

An Affordable Re-sale Opportunity at 88 Wheatland Street Unit #3



Developed by

Somerville Community Corporation

In Cooperation with the

City of Somerville & DHCD

INFORMATION PACKET & APPLICATION



Introduction

The Mayor's Office of Strategic Planning and Community Development is pleased to announce the re-sale of a two (2) bedroom condominium to an income eligible household at an affordable price. The two (2) bedroom unit will be offered to a household earning less than 80% of area median income (see eligibility table on page 3). There are no preferences for applicants living or working full-time in Somerville because this is not an initial lottery for a DHCD deed-restricted unit.

As a deed-restricted unit, this condo. will have a deed rider that will be filed along with the unit deed and mortgage at the time of purchase. This means that the price at which the unit is re-sold will be restricted and any subsequent owners will also have an income of no more than 80% of AMI. This will ensure that the unit remains affordable in the long term. More information on the deed rider and restrictions can be found on pg. 8.

Building Description

88 Wheatland St. #3 is part of an eight (8) unit development that was completed in 2001 by the Somerville Community Corporation (SCC) with funds from the HOME Program. All of the units in the building are affordable to moderate income households in what was once an abandoned piano-parts factory in Somerville's Winter Hill neighborhood and.

Unit Description

Unit 3 is a two (2) bedroom, one (1) bathroom unit measuring approximately 992 sq. ft. and will be offered to households earning at or below 80% of the Area Median Income (AMI). The sale price is **\$138,301.00** with a monthly condo. fee of \$400; although the fee is subject to change in the future. It is a ground floor well designed corner unit, including numerous closets, high ceilings a washer/dryer, modern kitchen, central air conditioning and one deeded parking space included in the price.

Eligibility Restrictions

Asset limits apply. The head of household cannot be a full-time student.

Household Size

A "household" includes all persons who will be residing with you in the unit you are applying for this includes children, teenagers and adults. A household member can be referred to as a household member even if the person does not earn income. Applicants must be in a household with a **minimum of 2 people** to be eligible to apply for this unit because it is a two (2) bedroom unit. One person households may not apply to purchase this unit unless they are eligible for a reasonable accommodation.

Income Eligibility

In order to be eligible to purchase this unit, annual income must be within the guidelines listed in the table below. If your household's **gross annual income is at or**

below 80% AMI, you may be eligible. While the City does not set a minimum income requirement, applicants must have sufficient income to support a monthly mortgage, condo fees (\$400/mo.), utilities and quarterly taxes. Lenders determine the minimum amount they are comfortable underwriting.

Maximum Gross Annual Household Income

No. of persons in household:	2 Persons	3 Persons	4 Persons	5 Persons
80% Area Median Income:	\$64,900	\$73,000	\$81,100	\$87,600

The combined annual income from **all** sources and for all income-earning members of the household must not exceed **80% AMI adjusted by household size, as indicated above.**

Complete Application

A complete application includes:

- 1) An application completely filled in and signed by all household members 18 +, if a question is not applicable do not leave it blank
- 2) A valid First-Time Homebuyers Certificate (see below), or proof of enrollment in a MHC approved class scheduled to be completed by October 12, 2018, and
- 3) Mortgage Pre-Approval letter including an interest rate or interest rate range for a 30 year fixed mortgage covering the cost of the home.

*Applications that **do not** include this information will not be considered.*

First-Time Homebuyers

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 or 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 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.

Applicants are required to complete a Massachusetts Housing Collaborative (MHC) approved first-time homebuyer's course and submit a copy of a currently valid certificate of completion with the application. Proof of enrollment in a first-time homebuyer's class with the submission of the application will also be accepted; however the course must be completed before the expected closing date (October 12, 2018). If submitting only verification of enrollment, you will be required to submit the certificate of completion before closing. **Certificates of completion that are dated more than three (3) years from the date of application will not be accepted.**

First Time Homebuyer Courses

In Somerville, MHC approved first time homebuyer courses are taught monthly at Somerville Community Corporation (SCC) in Union Square. The next class will take place four (4) weekday evenings from 6-9 PM on September 12, 13, 19 & 20th. You can register for this class by contacting Janine Lotti at 617-776-5931 ext.9906 or by emailing her at jlotti@somervillecdc.org. In person classes cost \$45 while online courses cost \$100.

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

Bank Pre-Approval Financing

Applicants are required to submit as part of their application a **mortgage pre-approval letter for a 30 year fixed mortgage, the letter must include an interest rate or interest range**. The pre-approval must be valid through the lottery date Aug. 27th 2018.

Note: Pre-qualification letters will not meet this requirement.

Pre-approval letters from internet banking sites do not meet this requirement.

Pre-approval letters subject to credit, employment, or asset verification do not meet this requirement.

Applicants must have at least 3% of purchase price (\$4,149.03) available for down payment. Applicants must not cover any additional fees such as seller's closing costs, and are not required to pay any additional down-payment above 3% unless otherwise required by lending institution to acquire the 30 year fixed mortgage.

PARTICIPATING BANKS & LENDING INSTITUTIONS*

*Each institution has agreed to provide **free pre-approval services** and information on the best mortgage product available to suit your needs.*

Winter Hill Bank
342 Broadway
Somerville, MA. 02145
Office: (617) 629-3330 Cell: 978-500-4746
Contact: Rich Vernet
Email:rhvernet@winterhillbank.com

Eastern Bank
250 Elm Street
Somerville, MA. 02144
(617) 628-9700
Contact: Francisco Rodriguez

Cambridge Savings Bank
1374 Massachusetts Avenue
Cambridge, MA.02138
(617) 441-4137
Contact: Rick Garber

East Cambridge Savings Bank
292 Cambridge Street
Cambridge MA 02141
(617) 551-2453/ prizzo@ecsb.com
Contact: Tricia Rizzo

*These are meant as examples only. You are free to use any lender you wish given they are providing a 30-year fixed rate standard mortgage.

Pre-Lottery Application

Pre-lottery applications will be available through the City of Somerville's Housing Division starting, Monday August 13th 2018 on the City's website www.somervillema.gov/inclusionaryhousing. Pre-lottery applications can also be acquired by stopping by the City Hall Annex from 8:30-4:30 PM on Monday-Wednesday, Thursday 8:30-7:30 PM or Friday 8:30- 12:30 PM and the City of Somerville's Public Libraries. Please contact Andres Bueno at 617-625-6600 ext. 2584 or at abueno@somervillema.gov if you have any additional questions or to request an application if not attached to this information packet.

Only complete applications can be submitted. A complete application will have all questions answered and all adult signatures included on the last page. To be considered complete the application must also include the following;

1. A valid first time homebuyer's certificate or verification of enrollment in an MHC approved course scheduled to end before October 12, 2018.
2. Mortgage pre-approval letter for a 30 year fixed mortgage including an interest rate or interest rate range.

The Housing Division will review complete applications as they are submitted. Once the applications are reviewed ahead of the lottery applicants will receive verification of the pre-lottery eligibility with a unique identifier via email.

Lottery

A lottery will take place on Monday, August 27th at 2:45 PM in the Auditorium of the Somerville Main Public Library located at 79 Highland Ave., Somerville. All participating applicants will have received unique identifiers ahead of the lottery. Applicants must not be present at the lottery. All unique identifiers will be called in the order in which they are drawn and placed on a lottery list. All applicants will be notified of their standing on the lottery list within two weeks from the lottery date via email. The applicant whose unique identifier is pulled first will be contacted immediately via phone and email. This household will have five (5) business days to income certify with the Housing Division. Household no. 2 will be notified if the first household is not found to be eligible.

Income Certification

Household no. 1 will have five (5) business days to submit tax returns, income and asset documentation to the Housing Division to conduct an income certification

The list below includes required documents during the income certification:

1. Last three (3) years of federal tax returns including all W2s, all pages and all schedules.
2. Most recent three (3) months of consecutive paystubs and/or other income documentation (child support, pensions, Social Security Benefits etc.)
3. Employer verification forms signed by employee(s) with the employer's contact information (to be sent directly to employers by the City)
4. Most recent three (3) consecutive months of all asset statements for all household members (including but not limited to: checking, savings, Mutual Funds, IRAs, 401(K)s, CDs, PayPal, Venmo, Square, or any other digital currency).
5. Statements of no income for any adults in the household who do not receive any income signed by both the adult not receiving income and head of household.
6. Social security cards for all household members.
7. Affordable Housing Restriction Affidavit must be notarized
8. Other documents may also be requested by the City at the time of income certification.

Proceed Letter

If household is found income eligible the Housing Division will provide a Proceed Letter outlining the next steps. Once certified and after receiving a Proceed Letter, the buyer will have 15 days to enter into a Purchase and Sale Agreement (P&S) with the owner and have a private home inspection scheduled. 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 owner will agree to a mutually convenient closing date included in the P&S.

Description of Affordable Housing Restriction

This opportunity to purchase an affordable unit at a significant discount is being offered through the HOME Investment Partnership Program. The Commonwealth of Massachusetts, acting by and through the Department of Housing and Community Development (DHCD) and the City of Somerville provided financing for this property. 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 permanently and will apply to you and all subsequent owners. The following is an overview of the most important aspects of the Deed Rider and is meant for informational purposes only. If selected, you are strongly encouraged to seek legal advice and review the total document.

- **Principal Residence:** The property/unit must be used as your principal residence. It cannot be rented.
- **Leasing and Refinancing:** Express written consent must be obtained from the City of Somerville OSPCD, Housing Division prior to refinancing your loan. Your finance cannot exceed the then current value of your property.
- **Notice to the City of Somerville when selling your home/unit:** When you want to sell your home, you must contact the Somerville Community Corporation (SCC), City of Somerville, OSPCD Housing Division and the Department of Housing and Community Development (DHCD) in writing of your intent to sell. With the notice of intent to sell you must include the amount of secured debt on the property, the total amount of principal payments made on the secured debt and a description of the nature and cost of any capital improvements to the property, the cost of which you wish to recover. An appraisal of the fair market value must also be included with the notice. DHCD will calculate the Base Price equal the sum of (v) the cost of the appraisal delivered with the notice, (w) the purchase price paid by you, (x) the documented total cost of capital improvements made by you, which costs shall be subject to approval by the City and DHCD, in their sole discretion, at the time of the sale or transfer, (y) excise taxes incurred by the you in connection with the sale of the property and (z) a return on your investment equal to the product of (i) the sum of your original down payment plus one-half of the aggregate of regular principal payments made by you on the allowable secured debt on the property multiplied by (ii) a fraction, the numerator of which shall be the Price Index for the last month preceding the notice minus the Price Index for the month preceding your purchase and the denominator of which shall be the Price Index for the month preceding your purchase. The City conducts annual monitoring, and compliance with the monitoring is mandatory.
- You can hope for a small, modest increase in the re-sale price, however, you will not receive an increase like you will see on the open market. The price ***does not*** increase a set percentage every year. Remember, upon re-sale, the units must

remain affordable to another income eligible first time homebuyer with income at 80% Area Median Income adjusted by household size.

Important Dates/Next Steps

- Two open houses will be held on: **Thursday August 16, 6:30 PM-8:00 PM** and **Saturday August 18, 11:30 AM – 1:00 PM.**
- Complete pre-lottery applications including a valid mortgage pre-approval letter & a first-time homebuyers certificate submitted to Andres Bueno, Housing Program Specialist by Aug. 20th 2018 at 12 PM
- The lottery will be held on Monday, August 27th 2018 at 2:45 PM in the Main Somerville Public Library
- Friday, August 31st 2018 will be the deadline for household no. 1 to submit income certification documents
- Proceed Letter will be issued to an eligible household
- Eligible household will have 15 days to schedule a Private Home Inspection and execute a Purchase & Sale (P&S) agreement
- Obtain a mortgage
- Closing approximately October 12, 2018
- Projected Occupancy: Fall 2018

Completed Pre-lottery Applications include a valid first-time homebuyer's certificate and a valid mortgage pre-approval letter for a 30 year fixed mortgage including an interest rate or interest rate range covering the price of the home, must be submitted to Andres Bueno by **Monday, August 20th at 12 PM (noon)** via email at abueno@somervillema.gov fax at 617-666-8035 or dropped off at: 50 Evergreen Ave Somerville, MA 02145.

Please keep this packet for reference as you proceed through the application, lottery and certification process and if you have any questions call Andres Bueno at 617-625-6600 ext. 2584.



Oportunidad de REVENTA Económica

Alcalde Joseph A. Curtatone se complace en anunciar la REVENTA de un condominio, con restricción de ingreso y sujeto a una Restricción de Viviendas Asequibles disponible a compradores por primera vez a un **precio económico de \$138,301**

El edificio ubicado al no. 88 de la calle Wheatland era una fábrica, de partes de pianos, abandonada y en el barrio de Winter Hill en Somerville. Esta fábrica abandonada fue convertida por SCC y completado en 2001 con fondos del Programa HOME ocho (8) condominios nombrados 88 Wheatland. Todas las unidades que se encuentran al 88 Wheatland son sujetas a una Restricción de Viviendas Asequibles en perpetuidad para viviendas con ingresos medianos. La unidad no. 3 se encuentra en la esquina en el primer piso, fue muy bien diseñada, incluye armarios numerosos, techos altos, lavadora/secadora, cocina moderna, AC central y un estacionamiento en escritura e incluido en el precio. Esta unidad será ofrecida a **compradores preparados** por primera vez y con ingresos elegibles que puedan entrar en un Acuerdo de Compra y Venta en 15 días siguiendo la certificación de elegibilidad por el Departamento de Viviendas de La Ciudad de Somerville. Compradores interesados deben estar preparados para proceder y cumplir con las restricciones y requisitos de elegibilidad de ingreso. Compradores de esta unidad serán sujetos a las mismas disposiciones de valor de la vivienda y reventa.

Unidad no.3:

992 pies cuadrados Dos cuartos con un baño

Precio de Venta \$138,301

Cuota de condominio \$400 por mes

Máximo ingreso anual (en bruto) por número de personas en su vivienda:

Número de personas en su vivienda	2 Personas	3 Personas	4 Personas	5 Personas
Máximo ingreso anual	\$64,900	\$73,000	\$81,100	\$87,600

Compradores pueden ser elegibles para el Programa de Asistencia de Costos de Cierre, que ofrece un préstamo de un máximo de \$,5000 con 0% de interés a compradores elegibles por ingresos que demuestren necesidad.

Fechas de Casa Abierta: No. 1 Jueves, 16 de Agosto a las 6:30 PM-8:00 PM

No. 2 Sábado, 18 de Agosto a las 11:30 AM-1:00 PM

Fecha Límite de Inscripción: Lunes 20 de Agosto 2018 a las 12:00 PM

Lotería: Lunes 27 de Agosto, 2018 a las 2:45 PM en la Biblioteca Principal de Somerville ubicada en el 79 Highland Ave

Restricciones de Elegibilidad

- Solicitantes necesitan ser elegibles y deben ser compradores por primera vez;
- Ambos jefes de familia no pueden ser estudiantes de tiempo completo; Un mínimo de dos (2) personas;
- Esta unidad tiene que ser su residencia principal, no se permite rentar esta propiedad;
- **Se aplicarán las restricciones de propiedad con respecto a la equidad y la reventa de la unidad.** Otros requisitos de elegibilidad y restricciones pueden aplicar.

Proceso de Inscripción y Lotería

1. Aplicaciones estarán disponibles Lunes 13 de Agosto en: somervillema.gov/inclusionaryhousing o en la oficina del Departamento de Viviendas que se encuentra en City Hall Annex ubicado en: 50 Evergreen Ave también en City Hall y las bibliotecas de la Ciudad de Somerville

2. Aplicaciones completas tienen que ser entregadas al Departamento de Viviendas con: I) una carta de pre-aprobación de hipoteca actual incluyendo tasa / rango de interés, II) un certificado válido de clase de capacitación para compradores de vivienda con fecha dentro de los últimos 3 años a partir de la fecha límite de solicitud o comprobante de inscripción actual en una clase de capacitación para compradores de vivienda nueva antes del 12 de Octubre.

3. Las viviendas elegibles serán notificadas de su elegibilidad y participación en la lotería antes de la lotería por correo electrónico. Al momento de la lotería, la primera vivienda escogida tendrá que entregar comprobantes de ingreso, cuentas bancarias y activos de los tres (3) meses más recientes y los últimos tres (3) años de declaraciones de impuestos federales, documentos adicionales pueden ser pedidos.

4. El Departamento de Viviendas emitirá una carta "Proceed Letter" a una vivienda elegible y en ese momento tendrá 15 días para entrar a un Acuerdo de Compra y Venta.

Para obtener más información sobre el proceso de solicitud, comuníquese con Andres Bueno al 617-625-6600 x2584 o por correo electrónico a abueno@somervillema.gov



PRE-LOTTERY APPLICATION FOR CITY OF SOMERVILLE AFFORDABLE HOUSING OPPORTUNITY

88 Wheatland St. #3
2 BR at 80% AMI
SALE PRICE: \$138,301.00

A. GENERAL INFORMATION

You must include information about all household members including income, assets and debt (regardless of whether they will be on the mortgage).

Please answer all questions. Incomplete applications will be disqualified.

Applications are not complete without the following documents;

- BANK PRE-APPROVAL for a 30 year fixed mortgage and must incl. interest rate/range
- First Time Homebuyer Class Certificate (or verification of enrollment and that class will be completed by closing date)

Additional income documentation will be requested at time of income certification includes but is not limited to: employer verification form, 3 consecutive months of paystubs/income statements, 3 consecutive months of asset statements for all accounts owned, last 3 federal and state income tax returns, all pages, schedules, 1099s and W2s

B. APPLICANT INFORMATION

Head of Household: _____

Co-head of Household: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone No.: _____ Work Phone #: _____

E-mail Address: _____

How did you hear about this opportunity? _____

Do you currently live or work full-time in Somerville? Yes No

Is any member of your household a City employee? Yes No

Is the head of household a full time student? Yes No

Is the co-head of household a full time student Yes No

Please note: Both head of households cannot be full time students. Full time students are not eligible to participate in this HOME funded opportunity.

The following two questions are optional and not a requirement to participate in the Inclusionary Housing Program:

What is the head of household's ethnicity? Hispanic Non-Hispanic

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

- African-American/Black (non-Hispanic)
- American Indian/Alaskan Native
- Asian
- Caucasian (non-Hispanic)
- Native Hawaiian/ Other Pacific Islander
- Other

Total number of persons in household: _____

List all household members (including yourself and children who would move into unit)

FULL NAME	SOCIAL SECURITY #	AGE	RELATIONSHIP TO HEAD OF HOUSEHOLD	TYPE OF INCOME

C. HEAD OF HOUSEHOLD INCOME INFORMATION

1. Head of Household's Present Gross Monthly Income _____

Overtime, Bonuses, etc. _____

Employer's Name and Address: _____

Employer's Phone Number: _____

Length of Employment: _____

All Other Sources of Income:

Including but not limited to other jobs, child support, pension, benefits, etc.

Source: _____ Monthly Amount: _____

Source: _____ Monthly Amount: _____

2. Co-Head of Household's Present Gross Monthly Income _____

Overtime, Bonuses, etc. _____

Employer's Name and Address: _____

Employer's Phone Number: _____

Length of Employment: _____

All Other Sources of Income:

Source: _____ Monthly Amount: _____

Source: _____ Monthly Amount: _____

D. INCOME FROM OTHER HOUSEHOLD MEMBERS

1. Other Household Members:

Household Member's Name: _____

Present Gross Monthly Income _____ Overtime, Bonuses, etc. _____

Employer's Name and Address: _____

Employer's Phone Number: _____

Length of Employment: _____

All Other Sources of Income:

Source: _____ Monthly Amount: _____

Source: _____ Monthly Amount: _____

2. Other Household Members:

Household Member's Name: _____

Present Gross Monthly Income _____ Overtime, Bonuses, etc. _____

Employer's Name and Address: _____

Employer's Phone Number: _____

Length of Employment: _____

All Other Sources of Income:

Source: _____ Monthly Amount: _____

Source: _____ Monthly Amount: _____

E. FIRST-TIME HOMEBUYER STATUS

Have you owned a home or joint interest in a home in the three years prior to the date of this application?

Yes No

If yes, please explain: _____

F. ASSETS

List all Savings/checking and other assets, including accounts such as a 401(k), IRA, Certificate of Deposit, Venmo, Paypal, Bitcoin accounts etc.

Name on Account	Bank/Institution	Account Type	Current Balance

- Are Additional funds available for a down payment? Yes No
- Will any portion of your down payment be derived from **GIFT** money? Yes No
- Describe amount and source of additional down payment: _____

G. DEBT INFORMATION

1. Applicants Present Monthly Rent: _____

Do you have a lease? Yes No If yes, when does it end? _____

2. List any Debt, other than credit cards, that requires a scheduled payment for any household member:

Source of Debt	Balance Due	Monthly Payment

3. List all credit cards, with present balance due and monthly payments being made:

Credit Card Name	Balance Due	Monthly Payment

4. Have you ever been past due on *any* credit or loan account? Yes No

If yes, explain: _____

H. NOTIFICATION

All information you provide here will be treated as confidential and used by our office to determine eligibility in purchasing this homeownership unit available for resale through the City's HOME funded Affordable 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. Additionally, DHCD must also review and approve the income certification. The applicant certifies all information in this application is true to the best of his or her knowledge and belief, and no information has been included or excluded which might reasonably affect judgments regarding applicant's eligibility.

This opportunity is for READY-FIRST TIME HOMEBUYERS only. You must submit an acceptable mortgage pre-approval with this application.

The mortgage preapproval must have conventional terms (30 year fixed rate standard mortgage). It must list an interest rate or interest rate range and be for an amount sufficient to cover the cost of the unit. The mortgage preapproval must be from a bank using conventional underwriting criteria. Preapprovals from other sources will not be accepted. Your mortgage pre-approval cannot be subject to conditions relating to confirmation of income, work history or satisfactory credit reports.

A mortgage pre-approval may take 2-4 weeks for a bank to process, and will require that you provide significant documentation to the lender. Therefore in order to obtain a qualified mortgage pre-approval, **you should apply immediately.**

If you do not submit an acceptable mortgage preapproval with this application, you will not be eligible. Pre-qualifications are not accepted. The lending institution must review the applicant's income and asset statements, credit report and debt before providing a pre-approval.

I have read and understand the conditions of the mortgage pre-approval, the deed rider and affordable housing resale restrictions and the deadlines as described above. I certify under penalty of perjury that the information I have provided is complete and accurate. I understand that the provision of false information and statements are grounds for ineligibility under the City of Somerville's HOME Funded Affordable 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

Other Adult of Household's Name

Other Adult's Signature

Date

EMPLOYMENT VERIFICATION

Fill in the name and address of Employer

TO: _____

DATE: _____

Full name of applicant employed at above mentioned location: _____

I hereby authorize release of my employment information.

X _____

Signature of applicant employed at location above

Date _____

=====

The individual named above is an applicant of a City of Somerville housing program that requires verification of income. The information provided will remain confidential to and used only for income verification purposes. Your prompt response is crucial and greatly appreciated.

City of Somerville-OSPCD representative

_____ Date

Andres Bueno

Please return form to: Andres Bueno

abueno@somervillema.gov

or

City of Somerville-OSPCD/Housing ATTN: Andres Bueno

City Hall Annex, 50 Evergreen Avenue

Fax: (617) 666-8035

Somerville, MA 02145 (617) 625-6600 x 2584

=====

This section below to be completed by employer:

Employee Name: _____ Job Title: _____

Presently Employed: Yes _____ Date First Employed _____; No _____ Last Day of Employment _____

Current Gross Wages/Salary \$ _____ / (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

Average # of regular hours per week: _____

Year-to-date earnings: \$ _____

Number of weeks per year: _____

From _____ to _____

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Shift Differential Rate: \$ _____ per hour Average # of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

Is any change in the employee's rate of pay anticipated within the next 12 months: _____ Effective date: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s) _____

Additional remarks: _____

Employer's Signature

Employer's Printed Name and Title

Date

Employer (Company) Name and Address

Phone

Fax

E-mail