

50 Jackson Street Condominium Inclusionary Housing Plan

383-387 Boylston Street (a/k/a 50 Jackson Street), Newton, MA (the "Subject Property")

December 17, 2021

This document is submitted in connection with the Special Permit issued by the City of Newton dated _____ by 50 Jackson Street LLC, P. B. Box 999, Brookline, MA 02446 (the "Developer") for the Subject Property. The Developer has engaged LDS Consulting Group, LLC of 170 Worcester Street, Suite 206, Wellesley, MA 02481 to assist with this matter.

The Subject Property will be the new construction of a 12-unit, three story condominium ownership building over parking at 383-387 Boylston Street, Newton, MA on a 14,866 square foot lot. The Subject Property will include 12 new residential ownership units. The Subject Property includes 9 three-bedroom two-bathroom units and 3 two-bedroom units in a three-story multi-family elevator building; therefore all units will be visitable. All 12 units are identified as Group 1 MAAB. The building will have 18 underbuilding parking spaces including 1 HP van accessible parking space. There will be 2 three-bedroom units income restricted to households earning at or below 80% of AMI for the Boston-Cambridge-Quincy Market Area. Each income restricted unit will be assigned one parking space at no cost. All remaining parking spaces will be sold to unit owners. The site has excellent access to public transportation and is close proximity to the Newton Centre and Newton Highlands Green line stops as well as bus routes along Boylston Street. It is in close proximity to Chestnut Hill Square, the Mall and the Street which have a variety of grocery, restaurant and retail businesses. The building will offer a package Lobby space on the first floor that may serve in part as a delivery/mailroom and will have the benefit of roof top solar panels, bicycle storage and EV charging capabilities. Income restricted and market rate units will come with a basic set of finishes as attached outlined on the attached Appendix A: Construction Standards and Specifications. The exterior of the income restricted units will be indistinguishable from the market units. Most units will have either a balcony or at grade patio.

The following sets forth the Developer's proposed Inclusionary Housing Plan in accordance with the City's Inclusionary Zoning Ordinance, Section 5.11 of the Zoning Ordinances (the "Ordinance").

As required by Section 5.11.4 of the Ordinance, the Developer will set aside no fewer than 15% of the new residential units as inclusionary units. The affordable units will consist of 2 three-bedroom two-bathroom units that are 1,202 and 1,326 square feet in size.

The approximate size of these units and location of the affordable units are set forth on the attached plans prepared by Dooling & Company Architects dated 11/11/2020 and revised through 12/03/2021 (floor plans) attached as "Exhibit 1". It is its intent to comply with all Fair Housing Rules and Regulations and evenly disburse the affordable units throughout the

building. In addition, all units, whether they are market or affordable, will have the same basic level of finish and amenities. The next charts set forth the current 2021 income limits by level of affordability as set forth by HUD for the City of Newton which is located in the Boston-Cambridge-Quincy HUD area ("BCQ").

Table 1

BCQ 80% AMI 2021	
One Person	\$ 70,750
Two Person	\$ 80,850
Three Person	\$ 90,950
Four Person	\$ 101,050
Five Person	\$ 109,150
Six Person	\$ 117,250

The purchase price based on today's interest rates, real estate taxes today. While the income limit is 80% of AMI, the actual pricing is based on 70% of 80% of AMI. We have estimated \$340,600 for a three-bedroom unit as follows:

Table 2

Purchase Price Limits	
Housing Cost:	
Sales Price	\$340,600
5% Down payment	\$17,030
Mortgage	\$323,570
<u>Interest rate</u>	3.18%
Amortization	30
Monthly P&I Payments	\$1,395.80
<u>Tax Rate</u>	\$10.76
monthly property tax	\$305
Hazard insurance	\$114
PMI	\$210
Condo/HOA fees (if applicable)	\$ 185.00
Monthly Housing Cost	\$2,210
Necessary Income:	\$88,402
Household Income:	
# of Bedrooms	3
Sample Household size	4
<u>80% AMI/"Low-Income" Limit</u>	\$101,050
Target Housing Cost (80%AMI)	\$2,526

10% Window	\$88,419
Target Housing Cost (70%AMI)	\$2,210



Purchase prices will be reviewed and approved as part of the Local Action Unit (LAU) application and Regulatory Agreement. The condominium fee will cover the costs of insurance and common area maintenance including landscaping, snow removal and sanding, common area utilities, capital reserve, as well as domestic water and sewer.

It is the intent of the Developer that the Inclusionary Housing Units be qualified as “Local Action Units” pursuant to the requirements of the Comprehensive Permit Guidelines of DHCD, and therefore will take all steps necessary to make them eligible to be counted on the City of Newton Subsidized Housing Inventory. All units will be conveyed with the standard DHCD Deed rider.

In accordance with Section 5.11.9.B.4, to the extent allowed by the Massachusetts Department of Housing and Community Development (“DHCD”), the Developer will set aside 70% one of the IZ units as local preference units.

Local preference shall be given for qualified applicants:

1. Any qualified applicants who fall within any of the following equally weighted categories:
 - a. Individuals or families who live in the City;
 - b. Households with a family member who works in the City, has been hired to work in the City, or has a bona fide offer of employment in the City; and
 - c. Households with a family member who attends public school in the City.

Preferences for dwelling units having features that are designed, constructed, or modified to be usable and accessible to people with visual, hearing, or mobility disabilities shall be given to qualified applicants in the following order:

1. First Preference shall be given to households that include a family member needing the features of the unit and having preference under one or more of the three categories listed above (Section 5.11.9.C.2);
2. Then to households that include a family member needing the features of the unit but that do not have a preference under one of the three categories listed in Section 5.11.9.C.2.; and
3. Then to households having preference under one or more of the three categories listed in Section 5.11.9.C.2.

No fewer than six months prior to the issuance the first certificate of occupancy, the Developer shall finalize the attached Affirmative Fair Marketing and Resident Selection Plan and have it approved by DHCD. In addition, a covenant will be filed with the Middlesex Registry of Deeds at the time of conveyance running in favor of the City of Newton, in a form approved by the City Solicitor, which shall limit the initial sale and subsequent re-sales of inclusionary units to eligible households in accordance with provisions reviewed and approved by the Director of

Planning and Development Department which incorporate the provision of the Section 5.11.4 of the Ordinance.



Exhibit 1 – Floors Plans Showing Inclusionary Zoning Affordable Unit Locations

Affordable Units are Designated with an “A”



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Street Views from Jackson St.



383-387 Boylston St.
BUSINESS 1 DISTRICT

Street Views from Boylston St.



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Residential Building @

383-387 Boylston St Newton MA

Aerial view & Street Views

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A-1

Boylston Street View



387 Boylston St

383 Boylston St



387 Boylston St

Side View 1



Front View (Boylston St)



Rear View (Jackson St)



Side View 2



383 Boylston St

Front View (Boylston St)



East Side View



Rear View (Jackson St)



West Side View

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Boylston Street View

DATE: 2020/11/11

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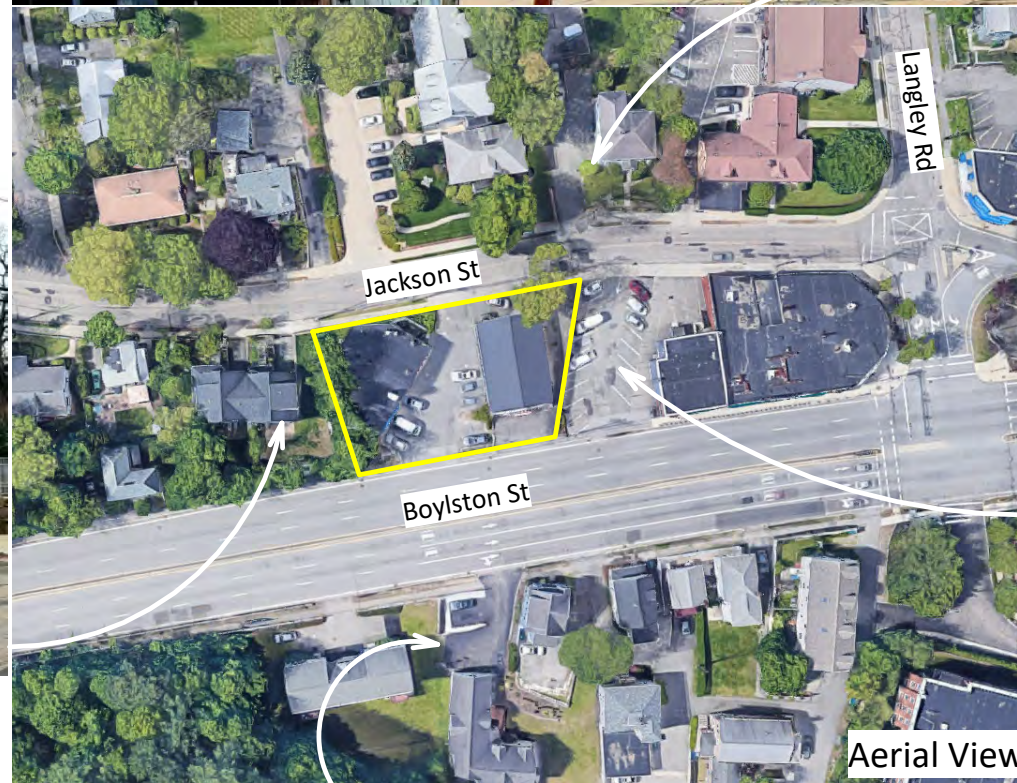
Photos of Neighborhood



Jackson St



Jackson St across the street neighbors



Aerial View



West Abutter - Townhouses



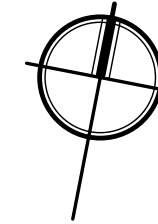
East Abutter - Parking lot



Boylston St across the street neighbors



Boylston St



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Photos of Neighborhood

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18	12/03/2021	Special Permit

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Context

South View



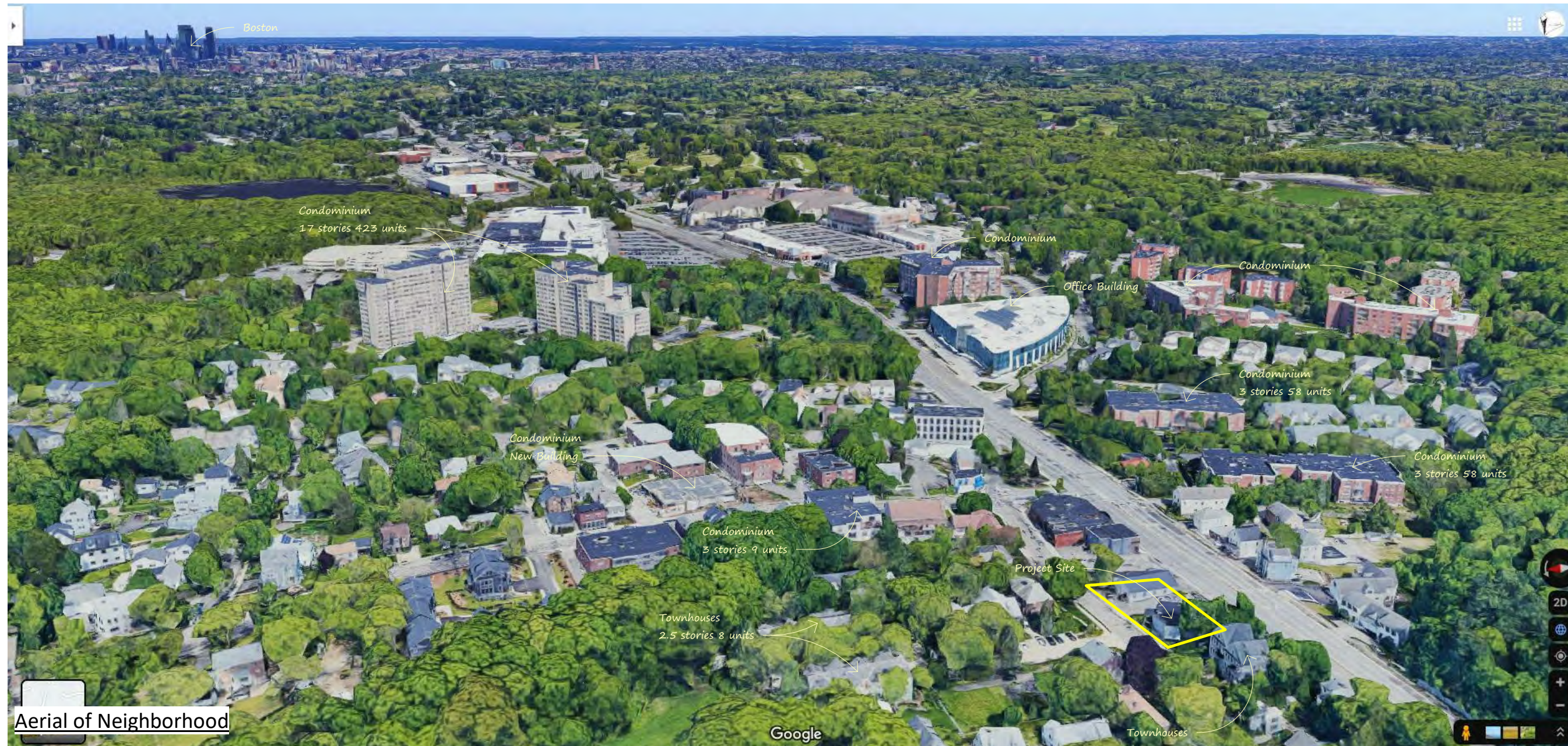
East View



North View



Plan View



Aerial of Neighborhood

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Photos of Neighborhood

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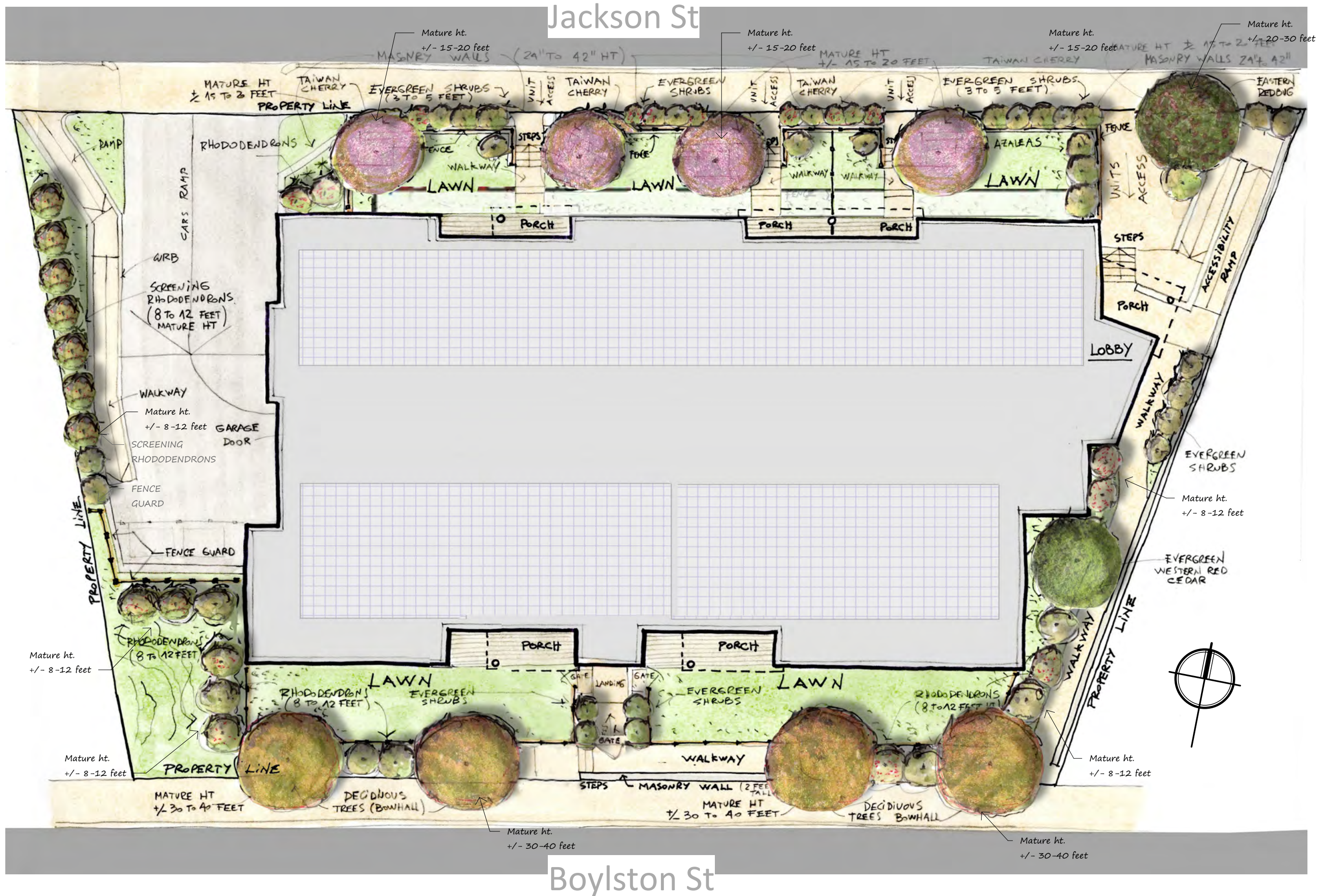
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 SHEET TITLE:
 Site Plan / Landscape Plan

DATE: 2020/11/11

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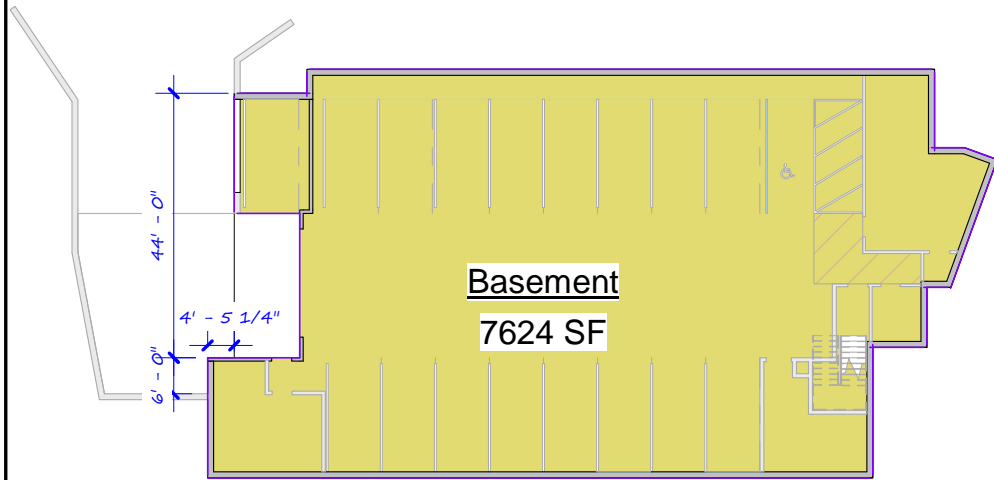
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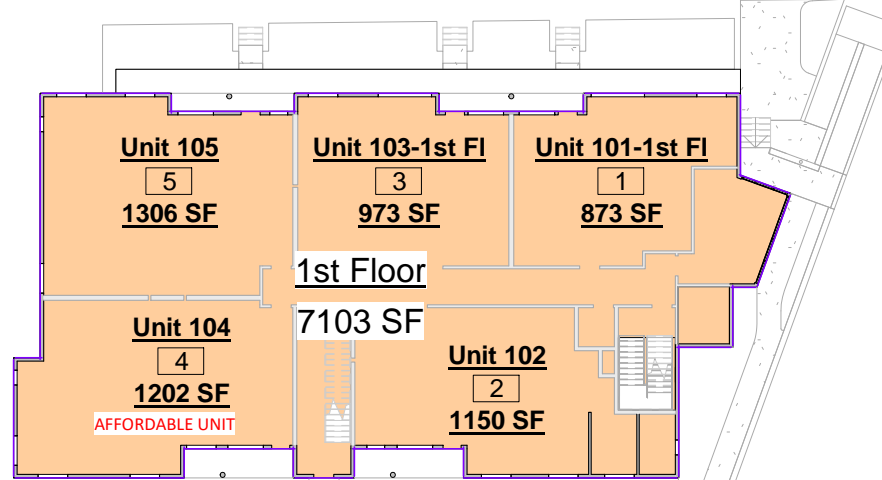
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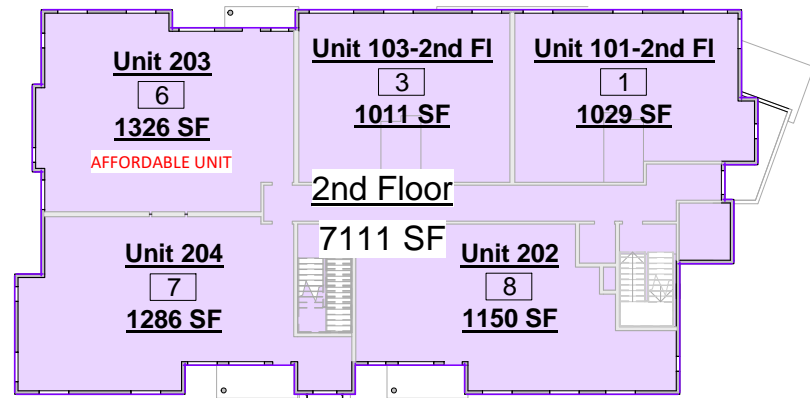
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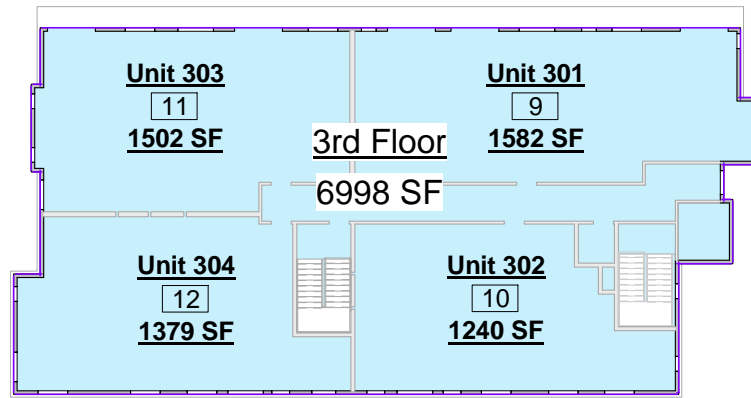
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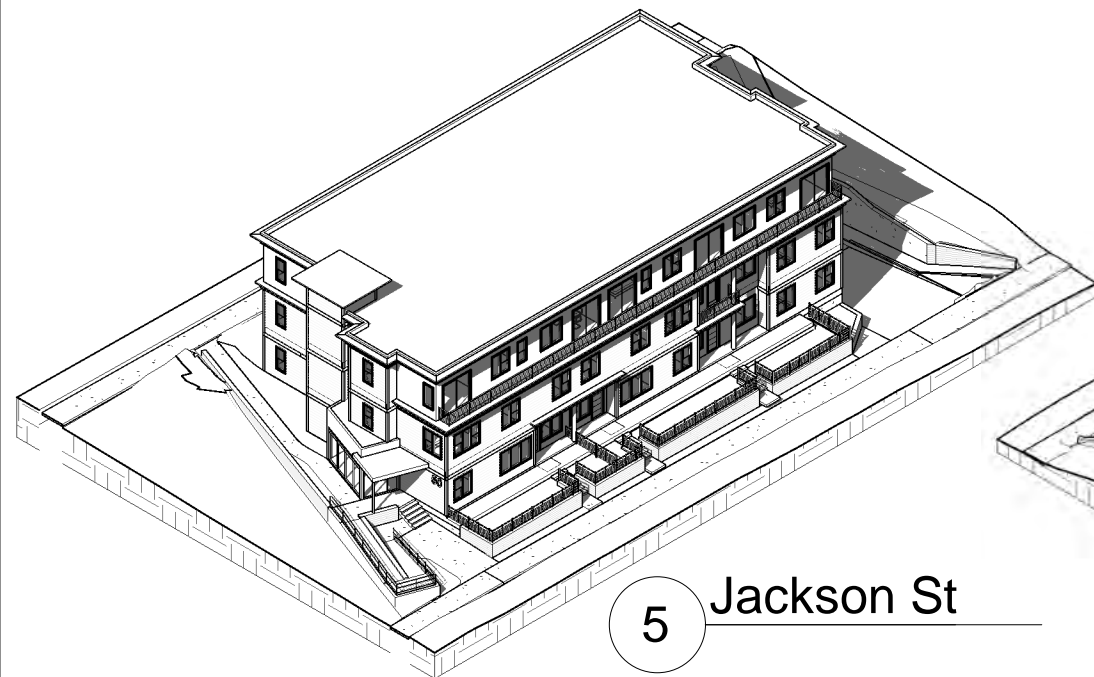
2 1st Floor
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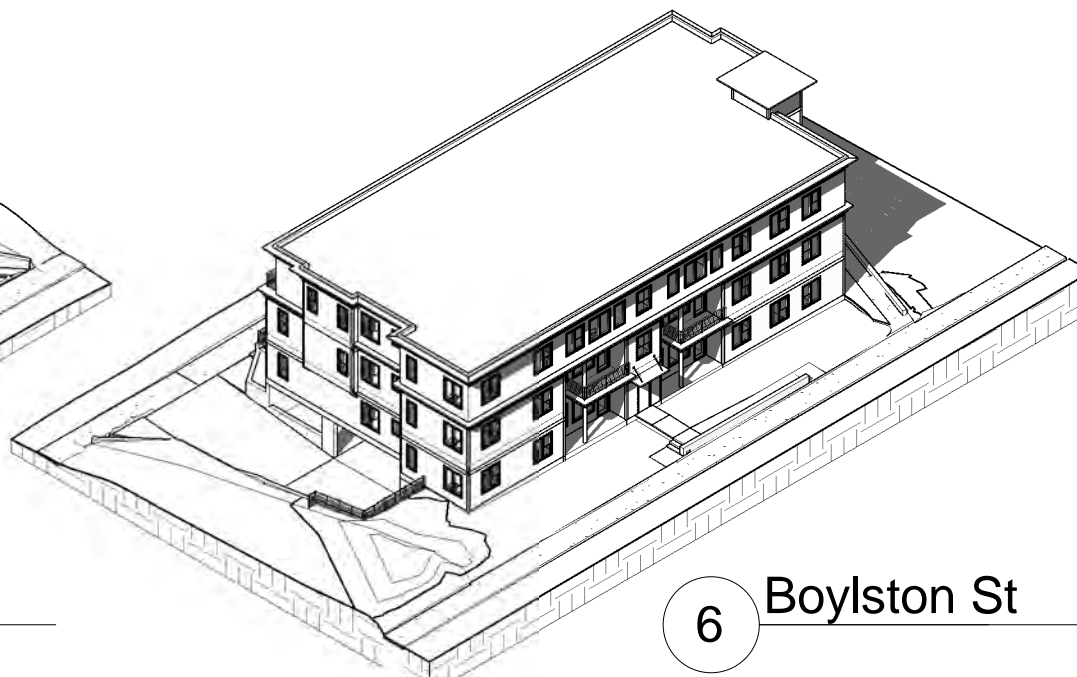
3 2nd Floor
Scale : 1/32" = 1'-0"



4 3rd Floor
Scale : 1/32" = 1'-0"



5 Jackson St



6 Boylston St

FAR

LOT SIZE	14,866 S.F.
FAR ALLOWABLE BY S.P.	1.5
MAXIMUM BUILDING AREA	22,299 S.F.
AREA AS SHOWN	22,279 S.F.

Total building perimeter 1st Floor	406 ft.
Building perimeter above 4ft.	55ft.
Basement Area	7,624 S.F.
Mass below first floor	
55/406=0.14	7,624*0.14 = 1,067 S.F.

Floors	Area S.F.
1st. FL.	+/- 7,103 S.F.
2nd. FL.	+/- 7,111 S.F.
3rd. FL.	+/- 6,998 S.F.
BASEMENT (14%)	+/- 1,067 S.F.

TOTAL +/- 22,279 S.F.

Units

Unit	Bedrooms	Stories	Area S.F.
101	3 + office	2	1,902 S.F.
102	2	1	1,150 S.F.
103	3 + office	2	1,984 S.F.
104 affordable	3	1	1,202 S.F.
105	3	1	1,306 S.F.
202	2	1	1,150 S.F.
203 affordable	3	1	1,326 S.F.
204	3 + office/den	1	1,286 S.F.
301	3	1	1,582 S.F.
302	2 + office/den	1	1,240 S.F.
303	3	1	1,502 S.F.
304	3 + office/den	1	1,379 S.F.

TOTAL 17,009 S.F.

ARCHITECTURAL ACCESS BOARD 521 CMR

- 12 Units Group 1

TOTAL PARKING SPACES	18
PARKING	5 spaces (9'x19')
PARKING	11 spaces (8.5'x19')
Guest PARKING	1 spaces (9'x19')
Accesible car/van + aisle	1 space (16'x19')
Car/Van parking space and aisle 16'x19' (521 CMR & ADA)	

Newton, Massachusetts
Chapter 30: Zoning Ordinance
Number of Parking Stalls (5.1.4.)
Multi-family dwelling
1.25 per unit (Allowed by Special Permit)

12 units
12 x 1.25=15 spaces (minumum)
Minimum Dimensions 9'x19' (5.1.8_B-1 & B-2)
Handicapped stalls (6-25) 1 stall required (5.1.8_B-3)

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Residential Building @

383-387 Boylston St Newton MA

AREAS & 3D Massing

SHEET TITLE

DATE: 2020/11/11

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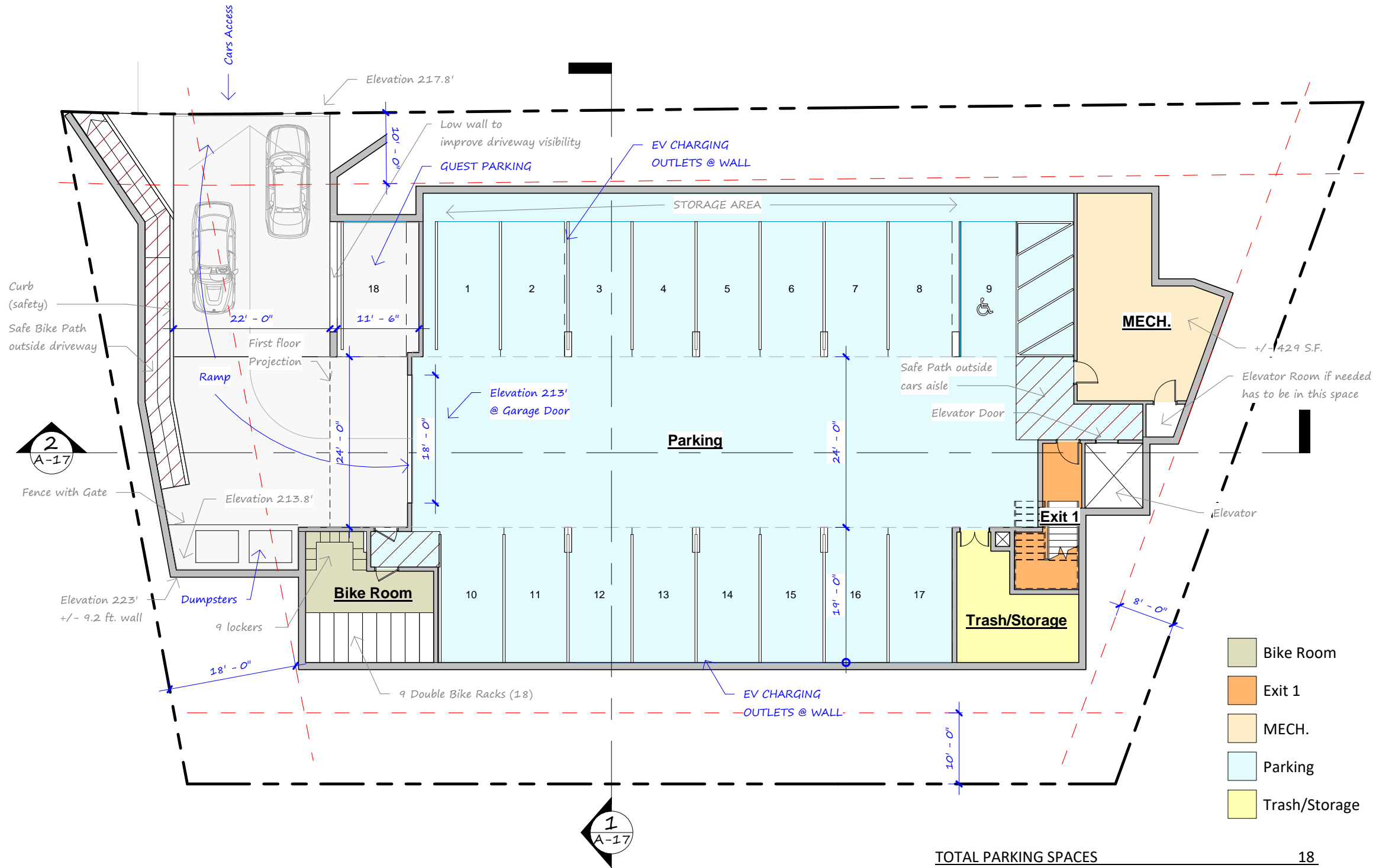
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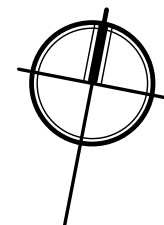
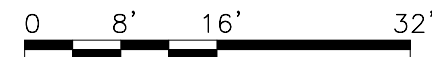
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Jackson St.



- Bike Room
- Exit 1
- MECH.
- Parking
- Trash/Storage

TOTAL PARKING SPACES	18
PARKING (1, 2, 8, 10, 17)	5 spaces (9'x19')
PARKING (3 to 7 & 11 to 16)	11 spaces (8.5'x19')
Guest PARKING (18)	1 spaces (9'x19')
Accessible car/van + aisle (9)	1 space (16'x19')
Car/Van parking space and aisle 16'x19' (521 CMR & ADA)	



1 Basement Floor
Scale : 1/16" = 1'-0"

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Residential Building @

383-387 Boylston St Newton MA

Basement

SHEET TITLE:

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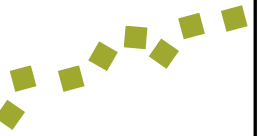
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Residential Building @
383-387 Boylston St Newton MA

SHEET TITLE:

First Floor

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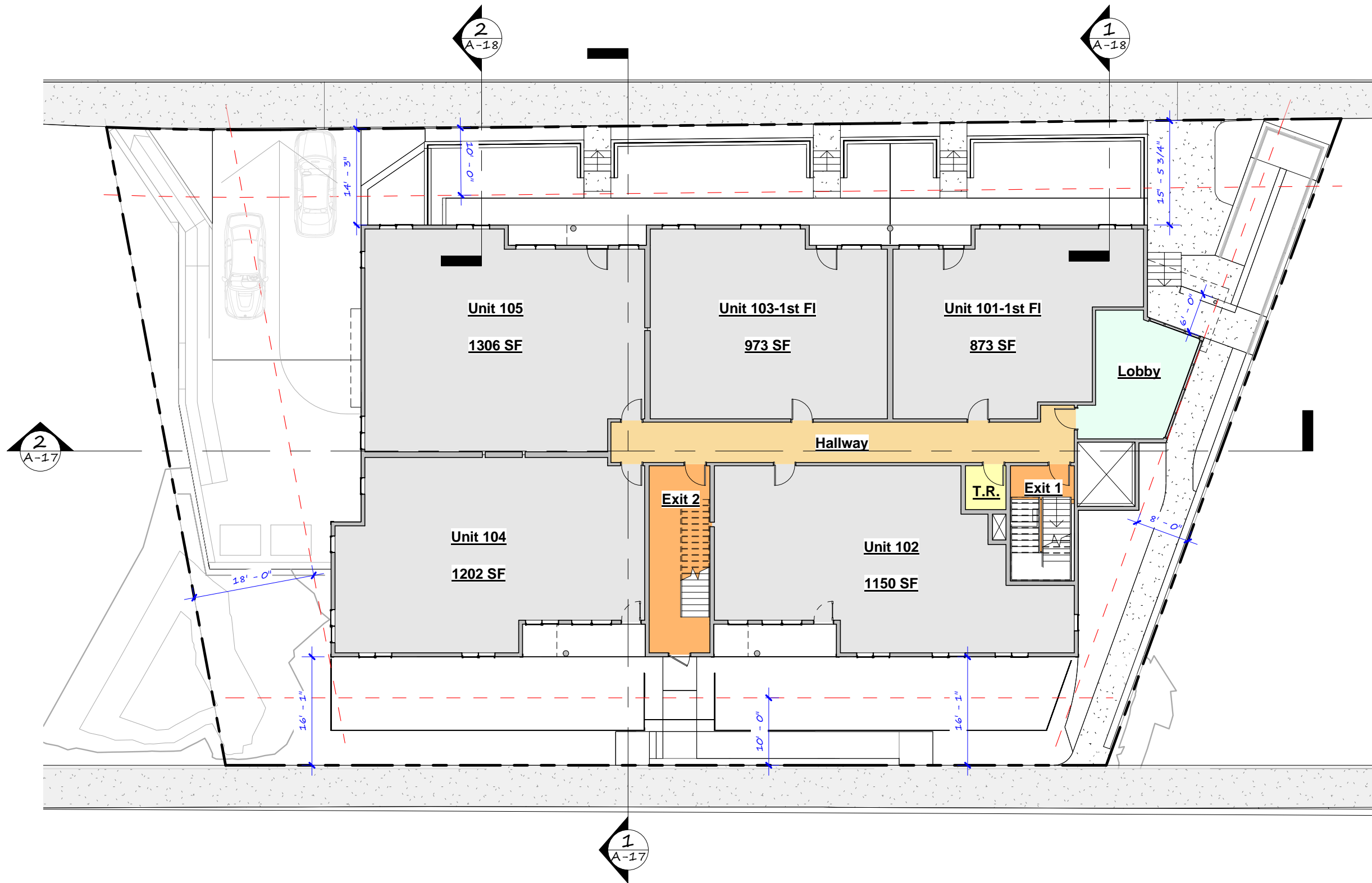
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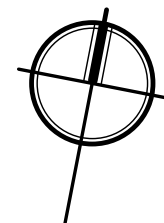
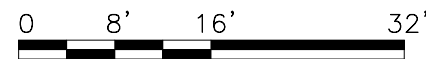
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- Exit 1
- Exit 2
- Hallway
- Lobby
- T.R.
- Unit 101-1st Fl
- Unit 102
- Unit 103-1st Fl
- Unit 104
- Unit 105

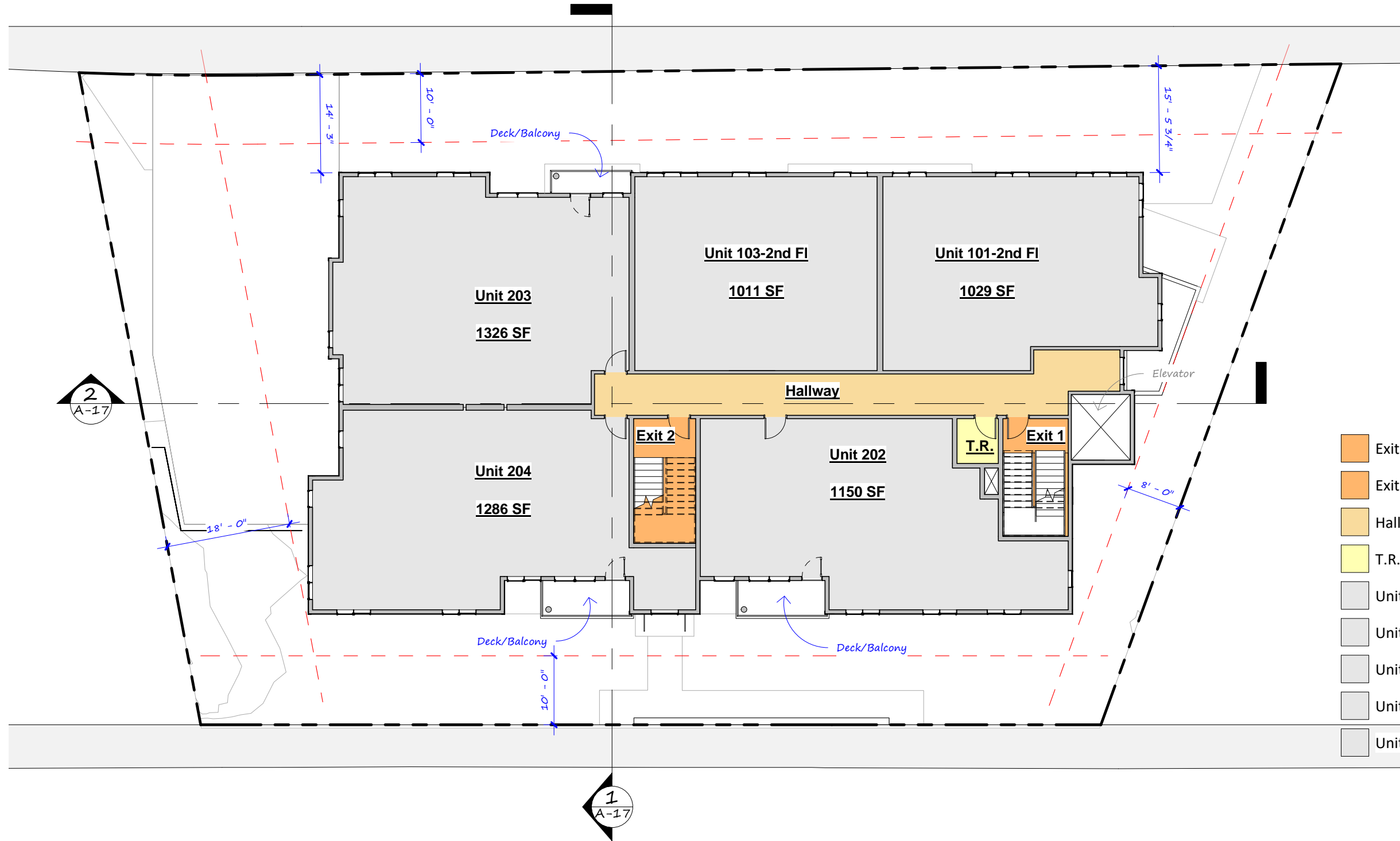
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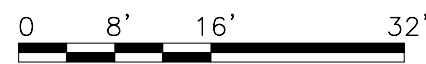
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Jackson St.



- Exit 1
- Exit 2
- Hallway
- T.R.
- Unit 101-2nd Fl
- Unit 103-2nd Fl
- Unit 202
- Unit 203
- Unit 204

1 2nd Floor
Scale : 1/16" = 1'-0"



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Residential Building @
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SHEET TITLE:
Second Floor

DATE: 2020/11/11

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Boylston St.

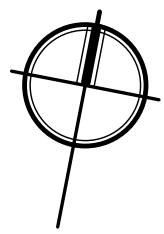
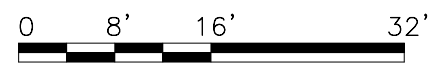
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Jackson St.



Boylston St.

1 3rd Floor
Scale : 1/16" = 1'-0"



- Exit 1
- Exit 2
- Hallway
- T.R.
- Unit 301
- Unit 302
- Unit 303
- Unit 304

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Residential Building @

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SHEET TITLE:

Third Floor

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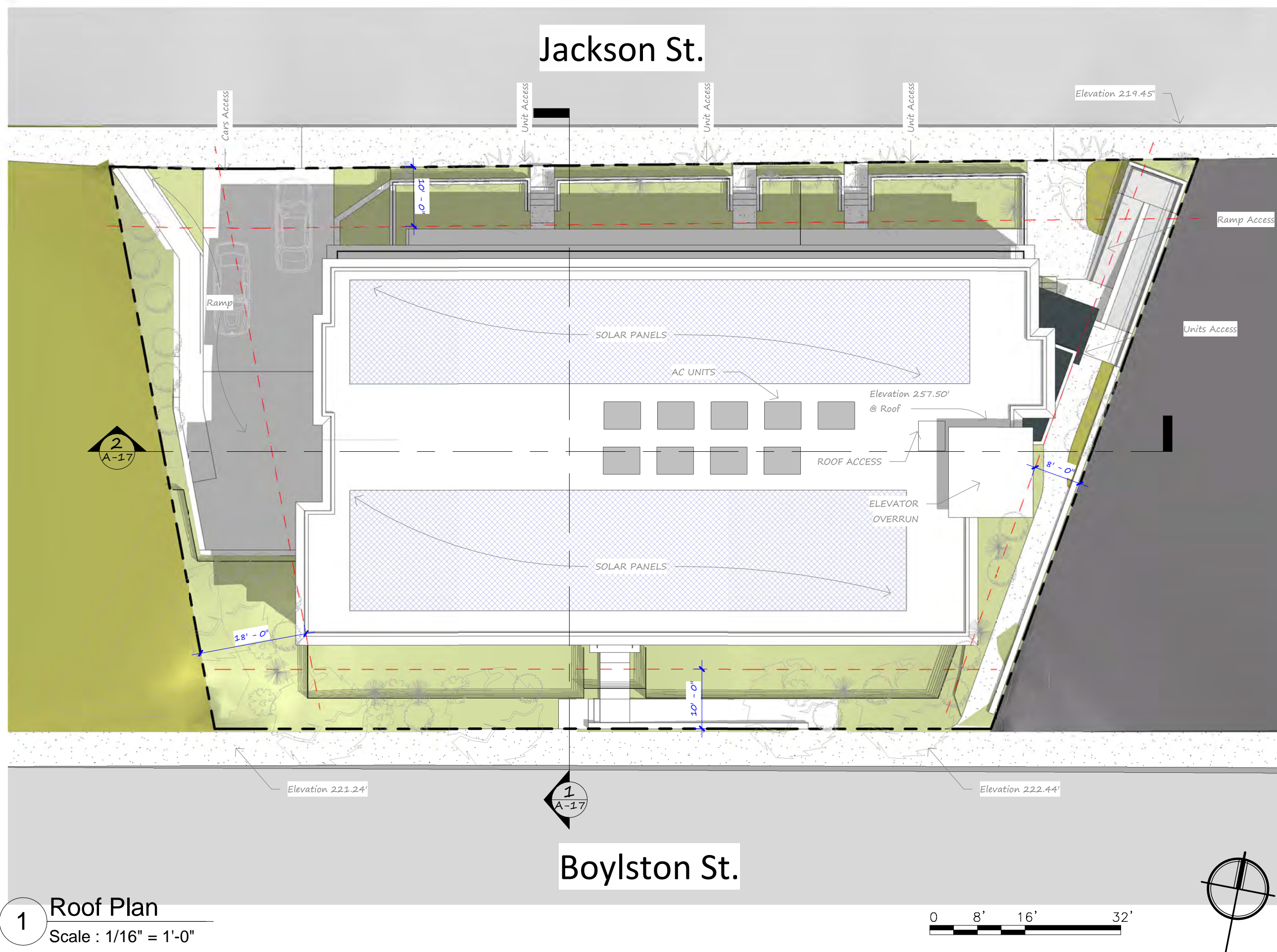
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1 Roof Plan
Scale : 1/16" = 1'-0"

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SHEET TITLE: Roof Plan

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Exhibit 2 – Affirmative Fair Marketing and Resident Selection Plan



50 JACKSON STREET CONDOMINIUMS – MARKETING PLAN

**50 JACKSON STREET
CONDOMINIUMS, NEWTON
AFFORDABLE HOUSING
MARKETING PLAN**

DECEMBER 17, 2021

LA@CA CONDOMINIUMS – MARKETING PLAN

PURPOSE OF PLAN

The purpose of this Marketing Plan is to establish policies and procedures for the sale of 2 affordable units at "50 Jackson Street Condominiums" located at 383-387 Boylston Street, Newton, Massachusetts in accordance with the Massachusetts Department of Housing and Community Development Local Action Unit Program.

This Plan applies to marketing, buyer selection, and sale of the affordable units under this program.

This plan describes the project, the marketing and outreach efforts in compliance with Fair Housing requirements, the eligibility criteria and the lottery and buyer selection process for the purchase of the affordable housing units. The marketing plan is prepared in advance of the application period to confirm the conformance with Affirmative Marketing requirements in accordance with the Affirmative Fair Housing Marketing Plan (Including Resident Selection) guidelines as published by DHCD as of May 2013.

Once approved, the Lottery Agent will execute the marketing plan by conducting outreach programs to create interest and awareness of units for sale, including placing advertisements, distributing flyers and notices. This effort will ensure affirmative fair marketing of affordable units and implement the income restriction and other preference restrictions in compliance with applicable regulations and guidelines. The application will be prepared and distributed in accordance with the plan. As received, they will be reviewed for completeness and applicants will be notified to complete as needed.

The Lottery Agent will hold one information session and verify the eligibility of residents including income, assets, household size, and minority status and conduct the lottery.

Once eligible applicants are selected and ranked. Top ranked certified buyers will execute purchase and sale agreements.

KEY CONTACTS

Developer

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50 Jackson Street LLC
P. O. Box 999
Brookline, MA 02446

Lottery Agent

Maureen O'Hagon
MCO Housing Services
P.O. Box 372
Harvard, MA 01451

Monitoring Agent

DHCD

LA@CA CONDOMINIUMS – MARKETING PLAN

PROJECT DESCRIPTION

50 Jackston Street LLC is a 12-unit residential development on a 14,866 square foot parcel of land located at 383-387 Boylston Street, Newton, MA. The development includes 9 three-bedroom two bathroom and 3 two-bedroom in a three-story multi-family elevator building, of which 2 three-bedroom units will be affordable at 80% of Area Median Income for the Boston-Cambridge-Quincy Market Area. All units will have separately metered gas and electricity. The building will have 18 underbuilding parking spaces. Each income restricted unit will be assigned one parking space at no cost. All remaining parking spaces will be sold to unit owners. The garage will have one HP van accessible parking spaces. The site has excellent access to public transportation and is close proximity to the Newton Center and Newton Highlands Green line stops as well as bus routes along Boylston Street. It is near Chestnut Hill Square, the Mall and the Street which have a variety of grocery, restaurant and retail business. The building will offer a package Lobby space on the first floor that may serve in part as a delivery/mailroom and will have the benefit of roof top solar panels, bicycle storage and EV charging capabilities. Income restricted and market rate units will come with a basic set of finishes. The exterior of the income restricted units will be indistinguishable from the market units.

The affordable three-bedroom units will be 1,202 and 1,336 square feet. Exterior building materials will include a mixture brick and cement, Low-E windows, and asphalt roofing. Of the 12 units, the following 2 are designated as affordable in accordance with the City of Newton Zoning Ordinance and a special permit granted by the City of Newton City Council on _____.

Addresses:

1. Floor 1, Unit 4, 383-387 Boylston Newton, MA (three-bedroom, two bathroom) 1,202 square feet
2. Floor 2, Unit 6, 383-387 Boylston Newton, MA (three-bedroom, two bathroom) 1,326 square feet

The units, process and schedule are described in more detail in the application package.

UNIT PRICING

The condominium units are priced at **\$340,600** for the three bedroom units and in accordance with the DHCD calculator and guidelines using current parameters.

- HUD 2021 Income Limits
- \$10.76 property tax rate (Newton FY21 rate)
- Yearly condominium fee: \$185 for the three-bedroom unit

MARKETING PLAN

A marketing plan for affordable housing lotteries demonstrates and ensures Fair Housing regulations are complied with and that the units are made available to a wide audience of qualified people.

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The marketing and outreach activities are intended to communicate and advertise these opportunities. In general, the plan includes sending notices to local groups, flyers to organizations, notices for website publications, and advertisements in newspapers and periodicals.

In accordance with the guidelines, the marketing period will start 60 days before the application period closes, and all advertisements will run twice.

Print Advertisements:

1. Newton Tab and its local affiliates
2. El Mundo, Jamaica Plain
3. Sampan Newspaper, Boston
4. The Bay State Banner

In addition, notices will appear on the following websites:

1. Citizens' Housing & Planning Assoc. (CHAPA): Mass Access Registry:
massaccesshousingregistry.org
2. Massachusetts Affordable Housing Alliance (MAHA)
3. City of Boston's Metropolitan Housing Opportunity Clearing Center (Metrolist):
Boston City Hall, P.O. Box 5996, Boston, MA 02114-5996 (617-635-3321)

Notices will also be sent to the following:

- 1. Fair Housing Commissions:**
 - a. MA Commission Against Discrimination
 - b. Boston Fair Housing Commission, City of Boston Office of Civil Rights
 - c. Cambridge Human Rights Commission
 - d. City of Newton Fair Housing Committee
- 2. Newton**
 - a. City of Newton Mayor's Office
 - b. City of Newton Housing Planner
 - c. City of Newton, Newton Housing Partnership
 - d. City of Newton, Newton Council on Aging/Senior Center
 - e. City of Newton Public Schools
 - f. Newton-Needham Chamber of Commerce
 - g. Newton Housing Authority
 - h. Newton Free Library
 - i. Can-Do, Citizens for Affordable Housing in Newton Development Organization
 - j. Newton Community Development Foundation
- 3. Area Housing/Social Service Organizations**
 - a. Advocates, Inc.
 - b. Metro-west Collaborative Development
 - c. Jewish Community Housing for the Elderly

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- d. Newton Wellesley Weston Committee for Community Living, Inc.
- e. The Second Step
- f. METCO
- g. Allston Brighton CDC
- h. Asian Community Development Corporation
- i. Nuestra Comunidad
- j. Massachusetts Association of Community Development Corporations
- k. Boston Center of Independent Living
- l. Viet Aid
- m. Mission Hill Neighborhood Housing
- n. Boston Tenant Coalition

4. Faith Based Organizations:

- a. Great Boston Interfaith Organization
- b. Black Ministerial Alliance of Greater Boston
- c. Family Promise of Metrowest

5. Civic Groups:/ Other

- a. YMCA of Newton
- b. Elks Lodge
- c. Family Access of Newton
- d. American Legion Post 16.
- e. Craig's List

During the general marketing period, the Developer and the lottery administrator will offer one 'informational session' for members of the public to educate them about the Unit and the lottery process.

ELIGIBILITY AND PREFERENCES

INCOME

Income eligibility is governed by the rules and standards employed by the Department of Housing and Urban Development ("HUD") in the selection of income-eligible tenants for publicly subsidized housing. The provisions of this section are intended to complement and not to override or supersede any applicable fair marketing regulations of DHCD, the Massachusetts Commission against Discrimination, or any City regulation with jurisdiction and like purpose, and to provide low and/or moderate-income housing.

The applicant household income is required to be at or less than the 80% of Area Median Income (AMI) as published by HUD for total Gross Annual Household Income. The City of Newton is located in the Boston-Cambridge-Quincy, MA Service Area ("BCQ"). Gross Annual Household Income includes all wages prior to any deductions from all adult household members. The following 2021 household income limits will be used:

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Household Size	Income limit
One Person	\$ 70,750
Two Person	\$ 80,850
Three Person	\$ 90,950
Four Person	\$ 101,050
Five Person	\$ 109,150
Six Person	\$ 117,250

ASSETS

Household assets shall not exceed \$75,000 in value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values.

Assets that are included conform to the guidance from DHCD and include retirement and pension funds amounts that can be withdrawn less penalties or transaction costs.

If a potential purchaser divests him/herself of an asset for less than full and fair cash value of the asset within two years prior to application, the full and fair cash value of the asset shall be included for purposes of calculating eligibility.

Income and asset documents required to determine household eligibility shall be updated to be current within 60 days of the purchase closing date of an affordable unit.

FIRST-TIME HOMEBUYER

All qualified applicants shall not have owned a home within 3 years preceding the application, with the exception of:

1. 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;
2. single parents, 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 whom the individual has custody or joint custody, or is pregnant);
3. households where at least one household member is 55 or over;
4. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
5. households that owned a property that was not in compliance with State, local or model building codes

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

OTHER ELIGIBILITY CRITERIA

Individuals who have a relationship to the Developer or who have a financial interest in the Project and their families shall not be eligible to participate in the lottery.

HOUSEHOLD SIZE PREFERENCE

The objective of these State subsidy programs is to provide housing to appropriate sized families, and to that end, there will be a preference given in the lottery to households that need all of the bedrooms, in this case two or three bedrooms. A “household” is defined as two or more persons who will regularly live in the unit as their primary residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

First preference shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

1. There is at least one occupant and no more than two occupants per bedroom.
2. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom.
3. Other household members may share but shall not be required to share a bedroom.

LOTTERY PROCEDURES

The main objective of the lottery process is to ensure that all winners are able to close on the unit while conducting Fair Housing practices. Qualifications and eligibility are verified prior to entering the lottery.

The Lottery Agent will provide a complete application package to each person requesting an application. The application form and package is attached and provides ample detail on the procedures and process, including a description of the eligibility requirements, the date of the lottery and how the lottery winners will be chosen.

Applications will be available on-line, sent by mail upon request, and will also be available at a location with evening available, such as the public library in Newton. Once received in the office, they will be verified for completeness and validated for eligibility.

The lottery includes processes to ensure that only qualified eligible applicants will enter the lottery. The Lottery Agent will verify that the applicant’s income and assets meet the eligibility limits.

1. **There will be one lottery with two pools: a Local Preference Pool and an General Pool.** All local preference households are places in both lotteries. All others are place only in the General pool.
2. Since both affordable units are accessible, disabled-accessible applicants will have first priority for the units. In order to prevent a disparate impact or discriminator effect, the local pool shall also be

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racially/ethnically balanced. After the application deadline has passed, the Lottery Agent will determine the number of local resident' minority households in this pool. In the event 27% of applicants to the Local Pool are not minorities:

- a. The Developer should hold a preliminary lottery comprised of all minority applicants who did not qualify for the local preference pool and rank the applicants in order of drawing.
- b. Minority applicants will then be added to the local preference pool in order of their rankings until the percentage of minority applicants reaches 27%. All minority applicants not entered into the local preference pool under this process shall be entered into the general pool.
- c. Minorities are defined by HUD and the U.S. Census Bureau as: Black or African American; Asian: Native American or Alaska Native; Native Hawaiian or Pacific Islander; or other (not white); and the ethnic classification of Hispanic or Latino

3. Local Preference shall be given for qualified applicants in the following order:

Preference shall be given to any other qualified applicants who fall within any of the following equally weighted categories **unless such preference would be unallowable under the rules of any source of funding for the project or by DHCD:**

- a. Current residents: A household in which one or more members is living in the city or town at the time of application. Documentation of residency is required.
- b. Municipal employees: Employee of the municipality.
- c. Employees of local businesses located in the municipality. Households with a family member who works in the City, has been hired to work in the City, or has a bona fide offer of employment in the City; and
- d. Households with a family member who attends public school in the City.

Documentation to show eligibility for a local preference will need to be provided immediately upon lottery selection. Documentation can include:

- A. A copy of two (2) utility bills 1 from each utility company in my name dated within the last 60 days, e.g., (1) electric, (1) oil, (1) cable, (1) gas, or (1) telephone **landline (not cell phone)**. If utility bills cannot be provided the following documentation **must** be provided: current signed lease **AND** proof of voter registration from City of Newton Election Department.
- B. Pay-stubs (these should already be submitted as directed in the **Earnings** section) **AND IF THE PAY STUBS DO NOT SHOW THE ADDRESS OF THE Job, provide a signed statement** from your employer on company letterhead the states the address of the job and the employees name.
- C. Copies of pay-stubs (these should already be submitted as directed in the **Earnings** section **AND IF THE PAY STUBS DO NOT SHOW THE ADDRESS OF THE JOB** submit a **signed statement** from your employer on company letterhead that states the address of the job and the employees name.
- D. Submit copies of City of Newton school transcripts **AND** proof of relation to the student (by birth certificate or legal guardianship or divorce decree) .

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All applicants are notified of their standing and drawing results. Additionally, the lottery will be held in a public setting, and the results posted. Records are retained for audit purposes.

The ballots are randomly drawn and placed in the order drawn. Units are awarded to households based on bedroom sizes, by proceeding down the list of lottery winners to the first household on the list of appropriate size.

4. A non-interested third party will draw the lottery numbers. Note that the order of the numbers drawn does not necessarily reflect the order of households that will be selected as it may be adjusted due to household size.
5. The top-ranking applicants will be offered to purchase a unit. All applicants are subject to official income and asset verification by the lottery.

COMPLETING THE SALE

After the lottery, the Lottery Agent provides the Developer the names, addresses and contact information of lottery winners to complete the Purchase and Sales agreements. Additionally, these documents are used during the contract.

1. Deed rider – This document legally binds the Buyer to the restrictions imposed on the property. It is signed at the closing and recorded. The copy provided prior to closing is the sample template.
2. Homeowner's Association document – If appropriate, this document provides the detailed responsibilities of the Homeowner Association and its provisions including fees.

A list of lenders who are familiar with affordable housing loans will be provided to facilitate the mortgage financing. Prior to closing, and upon receipt of final documents, the state will prepare the Deed Rider, the Resale Price Certificate, and a non-financial mortgage to be recorded at closing.

AFFORDABILITY RESTRICTIONS

It is important that the potential homeowner be advised and is fully aware of the restrictions on the property, and the following documents assist the purchaser in understanding the complexities in the deed restriction.

1. There is the deed rider itself, which is available in hard copy in the office and on the DHCD website. www.mass.gov/Ehed/docs/dhcd/hd/lip/lipdeedrider.pdf
2. The terms of the deed restriction are detailed in the disclosure section of the application, and acknowledgement signatures are required.
3. The restrictions are also covered in the Information Session, though attendance is not a requirement for application.
4. The homebuyer is required to complete a witnessed Homebuyer Disclosure Statement detailing in plain English the terms of restriction.



your resource for Affordable Housing



INFORMATION & APPLICATION for Housing Lottery

50 Jackson Street Condominiums

Newton, MA

Located at 383-387 Boylston Street in Newton, 50 Jackson Street Condominiums is a new construction 12-unit, three story condominium ownership building over parking. Two three-bedroom units will be available, by lottery, for eligible first-time homebuyers. Each income restricted unit will be assigned one garage parking space at no cost. The site has excellent access to public transportation and is in close proximity to the Eliot Street and Chestnut Hill Green line stop as well as bus routes along Boylston Street. The building will offer a package delivery/mailroom and will have the benefit of roof top solar panels, bicycle storage and EV charging capabilities.

Priced at \$340,600, the three-bedroom, two bathroom units will be 1,202 and 1,326 square feet of living space. The initial monthly condo fees are \$185 with the 2021 tax rate of \$10.76 per thousand. The monthly condo fees will be adjusted on an annual basis.

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

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

Application Deadline

Lottery

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

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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 50 Jackson Street 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
50 Jackson Street LLC

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This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan 978-456-8388 pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388。(Chinese, Traditional)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388。(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником MCO Housing на предмет оказания бесплатной помощи по переводу на иностранный язык (978-456-8388). (Russian)
(Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyi muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.
[Phone #] [Agency Name] (Arabic)

Ce document est très important. Veuillez contacter le MCO Housing au 978-456-8388 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)

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50 Jackson Street 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.mcohosingservices.com.

Other program highlights for Lottery applicants:

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

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- 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. One of the two 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.

Unit preferences are based on the following:

- a. There is at 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, both three-bedroom unit is Group 2 ADA Compliant.

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

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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 initial price is \$340,600 and the current area median income is \$120,800, the Resale Price Multiplier would be $\$340,600/\$120,800=2.81$.

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.

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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

Two 3-bedroom condominiums are available by lottery at 50 Jackson Street 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>
Local Pool	Must meet at least one of the Local Preference Criteria as listed on the application.	1
Open Pool	All applicants – including local pool	1

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 three (see preferences below) bedroom units will have the first opportunity to purchase. The same process will be conducted for the three-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.

Both units are Group 2 ADA units and applicants that require the Group 2 units will have priority no matter where they stand in the lottery rankings. The three-bedroom units are Group 2 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 10 of this package for one of the units.
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 10 of this package.
3. To households meeting the Local Preference Criteria as listed on page 10 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

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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.

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SAMPLE AFFORDABILITY ANALYSIS

Home Price	\$340,600
<i>Interest Rate</i>	3.18%
<i>Down Payment (%)</i>	5%
Down Payment (\$)	\$11,705.00
Mortgage Amount	\$222,395.00
Monthly Expenses	
<i>Principal & Interest</i>	\$ 1,396.00
<i>Real Estate Taxes</i>	305.00
<i>Private Mortgage Insurance</i>	210.00
<i>Hazard Insurance</i>	114.00
<i>Monthly HOA</i>	185.00
TOTAL Monthly Expenses	\$ 2,210.00

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
4*	3	2	1202	Open
6*	3	2	1,326	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

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

50 JACKSON ST CONDOMINIUMS

For Office Use Only: Date Appl. Rcvd: _____ Local: Y / N Household Size: _____
--

LOTTERY APPLICATION

APPLICATION DEADLINE:

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.)

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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%, ½ 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.

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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 50 Jackson Street 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 ____ for submission information

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Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at 50 Jackson Street 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.

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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 50 Jackson Street 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 ____ for submission information

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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. _____ Proof of Local Preference, i.e. lease, current utility bill, voter registration etc.
4. _____ 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.
5. _____ 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.
6. _____ 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.
7. _____ 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.
8. _____ Federal Tax Returns –2018, 2019 and 2020 (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.

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- **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's. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.

9. _____ W2 and/or 1099-R Forms: 2018, 2019, 2020

10. _____ Interest, dividends and other net income of any kind from real or personal property.

11. 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, Robinhood or any online investment accounts and Money Market Accounts. Retirement accounts, i.e. IRA, Roth IRA, 401K, Keogh, Pension funds etc, from current and past employers.
- _____ Cash value of Whole Life or Universal Life Insurance Policy.
- _____ Personal Property held as an investment
- _____ Lump-sum receipts or one-time receipts

12. _____ 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.

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13. ____ 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.

14. ____ 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 is determining eligibility.

15. ____ 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 down payment at time of application. We must see proof of those assets at time of application to be included in the lottery.

NOTE: If your deposit is cash and you have in your home you must deposit in your bank statement to show evidence of available funds.

We understand if we do not provide all applicable financial documentation, we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete.

Print Applicants Name(s): _____

Applicants Signature

DATE

Co-Applicants Signature

DATE

See page ____ for submission information

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 _____ 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.

Appendix A Construction Standards and Specifications



Appendix A

CONSTRUCTION STANDARDS AND SPECIFICATIONS

All product and material designations below are intended to establish minimum design and quality standards for construction of all units. All units, both market rate and inclusionary, shall conform to the following standards:

I. BUILDING

1. Exterior facade shall be hardi-plank and masonry veneer.
2. All units will have one parking space in the common garage beneath the building.

II. FOUNDATIONS

1. All foundation/garage walls shall be poured concrete.
2. Garage slab shall be reinforced poured concrete.

III. WATERPROOFING

1. Project shall have catch basin drains for run-off from hard surface areas.

IV. FIRE SEPARATION

1. Fire separation to meet or exceed state building code.

V. INSULATION

1. Insulation to meet or exceed state building code.

VI. ROOFING

1. EPDM rubber roofs.

VII. WINDOWS

1. double-hung insulating glass with screens.

VIII. INTERIOR WALLS AND CEILINGS

1. Wall and ceiling material shall be gypsum wall board.
2. Paint - One primer coat, two coats color latex finish on walls.
3. Moisture resistant, concrete reinforced 1/2 "cement board at all tubs and showers.

IX. FINISH CARPENTRY- (Paint Grade - 1 coat primer, 2 coats semi-gloss)

1. All window & doors shall have a minimum of 3 1/2" casings.
2. Wood base shall be a minimum of 3 1/2" one piece.

X. BUILDING AMENITY PACKAGE

1. Washer/Dryer connection in laundry area/closet room.

XI. FLOORS

1. Floors in kitchen shall have red oak.
2. Floors in LR, BRs, dining area and foyer shall be wood.
3. Floors in all baths shall be Ceramic Tile.

XII. KITCHENS

1. Cabinets - Wood finish.
2. Counters - Granite.
3. Sink - with integral spray nozzle.

XIII. BATH ROOMS

Units will have 2 bathrooms:

1. Toilet – two piece white, American Standard or equal.
2. Faucets - American Standard or equal.
3. Lavatory - American Standard or equal.
4. Tub /Shower - single piece fiberglass unit or similar.

XIV. DOORS

1. Stained, fiberglass entry doors.
2. Solid core, raised panel, Masonite interior door.

XV. HARDWARE

1. Unit entry doors shall have a mortised interlock.
2. All interior doors shall have passage, privacy set.

XVI. PLUMBING, HEATING AND COOLING

1. Ventilation or vents for bathrooms.
2. Complete plumbing system exceeding all state and local codes.
3. Heating & cooled by forced hot-air system w/ thermostatic control in unit.

XVII. ELECTRICAL

1. One telephone jack in LR; one cable jack in each room.
2. Individual electric meters for each unit.
3. Lighting - Typical lighting package for each unit.
4. Kitchen - Surface mounted on separate switch.
5. A minimum of 100 amp service to unit.

XVIII. SECURITY & SAFETY

1. Hard-wired smoke and carbon monoxide detector system.

XIX. APPLIANCES

1. Gas cook top and oven, 30" minimum.
2. Frigidaire Refrigerator.
3. Microwave/exhaust combo over cook top.
4. All appliances shall be Energy Star certified.