MCO HOUSING SERVICES
your resource for Affordable Housing

< +55 Adult Community >

Homes at Highland Ridge
59 Wheeler Hill Rd
Berlin, MA 01503

Attached is the information you requested regarding the
Two Bedroom Town Home
Sale Price: $217,200

Unit Availability: First Come First Serve

(Applications will <u>not</u> be accepted via email)

The first applicant to submit all documentation as noted below will have the first opportunity to purchase

Please *<u>MAIL</u>*** 1 copy of all required financial documentation, application affidavit, and disclosure form and mortgage pre-approval to:**

MCO Housing Services
P.O. Box 372
Harvard, MA 01451
or
<u>DELIVER To</u>:
206 Ayer Road
Harvard MA 01451
During Business Hours
Monday thru Friday 9AM - 5PM

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Homes at Highland Ridge
59 Wheeler Hill Rd
Berlin, MA 01503

Sale Price: $217,200

Unit Information	
# of Bedrooms:	2
# of Bathrooms:	2
Parking:	2 Car Garage
Year Built:	2022
Sq. Ft.:	1539
Heat:	Propane
Appliances:	Dishwasher, Range, Microwave
HOA Fee:	$305 / Month
Estimated Annual Taxes:	$2,905 / Year

Eligibility Criteria	***# of People***	***Limit***
1. Income Limits	1	$74,800
	2	$85,450
	3	$96,150
	4	$106,800
	5	$115,350
	6	$123,900
2. Asset Limit @ $275,000		
3. Must be first time homebuyer may apply)		(exceptions

Please go to ***www.mcohousingservices.com*** for more info and to download the application.

Karen Morand
(978) 235-5595
Harvard MA 01451
karmorand@yahoo.com

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REQUIRED FINANCIAL DOCUMENTATION

(Please check circles below to indicate you have included the following documentation in your package)

Following are the required financial documentation. Please provide **a copy** of all applicable information.

○ a. A mortgage pre-approval letter showing you are able to secure a mortgage. The mortgage must be from a Mass Housing approved lender and they must have determined your mortgage eligibility based on your credit score. An online mortgage pre-approval will not be accepted. This mortgage must be a 30 yr conventional loan.

○ b. Federal Tax Returns –Last 3 years (**DO NOT** SEND MASS STATE TAXES)

○ c. W2 and/or 1099-R Forms: Last 3 years

○ d. Asset Statement: **Current** statements including **3** months checking accounts (full statement showing activity/every page front and back), saving accounts (full statement), investment accounts including retirement, certificate of deposit, property, down payment gift amount etc.

○ e. Five (5) **consecutive** pay stubs ending within one month of unit application for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received.

○ f. Social Security: official statement of monthly amount received for year in review and statement of total amount received for latest tax year.

○ g. Pension: statements indicating amount received for year in review and statement of total amount received for latest tax year.

○ h. Child support and alimony: document indicating the payment amount.

○ i. Proof of student status for dependent household members over age of 18 and full-time students.

○ j. If you intend to utilize a gift from a family member to assist with the down payment, please advise us of the gift amount with the name and telephone number of the person providing the gift.

○ k. If you have a home to sell a market analysis is required along with a copy of your last mortgage statement.

MAIL all documentation, mortgage pre-approval, and application to:

EQUAL HOUSING OPPORTUNITY

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Harvard, MA 01451

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Date Received: _____

BUYER APPLICATION

BERLIN 59 Wheeler Hill Rd., Unit 59

PERSONAL INFORMATION **Date:** _____

Name: _____

Street: _____ Town: _____

Telephone: _____ Email: _____

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

FINANCIAL WORKSHEET: (Include all Household Income, including 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.)

Household Monthly Base Income (Gross)	_____
Other Income, specify	_____
	_____
	_____

TOTAL MONTHLY INCOME :

HOUSEHOLD 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 (amount you can withdraw without penalty)	_____
Revocable trusts	_____
Equity in rental property or other capital investments	_____
Cash value of whole life or universal life insurance policies	_____
Down payment Gift	_____
TOTAL ASSETS	_____

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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 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 unit. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependent
White	_____	_____	_____
African American	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Asian or Pacific Islander	_____	_____	_____
Native American of Alaskan I	_____	_____	_____
Cape Verdean	_____	_____	_____

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

HOUSEHOLD COMPOSITION (including applicants)

Name _____ Relationship_____ Age_____
Name _____ Relationship_____ Age_____
Name _____ Relationship_____ Age_____
Name _____ Relationship_____ Age_____
Name _____ Relationship_____ Age_____
Name _____ Relationship_____ Age_____

ADDITIONAL INFORMATION:

The MAXIMUM allowable annual income is as follows:

House-hold Size	1	2	3	4	5	6
Max Income Limits	$74,800	$85,450	$96,150	$106,800	$115,350	$123,900

These income limits are FIRM and cannot be adjusted. 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 and down payments associated with the purchase of a home.

Signature _____ Date: _____
Applicant

Signature _____ Date: _____
Co-Applicant

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AFFIDAVIT AND DISCLOSURE FORM

I/We understand and agree to the following conditions and guidelines regarding the distribution of resale unit(s):

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

House-hold Size	1	2	3	4	5	6
Max Income Limits	$74,800	$85,450	$96,150	$106,800	$115,350	$123,900

2. I/We understand that we need to be first time homebuyers, defined as not having owned a home for 3 years or one buyer must be 55 or older ***'if you are applying for a 55+ community'.***

3. I/We certify that my/our total assets do not exceed the asset limit. I/We understand the full value or portion of retirement accounts do apply.

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 providing false information will result in disqualification from further consideration.

6. I/We understand that by submitting this application it does not guarantee that I/we will be able to purchase a unit. I/We understand that all application data will be verified and additional financial information will be required, verified and reviewed in detail prior to purchasing a unit.

7. I/We understand that it is my/our obligation to secure the necessary mortgage for the unit purchase and 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 this unit is available on a first come first serve basis.

10. Resale program requirements are established by the Projects Monitoring Agent 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 Monitoring Agent is final.

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

_____ _____

Applicant Co-Applicant Date

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<u>MAIL</u> all documentation, mortgage pre-approval and application to:
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