

# NINETY (90) INCOME-RESTRICTED APARTMENTS

Mayor Katjana Ballantyne is pleased to announce the rental of Ninety (90) income-restricted apartments at Prospect Union Square, located at 20 – 50 Prospect Street



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## Introduction

The Mayor's Office of Strategic Planning and Community Development (OSPCD) in cooperation with Maloney Properties, Inc. and Union Square RELP D2.2 Owner, LLC is pleased to announce the rental of ninety (90) income-restricted apartments to eligible households at a below market price through the City's **Inclusionary Housing Program**. These units will be offered to households with a tier R1 yearly gross income at or below 50% Area Median Income (AMI), between 51%-80% AMI at price tier R2 or between 81%-110% AMI at price tier R3. An income eligibility table is on Page 5. See Pages 6-7 for preferences.

These apartments are restricted in perpetuity to eligible households and subject to annual income certifications. Tenants must sign a lease and lease rider agreeing to the restrictions and provide the City with a copy on an annual basis. More information on the lease rider and restrictions can be found on Page 12.

Visit [www.ProspectUnionSquareLottery.com](http://www.ProspectUnionSquareLottery.com) for more information on this opportunity. For more information on Somerville Inclusionary Housing Program opportunities visit: [www.somervillema.gov/inclusionaryhousing](http://www.somervillema.gov/inclusionaryhousing).

Direct programming questions to Maloney Properties Staff (eligibility requirements, application processes etc.): (617) 639-3064 Ext 785 or [ProspectUnionSquare@MaloneyProperties.com](mailto:ProspectUnionSquare@MaloneyProperties.com) for a quicker response.

Applications are available physically and electronically at the following locations:

- <http://www.ProspectUnionSquareLottery.com>
- Hard applications will be available at the entrance of the City Hall Annex located at 50 Evergreen Ave., Somerville; City Hall located at 93 Highland Ave., Somerville; and all Somerville Public Library branches.

## Building/Unit Description

Prospect Union Square is located at 20 Prospect Street and 50 Prospect Street in Union Square, Somerville. The development will consist of two buildings: the Mid-rise Building and the Tower Building with a combined total of 450 residential units. 20% of total units (90 Units) are designated as affordable. Co-signers are not allowed during a lease-up.

# of Units	Unit Size	Square Feet	AMI	Rent*	# of units built out for Mobility Impairments	# of units built out for Visual Impairments and/or Deaf/Hard of Hearing
10	Studio	449-486	50%	\$1,072 - \$1,154	1	-
11	1-Bedroom	524-763	50%	\$1,092 - \$1,205	3	-
7	2 Bedroom	840-880	50%	\$1,228 - \$1,373	2	-
6	3-Bedroom	978-1,191	50%	\$1,359 - \$1,536	-	-
9	Studio	405-553	51%-80%	\$1,415 - \$1,497	-	-
13	1-Bedroom	524-763	51%-80%	\$1,461 - \$1,574	2	-
7	2-Bedroom	840-918	51%-80%	\$1,674 - \$1,819	1	-
5	3-Bedroom	978-1,135	51%-80%	\$1,865 - \$2,042	-	-
8	Studio	425-453	81%-110%	\$1,803 - \$3,212	-	1
8	1-Bedroom	524-763	81%-110%	\$1,735 - \$3,175	1	-
3	2-Bedroom	840-954	81%-110%	\$1,889 - \$3,902	1	-
3	3-Bedroom	978-1,023	81%-110%	\$2,231 - \$4,185	-	-

*\*All utilities paid for by the tenant.*

*Rents for 110% AMI units are based on household income. Included in chart above are the lowest/highest possible rents based on 1-2 people in a Studio unit, 1-2 people in a 1-Bedroom unit and 2-4 people in a 2-Bedroom unit.*

Applicable fees & requirements for this property include (included with rent):

**Start-up Costs:** First month's rent, and Security Deposit.

**Tenant Screening Requirement:**

- Applicants will be denied if any of the following criteria:
  - Auto Fail: Rental collections >\$1,500 (2 years)
  - Conditional: rental collections greater than \$500 and less than \$1,500 (2 years)
  - Rent to Income: 2.0x
    - Evictions
      - Filings: >4 = conditional
      - Judgments: fail (exclude \$0)
      - Dismissals: ignore
      - Timeline Filter: 2 years
  - Rental History: Late rents >3 = conditional

Approved applicants will pay a \$500 Security Deposit. Applicants approved with conditions will pay a security deposit equal to 1 month's rent.

**Renter's Insurance:** Although it is not required to purchase renter's insurance, it is recommended that tenant's purchase renter's insurance. Pricing may vary but typically is under \$200/year in MA for roughly \$20,000-\$30,000 in coverage.

**What Eligibility Restrictions Apply?**

- No households or incomes of convenience;
- Cannot own a home or interest in a home in the USA or abroad;
- Minimum household size;
- Minimum and maximum gross annual income limits;
- Maximum asset limit; AND
- All Head(s) of household cannot be a full-time student and status must be verified directly by institution at the time of an income certification; Student restrictions apply to PhD students.

**What is a Household?**

- A "household" includes all persons who will reside in an apartment. A Household includes babies, children teenagers and adults, *regardless of their ability to earn or receive income*;
- At time of income certifying, unrelated household members applying together must provide verification of mutual residency with all household members leading up to **July 12, 2023**;
- A household which consists of ONLY full-time students (including PhD) is not eligible to apply;
- Applicants may not submit multiple applications as a member of multiple households;
- An unborn child is considered a household member if the mother is in her third (3rd) trimester of pregnancy at the time of the lottery.
- Minors under shared custody are considered household members if they live with the applicant at least 50% of the year. Adult dependents attending college as full-time students are considered household members.

Legally married couples shall both be considered part of the household, even if separated. However, in situations where a household member is legally married to a spouse absent from the household (whether or

not officially divorced or separated) and the absent spouse will not be moving into the inclusionary condo, the applicant must provide current verification: (1) if divorced, a copy of a divorce decree; (2) if not divorced, a copy of a separation agreement; (3) if the applicant does not have the documentation in #1 or #2, documentation of residing in separate addresses (such as copies of leases). Where no such documentation exists of residing at separate addresses, a notarized affidavit from the parties (or party in the event it is not safe or possible for both parties to do so) that they are separating and will be residing at separate addresses as of a certain date. Without any of the above verification, the ex-spouse will be considered part of the household and their income and assets will be counted in determining income eligibility, even if they do not plan on residing there.

**Verification from a treating physician of being in the third (3<sup>rd</sup>) trimester, verification of full-time student status, custody arrangements or documentation of separation/separate residencies will be required at the time of income certification.**

### What are the Income Eligibility Requirements?

In order to be income-eligible to rent an apartment through the Inclusionary Housing Program, a household's gross annual income must be within the guidelines listed below in the household Gross Annual Income Range Requirements table, adjusted for household size. Minimum income requirements are waived for households at or below 50% AMI or 80% AMI receiving rental subsidies through programs such as Section 8. Household must indicate in an application having a rental voucher and current verification of the voucher must be provided at the time of an income certification. Please see the income eligibility table on the following page:

<b>Gross Annual Income Range Requirements* Adjusted by Household Size</b>				
<b>Household Size</b>	<b>Minimum Income Tier R1 (50% AMI)</b>		<b>Tier R1 (50% AMI)</b>	<b>Tier R2 (80% AMI)</b>
1	Studio	\$32,160	\$51,950	\$51,951 - \$82,950
2			\$59,400	\$59,401 - \$94,800
3	1-Bedroom	\$32,160	\$66,800	\$66,801 - \$106,650
4	2-Bedroom	\$36,840	\$74,200	\$74,201 - \$118,450
5			\$80,150	\$80,151 - \$127,950
6	3-Bedroom	\$40,770	\$86,100	\$86,101 - \$137,450

*\*Minimum income requirements waived for households with mobile rental voucher (Section 8, MRVP, VASH etc.)*

<b>Gross Annual Income Range Requirements Adjusted by Household Size</b>	
<b>Household Size</b>	<b>Tier R3 (81%-110% AMI)</b>
1	\$82,951 - \$114,268
2	\$94,801 - \$130,592
3	\$10,6651 - \$146,976
4	\$118,451 - \$163,240
5	\$127,951 - \$176,299
6	\$137,451 - \$189,358

### What is Considered Income?

Income is defined as all amounts, monetary or not, that goes to or is received on behalf of any household member, even if the family member is temporally absent. Income includes all amounts anticipated within the next 12 months going forward from the time of an income certification. Income information provided at the time of an income certification will be assumed to be true over the next 12 months unless there is source

verification indicating otherwise. Income includes interest accrued from assets to which any household member has access. It is the applicant's responsibility to accurately divulge anticipated changes in income.

Examples of income include but are not limited to earnings from a job or self-employment including earnings from one-time events/gigs such as earnings from yard sales & art sales, childcare; Fundraising Campaigns (Go Fund me, Crowd Source, etc.); Unemployment Benefits; Pensions/Social Security/Disability Benefits; informal or formal Child Support (received or owed); Assistance from family/friends; Starting or closing of businesses.

Examples of anticipated income changes include but are not limited to seasonal work, changes in work hours, raises, bonuses, overtime pay, cost of living adjustments (COLAS), commissions, gain or loss of employment or income source, gain or loss of clients.

For self-employed household members: Self-employed household members (ride-share drivers, artists/musicians, business owners, etc.) must complete Profit/Loss Statements for each business at the time of an income certification. The Profit/Loss Statement must indicate month-by-month self-employment revenue and IRS allowable deducted business expenses for a 12-month period *preceding* the time of the income certification **AND** a Profit/Loss Statement for the 12 months *following* the date of the income certification showing month-by-month *anticipated* business revenue and IRS allowable deducted business expenses. For each claimed deductible business expense, back-up verification is required (contracts, receipts, payment verifications, paid invoices, etc.). Verifications must match the monthly deductions listed in the Profit/Loss Statements. The household member must explain or show how they arrived at their monthly deductions in writing.

## What is the Asset Limit?

The maximum asset limit is set at \$75,000 in liquid assets, excluding restricted retirement, health, and college savings plans. This asset limit applies to all household members and includes all assets or joint interests in assets held in the United States or abroad. **All assets for all household members must be disclosed in the pre-lottery application** and the most recent three (3) months of **complete statements for all accounts** must be provided at the time of an income certification. Assets which the applicant(s) hold and may not use or have access to are still considered assets and statements must be provided. In cases where an asset was recently closed, verification must be provided. **Applicants must disclose all joint accounts held with absent spouses/household members in the application.**

Examples of assets include but are not limited to: Saving/checking accounts; CDs; mutual funds; investment accounts; IRAs; 401Ks; 457B; 403Bs; bonds; digital currency (Bitcoin, etc.); payment apps (Venmo/Paypal, Square etc.); life insurance; community funds; fundraising campaign platforms (Go Fund Me etc.), cash on hand, real estate, any investments held abroad etc.

**Failure to disclose all current or anticipated income and assets may result in a determination of ineligibility at the time of the income certification.**

## Can I Apply if I Own a Home?

Applicants owning property or interest in property are ineligible for an income-restricted rental apartment unless they are in the process of selling their home and have sold it prior to the completion of an income certification. Proceeds from the sale of property will be counted towards the asset limit and must be documented during an income certification. Households are not permitted to rent an income-restricted unit if the sale of the home has not yet occurred by the date the income certification is completed, the household will not be eligible to receive a Proceed Letter and will be placed at the bottom of the lottery wait-list.

## What Is the Significance of a Preference & How Do I Qualify?

Living or working in Somerville full-time may qualify you for a preference in this lottery. **To receive a preference, a household must indicate in a pre-lottery application that they live or work full-time in Somerville** and current documentation for preference eligibility claims will be verified at the time of an income certification. Verification must be current (dated within 30 days) at the time of the application deadline. Households that apply with a preference and are unable to provide necessary documentation to verify preference eligibility will be placed at the bottom of all waitlists.

If you are eligible for a preference, you will have a greater chance of being selected no. 1 for a unit in the lottery or be closer to the top of the waitlist for a unit. Households who either currently reside or are required to physically work full-time (32 hours or more) within the boundaries of the City of Somerville may receive a preference. Both live and/or work in Somerville preferences are co-equal. Applicants do not receive a greater preference if they both live and work in Somerville. The duration of your residency or employment in Somerville does not impact preferences.

Households that are ineligible for a preference may still apply and they will be placed on the waitlist behind households with preferences. Upon tenancy turnover, wait-listed households may have the opportunity to income certify for an apartment. Maloney Properties cannot determine the odds of moving into an apartment as the total number of applications received and the ratio of applicants with a preference is only known after the deadline. Households are encouraged to explore income-restricted housing opportunities in the city which they live or work to learn if these programs offer local live/work preferences.

Co-equal preference will be provided to eligible applicants providing current verification of *living or physically working full-time in Somerville (32+ hours/week)*. **Preference documentation must be dated within 30 days of the application deadline.** Below includes acceptable documentation to receive a Somerville preference.

*Proof of residency* may include:

- Current signed lease; **OR**
- Notarized letter from landlord confirming ownership of property and applicant tenancy at property; **OR**
- Utility bill with current statement date. Do not use the bill due date; **OR**
- Bank/credit card/cable bill statement with Somerville address with a current statement date; **OR**
- Current voter registration, showing registration date within the last 30 days.

*Proof of employment in Somerville* may include:

- Signed and dated letter from employer on company letter head that includes the Somerville address where you work AND the number of hours you work per week in Somerville; **OR**
- A current paystub showing the Somerville address of where you work AND the number of hours you work per pay period.
- Ownership of a business *does not* mean you work there. Business owners must provide verification of ownership, a current bill connecting the owner's name with the address of the Somerville business **AND** a current paystub showing the number of hours worked **OR** if paystubs are not available, a notarized affidavit confirming the number of hours worked per week at the Somerville business.

*Somerville work preferences may not be granted for households providing co-working spaces as verification of employment in Somerville.*

**PREFERENCE VERIFICATIONS MUST BE COMPLETE AND INCLUDE ALL PAGES**

## What Is a Complete Application?

ONLY complete and eligible applications are included in the lottery. Maloney Properties staff may review applications for completion and provide assistance, however it is the applicant's responsibility to submit a complete application. Applications that are submitted within one (1) week of the application deadline may not be reviewed or have an opportunity to update the application. A complete application includes:

1. All questions on the application are answered. Applicants must write "N/A" or cross out questions that are not applicable. **No part of the application should be left blank.** Correspondence will be via email if the household has an email address or via regular mail if the household does not have an email address. Applicants will be notified in writing in advance of the lottery if their applications are incomplete or otherwise ineligible. Only applicants that submit their applications more than 5 business days prior to the application deadline will have the opportunity to update their application if found incomplete or ineligible;
2. Household must disclose all assets and income (and changes) for the next 12 months;
3. The application must be signed on the last page by all adult household members age 18+;
4. The applicant's name, email and phone number must be printed and legible;
5. Households must indicate preference eligibility on the application. Preference to be verified at the time of income certification; And
6. Households must indicate having a rental voucher on the application. Verification will be required at the time of an income certification.

## Deadline & How to Submit an Application

The deadline to submit a complete, eligible application to participate in the lottery is **2 PM on Wednesday, July 19<sup>th</sup>, 2023.** Applications may be submitted before the deadline via one of the following means:

- Email: OR
- Mailed to Maloney Properties located at:

**Maloney Properties, Inc.,  
Attn: Prospect Union Square Lottery  
27 Mica Lane  
Wellesley, MA 02481**

*If you are mailing an application, **allow at least one (1) week in the mail** to ensure the application is received before the deadline (not post-marked).*

### NOTICE:

- Applications sent to email addresses other than [ProspectUnionSquare@MaloneyProperties.com](mailto:ProspectUnionSquare@MaloneyProperties.com) will not be accepted.
- Applications sent piecemeal or in screen shots will not be accepted. Do not submit the same application multiple times.
- Maloney Properties staff will review applications for completion in the order in which they are received. **It is a household's responsibility to ensure applications are completely and accurately completed upon submission and ahead of the deadline with complete documentation;**
- Applications received within 5 business days of the application deadline may not have the opportunity to be updated upon review;
- Staff will confirm the status of your application once it is processed, in the order received.



## **How Will I Know if My Application Has Been Received?**

Households to be included in the lottery will receive Unique Identifiers once an application has been reviewed and deemed eligible for the lottery. Unique Identifiers are used to keep applicant names confidential. Unique Identifiers will be provided via email to applicants providing emails and with a phone call to those without access to an email.

## **When is the Lottery?**

The lottery will be held virtually through Zoom approximately 1-2 weeks following the lottery application deadline. All participating applicants will receive unique identifiers and information to join the virtual lottery, prior to the drawing. Attendance of the lottery is not required. All unique identifiers will be called in the order in which they are drawn and placed on a lottery list. The lottery itself will be posted on Maloney Properties' website.

## **How Will I Know of My Position on the Lottery Wait-List?**

**The winner(s) in the lottery will be contacted by Maloney Properties within one (1) day to initiate an income certification. Households that have not been contacted by the Maloney Properties within one (1) day have not been selected no. 1 in the lottery.** The results of the lottery will be posted on the City of Somerville Inclusionary website. Participating applicants who did not win may learn of their positioning in the lottery by viewing the website.

## **What Happens If I Am Selected No. 1 in the Lottery?**

The applicant whose unique identifier is number one (1) in the lottery for each unit will be contacted immediately after the lottery by phone and email or regular mail. Households have 5 business days from the date of notification to submit all required preference, rental voucher, income, asset and Federal Tax documentation to Maloney Properties needed to verify a household's preference and eligibility status (more details on required documents under, What Does an Income Certification Require, below). This household must submit the income documentation listed below, including 2023 Federal Tax, W2s as well as complete income and asset documentation to Maloney Properties. **Maloney Properties reserves the right to request additional income and asset documentation as necessary to complete an income certification.**

Upon reviewing the initial information provided, Maloney Properties staff will contact the applicant with a first (1<sup>st</sup>) request for complete documentation which discloses and verifies all household income sources, assets and most recent Federal Tax Returns. This request will outline specific items needed to determine eligibility. The household will have five (5) business days from this notification date to submit the requested documentation. Maloney Properties will provide applicants with three (3) such requests thereafter. If the household is unable to provide requested documentation after three (3) additional requests are made and all required documentation to determine eligibility is not received, Maloney Properties staff may conclude that the requested information is not provided in a timely manner or in good faith effort. Maloney Properties reserves the right to discontinue the income certification and offer this opportunity to the next household on the lottery wait-list.

Household no. 2 will be notified if household No. 1 is determined ineligible or unable to lease-up. They will have five (5) business days from notification to submit initial income documents to Maloney Properties. Households participating in the lottery should set these documents aside prior to the lottery to facilitate timely submission to Maloney Properties after the lottery. Where there are two (2) apartments at the same income limit, household no. 1 and no.2 will be notified immediately to income certify.

## What Does an Income Certification Require?

*Income documents include but are not limited to:*

1. Preference verification that is within (30 days of the deadline);
2. Current verification of a rental voucher, if applicable;
3. 2023 Federal Tax Returns, all pages and schedules, including W2s and any 1099s or a letter from the IRS confirming that you did not file taxes. If 2023 taxes have not yet been filed, we will require proof of a tax extension and the previous year of tax returns. If your Federal Tax Return includes W2s from employer(s) you are no longer working for, termination of employment must be verified directly from the former employer. This letter must be on the company letterhead, signed, dated, including your last date of employment, whether there are any pending payments and the company's intent to rehire you within the next 12 months. **Do not provide State Tax Returns.**
4. Most recent three (3), consecutive months of paystubs and/or other income documentation (child support, pensions, Social Security benefits, pages 5-6 for more on income). Households selected no. 1 must provide statements for the months of April 2023, May 2023, June 2023.;
5. Employer Verification forms signed by the employee(s) with the employer's contact information (the form will be sent directly by the Maloney Properties to employers);
6. Most recent three (3), consecutive months of all asset statements for all household members including but not limited to all account types listed in the Asset Section of this Info. Packet on page 6. Households selected no. 1 must provide asset statements for the months of April 2023, May 2023, June 2023. For statements that are issued on a quarterly basis, the most recent quarterly statement should be submitted. Explanation of deposits (Maloney Properties to provide form) for all asset accounts including all unexplained deposits\*;
7. Signed and notarized affidavit disclosing the amount of cash on hand;
8. No Income Statements for adults in the household not receiving income signed and notarized by both the adult not receiving income and the head of household. Maloney Properties will provide you with this Statement;
9. Verification of student status directly from learning institutions for household members who are 18+ and full or part-time students;
10. Verification of business ownership;
11. Two (2) profit and loss statements for household members who are self-employed (Lyft & Uber included). One (1) profit and loss statement must disclose business revenue including IRS eligible deductions for the last twelve (12) months. The second profit and loss statement must disclose anticipated revenue including expenses for the next twelve (12) months;
12. Verification of having a history of living together if household members are unmarried and unrelated;
13. Verification of custody of a minor; Verification of divorce decree;
14. Verification of real estate under sales agreement;
15. Other documents may also be requested by the City at the time of the income certification.

*\*For each unclear deposit into bank/asset statements (cash deposits, transfers from persons outside of the household, etc.) households must explain the source and nature of each deposit.*

**DO NOT SUBMIT INCOME & ASSET DOCUMENTATION WITH YOUR PRE-LOTTERY APPLICATION.**

**Income assets and tax returns are only required if a household is selected in the lottery.**

## Eligibility Determination

Households will have the opportunity to select an apartment for which they are eligible based on their placement in the lottery drawing for that unit, income tier and preference pool. For example, a two (2)-person household applying for both 1BR and 2BR apartments, with a Tier 1 income (50% AMI) selected no. 1 in the lottery will have the first opportunity to choose an apartment amongst all available 1 and 2BR apartments available to households with incomes at Tier 1. When a household is found income eligible, Maloney Properties issues a Proceed Letter outlining the next steps. Once certified and after having received a Proceed Letter, the household will contact the property management which will then conduct their own credit and background screening. If approved by the property management a lease will be offered. Only after a lease is offered and a move in date is agreed upon in a lease and lease rider, should the tenant give their current landlord notice. The Proceed Letter will provide further information regarding agencies that may provide start-up costs assistance if needed (up to \$3,000 in startup/moving costs assistance based on available funds).

### **DO NOT provide notice to a current landlord until a lease is offered.**

## Appeals

Pre-lottery determination of eligibility by Maloney Properties is based upon the following: 1) having a complete application; 2) having the appropriate household size for the particular Unit; 3) having the appropriate income that falls within the Unit's stated eligibility range, based on what the households self-report for income in the application. The Housing Division has adopted the U.S. Department of Housing and Urban Development (HUD) 24 CFR 5.609 Part 5 definition of "Annual Income" which anticipates gross income, including income from assets, over the next 12 months. Staff annualize what households self-report as their monthly income and compare that against the income eligibility range the Unit is designated at. It is the applicant's responsibility to disclose accurate information and to complete the entire application before the deadline. If any errors were made which affected the applicant's eligibility to participate in the lottery, the applicant has five (5) business days from the date of an email/eight (8) business days from the date of a letter regarding ineligibility to correct the error/discrepancy with the Maloney Properties by replying to the email/letter. The correction must include specific terms (for example, inclusion of income sources no longer received, forgotten household members, questions left blank, or assumptions made in the calculation). Households can also make the correction by providing an updated application with the changes initialed and dated.

Post lottery/income certification determination: A household deemed ineligible upon the completion of the income certification process has the right to appeal the income<sup>1</sup> determination. To initiate the appeals process, the **applicant must send a written Appeal Request to Maloney Properties within one week of receipt of the ineligibility determination.** A written request includes one sent by email. In this written request to the Director of the Housing Division, the household must identify in specific terms (for example, inclusion of an income source no longer received, or assumptions made in the calculation) what about the determination is being appealed. If a household needs more time to identify in specific terms what about the determination is being appealed, the household must identify good cause for additional time, and still must send a notice of intent to submit a written appeal request within one week of the receipt of the ineligibility determination.

While it is the responsibility of the household to provide Maloney Properties with all of their current income documents and to disclose all reasonably anticipated income within the next 12 months upfront during the initial certification process, if there are other documents the household wishes to supply that are new, that provide clarifying information, or are unanticipated/unexpected, the household should state such in its written appeal, and either include the additional documents in the appeal request, or provide a timeline within which such documents can be provided. It is within the discretion of the Housing Director whether to

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<sup>1</sup> / The City has adopted the Part 5 definition of "Annual Income" under 24 CFR 5.609 for the Inclusionary Zoning Program.

accept/wait for additional documents; however, the documents should be provided without any unreasonable delay, with time being of the essence. The Housing Division Director will consider the appeal request and any new information or documentation provided and make a determination.

The household will be notified in writing by the Housing Director regarding the outcome of the appeals determination, including the reasons and supporting facts and documents relied upon. Such determination shall be made within 10 business days of receipt of complete appeal documents, and if such determination cannot be made within 10 business days, the Housing Director will provide a reason why additional time is needed, along with an estimate as to how much additional time is needed.

While an appeal is pending, Maloney Properties may proceed with income certifications of the next person(s) on the wait list but not to the point where the appealing applicant would be denied the opportunity to rent or purchase the subject unit (if the appeal were to be decided in his/her favor). The following agencies may be able to provide (free) assistance with the applicant's appeal:

Cambridge and Somerville Legal Services (CASLS)

60 Gore Street, Suite 203, Cambridge, MA 02141

Phone: (617) 603-2700

Community Action Agency of Somerville, Inc. (CAAS)

66-70 Union Square, Suite 104, Somerville, MA 02143

Phone: (617) 623-7370

City of Somerville Office of Housing Stability (OHS), Director Ellen Shachter

50 Evergreen Avenue, 1<sup>st</sup> floor, Somerville MA 02145

Phone: (617) 625-6600 x2580

A copy of this appeal process, including the name, mailing address, and email address of the Director of the Housing Division, shall be provided to the applicant with the OSPCD's Housing Division's written communication of its initial denial of income eligibility.

## What Restrictions Apply to These Units?

The opportunity to rent an income-restricted apartment at below market rent is offered through the City of Somerville's Inclusionary Housing Program. As an inclusionary (affordable/income-restricted) apartment, certain eligibility requirements and restrictions apply. You will sign a "Lease Rider" annually which describes the restrictions on the apartment and your responsibilities as a program participant. These restrictions will remain with the apartment permanently and will apply to you and all subsequent renters. The following is an overview of the most important aspects of the Lease Rider and is meant for informational purposes only.

- **Principal Residence:** The unit must be used as your primary principal residence;
- **Student Status:** Head of household cannot be full-time students;
- **Income Eligibility:** Income certifications are good for one (1) year. Annual income re-certifications are required in order to continue to lease an affordable unit. You must remain income eligible in order to occupy an affordable rental unit.
  - If your household occupies a Tier 1 (50% AMI) unit, your household can increase income up to 140% of 50% of the Area Median Income. If household income exceeds 140% of 50% AMI at the time of a re-certification and you wish to remain in the affordable unit, you will be charged a rent calculated as affordable to a household at 80% AMI. If your household occupies a Tier 3 (81%-110% Area Median Income) unit, your household can increase income up to 120% of Area Median Income. If your household exceeds 120% AMI, they will no longer be eligible for the unit and must vacate the unit upon the end of the current lease term.
  - Rents may increase annually.
- **Renting:** Households may not sublet, rent out or Airbnb the affordable unit or space in a unit under any circumstance.

## Lottery Timeline

<b>IMPORTANT DATES</b>		
	<b>Date &amp; Time</b>	<b>Location</b>
<b>INFORMATION MEETING SESSIONS</b>	<p style="text-align: center;">Wednesday, June 21<sup>st</sup>, 2023 at 12:00PM</p> <p style="text-align: center;">Wednesday, June 28<sup>th</sup>, 2023 at 6:00PM</p>	<p style="text-align: center;"><a href="https://maloneyproperties.zoom.us/j/89425238407?pwd=d1R2d3ExNEd1cERRMVJLZVk5S0QyQT09">https://maloneyproperties.zoom.us/j/89425238407?pwd=d1R2d3ExNEd1cERRMVJLZVk5S0QyQT09</a></p> <p style="text-align: center;">Meeting ID: 894 2523 8407 Passcode: 802113 One tap mobile +16469313860,,89425238407#,,, *802113# US</p> <p style="text-align: center;">Meeting ID: 894 2523 8407 Passcode: 802113</p>
<b>APPLICATION DEADLINE</b>	<p>Wednesday, July 19<sup>th</sup>, 2023 at 2 PM</p>	<p><b>Applications must be completed and delivered before 2PM to:</b> Maloney Properties: Attention: Prospect Union Square Lottery 27 Mica Lane, Wellesley, MA 02481 <b>Emailed to:</b> <a href="mailto:ProspectUnionSquare@MaloneyProperties.com">ProspectUnionSquare@MaloneyProperties.com</a></p>
<p><i>Late, incomplete or applications submitted in piecemeal or by screenshot, will not be entered into the lottery. Applications sent to other emails or faxes will not be accepted.</i></p>		
<b>LOTTERY &amp; NOTIFICATIONS</b>	<p>1-2 Weeks following the application deadline</p>	<p style="text-align: center;"><a href="https://maloneyproperties.zoom.us/j/84178065718?pwd=Mi9kek1oNzVXam9ETHU1cWJPWWFPZz09">https://maloneyproperties.zoom.us/j/84178065718?pwd=Mi9kek1oNzVXam9ETHU1cWJPWWFPZz09</a></p> <p style="text-align: center;">Meeting ID: 841 7806 5718 Passcode: 262795</p>

The following application must be received by Maloney Properties through one of the methods listed on Page 8 by 2PM on **Wednesday, July 19<sup>th</sup>, 2023**. If you mail the application and it is received after the deadline, it will not be accepted. If mailing in an application, please put it in the mail at least 1 week before the application deadline to ensure that it is received in time.

Households selected in the lottery will complete an income certification packet and will submit necessary income, asset and tax documentation to verify income eligibility.

**Please keep this Information Packet (Pages 1-13) as you may have questions moving forward.**  
**THE INFORMATION PACKET ENDS HERE**

*Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Somerville or to attend meetings, should contact the ADA Coordinator, Adrienne Pomeroy, at 617-625-6600 x2059 or [apomeroy@somervillema.gov](mailto:apomeroy@somervillema.gov).*

# SOMERVILLE INCLUSIONARY HOUSING PROGRAM

## PRE-LOTTERY APPLICATION FOR THE PROSPECT UNION SQUARE

HEAD OF HOUSEHOLD NAME \_\_\_\_\_

Gross Annual Income Range Requirements* Adjusted by Household Size				
Household Size	Minimum Income Tier 1 (50% AMI)		Tier 1 (50% AMI)	Tier 2 (80% AMI)
1	Studio	\$32,160	\$51,950	\$51,951 - \$82,950
2			\$59,400	\$59,401 - \$94,800
3	1-Bedroom	\$32,760	\$66,800	\$66,801 - \$106,650
4	2-Bedroom	\$36,840	\$74,200	\$74,201 - \$118,450
5			\$80,150	\$80,151 - \$127,950
6	3-Bedroom	\$40,770	\$86,100	\$86,101 - \$137,450

*\*Minimum income requirements waived for households with mobile rental voucher (Section 8, MRVP, VASH etc.)*

Gross Annual Income Range Requirements Adjusted by Household Size	
Household Size	Tier 3 (81%-110% AMI)
1	\$82,951 - \$114,268
2	\$94,801 - \$130,592
3	\$10,6651 - \$146,976
4	\$118,451 - \$163,240
5	\$127,951 - \$176,299
6	\$137,451 - \$189,358

### PRE-LOTTERY APPLICATION INSTRUCTIONS

Pre-lottery applications must be submitted to Maloney Properties through one of the following methods by:

- Dropped off in person or mailed to: **Maloney Properties, Inc. Attn: Prospect Union Square Lottery**  
**27 Mica Lane**  
**Wellesley, MA 02481**  
(must be received, not postmarked by below deadline);
- Emailed to: [ProspectUnionSquare@MaloneyProperties.com](mailto:ProspectUnionSquare@MaloneyProperties.com); OR

Applications sent to email addresses other than [ProspectUnionSquare@MaloneyProperties.com](mailto:ProspectUnionSquare@MaloneyProperties.com) will not be accepted. Applications sent by piecemeal or in screen shots will not be accepted.

- 1) Do not leave any questions blank. If a question is not applicable, please write N/A;
- 2) Make sure all adults sign the last page;
- 3) If you need additional space to provide an answer, please attach additional sheet(s).

It is the household's responsibility to ensure that applications are complete upon submission. If you are emailing in applications, you will receive an email notification confirming the receipt of your application.

**APPLICATION DEADLINE: 2PM, Wednesday, July 19<sup>th</sup>, 2023**

SECTION A: HOUSEHOLD INFORMATION

Provide the following contact information for the Head of Household.

Head of Household's Legal Name: \_\_\_\_\_

Head of Household's Preferred Name (if different from above): \_\_\_\_\_

Current Address: \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

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

Complete & provide the following information for each household member intending to occupy the unit

Name of Household Member	Relationship to the Head of Household	Age	Is this person a full-time student or will be a full-time student in the next 12 months? Y/N
	Head of Household		

1. Is a household member expecting to be in their third trimester or give birth by 07/19/23?  
 Yes  No

**Please note:** If yes, this unborn child must be included as a household member in the above table and verification from treating physician as to third trimester must be included at the time of income certifying.

2. Is any household member listed above legally married to somebody not included on the application?  
 Yes  No If "Yes", list the name, address and explain your current marital status below. Depending on the response this person may need to be included as a household member for the purpose of this application: \_\_\_\_\_

3. Does any household member have joint accounts, own property, or joint interest in Real Estate (whether in the USA or abroad) with somebody who is not a household member?  Yes  No If "Yes", include these assets in the asset table listed on Pages 17-18. This will be discussed if selected in the lottery. List all names on joint asset & describe the relationship to household member: \_\_\_\_\_

I certify that the total number of people in my household is: \_\_\_\_\_

## SECTION B: GENERAL INFORMATION

1. What language would you like Maloney Properties to communicate with you in? \_\_\_\_\_.  
*Interpretation services can be offered in Nepali, Portuguese, Spanish, Haitian Creole, Mandarin and Cantonese Chinese.*
2. Do you require a reasonable accommodation?: Yes No  
*If yes, submit verification of need from your health care provider with this application **before** the application deadline.*  
Please describe reasonable accommodation need: \_\_\_\_\_  
\_\_\_\_\_
3. Does a household member currently have a Section 8 Voucher or any other type of mobile rental voucher (MRVP, VASH, etc.)? Yes No  
*If "yes", verification will be required at the time of income certification.*
4. Does a household member currently live or work full-time (32hrs+/week) in Somerville? Yes No
5. Is the head of household a full-time student or registered to be a full-time student the following semester?  
Yes No  
**Please note:** *Both heads of household cannot be full-time students; Applicants must provide verification directly from institution.*
6. Is any member of your household employed by Maloney Properties or CPC-T Inner Belt, LLC? Yes No  
*There is no preference given in the lottery if you or a household member works for either company. This is simply a disclosure.*
7. How did you hear about this opportunity? Inclusionary Housing Listserv City Website Flyer Newspaper  
Family/Friend Social Media Web Search Other \_\_\_\_\_
8. Do you have credit? Yes No If "Yes", indicate your credit score: \_\_\_\_\_  
**Credit requirements are established by the developer as part of rental application screening process.**
9. How much do you currently pay per month in rent (not including utilities)?: \_\_\_\_\_  
How many bedrooms?: \_\_\_\_\_
10. Would you like your email to be included in the Inclusionary Housing Listserv to receive notifications of upcoming affordable rental and homeownership opportunities available through the City of Somerville's Inclusionary Housing Program? Yes No  
*Please check "No" to the above question if you already receive email alerts.*

**The following questions are optional and not required to participate in the lottery:**Do you own a motor vehicle? Yes NoDo you need a residential parking permit? Yes No*If you answer yes to both questions above, explain why a residential parking permit is needed.*  
\_\_\_\_\_  
\_\_\_\_\_What is the head of household's ethnicity?  Hispanic/Latino  Non-Hispanic/Latino

What is the head of household's/co-head of household's race? Please check all boxes that apply:

 African American  Indigenous American/Alaskan Native  Asian  Middle Eastern/North African Native Hawaiian/Other Pacific Islander  White  Black  Brown  Two or more races Other: \_\_\_\_\_

What is/are the head of household's/co-head of household's country of origin (this question is optional)?: \_\_\_\_\_



**SECTION C: INCOME & ASSETS**

**Income Information** – List all income such as Wages, Salaries, Tips, Self-Employment income, Welfare/TAFDC Benefits, Social Security, TANF, SSI, Pensions, Disability Compensation, Unemployment Compensation, Alimony, Child Support, Military Pay, Pensions, Death Benefits, Season/One-time Jobs and Gigs, etc.

*Consider & indicate all changes in income your household anticipates over the next 12 months as this may impact your income eligibility. If you are uncertain, you should speak with your HR/Office Manager/Union Rep. about anticipated raises, bonuses, OT, changes in work hours, Cost of Living Adjustments (COLAS) etc.*

Household Member	Income Source (Add Employer/Contract)	Yearly <u>Gross</u> Earnings
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Employer Name	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Self-Employment (Name/Contract):	
	Child Support	
	Child Support	
	Child Support	

	SS(DI)/TAFDC	
	SS(D)I/TAFDC	
	SS(D)I/TAFDC	
	SS(D)I/TAFDC	
	Unemployment	
	Unemployment	
	Unemployment	
	Pension	
	Pension	
	Pension	
	Other	
	Other	
	Other	
	Interest from Assets	
	Interest from Assets	
	Interest from Assets	
<b>Total Yearly Household Gross Income:</b>		

1) **Describe all anticipated changes in income over the next 12 months\*\*** (seasonal jobs, changes in hours worked, raises, bonuses, loss of jobs, change in jobs, promotions, cost-of-living adjustments etc.). For each change, explain each change numerically and the anticipated date. Attach another sheet if necessary. **Failure to disclose anticipated changes may impact your income eligibility at the time of your income certification.** Attach additional pages as necessary.

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**\*\*You must answer this question for your application to be considered complete. If you do not anticipate any changes in income, you may answer N/A**

**Asset Information** - List below the assets of all household members. Include all bank accounts (savings and checking), life insurance, stocks and bonds, trusts, retirement accounts, educational savings accounts, real estate, online currency (Bitcoin...), cash apps (PayPal, Venmo etc.), whether within the USA or abroad etc.

**Applicants must disclose all joint accounts held with an absent spouse/household member(s).**

Name of Household Member(s) (Who own the account)	Asset Type (checking, retirement...) & Last 4 Digits of Account Number	Name of Financial Institution	Asset Value or Current Balance
<b>Restricted Assets Total (IRA, 401(k) 403(b), etc.):</b>			
<b>All Household Assets Total:</b>			

- 1) Does any household member have assets or accounts in any other country?  Yes  No  
*If yes, please disclose these assets in the above table.*
- 2) Have any household members closed any accounts within the last 12 months?  Yes  No  
*If yes, please disclose account number(s) and bank name here \_\_\_\_\_*
- 3) Does any household member own any Real Estate or joint interest in property abroad, in any other country?  
 Yes  No *If Yes, provide address: \_\_\_\_\_*  
*Please also provide name of individual, financial institution, account numbers and addresses of any joint account and/or property*
- 4) Is anyone in your household expecting a monetary gift from someone outside of the household, such as for start-up costs?  Yes  No *If so, please disclose the amount expected: \$ \_\_\_\_\_*
- 5) Have you sold, transferred or given away any real property or assets in the last three (3) years within the USA or abroad?  Yes  No *If yes, provide amount and date of sale/transfer: \_\_\_\_\_*
- 6) Do you expect to receive a large monetary gift or sum of money within the next 12 months?  Yes  No  
*If yes, what is the amount and reason for receipt : \_\_\_\_\_*

Attach additional pages as necessary.

SECTION D: PREFERENCES

Does a household member live in Somerville? Yes No

Does a household member work full-time (32+ hours/week) in Somerville? Yes No

Verification will be required at the time of an income certification and must be current (dated within 30 days) of the application deadline (7/19/23). Below includes acceptable documentation to receive a Somerville preference.

Preferences will be granted for households providing current verification (dated within 30 days of 7/19/23) of living or physically working full-time in Somerville (32+ hours/week). Verifications (such as bills, leases etc.) **must be complete and include all pages.**

*Proof of residency may include:*

- Current signed lease; **OR**
- Notarized letter from landlord confirming ownership of property and applicant tenancy at property; **OR**
- Utility bill with current statement date. Do not use the bill due date; **OR**
- Bank/credit card/cable bill statement with Somerville address with a current statement date; **OR**
- Current voter registration, showing registration date within the last 30 days of application deadline.

*Proof of employment in Somerville may include:*

- Signed and dated letter from employer on company letter head that includes the Somerville address where you work **AND** the number of hours you work per week in Somerville; **OR**
- A current paystub showing the Somerville address of where you work **AND** the number of hours you work per pay period.

Ownership of a business in Somerville *does not* mean you work there. Business owners must provide verification of ownership, a current bill connecting the owner’s name with the address of the Somerville business **AND** a current paystub showing the number of hours worked **OR** if paystubs are not available, a notarized affidavit confirming the number of hours worked per week at the Somerville business.

*Somerville **work preferences may not be granted** for households providing **co-working spaces** as verification of employment in Somerville.*

SECTION E: UNIT SELECTION

Indicate which lottery pool(s) you want to be included in, based on household size and income requirements (you may select more than one unit size). Please note that a minimum of one person per bedroom is required unless you have a disability or medical need for an extra bedroom which must be documented after the lottery. If you claim to have a medical need for an extra bedroom but cannot document it, you will be dropped to the bottom of all Waiting Lists.

Studio: _____	1BR: _____	2BR: _____	3BR: _____
		(2-person min. household size)	(3-person min. household size)

Households will be sorted into indicated lottery pools assuming income and household size eligibility.

**Households indicating a lottery pool for which they are not eligible will be added in all lottery pools for which they are eligible for.**

Maloney Properties will notify applicants of lottery participation eligibility based on provided information in the application. Maloney Properties will provide notification of received application by email or regular mail within two (2) weeks of the date an application is received. Applicants participating in the lottery will receive unique identifiers before the lottery date.

#### SECTION F: PRE-LOTTERY APPLICATION CHECKLIST

##### **Did you....**

1. Answer all questions and leave no parts of the application blank?  Yes  No
2. Have *all adult* household members the application?  Yes  No
3. Disclose all income & asset sources in the USA & abroad?  Yes  No  
**If you answer "No", include these assets in Section C of your application.**
4. Include & describe expected changes in income for the next 12 months?  Yes  No  
**If you answer "No", describe anticipated changes in income.**

#### SECTION G: APPEALS

Pre-lottery determination of eligibility by Maloney Properties is based upon the following: 1) having a complete application; 2) having the appropriate household size for the particular Unit; 3) having the appropriate income that falls within the Unit's stated eligibility range, based on what the households self-report for income in the application. The Housing Division has adopted the U.S. Department of Housing and Urban Development (HUD) 24 CFR 5.609 Part 5 definition of "Annual Income" which anticipates gross income, including income from assets, over the next 12 months. Staff annualizes what households self-report as their monthly income, and compares that against the income eligibility range the Unit is in.

It is the applicant's responsibility to disclose accurate information and to complete the entire application before the deadline. If any errors were made which affected the applicant's eligibility to participate in the lottery, the applicant has five (5) business days from the date of an email/eight (8) business days from the date of a letter regarding ineligibility to correct the error/discrepancy with Maloney Properties by replying to the email/letter. The correction must include specific terms (for example, inclusion of income sources no longer received, forgotten household members, questions left blank or assumptions made in the calculation). Households can also make the correction by providing an updated application with the changes initialed and dated.

#### SECTION H: NOTIFICATION

All information you provide here will be treated as confidential and used by our office to determine eligibility in this affordable rental opportunity through Somerville's Inclusionary Housing Program. Applicants understand that, if selected, Maloney Properties will require complete income and asset verification. This means that applicants, if selected, must provide Maloney Properties with documentation and further verification of all information related to income, assets, and household members. The applicant certifies all information in this application is true and accurate

to the best of his or her knowledge and belief. I acknowledge and consent to the sharing of my household's information with the Office of Housing Stability, the Health and Human Services Department and other City of Somerville Departments as/if needed. I authorize Maloney Properties to contact 3<sup>rd</sup> parties to verify Somerville preference status and income to determine appropriate lottery pool selection.

I have read and understand the application requirements and the deadlines as described above. I certify under penalty of perjury that the information I have provided is true and accurate. I understand that the provision of false information and statements are grounds for ineligibility under the City of Somerville's Inclusionary Housing Program.

_____	_____	_____
Print Head of Household's Name	Head of Household's Signature	Date
_____	_____	_____
Print Co-Head of Household's Name	Co-Head of Household's Signature	Date
_____	_____	_____
Print Other Adult's Name	Other Adult's Signature	Date
_____	_____	_____
Print Other Adult's Name	Other Adult's Signature	Date
_____	_____	_____
Print Other Adult's Name	Other Adult's Signature	Date