
ELIZABETH RUST

REPORT
FOR
MARLBOROUGH COMMUNITY
DEVELOPMENT

LOTTERY TRAINING AND SUPPORT

June 23, 2010

Lottery Training and Support

This report describes the lottery training and support provided to the Marlborough Community Development Authority under the DHCD Peer to Peer grant program, for the Neighborhood Stabilization properties in Marlborough.

Elizabeth Rust performed peer consulting services to the contractor, Marlborough Community Development Authority.

The services include a detailed review of regulations, guidelines and legal framework. Stapled and bound copies of the Technical Assistance to calculating income, and the DHCD Comprehensive Permit guidelines, with all sections, including the Affirmative Fair Housing Marketing Plan portion, were provided and reviewed.

The project include development of the Affirmative Marketing Plan and application materials in conformance with the regulations (attached). Additional assistance was provided to calculate the sales prices for the two ownership properties, and a review of the NSP requirements with DHCD to ensure project compliance. The homes are priced to give opportunity to qualified first-time home buyers.

The project includes support for implementation of the defined outreach, assistance with qualification of the applicants, and administration of the lottery.

Elizabeth Rust
177 Haynes Rd
Sudbury, MA 01776

**AFFIRMATIVE MARKETING PLAN FOR
MARLBOROUGH COMMUNITY
DEVELOPMENT AUTHORITY
NEIGHBORHOOD STABILIZATION PROPERTIES**

MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY

6/11/2010

AFFIRMATIVE MARKETING PLAN FOR MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY (MCDA) NEIGHBORHOOD STABILIZATION PROPERTIES

INTRODUCTION

The Marlborough Community Development Authority (MCDA) has purchased four foreclosed single family homes in Marlborough with Federal Neighborhood Stabilization Program Funds (NSP) to be used as low income rental and affordable home ownership housing. The following document is an "Affirmative Marketing Plan" for the four properties which describes how the MCDA will market and lease these properties in compliance with all State and Federal Laws.

The first two homes will be sold as affordable homeownership units to first time homebuyers whose incomes does not exceed 90% of the median area income so as to reach families who would not otherwise be able to buy a home in Marlborough. The subsidy to the unit will be the appraised market value minus the sales price. A recapture agreement will be attached to the homeownership units for a period of 15 years so that if the owner sells the property during that time, he or she will be required to pay back that subsidy. Once the 15 year recapture period is over, or paid back to the MCDA, the property is free of restrictions. Funds recouped by the MCDA will be used to purchase or rehabilitate additional affordable properties in Marlborough.

One home will be set aside for an income eligible, "Local Preference" applicant (resident of Marlborough, City employee or family with children currently in the METCO program) to help address the shortage of affordable housing for local residents. The second home will be open to the general pool of income eligible applicants. All applicants who wish to be considered for other MCDA properties which have the same income criteria will be kept on a central waiting list and maintained by the MCDA for future consideration. Units are expected to be sold by December 1, 2010.

The second two units will be rehabbed and either rented or sold to families whose income does not exceed 50% of the median area income. One rental unit will be set aside for "Local Preference" and one will be open to the general pool of income eligible applicants. NSP regulations also require a 15 year affordability restriction be attached to the units. Rents will not exceed the 50% limit as established by HUD unless an applicant has a rental voucher, in which case there is a higher HUD fair market rent limit. Applicants will not pay more than 40% of their income in rent. Units are expected to be rehabbed and ready for occupancy by February 1, 2011.

Outreach/Marketing

Marketing and outreach will focus on persons who fall within the range of permitted income and otherwise qualify under funding source guidelines. For the initial marketing period, MCDA will advertise in the MetroWest Daily News at least two times, the Brazilian Times, as well as in the other media outlets listed in the Appendix of this memo at least one time. In addition, notices will be sent to all community organizations, fair housing groups, City departments, churches, and

synagogues as listed in the Appendix. Staff will take responsibility to assure that rent-up information will appear on the official City of Marlborough website, the City's electronic bulletin board, on Marlborough's cable T.V and posted on bulletin boards in the various public buildings. The MCDA program manager will also work with the Housing Authority staff to notify applicants on their waiting lists about the availability of these units.

Marketing for tenant and homeowner selection will comply with all local, state, and federal fair housing laws. All notices, including the application, shall bear the Equal Housing Opportunity logo. The MCDA Program Manager, who will oversee the process, has previous experience managing and marketing affordable rental properties for a CHDO in Brookline which was funded with a combination of MHP, Brookline Affordable Housing Trust, CDBG and Private Bank financing. She has also completed a "Fair Housing" training program in 2008. Currently, she is receiving training through the "Peer to Peer Assistance" program to solidify her understanding of the Affirmative Marketing Process and receive assistance in conducting a fair and open lottery.

The MCDA will ensure that their housing and services are made available to all eligible persons. MCDA will not market the units in any way that indicates a limitation or preference based upon ethnicity, race, age, disability, gender, religious affiliation, military status, marital status, or sexual preference.

Affordable Housing Lottery Application Process (for homebuyers)

Prior to completing an application, applicants must first verify that they have not owned a home or residential property within the last three years. All applicants must then submit an Affordable Housing Lottery application to the MCDA with all supporting documentation requested. This will include documentation of household members, sufficient income to support a mortgage and household assets which do not exceed the maximum allowable limit. Each application must also be accompanied by a pre-qualification letter – that is no greater than 90 days old—for a fixed interest 30 year amortizing loan. The applicant's maximum monthly housing debt ratio cannot exceed more than 33% of the applicant's gross household monthly income. The application will also include questions, which may categorize applicants with regard to the Marlborough -specific priorities noted below, as well as the exclusion for full-time students.

The MCDA will market the units to homeowner's using the attached list of contacts mentioned in the "Outreach and Marketing" section of this plan. A mass mailing with the pre-application will be sent to the list of organizations in the appendix of this document. Applications will be available by request through mail, on-line on the City's web site, at the Marlborough Community Development Authority's office, at City Hall and at the local public library. MCDA will then conduct a public lottery to select an eligible homeowner. All information regarding these units will be posted on the City's and MCDA's web site and posted in public locations around the City.

Once the lottery is complete, applicants will be given a specified time period to secure financing. MCDA will collect and submit all income verification and asset documentation to the

appropriate agencies. All applicants will be required to complete a first time homebuyer training course at one of the local agencies.

No one will be refused the right to complete an application. The only exception is a tenant who has been previously evicted from any other building managed by MCDA within the last five years. MCDA will ensure that no major barriers will prevent any individual from applying: including seeking assistance for linguistic minorities unable to conduct the application process in English. Reasonable accommodation for people who require special accessibility or language assistance will be provided upon request to the Marlborough Community Development Authority at 508-460-3715 with at least three days advance notice.

Local Preference

The City of Marlborough is a socially and economically diverse community which has a growing need for affordable rental and homeownership housing. There is a substantial immigrant population which consists largely of Brazilians clustered in the older neighborhoods of the city center where they have established many shops and service businesses. According to the last census data from 2000, approximately 15% of the population listed themselves as an ethnicity other than white and 20% of household's speak a language other than English.

A 2008 Housing Report prepared by the Metropolitan Area Planning Council (MAPC) identified a shortage of affordable housing for seniors, young families, the disabled and veterans. Currently, there are over 100 people on the waiting list for public rental housing in Marlborough. This number is expected to grow in the coming year. The effects of the recession in Marlborough have resulted in a dramatic increase in foreclosures which ranks the City as having the 16th highest rate of foreclosure in the State. In the last survey of Marlborough's housing stock, 10.53% of the city's 14,846 year round housing units was counted in the subsidized housing inventory ("40B") inventory. However, it is estimated that at the rate need for affordable housing increasing, the city will need to produce an additional 500 units of affordable housing over the next five years in order to keep pace with the demand.

To address the need for affordable housing options for Marlborough's residents, the MCDA Board voted to incorporate a Local Preference within the "Affirmative Marketing Plan" which will be given to current residents of Marlborough, municipal employees (excluding employees and Board members of the MCDA) and households with children attending school in Marlborough, such as METCO students. Local preference will not exceed 70% of any affordable units in any development. In the case of these four units, 50% will be set aside for the local preference pool.

Initial Tenant Selection (for rental properties)

Eligible households must be individuals related by blood, marriage, instrument of law or an established inter-dependent relationship and be able to verify their citizenship or other legal status in addition to meeting all the financial eligibility terms described above in the paragraph on the "Application Process". No applicant will be discriminated against because of national

origin, military status, marital status, or sexual preference. Neither will MCDA discriminate against eligible tenants because they hold a Section 8 certificate or other tenant-based assistance document.

Upon the close of the marketing period, MCDA will rank eligible applicants by using a lottery system. There will be two lottery pools; one for applicants who meet the criteria for local preference and another for all other eligible applicants. Priority applicants will be selected for interviews and offered units in the order in which they were ranked by the lottery.

Leasing

Letters of notification will be sent out to all applicants, informing them of their immediate eligibility for lottery housing, their rejection for housing, and their wait list status. Those applicants who are rejected for housing and for those others not meeting basic eligibility criteria will receive a letter stating the reason for their non-acceptance. The letter will outline an appeal process, to be initiated within five to ten days of receipt of notification, for those applicants who believe they have been subject to discrimination. The letter will also carry the following statement: "If you believe you have been discriminated against in seeking housing, you should contact the Massachusetts Commission against Discrimination (617-727-3990)."

When the stipulated time has passed for appeals and either, no one has come forward or all appeals, have been handled satisfactorily. MCDA will choose the first group of tenants. A waiting list will be compiled for future vacancies using any remaining eligible applicants. Interviews will be conducted for applicants selected from the waiting list.

On-going Affirmative Marketing for Tenant Selection of Vacant Units

Upon exhaustion of the initial waiting list for the project and from time to time, MCDA will do outreach to Marlborough community organizations, City departments, local synagogues, churches, and fair housing organizations. The goal of this outreach is to encourage eligible Marlborough residents and employees, as well as underrepresented minorities, to apply for vacancies.

NON-DISCRIMINATION POLICY

- A. The Marlborough Community Development's (MCDA) application policies shall not deny admission to, or in any way discriminate against, any otherwise eligible applicant because of race, color, religious creed, marital status, familial status, military status, handicap, national origin, sex, age, ancestry, sexual preference or source of income. All information to be considered shall be reasonable, related to individual attributes and behavior of an applicant and their household, and shall not be related to attributes and behavior that may be imputed by some to a particular group or category of persons.
- B. The Marlborough Community Development's (MCDA) is committed to making the availability and accessibility of our housing units known to all groups of persons,

particularly to those who would not ordinarily apply because of the location of the housing. We will strive to market, outreach and advertise in order to insure that all groups of persons have equal knowledge of our housing opportunity.

- C. The Marlborough Community Development's (MCDA) shall meet the requirements of the Neighborhood Stabilization Program (NSP), in all respects to affirmative marketing and local preference. MCDA will advertise and perform outreach to meet the percentage goals of minority tenancy at all MCDA properties.

II. PROPERTY MANAGEMENT

Since the MCDA has the in-staff capacity to manage and maintain properties in its capacity as a Housing Authority, all rental properties will be most likely be managed and maintained by the MCDA.

III. INITIAL RESIDENT SELECTION (for rental units)

A. Marketing and Outreach

MCDA will notify the general public of available units for initial occupancy via the attached lists of contact agencies, neighborhood organizations, City Departments, local and minority newspapers. All such ads and contacts shall be recorded in MCDA's permanent outreach file and shall be made available on an annual basis for review and inspection by the appropriate agencies.

B. Selection Criteria

1. Income: Applicants will be selected so as to comply with NSP income guidelines and the preference criteria for household size as established by the State. That is, that with an applicant pool, preference shall be given to households who require the total number of bedroom units available in the unit.
2. No household will pay more than 40% of their gross monthly household income as rent, including utilities.
3. Other Criteria: The applicant must be willing to sign a lease and community rules agreement. The applicant must demonstrate a regular source of income and/or possess a rental subsidy certificate. The applicant must provide information requested on the application. Applicants who fail to do so or who misrepresent or falsify information will be denied.

C. Selection Process Initial Occupancy

1. Beginning and ending on dates yet to be determined, MCDA will make available a preliminary rental application (pre-app) to interested households. The pre-app

will request information as to gross household income, household assets and liabilities, rental subsidy (if applicable) and household composition.

2. Upon receipt of each pre-app it will be reviewed for initial eligibility by MCDA or its authorized representative. Upon determination of preference category (if any) and initial eligibility a unique application number will be assigned for identification purposes. Applicants will be notified of their initial eligibility as well as their unique identification number. Applicants that are determined ineligible will be notified by mail as to their ineligibility and as to the reason of ineligibility and have five (5) business days to cure such ineligibility.
3. In the order of the established list and preference category (if any), the top candidates (three for each vacant unit) will be invited to complete a full rental application, release of information and verification forms.
4. MCDA will determine the suitability of candidates based on information from the rental application, including checking of preference category (if any), applicant landlord references, credit check and rental payment history, checking of employer and personal references, and discussions with the applicant. In the order of the established list, MCDA will reach a decision concerning each application within a reasonable amount of time in regards to the expected completion of the repairs or expected vacancy of each available unit.

IV. FUTURE VACANCIES

Future vacancies shall be offered to applicants from the top of the waiting list using the procedures established under section **I. NON-DISCRIMINATION POLICY**

- A. And section **III. INITIAL RESIDENT SELECTION**, paragraph C. Selection Process, part 4.
- B. Utilizing the initial waiting list as established under section **III. INITIAL RESIDENT SELECTION**, paragraph C. Selection Process, part 3 above, all future applications, upon determination of initial eligibility, shall be placed at the bottom of the list, in their preference category (if any), in the order they are received and determined initially eligible.
- C. MCDA will review its waiting list on an annual basis or whenever a vacancy is to become available, whichever is earliest.
- D. If it is determined that an insufficient number of applicants are available on the waiting list then MCDA may add to its waiting list using the procedures established under section **III. INITIAL RESIDENT SELECTION**, paragraph A. Marketing and Outreach, part 1. All new applicants will be placed at the bottom of the list in the order they are received and determined initially eligible.

SCHEDULE FOR AFFIRMATIVE MARKETING

Revised Marketing Plan re-submitted to DHCD	6/16/10
DHCD Approves Plan	6/23/10
Start Advertising (60 days) open application period	7/01/10
Informational Session (for app)	8/11/10
Open House	9/01/10
Deadline for submitting app	9/17/10
Review applications (2 week)	9/13/10
Lottery	9/27/10
Reservation	10/4/10
Purchase and Sales	10/25/10
Closing	12/01/11



MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY

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www.marlbrough-ma.gov



Information and Application for Affordable Housing Lottery 76 Preston and 5 Gleason Marlborough

This packet contains specific information for the two affordable single family homes lottery including eligibility requirements, the selection process, a lottery application, and commonly asked questions and answers.

We invite you to read this information and submit an application. Complete applications must be returned to our office by the deadline. Applications that are not received or not complete by this time will not be considered.

The key milestones for this housing opportunity:

- Application Period opens -8/1/2010
- Information Session- 8/11/2010
- Open House – 9/1/2010
- Application Deadline – 9/17/2010
- Lottery – 9/27/2010

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.

Only one application per household will be accepted, there is no need to submit multiple applications.

Please contact the Marlborough Community Development Authority for any questions.

Rieko Hayashi, Program Manager
Marlborough Community Development Authority
255 Main Street
Marlborough, Ma 01752
(508) 460-3715
com_dev@marlbrough-ma.gov

Project descriptions

The Marlborough Community Development Authority has acquired two single family homes which will be sold to income eligible buyers through a lottery application process. One home will be reserved for applicants who meet the "local preference" criteria; that is current residents of Marlborough, current employees of the City of Marlborough (excluding employees of Board members of the Marlborough Community Development Authority) and families with children currently in the METCO program. Both homes will be fully deeded and renovated.

In accordance with the Guidelines, initial purchase prices were established so that a household is not required to spend more than 30% of the Boston Area Median Income (AMI) monthly for housing costs. These homes are subsidized by the City of Marlborough in order to increase the stock of affordable housing. A recapture agreement will be attached to the units in the form of a note for 15 years. During that time, if the owner sells the property, he must repay the subsidy (the market price minus the sales price) back to the MCDA. After the 15 year period, the property is free of restrictions.



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5 Gleason Street is a single family cape style home with three bedrooms, hard wood floors, one and a half bathrooms, living room, dining room, kitchen, family room, parking garage, deck and very large yard. It is located near the entrance to the City off of route 20 and faces Lake Williams. The total living space is approximately 1,990 square feet. Applicants must meet the "local preference" criteria to be eligible.

The purchase price for this house has been calculated at \$225,000.

In addition to mortgage principal, interest and PMI payments, homeowners should expect to pay monthly housing expenses of : about \$225 in property taxes (13.41 per \$1,000 of value, per Marlborough's tax rate).

76 Preston is a single family cape style home with two bedrooms, hard wood floors, one and a half bathrooms, a living room, dining room, enclosed porch and kitchen with new cabinets. The total living area is approximately 1,591 square feet. It is located on a quiet residential street about five minutes from the downtown area.

The purchase price for this house has been calculated at \$200,000

In addition to mortgage principal, interest and PMI payments, homeowners should expect to pay monthly housing expenses of : about \$200 in property taxes (13.41 per \$1,000 of value, per Marlborough's tax rate).

Lottery description:

1. An application will be available on-line and 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 received will be date stamped, and then checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided.
3. The applicant's household size will be determined from the application, and used for bedroom size preference. Within an applicant pool first preference shall be given to households requiring at least the total number of bedrooms in the unit 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.
4. The applicant's income will be verified and compared to the income and asset limits. The applicant household is required to be at or less than the 90% Area Median Income limits for the Boston Metropolitan Statistical Area as published by HUD. This includes all income prior to any deductions from all adult household members. Income and assets are determined using the method as in the HUD Section 8 program, defined at 24 CFR 5.609. The 2010 household income limits used for this development include [might update for 2010 limits if they come out in time]:
 - Household of 1 - \$ 57,900, Household of 2 - \$ 66,150 Household of 3 - \$ 74,400
 - Household of 4 - \$ 82,650, Household of 5 - \$ 89,400, Household of 6 - \$ 96,000
5. Household assets shall not exceed \$ 100,000 in net cash value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, value of real estate holdings and other capital investments. Include the value of the asset, with a deduction for the reasonable cost of selling the asset. The value of necessary personal property (furniture, vehicles) is excluded from asset values.



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6. Eligible applicants must be First Time Homebuyers, defined as one who has not have owned a home within three years preceding the application, with the exception of displaced homemaker, single parents and senior households (where at least one household member is 55 or over).

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.

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 and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

7. Applicants will be notified for incomplete application packages by email first and letter if no response has been received after 5 days.
8. Persons who have not submitted all the necessary information by the deadline will waive their rights to proceed. No faxed applications will be accepted. Late applications (applications mailed and/or received after the above date) and applications that are incomplete will not be accepted.
9. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision.
10. 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 and issued a blue ticket. For the 76 Preston Street housing opportunity, a general lottery pool will be maintained .
11. Applicants for 5 Gleason Street must meet the "local preference criteria" which includes current residents of Marlborough, current city employees (excluding employees and Board members of the MCDA) and families with children currently in the METCO program.
12. A letter will be mailed to each applicant indicating the following information:
 - 1) You have been deemed (eligible/ineligible) based upon the information provided.
 - 2) Enclosed is your lottery number. You must contact the lottery agent in writing if you disagree with the determination you have qualified for. Failure to contact the lottery agent in writing will result in the waiving of your rights for further review.
 - 3) Eligible applicants will be told the date, time and place of the lottery.
13. The lottery numbers will be pulled by an independent third party and witnessed by representatives of the City a public setting. All lottery numbers from the general pool will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing List. The list of numbers drawn will be posted and letters will be mailed within three business days to the winners.
14. The winners of the local unit will then be selected. The unit will be awarded to the first household on the Lottery Drawing List which requires at least a 3BR unit.
15. The lottery coordinator shall maintain the Lottery Drawing List. In the event that any of the applicants are unable to obtain financing, withdraw for any other reason, or do not comply with guidelines, the next qualified applicant will be offered that particular unit.



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16. The winners will sign a reservation form within 10 calendar days of the lottery and provide a \$1,000 deposit in the form of a certified or bank check. Failure to sign the reservation form will result in their loss of the unit and the Lottery Agent will go to the back up lottery numbers and make an offer. In the event that a lottery winner who signs the reservation form and leaves a deposit does not qualify or meet the criteria set forth, the Lottery Agent reserves the right to select the next buyer that does qualify for a particular unit, however the Lottery Agent will request the non-qualified buyer to execute a release (written notification) so that their deposit may be returned. Should the release (written notification) not be executed within 72 hours the developer will retain deposit until said release is executed.
17. The Purchase and Sale Agreement must be completed within 20 calendar days of signing the Reservation Form. Upon signing of the Purchase and Sale Agreement, the lottery winner provides a mutually agreeable deposit not to exceed \$3,000, which is applied to the overall purchase amount.
18. There are specific closing and financing requirements. DHCD current mortgage requirements 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, no more than 2 percentage points above the current MassHousing rate.
 - The loan can have no more than 2 points.
 - The buyer must provide a down payment of at least 3%; half must come from the buyer's own funds.
 - The buyer may not pay more than 30% of their monthly income for the mortgage
 - Non-household members shall not be permitted as co-signers of the mortgage.
19. There may be other grants and assistance available, and applicants may consider or pursue mortgage funding sources to supplement their application, including the HUD American Dream Down Payment Initiative program, the Mass Housing Partnership Soft Second Loan Program, and lending programs available from private financial institutions for first-time homebuyers. The Marlborough Community Development Authority can provide additional information upon request.
20. All lottery winners must attend and obtain a completion certificate from an accepted First Time Homebuyer Class prior to closing. Applicants will be required to complete homebuyer's training prior to closing on the property. Only applicants who receive certificate of completion are eligible to proceed to sale. Post-purchase counseling is an additional requirement for first time homebuyers and must be completed within six (6) months of closing. Homebuyer training classes in the metro Boston area are listed online at http://www.chapa.org/housing_workshops2005.htm.
21. Applicants selected in the lottery that require special accessibility or reasonable accommodation features or modifications will be given the opportunity to request such modification, with supporting documentation, and may have them made at the expense of the buyer.
22. Final qualification against all requirements will be verified before closing. The purchase and sale agreement will state that final income verification has not been done and validity of said agreement will be contingent upon the approval by the Lottery Agent.
23. The Fair Housing Act prohibits discrimination in housing because of Race or color, National origin, Religion, Sex, Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination (617) 994-6000; and/or the United States Department of Housing and Urban Development (617) 994-8300.



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AFFORDABLE HOUSING APPLICATION (76 Preston) Must Be Completed and Returned By **September 17, 2010 1PM**

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 2007, 2008 and 2009 Federal and State tax returns, as filed, with 2009 1099's, W-2's and schedules, for every current or future person living in the household over the age of 18
- _____ Copy of three consecutive months pay stubs, for salaried employed household members over 18, longer for seasonal and hourly workers.
- _____ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony and/or 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 – on organization letterhead
- _____ Current bank statements of all assets showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts. Include copy of last three months of each asset statement - on organization letterhead.
- _____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs
- _____ Documentation regarding current interest in real estate, if applicable
- _____ Self declaration regarding eligibility of minority preference, if applicable
- _____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable
- _____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury"



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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	Age	Date of Birth	Social Security Number	Minority Category * (Optional)
HEAD						
2						
3						
4						
5						
6						

*Minority preference categories include the racial classifications of Black or African American, Asian, Native American or Alaska Native, Native Hawaiian or Pacific Islander, or other (not White); and the ethnic classification of Hispanic or Latino.

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

Address: _____ Current Value: _____

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

When: _____ Address: _____

Sales Price: _____



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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: _____		
TOTAL			



MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY

255 MAIN STREET, MARLBOROUGH, MA 01752 ♦ V: 508.460.3715 ♦ F: 508.460.3700 ♦ TDD: 508.460.3610
www.marlbrough-ma.gov

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 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 the provisions regarding resale restrictions and agree to the restriction. The unit can't be refinanced without prior approval of DHCD and City of Marlborough; no capital improvements can be made without DHCD/City pre-approval; the unit must be owner's primary residence; the resale price is calculated according to the deed rider; and an increase in equity is very minimal to ensure affordability over time; the deed rider remains in effect in perpetuity. All prospective buyers are advised to review the deed rider with their own attorney to fully understand its provisions.

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the City of Marlborough 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. 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.