



FOUR (4) INCOME-RESTRICTED CONDOS FOR SALE

Mayor Katjana Ballantyne is pleased to announce the sale of four (4) income-restricted condominium units at
395 Alewife Brook Parkway



THE PARKWAY 395
AT 395 ALEWIFE BROOK PARKWAY
Developed by:
395 ABP, LLC

APPLICATION DEADLINE:
Applications must be submitted before **12PM** on
Friday July 14, 2023

TABLE OF CONTENTS

Overview of Qualifying Guidelines.....

Introduction & Building/Unit Descriptions.....

Important Lender Information.....

- *Mortgage Pre-Approval Requirements & Participating Lenders.....*
- *Affordable Housing Restriction*

What is a Household?.....

Income Eligibility.....

Income and Assets.....

First-Time Homebuyer Status & Courses.....

Preference Qualifications.....

Submitting Complete Application & Deadline.....

Lottery & What Happens if Selected.....

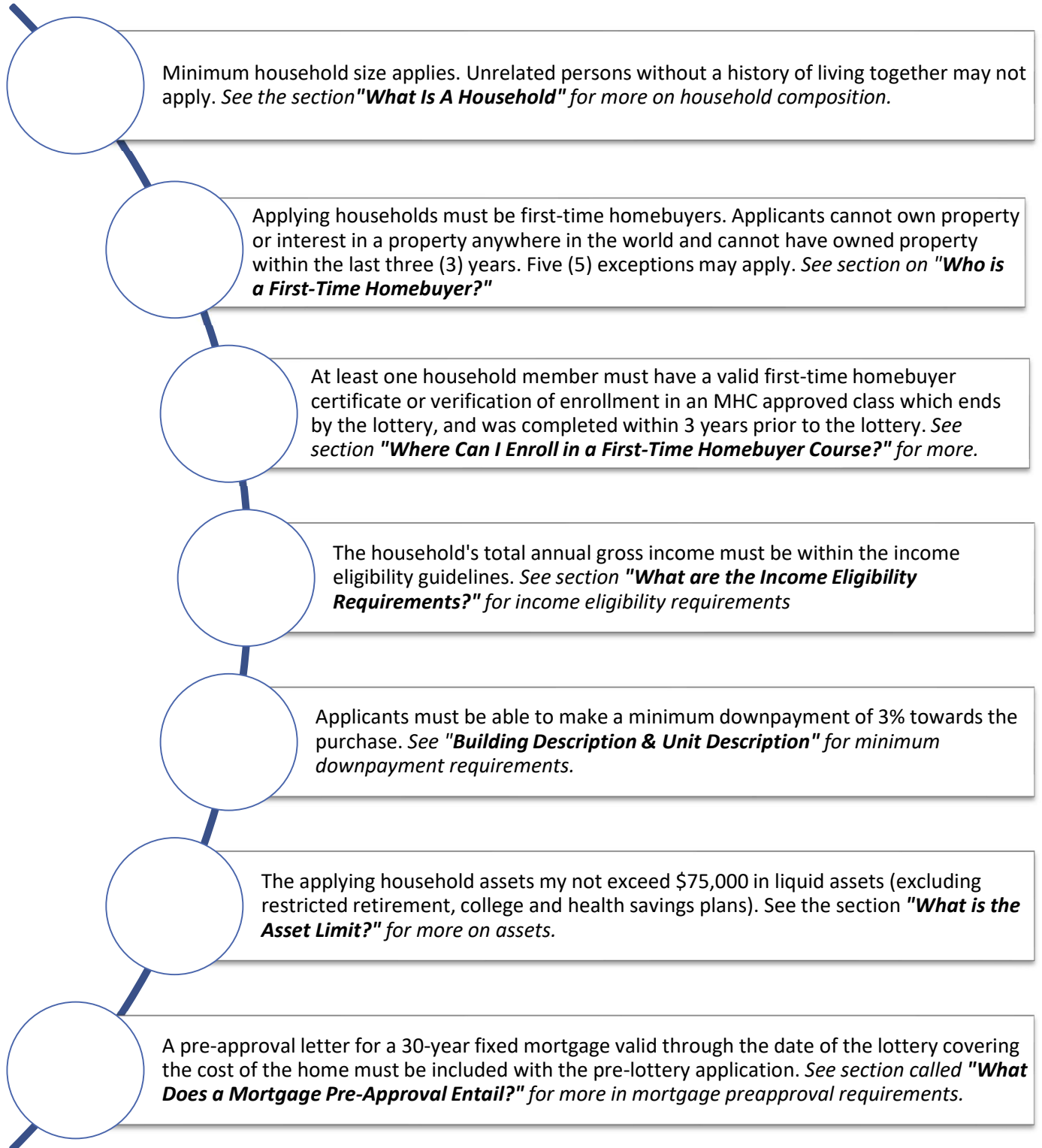
Income Certification Required Docs & Proceed Letter.....

Appeals Process.....

Important Dates.....

Pre-lottery Application.....

Overview of Qualifying Guidelines:



Introduction

The Mayor's Office of Strategic Planning and Community Development (OSPCD) in cooperation with 395 ABP LLC are pleased to announce the sale of four (4) deed-restricted condominiums to eligible, first-time homebuyer households at a below market price through the City's **Inclusionary Housing Program**. These units will be offered to households with a yearly gross income at or below 80% Area Median Income (AMI) at price tier P1 or incomes between 81%-110% Area Median Income (AMI) at price tier P2. See Pages 10-11 for preferences. An income eligibility table can be found below:

Maximum Gross Annual Household Income

No. of persons in household:	1-person	2-person	3-person	4-person	5-person
80% Area Median Income:	\$78,300	\$89,500	\$100,700	\$111,850	\$120,800
81-110% Area Median Income:	\$78,301 - \$107,954	\$89,501 - \$123,376	\$100,701 - \$138,798	\$111,851 - \$154,220	\$120,801 - \$166,557

As deed-restricted units, these units will have a deed rider to be filed along with the unit deed and mortgage at the time of purchase. This means the price at which a unit is re-sold will be restricted in perpetuity (forever). Subsequent owners must be income-eligible, first-time homebuyers. More information on the Affordable Housing Restriction will be available on the Middlesex South Registry of Deeds website and a description of these restrictions is included in the section titled *Description of Affordable Housing Restriction*. Visit www.somervillema.gov/inclusionaryhousing for more information on the Inclusionary Housing Program

Direct programming questions (eligibility requirements, application processes etc.) to: 617-625-6600 x. 2566 or inclusionary@somervillema.gov.

Direct questions ONLY pertaining to the property (building policies, construction materials & process, energy efficiency etc.), to David Lilly and Tim Penney at 617—475-0466 or at 395ABPW@gmail.com.

Building Description & Unit Description

The Parkway 395 is a new, residential development in East Somerville consisting of twenty-three (23) units. Affordable units include assigned parking spaces, which are included in the sales prices of the units, in the adjacent parking lot. Units include hardwood flooring, modern Bosch appliances, balconies and/or private patios and other modern finishes. Units will be ready for occupancy upon closing, which is anticipated for Summer/Fall 2023.

395 Alewife Brook Pkwy Units:	Parking	Price Tier/AMI	Sales Prices	Estimated Monthly Condo Fee* & Taxes**	Min. Down payment	# of BRs / Bathrooms	Approx. Area (Sq. Ft.)	Min. Household Size
#1B & #2G	16 & 8	P1/80%	\$217,240	\$52/\$185	\$6,517.19	2/2	1,183-1,502	2
#2D	19	P2/110%	\$260,326	\$62/\$204.85	\$7,809.77	1/1	1,022	1
#3C	12	P2/110%	\$314,816	\$76/\$269.56	\$9,444.48	2/2	1,110	2

*Condo fees are set by the condo association and are subject to change after initial year based on increased costs in the condo budget

**Households are eligible to apply with the City of Somerville's Assessing Department for a residential exemption when able to demonstrate ownership and principal residency as of Jan. 1st in previous year and filing taxes there. Call the Assessing Department at 617-625-6600 ext. 3100 to connect learn more or visit www.somervillema.gov/sites/default/files/residential-exemption-application.pdf.

When is the Application Deadline?

The **deadline** to submit a complete application in order to participate in the lottery is **Friday July 14, 2023 by 12PM**. Applications received after 12PM on Friday July 14, 2023 will not be accepted.

Important Lender Information

Please ensure that you share the entirety of this and the following page with your lender.

What Does a Mortgage Pre-Approval Entail?

Lenders need a minimum of two/three weeks to process a pre-approval application. Please allow sufficient time to secure the mortgage pre-approval.**

- Be prepared with personal information including state-issued identification cards, home addresses for the last two years, W2s, paystubs/other income and asset statements for the last two (2) months etc.
- Lenders will run a hard credit check.

Notify the lender of the pre-lottery application deadline and pre-approval requirements.

Show lender all information provided in this information packet, regarding the unit you are applying for (*See: **Building Description & Unit Description*) and the Affordable housing restriction on this property (*See: **Description of Affordable Housing Restriction***).

Inclusionary Housing Program Pre-lottery Application Requirements for Pre-approvals:

Applicants are required to submit as part of their application a **valid mortgage pre-approval letter**. This letter **must** include the following:

- Be for a 30-year-fixed–mortgage (360 months);
- Include an interest rate or interest range; And
- Be valid through the lottery date.

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**. If a pre-approval letter does not include the details described above, it will be deemed insufficient and your pre-lottery application will not be eligible to participate in the lottery.

PARTICIPATING BANKS & LENDING INSTITUTIONS

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 and that the lender accepts the Affordable Housing Restriction. *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.

<u>Winter Hill Bank</u> 342 Broadway Somerville, MA. 02145 Contact: Rich Vernet 617-629-3330/978-500-4746 rhvernet@winterhillbank.com	<u>Rockland Trust</u> Celsa Moreno-Barker (Spanish, Portuguese, English) 508.830.3247 / 978.835.9375 Celsa.moreno-barker@rocklandtrust.com	<u>Cambridge Savings Bank</u> 1374 Mass. Ave. Cambridge, MA.02138 Contact: Rick Garber 617-441-4137 / 978-808-6008 rgarber@cambridgesavings.com
<u>East Cambridge Savings Bank</u> 292 Cambridge St. Cambridge MA 02141 Contact: Tricia Rizzo 617-551-2453 prizzo@ecsb.com	<u>Cambridge Trust</u> 18 Blanchard Rd. 4 th Floor Burlington, MA 01803 Contact: Dina Scianna 617-441-1430 / 781-983-3289 Dina.Scianna@cambridgetrust.com	

Description of Affordable Housing Restriction

This opportunity to purchase an affordable, deed-restricted 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 in perpetuity. If you are selected to purchase this unit, you will sign a "Deed Rider" and record it with the registry of deeds 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 hire an attorney to review the full recorded Affordable Housing Restriction.

- **Principal Residence:** The unit must be used as your primary principal residence and may not be used as a sublet, nor used for short term rental such as an Airbnb or rented out under any circumstance etc.
- **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. 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:** Homeowners will need to complete an annual residency verification form and provide residency documentation to ensure buyers are in compliance with the deed restrictions.
- **Improvements are not included in the resale calculations;** if you are thinking of doing substantial improvements and have questions about it, contact OSPCD's Housing Division first.
- **You can hope for a small modest increase** in the resale price; however, these units are not market rate units and are not valued as such. The price ***does not*** increase a set percentage every year. 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 the affordable price and the income eligibility of the purchaser.

What is a Household?

- A “household” includes all persons who will reside in the condo you are applying for. A household includes babies, children, teenagers and adults, *regardless of their ability to earn or receive income*;
- A household consisting of unrelated persons must have a documented history of living together prior to the start of the application period and an intention of continuing to do so;
- 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 date; And
- Minors under shared custody are considered household members if they live with the applicant at least 50% of the time. Adult dependents away for 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 (3rd) 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 eligible to purchase an inclusionary condo, the applying household’s annual gross income must meet the guidelines listed in the Gross Annual Household Income Eligibility Requirements table below. If a household’s gross annual income is below the income limit they may be eligible. Minimum income restrictions are not set by the Inclusionary Housing Program for condos in price tier 1, only maximum income limits.

Lenders determine the minimum income amount they are comfortable underwriting for units priced in Tier P1. While the City does not set minimum income requirements, applicants must have income to support monthly mortgage, taxes, homeowner’s insurance, condo fees and utilities including water and sewer.

A household’s combined (total) gross annual income from **all** sources and for all members of the household must not exceed **the listed income limits, adjusted by household size, as indicated below.**

What is Considered Income?

Income is defined as all amounts, monetary or not, that go 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 are provided on the following page.

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 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.

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 spouse/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.

**Consideration may be given to households exceeding the initial asset limit of \$75,000 but using a portion of their unrestricted assets to make a downpayment not to exceed twenty percent (20%) of the affordable sales price.*

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.

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 the date of the lottery 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 in a First-Time Homebuyer Course?

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. <https://www.chapa.org/housing-courses/homebuyer-education-agencies>

MHC approved first-time homebuyer courses are taught monthly at the Somerville Community Corporation (SCC) in Union Square. You can view course schedules and register at <https://www.somervillecdc.org/first->

[time-homebuyers/](#) or register for classes by contacting Renee Taylor at (617) 410-9907 or by email at rtaylor@somervillecdc.org or Jose Cedanio at (617) 410-9908 or email at jcedanio@somervillecdc.org

What is a Lottery Preference & How Can I Qualify for a Preference?

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 verification will not be able to proceed forward, and the Housing Division will move to the next household with preference verification on the lottery list.

If you are eligible for a preference, 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 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 list in the order in which your household is pulled in the non-preference pool. 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 the odds of acquiring an affordable unit.

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 Does a Complete Application Include?

It is the applicant's responsibility to provide a complete application. Housing Division 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. **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 the date of the lottery;
3. **Current Mortgage Pre-Approval/Qualification/Credit Approval 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 the date of the lottery;
4. Household disclosed all assets and anticipated income changes for the next 12 months on application;
5. The application is signed on the last page by all adult household members 18+; AND

*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.*

How Are Applications Submitted?

Due to COVID-19, applicants are encouraged to drop off, email or fax in applications. Complete applications may be submitted before the deadline through the following methods:

- Email: inclusionary@somervillema.gov; OR
- Faxed: 617-591-3235; OR
- Dropped off in an envelope in the black mailbox outside the front door of the City Hall Annex or at a box located just inside City Hall Annex where a greeter is located at 50 Evergreen Ave Attn: Inclusionary Housing Program; 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).

NOTICE:

- Applications sent to email addresses other than inclusionary@somervillema.gov or faxes other than 617-591-3235, will not be accepted;

- Applications sent piecemeal or in screen shots will not be accepted. Do not submit the same application multiple times;
- If you fax or email an application, do not contact staff inquiring whether the application was received unless there are 5 or fewer business days until the lottery . If sending by fax, **you will receive receipt from the fax machine you used to confirm that status of the submitted fax.** If you submit an application by email, **you will receive a standard response confirming the receipt of your application. Please be aware this does not mean that your application is reviewed prior to the application deadline;**
- Inclusionary 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 7 calendar 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.

What is the Lottery?

The lottery will be held virtually on Go To Webinar. For information on the date/time and link to the lottery, see the page labelled "**Important Dates**". All participating applicants will receive unique identifiers and information to join the virtual lottery, prior to 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 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.

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

The winner(s) in the lottery will be contacted by the Housing Division within one (1) day to initiate an income certification. Households that have not been contacted by the Housing Division 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 within 1 week following the lottery. 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 pulled first will be contacted within one (1) day via phone and email or regular mail. This household will have a week to submit to the Housing Division the required income documentation listed in the section "*What Does an Income Certification Require?*" 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.

Income Certification Policy

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 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 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. The most recent 3 years of 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. Household members who do not file taxes must provide IRS verification. If this year's taxes have not been filed, we require proof of a tax extension and the previous 3 years of tax returns. Contact a local IRS office to request this. **Do not provide State Tax Returns;**
2. If Federal Tax Returns include W2s from employer(s) you no longer work for in the most recent tax return, termination of employment must be either verified directly by the former employer 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 or in the event this cannot be obtained, a notarized affidavit that includes 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.
4. Employer Verification forms, **provided by City**, signed by the employee(s) with employer contact information (the form will be sent directly by the City to employers);
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. For statements that are issued on a quarterly basis, the most recent quarterly statement should be submitted. Explanation of deposits (City to provide form) for all asset accounts including all unexplained deposits*;
6. Signed and notarized affidavit disclosing the amount of cash on hand;
7. No Income Statements for adults in the household who do not receive income, signed by the adult claiming no income. The head of household must also sign and their signature needs to be notarized. The Housing Division will provide this Statement;
8. Student status verification from learning institutions for household members 18+ and full/part-time students;
9. Verification of business ownership & 12-month period Profit/Loss statements of past & prospective earnings;
10. Verification of having a history of living together if household members are unrelated;
11. Verification of custody of a minor, of divorce decree, of real estate under sales agreement if applicable;
12. 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 and nature of each deposit.*

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 inspection 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, which is normally 30-45 days after the P&S is executed. 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 up to 4 weeks to be generated, the check must be at hand at the time of closing. Final analysis of a household's documented need for closing cost assistance is not completed by the City until in receipt of the final Closing Disclosure.

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. Households that submit an application within 5 days of the deadline will not have the ability to correct the error/discrepancy and will not be prompted by the City via email or letter.

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

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

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 twelve (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 ten (10) business days of receipt of complete appeal documents, and if such determination cannot be made within ten (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, 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 (CASLS)

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

Community Action Agency of Somerville (CAAS)

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

City of Somerville Office of Housing Stability (OHS), 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.

IMPORTANT DATES

	Date & Time	Location
VIRTUAL OFFICES HOURS	Every Thursday 5:30-7:30PM	Please join meeting from computer, tablet or smartphone. https://global.gotomeeting.com/join/591022621 United States: +1 (872) 240-3412 Access Code: 591-022-621
OPEN HOUSES	Sunday June 4: 12:30PM-2PM Friday June 9: 5PM-7PM	Contact: Inclusionary Program inclusionary@somervillema.gov 617-625-6600 ext. 2566
APPLICATION DEADLINE	<u>Friday July 14, 2023: 12PM</u>	Applications must be completed and delivered before 12PM 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 July 20, 2023:	Event details will be sent to lottery participants with Unique Identifiers ahead of the lottery via Go To Webinar https://attendee.gotowebinar.com/register/2829753034413561946

If preference documentation is not provided with your complete application or is not current, applicants will not receive a preference.

Next Steps (after lottery)

Only household no. 1 will go on to the next steps

- Income certification documents submitted within week of notification followed by a review
- Proceed letter to an eligible household
- Private home inspection within two weeks
- Purchase and sale signed after two weeks
- Obtain a mortgage
- Closing approximately within 45 days
- Projected occupancy: Summer/FALL 2023 (The unit is ready for move-in at the time of marketing)

Questions regarding applications may be directed to:
inclusionary@somervillema.gov OR 617-625-6600 ext. 2566

Please keep this Information Packet as you may have questions moving forward.

THE INFORMATION PACKET ENDS HERE

PRE-LOTTERY APPLICATION FOR THE PARKWAY 395

HEAD OF HOUSEHOLD NAME _____

Maximum Gross Annual Household Income Limits

110% Area Median Income:	\$78,301 - \$107,954	\$89,501 - \$123,376	\$100,701 - \$138,798	\$111,851 - \$154,220	\$120,801 - \$166,557
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PRE-LOTTERY APPLICATION INSTRUCTIONS

Pre-lottery applications 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 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 emailing or faxing an application, do not contact the Housing Division to confirm the application is received. If faxing an application, you will receive a receipt from fax machine confirming the status of the fax. If you are emailing in applications, you will receive an email notification confirming the receipt of your application.

The Housing Division will confirm the receipt and status of your application once it is processed in the order in which it is received. **DO NOT SUBMIT MULTIPLE APPLICATIONS AND DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.**

APPLICATION DEADLINE: 12PM, Friday July 14, 2023

SECTION A: HOUSEHOLD INFORMATION

Provide the following contact information for the Head of Household.

Head of Household'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 date of the lottery?
 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 under "Asset Information"**. 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 the Housing Division to communicate with you in? _____.
Interpretation services can be offered in Nepali, 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
4. 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.*
5. Is any member of your household employed by the City of Somerville? 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.
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 NoDo you need a residential parking permit? Yes No*If you answered yes to both question 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 race? Please check all boxes that apply:

- African American/Black American Indian/Alaskan Native Asian Asian Indian
 Middle Eastern/North African Native Hawaiian/ Other Pacific Islander Two or more races
 White/ Caucasian Other: _____

(Continued on next page)

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 Earnings</u>
	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):	
	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	
Total Yearly Household Gross Income:		

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.

****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**

(Continued on next page)

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).

Attach additional pages as necessary

Household Member	Asset Type (checking, retirement...) & Account Number	Name of Financial Institution	Asset Value or Current Balance
Restricted Assets Total (IRA, 401(k) 403(b), etc.):			
All Household Assets Total:			

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) 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 provide name of individual, financial institution, account numbers and addresses of any joint account and/or property

3) Is anyone in your household expecting a monetary gift from someone outside of the household, such as for down payment? Yes No
If so, please disclose the amount expected: \$ _____

4) What is the total amount of your down payment? \$ _____

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:*

Households will need to provide the most recent and consecutive, three (3) months of complete statements (containing all pages, even if blank)/transaction history. All deposits into accounts that cannot be verified will be counted as income.

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. Below includes acceptable documentation to receive a Somerville preference.

Preferences will be granted 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). 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.

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.*

(Continued on next page)

SECTION E: Project and unit size selection

Please indicate all unit sizes and locations for which you are applying. You may apply for more than one unit type but will not be entered into a lottery pool for units with more bedrooms than your Largest Unit Size, a lottery pool that you don't report or any lottery pool which is not indicated below. 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.*

THE PARKWAY 395

- 2BR @ 80% AMI (Unit nos. 1B, 2G) | 1BR @ 110% AMI (Unit no. 2D)
- 2BR @ 110% (Unit no. 3C)

SECTION F: PRE-LOTTERY APPLICATION CHECKLIST

Did you...

1. Answer all questions and leave no parts of the application blank? Yes No
2. Make sure *all adult* household members signed 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.
5. Did you provide a mortgage pre-approval letter? Yes No
 - Is the pre-approval letter for a 30-year fixed mortgage? Yes No
 - Does the pre-approval letter include an interest rate or range? Yes No
 - Is the pre-approval letter valid through the date of the lottery? Yes No

If you answer "No" to any of the above, your application is incomplete.

You must submit an updated letter that contains all the above information. Show your lender each of the following Sections: "Building Description & Unit Description"; "What Does a Mortgage Pre-Approval Entail?"; and "Description of Affordable Housing Restriction" so that they have all required information to provide you with your letter.

SECTION F: 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 G: 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 authorize the Housing Division to contact 3rd 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 have received and fully reviewed the information packet for this opportunity. 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