
**Information and Application for
Affordable Housing Lottery**

**176-2 Main Street
Medway, MA 02030**

1 Two-Bedroom Townhouse Unit \$200,000

This packet contains specific information for the lottery for one affordable homeownership unit located at **Medway Green**, a development in Medway, MA, 02053 including eligibility requirements, the selection process, and a lottery application.

The key milestones for this housing opportunity:

- **Application Period opens:** September 10, 2019
- **Open House:** October 3, 2019 from 6:30-7 PM @ 176-2 Main St., Medway, MA
- **Information Session/Open House:** October 3, 2019 @ 7:15 PM @ Medway Senior Center
- **Application Postmarked By:** November 12, 2019
- **Lottery:** November 19, 2019 @ 7:00 PM @ Medway Senior Center

This application is a first step in the lottery process and does not assure you a home. Applicants must secure approval for a mortgage loan and submit evidence of such approval together with the application.

Please contact the agent below for any questions or to **submit your application**:

Susan Jacobson, Affordable Housing Director
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
508-440-2812, sjacobson@norfolk.ma.us

Project description

The Medway Green Townhouse Condominium development is permitted by the Town of Medway Planning and Economic Development Board. As required and permitted, one (1) of the eight is being offered for sale to low and moderate income households under a Multi Family Overlay District Special Permit.

The **Medway Green Townhouse Condominium** development consists of 8 townhouse/condominium units, with 1 designated as affordable. The development is located on .66 acre site on two parcels of land at the northeast corner of Main and Mechanic Street (176 -2 Main Street), outside the center of Medway.

The development consists of two building each contain four 4 unit, each contains 2,100 sq. Each townhouse dwelling unit will have 2 bedrooms. There will be one affordable unit.

The unit is available for immediate occupancy. Note that the unit and schedule may change without notice as market conditions change.

In accordance with the program guidelines, the initial purchase prices are established so that a household is not required to spend more than 30% of 70% Boston Area Median Income (AMI) monthly for housing costs.

The affordable unit is the plan numbered 176-2 Main Street. The floor plan is available on the lottery agent website.

The unit is 2100 square feet 2 Bedroom 1 full bath and two 1/2 baths on three floors. The first floor is the basement with one car garage and utility room with a half bath. The second floor is an open floor plan with kitchen and breakfast nook, and open dining and living room. The third floor has a master bedroom and a shared bath with a second bedroom. Both bedrooms have large closets.

The kitchen comes with stove/oven, dishwasher, microwave, refrigerator and disposal. All units will be provided with heating and central air-conditioning and are on town water and sewer.

In addition to mortgage principal, interest and Private Mortgage Insurance payments, homeowners should expect to pay monthly housing expenses of property taxes and a condominium association fee of \$300.00 (HOA) per month. Property owners will be expected to pay property taxes of \$3,394.00 per year or \$282.85 month. The tax rate is determined by using Medway's 2019 tax rates, or approximately \$16.97 per 1,000/thousand.

Lottery description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at Medway Public Library Norfolk Town Hall/Medway Town Hall (business hours), and Medway Housing Authority (business hours), sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications must be received in hardcopy and will be checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided. Applicants are encouraged to complete the checklist as an aide to the process. We do not accept email or fax submission of applications.
3. For this unit, the applicant's household size will be determined from the application, and required number of bedrooms as indicated on the application. Within each lottery pool, priority shall be given to households requiring at least the number of bedrooms for that unit. Smaller households are encouraged to apply.
 - There is at least one occupant and no more than two occupants per bedroom.
 - A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom.
 - School-aged children of the opposite sex are not expected to share a bedroom.
 - Other household members may share but shall not be required to share a bedroom.
4. The applicant's income will be verified and compared to the income limits published by HUD for the Boston Metropolitan Statistical Area. Income includes all income prior to any deductions from all adult household members, and are determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609. An imputed income amount of 0.06% of assets will be added to income for assets over \$5,000. The current 2019 income limits are:
 - 1 person household - \$62,450 2 person household- \$71,400,
 - 3 person household- \$80,300 4 person household - \$89,200
5. Household assets shall not exceed \$75,000 in value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, the cash value of retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values.
6. Eligible applicants must be a First-time Homebuyer. This is further defined as a household that has not owned a home within three years preceding the application including in trust, with the exception of displaced homemaker, single parents and senior households (at least one household member is 55 or over). Any previously or currently owned home must be sold prior to purchase of the affordable unit.
 - A displaced homemaker is an individual who is an adult, who has owned a home only with a spouse, who is legally separated from a spouse, and who does not currently own the home previously owned with a spouse.

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- Single parents are individuals who 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);
 - Additional exceptions are made for households that owned a principal residence not permanently affixed to a permanent foundation, and households that owned a property that was not in compliance with State, local or model building codes.
 - Eligible applicants cannot own residential property, whether for primary, secondary or investment purposes.
7. Persons must submit all the necessary information by the application deadline. Late applications (applications mailed and/or received after the above date) and applications that are incomplete will not be accepted. No faxed or emailed applications will be accepted.
 8. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination.
 9. Once the Lottery Agent has verified the information contained in the application and confirmed eligibility, a lottery number or numbers and lottery form will be issued, and the applicant will move forward to the lottery. There will be one lottery pool created for this opportunity.
 - 1) General Pool (1 units):
 - 2) A final lottery eligibility letter will be mailed to each applicant indicating their final eligibility determination, preferences and the lottery specifics (date/time).
 10. The lottery numbers will be pulled randomly by an independent third party in a public setting. Lottery numbers will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing Lists. The list of numbers drawn will be posted and letters will be mailed within three business days to the winners.
 11. Once the tickets have been randomly drawn and listed in the drawn order, the units are then ranked based on bedroom size. The top ranked household needing at least two bedrooms will be offered the opportunity to purchase that specific unit. The household size preference shall be given to households based on the following criteria.
 - There is at least one occupant and no more than two occupants 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.
 - **“Occupancy standards will not be more restrictive than the State Sanitary Code”.**
 12. The lottery agent shall maintain all Lottery Drawing Lists. In the event that any of the applicants withdraw for any reason, or do not comply with guidelines, the next qualified applicant in the lottery pool ranked by bedroom size need, will be offered that particular unit.
 13. Top ranked applicant is offered the unit.
 14. The winner will sign an offer/reservation form with the developer. No deposit is required.
 15. Final qualification against all requirements will be verified before the execution of Purchase and Sale, and the eligible applicant must be approved by the Monitoring Agent before signing a P&S and again before closing (if closing is longer than 60 days from the Purchase and Sale) as determined by the Lottery Agent.

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16. There are specific closing and financing requirements for loans on these units, which include:
 - The loan must have a fixed interest rate through the full term of the mortgage.
 - The loan must have a current fair market interest rate.
 - The interest rate must be locked in – not floating.
 - The buyer must provide a down payment of at least 3% (\$6000), 1.5% (\$3000) of which must come from the buyer's own funds.
 - The loan can have no more than 2 points.
 - The buyer may not pay more than 38% of their monthly income for monthly housing costs.
 - Loans from non-institutional lenders will not be accepted.
 - Buyers are encouraged to go to lenders that have familiarity with the Deed Restricted properties such as Lenders working with Masshousing and Mass Housing Partnership.
 17. Closing documents will include disclosure statements from the Monitoring Agent. Additionally, the applicant will need to provide documentation that they have completed a certified first-time home buyer class. Home Buyer Education: It is suggested by the Town of Medway that you complete a pre-purchase homebuyer education course at a Massachusetts Homeownership Collaborative certified agency before closing. A list of courses, which is updated periodically, is on the MHP website (www.mhp.net). And CHAPA (www.CHAPA.net).
 18. The Fair Housing Act prohibits discrimination on the basis of race, creed, color, sex, age, disability, marital status, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and is specifically prohibited in the sale of these units. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission against Discrimination; and/or the United States Department of Housing and Urban Development.
 19. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
 20. Resale process: The Monitoring Agent has up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing, or for lack of cooperation on your part. If you attempt to sell or transfer the home without complying with the Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.

AFFORDABLE HOUSING APPLICATION

Must Be Completed and Returned to Lottery Agent office by November 12, 2109

Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

Co-Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

I learned of this lottery from (check all that applies):

Website: _____ Letter: _____

Advertisement: _____ Other: _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

- _____ Completed application signed by all individuals over the age of 18.
- _____ Copy of 2016, 2017 and 2018 Federal tax returns, as filed, with W-2's and schedules for all tax returns, for every current or future person living in the household over the age of 18. State returns are not required.
- _____ Copy of five most recent consecutive pay stubs. Additional information may be required for hourly paid workers.
- _____ Current copies of statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income
- _____ Current copies of statements (3 months) of all assets (including every page), on financial institution letterhead, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts.
- _____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs. These units are not eligible for FHA or family loans, and applicants cannot spend more than 38% of their monthly income for monthly housing costs
- _____ Certificate of pre-purchase First-time Homebuyer class
- _____ Documentation regarding current interest in real estate, if applicable
- _____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable, containing the language "Under penalties of Perjury"
- _____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury"
- _____ Minority Self-Declaration Statement, signed and dated, if applicable, containing the language "Under penalties of Perjury"

Household Information – List all members of your household including yourself

Number of Bedrooms Needed: _____

Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)		Relation to Head	Married? (Y/N)	Full Time Student? (Y/N)	Age	Date of Birth	Minority Category * (Optional)
HEAD							
2							
3							
4							

*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

Property - Do you own or have an interest in any real estate, land and/or mobile home? Yes () No ()

Address: _____ Current Value: _____

[Provide current assessment information and current mortgage statement]

Have you disposed of any property for less than its value in the past two years? Yes () No () If yes, attach a description

Have you sold real estate or other property in the past three years? Yes () No () If yes, attach settlement statement

When: _____ Address: _____ Sales Price: _____

Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
TOTAL			

Assets - List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

#	Type of Asset	Account No	Value, Balance
1	Checking account		
2	Savings account		
3	Retirement account		
4	Other: _____		
5	Other: _____		
6	Other: _____		
7	Other: _____		
TOTAL			

APPLICANT(S) CERTIFICATION

I/We certify that our household size is _____ persons, as documented herein.

I/We certify that our total household income equals \$_____, as documented herein.

I/We certify that our household has assets totaling \$_____, as documented herein.

I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.

I/We certify that I am/we, or our family (parent, child, grandparent, sibling), are not related to the Developer of the Meetinghouse Village properties, the Lottery Agent, the Monitoring Agent or any party of this project.

I/we understand that it is my/our obligation to secure the necessary mortgage for the purchase of the home and all expenses, including closing costs and down payments, are my/our responsibility.

I/We understand that if I/we do not obtain a mortgage commitment and sign a purchase and sale agreement within forty-five days after the lottery the unit will be offered to the next eligible applicant on the waiting list.

I/We understand that this property will have a deed restriction which specifies the resale, refinance and other provisions of the property as outlined below. The restriction ensures that the unit remains affordable for future purchasers of the property.

- The property must be the owner's principal residence.
- The property can't be refinanced without prior approval of the Monitoring Agent (Town of Medway & Department of Housing and Community Development). Affordable units may not be refinanced for more than 97% of their Maximum Resale Price.
- There is a limit on the resale price of the unit so that the unit will always be affordable. The formula for calculating the maximum resale price will be established at the time of purchase and will be based on the Area Median Income at the time of resale. If an owner wants to sell their affordable unit, they are required to notify the Monitoring Agent.
- No capital improvements can be made without the Monitoring Agent's pre-approval.

I/We have been advised that a copy of the Mass Housing Universal Affordable Housing Deed Rider is available with the Lottery Agent.

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Monitoring Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements.

Your signature(s) below gives consent to the Lottery Agent or its designee to verify information provided in this application. The applicant agrees to provide additional information on request to verify the accuracy of all statements in this application.

I/We consent to the disclosure of such information for the purpose of income, asset and any other verification related to my/our application.

No application will be considered complete unless signed and dated by the Applicant/Co-Applicant.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.