



your resource for Affordable Housing



INFORMATION & APPLICATION for Housing Lottery THE GATEWAY Condominiums Newton, MA

Located at 68 Los Angeles Street, corner of California Street in Newton, The Gateway Condominiums is a new construction 20-unit, three story condominium ownership building over parking. Three units will be available, by lottery, for eligible first-time homebuyers; 1 One Bedroom, 1 Two Bedroom ADA Compliant and 1 Three Bedroom condominium. Each income restricted unit will be assigned one parking space at no cost. There is free on street two-hour parking on California Street for visitors. The site has excellent access to public transportation and is in walking distance to the Galen Street bus terminal. It is also adjacent to a supermarket, fitness center and restaurants. The building will offer a package delivery/mailroom and will have the benefit of roof top solar panels, bicycle storage and EV charging capabilities.

The one-bedroom one-bathroom unit will be 700 square feet of living space, the two-bedroom two bathroom unit will be 1,110 square feet and ADA compliant and the three bedroom two bathroom unit will be 1,203 square feet of living space. The pricing is:

Unit Size	Price	Monthly Fee	Parking Space
One Bedroom	\$234,100	\$261.67	#12
Two Bedroom	\$263,300	\$295.00	#13
Three Bedroom	\$292,600	\$326.67	#1

These homes will be sold by lottery as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter, from an institutional lender familiar with affordable deed restrictions, and complete financial documentation with the application. An application will be considered incomplete and will not be included in the lottery if a mortgage pre-approval letter and all financial documentation is not received on or before the application deadline. Applicants who submitted an incomplete application will be notified after the application deadline and will NOT be included in the lottery. An FHA or VA loan are not acceptable as they do not close on Deed Restricted properties. Quicken Loans also are not accepted as they have no experience with Deed Restricted properties in MA.

KEY MEETING DATES:

Public Information Meeting

6:00 p.m., Wednesday, May 19, 2021

Go to Zoom.com, Click Join Meeting and enter, when asked:

Meeting ID: 812 3120 0821

Passcode: 350107

Application Deadline

Postmarked on or before June 17, 2021



Lottery

1:00 p.m., Friday July 9, 2021

Go to Zoom.com, Click Join Meeting and enter, when asked:

Meeting ID: 835 5521 7519

Passcode: 204073

Applicants will not be discriminated against on the basis of race, color, religious creed, marital status, military status, disability, national origin, sex, age, ancestry, sexual preference, source of income, presence of children, or any other basis prohibited by local, state or federal law.

Thank you for your interest in the affordable housing at The Gateway Condominiums. We wish you the best of luck. If you have questions, please call at 978-456-8388 or email at lotteryinfo@mcohousingservices.com. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Sincerely,



Maureen M. O'Hagan MCO Housing Services for
LA & CA LLC



The Gateway Condominiums

AFFORDABLE HOMES through MassHousing
Question & Answer

What are the qualifications required for Prospective Buyers?

- Qualify based on the following maximum income table, which is adjusted for household size:

Household Size	1	2	3	4	5	6
Max Income Limit	\$70,750	\$80,850	\$90,950	\$101,050	\$109,150	\$117,250

LOTTERY APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above gross maximum allowable income limits.
2. Household must be a first-time homebuyer defined as not having owned a residential property for three years, including homes in a trust. ** The following exceptions apply:
 - a. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
 - b. single parent, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of who the individual has custody or joint custody, or is pregnant);
 - c. households where at least one household member is 55 or over;
 - d. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
 - e. households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of construction a permanent structure.** A home owned by one of the above exception must be sold prior to closing on the affordable unit.
3. Total household assets shall not exceed \$75,000. Liquid retirement assets are counted.
 - a. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
 - b. The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.
 - c. Assets divested within the last two years for less than fair market value will be counted at full and fair market value.

Complete Income and Asset Guidelines will be provided upon request if you have an opportunity to purchase or you can view online at www.mcohousingervices.com.

Other program highlights for Lottery applicants:

- Unit must be principal residence of the owners and can not be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter, from a bank experienced with deed-restricted properties, is required to participate in this lottery. Online letters, i.e. Quicken Loans, are not accepted.

Are there mortgage guidelines that we need to follow?

1. Be a fully amortizing fixed rate mortgage with a down payment of at least 3%, at least half of which must come from the buyer's own funds.
2. Be made by an institutional lender.
3. Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.



4. No more than 2 points.
5. Monthly housing (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) may not exceed 38% of the buyers monthly income for the mortgage.
6. Non-household members shall not be permitted as co-signers of the mortgage.

The mortgage must be from an institutional lender familiar with affordable deed restriction guidelines. FHA and VA loans are not accepted. Online pre-approval letters are not accepted, i.e. Quicken Loans. It is recommended applicants consider the One Mortgage Program through Massachusetts Housing Partnership (mhp.net) or a MassHousing loan for their financing.

Are there preferences for local residents and those with families?

Yes. Two of the three units are for households who meet at least one of the Local Preference criteria. Refer to the application for the Local Preference criteria.

Household size preference for the three-bedroom units will be given to households that require three bedrooms, second preference is for households requiring two bedrooms and third preference is for a household requiring one bedroom.

Household size preference for the two-bedroom units will be given to households that require two bedrooms, second preference is for households requiring one bedroom.

Household size preference for the one-bedroom units will be given to households requiring one bedroom.

Unit preferences are based on the following:

- a. There is a least one occupant per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in (2) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. If the Applicant is in the process of a divorce or separation, the Applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Are there ADA compliant units for disabled households?

Yes, the two-bedroom unit is ADA Compliant. See page 5 for unit distribution.

Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the person(s) with disabilities equal opportunity to use and enjoy the housing. If you need a reasonable accommodation it must be requested at time of application with the backup documentation, i.e. letter from doctor.

Are there preferences for minorities?

If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, currently 27%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants would be drawn until their percentage in the local pool at least meets the percentage in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area. Applicants not selected for the local pool would be in the open pool only.

Are there any restrictions?

YES. Deed restrictions are used to ensure the units are affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity and prior approval from the Town and Monitoring Agent for capital improvements and refinancing. If you choose to sell your unit you must notify the town and Monitoring Agent in writing. There is a limit on the resale price. The maximum resale price is determined by using a Resale Price Multiplier, a figure calculated by



taking the initial sales price and dividing it by the area median income. **For example**, if the two bedroom initial price is \$263,300 and the current area median income is \$120,800, the Resale Price Multiplier would be $\$263,300/\$120,800=2.17$.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

All selected applicants are urged to review the deed rider with their own attorney. All buyers will be provided with a copy at the time of Purchase and Sale Agreement. Email maureen@mcohousingservices.com for a copy of the deed rider.

How much money do I need to make to afford the unit?

The minimum income required to purchase is based upon an applicant’s ability to secure a mortgage. Attached is a “Sample Affordability Analysis” based upon current interest rates and anticipated real estate taxes and related housing expenses.

Lottery Process

Due to the nature of the affordable units’ availability, it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

Lottery Pools

Three condominiums are available by lottery at The Gateway Condominiums in Newton. The lottery has two pools – Local and Open. The units and pools breakdown as follows:

<u>Pool</u>	<u>Qualifications</u>	<u># of Units</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>
Local Pool	Must meet at least one of the Local Preference Criteria as listed on the application.	2	0	1	1
Open Pool	All applicants – including local pool	1	1	0	0

Local applicants would have two opportunities to purchase a unit by being in both the Local and Open Pools. All eligible applicants will receive a lottery code prior to the lottery.

All the applicants will be pulled, and their lottery code announced at the time of the lottery. This order of selection for both the Local Preference and Open Pools will establish the rankings for the units distribution. The highest ranked Local Preference Pool applicants that meet the household size preference for the two (see preferences below) and three-bedroom units will have the first opportunity to purchase. The same process will be conducted for the one bedroom Open Pool unit.

Please note: Household size preference will override local preference. This means if we exhaust the applicants in the local pool that require a three-bedroom unit we will move to the open pool for households requiring three bedrooms, before offering units to households requiring smaller units.

The two-bedroom unit is ADA compliant and will be distributed by the following preferences:

1. To households that include a family member needing the features of the unit and having preference under one or more of the Local Preference Criteria as listed on page 12 of this package
2. To households that include a family member needing the features of the unit but that do **not** meet the Local Preference Criteria as listed on page 12 of this package.
3. To households meeting the Local Preference Criteria as listed on page 12 of this package.



Time Frames

If you are selected and have the opportunity to purchase a unit you will speak or meet with a representative to review your application to verify all information. The Applicants selected for the units will start working with their lender immediately to secure the necessary mortgage. All applicant's preliminary eligibility will be determined BEFORE they are entered into the lottery. Final eligibility will be determined by the Monitoring Agent. Please be advised that the final income verification will be done at the time you have an opportunity to purchase a unit. This means if you are offered a unit and it will not be available for 3-6+ months we will not obtain your final eligibility until approximately 2 months before the unit is ready to close. If you are not eligible at that time you will not have the opportunity to purchase. Buyers will be expected to obtain financing within 45-60 days of the anticipated closing date.

Acceptance of Homes

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity. All applicants will need to complete additional documentation for the Monitoring Agent, if they have the opportunity to purchase.

Summary

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.



SAMPLE AFFORDABILITY ANALYSIS

Two Bedroom Three Bedroom Four Bedroom

Home Price	\$234,100	\$263,300	\$292,600
<i>Interest Rate</i>	3.43%	3.43%	3.43%
<i>Down Payment (%)</i>	5%	5%	5%
Down Payment (\$)	\$11,705.00	\$13,165.00	\$14,630.00
Mortgage Amount	\$222,395.00	\$250,135.00	\$277,970.00
Monthly Expenses			
<i>Principal & Interest</i>	\$ 989.00	\$ 1,113.00	\$ 1,237.00
<i>Real Estate Taxes</i>	210.00	236.00	262.00
<i>Private Mortgage Insurance</i>	145.00	163.00	181.00
<i>Hazard Insurance</i>	78.00	88.00	98.00
<i>Monthly HOA</i>	262.00	295.00	327.00
TOTAL Monthly Expenses	\$ 1,684.00	\$1,895.00	\$2,105.00

NOTES:

ALL values are estimates and are subject to change.

Newton 2021 Residential Tax Rate = \$10.76 per thousand

Unit Availability and Distribution

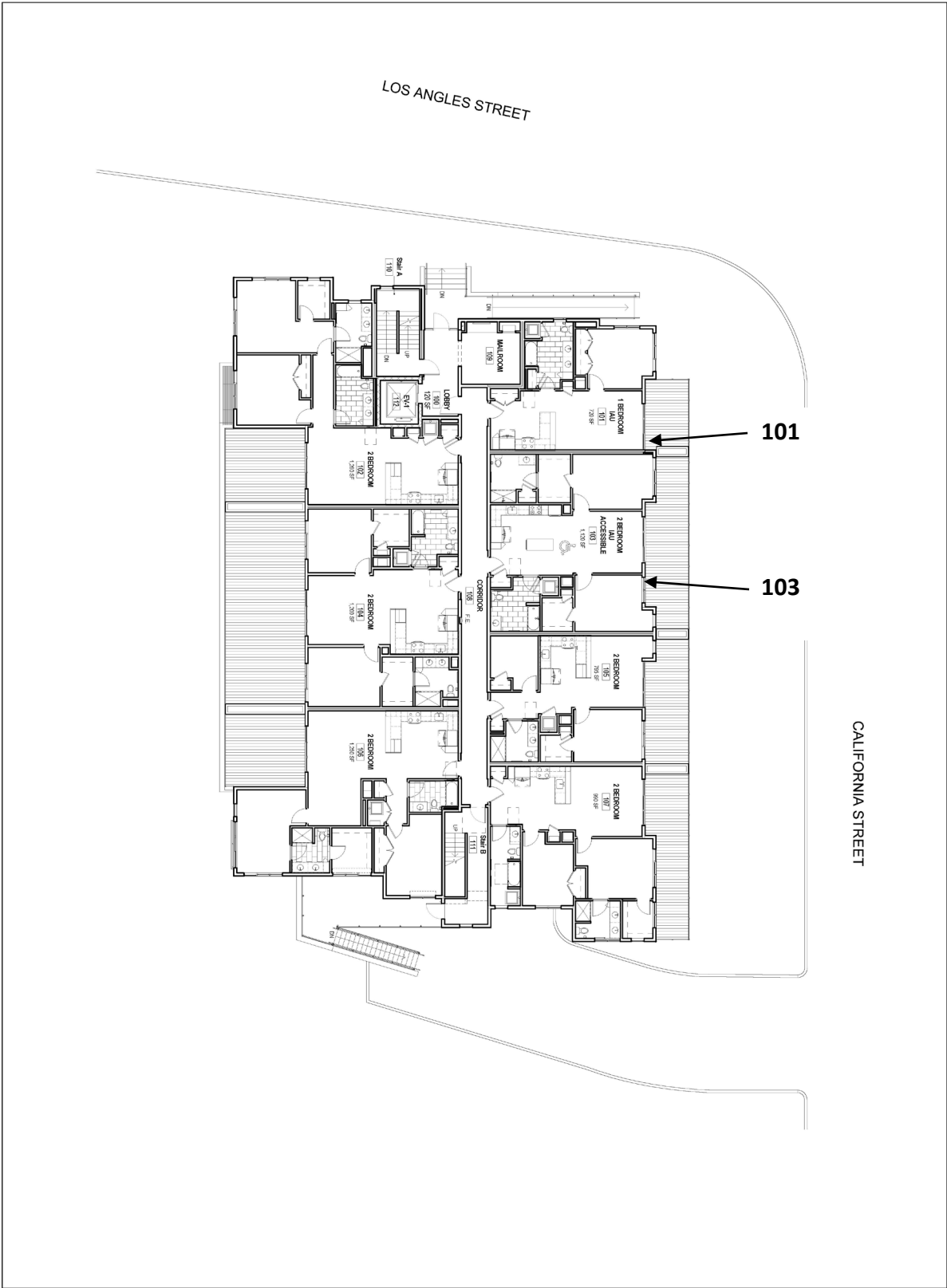
Unit #	Bedroom Size	Bathrooms	Sq. Ft.	Pool
101	1	1	700	Open
103**	2	2	1,110	Local
204	3	2	1,203	Local

**** = Handicap Accessible**

Monthly Condo Fee includes:

- Master Insurance
- Common Area Maintenance
- Landscaping, snow removal and sanding,
- Common Area Utilities
- Capital Reserve
- Domestic Water and Sewer





CALIFORNIA STREET

LOS ANGELES STREET

101

103

ARCHITECT

bha
 bha Architecture
 1000 North 17th Street, Suite 200
 Arlington, VA 22209
 www.bha.com

PROJECT NAME

The Gateway

CLIENT

LA@CA, LLC
 1415 California Street
 Portland, OR 97203

PROJECT TEAM

MEP/EPR Engineers
 2015 Commercial Center
 Portland, OR 97208
Structural Engineers
 3111 Commercial Center
 Vancouver, WA 98663
Civil and Landscape Engineers
 1700 Walnut Street, PO Box 911
 Vancouver, WA 98611

Revisions

#	Description	Date

DRAWING TITLE

First Floor Plan

DRAWING INFORMATION

DATE: 01/27/2019	DESIGNED BY: [Redacted]
CHECKED BY: [Redacted]	DATE: 01/27/2019
PROJECT NO: [Redacted]	DRAWING NO: [Redacted]
CUSTOMER: [Redacted]	PROJECT NAME: [Redacted]
PROJECT ADDRESS: [Redacted]	PROJECT LOCATION: [Redacted]
PROJECT CONTACT: [Redacted]	PROJECT PHONE: [Redacted]
PROJECT FAX: [Redacted]	PROJECT EMAIL: [Redacted]
PROJECT WEBSITE: [Redacted]	PROJECT URL: [Redacted]

DRAWING NUMBER

100





204

PROJECT
bh+a
 Engineers Architects + Architects, Inc.
 1000 North Washington Street
 Washington, MA 02093
 617-552-0000
 www.bh+a.com

PROJECT NAME
The Gateway

CLIENT
LA@CA LLC
 1200 North Washington Street
 Washington, MA 02093
 617-552-0000

PROJECT TEAM
ARCHITECT
 bh+a
 1000 North Washington Street
 Washington, MA 02093
 617-552-0000
ENGINEER
 M&E Engineering
 1000 North Washington Street
 Washington, MA 02093
 617-552-0000
LANDSCAPE ARCHITECT
 M&E Engineering
 1000 North Washington Street
 Washington, MA 02093
 617-552-0000

DATE
 11/10/2020

DRAWING NUMBER
101

DRAWING INFORMATION



DATE
 11/10/2020

DRAWING TITLE
Second Floor Plan



PLEASE READ THE FOLLOWING CAREFULLY

1. More than 50% of applications submitted to MCO Housing Services are incomplete. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. If you have questions call or email.
2. Pay attention to the NOTES in the Required Financial Documents pages.
3. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee but depending on the circumstances, we may be able to work with you.
4. You must provide all asset statements, i.e. 401K or other retirement accounts from past jobs, Robinhood or other online investment accounts no matter what the current balance is.
5. Do not take photos with your cell-phone of any documentation and email it to us. The photos are not legible and we will not accept them.
6. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.

Return Application, Affidavit and Disclosure Form, Authorization Form, the Required Personal Identification and Income Verification Documents and ALL required financial documentation to:

MCO Housing Services

P.O. Box 372

Harvard, MA 01451

Drop Off: 206 Ayer Road, Harvard, MA

Email: lotteryinfo@mcohousingservices.com

Phone: (978) 456-8388/Fax: 978-456-8986

ALL FORMS MUST BE COMPLETELY FILLED OUT, SIGNED AND DATED



The Gateway Condominiums

LOTTERY APPLICATION

For Office Use Only:

Date Appl. Rcvd: _____

Local: Y / N _____

Household Size: _____

Lottery Code: _____

APPLICATION DEADLINE: June 17, 2021

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Tele: _____ Work: _____ CELL: _____

Email: _____

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

You must meet one of the Local Preference Eligibility Criteria established by the City of Newton to be in the local pool.

Please check each appropriate category(s) that applies to your household*:

- Individuals or families who live in the City of Newton
- Households with a family member who work is in the City of Newton, has been hired to work in the City of Newton, or has a bona fide offer of employment in the City of Newton
- Household with a family member who attend public school in the City of Newton

*All local applicants will need to provide proof of local residency at time of application.

of Household Members _____

Household Composition: List ALL that will be living in the home.

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

FINANCIAL WORKSHEET: (Include all Household Income which includes gross wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplement second income and dividend income See list of Required Financial Documentation on page 10.)

Borrowers Monthly Base Income (Gross) _____

Other Income _____

Co-Borrowers Monthly Base Income (Gross) _____



Other Income _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking (avg balance for 3 months) _____

Savings _____

Stocks, Bonds, Treasury Bills, CD or Money Market Accounts and Mutual Funds _____

Individual Retirement, 401(k) and Keogh accounts _____

Retirement or Pension Funds _____

Revocable trusts _____

Equity in rental property or other capital investments _____

Cash value of whole life or universal life insurance policies _____

Downpayment Gift _____

TOTAL ASSETS _____

EMPLOYMENT STATUS: (include for all working household members. Attach separate sheet, if necessary.)

Employer: _____

Street Address: _____

Town/State/Zip: _____

Date of Hire (Approximate): _____

Annual Wage - Base: _____

Additional: _____ (Bonus, Commission, Overtime, etc.)

ABOUT YOUR FAMILY: OPTIONAL

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the home. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Black or African American	_____	_____	_____
Asian	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Native Hawaiian / Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Other, Not White	_____	_____	_____

ADDITIONAL INFORMATION:

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, 1/2 of which must come from the buyer's own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

SIGNATURES:

The undersign warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank submitted before entry into lottery to have an opportunity to purchase the affordable home at The Gateway Condominiums in Newton , MA. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application prior to closing.



Applicants will not be discriminated against on the basis of race, color, religious creed, marital status, military status, disability, national origin, sex, age, ancestry, sexual preference, source of income, presence of children, or any other basis prohibited by local, state or federal law.

Signature _____ Date: _____
Applicant

Signature _____ Date: _____
Co-Applicant

See page 20 for submission information



Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at The Gateway Condominiums in Newton , MA.

1. The annual household income for my family does not exceed the allowable limits as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$70,750	\$80,850	\$90,950	\$101,050	\$109,150	\$117,250

Income from all family members must be included.

2. I/We have not individually or jointly owned a single family home, town home, condominium or co-op within the past three (3) years, including homes in a trust. We understand the exceptions that apply.
3. I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. Assets divested at less than full market value within the last 2 years will be counted a full market value when determining eligibility.
4. The household size listed on the application form includes only and all the people that will be living in the residence.
5. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
6. I/We understand that by being selected in the lottery does not guarantee that I/we will be able to purchase a home. I/We understand that all application data will be verified, and additional financial information may be required, verified and reviewed in detail prior to purchasing a home.
7. I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase through a bank experienced with deed-restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project’s monitoring agency, for the purpose of determining income eligibility.
9. I/We understand that if selected I/we will be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home.
10. Program requirements are established by the Dept of Housing and Community Development (DHCD), MassHousing and the Town of Newton . I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by the Monitoring Agent is final.
11. I/We certify that no member of our family has a financial interest in the project.
12. I/We understand there may be differences between the market and affordable units and accept those differences.
13. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.



I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available home at The Gateway Condominiums. I/We believe we are qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date:

See page 20 for submission information



**Required Financial Documentation Form
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation and a mortgage pre-approval is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

Initial each that are applicable and provide the documents. Return this sheet with your application.

1. _____ Mortgage Pre-approval – FHA, VA and Quicken loans are not accepted.
2. _____ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor, at the same time.
3. _____ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker’s compensation and/or severance pay.
 - **NOTE:** If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
 - **NOTE:** If you are no longer working for an employer you worked for in the last 12 months, you must provide a letter from the employer with your separation date.
 - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.
4. _____ Current year Benefit letter providing full amount of gross periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
5. _____ Child support and alimony: court document indicating the payment amount and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support or complete the attached form.
6. _____ Federal Tax Returns –2017, 2018, 2019 and 2020(if completed) (NO STATE TAX RETURNS)
 - **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.
 - **NOTE:** If you have not filed tax returns, in the required years, you must submit a letter from the IRS verifying you have not filed. To obtain the letter submit form 4506-T, located at irs.gov, to the IRS and they will mail you the letter.
 - **NOTE:** If you are unable to locate your tax returns or W2/1099’s you can submit a transcript both your tax return and/or W2/1099’a. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.
7. _____ W2 and/or 1099-R Forms: 2017, 2018, 2019, 2020
8. _____ Interest, dividends and other net income of any kind from real or personal property.



9. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:

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

NOTE: If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.

NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.

- _____ Pre-paid debit card statements – current month.

NOTE: This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directly onto the debit card, i.e. Social Security or other regular income.

NOTE: If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at <https://www.usdirectexpress.com/>.

- _____ Saving accounts – last three months of full statements
- _____ Revocable trusts
- _____ Equity in rental property or other capital investments
- _____ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds and Money Market Accounts including all individual retirement accounts, 401K, Keogh accounts and Retirement and Pension funds, from current and past employment. This includes Robinhood and all other online investment sites.
- _____ Cash value of Whole Life or Universal Life Insurance Policy.
- _____ Personal Property held as an investment
- _____ Lump-sum receipts or one-time receipts

10. _____ Proof of current student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester.

11. _____ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from doctor.

12. _____ If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets and first time homebuyer status will be used in determining eligibility.

13. _____ If you are self-employed you MUST provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts.

14. _____ If you will be receiving a gift for down payment and/or closing costs you need to provide a letter stating who is providing the gift and the amount. All applications will be checked for downpayment at time of application. We must see proof of those assets at time of application to be included in the lottery.



Return the following to MCO Housing Services:

1. Completed, signed and dated application
2. Signed and dated Affidavit and Disclosure Form
3. Completed, signed and dated Required Financial Documentation Form
4. All required financial documentation
5. Mortgage Pre-approval
6. Proof of Local Preference
7. Special Accommodation documentation

RETURN ALL, postmarked on or before the June 17, 2021 application deadline to:

MCO Housing Services, LLC
P.O. Box 372
Harvard, MA 01451
Overnight mailing address: 206 Ayer Road, Harvard, MA 01451
Phone: 978-456-8388
FAX: 978-456-8986
Email: lotteryinfo@mcohousingservices.com
TTY: 711, when asked 978-456-8388

NOTE: If you are mailing your application close to the application deadline, make sure you go into the Post Office and have them date stamp and mail. As I understand, mail that is sent to the central sorting facility use bar codes so we would have no idea when the application was mailed and it can take longer for MCO to receive. If we receive an application after the deadline that has a barcode it will be counted as a late application and will not be included in the lottery.

