

**The Eliot at
429 Cherry Street
Newton, MA**

Application Deadline: April 10, 2021, 5:00 pm

429 Cherry Street is a new 3-story, 14-unit residential condominium development offering 3 deed-restricted below-market 2-bedroom, 2-bathroom units. The buyers will be selected through a lottery.

Unit	Sq. Feet	Price	Condo Fee	Income Limit
4	1,040	\$301,000	\$132	80% AMI
9	1,040	\$301,000	\$132	80% AMI
13	1,040	\$461,000	\$203	120% AMI

- Each unit includes two full baths, one parking space, a stove/oven, microwave, refrigerator, dishwasher, and washer/dryer hookups. Quartz countertops.
- COA fees cover common area maintenance, snow removal, landscaping, master insurance, reserves, garage, elevator and management of building.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter, from an institutional lender familiar with affordable deed restrictions, with their pre-application. FHA loans will not be accepted. A pre-application will be considered incomplete, and will not be included in the lottery, if a mortgage pre-approval letter is not attached to it. Applicants who submit incomplete pre-applications may not be notified before the Application Deadline.

- A **Public Information Meeting** will be held on Wednesday, March 3, 2021 at 7:00pm via Zoom, to answer specific questions and provide an overview of the application process and purchase process. Link: contact stefanie@metrowestcd.org for details.
- Virtual tour and unit photos can be found at: <https://429cherry.com>.

Pre-applications must be emailed (*preferred*) or mailed (do not send signature required) to Metro West Collaborative Development, Inc. 79-B Chapel Street, Newton MA 02458 attn: Stefanie.

All complete pre-applications must be received (by email) or postmarked (if mailed) on or before 5:00 p.m. on the Application Deadline date (April 10, 2021) to be included in the lottery. Applying for the lottery does not obligate you to purchase a home. The lottery will be held via zoom, tentatively scheduled for April 18, 2021.

Metro West Collaborative Development does not discriminate in the selection of applicants 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 law. Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

The Eliot – 429 Cherry St.

AFFORDABLE HOME LOTTERY Eligibility & Lottery Information

Since it is anticipated that there will be more than one interested and eligible applicant, the Developer will be conducting a lottery to order the eligible purchasers.

The affordable unit will have a “Deed Rider” that will be filed with the deed at the time of purchase. This Deed Rider limits the amount for which the unit can be resold in the future and requires resale to another income-eligible buyer. The Deed Rider ensures that the unit stays affordable in perpetuity. We recommend that potential buyers review the Deed Rider with an attorney as it is a legally binding document. For more information on the Deed Rider and resale restrictions please see the Deed Rider Summary at the end of this Information Packet.

General Eligibility Requirements:

Income Limits:

Total Household income (which means the total before-taxes income of the applicant and all other members of the household over the age of 18) must not exceed the following limits:

Household Size	1-Person	2-Person	3-Person	4-Person	5-Person
80% Income Limit	\$67,400	\$77,000	\$86,650	\$96,250	\$103,950
120% Income Limit	\$99,960	\$114,240	\$128,520	\$142,800	\$154,224

Household income will be verified based on information contained in pay stubs (or equivalent documents), benefit statements, IRS documents, etc. ***Certain income information is required with this pre-application (see pre-application).***

Asset Limit:

The value of all household financial assets (cash, savings and checking accounts, stocks and bonds, cash value of retirement accounts, cash value of whole life insurance, proceeds of a home to be sold (if permitted), funds used for down payment, etc.) cannot exceed program guidelines.

First Time Homebuyer:

This opportunity is only available to first-time homebuyers and households that have not owned a home in the previous three years. The following exceptions to this rule apply:

- Displaced homemakers – 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, and during this time owned a home with his/her partner or resided in a home owned by the partner;
- Single parents – where the individual owned a home with his/her partner or resided in a home owned by the partner and is a single parent (unmarried or legally separated from a spouse and either has one or more children of whom the individual has custody or joint custody or is pregnant);

- Household where at least one member is 55 years old or over;
- Household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations;
- Household 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 constructing a permanent structure.

Household Size Preference:

Preference for these 2-bedroom units will be given to households that require 2 bedrooms. Bedroom requirement determination based on: a) at least one occupant per bedroom, and b) spouses, or those living in a similar arrangement, shall share a bedroom (unless doing so would result in a severe adverse impact on their mental or physical health and reliable, substantiating medical documentation is provided). Household size shall not exceed state sanitary code requirements for occupancy of a unit.

Mortgage Requirements:

Immediately after reading this entire Information Packet, all households should apply for mortgage pre-approval. ***Mortgage pre-approval is required with this pre-application.*** Households can apply with any lender, but the pre-approval must meet the following standards:

- Loan **must** be from bank or mortgage company that is ***familiar with affordable deed restrictions*** (internet-only companies are not acceptable) - notify your lender that the unit is subject to an affordable housing restriction;
- Loan must be at a fixed-interest rate that is equal to the current fair market interest rate (no more than 2 percentage points above the average from *Freddie Mac Mortgage Market Survey*) for the full term of the mortgage;
- Loan cannot have more than two points;
- Down-payment must be at least 3%, at least half of which (1.5%) must come from applicant's own funds;
- Non-household members are not permitted as co-signers of the mortgage.

Gifts may be used towards the down-payment; however, at least half of the 3% required for the down-payment must come from the purchaser's own funds and down-payment gifts are included in the asset limit calculation.

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 be aware of additional first-time homebuyer programs that may be of great assistance, such as the Massachusetts Housing Partnership's ONE Mortgage. You can find lenders who are familiar with the process and the mortgage requirements at: www.mhp.net/one-mortgage#find-lender.

Households should notify their lender that the unit is subject to an affordable deed restriction or "Deed Rider." ***All lenders will be made aware of the resale restrictions regardless of whether you tell them up-front or not.*** The Deed Rider is a document that will be signed at the closing. Therefore, it is in a household's best interest to alert lenders that the unit is deed restricted when applying for a mortgage. Otherwise, they may find a lender who grants pre-approval but backs out at the time of purchase once they are made aware of the resale restrictions, thus eliminating the opportunity to obtain an affordable unit.

Other Program Requirements:

- Unit must be the principal residence of the owners and cannot be rented or leased.

- A mortgage pre-approval letter, from a bank experienced with deed restricted properties, is required to participate in this lottery. Buyers may not pay the full amount in cash for the unit.
- Household members, or their families, cannot have a financial interest in, or be considered a *Related Party to, the development. (**as defined in the current DHCD M.G.L. c.40B Guidelines*)

Lottery Process & Unit Selection/Reservation:

Lottery Process:

Applications and the Lottery Pool

- All applicants must submit a pre-application form that identifies their household make-up, housing needs, income and other general demographic information by the Application Deadline.
- Metro West CD staff can assist those who need help completing the pre-application. Contact Stefanie Petersen for more information at: 617-923-3505 x9 or stefanie@metrowestcd.org.
- All households who submit a complete pre-application by the Application Deadline and are deemed to be preliminarily eligible shall be entered into one or more Lottery Pools.
- Applicants have the right to request a reasonable accommodation(s), which may include a change to a rule, policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing. Applicants may also be entitled to a reasonable modification(s) of the housing, when such modifications are necessary to afford a person with a disability an equal opportunity to use and enjoy the housing.
- Free language assistance is available to households with limited English proficiency.

The Lottery

- All applicants are assigned a Lottery Number.
- The Lottery will be held in a public accessible place or via zoom at a convenient time for a majority of applicants.
- there will be two Lottery Pools: Local Preference and General
- All Lottery Numbers will be drawn from each pool and assigned a Wait List Number in the order in which they were drawn.
- After the Lottery, the top households who are also the appropriate family size will have four (4) business days to provide all additional information required by Metro West CD to determine their program eligibility. (*see; Required Application Documentation section below*)
 - Failure to provide the requested information will result in the household becoming ineligible for the unit and they will be removed from the Wait List.
 - Households who do not respond to phone or mail inquiries or who do not respond to a request for additional information within the time frame provided shall be removed from the Wait List.
- Metro West CD will send the complete application to the Monitoring Agent for program certification. It is ultimately the Monitoring Agent who will determine if a household is eligible and can move forward to the next step of the process. Metro West CD goes to great lengths to ensure that files are complete when sent to the Monitoring Agent but if the Monitoring Agent needs any additional documentation to complete their eligibility review, they will notify Metro West CD and Metro West CD will notify the applicant. The applicant must submit any documentation requested by the Monitoring Agent within 3 business days. Applicants who do not provide additional documentation and applicants that the Monitoring Agent disqualifies will be removed from the Waiting List and lose their opportunity to move forward in this process. Once the Monitoring Agent has certified a household as eligible, they will contact Metro West CD and Metro West CD will direct the household to the next step.

- If a unit is not filled from the top household from the Wait List, then MetroWest CD will proceed down the Wait List until the unit is filled.

This Applicant Selection Plan is subject to DHCD's review and approval.

Local Preference

To be eligible for Local Preference Pool applicants must meet one of the following criteria:

- 1) Current residents of Newton
- 2) Newton municipal employees
- 3) Employees of local Newton businesses
- 4) Households with children attending Newton schools

The Local Preference Pool will be governed by the Town's local preference policy and no more than 70% of the units may go to the local preference categories. The Eliot at 429 Cherry St., Newton will have the following Local Preference Unit:

Unit	Sq. Feet	Price	Condo Fee	Income Limit
4	1,040	\$301,000	\$132	80% AMI

All applicants will be entered into the lottery's general pool. Applicants who meet the definition of "local preference applicants" will also be entered into the lottery's local preference pool. If the Local Preference pool has fewer than 27% minority applicants, minority applicants from the General Selection Pool will also be placed into the Local Preference Pool (via a pre-lottery), until it reaches 27%. The minority percentage will be updated over time as demographic information changes (i.e., release of new Census data).

If there is no local preference household that needs the number of bedrooms of the unit available, or is unable to execute the purchase, then the unit will be filled from the General Selection Pool.

Right to Appeal

An applicant has the right to appeal the decisions of Metro West within 5 (five) business days from the date of the written notification. An applicant may (in person, in writing, or via a designee) appear before the Appeals Committee chaired by a member of the Board of Directors of Metro West CD, who is not involved in the day-to-day operation of the housing development. At least one member of the Appeals Committee will be a neutral party. At the hearing, the applicant or designee may present supporting information relevant to the reason for rejection. A final decision will be rendered by the Appeals Committee, in writing, within five business days from the date of the hearing.

An applicant concerned with discrimination against them may also contact the Mass Commission Against Discrimination (MCAD) at 617-727-3990 or the US Department of Housing and Urban Development (HUD) at 617-994-8300.

Affirmative Marketing Methods

Metro West CD seeks to provide clear, accessible information regarding the sale of affordable units at 429 Cherry St, Newton. Affirmative marketing efforts are intended to encourage maximum participation from low – moderate income households and members of the region's traditionally underserved racial and ethnic communities. Metro West CD does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership. (see, *Affirmative Fair Housing Marketing Plan*).

Translators can be provided if necessary.

Unit Selection & Reservation/Offer:

Metro West CD will notify the top household on the Waitlist when they can move forward with the purchase of the available affordable unit. When a household is notified, they will be put “on the clock”. When they are “on the clock”, they will be given the contact information for Sales Office and they will have 3 business days to contact the Sales Office and complete a Reservation Agreement/Offer.

When a household is at the top or near the top of a Waiting List (and is therefore about to be put “on the clock”), it is recommended that they obtain an attorney who can assist with the review and execution of the Purchase and Sale Agreement.

The Reservation Agreement/Offer is a contract between the applicant and the developer which details the unit and the time and date when a Purchase and Sale Agreement must be executed (*see next step*). **When a Reservation Agreement/Offer is signed, a refundable deposit of no more than \$250 is required.** The deposit is refundable if the buyer is unable to secure a mortgage for the unit. The date that a Purchase and Sale Agreement will be executed will be approximately 10 business days from the day the Reservation Agreement/Offer is fully executed.

If 3 business days elapse and no reservation/offer has been signed, the next applicant on the waitlist will be notified that they are “on the clock.”

If an applicant fails to sign a Reservation Agreement/Offer, their Wait List Number will be placed at the bottom of the list. This applicant will not get a chance to sign a Reservation Agreement/Offer again until all other applicants on the Wait List are given a chance.

Age Qualified Households, Displaced Homemaker and Single Parent Exception: Households who **currently own a home when they applied for the lottery** will need to provide a copy of a signed Purchase and Sale Agreement for their current home to Metro West CD **before** they will be approved to purchase. **Applicants who were in the process of being separated/divorced when they applied for the lottery** will need to provide a copy of their Divorce Decree or Separation Agreement **before** they will be approved to purchase. If the above households fail to provide the required documentation before reaching the top of a Wait List, they will not be put “on the clock” (meaning they will not be able to purchase a unit) and they will be dropped to the bottom of the Wait List.

Purchase Process:

Purchase & Sale Agreement

Once a household signs a Reservation Agreement/Offer, they will have approximately 10 business days to sign a Purchase & Sale Agreement (P&S) and put down the required deposit. This deposit will be at least 3% of the sales price minus any money deposited with the Reservation Agreement/Offer. The Purchase and Sale Agreement will have the actual closing date on it.

After the Reservation Agreement/Offer is signed, the Sales Team will give the applicant the Purchase & Sale Agreement, the Deed Rider (which should be attached to the P&S), and the Master Deed for your attorney’s review. You may also have the bank that is offering your mortgage commitment review these documents. If the applicant fails to sign the Purchase & Sale Agreement by the agreed upon date (or chooses not to sign it), they will be dropped from the Wait List and the next applicant in line will then be notified that they are “on the clock” to sign a Reservation Agreement/Offer.

Obtain Mortgage Commitment

Mortgage pre-approval does not ensure a mortgage commitment. Once a household has a signed Purchase & Sale Agreement, they will need to obtain a Mortgage Commitment. This process will begin immediately after signing the P&S. Households do not need to go back to the same lender that gave them their pre-approval letter for their mortgage commitment, but it is recommended. If a household fails to obtain a Mortgage Commitment by the mortgage contingency date in their Purchase & Sale Agreement, their deposit will be refunded, and they will be dropped from the Wait List. Please note that each lender will handle the Mortgage Commitment differently and this packet only serves as a guide through this process. Generally, the lender will want to see the Purchase & Sale Agreement, the Master Deed, the Condominium Documents, and the Deed Rider. They will also do an appraisal of the property once the property is ready to move into. Once the appraisal is complete, the household will be able to close on the home.

Final Review for Program Eligibility:

Before a household can close on their affordable unit, Metro West CD and the Monitoring Agent must do a final review of the household's financial and program eligibility, and the Monitoring Agent must prepare the Resale Price Certificate and Deed Rider that must be recorded at the closing. It is therefore essential that all households continue to maintain records of all income and assets until they close on their affordable unit **and continue to maintain program eligibility!**

One month prior to the closing date, households will need to complete a Final Review Application and submit all recent income and asset documentation to Metro West CD. Metro West CD will review the Final Review Application and determine if the household is still eligible according to affordable housing program guidelines. If a household is no longer eligible (over the allowable income or asset limits), the household will not be able to purchase an affordable unit.

Additionally, approximately 1 month prior to closing, households must submit a copy of the MORTGAGE COMMITMENT LETTER from the buyer's lender including interest rate, points, length of loan, and annual percentage rate.

Metro West CD will forward the final package of documentation to the Monitoring Agent 30 days prior to the closing date. They will review the P&S, Master Deed, updated financial documentation, and mortgage. They will then mail the Resale Price Certificate to the developer's closing attorney who will then complete the Deed Rider to record at the closing.

Age Qualified Households, Displaced Homemakers and Exempt Single Parents that are current homeowners will not be able to receive a Resale Price Certificate until they have sold their home. Once their home is sold, they will need to send their Closing Disclosure Form (formerly the HUD-1 form) (received at closing) to the Monitoring Agent along with all of the above documentation. The Monitoring Agent will then perform a final review of their eligibility to ensure that the household did not exceed the established limit for net proceeds from the sale of their home. If the household remains asset eligible, and all the above documentation is in order and meets program guidelines, the Monitoring Agent will issue a Resale Price Certificate.

Closing and Moving In:

The Purchase & Sale Agreement will set the Closing Date. If all the steps above are followed, the closing should go smoothly. Your lender and lawyer will be able to guide you with all the steps starting with the Reservation Agreement. Once you have closed on the unit, you may move in.

Additionally, once you have closed on the unit, there are NO future income or asset eligibility reviews, however the Monitoring Agent may seek a verification of occupancy annually.

After the lottery, If you are chosen through the lottery process, you will be notified and you must submit a **COMPLETE FINAL APPLICATION** with **ALL** required information for you and each member of your household including copies of **ALL** the required supporting documents **by 3:00 pm on the 4th business day following such notification.** **Therefore,** start gathering the necessary documentation now so if you are chosen in the lottery process, you will be able to provide the documents in a timely manner.

Your final application will be reviewed for eligibility to purchase and (if approved) you will have the opportunity to purchase the unit. If you are asked for additional information, you must provide it within 3 business days of the request.

**** IF AN APPLICANT DOES NOT PROVIDE ALL REQUIRED DOCUMENTATION IN THE TIMEFRAME REQUIRED, THAT APPLICANT WILL BE DROPPED TO THE BOTTOM OF THE WAIT LIST. ****

Required documentation includes:

- **Income Documentation** for all household members age 18 and over
 - 5 most recent paystubs, regardless of duration of pay period
 - Current documentation of self-employment income, including Profit & Loss statement. (includes contract employees and workers in the “gig economy” e.g. Uber, Lyft, etc.)
 - Current documentation of all other income (including Social Security, disability income, alimony, child support, unemployment benefits, Veteran’s benefits, family support, etc.)
 - “No Income Verification” affidavit for all members who are 18 years or older who have no source of income
- **Bank Account information** for all household members age 18 and over
 - 3 most recent complete statements for every savings and checking account
 - 3 most recent statements for any business accounts
- **Asset account information** for all household members age 18 and over
 - Most recent statement for all other asset accounts (including retirement, pension, IRA, 401K, CD, Stocks & Bonds, Investments, etc.)
 - Gift letter for any gift received toward downpayment
- **Federal Income Tax Returns** for all household members age 18 and over
 - COMPLETE copies of the three most recent federal tax returns (2016, 2017, 2018), including ALL schedules, W2s and 1099s.
 - If a household member age 18 or over is/was not required to file, you MUST obtain an IRS Verification of Non-Filing Letter (request online or use paper IRS Form 4505-T) for each year they did not file.

Deed Rider Summary/Property Restrictions:

This is not the Deed Rider. The actual Deed Rider will be prepared by the Monitoring Agent and the Closing Attorney and provided on the day of each home closing. (A copy of the sample Deed Rider is available here: https://www.mass.gov/files/documents/2017/10/16/lipdeedrider_0.pdf)

The purpose of this *summary* is intended to be informational only and it is not a substitute for independent legal advice. It is intended to highlight some of the obligations a purchaser will have upon resale. You are applying for the opportunity to purchase a home at substantially less than the property’s fair market value (the “affordable price”), and if you do purchase one of these affordable units, you will be required to sign an Affordable Housing Deed Rider. The Deed Rider is an especially important legal document because it ensures that the home remains affordable for future buyers of your property, and affordable in perpetuity. Purchasers are encouraged to read the Deed Rider carefully and to seek legal counsel to have a full understanding of their obligations under it. All the deeds for the homes designated as affordable will have a deed rider, which each purchaser will be required to sign.

Below is a summary of some of the significant deed restriction provisions:

PRINCIPAL RESIDENCE

You must occupy the home as your principal residence, where you regularly live, eat, sleep, are registered to vote, etc. You may not rent or lease your home.

REFINANCING

You may not refinance your home without the prior written consent from the Monitoring Agent and the Town.

CAPITAL IMPROVEMENTS

In order to be considered and added to the resale price, capital improvements must be pre-approved by the Monitoring Agent. Capital improvements are defined as necessary maintenance improvements, not covered by a condominium or homeowner association fee, that if not done would compromise the structural integrity of the property. Examples of necessary capital improvements include new roof, heating or plumbing replacement, repair due to termite or water damage, etc. Improvements such as the installation of outdoor decks, flooring (except in cases of replacement due to damage or long-term wear), additions, garages, landscaping, and other items identified by the owner that are upgraded or luxury improvements will not be considered capital improvements and cannot be added to the resale price when the property is sold.

NOTICES WHEN SELLING YOUR HOME

When you wish to sell your home, you must notify the Town and the Monitoring Agent. This notice is referred to as the “Conveyance Notice” in the Deed Rider. The Monitoring Agent will then calculate the Resale Price Multiplier (see below) and the Maximum Resale Price.

MAXIMUM RESELL PRICE

The Maximum Resale Price is limited by the percentage change in the Area Median Income (AMI), with adjustments for pre-approved capital improvements, marketing costs, and the Resale Fee, **where inclusion of such expenses would not result in the Maximum Resale Price exceeding 30% of the annual income for an appropriately-sized household earning 70% of the Area Median Income.**

As an example only:

The maximum resale price is calculated assuming a base number (most recent published Area Median Income as determined by HUD).

Assume at the time of initial sale the AMI is **\$ 95,500 (A)** and the initial sales price is **\$ 200,000 (B)** the Resale Price Multiplier would equal **$B/A = (C) = 2.094$** .

Upon resale, assuming the base number has increased to **\$ 99,300 (D)**.

The Maximum Resale price (E) would then be:

Base number (D) x Resale Price Multiplier (C) = $\$99,300 \times 2.094 = \$207,934$ (E)

If there have been pre-approved capital improvements (ex. new roof, **\$5,000**), the Maximum Resale Price would be: (E) + Approved Capital Improvements = $\$207,934 + \$5,000 = \$212,934$

Please note that the Deed Rider requires that the Maximum Resale Price must still be affordable (cannot exceed 30% of the annual income for an appropriately sized household earning 70% of AMI).

RESELL PROCESS

Once the Town and Monitoring Agent receive the notice to sell, the Monitoring Agent will attempt to find an Eligible Purchaser (a homebuyer whose income is at 80% of the Base Area Median Income and who meets the asset limit) within 90 days. The Town or Monitoring Agent can also decide within those 90 days to purchase the home.

If an Eligible Purchaser is found within the 90-day period, a Compliance Certificate will be issued to the new purchaser. The certificate states that the sale complies with the Deed Rider.

If an Eligible Purchaser is found within 90 days, but that buyer cannot obtain financing or is otherwise unable to purchase the home, the sale timeframe can be extended additional 60 days.

If 120 days pass from the date of the Conveyance Notice, and an Eligible Purchaser cannot be found, and neither the Town nor Monitoring Agent wants to purchase the home, the home may be sold for the Maximum Resale Price to an Ineligible Buyer at the Maximum Resale Price, who will also have to sign a Deed Rider, ensuring the home will still be subject to all the same rights and conditions.

Begin Pre-application Here



**DEADLINE: April 10, 2021
5:00pm**

Initial Eligibility PRE-APPLICATION

The Eliot at 429 Cherry St. Newton, MA

PLEASE PRINT CLEARLY

Household Information

Applicant's Name _____

Co-Applicant's Name _____

Street Address _____

City/Town _____ State _____ Zip Code _____

Telephone: Home _____ Work _____ Cell _____

E-Mail Address _____

Language preference (if other than English): _____

I qualify for local preference No Yes, see final page of this application for further instruction

Housing Information

Do you currently Rent Own Other (Please specify): _____

Household Composition

List all persons **who will be moving with you** in the table below:

Name	Relationship to head of household (spouse, child, aunt, etc.)	Date of birth
	SELF	

TOTAL number of people moving in if selected (including yourself): _____

Does any member of your household require a reasonable accommodation or modification based on a disability?
If yes, please explain (responding to this question is optional):

Has any member of the household owned a home or had a joint interest in a home/real estate in the past three years? _____ YES _____ NO

If Yes, please explain: _____

Mortgage Pre-Approval Information

You must include a copy of your mortgage pre-approval letter with your application; the loan must meet the criteria listed on page 3 of the information packet that accompanied this Pre-Application.

Pre-Approval Amount: \$ _____

Downpayment Amount: \$ _____ (a downpayment of at least 3% is required)

GIFTS may be used towards downpayment; however, at least 1.5% of the purchase price must come from the purchaser's own funds

Will any portion of your downpayment come from a gift? _____ YES _____ NO

If yes, Gift amount: \$ _____ Source of gift (i.e. parent, friend, etc.): _____

****Please initial here:**

_____ I have attached my mortgage pre-approval letter to this application

Income Information

Please state your household's gross annual income: \$ _____ (BEFORE TAXES)

Income includes all salary, self-employment, social security income, pension income, disability income, unemployment income, child support income, alimony income and other recurring income from any and all sources and from all members of your household 18 years or older. **Note: Maximum income limits apply. Please refer to page 2 of the information packet before submitting your application to make sure you qualify.**

Proof of income required to be included with this pre-application:

1. Most recent paystub or other verification of salary/income and/or benefit statement(s) for each member of the household 18 years or over.
2. 2019 federal tax return for each member of the household 18 years or over.

****Please initial here:**

_____ I have attached the most recent paystub or other verification of salary/income and/or benefit statement(s) for each member of the household 18 years or older to this application.

_____ I have attached the 2019 federal tax return for each member of the household 18 years or older to this application.

Asset Information

Please state your household's gross amount of financial assets: \$ _____

Assets include all household financial assets, including: cash, savings and checking accounts, stocks and bonds, retirement accounts (pension, 401K, etc.) and any other forms of capital investment. DO NOT include the value of personal property such as furniture and automobiles. DO include equity in a home to be sold.

Race/ Ethnicity (optional)

Do you or any member of your household classify yourself as any of the following? (This may include more than one group).

- Asian/Native Hawaiian/Pacific Islander
- Black/African-/Caribbean-American
- Latino/a
- Native American
- White/Caucasian
- Another Race or Ethnicity (please specify): _____

Certifications (To be signed by every household member age 18 and older)

1. I/We certify that all information provided in this application is true and complete to the best of my/our knowledge.
2. I/We understand that any false statement, made knowingly and willfully, will be sufficient cause for rejection of my/our application, or for legal action against ownership once acquired.
3. I/We understand that this is an application for a lottery and does not guarantee the opportunity to purchase the unit.
4. I/We understand that any material change in the income or assets of my household that occurs after the submission of this application may make me ineligible to move forward with the purchase and I must report any changes immediately.
5. I/We understand that mortgage co-signors are not permitted unless they will reside in the unit.
6. I/We understand that the property will be subject to an affordable housing covenant that restricts its use, requires the purchaser to maintain the property as their primary residence, limits its resale price, and restricts property transfers to income-eligible purchasers (*exception: surviving spouse's principal residence*) when I/we sell the unit.
7. The undersigned give consent to Metro West CD to verify the information provided in the application.
8. I/We certify that my/our household meets the definition of a first-time homebuyer and I/we do not own a home OR have documented eligibility based on one of the listed exceptions.
9. I/We certify that our household income is within the established program income limits.
10. I/We certify that our household does not have assets in excess of program limits.

Applicant's Name _____ Date _____

Co-Applicant's or Household Member's Name _____ Date _____

Co-Applicant's or Household Member's Name _____ Date _____

CONTINUED ON NEXT PAGE

If you have any questions about the application process, please contact Stefanie Petersen at Metro West Collaborative Development: stefanie@metrowestcd.org (best way to reach), or 617-923-3505 ext 9 (voicemail). Due to COVID, our offices are closed. Voicemails will be checked regularly and returned as timely as possible.

Email or Mail to: stefanie@metrowestcd.org
(email is preferred)

Metro West CD
Attn: Stefanie
79-B Chapel Street
Newton, MA 02458
DO NOT send with signature required

Please note, it is the applicant's sole responsibility to make sure that pre-applications are received. Pre-Applications which are not received, or not received by deadlines, whether due to technical or human error on part of the applicant (including those left at the office when no one was there or those that require a signature from someone in our office for delivery), Metro West CD, or U.S. Postal Service, will not be given consideration.

LOCAL PREFERENCE ADDENDUM

I certify that my/our household qualifies for the Local Preference under the following eligibility criteria:

- Current residents of Newton (attach first page of lease or utility bill)
- Newton municipal employees
- Employees of local Newton businesses
- Households with children attending Newton schools (attach enrollment form or other letter from school)