



your resource for Affordable Housing



## Highland Ridge, a 55+ Community Berlin, MA Lottery Information and Application

Highland Ridge is a new 66 unit two-bedroom townhome community, for age-qualified (55+) homebuyers, being built 64 Highland Street(GPS) in Berlin, MA. The project consists of 66 townhomes arranged as duplexes. Ten (10) affordable two-bedroom townhomes are available by lottery for eligible age-qualified (55+) homebuyers earning up to 50% or 80% of median income. Three (3) homes are available for applicants earning up to 50% of median income (AMI) and seven (7) homes for applicants earning up to 80% median income. The pricing is as follows:

Price for homes at 50% AMI: \$142,800

Price for homes at 80% AMI: \$201,700

The 2022 Berlin tax rate is \$15.63 per thousand. The monthly condo fees are \$150 for the two-bedroom homes. There is a septic and a community well for water. Each unit at 2 or 2.5 bathrooms in 1,525 – 2,165, depending on unit style. Two car garage and an unfinished basement. A Refrigerator, stove/oven, dishwasher and microwave are included, along with washer and dryer hookups. Pets are allowed but there are breed restrictions for dogs.

All affordable 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.

Potential 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.

***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 submitted incomplete will not be considered for the lottery, but the applicant will receive by letter or email a list of missing documentation. If a complete application is received on or before the application deadline it will be reviewed for eligibility and included in the lottery, if appropriate. The following mortgage programs will not close on deed restricted properties, FHA, VA or Quicken. We suggest you look at the One-Mortgage or MassHousing First Time Homebuyer programs for a mortgage pre-approval.***

### KEY MEETING DATES

#### Public Information Meeting via Zoom

6:30 p.m., Tuesday, December 6, 2022

Go to Zoom.com and provide the following, when prompted:

Meeting ID: 897 8201 0536

Passcode: 888200

#### 60-day Application Deadline

Tuesday, January 3, 2023



**Lottery via Zoom**

3:00 p.m., Tuesday, January 31, 2023

Go to Zoom.com and provide the following, when prompted:

Meeting ID: 852 8799 5106

Passcode: 895719

Thank you for your interest in affordable housing at **HIGHLAND RIDGE**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com) if you have any questions. 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.

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 ដើម្បីទទួលបានជំនួយផ្នែកភាសាដោយឥតគិតថ្លៃ។ [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)

**Highland Ridge**  
AFFORDABLE HOMES through LIP Question & Answer

**What are the qualifications required for Prospective Buyers?**

1. The maximum allowable gross income guidelines, adjusted for household size, is below. Income for all household members 18 years of age or older must be provided.

Household Size	1	2	3	4
Max Allowable Income at 50% AMI	\$45,850	\$52,400	\$58,950	\$65,500
Max Allowable Income at 80% AMI	\$62,600	\$71,550	\$80,500	\$89,400

(Note: This represents 50% or 80% of the annual household median income for the area and is subject to adjustments. This assumes a household size of 1-4 people. This income limit is subject to change based upon HUD updating.)

2. At least one homebuyer must be 55 years of age or older.

3. Eligible households are allowed up to \$275,000 combination equity from home sale and assets. You cannot purchase an affordable home unless your current home is sold. If you do not have a home to sell the asset limit is the same at \$275,000.

Retirement Accounts are determined as follows:

- 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 at less than full market value within the past two years will be counted at full market value in determining eligibility.

Refer to Required Financial Documentation Form at the end of the package for full list of required asset documentation.

**Other program highlights for Lottery applicants:**

- Units must be owner occupied. They cannot be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter is required to participate in this lottery.

**Are there specific mortgage guidelines?**

Yes, they are:

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.
7. The following mortgage programs will not close on deed restricted properties, FHA, VA or Quicken. We suggest you look at the One-Mortgage or MassHousing First Time Homebuyer programs for a mortgage pre-approval.

### **Are there preferences for local residents?**

Yes, seven of the 10 available units will be sold to applicants that meet the Local Preference Criteria that applied for the lottery.

### **Household Size Preferences Criteria**

Preference for the two-bedroom homes will be given to households which require a two bedroom home. Second preference will be given to households who require one bedroom.

Household size 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 the first sentence of (b) 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 the lottery agent receives reliable medical documentation as to such impact of sharing.
- 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.

### **Is there preference for minorities?**

If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Surrounding HUD-defined area, currently 28.2%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. These minority applicants would be drawn until their percentage in the local pool closely approximates the percentage in the Boston area population. Applicants not selected for the Local Preference Pool would be in the Open Pool only.

### **Are there any restrictions?**

YES. Deed restrictions are used to protect the affordability of the town homes for future buyers. The deed restrictions encumber the property in perpetuity, with certain exceptions. If you choose to sell your home, there is a limit on the resale price. The maximum resale price is determined using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, the initial 2-bedroom affordable condominium home price, at 80% AMI, is \$201,700 and the current area median income is \$135,000, the Resale Price Multiplier would be  $\$201,700/135,000 = 1.49$ .

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price. A resale fee up to 2% of the resale price may be added onto the resale price to be paid by the buyer to the Monitoring Agent. The final price must be affordable to buyers at the time of resale, which may mean an adjustment to the resale price.

Applicants are strongly encouraged to review the restrictions in the deed rider with their attorney.

### **How much money do I need to make to afford the condominiums?**

The minimum income required to purchase is based solely upon an applicant's ability to secure a mortgage. Attached is an "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 homes 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**

Ten (10) townhomes are available by lottery at Highland Ridge for applicants earning up to 50% or 80% AMI. The units will be distributed through two pools – Local Preference Pool and the Open Pool. You must meet at least one of the Local Preference Criteria to be included in the Local Pool. The units’ breakdown as follows:

<b>Unit Size</b>	<b># of Units</b>	<b>Local Pool</b>	<b>Open Pool</b>
50% AMI	3	2	1
80% AMI	7	5	2

All pre-screened and eligible applicants will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. The highest ranked applicants, from the Local Preference and Open Pool, meeting the two-bedroom household size preference criteria and either the 50% or 80% of AMI will have the initial opportunity to purchase. The process will be identical for both the Local Preference Pool and Open Pool and will be used until all units are sold. Applicants in the Local Preference Pool will select units first then the Open Pool Applicants.

**Please note:** Household size preference will override local preference. This means if we exhaust the applicants in the local pool that require two-bedroom units we will move to the open pool for households requiring two bedrooms. Once all two bedroom household applicants have had the opportunity to purchase and if there are units remaining we will begin offering units to smaller households. Household size shall not exceed, nor may the maximum allowable household size be more restrictive than, State Sanitary Code requirements for occupancy of a unit (See 105 CMR 400).

### **Time Frames**

If you are selected and have the opportunity to purchase a home, you will speak or meet with a representative to review your application to verify all information. Applicants selected for homes approaching completion will need to start working with an approved lender immediately to secure the necessary mortgage. Please be advised the official income verification will be done at the time you have an opportunity to purchase a home. Meaning, if one year after the initial lottery you have the opportunity to purchase a home and you are over income at that time, you may not be able to purchase.

### **Acceptance of Homes**

It is important for all applicants to understand that applicants may not have a choice of home locations, style or schedules. If you have the opportunity to purchase, you will have two weeks to sign the Purchase and Sale Agreement once you receive it by the seller’s representative. You will not be able “pass” on a home and wait for another home. If you choose not to take the designated home, you will go to the bottom of the list and will NOT have another opportunity.

### **Resale of Homes**

The resale of the affordable homes will be coordinated by the Monitoring Agent. If you have an opportunity to purchase you will receive a copy of the LIP Homebuyer Disclosure Statement which outlines the limitation on profit, steps to resell the home, time allowed to sell, and capital improvements etc. If you would like to receive a copy of this document send an email to [maureen@mcohousingservices.com](mailto:maureen@mcohousingservices.com) and a copy will be emailed to you.

### **Summary**

We hope this helps explain the process by which the homes 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.

**AFFORDABILITY ANALYSIS  
(FOR ILLUSTRATION PURPOSES ONLY)**

	50% AMI	80% AMI
<b>Home Price</b>	\$ 142,800.00	\$ 201,700.00
<i>Interest Rate</i>	6.06%	6.06%
<i>Down Payment (%)</i>	5%	5%
<b>Down Payment (\$)</b>	\$ 7,140.00	\$ 10,085.00
<b>Mortgage Amount</b>	\$ 135,660.00	\$ 191,615.00
<b>Monthly Expenses</b>		
<i>Principal &amp; Interest</i>	\$ 818.00	\$ 1,156.00
<i>Real Estate Taxes</i>	186.00	263.00
<i>Private Mortgage Insurance</i>	88.00	125.00
<i>Hazard Insurance</i>	48.00	67.00
<i>Monthly HOA Fee</i>	150.00	150.00
<b>TOTAL Monthly Expenses</b>	<b>\$ 1,290.00</b>	<b>\$ 1,761.00</b>

**NOTES:**

ALL Values are estimates and are subject to change.

Berlin 2022 Residential Tax Rate = \$15.63 per thousand

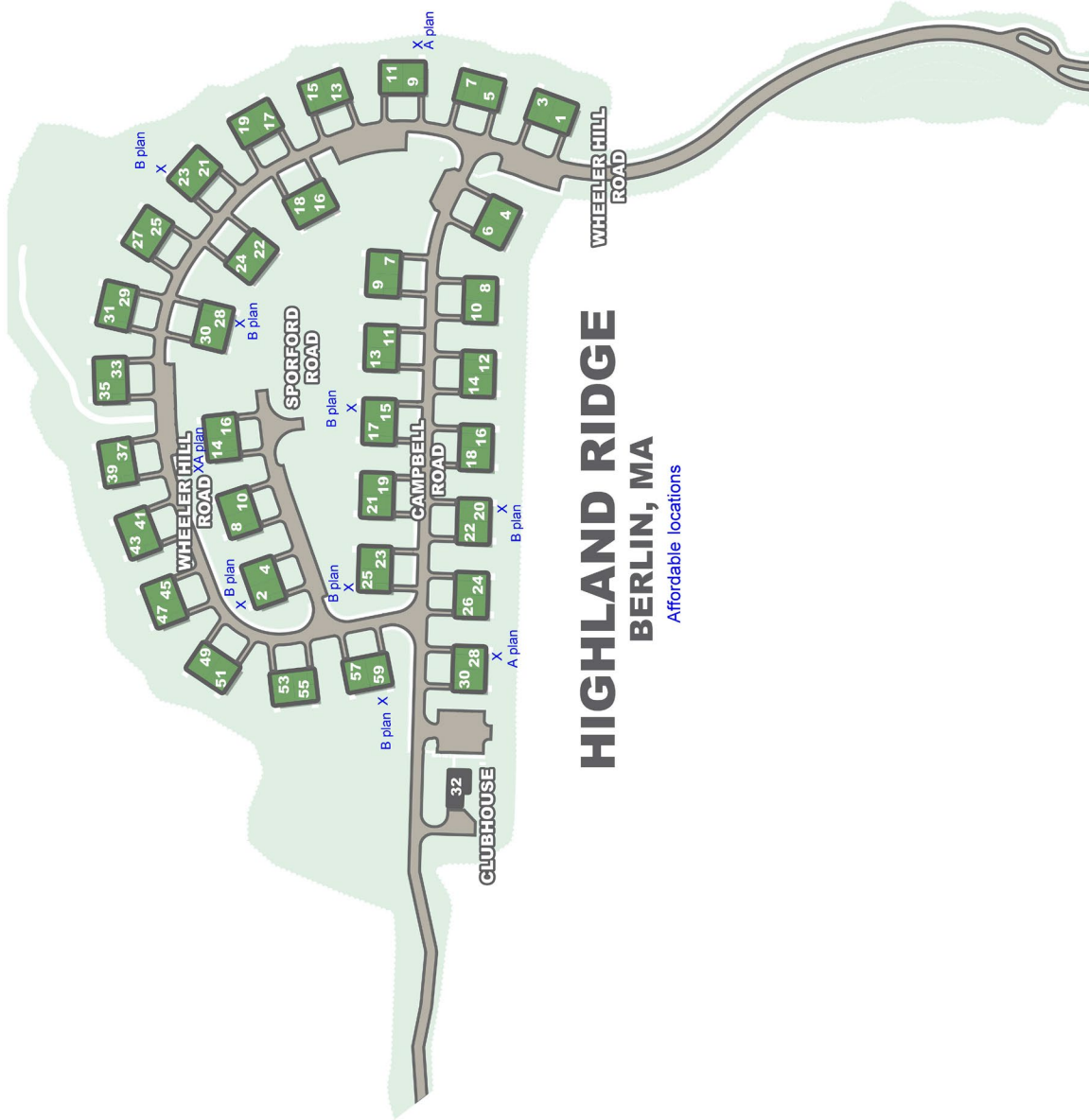
**Home Availability and Home Distribution**

<b>Home #</b>	<b>AMI</b>	<b>Home Style</b>	<b>Sq. Ft.</b>	<b>Estimated Availability*</b>
9 Wheeler Hill Road	80%	A	2165	Immediate
23 Wheeler Hill Road	80%	B	1536	TBD 2023
28 Wheeler Hill Road	80%	B	1536	TBD 2023
2 Spofford Road	50%	B	1536	Jan/Feb 2023
14 Spofford Road	80%	A	2165	Feb/March 2023
59 Wheeler Hill Road	80%	B	1536	Immediate
15 Campbell Road	50%	B	1525	Immediate
20 Campbell Road	50%	B	1536	Immediate
25 Campbell Road	80%	B	1536	Immediate
28 Campbell Road	80%	A	2165	Immediate

**Monthly Condo Fee includes but not limited to:**

Insurance Studs Out  
Landscaping  
Snow Removal  
Street Maintenance  
Trash Removal  
Common Areas  
Maintenance  
Reserve Fund

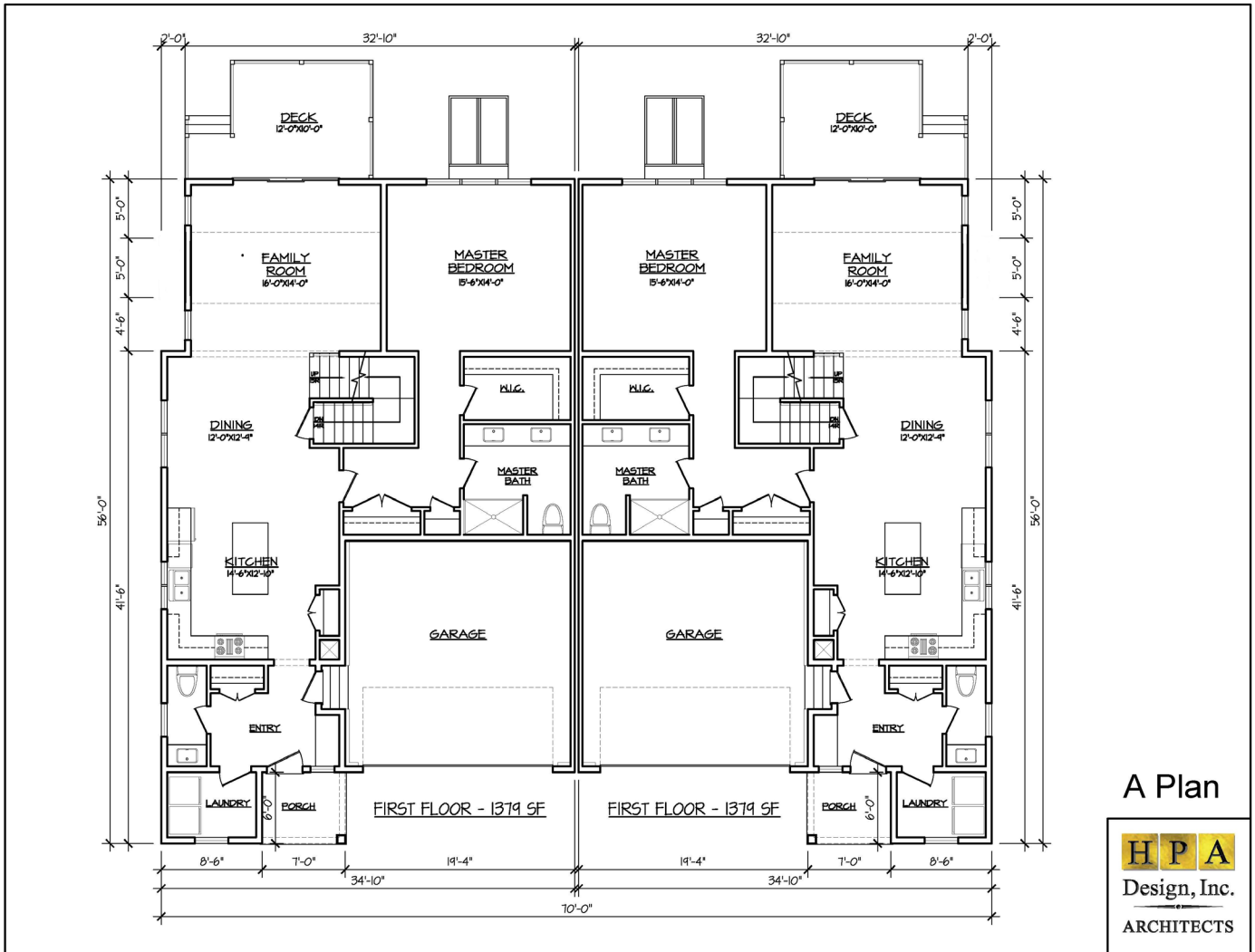




# HIGHLAND RIDGE BERLIN, MA

Affordable locations

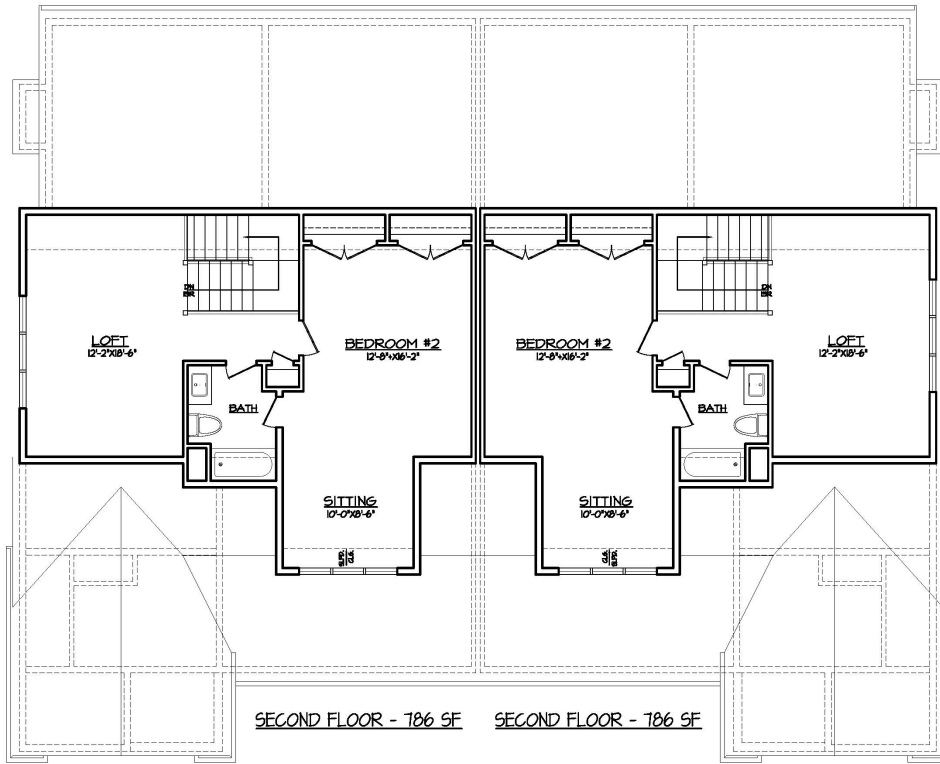




A Plan

**HPA**  
Design, Inc.  
ARCHITECTS

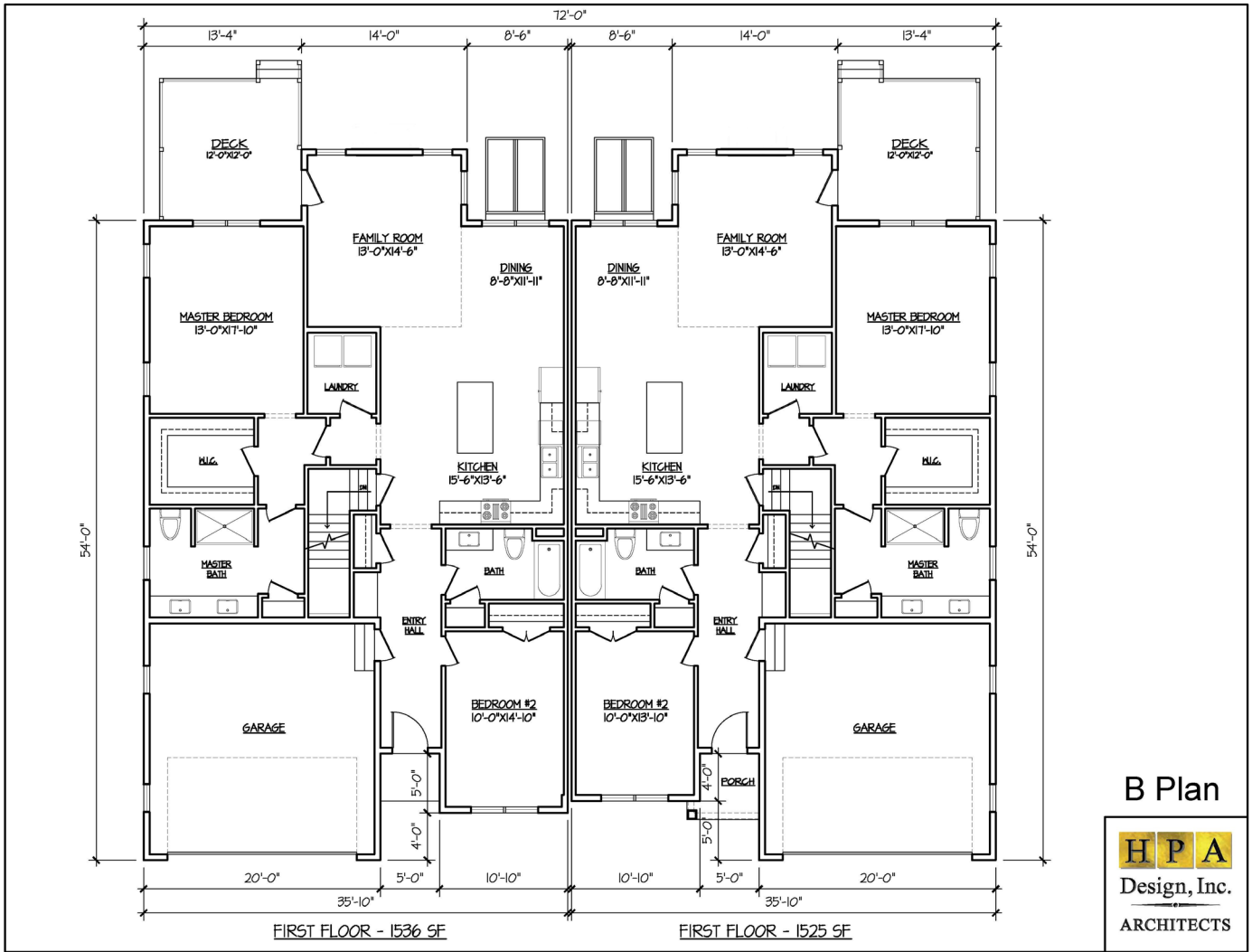
**MODEL A**  
**First Floor**  
**Floorplan subject to change**



A Plan

**HPA**  
 Design, Inc.  
 ARCHITECTS

**MODEL A**  
**Second Floor**  
**Floorplan subject to change**



B Plan



**MODEL B**  
**Floorplans subject to change**

## **PLEASE READ THE FOLLOWING CAREFULLY**

- 1. More than 60% of applications submitted to MCO Housing Services for lotteries are incomplete and not included in lotteries. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. It does not matter if you were the first application or the last application received, we will NOT review applications until AFTER the posted deadline.**
- 2. Read the NOTES on the Required Personal Identification and Income Verification Documents. Failure to do so could mean the difference between a complete and incomplete application as well as eligibility for a unit.**
- 3. All financial documentation is required from all household adults aged 18 or older. No exceptions.**
- 4. DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.**
- 5. Do NOT forget to include statements from Robinhood or any other online investment accounts. They are considered part of your assets. If you have an open account, you must provide statement whether there are any funds in the account or not.**
- 6. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee your application will be included in the lottery, but depending on the circumstances, we may be able to work with you.**
- 7. Do not take photos with your cellphone of any documentation and email it to us. The photos are not legible, and we will not accept them.**
- 8. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.**

**ALL FORMS MUST BE COMPLETELY FILLED OUT, SIGNED AND DATED**

# Highland Ridge

## LOTTERY APPLICATION

**DEADLINE: January 3, 2023**

**For Office Use Only:**

Date Appl. Rcvd: \_\_\_\_\_

Household Size: \_\_\_\_\_

Lottery Code: \_\_\_\_\_

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever owned a home? \_\_\_\_\_ If so, when did you sell it? \_\_\_\_\_

You must meet one of the Local Preference Eligibility Criteria established by the Town of Berlin to be in the Local Preference Pool. Please check the appropriate category(s) that applies to your household\*:

- Current Berlin Resident.
- Currently employed by the Town of Berlin or the Berlin-Boylston Regional School Department
- Employees of Businesses Located in Berlin or with a bonafide offer letter from a company located in Berlin
- Households with children that attend Berlin schools

\*All local applicants will need to provide proof of Local Preference at time of application.

**Household Size:** \_\_\_\_\_ Number of household members living in the home

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, supplemental second income and dividend income.)

Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income, specify \_\_\_\_\_

Co-Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income, specify \_\_\_\_\_

**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 or you can view online at [www.mcohousingervices.com](http://www.mcohousingervices.com). 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, 401K and Keogh accounts \_\_\_\_\_  
 Retirement or Pension Funds (amt you can w/d w/o penalty) \_\_\_\_\_  
 Revocable trusts \_\_\_\_\_  
 Equity in rental property or other capital investments \_\_\_\_\_  
 Cash value of whole life or universal life insurance policies \_\_\_\_\_  
 Down Payment Gift \_\_\_\_\_  
  
**TOTAL HOUSEHOLD ASSETS** \_\_\_\_\_

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

Employer: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Date of Hire (Approx): \_\_\_\_\_  
 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 condominium. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
White/Non-Minority	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____

**ADDITIONAL INFORMATION:**

Applicants will be responsible for all closing costs associated with the purchase of a home. A copy of the deed rider can be found at [www.mcohousingsservices.com](http://www.mcohousingsservices.com) or you can email [lotteryinfo@mcohousingsservices.com](mailto:lotteryinfo@mcohousingsservices.com) for a copy.

**SIGNATURES:**

The undersign warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to purchase an affordable condominium at Highland Ridge. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
                     Applicant(s)  
  
 Signature \_\_\_\_\_ Date: \_\_\_\_\_  
                     Co-Applicant(s)



**Highland Ridge**  
**Affidavit & Disclosure Form**

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable condominiums at Highland Ridge through the LAU program in Berlin, MA:

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

2.

<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Max Allowable Income at 50% AMI</b>	<b>\$45,850</b>	<b>\$52,400</b>	<b>\$58,950</b>	<b>\$65,500</b>
<b>Max Allowable Income at 80% AMI</b>	<b>\$62,600</b>	<b>\$71,550</b>	<b>\$80,500</b>	<b>\$89,400</b>

Income from all family members must be included.

3. I/We certify that my/our total assets do not exceed the \$275,000 asset limit and the full value or a portion of our retirement assets will be included. I/We understand any equity we earn if we have a home to sell will be counted as part of the \$275,000 asset limit. Assets divested within the last two years at below market value will be counted at full market value in determining eligibility.
4. The household size listed on the application form includes only and all the people that will be living in the residence. At least one homebuyer must be 55 years of age.
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 perjury 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 unit. I/We understand that all application data will be verified, and additional financial information will be required, verified and reviewed in detail prior to purchasing a unit.
7. I/We understand that it is my/our obligation to secure a mortgage for the unit purchase through a bank familiar with deed restricted properties, if a mortgage is necessary. All expenses, including closing costs and down payments, are my responsibility. We also understand a deed rider is attached to the unit which restricts the resale price.
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 for Highland Ridge.
9. I/We understand that if selected I/we will be offered a specific unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable unit at Highland Ridge.
10. Program requirements are established by DHCD and the Town of Berlin. 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 DHCD is final.
11. I/We certify that no member of our family has a financial interest in Highland Ridge.
12. I/We understand that there may be differences between the affordable and market rate unit and accept those differences.



13. I/We understand this is a deed restricted home and it is recommended we consult an attorney prior to purchase.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available condominiums at Highland Ridge. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

**See page 20 for submission information**

**Required Personal Identification and Income Verification Documents  
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation 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

**Initial each item that are applicable AND provide the document. Write N/A if not applicable and return this sheet with your application.**

1. \_\_\_\_\_ Mortgage pre-approval – *The following mortgage programs will not close on deed restricted properties, FHA, VA or Quicken. We suggest you look at the One-Mortgage or MassHousing First Time Homebuyer programs for a mortgage pre-approval.*
2. \_\_\_\_\_ Proof of Age: i.e. Birth Certificate, Driver’s License, Passport for each household member
3. \_\_\_\_\_ If you require a Special Accommodation you must request as part of your application and if documentation is required, i.e. doctors letter, it MUST be included with the application.
4. \_\_\_\_\_ Proof of Local Preference, i.e. drivers license, utility bills, voter registration, etc.
5. \_\_\_\_\_ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment paperwork with pay history and amount per check 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 last year, 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.
6. \_\_\_\_\_ Benefit letter providing full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
7. \_\_\_\_\_ Child support and alimony: court document indicating the payment amount, DOR statement, copy of divorce agreement. If you do not receive child support provide a letter stating that you are not receiving child support.
8. \_\_\_\_\_ If you are self-employed you MUST provide a detail expense and income statement for the last 12 months and three months of business checking and savings accounts.
9. \_\_\_\_\_ Federal Tax Returns –2019, 2020, 2021 (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 did not submit a tax return for the last year then you must provide a Verification letter of non-filing from the IRS. The form to request is 4506-T and can be found on irs.gov.
- **NOTE:** If you filed your taxes and are unable to locate you can request the transcript of your Federal taxes by submitting form 4506-T to the IRS. The form can be found on irs.gov.

10. \_\_\_\_\_ W2 and/or 1099-R Forms: 2019, 2020, 2021

- **NOTE:** If you are unable to locate your W2's/1099's you can request the transcript of your them by submitting form 4506-T to the IRS. The form can be found on irs.gov.

11. \_\_\_\_\_ Interest, dividends and other net income of any kind from real or personal property.

12. 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 directing 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

**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.

- \_\_\_\_\_ Revocable trusts
- \_\_\_\_\_ Equity in rental property or other capital investments
- \_\_\_\_\_ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts etc.
- \_\_\_\_\_ Retirement including, i.e. IRA's, Roth IRA's, 401K, 403B, Keogh accounts, Pensions etc. from current and past employment.
- \_\_\_\_\_ Cash value of Whole Life or Universal Life Insurance Policy.
- \_\_\_\_\_ Personal Property held as an investment
- \_\_\_\_\_ Lump-sum receipts or one-time receipts

- 13. \_\_\_\_\_ Proof of 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 or next semester.
  
- 14. \_\_\_\_\_ 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.
  
- 15. \_\_\_\_\_ 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 been finalized. Information must be provided regarding the distribution of family assets. Failure to do so and ALL adult income and assets will count towards eligibility, even if they will not be living in the unit.
  
- 16. \_\_\_\_\_ If you will be receiving a gift for down payment and/or closing costs a letter needs to be provided from the gifting party stating who is providing the gift and the amount. All gifts count toward the asset limit. All applications will be checked for down payment at time of application. We must see proof of those assets 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.

- 17. \_\_\_\_\_ If you have a home to sell you need to provide a market analysis from a realtor and your last mortgage statement, if applicable.

I/We understand if we do not provide all applicable financial documentation I/we will not be included in the lottery. I/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
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**See page 20 for submission information**



## Return the following to MCO Housing Services:

1. Completed, signed and dated Application
2. Proof of Age – birth certificate, drivers license
3. Signed and dated Affidavit and Disclosure Form
4. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
5. All required financial and other documentation for all household members 18 or older.
6. Special Accommodation information, if needed
7. Mortgage Pre-approval
8. Proof of Local Preference

**RETURN ALL, postmarked on or before the January 3, 2023 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@mcohousingervices.com](mailto:lotteryinfo@mcohousingervices.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.