

260 Beacon



Located at 260 Beacon Street

Developed by

Highland Development

In Cooperation with
Mayor Joseph A. Curtatone and the
City of Somerville



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Introduction

The Mayor's Office of Strategic Planning and Community Development (OSPCD) and Highland Development are pleased to announce the sale of a total of two (2) deed restricted condominiums to income eligible first-time homebuyer households at a below market price through the City's Inclusionary Housing Program. Two 2.5 bedroom units will be offered to households at Tier 2 and Tier 3 income brackets. An income eligibility table can be found on Page 7 of this packet. See Page 10 for preferences.

As deed-restricted units, these condos will have a deed rider to be filed along with the unit deed and mortgage at the time of purchase. This means, among other requirements, that the price at which a unit is re-sold will be restricted and any subsequent owners will also be required to be first-time homebuyers and to have an income below the affordability limit the unit is set at. More information on the deed rider and restrictions are found on page 12.

Building Description

260 Beacon Street is a new construction condominium featuring 17 residential units and three (3) ground floor retail spaces. Some first-floor units are on one level with most of the 2-4 bedrooms being duplex style units including both affordable condos. Each unit features an outside balcony, some with decks and underground parking, in unit washer/dryer and building elevator.

Unit Description

Flooded with natural light, these luxury condominiums provide an open floor plan featuring custom cabinetry from Italy, white quartz countertops, stainless steel Bosch appliances, and sleek Porcelanosa tile from Spain.

The inclusionary units are 2.5BRs (2BRs + den), as such a minimum of two (2) persons in a household is required. Please see the below table with the breakdown of unit types, prices and fees associated with each specific unit that will be ready for occupancy upon closing, which is anticipated for Winter/Spring 2020. Floor plans including the square footage and number of bathrooms per unit can be found in following two (2) pages. Visit beacon260.com for more information on the development and units.

Address	Unit No.	Income Tier	Sales Prices*	Monthly Condo Fee**	Min. Down payment	No. of BRs & Bathrooms	Approx. Size (Sq. Ft.)	Minimum Household Size
260 Beacon Street	No. 203	2	\$177,435	\$75	\$5,323.05	2.5	1,524	2
	No. 206	3	\$256,805	\$106	\$7,704.15		1,532	

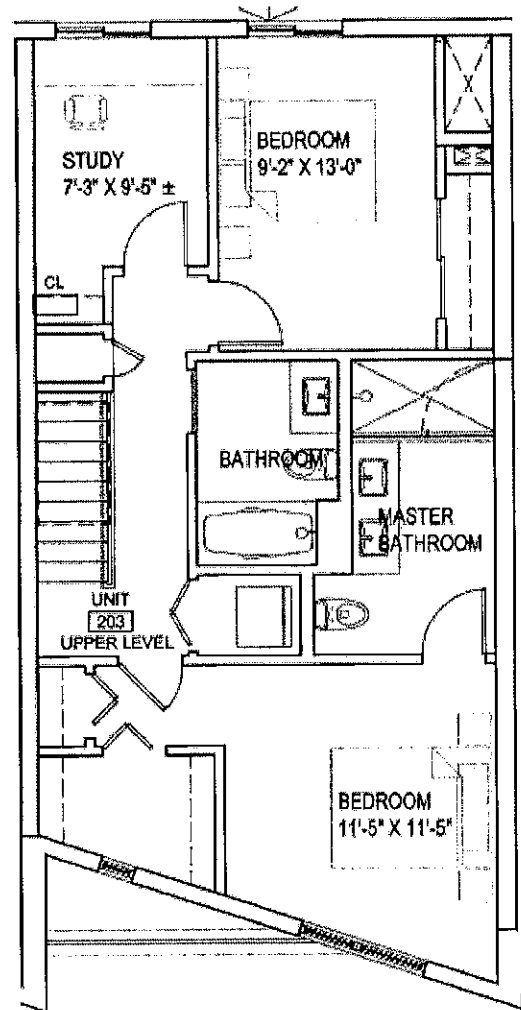
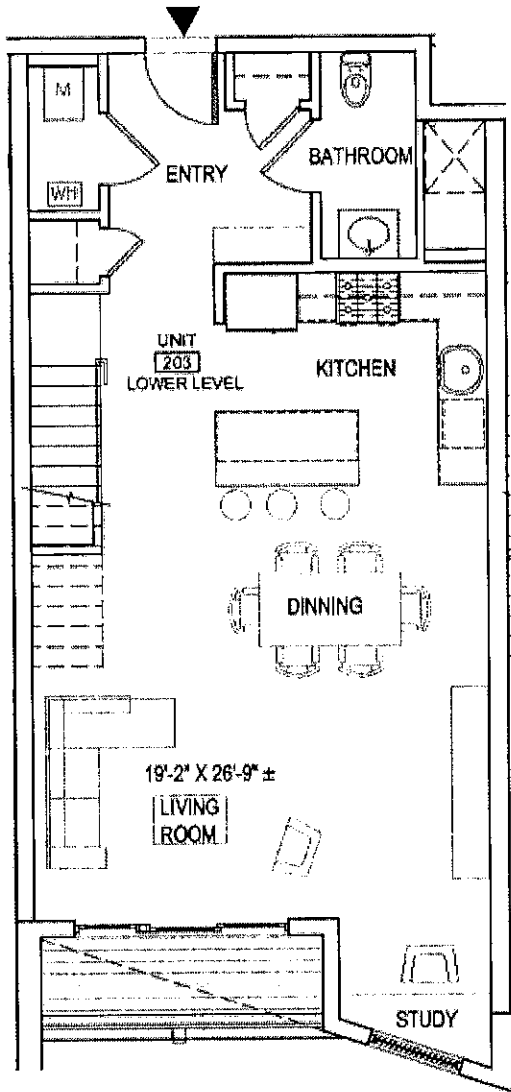
*One deeded parking space in garage per unit is included in the price

**Condo fees are set by the Condo Association and are subject to change after initial year

***Households are eligible to apply with the City of Somerville's Assessing Department for an exemption after residing in this unit on Jan. 1st and filing taxes there. Call the Finance Department at 617-625-6600 ext. 3200 to connect learn more about residential exemptions

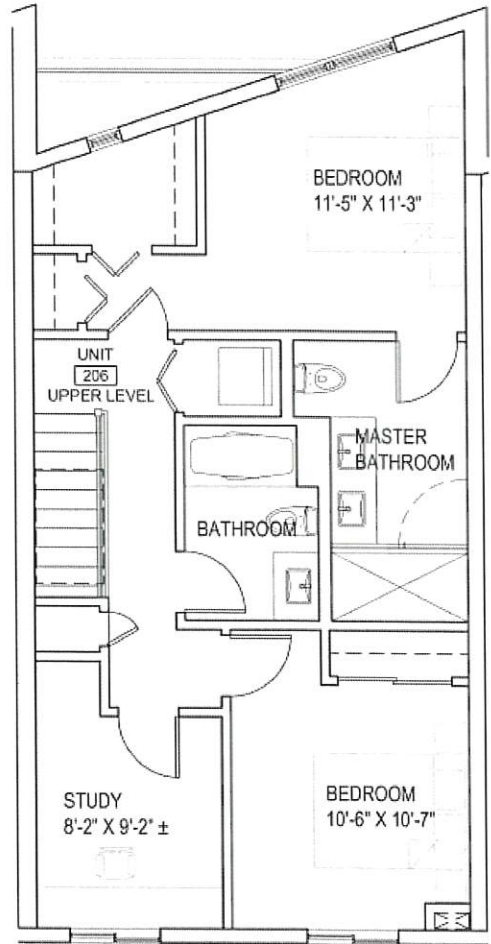
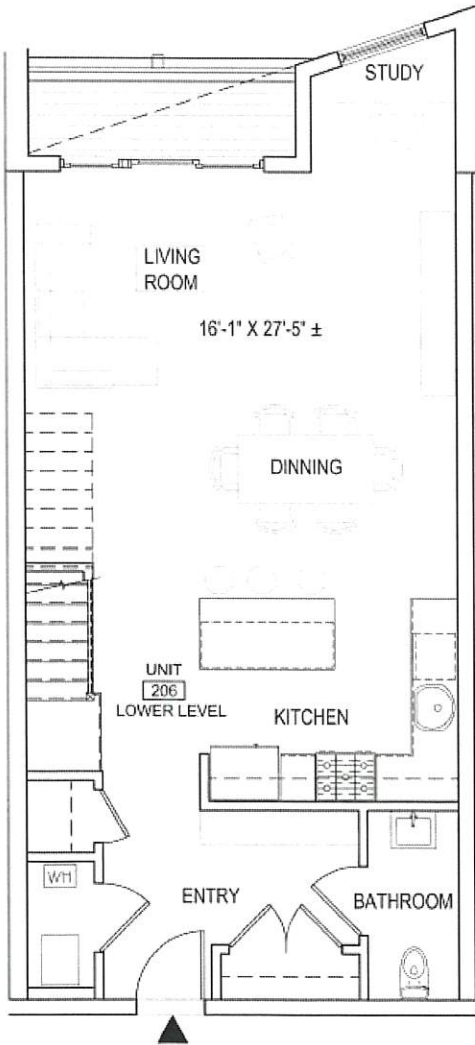
Unit 203 Floor Plan

Set to be affordable to households with Tier 2 incomes below 80% AMI at \$177,435



Unit 206 Floor Plan

Set to be affordable to households with Tier 3 incomes between 81%-110% AMI at \$256,805



What Eligibility Restrictions Apply?

- Unrelated, unmarried persons applying together must provide documentation of having a history of living together at the time of an income certification;
- No households or incomes of convenience;
- Cannot own a home or interest in a home, unless eligible for one of five (5) exceptions (see Page 8);
- Minimum household size of two (2) people (see Page 3);
- Must be pre-approved for a 30 year fixed mortgage for the cost of the home minus down payment;
- Must be able to make a minimum of 3% down payment and have access to more savings/money to cover costs associated with a purchase;
- Minimum and maximum gross annual income limits;
- Maximum asset limits; AND
- Head of household cannot be a full-time student (status must be verified directly by institution).

What is a Household?

A "household" includes all persons who will be residing in the apartment you are applying for. A household includes children, teenagers and adults, *regardless of their ability to earn or receive income*. Applicants may not submit multiple applications as a member of multiple household compositions. 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 date (Thursday December 12, 2019). Minors are also considered household members if they live with the applicant at least 51% of the time or 183 days in a year. Adults who are away for college as full-time students are also considered household members.

Legally married couples shall both be considered part of the household, even if separated. In the event of divorce, a divorce decree must be provided at the time of the income certification, otherwise 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. In situations where a household member is legally married to a spouse absent from the household (whether not officially divorced or separated) and the absent spouse will not be moving into the inclusionary unit, the applicant must provide current verification of residing in separate addresses. Additionally, a notarized affidavit must be provided at the time of the submitted application stating that the household member and their spouse reside at different addresses. **The household member must disclose all joint accounts held with this absent spouse in the application.**

Verification from a treating physician of being in the third (3rd) trimester, verification of full-time student status, custody arrangements or divorce decrees will be required at the time of income certifying.

What are the Income Eligibility Requirements?

In order to be eligible to purchase these units, annual gross income must be within the guidelines listed in the Maximum Gross Annual Household Income Eligibility Requirements table on Page 7. If a household's gross annual income is below the Tier 2 income limit (80% AMI) or within the Tier 3 income limit range (81%-110% AMI), they may be eligible. Minimum income restrictions are not set by the Inclusionary Housing Program for units set at Tier 2 (Unit 203), only maximum income limits. **Lenders determine the minimum income amount they are comfortable underwriting for units at Tier 2.** While the City does not set minimum income

requirements for 80% AMI units, applicants must have income to support monthly mortgage, taxes, condo fees and utilities including water and sewer. For Unit 206, set to be affordable to households with incomes at Tier 3, minimum and maximum income limits apply. The combined annual income from **all** sources and for all income-earning members of the household must not exceed **Tier 2 and Tier 3 income limits, respectively, adjusted by household size, as indicated below.**

Gross Annual Income Eligibility Requirements		
<i>Adjusted by Household Size</i>		
Household Size	Unit 203 (2BR) Tier 2 (80%AMI)	Unit No. 206 (2BR) Tier 3 (81%-110% AMI)
2	\$71,400	\$71,401 - \$99,750
3	\$80,300	\$80,301 - \$112,200
4	\$89,200	\$89,201 - \$124,630
5	\$96,350	\$96,351 - \$134,650
6	\$103,500	\$103,501 - \$144,600

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 also includes **all amounts anticipated within the next 12 months** going forward from the time of an income certification. It is the applicant's responsibility to accurately divulge anticipated changes in income. Income includes interest/dividends accrued from assets to which any household member has access.

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, child care; 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 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 \$250,000 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.

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.

Who is a First-Time Homebuyer?

Applicants must be first-time homebuyers. A person shall be considered a first-time homebuyer if no person in his or her household has, within the preceding three (3) years, owned a home or owned an interest in a home through joint ownership. Exceptions may be made in the following five (5) instances ONLY:

1. A displaced homemaker: A displaced homemaker is an individual who is an adult meeting ALL criteria:
 - Has not worked full-time, full year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family;
 - Owned a home with his or her partner or resided in a home owned by the partner;
 - Does not own the home previously owned with a partner; AND
 - Is unmarried to or legally separated from the spouse.

Displaced homemakers will not be given the opportunity to purchase an Inclusionary Unit until the home for sale is under a Purchase & Sale Agreement (P&S).

2. A single parent, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom they have custody or joint custody, or is pregnant).
3. An age-qualified household (in which at least one member is age 55 or Over) which is selling a home in order to purchase an Income-Restricted unit. However, age-qualified households will not be given the opportunity to purchase an Inclusionary Unit until the home for sale is under a P&S.
4. A household that owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.
5. A household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.

PARTICIPATING BANKS & LENDING INSTITUTIONS

What is a Lottery Preference & How Can I Qualify?

If you are eligible for a preference and provide current and complete verification of it with a complete application, you will have a greater chance of being selected no. 1 for a unit through the lottery or be closer to the top of the lottery wait-list for a unit. If you are not eligible for a preference, the Housing Division cannot determine your odds of acquiring a unit. If you are not eligible for a preference, you may apply and will be placed on the lottery wait-list. You should explore income-restricted housing opportunities in the City in which you live or work to learn if they offer local preferences within their respective programs. This may increase odds of acquiring an affordable unit. To receive a preference, you must **submit documentation of Somerville residency or employment that is dated within 30 days of the date your *completed* application is submitted.** Attach verification with the application. Below includes acceptable documentation to receive a Somerville preference.

For Unit 203, 2.5BR set for households with incomes at Tier 2 (80% AMI), a *highest tier of preference* has been established for an applicant disadvantaged *by the timing of a HUD appeal on inclusion v. exclusion of income under 24 CFR 5.609* resulting from a previous homeownership opportunity, impeding the household from purchasing a comparable unit for which they would have otherwise been eligible. A second tier of preference will be for households living or working full-time in Somerville.

Unit 206 has a preference for households providing current verification (dated within 30 days of a *complete* application) of living or physically working full-time in Somerville (32+ hours/week).

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 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.

One household member is required to complete a Massachusetts Housing Collaborative (MHC) approved first-time homebuyer's course. They must submit a copy of a current, valid certificate of completion with the application or proof of enrollment in a first-time homebuyer's training class with the submission of the application. Courses must be completed by December 12th, 2019 and verification of this must be provided. If submitting a verification of enrollment for the lottery and your household is chosen, you must submit the certificate of completion before closing.

Where Can I Enroll Into a First-Time Homebuyer Course?

MHC approved first-time homebuyer courses are taught monthly at the Somerville Community Corporation (SCC) in Union Square. You can view course schedules at <http://somervillecdc.org/first-time-homebuyers> and register for classes by contacting Janine Lotti at 617-776-5931 ext. 9906 or by emailing her at jlotti@somervillecdc.org. In person classes cost \$45 while online courses cost \$100.

Citizens' Housing and Planning Association (CHAPA) provides a directory of MHC approved first-time homebuyer training courses in the Greater Boston Region. Up-to-date date listings are on their website www.chapa.org. Online and in person classes are listed there at various prices, dates, times and languages.

What Does Bank Pre-Qualification Financing Entail?

Applicants are required to submit as part of their application a **current mortgage pre-qualification letter for a 30 year fixed mortgage. The letter must include an interest rate or interest range.** The pre-approval must be valid through the lottery date, December 12, 2019. **Securing a pre-qualification letter may take up to two weeks to secure—please allow sufficient time to secure the mortgage pre-qualification.**

Note: Pre-qualification/pre-approval letters are only acceptable if the institution conducts a hard credit check and includes the above information;
Pre-qualification letters must be subject to credit, employment and asset verifications; And
Pre-qualification/approval letters listing certain conditions.

Each institution below agreed to provide free pre-qualification services and information on the best mortgage product available to suit your needs. Below are examples of lenders that previously worked with clients in the Inclusionary Housing program. You are free to use any lender you wish provided they issue a 30-year fixed standard mortgage. **Online banks and lenders** (i.e. Rocket Mortgage, Quicken Loans) **are not accepted**. Keep in mind that if you compare offers from various lenders, each hard credit check may impact your credit score.

Winter Hill Bank 342 Broadway Somerville, MA. 02145 Contact: Rich Vernet 617-629 3330/978-500-4746 rhvernet@winterhillbank.com	Eastern Bank 250 Elm St. Somerville, MA. 02144 Contact: Francisco Rodriguez (617)628-9700 F.Lugo-Rodriguez@easternbank.com	Cambridge Savings Bank 1374 Mass. Ave. Cambridge, MA.02138 Contact: Rick Garber (617) 441-4137	East Cambridge Savings Bank 292 Cambridge St. Cambridge MA 02141 Contact: Tricia Rizzo (617) 551-2453 prizzo@ecsb.com
Santander Bank 330 Martin Luther King Blvd. Boston, MA 02119 Contact: Steven Roussel 617-686-7898 steven.roussel@santander.us	Cambridge Trust 18 Blanchard Rd. 4 th Floor Burlington, MA 01803 Contact: Dina Scianna 617-441-1430/781-983-3289 Dina.Scianna@cambridgetrust.com	Boston Private Diana Carvajal-Hirsch 617-912-3991 Dcarvajal-hirsch@BostonPrivate.com	

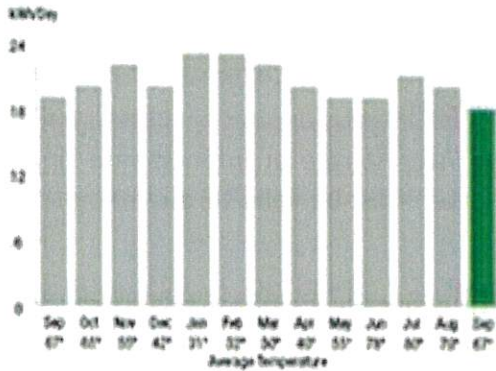
EVERSOURCE

Account Number: 1234 567 8900

Statement Date: 09/30/16

John J Customer
123 Any St
Any Town, CT 00000

Electric Usage History - Kilowatt Hours (kWh)



Electric Usage Summary

This month your average daily electric use was **18 kWh**

This month you used **4% less** than at the same time last year



Total Amount Due by 10/28/16 \$151.00

Amount Due On 09/26/16	\$168.00
Last Payment Received On 09/23/16	-\$168.00
Balance Forward	\$0.00
Total Current Charges	\$151.00

Current Charges for Electricity

Supply \$69.93

Cost of electricity from Any Energy Co.

Delivery \$81.07

Cost to deliver electricity by Eversource



Supply Information

Supplier Rate: 9.990¢/kWh Fixed
Term: 13 cycles
Expiration: Dec 2016 meter read
Next Cycle Rate: 9.990¢/kWh
Cancellation Fee: \$0
Standard Service Rate: 6.600¢/kWh
Term Expiration: 6 mos until Dec 31, 2016
Your Supplier Charge: \$69.93
Standard Service Comparison: \$46.24

Your electric supplier is

Any Energy Company
Any Street
Any Town, Any State 00000
1-100-000-0000

To return to Standard Service, visit CT's official Rate Board at www.EnergizeCT.com, Eversource.com or call 1-800-288-2000

News For You

Welcome to your newly designed bill! This new design provides a clear view of your energy use and charges to help you manage your energy costs.

EVERSOURCE

Account Number: 1234 567 8900

The *Total Amount Due* must be received by Oct 28, 2016 to avoid a 1.00% late payment charge.

Seg Code

Remit Payment To: Eversource, PO Box 660032, Dallas, TX 75265-0032

Make your check payable to Eversource. Please consider adding \$1 for Operational Fuel. To add more, visit Eversource.com

Total Amount Due by 10/28/16 \$151.00

Amount Enclosed



John J Customer
123 Any St
Any Town, CT 00000



Eversource
PO Box 660032
Dallas, TX 75265-0032

What Does a Complete Application Include?

It is the applicant's responsibility to provide a complete application. **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.**

Households will be notified if their application is incomplete or otherwise ineligible in advance of the lottery.

Complete applications include:

1. An application **completely filled in and signed by all household members 18 +**, do not leave any parts blank, if a question does not apply, put N/A for "not applicable";
2. A **valid First-Time Homebuyers Training Class Certificate** (see below), *or* proof of enrollment in a MHC approved class scheduled to be completed before December 12th, 2019;
3. **Current Mortgage Pre-Approval/Qualification letter** including an interest rate or interest rate range for a 30 year fixed mortgage covering the cost of the home. This letter must be valid through Thursday December 12th, 2019;
4. Household disclosed all assets and anticipated income changes for the next 12 months on application;
5. Each page of the application is initialed by all household members 18+;
6. The application is signed on the last page by all adult household members 18+; AND
7. Preference verification of residency or physical employment in Somerville 32 hours+/ week

*All parts of the application must be submitted together to be complete. Incomplete applications are not accepted. Applications that **do not** include the above requirements will not be included in the lottery.*

When is the Application Deadline?

The **deadline** to submit a complete application in order to participate in the lottery is **Monday November 18th, 2019 by 2:00 PM**. Applications received after 2:00 PM on Monday November 18th, 2019 will not be accepted.

How Are Applications Submitted?

Applications may be submitted before the deadline through the following methods:

- Email: inclusionary@somervillema.gov; OR
- Faxed: 617-591-3235; OR
- Personally delivered or mailed to the Housing Division located at 50 Evergreen Ave., Somerville, MA 02145. 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).

Applications sent to email addresses other than inclusionary@somervillema.gov or faxes other than 617-591-3235, will not be accepted. Applications sent by piecemeal or in screen shots will not be accepted.

If you are mailing an application to the Housing Division, please allow at least a week in the mail to be safe. *It is a household's responsibility to ensure applications are completely and accurately completed upon submission and ahead of the deadline.* Applications will be reviewed by December 11th 2019, if determined complete and eligible applicants will receive a unique identifier and next steps.

When is the Lottery?

The lottery will be held on Thursday December 12th, 2019 at 11:00 AM in the City Hall Counselor Chambers located at 93 Highland Ave., Somerville. All participating applicants will have received unique identifiers between the application deadline and the lottery. Attendance to 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 applicant whose unique identifier is pulled first will be contacted immediately via phone and email or regular mail.** The lottery itself is viewable on the City's Youtube channel: [Youtube.com/SomervilleCityTV](https://www.youtube.com/SomervilleCityTV) and will be posted on the Inclusionary Housing program website.

If you do not receive a notification immediately on the lottery date, this you did not win. The results of the lottery will be posted on the City of Somerville Inclusionary website by January 14th, 2020. Participating applicants who did not win may learn of their positioning in the lottery by viewing the website. *Please do not call asking about your position in the lottery prior to January 14th 2019.*

What Happens if I Am Selected No. 1 in the Lottery?

The applicant whose unique identifier is pulled first will be contacted immediately via phone and email or regular mail. This household will have five (5) business days to submit the required income documentation to the Housing Division listed on Page 14. Household no. 2 will be notified if the first household is determined ineligible. **The Housing Division reserves the right to request additional income and asset documentation as may be necessary to complete the income certification.**

Upon reviewing initial information provided, Housing Division staff will contact the applicant with a first (1st) request for complete documentation which discloses and verifies all household income sources, assets and 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. The Housing Division 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, Housing Division staff may conclude that the requested information is not provided in a timely manner or in good faith effort. The Housing Division reserves the right to discontinue the income certification and offer this opportunity for the next household on the lottery waitlist.

Household no. 2 will be notified if the household No. 1 is determined ineligible or unable to close. They will have five (5) business days from notification to submit initial income documents to the Housing Division. Households participating in the lottery should set these documents aside prior to the lottery to facilitate timely submission to the Housing Division after the lottery.

What Does an Income Certification Require?

Income assets and tax returns are required if a household is selected in the lottery. **DO NOT SUBMIT INCOME & ASSET DOCUMENTATION WITH YOUR APPLICATION.** *Income documents include but are not limited to:*

1. 2018, 2017, 2016 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. **Do not provide State Tax Returns.** Household members who do not file taxes must provide IRS verification. Contact a local IRS office to request this;
2. If Federal Tax Returns include W2s from employer(s) you no longer work for, termination of employment must be verified directly by the former employer. A letter must be on company letterhead, signed, dated, state the last date of employment, whether any payments are pending and intent to rehire within the next 12 months;
3. Most recent three (3), consecutive months of paystubs and/or other income documentation. Households selected no. 1 must provide statements for Oct.-Nov, 2019, Nov.-Dec. 2019 and Dec. 2019-Jan. 2020.
4. Employer Verification forms, **provided by City**, signed by the employee(s) with employer contact information;
5. 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. Households selected no. 1 will need to provide asset statements for the months of Oct.-Nov. 2019, Nov.-Dec. 2019 and Dec. 2019-Jan. 2020;
6. Explanation of deposits, City to provide form, for all asset accounts including for all unexplained deposits*;
7. Signed and notarized affidavit disclosing the amount of cash on hand;
8. No Income Statements for adults in the household who do not receive income, signed and notarized by both the adult not receiving income and the head of household. The Housing Division will provide this Statement;
9. Student status verification from learning institutions for household members 18+ and full/part-time students;
10. Verification of business ownership & 12 month period Profit/Loss statements of past & prospective earnings;
11. Verification of having a history of living together if household members are unrelated;
12. Verification of custody of a minor, of divorce decree, of real estate under sales agreement;
13. Other documents may also be requested by the City at the time of the income certification.

**For each unclear deposits into bank/asset statements (cash deposits, transfers from persons outside of the household, etc.) households must explain the source nature of each deposit. Back-up verification of each deposit (receipts, statements from sources, copies of paid invoices, credit card statements etc.) is required.*

Proceed Letter

When a household is found income eligible the Housing Division will issue a Proceed Letter outlining the next steps. Once certified and after receiving a Proceed Letter, the buyer will have 15 days to complete a private home inspection, review the report, and enter into a Purchase and Sale Agreement (P&S) with the seller. Copies of the Private Home Inspection report and executed P&S must be provided to the Housing Division. The buyer will formally apply for a mortgage loan with their chosen lender and then the buyer and seller will agree to a mutually convenient closing date included in the P&S. If the household is pursuing a Closing Cost Assistance Application with the City of Somerville, please be advised that a closing date should be identified in consultation with the City. If determined eligible for assistance, the City's assistance check can take 2-4 weeks to be generated. Final analysis is not completed by the City until in receipt of the final Closing Disclosure.

Description of Affordable Housing Restriction

This opportunity to purchase an affordable unit at a significant discount is being offered through the Somerville's Inclusionary Housing Program. This requires, among other things, that the unit remain affordable for future buyers. If you are selected to purchase this unit, you will sign a "Deed Rider" which describes the restrictions on the unit and your responsibilities. These restrictions will remain with the unit permanently and will apply to you and all subsequent owners. The following is an overview of the most important aspects of the Deed Rider and is meant for informational purposes only. If selected, you are strongly encouraged to seek legal advice and review the total document.

- **Principal Residence:** The unit must be used as your primary principal residence.
- **Leasing and Refinancing:** Express written consent must be obtained from the City of Somerville OSPCD, Housing Division prior to refinancing your loan.
- **Notice to the City of Somerville when selling your home/unit:** When you want to sell your home, you must contact the City of Somerville, OSPCD Housing Division. You must submit a written intent to sell. OSPCD will calculate the Maximum Affordable Sale Price. At this time, Division practice permits the owner to elect to market the unit independently after the City sets the maximum price and reviews and approved marketing material, or owners may request the City's assistance in locating a buyer. In all cases, the buyer must meet income and asset criteria and the City must certify their income and must also be first time homebuyers.
- The City conducts annual monitoring, and compliance with the monitoring is mandatory.
- Improvements are not included in the resale calculations; if you are thinking of doing an improvement, you must contact OSPCD's Housing Division first.
- You can *hope* for a small modest increase in the resale price, however, you will not receive an increase like you will see on the open market. The price ***does not*** increase a set percentage every year. Remember, upon resale, the units must remain affordable to another income eligible first time homebuyer.

A deed- restricted unit cannot be resold without the City's Certificate of Compliance, verifying all requirements were met.

IMPORTANT DATES		
	Date & Time	Location
INFORMATION SESSIONS	Thursday September 19 th , 2019 at 11AM	Visiting Nurse Association of Eastern Massachusetts (VNA) 259 Lowell Street, Somerville, MA 02144
	Thursday October 17 th , 2019 at 6PM	East Somerville Community School (ESCS) Auditorium 50 Cross Street, Somerville, MA 02145 Please use Cross Street Entrance
OPEN HOUSES	Tuesday September 24 th , 2019 5:30PM-7:30PM	260 Beacon Street Somerville, MA 02143
	Saturday October 19 th , 2019 11AM-1PM	
APPLICATION DEADLINE	Monday November 18th, 2019 at 2PM	Applications must be completed and delivered before 2PM to the Housing Division at 50 Evergreen Ave., Somerville, MA 02145 Faxed to: 617-591-3235 or Emailed to: inclusionary@somervillema.gov
<i>Late, incomplete or applications submitted in piecemeal, will not be entered into the lottery. Applications sent to other emails or faxes will not be accepted.</i>		
LOTTERY	Thursday December 12 th , 2019 at 11AM	City Hall Councilor Chambers @ 93 Highland Ave., Somerville or viewed on Youtube.com/SomervilleCityTV

Next Steps

Only no. 1 for each list of the two lists will go on to the next steps

- Income Certification Documents Submitted within week of notification
- Proceed Letter to eligible households
- Private Home Inspection within two weeks
- Purchase and Sale signed after two weeks
- Obtain a mortgage
- Closing approximately within 45 days
- Projected Occupancy: Winter/Spring 2020

What is the Inclusionary Housing Appeals Policy for Pre-Lottery Applications & Eligibility Determinations?

Pre-lottery determination of eligibility by OSPCD's Housing Division 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 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 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 the Housing Division 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 income¹ determination. To initiate the appeals process, the **applicant must send a written Appeal Request to the Director of the Housing Division 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 the Housing Division 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 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.

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

While an appeal is pending, the Housing Division 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

60 Gore Street, Suite 203, Cambridge, MA 02141
(617) 603-2700

Community Action Agency of Somerville, Inc.

66-70 Union Square, Suite 104, Somerville, MA 02143
(617) 623-7370

City of Somerville Office of Housing Stability, Director Ellen Shachter

50 Evergreen Avenue, 1st floor, Somerville MA 02145
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.

Please keep this Information Packet (Pages 1-18) for your record as you may have questions moving forward. DO NOT SUBMIT THE INFORMATION PACKET WITH YOUR APPLICATION

PUT HEAD OF HOUSEHOLD NAME HERE: _____

City of Somerville Inclusionary Housing Program Pre-Lottery Homeownership Application for 260 Beacon Street, Somerville

Gross Annual Income Eligibility Requirements <i>Adjusted by Household Size</i>		
Household Size	Unit 203 (2BR) Tier 2 (80% AMI)	Unit No. 206 (2BR) Tier 3 (81%-110% AMI)
1	1 person households are not eligible without a reasonable accommodation.	
2	\$71,400	\$71,401 - \$99,750
3	\$80,300	\$80,301 - \$112,200
4	\$89,200	\$89,201 - \$124,630
5	\$96,350	\$96,351 - \$134,650
6	\$103,500	\$103,501 - \$144,600

Address	Unit Type	Tier	Sales Prices*	Monthly Condo Fee**	No. of BRs & Bathrooms	Approx. Size (Sq. Ft.)	Minimum Household Size	Approx. Monthly Property Tax***
260 Beacon Street	No. 203	2	\$177,435	\$75	2.5	1,524	2	\$126.48
	No. 206	3	\$256,805	\$106		1,532		\$215.96

INSTRUCTIONS

Pre-lottery applications & preference verification must be submitted to the Housing Division through one of the following methods by:

- Dropped off in person or mailed to 50 Evergreen Ave., Somerville MA 02145 (must be received, not postmarked by below deadline);
- Emailed to: inclusionary@somervillema.gov; OR
- Faxed to: 617-591-3235

Applications sent to email addresses other than inclusionary@somervillema.gov or faxes other than 617-591-3235, 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 non applicable, please write N/A;
- 2) Make sure all adults initial each page and sign the last page;
- 3) If you need additional space to provide an answer, please attach additional sheet(s).

APPLICATION DEADLINE: 2PM, MONDAY NOVEMBER 18, 2019

Incomplete/ineligible applications will not be included in the lottery. **If preference documentation is not provided with your complete application or is not current, applicants will not receive a preference.**

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

Questions may be directed to:

inclusionary@somervillema.gov

617-625-6600 ext. 2584

617-625-6600 ext. 2586

It is strongly recommended you submit your application at least one week before the deadline.

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 City's Manager of Equity, Diversity, and Inclusion, Nancy Salamoun, at 617-625-6600 x2323 or nsalamoun@somervillema.gov.

Keep the Information Packet so that you may refer to it throughout the application, lottery and income certification process.

DO NOT give the Housing Division the Information Packet when you submit your application.

APPLICATION DEADLINE: 2PM, MONDAY NOVEMBER 18, 2019

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

SECTION A: GENERAL INFORMATION

1. What language would you like the Housing Division to communicate with you in? _____
Interpretation services can be offered in Portuguese, Spanish and Haitian Creole.

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 live or work full-time (32hrs+/week) in Somerville? Yes No
If yes, submit current documentation to receive the preference.

4. Is any member of your household a City of Somerville employee? Yes No
There is no preference given in the lottery if you or a household member works for the City of Somerville. This is simply a disclosure.

5. Is the head of household full-time students or registered to be full-time students the following semester?
Yes No
Please note: Both heads of household cannot be full-time students; Applicants must provide verification directly from institution.

6. How did you hear about this opportunity? Inclusionary Housing Listserv City Website Flyer Newspaper
Family/friend Social media Web search Other _____

7. 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 No

If so, do you need a parking space in the garage? Yes No

Do you need a residential parking permit? Yes No

If you answered yes to both Question no. 9 and 10., 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 race? Please check all boxes that apply:

- African-American/Black American Indian/Alaskan Native Asian Caucasian
- Native Hawaiian/ Other Pacific Islander Middle Eastern/North African Other

What is the head of household's national origin?

- Bangladesh Brazil Canada Capé Verde China Colombia Cuba Dominican Republic
- El Salvador Ghana Guatemala Haïti Honduras India Ireland Jamaica Mexico
- Nepal Nicaragua Nigeria Portugal Puerto Rico South Korea USA Other: _____

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

SECTION B: HOUSEHOLD INFORMATION

Provide the following contact information for the Head of Household.

Applicant's Name: _____
 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 the lottery date?

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 Page 25. 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: _____

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

SECTION C: INCOME & ASSETS

Income Information – List all income such as Wages, Salaries, Tips, Self-Employment Income, Welfare, 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)	Pay Frequency (Circle)	Average gross earnings/pay period
	Employer	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Child Support	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Child Support	Weekly / Bi-weekly Bi-Monthly / Monthly	
	SS(DI)/TAFDC	Weekly / Bi-weekly Bi-Monthly / Monthly	
	SS(DI)/TAFDC	Weekly / Bi-weekly Bi-Monthly / Monthly	
	SS(DI)/TAFDC	Weekly / Bi-weekly	

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

		Bi-Monthly / Monthly	
	SS(D)/TAFDC	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Unemployment	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Unemployment	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Unemployment	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Pension	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Pension	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Pension	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Pension	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Other	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Other	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Other	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Interest from Assets	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Interest from Assets	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Interest from Assets	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Interest from Assets	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Interest from Assets	Weekly / Bi-weekly Bi-Monthly / Monthly	

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.

For each income source listed on Pages 22 and 23, calculate your yearly and monthly income using the space below. Based on reported income provided, the Housing Division will verify that households have annual gross incomes within appropriate income range requirements. If a household member receives irregular income or the format below

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

does not reflect their pay frequency, you may attach additional pages as necessary indicating the household member's monthly and yearly gross income for each income source.

To Calculate Weekly Gross Income:

(Income source) _____; Average Weekly Gross Pay _____ * 52 Weeks = _____ (Yearly Gross)
 Yearly Gross _____ / 12 months = _____ Average Monthly Gross

(Income Source) _____; Avg. Weekly Gross Pay _____ * 52 Weeks = _____ (Yearly Gross)
 Yearly Gross _____ / 12 months = _____ Avg. Monthly Gross

(Income Source) _____; Avg. Weekly Gross Pay _____ * 52 Weeks = _____ (Yearly Gross)
 Yearly Gross _____ / 12 months = _____ Avg. Monthly Gross

Total yearly gross from all weekly income sources: _____

To Calculate Bi-Weekly Gross Income:

(Income Source) _____; Avg. Bi-Weekly Gross Pay _____ * 26 Pay Periods = _____ (Yearly Gross)
 Yearly Gross _____ / 12 months = _____ Avg. Monthly Gross

(Income Source) _____; Avg. Bi-Weekly Gross Pay _____ * 26 Pay Periods = _____ (Yearly Gross)
 Yearly Gross _____ / 12 months = _____ Avg. Monthly Gross

(Income Source) _____; Avg. Bi-Weekly Gross Pay _____ * 26 Pay Periods = _____ (Yearly Gross)
 Yearly Gross _____ / 12 months = _____ Avg. Monthly Gross

Total yearly gross from all bi-weekly income sources: _____

To Calculate Monthly Gross Income:

(Income Source) _____; Avg. Monthly Gross Pay: _____ * 12 Months = _____ (Yearly Gross)

(Income Source) _____; Avg. Monthly Gross Pay: _____ * 12 Months = _____ (Yearly Gross)

(Income Source) _____; Avg. Monthly Gross Pay: _____ * 12 Months = _____ (Yearly Gross)

Total yearly gross from all monthly income sources: _____

To Calculate Self Employment Gross Income:

Average gross monthly income _____ - average gross monthly expenses _____ = _____ (Net Income) *
 12 months = _____ (Yearly Net Income)

Average gross monthly income _____ - average gross monthly expenses _____ = _____ (Net Income) *
 12 months = _____ (Yearly Net Income)

Average gross monthly income _____ - average gross monthly expenses _____ = _____ (Net Income) *
 12 months = _____ (Yearly Net Income)

Total yearly net from all self-employment income: _____

What is your combined yearly gross income from all income sources? _____

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

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

Household Member	Asset Type (checking, retirement...) & Account Number	Asset Value or Current Balance	Name of Financial Institution	Is this an interest bearing account or asset? If yes, indicate interest percentage
Total Household's Monthly Interest/Dividends Earned On Assets:				
<p>1) Does any household member have assets or accounts in any other country? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please disclose these assets in the above table.</p> <p>2) Does any household member own any Real Estate or <u>joint interest</u> in property abroad, in any other country? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide address: _____ <i>Please provide name of individual, financial institution, account numbers and addresses of any joint account and/or property</i></p> <p>3) Have you sold, transferred or given away any real property or assets in the last three (3) years within the USA or abroad? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide amount and date of sale/transfer: _____</p>				

SECTION D: UNIT SELECTION

The Housing Division will notify you of your eligibility to participate in the lottery for a specific unit based on the information you provide in your application. The Housing Division will provide notification of received application by email or regular mail within two (2) weeks of the date a complete application is received. Applicants participating in the lottery will receive unique identifiers between the application deadline and the lottery date.

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

SECTION E: PREFERENCES

To receive a preference, you must **submit documentation of Somerville residency or employment that is dated within 30 days of the date your *completed* application is submitted.** Attach verification with the application. Below includes acceptable documentation to receive a Somerville preference.

For Unit 203, 2.5BR set for households with incomes at Tier 2 (80% AMI), a *highest tier of preference* has been established for an applicant disadvantaged by the timing of a HUD appeal on Inclusion v. exclusion of Income under 24 CFR 5.609 resulting from a previous homeownership opportunity, impeding the household from purchasing a comparable unit for which they would have otherwise been eligible. A second tier of preference will be for households living or working full-time in Somerville.

Unit 206 has a preference for households providing current verification (dated within 30 days of a *complete* application) of living or physically working full-time in Somerville (32+ hours/week).

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 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.

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

SECTION F: PRE-LOTTERY APPLICATION CHECKLIST

Did you....

1. Answer all questions and leave no parts of the application blank? Yes No
If you answer "No", answer the question or write "N/A" for all questions that do not apply
2. Make sure all adult household members signed & initialed each page of the application?
 Yes No
If you answer "No" go back and have all adults initial or sign appropriate pages
3. Include 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 necessary changes in income
5. Did you submit verification of having a 1st Time Homebuyer Certificate or verification of being registered for a course that is scheduled to end by the lottery? Yes No
If you answer "No", you must provide documentation
Does your 1st Time Homebuyer Certificate expire before the lottery? Yes No
If you answer "Yes", you must provide verification of an extension through the lottery or re-register for a course
6. Did you provide a mortgage prequalification letter? Yes No
Is the prequalification letter for a 30 year fixed mortgage? Yes No
Does the prequalification letter include an interest rate or an interest range? Yes No
Is the prequalification letter valid through the lottery January 12, 2020? Yes No
If you answer "No" to any of the above, you must submit an updated letter that contains the missing information
7. Include documentation of Somerville live/work preference? Yes No N/A
Is the verification complete (full lease, complete statement with a full name and matching address)? Yes No N/A
Is the verification (i.e. bill statement date) dated within the last 30 days? Yes No N/A
What is the verification date?: _____

If you answer "No" to any questions no. 1-6, your application is incomplete and will not include in the lottery. If you answer "No" to question 7, you will not receive a preference. Applications submitted in piecemeal will not be accepted.

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

SECTION G: APPEALS

Pre-lottery determination of eligibility by OSPCD's Housing Division 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 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 compare 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 the Housing Division 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 the City's Inclusionary Housing Program. Applicants understand that, if selected, OSPCD's Housing Division will require complete income and asset verification. This means that applicants, if selected, must provide the OSPCD 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 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

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____

FOR OFFICE USE ONLY – DO NOT FILL IN

HOH : _____

Date App. Received: _____

Reviewed By : _____

Date App. Completed: _____

Date Entered Into Tracker: _____

Method of submission _____

Application Status : _____

No. of people in household ? _____

Household Yearly Gross Income: _____

80% AMI 81%-110% AMI

Eligible to Apply for Units:

Unit 203 (Tier 2)

Unit 206 (Tier 3)

Somerville Preference: Yes No

Unique Identifier: _____

Communications Log:

Head of Household Initials: _____

Other Adult Initials: _____

Other Adults Initials: _____