



*your resource for Affordable Housing*



**Lottery Information  
30 Elbow Street  
Bellingham, MA**

30 Elbow Street is a newly renovated, 2 bedroom single family home available on a first come first serve basis to an eligible first time homebuyer. The two-bedroom home includes 2 baths and a detached 2 car garage in approximately 1145 sq. ft. of living space. The home includes stove/oven, microwave, refrigerator, dishwasher and washer and dryer hookups.

The maximum sale price is \$259,000. The 2020 tax rate is \$14.22 per thousand. This unit is available on a first come first serve basis. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

**PLEASE NOTE: All applications must include a mortgage pre-approval letter, from an institutional lender familiar with affordable deed restrictions, and complete financial documentation with the application. An incomplete application will not be reviewed. FHA and VA loans are not accepted.**

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.

Thank you for your interest in Bellingham affordable housing. We wish you the best of luck. 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.

Sincerely,

Maureen M. O'Hagan  
MCO Housing Services for Country Home Builders Inc.



# 30 Elbow St., Bellingham

## AFFORDABLE HOMES through LAU Program Question & Answer

### What are the qualifications required for Prospective Buyers?

- Qualify based on the following maximum income table, which is adjusted for household size:

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

### APPLICANT QUALIFICATIONS:

1. Household income can not exceed the above maximum allowable income limits.
2. Household must be a first time homebuyer defined as not having owned a residential property for three years, including property held in a trust. \*\* The following exceptions apply:
  - a. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
  - b. single parent, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of who the individual has custody or joint custody, or is pregnant);
  - c. households where at least one household member is 55 or over;
  - d. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
  - e. households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of construction a permanent structure.\*\* A home owned by one of the above exception must be sold prior to closing on the affordable unit.
3. Total household assets shall not exceed \$75,000. Liquid retirement assets are counted.
  - a. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
  - b. The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.
  - c. Assets divested within the last two years for less than fair market value will be counted at full and fair market value.

Complete Income and Asset Guidelines will be provided upon request, if you have an opportunity to purchase or you can view online at [www.mcohousingervices.com](http://www.mcohousingervices.com).

### Other program highlights for Lottery applicants:

- Unit must be principal residence of the owners and can not be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter, from a bank experienced with deed-restricted properties, is required to participate in this lottery. We suggest you look at the MHP one Mortgage Program, which is available through approved lenders. You can find the list of approved lenders at MHP.net. Another program to consider is MassHousing Loans. Both programs have loan programs specifically for first time homebuyers.

### Are there mortgage guidelines that we need to follow?

1. 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.

2. Be made by an institutional lender.
3. Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.
4. No more than 2 points.
5. 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.
6. Non-household members shall not be permitted as co-signers of the mortgage.
7. VA and FHA loans are NOT accepted.

The mortgage must be from an institutional lender familiar with affordable deed restriction guidelines.

### **Are there preferences for local residents and those with families?**

The home is available on a first come first serve basis open to all applicants.

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.

### **Are there any restrictions?**

YES. Deed restrictions are used to ensure the units are affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity and prior approval from the Town and Monitoring Agent for capital improvements and refinancing. If you choose to sell your unit you must notify the town and Monitoring Agent in writing. There is a limit on the resale price. The maximum resale price is determined by using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, if the initial price is \$259,000 and the current area median income is \$119,000, the Resale Price Multiplier would be  $\$259,000/\$119,000=2.17$ .

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

All selected applicants are urged to review the deed rider with their own attorney. All buyers will be provided with a copy at the time of Purchase and Sale Agreement. Email [maureen@mcohousingservices.com](mailto:maureen@mcohousingservices.com) for a copy of the deed rider.

### **How much money do I need to make to afford the unit?**

The minimum income required to purchase is based upon an applicant's ability to secure a mortgage. Attached is a "Sample Affordability Analysis" based upon current interest rates and anticipated real estate taxes and related housing expenses.

### ***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.





**30 Elbow Street**

## SAMPLE AFFORDABILITY ANALYSIS

<b>Home Price</b>	\$ 259,000.00
<i>Interest Rate</i>	3.56%
<i>Down Payment (%)</i>	5%
<b>Down Payment (\$)</b>	\$ 12,950.00
<b>Mortgage Amount</b>	\$ 246,050.00
<b>Monthly Expenses</b>	
<i>Principal &amp; Interest</i>	\$ 1,113.00
<i>Real Estate Taxes</i>	307.00
<i>Private Mortgage Insurance</i>	160.00
<i>Hazard Insurance</i>	130.00
<b>TOTAL Monthly Expenses</b>	<b>\$ 1,710.00</b>

### NOTES:

ALL values are estimates and are subject to change.

Bellingham 2020 Residential Tax Rate = \$14.22 per thousand

**30 Elbow St.**

**APPLICATION**

**For Office Use Only:**

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

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

**First Come First Serve**

**PERSONAL INFORMATION:**

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

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

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Tele: \_\_\_\_\_ Work: \_\_\_\_\_ CELL: \_\_\_\_\_

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

Have you or any member of your household ever owned a home? \_\_\_\_\_ If so, when did you sell it? \_\_\_\_\_

# of Household Members \_\_\_\_\_

**Household Composition:** include all applicants living in the home

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, supplement second income and dividend income See list of Required Financial Documentation on page 10.)

Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income \_\_\_\_\_

Co-Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income \_\_\_\_\_

**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 (avg balance for 3 months) \_\_\_\_\_

Savings \_\_\_\_\_

Stocks, Bonds, Treasury Bills, CD or \_\_\_\_\_

Money Market Accounts and Mutual Funds \_\_\_\_\_

Individual Retirement, 401(k) and Keogh accounts \_\_\_\_\_

Retirement or Pension Funds \_\_\_\_\_

Revocable trusts \_\_\_\_\_

Equity in rental property or other capital investments \_\_\_\_\_

Cash value of whole life or universal life insurance policies \_\_\_\_\_

Downpayment Gift \_\_\_\_\_



**TOTAL ASSETS** \_\_\_\_\_

**EMPLOYMENT STATUS:** (include 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.)

**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 that you should fill this out based 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	_____	_____	_____

**ADDITIONAL INFORMATION:**

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, 1/2 of which must come from the buyer's own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

**SIGNATURES:**

The undersign warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank submitted to have an opportunity to purchase the affordable home at 30 Elbow St. in Bellingham, MA. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application prior to closing.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant  
Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Co-Applicant

**Return the signed and complete Application, Affidavit and Disclosure Form, Required Financial Documentation Form, ALL required financial documentation and a Mortgage Pre-approval to:**

MCO Housing Services  
P.O. Box 372  
Harvard, MA 01451  
Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)  
Phone: 978-456-8388  
FAX: 978-456-8986



## Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at 30 Elbow St. in Bellingham, MA.

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

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

Income from all family members must be included.

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 a home in a trust. We understand the exceptions that apply.
3. I/We certify that 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. Assets divested at less than full market value up to two years prior to application will be counted a full market value in determining eligibility.
4. The household size listed on the application form includes only and all the people that will be living in the residence.
5. 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.
6. I/We understand that by being selected in the lottery does not guarantee that 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, verified and reviewed in detail prior to purchasing a home.
7. I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase through a bank experienced with deed-restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. 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 project's monitoring agency, for the purpose of determining income eligibility.
9. I/We understand that if selected I/we will 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.
10. Program requirements are established by the Dept of Housing and Community Development (DHCD) and the Town of Bellingham. 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 the Monitoring Agent is final.
11. I/We certify that no member of our family has a financial interest in the project.
12. I/We understand there may be differences between the market and affordable units and accept those differences.
13. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available home at 30 Elbow St.. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

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





**Required Financial Documentation Form  
TO BE RETURNED WITH APPLICATION**

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. 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, or write N/A if not applicable and return this sheet with your application.**

1. \_\_\_\_\_ Mortgage Pre-approval
2. \_\_\_\_\_ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor.
3. \_\_\_\_\_ 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 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.
4. \_\_\_\_\_ Current year Benefit letter providing full amount of gross periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
5. \_\_\_\_\_ Child support and alimony: court document indicating the payment amount and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support or complete the attached form.
6. \_\_\_\_\_ If you are self-employed you MUST provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts.
7. \_\_\_\_\_ Federal Tax Returns –2017, 2018, 2019 (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 do not have a copy of your tax return you can obtain a transcript through the IRS using form 4506-T. You can obtain the form at the [irs.gov](http://irs.gov).
  - **NOTE:** If you did not file taxes in any of the required years you must provide a verification of non-filing letter from the IRS using form 4506-T. You can obtain the form at [irs.gov](http://irs.gov).
8. \_\_\_\_\_ W2 and/or 1099-R Forms: 2017, 2018, 2019



9. \_\_\_\_\_ Interest, dividends and other net income of any kind from real or personal property.
10. 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 and Money Market Accounts including all individual retirement accounts, 401K, Keogh accounts and Retirement and Pension funds.
  - \_\_\_\_\_ Cash value of Whole Life or Universal Life Insurance Policy.
  - \_\_\_\_\_ Personal Property held as an investment
  - \_\_\_\_\_ Lump-sum receipts or one-time receipts
11. \_\_\_\_\_ Proof of current 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.
12. \_\_\_\_\_ 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.
13. \_\_\_\_\_ 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 and first time homebuyer status will be used in determining eligibility.
14. \_\_\_\_\_ If you will be receiving a gift for down payment and closing costs you need to provide a letter stating who is providing the gift and the amount. All applications will be checked for downpayment and closing costs funds at time of application. We must see proof of those assets at time of application.

We understand if we do not provide all applicable financial documentation we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete. We also acknowledge that MCO Housing Services will not make any changes to our application, before the deadline date unless we came to the Harvard, MA office to make the necessary changes.

Print Applicants Name(s): \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Co-Applicants Signature

\_\_\_\_\_  
DATE

**Return the signed and complete Application, Affidavit and Disclosure Form, Required Financial Documentation Form, ALL required financial documentation and a Mortgage Pre-approval to:**

MCO Housing Services  
P.O. Box 372  
Harvard, MA 01451  
Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)  
Phone: 978-456-8388  
FAX: 978-456-8986

