



**City of Newton  
Information and Application for  
Affordable Homeownership Opportunity**

**4A Cragmore Road  
Newton MA 02464  
3 Bedroom Condominium \$299,300**

This packet contains specific information regarding the purchase of a three-bedroom affordable condominium located at 4A Cragmore, in Newton, including the eligibility requirements, the selection process, and a lottery application.

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 Malcolm Lucas below for any questions or to submit your application:

Newton City Hall, Planning and Development, 2nd Floor  
Attention: 4A Cragmore Road Affordable Homeownership, room 213  
1000 Commonwealth Avenue, Newton, MA 02459  
(617) 796-1149, [mlucas@newtonma.gov](mailto:mlucas@newtonma.gov)

The key milestones for this housing opportunity:

Application Period opens	Monday, February 12, 2024
Open House	Saturday, February 24, 2024, 2-4 pm
Application Period Deadline	Thursday, March 7, 2024, 1 pm
Lottery	Thursday, March 28, 2024, 4pm via zoom

Downpayment / Closing Cost Assistance may be available to eligible applicants for this purchase. The program guidelines can be found here:

<https://www.newtonma.gov/home/showdocument?id=112512&isPublished=False&t=638326118462777246>

This is a detached condominium home nestled in the Upper Falls, bordering Waban. Boasting an unrivaled location just off Rt 9 near Elliot T station, this residence is a commuter's dream, providing swift access to I95 and I90 within minutes. The nearby Eliot MBTA Green Line station is a few minutes walk.

This 3 bedroom, 2 bath, 1147 sq ft home is part of an eight-unit condo built in 2009. Unit 4A is in the center of the property, exuding a timeless charm with its historical architecture, complete with small but well-designed semi-private front and back yards, with small patios. The home has a new roof from 2023.

The kitchen has new stainless-steel appliances, including a gas stove, hood, refrigerator, and dishwasher. The gas stove and hood were replaced a few years ago, and garbage disposal and dishwashers are brand new. The stacked washer and dryer are installed in a closet in the living room area.

The first floor has a living room, kitchen, and master bedroom with a full bath and a washer/dryer closet. The second floor has two bedrooms, a full bath, and a walking closet. The unit has central air-



conditioning, with gas forced hot-air heating and cooling systems and a thermostatic control within the unit. There are hardwood floors throughout.

The unit has a garage and a secondary parking spot adjacent to the garage, with on-street parking available. The condominium fee is currently \$108 per month, and the buyer will pay \$10.18 per thousand or \$243 per month in property taxes using the current tax rate.

**Lottery description:**

1. The applications for this housing opportunity will be generally available, including online, in hardcopy at the Newton City Hall, and sent to anyone interested in the lottery. Notice of the lottery will be posted through local, regional and state channels.
2. Applications must be received (not postmarked) with all required information by the deadline. Applications can be mailed to the above address. Applications that are dropped off should be brought to the Housing and Community Development office on the second floor. Applications may also be emailed, but accompanying documentation must be compiled such that the total submission email/s has no more than 5 attachments, with the applicant consolidating the information. Applicants are encouraged to complete the checklist as an aide to the process.
3. The applicant's income (for the 90 days prior to the application period) 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 most recent income limits will be used. The current 2023 limits are:  
1 person- \$82,950, 2 person- \$94,800, 3 person- \$106,650,  
4 person- \$118,450, 5-person- \$127,950, 6-person- \$137,450
4. Household assets shall not exceed \$75,000 in value (for the 90 days prior to the application period). Assets include but are not limited to all cash, cash in savings accounts, checking accounts, gift amounts, 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. Equity from the sale of any home will be included with other household assets that cannot exceed the household asset value limits noted above.
5. Eligible applicants must be a First-time Homebuyer. This is further defined as a household that has not owned a home within three years, including in trust, preceding the application, with the exception of displaced homemakers, single parents and senior households (at least one household member is 55 or over). Eligible applicants cannot own residential property, whether for primary, secondary or investment purposes.

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 are a single parent (unmarried or legally separated from a spouse and either have 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.

6. All buyers must complete a first-time homebuyer course before closing on the unit; households are required to submit proof of completing the course with their application prior to final



eligibility and signing a Purchase and Sale agreement. If a household has yet to complete the class, please detail when you will complete the course in the application. Please visit the CHAPA website (Click “**Housing & Courses**” at top of page) for their homebuyer workshop schedule: <https://www.chapa.org/housing-courses/homebuyer-workshops>

7. Persons must submit all the necessary information by the application deadline. Late applications and applications that are incomplete will not 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 with any questions about the determination. A final lottery eligibility letter will be emailed to each applicant indicating their final eligibility determination, preferences and the lottery specifics (date/time).
9. The lottery will be conducted using the Zoom online meeting tool. All eligible applicants will be given the information required to join the Zoom meeting and a Lottery Number.
10. The lottery numbers will be pulled randomly in a public/zoom setting. Lottery numbers will be ranked by assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing List.
11. Units are awarded using a household size preference, based on the criteria below. The three bedroom unit is awarded to the first ranked household requiring three bedrooms. If there are no households requiring three bedrooms, then the top ranked household requiring two bedrooms. **Eligible households must require two or more bedrooms. No single bedroom households will be eligible for the lottery.**
  - There is at least one occupant 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.
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 the unit. If any applicant is offered a unit and opts not to proceed, they will be moved to the bottom of the list,
13. The winners will sign a reservation form which provides a commitment to purchase.
14. Final qualification against all requirements will be verified before the execution of the Purchase and Sale Agreement (P&S), and eligible applicants must be approved by the monitoring agent (EOHLC) before signing a P&S as determined by the Lottery Agent.
15. There are specific closing and financing requirements for loans on these units, which are listed below. We strongly encourage households to apply through banks who are aware of the resale restrictions and guidelines for affordable housing programs. These banks will likely have access to additional first-time homebuyer programs that may be of great assistance and increase your buying power such as the Massachusetts Housing Partnership’s ONE Mortgage Program or MassHousing no-MI product.
  - The loan must have a fixed interest rate through the full term of the mortgage, with a fair interest rate.
  - The interest rate must be locked in – not floating.
  - The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer’s own funds, demonstrated at the time of application.
  - The loan can have no more than 2 points.
  - The buyer may not pay more than 38% of their monthly income for housing costs.



- Mortgage co-signers are not accepted, and Loans from non-institutional lenders will not be accepted.
16. The City of Newton does not discriminate in the selection of applicants based on race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, or public assistance recipient. People with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services. Requests may be made by contacting Newton's ADA/Sec. 504 Coordinator, Jini Fairley, at [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711
  17. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
  18. Deed Rider and Resale process: The Monitoring Agents (EOHLC and the City) have 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 the City of Newton

Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

**Email (please write legibly\*)** \_\_\_\_\_

Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

**Email (please write legibly\*)** \_\_\_\_\_

*\*Note: Email will be main method of communication. Please provide an email address clearly written.*

**THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:**

- \_\_\_\_\_ Completed application signed by all individuals over the age of 18.
- \_\_\_\_\_ Copy of 2020, 2021 and 2022 Federal tax returns, as filed, with W-2's and schedules for 2022 tax return, for every current or future person living in the household over the age of 18. State returns are not required.
  - *If you do not have copies of your Federal tax returns, you must complete form 4506-T & submit to the IRS for transcripts of your tax return or verification of non-filing. Obtain a copy of the form at irs.gov.*
- \_\_\_\_\_ Copy of five most recent consecutive pay stubs, including the last pay information from 2023.
- \_\_\_\_\_ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as family support, alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income. Equivalent of IRS form Schedule C for self-employment income YTD for 2023.
- \_\_\_\_\_ Current statements (last 3 consecutive months) of all assets, including international assets, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts:
  - *On financial institution letterhead, Include all pages*
  - *Please explain any non-payroll deposits over \$500 by notation on the statement.*
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Documentation regarding current interest in real estate, if applicable.
- \_\_\_\_\_ Proof of a successful completion or enrollment in a HUD Certified First-time Homebuyer workshop.
- \_\_\_\_\_ 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 & notarized, if applicable, containing language "Under penalties of Perjury."
- \_\_\_\_\_ Gift Letter, signed by donor, if applicable, indicating that there is no expected repayment of the gift."



Household Information – List all members of your household including yourself.

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
HEAD						
2						
3						
4						
5						
6						

Hispanic or Latino Yes \_\_\_ No \_\_\_

Race (Check all that apply):

- \_\_\_: White
- \_\_\_: Black or African American
- \_\_\_: Asian
- \_\_\_: Native Hawaiian or Other Pacific Islander
- \_\_\_: American Indian or Alaskan Native
- \_\_\_: Other

**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: \_\_\_\_\_

**Purchase Price plan:** Purchase price: \$299,300

- Amount and source of Down Payment: \_\_\_\_\_
- Amount and source of Gift: \_\_\_\_\_
- Amount of Mortgage: \_\_\_\_\_
- Amount and source available for Closing Costs: \_\_\_\_\_



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			
<b>TOTAL</b>			

Assets - List all checking, savings accounts, CD's, stocks, bonds, gift amounts, 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: _____		
<b>TOTAL</b>			





**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 are, or our family and not related to the property owner, 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.

I/We have been advised that a copy of the Deed Rider is available with the City of Newton. The Affordable Housing Restriction is an important legal document; in part it ensures that the home remains affordable for future buyers of your property. Purchasers are encouraged to read carefully and to seek legal counsel to have a full understanding of their obligations of the Affordable Housing Restriction in its entirety.

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. You may not rent, lease or refinance your home without the prior written consent from the Monitoring Agent.
- The property can't be refinanced without prior approval of the Monitoring Agent. 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 City of Newton.
- Capital improvements must be pre-approved by the Monitoring Agent in order to be considered as an addition to the resale price.

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 City of Newton 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.

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Applicant Signature Date

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Co-Applicant Signature Date