



your resource for Affordable Housing



You should have reviewed the property information package in advance of completing this Application. To be included in the Lottery you must include ALL of the below listed forms and related financial documents.

The Last form is a check off sheet requiring your signature.

- (A) Lottery Application
- (B) Local Preference Affidavit
- (C) Applicant Affidavit & Disclosure Form
- (D) Mortgage Pre-Approval
- (E) MANDATORY Financial & Related Information
- (F) All Financial & Related Documentation
- (G) FINAL Sign Off Sheet

**To Mail ALL documentation:
MCO Housing Services, LLC
P.O. Box 372
Harvard, MA 01451**

**To Drop off or send via Fedex or UPS:
206 Ayer Road – Suite 5, Harvard, MA 01451**

Email: lotteryinfo@mcohousingservices.com

**Phone: (978) 456-8388
Fax: (978) 456-8986
TTY: 711**

Incomplete applications will not be included in the lottery.



Applicants 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.





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LOTTERY APPLICATION (A)

PROPERTY NAME:
APPLICATION DEADLINE

199 Church Street Condominium
Monday, November 9, 2020

For Office Use Only:

Date Appl. Rcvd: _____
Local: Y / N
Household Size: _____
Lottery Code: _____

PERSONAL INFORMATION:

Name: _____
Address: _____ Town: _____ State: _____ Zip: _____
Cell: _____ Work: _____
Email: _____
Have you or any member of your household ever owned a home? _____ If yes, when did you sell it? _____

HOUSEHOLD COMPOSITION:

The total household size is: _____

Name _____ Relationship _____ Age _____
Name _____ Relationship _____ Age _____
Name _____ Relationship _____ Age _____
Name _____ Relationship _____ Age _____

EMPLOYMENT STATUS:

(Include information for all working household members. Attach separate sheet, if necessary.)

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



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

Borrowers Annual Base Income (Gross) _____

Other Income - Source: _____

Co-Borrowers Annual Base Income (Gross) _____

Other Income - Source: _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking (average balance for 3 months) _____

Savings/CD's/Money Market Accounts _____

Individual Retirement, 401(k) and Keogh accounts _____

Retirement or Pension Funds _____

Stocks, Bonds, Mutual Funds _____

Down payment Gift _____

TOTAL ASSETS _____

ABOUT YOUR FAMILY: OPTIONAL

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised you should fill this out based ONLY upon family members *that will be living in the home*. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Black or African American	_____	_____	_____
Asian	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Native Hawaiian / Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Other, Not White	_____	_____	_____
White	_____	_____	_____

SIGNATURES:

The undersigned warrants and represents all statements herein are true. I/We understand, if selected for the opportunity to purchase an affordable home, all information provided shall be verified and additional financial information may be required.

Applicant Signature _____

Date: _____



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LOCAL PREFERENCE AFFIDAVIT (B)

PROPERTY NAME: 199 Church Street Condominium

TOWN/CITY: Milton, MA

I am NOT qualified as a Local Applicant

You must meet one of the Local Preference Criteria established by the Town/City to be in the Local Preference Pool. Please check each appropriate category(s) that applies to your household*:

- Current Milton Resident.
- Currently employed by the Town of Milton
- Currently employed by the Milton Public Schools
- Current employee of businesses located in Milton or with a bonafide offer of employment from a business located in Milton
- Households with children attending Milton Public Schools

**** If you have the opportunity to purchase a home, All local applicants will need documented proof of compliance which will be reviewed and verified by the TOWN/CITY.***

Applicant Signature _____

Date: _____



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AFFIDAVIT & DISCLOSURE FORM (C)

PROPERTY NAME: 199 Church Street Condominium - Milton, MA

I/We understand and agree to the following conditions and guidelines regarding the distribution of affordable homes.

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

Boston/Cambridge PMSA

Household Size	1	2	3	4
Max Allowable Income	\$67,400	\$77,000	\$86,650	\$96,250

Income from all family members must be included. Income limits subject to change based on HUD updates.

2. I/We have not individually or jointly owned a single family home, town home, condominium or co-op within the past three (3) years, including homes in a trust.
3. I/We certify my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. I/We understand that assets divested at less than full market value at least two years prior to application will be counted at full market value in determining eligibility.
4. The household size listed on the application form includes all of the people that will be living in the home.
5. I/We understand being selected in the lottery does not guarantee I/we will be able to purchase a home. I/We understand that all application data will be verified and additional financial information may be required prior to purchasing a home.
6. I/We authorize MCO Housing Services, LLC to verify any and all income, assets and other financial information and to verify all household, resident location and workplace information. I/We further direct our employer, landlord or financial institution to release any information to MCO Housing Services, LLC and consequently the project's Monitoring Agent, for the purpose of determining eligibility.
7. I/We understand that if selected I/we will/may be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home at this development.
8. Program requirements are established by the Dept of Housing and Community Development (DHCD), MassHousing, HUD and the host community. I/We agree to be bound by program changes which 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 is final.
9. I/We certify that no member of our family has a financial interest in the project.
10. I/We understand there may be differences between the market and affordable units and accept those differences.
11. I/We understand these are Deed Restricted homes and acknowledge it has been recommended we consult an attorney.

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 providing false information will result in disqualification from further consideration. It is understood the signing Applicant has communicated all information to all parties that may be included with the Application.

Applicant Signature _____ Date: _____



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MANDATORY FINANCIAL & RELATED INFORMATION (D)

PROPERTY NAME: 199 Church Street Condominium – Milton, MA

1. INCOME VERIFICATION: ***Check off all which are appropriate and included in your submittal.***

The most recent five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs);
If Self Employed – Last 12 Months Income & Expense Report
(see sample at <http://mcohousing.com/pdfs/doclib009-sample-Income&Expense-Report.pdf>);
Child Support/Alimony Statement;
Benefits Letter (SS, SSI, SSDI, SSP, VA, etc);
Worker's Compensation, Unemployment, Severance, etc;
Retirement Income (Pension, Annuity, etc);
Gift Letter.

NOTE: You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.

NOTE: If you have a source of income not listed above, provide appropriate documentation.

2. ASSET VERIFICATION: ***Check off all which are appropriate and included in your submittal.***

Checking accounts – Last **three (3) months** of full statements – EVERY PAGE – FRONT AND BACK.
Savings Accounts/Money Market Accounts/CD's – Last **three (3) months** of full statements
Mutual Funds/Stocks – Current Statement

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.

3. Federal Tax Returns – Last Three Years (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 but is not included in 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 transcripts using form 4506-T that you can obtain at irs.gov.

NOTE: If you have not filed tax returns you must provide a letter from the IRS verify non-filing of your tax return(s). Request using form 4506-T that you can obtain at irs.gov.

4. W2 and/or 1099-R Forms: Last Three Years

5. OTHER INFORMATION WHICH MAY BE REQUIRED:

Divorce or Separation Agreement: 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. If you are unable to provide then both parties income/assets will be used is determining eligibility.

Reasonable Accommodation: If you require a Reasonable Accommodation you must request the reasonable accommodation as part of your application and if documentation is required, i.e. doctors letter, it MUST be included with the application.

Unborn Child: 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.

Student Status: 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 **and** next semester.

Applicant Signature _____ Date: _____



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MORTGAGE PRE APPROVAL (E)

PROPERTY NAME: 199 Church Street – Milton, MA

Prior to the sale of a unit, the Monitoring Agent or DHCD will review and approve the terms of the buyer's mortgage financing. Mortgage loans must meet the following minimum standards:

- *Be a fully amortizing fixed rate mortgage with a down payment of at least 3%, at least half of which must come from the buyer's own funds.*
- *Be made by an institutional lender.*
- *Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.*
- *No more than 2 points*
- *Monthly housing (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) may not exceed 38% of the buyers monthly income for the mortgage.*
- *Non-household members shall not be permitted as co-signers of the mortgage.*
- *VA and FHA Loans are NOT accepted.*

It is recommended applicants consider the One Mortgage Program through MHP or MassHousing. For a list of some recommended lenders offering this program, please visit this page of our web site.

www.mcobousingservices.com/financing.htm

I/We understand it is my/our obligation to submit the required mortgage pre-approval for the home purchase from a bank experienced with Deed Restricted housing based upon the standards outlined above. I/We understand if it is not included in our application we will not be included in the lottery.

Applicant Signature _____ Date: _____



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FINAL SIGN OFF SHEET (F)

PROPERTY NAME: 199 Church Street – Milton, MA
APPLICATION DEADLINE: Monday, November 9, 2020

CHECK OFF THE COMPLETED INFORMATION BEING SUBMITTED

- (A) Lottery Application
- (B) Local Preference Affidavit
- (C) Applicant Affidavit & Disclosure Form
- (D) Mortgage Pre-Approval
- (E) MANDATORY Financial & Related Information
- (F) All Financial & Related Documents

All documents outlined above have been completed and are being included with the Application submission. I/We understand that if we have not included all documentation as outlined, we will not be included in the lottery.

Applicant Signature _____ Date: _____

To Mail ALL documentation:
MCO Housing Services, LLC
P.O. Box 372
Harvard, MA 01451

To Drop off or send via Fedex or UPS:
206 Ayer Road – Suite 5, Harvard, MA 01451

Email: lotteryinfo@mcohousingservices.com

Phone: (978) 456-8388
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