2021**

**For Office Use Only:**

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

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

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

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

LOCAL PREFERENCE: (Check all that apply) Proof of Local Preference is required with this application.

- ☐ Current Salem, MA Resident
- ☐ Currently employed by the City of Salem, MA or the Salem, MA School Department
- ☐ Employees of local Salem, MA businesses or with an offer of bonafide employment from a company located in the City of Salem, MA
- ☐ Household with children attending the Salem, MA School System, such as METCO students

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

Bedroom Size: \_\_\_\_\_ One Bedroom; \_\_\_\_\_ Two Bedroom

Do you require any adaptations or special accommodations? \_\_\_\_\_ 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 \_\_\_\_\_

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 (avg balance for 3 months) \_\_\_\_\_  
Savings \_\_\_\_\_  
Debit Card \_\_\_\_\_  
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** \_\_\_\_\_

**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 for placement into a lottery to have an opportunity to lease an affordable unit at The Breakaway at Salem Common. 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)



# The Breakaway at Salem Common

## Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at The Breakaway at Salem Common in Salem, MA through the Mass Department of Housing and Community Development:

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

Household Size	1	2	3	4
Max Gross Allowable Income	\$70,750	\$80,850	\$90,950	\$101,050

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 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 The Breakaway at Salem Common.
7. Program requirements are established by DHCD and are enforced by the Project's Monitoring Agent and, as necessary, DHCD. 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 or, as necessary, DHCD is final.
8. I/We certify that no member of our family has a financial interest in The Breakaway at Salem Common.
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 The Breakaway at Salem Common. 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  
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. \_\_\_\_\_ If you meeting the Local Preference criteria you must provide documented proof, i.e. copy of current paid utility bill etc.
3. \_\_\_\_\_ One form of identification for all household members, i.e. birth certificates, driver's license, etc.
4. \_\_\_\_\_ 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.
5. \_\_\_\_\_ 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 past 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.
6. \_\_\_\_\_ 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.
7. \_\_\_\_\_ 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. See attached form.
8. \_\_\_\_\_ 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.
9. \_\_\_\_\_ Federal Tax Returns –2020 (if available) (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 did not submit a tax return for the 2019 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.
- **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 can be found on irs.gov.

10. \_\_\_\_\_ W2 and/or 1099-R Forms: 2020

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:

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

**NOTE:** If you have cash deposits or non payroll or income deposits you **MUST** identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.

**NOTE:** Do NOT provide a running transaction list of activity. You must provide the individual statements.

- \_\_\_\_\_ Pre-paid debit card statements – current month.

**NOTE:** This is **NOT** your ATM/Debit card. This is usually a separate debit card statement showing income deposited directly onto the debit card, i.e. Social Security or other regular income.

**NOTE:** If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at <https://www.usdirectexpress.com/>.

- \_\_\_\_\_ Saving accounts – last three months of full statements
- \_\_\_\_\_ Revocable trusts
- \_\_\_\_\_ Equity in rental property or other capital investments
- \_\_\_\_\_ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts etc.
- \_\_\_\_\_ Retirement including, i.e. IRA's, Roth IRA's, 401K, 403B, Keogh accounts, Pensions etc. from current and past employment.
- \_\_\_\_\_ Cash value of Whole Life or Universal Life Insurance Policy.
- \_\_\_\_\_ Personal Property held as an investment
- \_\_\_\_\_ Lump-sum receipts or one-time receipts

13. \_\_\_\_\_ Proof of student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current or next semester.

14. \_\_\_\_\_ 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.

15. \_\_\_\_\_ If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets.

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

**See page 18 for application submittal information**





**The Breakaway at Salem Common**  
**Salem, MA**

***Release of Information Authorization Form***

Date: \_\_\_\_\_

I/We hereby authorize MCO Housing Services, The Breakaway at Salem Common Leasing Office, The Breakaway at Salem Common LLC, 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, The Breakaway at Salem Common Leasing Office, The Breakaway at Salem Common LLC, or any of its assignees and consequently the Projects Administrator, for the purpose of determining income eligibility for The Breakaway at Salem Common.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Return the following to MCO Housing Services:**

1. Completed, signed and dated application
2. Signed and dated Affidavit and Disclosure Form
3. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
4. All required financial documentation
5. Proof of Section 8, if applicable
6. Proof of Local Preference, if applicable
7. Need for a special accommodation
8. Complete, signed and dated *Release of Information Authorization Form*

**RETURN ALL, postmarked on or before the October 29, 2021 application deadline to:**

MCO Housing Services, LLC  
P.O. Box 372  
Harvard, MA 01451  
Overnight mailing address: 206 Ayer Road, Harvard, MA 01451  
Phone: 978-456-8388  
FAX: 978-456-8986  
Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)  
TTY: 711, when asked 978-456-8388

**NOTE:** If you are mailing your application close to the application deadline, make sure you go into the Post Office and have them date stamp and mail. As I understand, mail that is sent to the central sorting facility use bar codes so we would have no idea when the application was mailed and it can take longer for MCO to receive. If we receive an application after the deadline that has a barcode it will be counted as a late application and will not be included in the lottery.

