



Information Packet for
15 Income-Restricted Homeownership
Condominiums at Alloy through the City of
Somerville's Inclusionary Housing Program
275 Foley Street, Assembly Row, Somerville, MA

Mayor Joseph A. Curtatone and Street Retail Inc. are pleased to announce an Income-Restricted Homeownership Lottery for 15 one and two bedroom units. This packet contains specific information on the application process for the Income-Restricted condos available for sale at Alloy through Somerville's Inclusionary Zoning Ordinance. The Office of Strategic Planning and Community Development's (OSPCD) Housing Division and Street Retail Inc. invite you to read this information and submit an application. **Please keep this packet as it is a useful guide throughout the entire process. The first condos will be ready for occupancy in approximately 2-3 months after the lottery.**

APPLICATIONS MUST BE DELIVERED (NOT POSTMARKED) BY 2:00 PM, on Dec 10th, 2018.

Applications can be submitted the following ways:

SEB

Re: Alloy
257 Hillside Ave
Needham, MA 02494

OR

Somerville drop box located at
City Hall Annex on the 1st Floor
50 Evergreen Ave, Somerville
Mon-Wed 8:30-4:30, Thurs 8:30-7:30
Fr 8:30-12:30

OR

OR

Scan/Email: info@sebhousing.com

OR

Fax: 617-782-4500

Additional applications available at www.s-e-b.com/property/alloy/

For Income-Restricted Unit Information call: (617) 782-6900 and leave a voicemail. There will be two Public Information Sessions where questions about the lottery and the development as well as ongoing obligations under the Restriction will be addressed directly. The Information Sessions will be held on Thursday Oct 11th, 2018, 6:30 to 8:30 PM (East Somerville Community School Auditorium, 50 Cross St) and Thursday Nov 13th, 10:30 AM to 12:30 PM (4th floor of the Visiting Nurses Association on 405 Alewife Brook Parkway, park at Dilboy Field) For TTY Dial 711.

Information Packet created by SEB, LLC and edited by the City of Somerville





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GENERAL OVERVIEW AND SALES PRICES

Alloy Condominium is a part of mixed-use building at 275 Foley Street in Assembly Row consisting of 122 residential units, 155 hotel rooms, and 22,000 square feet of restaurants and retail. In this building, 8 units will be sold to households at or below 80% Area Median Income and 7 units will be sold to households between 81- 110% Area Median Income. **All units are pet friendly (with restrictions) and 100% smoke-free.** The Income-Restricted unit mix is as follows:

No. # of Units	Unit Type	Sales Prices*	Monthly Condo	No. of Bathrooms	Approx. Size (Sq. Ft.)	Minimum Household Size	AMI
4	1BR	\$152,618	\$153	1	702-806	1	80%
4	2BR	\$177,198	\$178	2	1,143-1,307	2	80%
4	1BR	\$215,802	\$217	1	726-855	1	110%
3	2BR	\$250,073	\$251	2	1,178-1,307	2	110%

***Owners have access to ONE parking space to be rented (for free) at the Montaje garage (next door).**

Living and Bedrooms feature: Hardwood flooring in living room, Modern European finishes, Designer lighting package, full size washer and dryers, Kitchens and bathrooms feature: Hardwood flooring in kitchen, Grohe® faucets, Fisher & Paykel® and Bosch® stainless steel appliances, Gas cooking, High-end contemporary cabinetry with panelized dishwashers, Quartz waterfall countertops, Glass-enclosed showers.

Condo owners at Alloy get to enjoy the amenities of the hotel on site so they have access to: the pool oasis and modern fitness center, Clubroom with lounge, entertaining kitchen, quiet study, and conference room, Spacious rooftop terrace overlooking the heart of the neighborhood, Concierge, Package acceptance and dry cleaning delivery, Baroo pet concierge (a customized à la carte service).

Please make sure that you talk to your lender about the above condo fees when applying for a mortgage pre-approval!!! These are monthly fees that you will have to pay in addition to your mortgage payment, real estate taxes and home insurance! The condo fee is subject to change after the initial year.

All Income-Restricted units will have a "Deed Rider" that will be filed with the deed at the time of purchase. **This Deed Rider limits the amount that the unit can be resold for and requires the resale to another Income eligible first time homebuyer.** The Deed Rider insures that the unit stays Income-Restricted in perpetuity. We recommend that potential buyers review the Deed Rider with an attorney so as to fully understand its provisions. For more information on the Deed Rider and resale restrictions please see the Deed Rider Summary in the last section of this Information Packet. The application and lottery process, dates, and eligibility requirements can all be found within this Information Packet.

GENERAL ELIGIBILITY REQUIREMENTS

Q: Who is eligible to apply for the Income-Restricted units?

A: In order to qualify for an Income-Restricted unit, households must meet each of the following criteria:

- 1.) Everyone in the household must qualify as a "first time homebuyer" (see pg. 6)
- 2.) For the 80% condos, the entire household's income must be below 80% AMI. For the 110% homes, the entire household's income must be BETWEEN 81% and 110% AMI.
- 3.) The entire household's liquid assets must be below \$250,000(see Asset Limits below)
- 4.) The household must be pre-approved for a mortgage (see pg. 8)
- 5.) Households must have at least one person per bedroom (For example, a one person household cannot apply for a 2BR unit unless the person is eligible for a reasonable accommodation, but a two person household can apply for a 1BR unit.)
- 6.) Heads-of-household cannot be full time students. A full-time student is only eligible if they are a co-head of household with someone who is NOT a full-time student and who they currently live with and will live with at Alloy.

Q: What are the income eligibility requirements?

A: The first table shows the **maximum allowable household incomes** for each income tier and those are based on the number of people in each household and the AMI designation of the unit.

MAXIMUM Allowable Income Limits (adjusted by HOUSEHOLD SIZE,)		
Household Size	80% Area Median Income (AMI)	110% AMI
1	\$56,800	\$56,801- \$83,006
2	\$64,900	\$64,901- \$94,864
3	\$73,000	\$73,001-\$106,722
4	\$81,100	\$81,101-\$118,580

Q: How is a household's income determined?

A: **A household's income is the total anticipated amount of money received by ALL household members over the next 12 months** before taxes (starting from the date of income certification and projecting forward 12 months) based on their current income and assets, but also including any overtime, bonuses, upcoming raises and commission expected in the next 12 months. In an effort to provide the most accurate income estimation possible, the Lottery Agent will review historical income data to provide a basis for future income estimates and send your employer(s) an employer verification form. Any monies you anticipate receiving in the next 12 months must be disclosed and will be counted as income. Monies received over the previous 3 months will be analyzed to help estimate future income. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements, and actual or imputed interest and dividends on bank accounts and other assets. **ALL SOURCES OF INCOME ARE COUNTED** with the exception of income from employment for household members under the age of 18 and any income over \$480/year for full time students who are dependents (but note that all such income must still be documented even if it is exempt from the household income calculation). It will be assumed that all

applicants will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise. It is not up to the household to determine what monies received over the past year should and should not be counted as their calculated income. Therefore, all monies should be listed on the application and the inclusion of these monies in determining a household's eligibility will be based on HUD's Part 5 definition of income. Households must submit their 3 most recent federal tax returns for proof that they have not owned a house within the past three (3) years from the date of lottery application. They must also be submitted to provide a basis and framework to understand current earnings.

Additionally, legally married couples shall both be considered part of the household, even if separated (a separation agreement is NOT sufficient for homeownership). Minors/dependents can only be considered part of the household if **they live with one parent at least 51% of the year (183 days, which do not have to run consecutively)**.

Approximate Minimum Income

While there is no specific minimum income, all households must qualify for a mortgage loan to purchase an Income-Restricted unit. The minimum income limits to qualify for a mortgage will be determined by a lender/bank. All applicants must receive a mortgage pre-approval letter valid through the lottery date and submit it with their application to be considered eligible for this lottery. The mortgage requirements are listed on page 8-9 of this information packet.

For more information on mortgages, see pg. 8-9.

Assets Limits

The total assets of all household members cannot exceed \$250,000 in liquid assets; this does not include restricted retirement, college and health savings accounts. If a household qualifies as an exception to the first-time homebuyer requirement and currently owns a home, the equity in the home counts toward the asset limit.

Assets as Part of the Income Certification

The interest income generated by assets is counted toward the income limit. If assets total \$5,000 or more, the higher of the actual income earned from assets, or the imputed interest income of 0.06% of all assets, will be counted towards the income limit. For assets under \$5,000, only actual interest income earned is counted. Household assets are calculated at the time of income certification. Assets may include cash, cash apps such as Venmo, Paypal, cash in savings and checking accounts, net cash value of stocks, bonds, capital investments and dollar value in cryptocurrency accounts. While retirement accounts are not counted toward the asset limit, the 70% of the current full value of retirement accounts will be used in calculating the imputed interest income from assets held in retirement accounts.

Example: A household has \$10,000 in a savings account that earns 1% and, \$100,000 in a retirement account that is not actively being used. The program will only count 70% of the retirement account (\$70,000). Their assets total for the asset limit is: \$10,000 (as retirement accounts do not count toward the asset limit)

Their asset total for imputing income is: \$10,000 + \$70,000 = \$80,000
Actual Income from assets is: \$100 = \$100 (A)
Imputed Income at 0.06% is: 0.06% of \$80,000 = \$48.00 (B)

Note that \$100 would be added to their income as interest income as there are more than \$5000 in assets and the program takes the greater of (A) actual income from assets OR (B) imputed income from assets.

Q: Who is a "first-time home buyer"?

A: A person is a "first-time homebuyer" if no person in his or her household has, within the preceding three (3) years from the time the application for this lottery is submitted, either owned the house they lived in or owned an interest in one or more other houses, such as through joint ownership. Exceptions may be made in the following instances:

1. A displaced homemaker: A displaced homemaker is an individual who is an adult meeting ALL the following 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
 - Is unmarried to or legally separated from the spouse
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.
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.

Q: Can a household with income below 80% AMI purchase a 110% unit?

A: No. Only households with incomes between 81% and 110% AMI may apply for a home set to be affordable to households with incomes between 81-110% AMI.

Q: If someone in my household is age 55 or over can I currently own a home?

A: Yes. However, you will not be given the opportunity to purchase an Income-Restricted home here until your current home is under a Purchase and Sale Agreement (P&S). For more information on how much time you will be given to sell your home see the Step-By-Step Process. For how much equity you are allowed to have in your current home, please see the Asset Limits on the previous page 6.

Q: Can I apply for this lottery as a displaced homemaker or single parent if I currently own a home?

A: Yes. However, you will not be given the opportunity to purchase an Income-Restricted home here until your current home is under a Purchase and Sale Agreement. For more information on how much time you will be given to sell your home see the Step-By-Step

Process. For how much equity you are allowed to have in your current home, please see the Asset Limits on page 5.

Q: If I am currently going through a divorce/separation or planning on being divorced / separated soon, can I still apply?

A: If you do not have your divorce decree and have only begun considering a divorce or separation, or even have a separation agreement but not a divorce decree, you cannot apply as a single head-of-household and your application will be reviewed as if your current spouse will be moving into the Income-Restricted apartment with you. For more information on how to acquire a divorce decree contact your local courthouse or <https://www.mass.gov/how-to/get-a-copy-of-your-divorce-or-other-probate-family-court-record>

Q: I cannot withdraw money from my 401k or retirement fund, do I have to include it when I list my assets?

A: Yes. Please note that retirement accounts do NOT count toward the \$250,000 asset limit however you still must include the full value of all your current retirement funds on the application as part of the income certification. The income certification includes interest income earned on all assets. When considering the cash value for the purpose of interest income, 30% is deducted from the current total value of your retirement account (approximate penalty if you were to cash out your account today), and the remaining 70% is considered the current cash value, which is then multiplied by the current passbook rate of 0.06%. The resulting amount will be counted as imputed interest income from that account and added to the household income for eligibility purposes.

Q: Are there eligibility exceptions for households that are barely over the income limit but considerably under the asset limit (or vice versa)?

A: No. All households must be under BOTH the income limit and the asset limit. Eligibility isn't based on only one or the other.

Q: Can a full-time student apply for an Income Restricted condo?

A: The head of household cannot be full-time student. If a one person household is a full time student they are ineligible. If both people in a two person household are full time students, they are ineligible. A full-time student is only eligible for an income-restricted unit if they are a co-head of household with someone who is NOT a full-time student. Moreover, the educational institution where the applicant is enrolled would be deciding whether the student is full time or not. For example, in some cases a PhD candidate may be both an employee and a student. If he/she is considered a full-time student he/she would not be eligible even if he/she is also employed there full time. If you have questions about your enrollment status, please speak with your Registrar Office.

MORTGAGE PRE-APPROVAL STANDARDS

Immediately after reading this entire Information Packet, all households should apply for a mortgage pre-approval. A *mortgage pre-approval letter must be submitted with the application and may take about two (2) weeks to acquire*. Mortgage pre-approval must meet the following standards:

Mortgage Pre-Approval Standards

- The pre-approval must be for a 30 year fixed rate mortgage.
- The pre-approval must show an interest rate or an interest rate-range.
- The pre-approval CANNOT be from an Internet banking site.
- The pre-approval CANNOT be subject to credit, employment, or asset verification.
- Currently, the loan cannot be an FHA, Fannie Mae, Freddie Mac or VA loan (as they will not accept the terms of the Deed Restriction)
- The buyer must provide a down payment of at least 3%
- The pre-approval letter must be valid through the date of the lottery

We strongly encourage households to apply through banks who are aware of the resale restrictions and guidelines for Income-Restricted housing programs and through which they plan on acquiring a Mortgage Commitment from. These banks will likely be aware of additional first-time homebuyer programs that may be of great assistance such as the Massachusetts Housing Partnership's ONE Mortgage Program. The following lenders are familiar with the process and the mortgage requirements and should be happy to help you with questions or pre-approvals.

Households should bring a copy of the Resale Restrictions in the back of this info packet to their lender. *All lenders will be made aware of the resale restrictions regardless of whether you tell them up-front or not.* The Deed Rider is a document that will be signed and recorded at the closing. Therefore, it is in all household's best interest to show all lenders a copy of the Deed Rider when applying for a mortgage. Otherwise, they may find a lender who grants pre-approval but backs out at the time of purchase once they are made aware of the resale restrictions, thus eliminating the opportunity to obtain an Income-Restricted unit.

The lender will ask you for association fees and taxes. The Condo fees can be found on page 3 of this Info Packet. The real estate taxes are assessed to the **Income-Restricted** price (not the market-rate equivalent).

PARTICIPATING BANKS & LENDING INSTITUTIONS

Each institution below has worked with the City's Inclusionary Housing Program and has agreed to provide free pre-approval services and information on the best mortgage product available to suit your needs. Applicants may use other lenders; this list is only a courtesy.

Winter Hill Bank
342 Broadway
Somerville, MA. 02145
(617) 629-3330/ rhvnet@winterhillbank.com
Contact: Rich Vernet

Cambridge Savings Bank
1374 Massachusetts Avenue
Cambridge, MA.02138

Eastern Bank
250 Elm Street
Somerville, MA. 02144
(617)478-4000
Contact: Francisco Rodriguez

East Cambridge Savings Bank
292 Cambridge Street
Cambridge MA 02141

(617) 441-4137
Contact: Rick Garber

(617)551-2453/ prizzo@ecsb.com
Contact: Tricia Rizzo

Alloy recommend lenders are:

First Republic Bank
160 Federal Street
Boston, MA 02110
(617) 478-8525 /
preinsmith@firstrepublic.com
Contact: Paul Reinsmith

Wells Fargo Home Mortgage
125 High Street 14th Fl.
Boston, MA 02110
mitch.haddad@wellsfargo.com
(617) 897-3493
Contact: Mitchell J. Haddad, Jr.

Any lenders found here: www.mhp.net/one-mortgage/why-one#find-lender

Q: Can a non-household member co-sign on the mortgage?

A: No. Only members of the applying household can sign on the mortgage. All monies gifted to household members to assist in down-payment or other costs will be counted as household assets.

HOUSEHOLD SIZE REQUIREMENTS

Q: How is appropriate household size determined?

A: There is a requirement of a minimum of one (1) person per bedroom to apply for a unit type larger than one bedroom unless eligible for a reasonable accommodation which requires a second bedroom and verification is provided at time of application documenting this need.

A 1-person household is not eligible for the 2BR units. A two person household is eligible for both 1BR and 2 BR units.

“Household” shall mean all persons whose name appear on the mortgage, and also all persons who intend to occupy the housing unit as their primary residence. This includes both adults and children; regardless, of their ability to earn income they are part of the household. Legally married couples shall both be considered part of the household, even if separated. Minors/dependents can only be considered part of the household **they live with one parent at least 51% of the year (183 days, which do not have to run consecutively).**

Q: If I am pregnant is the unborn child considered part of the household?

A: Only if the unborn child is in their third trimester at the time of the lottery application deadline (on December 10th, 2018) may the household count them as a household member. Households do not need to submit proof of pregnancy with the lottery application but will have to submit proof of pregnancy and term via a letter from a treating physician with the Certification Application after the lottery, if or when called to income certify.

Q: If I am currently going through a divorce/separation or planning on being divorced / separated soon, can I still apply?

A: If you do not have your divorce decree and have only begun considering a divorce or separation, or even have a separation agreement but not a divorce decree, you cannot apply as a single head-of-household and your application will be reviewed as if your current spouse will be purchasing and subsequently moving into the Income-Restricted condo with you. For more information on how to acquire a divorce decree contact your local courthouse or <https://www.mass.gov/how-to/get-a-copy-of-your-divorce-or-other-probate-family-court-record>

PREFERENCE INFORMATION

Q: How are preferences given for the income-restricted units?

A: The Inclusionary Zoning Ordinance under which this development was permitted has established a preference for households who provide current documentation (dated within the last 30 days from the date the application is submitted) that they currently live or work full time (30 hours or more per week) in Somerville. Households not qualifying for that preference may still apply but will be lower on the Lottery List. The lottery Lists on page 14-15 show how those preferences are given.

Should a review during income certification demonstrate that the preference verification was inaccurate or false, the application will be rendered ineligible to proceed forward to a purchase.

Q: How does a household apply for Preference?

A: If you live or work 30 hours or more per week in a business located in Somerville, you may be eligible for a preference in this lottery. Make sure to answer the question on page 3 of the Lottery Application to indicate you are applying for preference. Both preferences are equal and verification of one of them is sufficient to ensure a preference in the lottery. Having a preference in the lottery will increase a household's probability of getting number one in the lottery. To receive a preference, the applicant must provide verification dated within the last 30 days from the day the application is submitted with the application.

Q: What if a household does not qualify for any of these Preferences?

A: Households without these Preferences or households failing to provide the required preference documentation will still be entered into the lottery for the unit sizes they apply for and positioned on the Lottery Lists for those units behind the households who do qualify for those preferences. Please see the Lottery Lists on page 13-14 for those details.

STEP-BY-STEP PROCESS AND TIMELINE

Q: What is the application, selection, and closing process for the Income-Restricted condos being offered through the City's Inclusionary Housing Program in Alloy?

A: The following pages explain each step in greater detail.

The first steps all involve qualifying for the Income-Restricted Housing Program and being given a position on the Lottery Lists by virtue of submitting a complete application by the application deadline.

The second steps all involve the actual process of reserving and buying a condo (and unit availability will be determined by your position on the Lottery Lists).

Step 1: Initial Application for Alloy Lottery

Thru 2pm on December 10th, 2018

Step 2: The Lottery and the Lottery Lists

*January 9th, 2019, 10:30 AM to 12:30 PM,
Aldermanic Chambers at City Hall at 93 Highland Ave*

Step 3: Income Certification with SEB, subject to the City's Housing Division Approval

Approximately 10 days needed for review. Then, the City of Somerville Housing Division issues a Proceed Letter to eligible households providing 15 days to complete steps 4-5

Step 4: Unit Reservation Agreement

Households given approx. 3 days after Proceed Letter received

Step 5: Schedule a Private Home Inspection and sign a Purchase & Sale Agreement

Cannot be waived and must be completed within 14 days of Proceed Letter

Step 6: Obtain Mortgage Commitment

Most banks take approx. 30 days to provide a mortgage commitment

Step 7: Sign and notarize Affordable Housing Restriction Affidavit

Step 8: Closing

Units are ready for occupancy at closing anticipated for the end of 2018 beginning of 2019

Please note that there will be Information Sessions held for all interested applicants on Thursday Oct 11th, 2018, 6:30 to 8:30 PM (East Somerville Community School Auditorium, 50 Cross St) and Thursday Nov 13th, 10:30 AM to 12:30 PM (4th floor of the Visiting Nurses Association on 405 Alewife Brook Parkway, park at Dilboy Field). Attendance at an Info Session is not required, but highly recommended for participation in the lottery.

Please also note if the household applies for the City's Closing Cost Assistance Program, the Closing cannot occur until an assistance check has been generated. An assistance determination cannot occur until the Closing Disclosure documents have been received, and from this point, it can take 2-4 weeks for the check generation.

Step 1: Lottery Application

Applicants will need to fill out a Lottery Application including every person that will be residing in the unit. Mortgage Pre-APPROVALS ARE REQUIRED with the Lottery Application however supporting income and asset documentation is not required with the Lottery Application (but will be required later at time of income certification). The Lottery Application must be received by SEB by 2 pm on Dec 10th, 2018. Applications not meeting those deadlines will not be accepted for the lottery. Please see the cover page of the Lottery Application for locations for drop off and mailing address.

Once SEB has received the Lottery Application, they will determine initial compliance for the lottery. Households without mortgage pre-approvals and households who submit applications indicating they are above the maximum allowable income limits will not be entered into the lottery. Households without a first time homebuyer training class certificate dated within 3 years of the date of application, or without proof of current enrollment in such a class that is scheduled to be completed by the end of 2018 will not be included in the lottery. Please note that households will need to forward the certificate of completion prior to closing on the unit. Households who submit incomplete applications or complete applications after the deadline will not be included in the lottery. All households will be notified via email whether they will be included in the lottery or not. **Entrance into the lottery is only the first step and does not guarantee final income certification approval (see the following steps).**

Once a Lottery Application is received and SEB determines the household is eligible for the lottery, the applicant will receive an Application Number that solely designates the order that their application was received. The purpose of the Application Number is simply to keep all households names unknown when the Application Numbers are drawn at the lottery. Please keep your Application Number for the Lottery.

Step 2: The Lottery and Lottery Lists

The Lottery will be held on Thursday, Jan 9th, 2019 at Aldermanic Chambers at City Hall at 93 Highland Ave in Somerville. Households do not have to attend the lottery to get a unit, though lotteries are open to the public and all are welcome to attend. Lottery results will be sent to every applying household after the Lottery. They will also be available on the City's website. The lottery is held to determine each applicant's position on each Lottery List. There will be multiple drawings for every unit type (AMI and bedroom size) based on the preference pools for these units as follows: (1st preference) households currently living or working full-time in Somerville, (no preference) all other households.

After the Lottery, the Lottery Agent will notify all the lottery applicants of the results. The Lottery List by unit type will also be posted on the City of Somerville's website, please keep your Application Number to find your position on the Lottery Lists. The Lottery Lists will be established by separate drawings as follows:

The Lottery Lists for all 15 Condos

1. Lottery List for Four (4) 1BR 80% AMI Condos

1st Drawing: households who provided verification of currently living or working full-time in Somerville

2nd Drawing: all other households who applied for 80% AMI 1BR condos

2. Lottery List for Four (4) 2BR 80% AMI Condos

1st Drawing: households who provided verification of currently living or working full-time in Somerville

2nd Drawing: all other households who applied for 80% AMI 2BR condos

3. Lottery List for Four (4) 1BR 110% AMI Condos

1st Drawing: households who provided verification of currently living or working full-time in Somerville

2nd Drawing: all other households who applied for 110% AMI 1BR condos

4. Lottery List for Three (3) 2BR 110% AMI Condos

1st Drawing: households who provided verification of currently living or working full-time in Somerville

2nd Drawing: all other households who applied for 110% AMI 2BR condos

Once all of the Applicants have closed on all of the fifteen condos, the Lottery Lists for this development expire.

For example, if 10 households applied with a preference, and 10 households applied without a preference for the four (4) 1 BR 80% units, households with a preference would be assigned a number 1-10 in the order in which they were drawn in the lottery, and households without a preference would be assigned a number 11-20 in the order in which they were drawn in the lottery. SEB would begin to contact households who placed 1-4 on the lottery list; if any of those households were ineligible, SEB would move onto household 5 and so on until all of the units are purchased.

Step 3: Certification Application with SEB and City's Housing Division Review

After the Lottery, the Lottery Agent, SEB, will notify all the lottery applicants of the results.

SEB will contact as many households as there are units available on each Lottery List and inform them that they have until a given date (which will be approximately 10 days from the date of notification) to submit all required documentation for SEB's preliminary review based on the Inclusionary Program eligibility requirements under HUD Part 5. Upon receiving their Application Number prior to the lottery, all households will want to review the Documentation Requirement Guide for details on everything that will be required to complete the City's Housing Division Certification Application and start requesting and organizing those documents.

SEB goes through great lengths to ensure that files are complete when sent to the City's Housing Division but if the City's Housing Division needs any additional documentation to complete their eligibility review, they will notify SEB and SEB will notify the applicant. The applicant must submit any documentation requested by SEB and/or the City's Housing Division within 5 business days. Applicants who do not provide additional documentation and applicants that the City's Housing Division disqualifies will be removed from the Lottery List and lose their opportunity to move forward in this process. Once determined ineligible, as determined by SEB before the City's review, or after the City's review, the applicant will be notified and provided with seven (7) business days to appeal from the date the notification was sent. The appeal shall be sent to SEB and the City should be copied.

When the City's Housing Division has certified a household as eligible, they send a **Proceed Letter** directly to the household. The household will not need to undergo another review of eligibility so long as they close on their unit within one year of the Proceed Letter. The household must then reserve a unit, and sign a unit reservation agreement. The household must then schedule a Home Inspection and execute a Purchase and Sale Agreement within fifteen (15) days from the date the Proceed Letter is sent (please see next steps). Copies of the P&S and Home Inspection report must be provided to the City.

Any household who is contacted but fails to submit all required documentation (and if their initial submission is incomplete, any and all missing documentation) by the deadline given by SEB will be removed from the Lottery List. Similarly, any household who is over the income or the asset limit, or is unable to verify all claims in their application, or does not provide evidence of the ability to provide a minimum of the required 3% deposit at P&S signing will be removed from the Lottery Lists. Those households contacted who complete the eligibility review and are deemed eligible by SEB to move forward in the process will remain on the Lottery Lists until all of the affordable units are purchased. Once the units are all purchased in the initial conveyance, the Lottery List expires. The Lottery List will not be used for subsequent resales of the affordable unit.

All units are scheduled to begin occupancy beginning early 2019.

Households with positions lower on the Lottery List who were not asked to complete the Certification Application and submit missing documentation will keep their place on the Lottery List (behind the top households who went through the documentation update process and according to the order in which they placed in the lottery) and may be contacted in the near future if the applicants above end up not moving forward with the unit and a unit at Alloy becomes available as an initial conveyance only.

Step 4 Unit Reservation Agreement

When the City's Housing Division approves SEB's income certification that a household is eligible, they will issue a **Proceed Letter** to the eligible household. When a household is notified, they will be put "on the clock". When they are "on the clock", they will be given the contact information for Sales Office and they will have 5 business days to contact the Sales Office and complete a Reservation Agreement and view the unit.

When a household has received a Proceed Letter, it is recommended that they obtain an attorney who can assist with the review and execution of the Purchase and Sale Agreement.

The Reservation Agreement is a contract between the applicant and the developer which details the specific unit available for purchase, and the City will be copied on the Agreement. **When a Reservation Agreement is signed, a refundable deposit of \$500 is required.** This \$500 deposit will be deducted from the 3% required deposit at time of P&S. The deposit is refundable if the buyer is unable to secure a mortgage for the unit. Additionally, when a Reservation Agreement is signed for a unit, the household will be removed from all other Lottery Lists.

The next applicant on the lottery list will then be notified that they are next up if or when the applicant ahead of them either signs a Reservation Agreement or 5 business days elapse and no reservation has been signed. If an applicant fails to sign a Reservation Agreement, their Application Number will be removed from the Lottery List. At this point the household will be notified of this removal via email if an email was provided or via mail if no email was provided.

Age Qualified Households, Displaced Homemaker and Single Parent Exception:

Based on the lottery results and their positions on the Lottery List, households will be able to estimate when they are about to reach the top of the Lottery List and will therefore know how much time they will have to sell their home or finalize their divorce/separation. **Households who currently own a home when they applied for the lottery** will need to provide a copy of a signed Purchase and Agreement for their current home to SEB (the Lottery Agent) **at the time of income certification.** If the above household fails to provide the required documentation at the time of certification application, they will NOT be able to purchase a unit and they will be removed from the Lottery List.

Step 5: Schedule a Home Inspection & Sign Purchase and Sale Agreement

Within fifteen (15) days of the date the Proceed Letter is issued and after a household signs a Reservation Agreement, they must schedule a private Home Inspection of the condo and to sign a Purchase & Sale Agreement (P&S), within the time parameters as set out in the Proceed Letter. This deposit will be 3% of the sales price minus the \$500 deposited with the Reservation Agreement. The Purchase and Sale Agreement will have the anticipated closing date on it and must be shared with the City.

After the P&S is executed, the Alloy Condominium Sales Team will give the applicant a copy along with a copy of the sample Deed Rider (which should be attached to the P&S), and the Master Deed. You should have your attorney and the bank that is offering your mortgage commitment review these documents.

If the applicant fails to sign the P&S by the agreed upon date (or chooses not to sign it) or an extension for time is not mutually agreed upon by the seller and buyer, they will be removed from the Lottery List and the next applicant in line will then receive a Proceed Letter from the City.

A copy of the Home Inspection report and the executed P&S must be provided to the City's Housing Division.

Step 6: Obtain Mortgage Commitment

Mortgage pre-approval does not ensure a mortgage commitment. Once a household has a signed P&S, they will need to go back to their lender and obtain a Mortgage Commitment. This process will begin immediately after signing the P&S. Households do not need to go back to the same lender that gave them their pre-approval letter but it is highly recommended to stick with the same lender unless something falls through.

If a household fails to obtain a Mortgage Commitment by the mortgage contingency date in their P&S, their deposit will be refunded and they will be removed from the Lottery List. If a household is on more than one Lottery List for example, on both the 1BR at 80% and 2BR at 80% AMI then at this point the household would be removed from both Lottery Lists.

Please note that each lender will handle the Mortgage Commitment differently and this packet only serves as a guide through this process. Generally, the lender will want to see the Purchase and Sale Agreement, the Master Deed, the Condominium Documents and the Deed Rider. They will also do an appraisal of the property once the property is ready to move into. Once the appraisal is complete and underwriting is complete, the household will be able to close on the home.

Step 7: Affordable Housing Restriction Affidavit

After obtaining a Home Inspection report, P&S and Mortgage Commitment, and Appraisal you must submit a copy of all of these documents to the City's Housing Division.

The Affordable Housing Restriction Affidavit must be signed by all adult household members acknowledging they have received and reviewed the Affordable Housing Restriction and understand all obligations under the Restriction. This affidavit must be notarized and provided to the City's Housing Division before the anticipated closing date.

Step 8: Closing and Move-in

The City must provide a Deed Rider for the specific unit reserved ahead of Closing. Additionally, the household will need the originally signed Certificate of Compliance to record with the registry at Closing.

Once you have closed on the unit, you may move in. Additionally, once you have closed on the unit, there is NO future income or asset eligibility reviews provided that you do not propose any changes in the deed, but the City will check in with you annually to make sure you still live in the unit (see the Deed Rider Description on the following pages for more details).

If applying for the City's Closing Cost Assistance, the closing dates needs to be coordinated with the Housing Division staff as the closing cannot occur without the City assistance check in hand. Assistance analysis cannot begin until the Closing Disclosure is received. Should the household be determined eligible for assistance, loan documents must be executed and an assistance check can take 2-4 weeks to be generated.

DEED RIDER DESCRIPTION/ RESALE RESTRICTIONS

This is not the Deed Rider. The actual Deed Rider will be prepared by OSPCD and shared with the Closing Attorney and provided before the anticipated closing date.

Description of Deed Restriction

This opportunity to purchase an affordable unit is being offered through the Somerville's Inclusionary Housing Program. This requires that the unit remain affordable for future income eligible first time homebuyers in perpetuity.

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 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 property/unit must be used as your primary and principal residence. The Housing Division will conduct annual monitoring and owners will be required to submit documentation verifying the affordable unit is indeed their primary and principal residence.

✦ **You are not permitted to lease your affordable unit, nor use it for short term rentals with or without a lease.**

✦ **Refinancing:** Express written consent must be obtained from the City's Housing Division prior to refinancing your loan.

✦ **Notice to the City in the City of Somerville** in case of Foreclosure Notice and any other communications and disclosures made by the Mortgagee

✦ **The Owner grants the City or its designee the right and option to purchase** the unit upon receipt of the Foreclosure Notice.

✦ **Notice to the City of Somerville when selling your home/unit:** When you are interested in selling your home, you must contact the City of Somerville, OSPCD Housing Division. You must submit written notice of your intent to sell. The Housing Division will calculate the Maximum Sale Price using the formula set forth within in the Restriction and deed rider, as may be amended from time to time. The buyer must meet household size, income and asset criteria and the City must certify their eligibility. The buyer must also be a first time homebuyer.

Lottery Application for Income-Restricted Condos Available through the Inclusionary Housing Program at Alloy

Assembly Row, Somerville, MA

Applications with Mortgage Pre-Approvals, First-time homebuyer certificate or proof of enrollment in a course which will be completed by end of 2018 and Preference Documentation (if applicable) must be completed and delivered (not postmarked) by 2 PM on Monday December 10, 2018.

Directions:

To be considered complete this application must be filled out entirely and received by SEB before Monday December 10, 2018 at 2 PM for your application to be processed. Every space provided for initials must be initialed, even if you answer "N/A". If a question does not apply to you, check "N/A". LEAVE NOTHING BLANK. Complete applications must include Mortgage Pre-Approval letters including an interest rate/range for a 30 year fixed mortgage, First time homebuyer certificates and Preference verification dated within the last 30 days of submitting the application which verifies that the applicant is living or working full time (30/+ hrs. per week) in Somerville (if applicable) to receive a preference in the lottery.

DO NOT SEND APPLICATIONS TO ALLOY OR ASSEMBLY ROW.

DO NOT SEND APPLICATIONS TO SOMERVILLE'S HOUSING DIVISION

APPLICATIONS MUST BE DELIVERED/FAXED/EMAILED (NOT POSTMARKED) BY 2:00 PM Monday December 10, 2018.

Applications can be submitted the following ways:

Mail: SEB Housing
Re: Alloy
257 Hillside Ave
Needham, MA 02494
SEB is open M-F 10 am to 4 pm

OR

OR

Scan/Email: info@sebhousing.com

OR

Somerville drop box:

City Hall Annex on the 1st Floor
50 Evergreen Ave, Somerville (front entrance)
Mon-Wed 8:30-4:30, Thurs 8:30-7:30
Fr 8:30-12:30

OR

Fax: 617-782-4500

If faxing or scanning, be sure to transmit both sides of double-sided pages

Please read the Information Packet for more details and keep it for your record.

If you have any questions please leave a voicemail at: 617.782.6900

Applications can also be downloaded here: www.s-e-b.com/property/alloy/

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 Diversity, Equity and Inclusion, Nancy Salamoun, at 617-625-6600 x2323 or nsalamoun@somervillema.gov

ALLOY

No. of Units	Unit Type	Sales Prices*	Monthly Condo Fee**	No. of Bathrooms	Approx. Size (Sq. Ft.)	Minimum Household Size
80% Area Median Income (AMI) Units						
4	1BR	\$152,618	\$153	1	702-806	1
4	2BR	\$177,198	\$178	2	1,143-1,307	2
110% AMI Units						
4	1BR	\$215,802	\$217	1	726-855	1
3	2BR	\$250,073	\$251	2	1,178-1,307	2

**These are the established initial condo fees which are subject to change

MAXIMUM Gross Annual Income Limits		
Household Size	80% AMI Units	110% AMI Units
1	\$56,800	\$56,801 - \$83,006
2	\$64,900	\$64,901 - \$94,864
3	\$73,000	\$73,001 - \$106,722
4	\$81,100	\$81,101 - \$118,580
5	\$87,600	\$87,601 - \$128,066

Maximum Household Assets are \$250,000. Please note that funds in restricted retirement, college and health savings accounts do NOT count toward the asset limit.

For all units, ONE space can be rented (for free) at the Montaje garage (the apartment building next door). No additional parking spaces will be available for a second car.

All units will be ready for occupancy upon closing.

**Homes are pet-friendly but restrictions apply.
Alloy is a smoke free community.**



ALLOY

Please provide all the following contact information for the Head of Household:

Head of Household Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone:(_____) _____ Work Phone:(_____) _____

Cell Phone:(_____) _____ Employer Phone: _____

Email address: _____@_____

Please note: Providing your email should facilitate the process of completing your application as you will be notified of missing documentation faster than if we can only send notifications via postal mail. If you do not provide your email address or do not have an email address, we will contact you via postal mail. We will not contact you about future lotteries unless requested.

Check this box if you do not want your email included in the Inclusionary Housing Listserv. Those on the Listserv will be notified of future income-restricted rental and homeownership units available through the City of Somerville's Inclusionary Housing Program.

What language would you like SEB to communicate with you in if other than English? _____

Interpretation and translation services can be offered in Portuguese, Spanish & Haitian Creole

How did you hear about this opportunity? Email City Website Flyer Newspaper Family/friend
 Other _____

PREFERENCE INFORMATION (YOU MUST CHECK "YES" OR "NO")

Do you currently live in Somerville? YES NO

If YES, you must submit documentation dated within the last 30 days detailed below to receive a preference in the lottery. If you currently live in Somerville you must submit a copy of your most recent utility bill, or a copy of a current lease, or copy of a bank statement, or a copy of your cell phone bill, or your voter registration. The document must be dated within the last 30 days from the day that the application is submitted and must contain the applicant's name and address in Somerville.

Do you currently work 30 hours or more per week in Somerville? YES NO

If YES, you must submit documentation dated within the last 30 days detailed below to receive a preference in the lottery. If you currently work 30 or more hours per week in Somerville you must submit either (A) your most recent pay-stub that shows the Somerville address where you are employed more than 30 hours a week or, if your pay-stubs do not show those details, you need to submit (B) a signed statement from your employer on company letterhead that provides the address of the applicant's workplace, the employee's name and the number of hours per week worked in Somerville.

Head of Household Initial(s): _____

Other Adult Initial(s): _____

The following two questions are OPTIONAL and will not affect your eligibility in any way.

Which best describes your ethnicity? (Select one) Hispanic/Latino Non-Hispanic/Latino

Which best describes your race? (Select one)

White Black Asian or Pacific Islander Native American Other

Do you work for the City of Somerville, or do you have any family members that work for the City? *There is no preference given in the lottery if you, or a member of your family, work for the City of Somerville. This is simply a disclosure.* YES NO



ALLOY

HOUSEHOLD SIZE INFORMATION:

Please fill out the chart below for everyone who will be occupying the unit. Legally married couples shall be considered part of the household, even if separated (**separation agreements are not sufficient for homeownership units, you must be fully divorced**). Minors/dependents can only be considered part of the household if they live with one parent at least 51% of the year (183 days, including partial days, which do not have to run consecutively). Please note, an unborn child is NOT considered part of your household unless in your third trimester on or after Monday December 10, 2018 and the household submits a letter from a treating physician to this effect.

You MUST circle Y or N in the student question in the table below for EVERY household member.

NAME	AGE	HEAD OF HOUSEHOLD, CO-HEAD OR DEPENDENT	RELATIONSHIP TO APPLICANT LISTED AT THE TOP OF THIS PAGE	IS THIS PERSON A FULL-TIME STUDENT OR WILL BE A FULL-TIME STUDENT IN THE NEXT 12 MONTHS?
				Yes or No
				Yes or No
				Yes or No
				Yes or No
				Yes or No

(Please Note: A full-time student is only eligible for an income-restricted unit if they are a co-head of household with someone who is NOT a full time student and who they currently live with and will live with at Alloy.)

I certify that the number of people in my household is _____.

Please note: the number of people in your household is also the number of people you expect to move into a unit at Alloy and includes both children and adults.



ALLOY

CONDO SIZE YOU WISH TO PURCHASE:

Please check off the unit size you are applying for. There is a minimum of one person per bedroom so a one-person household cannot apply for a 2BR unit (unless the one person household has a disability and requires a reasonable accommodation for a second bedroom). A two-person household can apply for both a 1BR and a 2BR unit.

- 1 bedroom (homes at 80% AMI are \$152,618, homes at 110% AMI are \$215,802)
- 2 bedroom (homes at 80% AMI are \$177,298, homes at 110% AMI are \$250,073)

MORTGAGE PRE-APPROVAL AND FIRST-TIME HOMEBUYER DOCUMENTATION.

The following two pieces of documentation are required for ALL households

CHECK HERE THAT YOUR MORTGAGE PRE-APPROVAL LETTER IS ATTACHED TO THIS APPLICATION and that it meets each and every one of the following standards for this affordable housing program:

- The pre-approval must be for a 30 year fixed rate mortgage.
- The pre-approval must show an interest rate or an interest rate-range.
- The pre-approval CANNOT be from an Internet banking site.
- The pre-approval CANNOT be subject to credit, employment, or asset verification.
- The buyer must provide a down payment of at least 3%
- Pre-approval does not include conditions.

If you do not have a lender, the lenders listed on pages 8-9 of the Information Packet have agreed to provide mortgage pre-approvals at no cost.

Head of Household Initial(s): _____

Other Adult Initial(s): _____

CHECK HERE THAT YOU HAVE ATTACHED EITHER:

(A) YOUR FIRST-TIME HOMEBUYER CERTIFICATE dated within the last 3 years OR

(B) PROOF OF CURRENT ENROLLMENT IN A FIRST-TIME HOMEBUYERS TRAINING CLASS and that proof must state that the class will be completed by Wednesday, January 9th, 2019. Verifications of enrollment may include proof of registration from the agency hosting the course, including the dates of the course, receipts and confirmation emails of payments for courses (especially as it pertains to online courses). The enrollment verification should also include the course end-date. If selected in the application, the applicant must provide a Certification of Completion once the course has ended.



ALLOY

HOMEOWNERSHIP (CIRCLE "YES" OR "NO")

Has anyone listed on this application owned a home in the past 3 years or does anyone on this application currently own a home? YES NO

If you answered NO, please move on to the next page.
If you answered YES, please answer all the following questions.

To qualify as an age-qualified household, please answer the following question about the person that has owned a home in the past 3 years or who currently owns a home:

Are they age 55 or older? YES NO

To qualify as a displaced homemaker, please answer the following questions about the person that has owned a home in the past 3 years or currently owns a home:

Are they an adult? YES NO
Have they owned a home only with a partner? YES NO
While married did they not work full-time, full year in the labor force but worked primarily without remuneration to care for the home or family? YES NO
Are they currently legally separated from a spouse? YES NO
Has the home in question already been sold? YES NO

If you answered NO to the last two questions, you must finalize your separation and/or sell your home before you are eligible to purchase an affordable unit. Please read the Information Packet for more details.

To qualify as a single parent, please answer the following questions:

Do you have 1 or more child of whom you have custody or joint custody, or are you pregnant? YES NO
Did you own a home with your partner or reside in a home owned by your partner? YES NO
Has the home in question already been sold? YES NO
Are you unmarried or legally separated from your spouse? YES NO

If you answered NO to the last two questions, you must finalize your separation and/or sell your home before you are eligible to purchase an affordable unit. Please read the Information Packet for more details.

Head of Household Initial(s): _____

Other Adult Initial(s): _____



ALLOY

REASONABLE ACCOMMODATION

Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternative ways we need to communicate with you? Any requests for a change can also be made later in the process, prior to occupancy.

Yes

No

If yes, please explain in the space provided here or write a signed statement and attach it:

RELATED PARTY

Is any member of the household related to or employed by the developer, Federal Realty (FRIT)?

Yes

No

If yes, please explain the relationship in the space provided here:

INSTRUCTIONS FOR COMPLETING THE FOLLOWING INCOME TABLE

Please complete the Income Table on the following two pages. After the lottery, you will be asked to attach supporting documentation in the form of the **six (6) most recent, consecutive pay stubs and/or income statements for all sources of income, the three (3) most recent and consecutive months of all asset statements including but not limited to savings, checking, stocks, bonds and retirement accounts, W-2 statements, 1099s** and the **three most recent federal income tax returns** (including all attachments and amendments) for each member of the household.

For the purpose of **income determination**, "**Household**" shall mean all persons whose names would appear on the mortgage and/or deed and also all persons who intend to occupy the housing unit as their permanent primary residence, even if they are not included on the mortgage. Legally married couples shall be considered part of the household, even if separated unless the applicant can provide a copy of a fully executed separation agreement AND leases/affidavits from both parties proving they live at separate addresses. The incomes of *all* household members will be included, with the exception of income from employment for household members under the age of 18 or any income over \$480/year of full-time students who are dependents (but please note that documentation of income for those dependents still needs to be supplied. The educational institution must also supply verification of their student status).

Please note:

1. Gross income from current wages, salaries, tips, etc. is the full amount, before any deductions, and is the amount used to determine current annualized income.
2. For self-employed applicants- include the contract or job name, if any, in the space provided. You will be directed to all the additional documentation you will need to submit in **Section 2**.
3. "Interest Income" refers to any amount that you receive from any asset except for amounts drawn down from a retirement account or 401K as those go on the lines for "pension" or "retirement funds".
4. Income includes upcoming raises, bonuses and commission for the upcoming 12 months from the time of income certification.
5. If your income is very close to the limit take a close look at your income and consider asking your employer about any upcoming changes as the income certification will include SEB verifying your earned income with your employer.
6. The income limit is final. There are no exceptions to the income limit. Make sure to disclose the correct amount.



ALLOY

Household Member Name	Source of Income	Current GROSS Monthly Income
	Pension (list source)	
	Pension (list source)	
	Retirement Funds	
	Unemployment Compensation	
	Workman's Compensation	
	Severance Pay	
	Title IV/TANF	
	Full-Time Student Income (18 & Over Only)	
	Full-Time Student Income (18 & Over Only)	
	Periodic payments from family/friends & Recurring Gifts (i.e. rent assistance from family)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Other Income (name/source)	
	Other Income (name/source)	
	Gross Monthly Household Income (GMHI)	\$ /month
<p>GMHI x 12 = Gross Annual Household Income \$ /year</p>		



ALLOY

IF THERE IS ANY INCOME OVER THE NEXT 12 MONTHS **NOT** REFLECTED IN THE TABLE ABOVE (SUCH AS END-OF-YEAR BONUSES, ANTICIPATED RAISES), PLEASE DETAIL THAT INCOME BELOW (EX: "JOHN DOE WILL RECEIVE A \$1,000 BONUS AT THE END OF THE CALENDAR YEAR")

--

Head of Household Initial(s): _____

Other Adult Initial(s): _____



ALLOY ASSET TABLE

If a section doesn't apply, cross out or write NA. In the next section you will be directed to submit detailed bank/balance statements for EVERY ASSET listed here. If any household member has divested themselves of an asset for less than full and fair present cash value of the asset within two years prior to this application, the full and fair cash value of the asset at the time of its disposition must be listed below.

Checking Accounts	Bank Name	Last 4 Digits of Acct Number	Amount	
			Balance \$	
			Balance \$	
			Balance \$	
Savings Accounts			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
Venmo/Paypal/ Cash Apps			Balance \$	
			Balance \$	
Trust Account			Balance \$	
Certificates (or CDs)			Balance \$	
			Balance \$	
			Balance \$	
Savings Bonds	Maturity Date:		Value \$	
	Maturity Date:		Value \$	
401k, IRA, Retirement Accounts (Net Cash Value)	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
Mutual Funds	Name:	# of Shares:	Interest/ Dividends	Value
			\$	\$
			\$	\$
			\$	\$
Stocks			\$	\$
			\$	\$
			\$	\$
Bonds			\$	\$
			\$	\$
Cryptocurrency (Bitcoin, Litecoin, Ethereum, etc.)			\$	\$
			\$	\$
			\$	\$
Investment Property			Appraised Value \$	



ALLOY

REAL ESTATE

Do you, or anyone on this application, own any property or have owned property in the past 3 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you, or anyone on this application, entitled to receive any amount of money from the sale of any property? (currently or thru an upcoming court settlement)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes to either question, type of property:</i>		
Location of property:		\$
Appraised Market Value:		\$
Mortgage or outstanding loans balance due:		\$

Head of Household Initial(s): _____

Other Adult Initial(s): _____

INITIAL HERE → _____ that you have read and understand the following statement:

I/we understand that the mortgage pre-approval process should be my first step in documentation gathering as this entire process and program eligibility depends on my ability to eventually get a mortgage so I/we can purchase an income restricted affordable condo unit. I also understand that I/we should make copies of all the documentation I/we give to my bank as I/we may need copies to submit later in this process. I/we understand that I/we can go to any lender of my/our choosing as long as the pre-approvals abide by the above standards but it is strongly recommended that I/we talk to a lender that has familiarity with deed-restricted units as they will be more familiar with the process, mortgage requirements, and Deed Restrictions than a lender with no experience in affordable housing.



ALLOY

You must now initial the statement above, and read, sign and date the next page.

You MUST attach a mortgage pre-approval with this application, as detailed on page 5.

If you are applying for any preference on page 3, you MUST submit the documentation described for that preference with this application if you wish to receive that preference.



ALLOY

Please read each item below carefully before you sign.

1. I/we hereby declare under pain and penalty of perjury that the information provided on every page of this application is true and correct. I/we understand that if any sources of income or assets are not disclosed on this application, or any information provided herein is not true and accurate, this application may be removed immediately from further consideration and I/we will no longer be allowed to purchase a unit.
2. I/we understand that this application will be incomplete if I/we do not sign and date this page and initial at all indicated points in the application.
3. The undersigned certify that none of the people listed in this application, or their families, have a financial interest in the development and none of the people listed in this application can be considered a Related Party to those with a financial interest.
4. The undersigned certify that the affordable unit will be undersigned's principal residence and the undersigned cannot reside in a home elsewhere while owning an affordable unit. I/we understand that the City of Somerville's Monitoring and Compliance team will be monitoring on an annual basis that this unit is my/our principal residence. I/we agree to cooperate with the annual monitoring and will supply documents in a timely manner.
5. I/we understand that this unit is deed restricted in perpetuity. I/we understand that, if and when I/we am interested in selling this unit, I/we must contact the City of Somerville's Housing Division and they will be calculating the maximum sales price to ensure this unit is affordable to households at the Area Median Income (AMI) limit that the unit is set for.
6. I/we understand that the Purchase and Sales Agreement for the unit to be occupied through the City of Somerville's Inclusionary Housing Program may be subject to cancellation if any of the information above is not true and accurate.
7. As the Restriction requires, I/we expressly agree to deliver the Foreclosure Notice and any other communications and disclosures made by the Lender pursuant to the Restriction to the City of Somerville's Housing Division. I/we agree to grant to the City or its designee the right and option to purchase the Affordable Unit upon receipt by the City of the Foreclosure Notice.
8. I/we understand that this is a preliminary application and the information provided **does not** guarantee housing.
9. I/we understand that any material change in the income or assets of my household that occurs after the submission of this application may make me ineligible to purchase an inclusionary unit. I understand that any changes to income or assets must be reported to SEB Housing.
10. I/we understand that Mortgage Co-signers are not permitted unless the co-signer is also a household member who will reside in the unit.
11. I/we acknowledge that if my email address is provided in this application, SEB Housing will correspond with me by email instead of postal mail unless I/we make a written request otherwise. I/we understand that any changes to my contact information must be reported to SEB Housing. I/we understand that I/we must check my/our junk folder to ensure emails from SEB Housing are not there.
12. I/we acknowledge that the determination of eligibility by SEB Housing is based upon the guidelines that govern the City of Somerville's Inclusionary Housing Program and, as such, barring any confirmed error verified through an appeal by SEB Housing in applying the guidelines and/or calculating income, the decision is final and I further agree to hold harmless SEB Housing from any claim(s) related to this application. I/we understand we have a right to appeal the income determination, and that we should notify SEB Housing within one (1) week of a negative decision that I/we wish to appeal the determination.
13. The undersigned give consent to the City of Somerville, SEB Housing LLC and Federal Realty or their assigns to verify the information provided in this application. The undersigned authorize the release of information necessary in determining income and assets from third-party references.



ALLOY

Head of Household's Signature

Date

Co-Head of Household's Signature

Date

Submit complete application with first time homebuyer certification or verification of enrollment in a course, which will end by Wednesday January 9, 2019, a mortgage pre-approval letter and if applying for preference, all required preference documentation by the date on the cover page to:

Mail: SEB Housing

Re: Alloy

257 Hillside Ave

Needham, MA 02494

SEB is open M-F 10 am to 4 pm

OR

OR

Scan/Email: info@sebhousing.com

OR

Somerville drop box:

City Hall Annex on the 1st Floor

50 Evergreen Ave, Somerville (front entrance)

Mon-Wed 8:30-4:30, Thurs 8:30-7:30

Fr 8:30-12:30

OR

Fax: 617-782-4500

If faxing or scanning, be sure to transmit both sides of double-sided pages

This development does not discriminate in the selection of applicants on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.



**ALLOY
DISCLOSURE STATEMENT
Deed-Restricted Home Ownership Units**

This opportunity to purchase an income-restricted unit at a significant discount is being offered through the Somerville's Inclusionary Housing Program. This requires 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 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 property/unit must be used as your principal residence. The Housing Division's Monitoring and Compliance team will conduct monitoring and owners will be required to submit documentation on an annual basis to verify this.

*** Leasing and Refinancing:** Expressed written consent must be obtained from the City of Somerville OSPCD, Housing Division's Compliance and Monitoring team prior to refinancing your loan. The property cannot be leased, nor used for short term rentals with or without a lease, no exceptions.

*** 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 written intent to sell and provide current documentation of fees associated with the unit. OSPCD will calculate the Maximum Sale Price using the formula set forth within in the Restriction and Deed Rider, as may be amended from time to time. In all cases, the buyer must meet income and asset criteria and the City must certify their income and eligibility. The buyer must also be a first time homebuyer.

Execution at Time of Application for Deed-Restricted Housing
(please print and sign your name below)

Head of Household Printed Name

Head of Household Signature

Co-Head of Household Printed Name

Co-Head of Household Signature

Dated: _____

