



your resource for Affordable Housing



## PROJECT INFORMATION AND LOTTERY APPLICATION

### Bungay Brook Bellingham, MA

Bungay Brook, located at GPS 30 Locust Street in Bellingham, is a new 108-unit townhome development offering 11 affordable two-bedroom units, by lottery, for eligible first-time homebuyers (certain exceptions apply). Each unit will have 2 or 2 ½ bathrooms in 1563 or 1860 sq. ft. depending on home style. All units include a 2-car garage and an unfinished basement. Refrigerator, stove/oven, and microwave are included along with laundry hookups. Up to 2 pets are allowed per pet policy. Breed Restrictions apply. The units will be distributed through two or three lotteries. This application is for the first 4 units.

The maximum affordable sales price for the first lottery is \$244,300. The 2024 tax rate is \$12.86 per thousand and the initial condo fee is \$200 per month. The condo fee is not fixed and will be adjusted annually. The units will be sold by lottery as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

**PLEASE NOTE: All applicants must include a mortgage pre-approval letter from an institutional lender and complete financial documentation with the application. FHA, VA, Rocket Mortgage and Quicken loans are not accepted.**

**An application will be considered incomplete and will not be included in the lottery if a mortgage pre-approval letter and all required financial documentation is not received on or before the application deadline.**

**Applicants that submitted an incomplete application will be notified after the application deadline and will not be included in the lottery. You will receive an email or letter with the list of documents missing. If you provide the missing documentation and are determined eligible, we will be added to the waiting list in case the lottery list is exhausted. The waiting list will only be used for this lottery. You would need to reapply for the remaining lotteries.**

#### KEY MEETING DATES

##### PUBLIC INFORMATION MEETING via Zoom

6:30 P.m., Monday June 10, 2024

Go to Zoom.com, click Join, and provide the following when prompted:

Meeting ID: 875 6907 2003

Passcode: 565524

##### APPLICATION DEADLINE

July 8, 2024

##### LOTTERY via Zoom

3:00 p.m., Friday August 2, 2024

Go to Zoom.com, click Join, and provide the following when prompted:

Meeting ID: 857 7328 3482

Passcode: 971893



Potential 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 local, state or federal law.

If you have questions and cannot attend the Public Information Meeting, please contact MCO Housing Services at 978-456-8388 or email us at [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com). The Public Information Meeting will be posted on our website after the meeting where you can listen to the information.

Thank you for your interest in affordable housing at Bungay Brook. 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.

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。(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助，请联络 MCO Housing 联络方式：978-456-8388。(Chinese, Simplified)

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 ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [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 dukumentiyu 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)

# Bungay Brook

## AFFORDABLE HOMES through the Comprehensive Permit 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 Household Income	\$91,200	\$104,200	\$117,250	\$130,250

(Income limits subject to change based on HUD releasing new limits)

### LOTTERY APPLICANT QUALIFICATIONS:

1. Total gross household income cannot exceed the above maximum allowable income limits. Income for all adults 18 or older are required. Household income is based on all household members 18 years of age or older.
2. Household must be a First Time Homebuyer, defined as not having owned a residential property for three years, including a home in a trust. However, 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 whom the individual has custody or joint custody, or is pregnant);
  - c. households where at least one household member is 55 or older;
  - 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 exceptions must be sold prior to closing of 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 when the holder has access to the funds, even though a penalty may be assessed.
  - b. The valuation of Retirement and Pension Funds differ depending on whether 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 or termination of employment or upon voluntary withdrawals, receipts from pension and retirement funds are counted as income. The balance of the account is not counted as an asset. Lump sum receipts are counted as assets.
  - c. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.

Complete Income and Asset Guidelines will be provided upon request, or you can view these guidelines online at [www.mcohousing.com](http://www.mcohousing.com).

### Other program highlights for Lottery applicants:

- Unit must be principal residence of the owners and cannot be rented or leased unless the Monitoring Agent grants permission.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter is required to participate in this lottery.

## **Are there mortgage guidelines that you need to follow?**

Yes, they are:

- (1) Must secure a 30-year fixed rate mortgage.
- (2) The loan must have a current fair market interest rate. (No more than 2% (200 basis points) above the current MassHousing Rate.)
- (3) The buyer must provide a down payment of at least 3% of the purchase price and at least half (1 ½%) must come from the buyer's own funds.
- (4) The loan can have no more than 2 points.
- (5) The sales price of the unit is set by to be affordable to an income-eligible household paying no more than 30% of their monthly income for housing costs. The buyer may not pay more than 38% of their monthly income for housing costs.
- (6) Non-household members are not permitted to be co-signers on the mortgage.
- (7) FHA, VA, Rocket Mortgage and Quicken loans are not accepted as those programs will not close on Deed Restricted properties.

We recommend you look into the One Mortgage Program through the Massachusetts Housing Partnership (MHP), [www.mhp.net](http://www.mhp.net), and MassHousing, [www.masshousing.com](http://www.masshousing.com), as both have programs geared to first time homebuyers.

## **Additional Mortgage Specifics:**

1. Your mortgage pre-approval must cover the purchase price. If you are applying for more than one unit size, then the approval must cover the highest priced unit.
2. Your mortgage pre-approval must be a fixed rate mortgage. Adjustable-rate mortgages will not be accepted, and you will not be included in the lottery.
3. At minimum, your pre-approval must show purchase price and financing amount. If it does not you will not be included in the lottery.
4. If your mortgage pre-approval does not have an expiration date, then after 60 days from date of issue it will be considered expired. If your pre-approval expires after your application submission, we will accept it, but should you have a chance to purchase it, it will need to be updated prior to final eligibility determination. If it expires prior to your application submission you will not be included in the lottery.
5. If you plan on using a down payment assistance program then the program must be noted in the pre-approval, i.e. Mass Housing downpayment, etc. If a specific downpayment assistance program is not stated in the pre-approval it will not be taken into consideration.
6. We will determine your downpayment amount based on your pre-approval. For example, your purchase price is \$250,000 and you are financing \$225,000 we expect to see \$25,000 in assets to cover the purchase price. If some of a downpayment is coming through a gift that information should be provided with your application. If we do not see the \$25,000, whether it is your funds or gift monies, then you will not be included in the lottery. As a reminder, the minimum down-payment is 3% of your own funds. If you are receiving a downpayment gift or using a downpayment assistant program then 1.5% of your own funds is required as long as the total downpayment equals the minimum 3%. Your downpayment can be more than 3% but not less. Also remember you are responsible for downpayment and closing costs.
7. A gift letter must be for a specific amount. If the letter is provided with a range, we will count the highest amount. If this puts you over the asset limit you will be determined ineligible to participate in the lottery.
8. If your pre-approval is from any of the stated loans we will not accept (FHA, VA, Rocket Mortgage, Quicken loans) and your application will not be included in the lottery. No exceptions.
9. Online mortgage pre-approvals will not be accepted. You must speak/meet with a mortgage lender who should be checking credit and pay history to determine your ability to secure a mortgage.
10. We will accept no pre-approvals where any information has been crossed out, whited out and submitted with the application.
11. Non-household members cannot be co-signers on your mortgage.

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

Yes. Two (2) of the townhomes are for households that meet at least one of the Local Preference criteria. Refer to the application for the local preference guidelines.

Household size preferences are based on the following:

- a. There is a least one occupant per bedroom.
- b. 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.
- c. A person described in (b) 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. Reliable medical documentation substantiating the adverse impact must be provided.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

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 preferences for minorities?**

Yes, if the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, currently 33.4%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants would be drawn until their percentage in the Local Preference Pool at least meets the percentage in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area. Applicants not selected for the Local Preference Pool would be in the Open Pool only.

### **Are there any Deed 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 the Monitoring Agent for capital improvements and refinancing. If you choose to sell your unit you must notify the town and the Monitoring Agent in writing. There is a limit on the resale price. The maximum resale price is determined by the Monitoring Agent 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 sale price is \$244,300 and the current applicable Median Family Income established by HUD is \$148,900, the Resale Price Multiplier would be  $\$244,300/\$148,900 = 1.64$ .

Upon resale, the Resale Price Multiplier is multiplied by the current Median Family Income 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 of the Deed Rider 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.

### Lottery Process

It is very 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

The lottery has two pools – Local Preference and Open. The pool and unit breakdown is as follows:

<u>Bedrooms</u>	<u>Total # of Units</u>	<u>Local Pool</u>	<u>Open Pool</u>
Two Bedroom	4	2	2

Eligible applicants will receive a lottery code prior to the lottery. Local applicants would have two opportunities to purchase a unit by being in both the Local Preference Pool and Open Pool.

All eligible applicants will be pulled, and their lottery code announced at the time of the lottery. This order of selection will establish the rankings for the home's distribution. There will be two pools of applicants, one for the Local Preference Pool applicants and the second for Local Preference and non-local applicants (Open Pool). The highest ranked applicants meeting the household size preference (see page 6) in the Local Preference Pool would have the initial opportunity to purchase. The highest ranked applicants for that meets the household size preference, for the Open Pool would have the opportunity to purchase the available homes. Local Pool applicants will select their unit locations first and then the Open Pool

**NOTE:** Homes will not be offered to smaller households until all applicants meeting the household size criteria have been offered a unit. For example, this means if we exhaust the two-bedroom households in the Local Preference Pool we will move to the Open Pool to fill the units before offering to smaller households in the Local Preference Pool.

### Time Frames

If you are selected and have the opportunity to purchase the unit, you will speak with the Lottery Agent representative to review your application to verify all information. An Applicant selected for a home will start working with their lender immediately to finalize the necessary mortgage loan. Please be advised that the final income verification will be done at the time you have an opportunity to purchase a unit. All applicants must be determined income/asset eligible BEFORE they are entered into the lottery. If the closings are more than 3 months after the lottery the buyers will need to update their information for submission to the Monitoring agent to determine eligibility prior to closing. Applicants must be eligible at time of application and before they close on the unit.

Approved applicants have approximately two weeks to sign a Purchase and Sale Agreement, when received.

### Acceptance of Home

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity.

### 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.

# SAMPLE AFFORDABILITY ANALYSIS

## Two Bedroom

<b>Home Price</b>	\$ 244,300.00
<i>Interest Rate</i>	7.04%
<i>Down Payment (%)</i>	5%
<b>Down Payment (\$)</b>	\$ 12,215.00
<b>Mortgage Amount</b>	\$ 232,085.00
<b>Monthly Expenses</b>	
<i>Principal &amp; Interest</i>	\$ 1,550.00
<i>Real Estate Taxes</i>	262.00
<i>Private Mortgage Insurance</i>	151.00
<i>Hazard Insurance</i>	81.00
<i>HOA Monthly Fee</i>	200.00
<b>TOTAL Monthly Expenses</b>	\$ 2,244.00

### NOTES:

ALL values are estimates and are subject to change.

Bellingham 2024 Residential Tax Rate = \$12.86 per thousand



## Unit Availability and Distribution

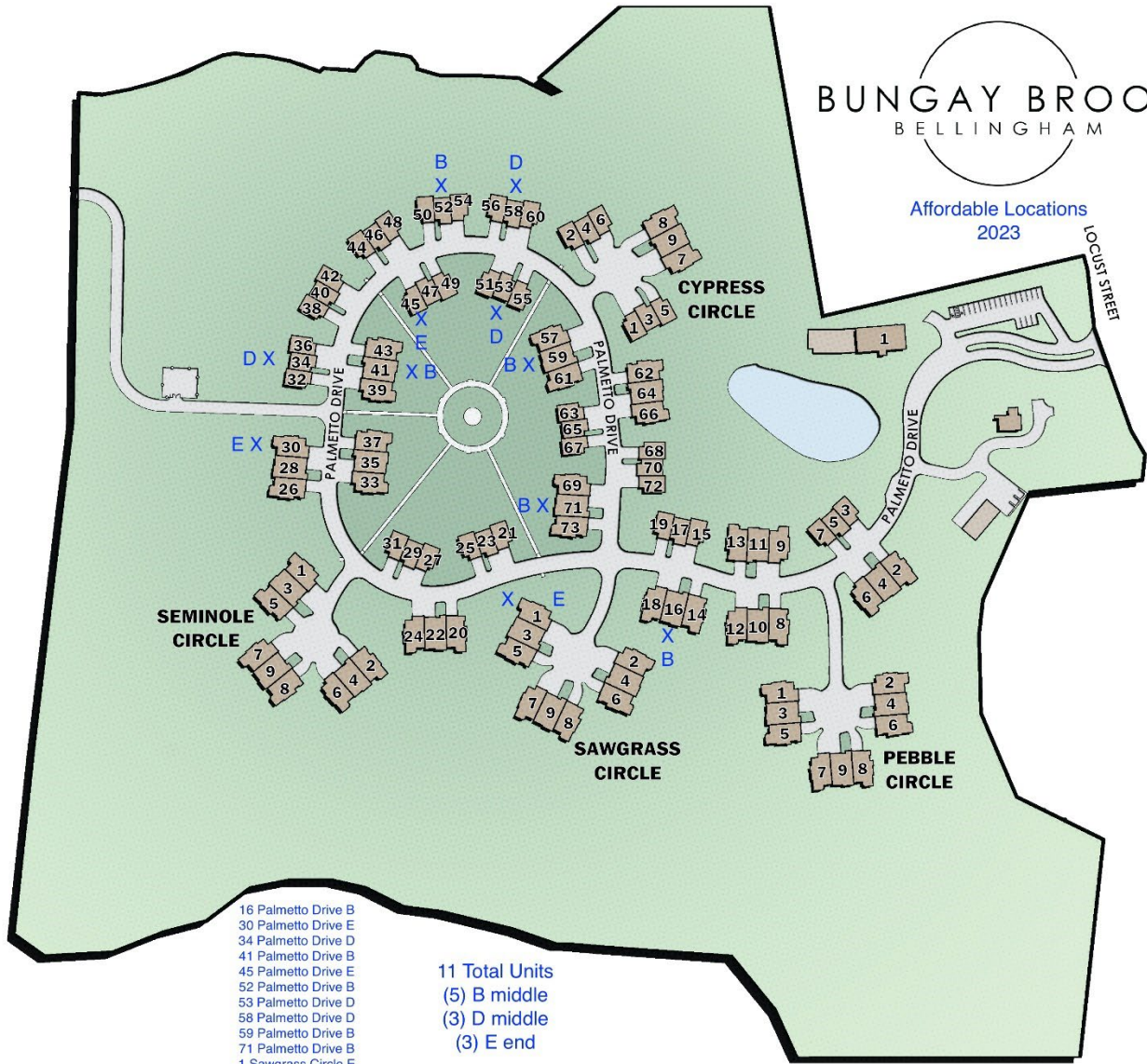
Unit #	Unit Address	Home Style	# of Baths	Sq. Ft.	Estimated Closing
16	16 Palmetto Drive	B	2	1563	Immediate Occupancy
59	59 Palmetto Drive	B	2	1563	September 2024
71	71 Palmetto Drive	B	2	1563	August 2024
1	1 Sawgrass Circle	E	2.5	1882	December 2024

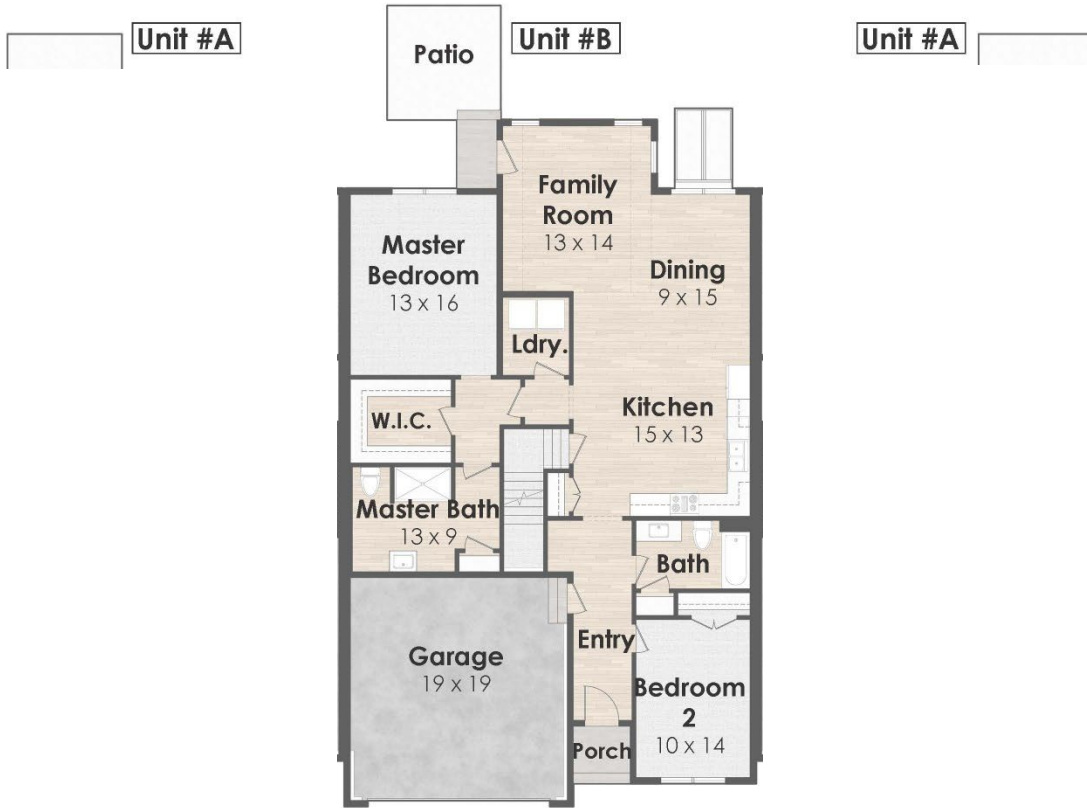
### Monthly Condo Fees includes:

Insurance studs out  
Landscaping  
Snow removal  
Street Maintenance  
Trash Removal  
Common Areas  
Maintenance  
Reserve Fund  
Administrative Fees

# BUNGAY BROOK BELLINGHAM

Affordable Locations  
2023





drawing not to scale



Building 1 Units A, B & A **First Floor**  
 #A - 1,379 SF / #B - 1,563 SF / #A - 1,379 SF

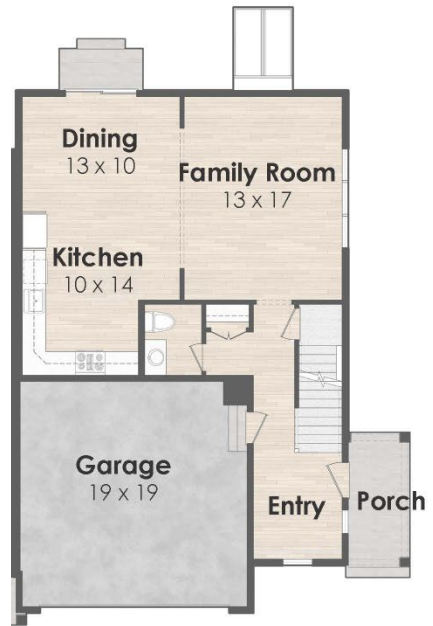
revision 8.1 6/2023



Unit #C

Unit #D

Unit #E



drawing not to scale  
Building 2 Units C, D & E **First Floor**  
#C - 865 SF / #D - 784 SF / #E - 818 SF

revision 12.8.2023

Unit #C

Unit #D

Unit #E



drawing not to scale  
Building 2 Units C, D & E **Second Floor**  
#C - 1,291 SF / #D - 1,076 SF / #E - 1,064 SF

revision 12.8.2023

# Bungay Brook

## LOTTERY APPLICATION

### APPLICATION DEADLINE: July 8, 2024

**For Office Use Only:**

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

Local: Y / N

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

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

**PERSONAL INFORMATION:**

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

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

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

Cell/Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

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

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

- Current Bellingham Resident
- Employed by the Town of Bellingham or the Bellingham Public Schools
- Employee working in the Town of Bellingham or with a bonafide offer from an employer located in the Town of Bellingham.
- Parents of children attending Bellingham Public Schools, i.e. METCO.

Do you require special accommodation? \_\_\_\_ Yes \_\_\_\_ No. If yes, please explain: \_\_\_\_\_

Bedroom Size: \_\_\_\_ Two

**Household Composition:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

**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.)



**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 \_\_\_\_\_  
 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 \_\_\_\_\_  
 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** \_\_\_\_\_

**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	_____	_____	_____

The total household size is \_\_\_\_\_

**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%, 1.5% or half 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 undersigned warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank must be submitted before entry into lottery to have an opportunity to purchase an affordable home at Bungay Brook 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.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**See page 23 for submission information**



## Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the allocation of affordable homes at Bungay Brook in Bellingham, MA.

1. The annual total gross 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>\$91,200</b>	<b>\$104,200</b>	<b>\$117,250</b>	<b>\$130,250</b>

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. 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. 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 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 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, reviewed in detail, and verified prior to purchasing a home.
7. I/We understand that it is my/our obligation to submit the required mortgage pre-approval for the home purchase from 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 at this development.
10. Program requirements are established by the Executive Office of Housing and Livable Communities (EOHLC), 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. Affordable units may not be sold to individuals who have a financial interest\* in the development or to a Related Party,\*\* or to their families. I/we certify that no member of our household has a financial interest in this Project, is a Related Party, or is a family member of someone who has a financial interest or is a Related Party.

**\*“Financial interest”** means anything that has a monetary value, the amount of which is or will be determined by the outcome of the Project, including but not limited to ownership and equity interests in the Developer or in the subject real estate, and contingent or percentage fee arrangements; but shall not include third party vendors and contractors.

**\*\*Related Party means:**

1. any person that, directly or indirectly, through one or more intermediaries, controls or is controlled by or is under common control with the Developer, as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
2. any person that is an officer of, member in, or trustee of, or serves in a similar capacity with respect to the Developer or of which the Developer is an officer, member, or trustee, or with respect to which the Developer serves in a similar capacity, as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
3. any person that, directly or indirectly, is the beneficial owner of, or controls, 10% or more of any class of equity securities of, or otherwise has a substantial beneficial interest (10% or more) in, the Developer, or of which the Developer is directly or indirectly the owner of 10% or more of any class of equity securities, or in which the Developer has a substantial beneficial interest (10% or more) , as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
4. any employee of the Developer; and
5. any spouse, parent, grandparent, sibling, child or grandchild (natural, step, half or inlaw) of an employee of the Developer or “significant other” cohabiting with an employee of the Developer.

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 allocate the available homes at Bungay Brook. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

---

Applicant

---

Co-Applicant

---

Date:

**See page 23 for submission information**

## APPLICATION TIPS

### 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. Read the NOTES on the Required Personal Identification and Income Verification Documents. Failure to do so could mean the difference between a complete and incomplete application as well as eligibility for a unit.
3. All financial documentation, income and assets, are required from all household adults aged 18 or older. No exceptions.
4. All Asset statements must include your name, account number and Institution name. Do not take photos or copy a statement from your phone. If you provide any asset statements without the above information your application is an automatic incomplete.
5. DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.
6. We will not use the amount listed on your paystubs or W2's regarding your retirement account i.e. 401K, 403B, IRA, Roth IRA etc. Your paycheck and W2's tells us you have a retirement account only. You must provide the last statement from whoever is managing the account in order for MCO to determine the account's value.
7. Do NOT forget to include statements from Robinhood or any other online investment accounts. They are considered part of your assets. If you have an open account, you must provide a statement whether there are any funds in the account or not.
8. 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.
9. 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.
10. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.

**I/We have read the above Application Tips.**

---

**Applicant Signature**

**Date**

---

**Co-Applicant Signature**

**Date**

**Required Personal Identification and Income Verification Documents  
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation and a mortgage pre-approval 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. Return this sheet with your application.**

1. \_\_\_\_\_ Mortgage Pre-approval – FHA, VA, Rocket Mortgage and Quicken loans are not accepted. Refer to page 5 for the Mortgage Guideline and Additional Mortgage Specifics. Provide a copy to your lender.
2. \_\_\_\_\_ Proof of Local Preference – i.e. utility bill, voter registration, lease, etc.
3. \_\_\_\_\_ If you require reasonable accommodation you must request at time of application and provide any supporting documentation, i.e. letter from doctor, at the same time.
4. \_\_\_\_\_ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment DOR verification stating benefits received and pay history. Benefit letter 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 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, semi-weekly or monthly.
5. \_\_\_\_\_ 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.
6. \_\_\_\_\_ 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.
7. \_\_\_\_\_ 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.
8. \_\_\_\_\_ Federal Tax Returns –2021, 2022, 2023 (NO STATE TAX RETURNS) Transcripts are accepted.
  - **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 have not filed tax returns, in the required years, you must submit a letter from the IRS verifying you have not filed. To obtain the letter submit form 4506-T, located at irs.gov, to the IRS

and they will mail you the letter or create an account at irs.gov and print out the Verification of Non-filing letter for the tax years needed.

- **NOTE:** If you are unable to locate your tax returns you can submit a Tax Transcript of your tax return. To obtain a Tax Transcript complete Form 4506-T, located at irs.gov, and submit to the IRS or create an account at irs.gov and print out the Tax Transcripts for the year needed.

9. \_\_\_\_\_ W2 and/or 1099-R Forms: 2021, 2022, 2023

**NOTE:** If you are unable to locate your W2/1099's you can submit a Wage Transcript of your W2/1099's. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS or create an account at irs.gov and print out the required Wage Transcripts.

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:

**GENERAL NOTE:** ALL ASSETS STATEMENTS MUST INCLUDED YOUR NAME, ACCOUNT NUMBER AND INSTITUTION NAME FOR ALL CHECKING, SAVINGS, INVESTMENT ACCOUNTS AND RETIREMENT ACCOUNTS. ANY ACCOUNTS PROVIDED WITHOUT THIS INFORMATION IS AN AUTOMATIC INCOMPLETE APPLICATION.

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

**NOTE:** Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non payroll or other income deposits you MUST identify where the funds have come from. For example only, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts but your accounts, etc. There is no way we can list all sources.** 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 directing 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

**NOTES:** Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non payroll or other income deposits you MUST identify where the funds have come from. For example only, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts but your accounts, etc. There is no way we can list all sources.** If you fail to explain they will be counted as income, which may put you over the income limit.



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

1. Completed, signed and dated application
2. Signed and dated Affidavit and Disclosure Form
3. Signed and dated Application Tip Information Sheet
4. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
5. All required financial documentation
6. Proof of Local Preference
7. Special Accommodation Documentation, if needed
8. Mortgage pre-approval

**All Information must be in MCO Housing Services office by 11:59 p.m. July 8, 2024, the application deadline.**

**RETURN ALL via email, fax or mail postmarked on or before the above 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

**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. Mail that is sent to the central sorting facility may 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.