FOUR (4) INCOME-RESTRICTED CONDOS AVAILABLE FOR SALE

CEDAR PLACE CONDOMINIUM

Located at 17-25 Murdock Street

Developed by

Cedar Murdock Partners, LLC

In Cooperation with

Mayor Joseph A. Curtatone and the City of Somerville

TABLE OF CONTENTS

Overview of Qualifying Guidelines……..Page 3

Introduction & Building/Unit Descriptions……..Page 4

Defining a Household & Income Eligibility……Page 5

Income and Assets……..Page 6

First-Time Homebuyer Status & Courses……Pages 7

Mortgage Pre-Qualification Requirements & Participating Lenders……Page 8

Preference Qualifications……Pages 9-10

Submitting Complete Application & Deadline……..Pages 11-12

Lottery & What Happens if Selected……Page 12

Income Certification Required Docs……Page 13

Affordable Housing Restriction ……Page 14

Appeals Process……Pages 14-15

Timeline……Page 16

Application……Pages 17-27

Overview of Qualifying Guidelines:

- Minimum household size applies. Unrelated persons without a history of living together may not apply. *See Page 5 for more on household composition.*
- Applying households must be a first-time homebuyers. Applicants cannot own property or interest in a property anywhere and cannot have owned property within the last three (3) years. Five (5) exceptions may apply. *See Page 7 for more on exceptions.*
- At least one household member must have a valid first-time homebuyer certificate or verification of enrollment in an MHC approved class which ends by 5/26/20. *See Page 7 for more on first time homebuyer courses.*
- Total household income must be below the Tier P1 or between limits in Tiers P1-P2. *See Pages 5 and 6 for income eligibility requirements*
- Applicants must be able to make a minimum downpayment of 3% towards the purchase. *See Page 4 for minimum downpayment requirements.*
- The applying household assets my not exceed $250,000 in liquid assets (outside of restricted retirement, college and health savings plans. *See Page 6 for more on assets.*
- A pre-approval letter for a 30 year fixed mortgage covering the cost of the home must be included with the pre-lottery application. Letters that recently expire before the lottery are accepted. *See Page 8 for more in mortgage prequalfiication requirements.*

Introduction

The Mayor's Office of Strategic Planning and Community Development (OSPCD) and Cedar Murdock Partners, LLC are pleased to announce the sale of a total of four (4) deed restricted condominiums to income eligible first-time homebuyer households at a below market price through the City's **Inclusionary Housing Program**. Three (3) 2-bedroom and one (1) 3-bedroom condos will be offered to households with incomes below 80% Area Median Income and between 81-110% AMI at price Tier 1 and 2, respectively. An income eligibility table can be found on page 5 of this packet. See Page 9-10 for preferences.

As deed-restricted units, these condos will have a deed rider to be filed along with the unit deed and mortgage at the time of purchase. This means, among other requirements, that the price at which a unit is re-sold will be restricted in perpetuity and any subsequent owners are required to be income-eligible first-time homebuyers. More information on the Affordable Housing Restriction can be found on the Middlesex South Registry of Deed website and on page 14.

Building Description

Located along the Somerville Community Bike Path, Cedar Place Condominiums is a new development still under construction which consists of approximately 37,162 sq. ft. of net floor area throughout five (5) buildings. The five (5) buildings include 22 residential units including both flats and duplex units located at 17-25 Murdock Street in Somerville. Building amenities include covered bike racks, landscaped common courtyard with seating and an underground parking garage with 26 spaces and eight (8) additional above-ground parking spaces. For more information on this development and units, and for 3D virtual tour, visit www.cambridgerealestate.com/cedar-place-somerville-ma.

Unit Description

Unit amenities include in-unit laundry and AC, a deeded parking space, hardwood floors, stainless steel appliances, quartz countertops, video doorbells, smart home thermostats, high efficiency HVAC, open floor plans and modern high-end finishes.

The inclusionary units are three (3) 2BRs and a 3BR. As such, a minimum of two (2) persons and three (3) person households, respectfully, are required. See the below table with the breakdown of unit types, prices and fees associated with each specific unit that will be ready for occupancy upon closing, which is anticipated for Summer/Fall 2020. Details including the square footage, parking and number of bathrooms per unit can be found below.

Address	Unit No.	Price Tier/AMI	Sales Prices*	Initial Monthly Condo Fee** & Taxes***	Min. Down payment	No. of BRs	Approx. Size (Sq. Ft.)	Minimum Household Size	Parking Space No.
15 Murdock	B	P1/80%	$196,674	$70/$168.97	$5,900.22	2	1,703	2	8
227 Cedar	9		$221,384	$79/$190.21	$6,641.52	3	1,580	3	20
19 Murdock	B	P2/81-110%	$287,887	$102/$247.34	$8,636.61	2	1,556	2	26
21 Murdock	A						1,580		25

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

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

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

What is a Household?

- A "household" includes all persons who will reside in the condo you are applying for. A household includes babies, children, teenagers and adults, *regardless of their ability to earn or receive income*;
- A household consisting of unrelated persons must have a history of living together;
- A household which consists of ONLY full time students (including PhD) is not eligible to apply. Applicants may not submit multiple applications as a member of multiple households;
- An unborn child is considered a household member if the mother is in her third (3rd) trimester of pregnancy at the time of the lottery date (Tuesday June 23rd, 2020);
- Minors under shared custody are considered household members if they live with the applicant at least 51% of the time or 183 days in a year. Adults away for college as full-time students are considered household members.

Legally married couples shall both be considered part of the household, even if separated. In situations where a household member is legally married to a spouse absent from the household (whether not officially divorced or separated) and the absent spouse will not be moving into the inclusionary condo, the applicant must provide current verification of residing in separate addresses. Additionally, a notarized affidavit must be provided at the time of the submitted application stating that the household member and their spouse reside at different addresses. In the event of divorce, a divorce decree must be provided at the time of the income certification, otherwise the ex-spouse will be considered part of the household and their income and assets will be counted in determining income eligibility, even if they do not plan on residing there.

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

What are the Income Eligibility Requirements?

In order to be eligible to purchase an inclusionary condo, the applying household's annual gross income must be within the guidelines listed in the Gross Annual Household Income Eligibility Requirements table below. If a household's gross annual income is below the price tier P1 and income limit (80% AMI) or within the P1- P2 price/81%-110% AMI limit range, they may be eligible. Minimum income restrictions are not set by the Inclusionary Housing Program for condos in price tier 1, only maximum income limits. **Lenders determine the minimum income amount they are comfortable underwriting for units price Tier P1.** While the City does not set minimum income requirements applicants must have income to support monthly mortgage, taxes, condo. fees and utilities including water and sewer. A household's combined (total) gross annual income from **all** sources and for all members of the household must not exceed **the respective limit for the condo they are applying for,** adjusted by household size, as indicated below.

Gross Annual Income Eligibility Requirements *Adjusted by Household Size*		
No. of People in Household	**Price Tier P1** Income Limit: 80% AMI	**Price Tier P2** Income Range: 81%-110% AMI
2 (Eligible for 2BRs only)	$71,400	$71,401 - $99,750
3	$80,300	$80,301 - $112,200
4	$89,200	$89,201 - $124,630
5	$96,350	$96,351 - $134,650
6	$103,500	$103,501 - $144,600

What is Considered Income?

Income is defined as all amounts, monetary or not, that goes to or is received on behalf of any household member, even if the family member is temporally absent. Income also includes all amounts **anticipated** within the next 12 months going forward from the time of an income certification. It is the applicant's responsibility to accurately divulge anticipated changes in income. Income includes interest/dividends accrued from assets to which any household member has access.

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

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

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

What is the Asset Limit?

The maximum asset limit is set at $250,000 in liquid assets, excluding restricted retirement, health and college savings plans. This asset limit applies to all household members and includes all assets or joint interests in assets held in the United States or abroad. **All assets for all household members must be disclosed in the pre-lottery application** and the most recent three (3) months of **complete statements** for **all accounts** must be provided at the time of an income certification. Assets which the applicant(s) hold and may not use or have access to are still considered assets and statements must be provided. In cases where an asset was recently closed, verification must be provided. **Applicants must disclose all joint accounts held with absent spouse/household members in the application.**

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

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

Who is a First-Time Homebuyer?

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

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

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

2. A single parent, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom they have custody or joint custody, or is pregnant).

3. An age-qualified household (in which at least one member is age 55 or Over) which is selling a home in order to purchase an Income-Restricted unit. However, age-qualified households will not be given the opportunity to purchase an Inclusionary Unit until the home for sale is under a P&S.

4. A household that owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

5. A household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.

A household member is required to complete a Massachusetts Housing Collaborative (MHC) approved first-time homebuyer's (FTHB) course. They must submit a copy of a current, valid certificate of completion with the application or proof of enrollment in a FTHB training class with the submission of the application. FTHB certificates recently expired before June 23, 2020 will be accepted. If selected in the lottery and determined eligible, courses must be completed prior to receiving a Proceed Letter. Verification of completion must be provided. If submitting a verification of enrollment for the lottery and your household is chosen, you must submit the certificate of completion before closing. The course must be completed prior to receiving a Proceed Letter. Households should complete the course during the income certification process.

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

MHC approved first-time homebuyer courses are taught monthly at the Somerville Community Corporation (SCC) in Union Square. You can view course schedules at http://somervillecdc.org/first-time-homebuyers and register for classes by contacting Janine Lotti at 617-776-5931 ext. 9906 or by emailing her at jlotti@somervillecdc.org. In person classes cost $45 while online courses cost $100. **Citizens' Housing and Planning Association (CHAPA) provides a directory of MHC approved first-time homebuyer training courses** in the Greater Boston Region. Up-to-date date listings are on their website www.chapa.org. Online and in person classes are listed there at various prices, dates, times and languages.

What Does Bank Pre-Qualification Financing Entail?

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

- Be for a 30-year-fixed–mortgage (360 months); AND
- Include an interest rate or interest range.

Applicants are allowed to submit letters expiring recently, before June 23, 2020.

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

Instructions Prior to Receiving a Pre-Qualification Letter:

- Show this section to your lender to review so they are aware of mortgage prequalification requirements **prior** to providing a mortgage prequalification letter;
- Show your lender all information provided in this information packet, regarding the unit(s) you are applying for (Page 4);
- Make sure your lender has reviewed all restrictions on this property (Page 14);
- If a prequalification letter does not include the details described above, it will be deemed insufficient and your application will not be included in the lottery;

Securing a pre-approval letter may take up to two weeks to secure—allow sufficient time to secure the mortgage pre-approval.

PARTICIPATING BANKS & LENDING INSTITUTIONS

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

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

What is a Lottery Preference & How Can I Qualify?

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

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

Proof of residency may include:

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

Proof of employment in Somerville may include:

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

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

PREFERENCE VERIFICATIONS MUST BE COMPLETE AND INCLUDE ALL PAGES

EVERSOURCE

Account Number: **1234 567 8900**

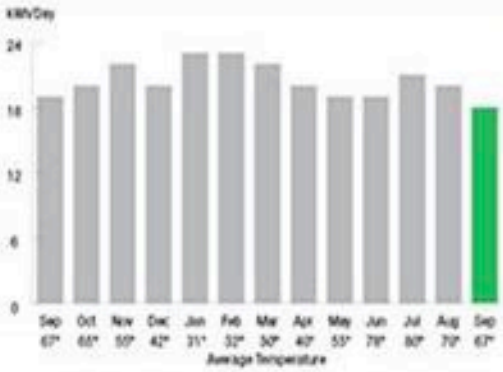
Statement Date: 09/30/16

John J Customer
123 Any St
Any Town, CT 00000

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

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

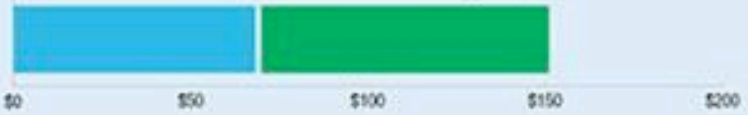
Electric Usage History - Kilowatt Hours (kWh)



Current Charges for Electricity

Supply
$69.93
Cost of electricity from Any Energy Co.

Delivery
$81.07
Cost to deliver electricity by Eversource



Supply Information

Supplier Rate 9.990¢/kWh Fixed
Term: 13 cycles
Expiration: Dec 2016 meter read
Next Cycle Rate: 9.990¢/kWh
Cancellation Fee: $0
Standard Service Rate: 6.606¢/kWh
Term/Expiration: 6 mos until Dec 31, 2016
Your Supplier Charge: $69.93
Standard Service Comparison: $46.24

Your electric supplier is
Any Energy Company
Any Street
Any Town, Any State 00000
1-100-000-0000

To return to Standard Service, visit CT's official Rate Board at www.EnergizeCT.com, Eversource.com or call 1-800-286-2000

Electric Usage Summary

This month your average daily electric use was 18 kWh

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

4% USAGE

News For You

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

EVERSOURCE

Account Number: **1234 567 8900**

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

Seg Code

Remit Payment To: Eversource, PO Box 660032, Dallas, TX 75265-0032
Make your check payable to Eversource. Please consider adding $1 for Operational Fuel. To add more, visit Eversource.com

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

Amount Enclosed

John J Customer
123 Any St
Any Town, CT 00000

Eversource
PO Box 660032
Dallas, TX 75265-0032

Sample Bill

00 0 0000118192 00 70 1234 567 8900

What Does a Complete Application Include?

It is the applicant's responsibility to provide a complete application. **Correspondence will be via email if the household has an email address or via regular mail if the household does not have an email address.** Households will be notified if their application is incomplete or otherwise ineligible in advance of the lottery. *Complete applications include*:

1. An application **completely filled in and signed by all household members 18 +,** do not leave any parts blank, if a question does not apply, put N/A for "not applicable";
2. A **valid First-Time Homebuyers Training Class Certificate** (see below), *or* proof of enrollment in a MHC approved class scheduled to be completed before Tuesday May 26, 2020;
3. **Current Mortgage Pre-Approval/Qualification letter** including an interest rate or interest rate range for a 30 year fixed mortgage covering the cost of the home. This letter **may** expire before Tuesday May 26, 2020;
4. Household disclosed all assets and anticipated income changes for the next 12 months on application;
5. The application is signed on the last page by all adult household members 18+; AND
6. Complete preference verification of residency or physical employment in Somerville 32 hours+/ week

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

When is the Application Deadline?

The **deadline** to submit a complete application in order to participate in the lottery is **Thursday May 28th, 2020 by 2PM**. Applications received after 2PM on Thursday May 28th, 2020 will not be accepted.

How Are Applications Submitted?

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

- Email: inclusionary@somervillema.gov; OR
- Faxed: 617-591-3235; OR

Do not mail or drop off applications to the Housing Division. Staff is not in the office to receive applications or mail because of the ongoing public health emergency.

NOTICE:

- Applications sent to email addresses other than inclusionary@somervillema.gov or faxes other than 617-591-3235, will not be accepted;
- Applications sent by piecemeal or in screen shots will not be accepted. Do not submit the same application multiple times;
- If you fax or email an application, do not contact staff inquiring whether the application was received prior to May 28, 2020. If sending by fax, **you will receive receipt from the fax machine you used to confirm that status of the submitted fax**. If you submit an application by email, **you will receive an auto-response confirming the receipt of your application;**

- Inclusionary staff will review applications for completion in the order in which they are received, *it is a household's responsibility to ensure applications are completely and accurately completed upon submission and ahead of the deadline with complete documentation*;
- Applications received within 7 calendar days of the application deadline will not be reviewed;

When is the Lottery?

The lottery will be held on Tuesday June 23, 2020 at 11AM in the City Hall Counselor Chambers located at 93 Highland Ave., Somerville. As it is unkown whether City buildings will be open to the public at this time, please view the lottery on the City's Youtube channel: Youtube.com/SomervilleCityTV, which will be post3ed on the Inclusionary Housing program website. All participating applicants will have received unique identifiers between the application deadline and the lottery. Attendance to the lottery is not required. All unique identifiers will be called in the order in which they are drawn and placed on a lottery list**. The applicant whose unique identifier is pulled first will be contacted immediately via phone and email or regular mail.**

If you do not receive a notification immediately on or after the lottery date, then you did not win. The results of the lottery will be posted on the City of Somerville Inclusionary website by Friday, July 10th, 2020. Participating applicants who did not win may learn of their positioning in the lottery by viewing the website. *Please do not call asking about your position in the lottery prior to June 10th, 2020.*

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

The applicant whose unique identifier is pulled first will be contacted immediately via phone and email or regular mail. This household will have a week to submit the required income documentation to the Housing Division listed on Page 13. Household no. 2 will be notified if the first household is determined ineligible. **The Housing Division reserves the right to request additional income and asset documentation as may be necessary to complete the income certification.**

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

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

What Does an Income Certification Require?

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

1. 2019, 2018, 2017 Federal Tax Returns, all pages and schedules, including W2s and any 1099s or a letter from the IRS confirming that you did not file taxes. **Do not provide State Tax Returns.** Household members who do not file taxes must provide IRS verification. Contact a local IRS office to request this;
2. If Federal Tax Returns include W2s from employer(s) you no longer work for, termination of employment must be verified directly by the former employer. A letter must be on company letterhead, signed, dated, state the last date of employment, whether any payments are pending and intent to rehire within the next 12 months;
3. Most recent three (3), consecutive months of paystubs and/or other income documentation. Households selected no. 1 must provide statements for Mar.-Apr. 2020, Apr.-May 2020 and May-June 2020.
4. Employer Verification forms, **provided by City,** signed by the employee(s) with employer contact information;
5. Most recent three (3), consecutive months of all asset statements for all household members including but not limited to all account types listed in the Asset Section of this Info. Packet. Households selected no. 1 will need to provide asset statements for the months of Mar.-Apr. 2020, Apr.-May 2020 and May-June 2020.
6. Explanation of deposits, City to provide form, for all asset accounts including for all unexplained deposits*****;
7. Signed and notarized affidavit disclosing the amount of cash on hand;
8. No Income Statements for adults in the household who do not receive income, signed and notarized by both the adult not receiving income and the head of household. The Housing Division will provide this Statement;
9. Student status verification from learning institutions for household members 18+ and full/part-time students;
10. Verification of business ownership & 12 month period Profit/Loss statements of past & prospective earnings;
11. Verification of having a history of living together if household members are unrelated;
12. Verification of custody of a minor, of divorce decree, of real estate under sales agreement;
13. Other documents may also be requested by the City at the time of the income certification.

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

Proceed Letter

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

Description of Affordable Housing Restriction

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

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

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

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

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

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

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

While it is the responsibility of the household to provide the Housing Division with all of their current income documents and to disclose all reasonably anticipated income within the next 12 months upfront during the initial certification process, if there are other documents the household wishes to supply that are new, that provide clarifying information, or are unanticipated/unexpected, the household should state such in its written appeal, and either include the additional documents in the appeal request, or provide a timeline within which such documents can be provided. It is within the discretion of the Housing Director whether to accept/wait for additional documents; however, the documents should be provided without any unreasonable delay, with time being of the essence. The Housing Division Director will consider the appeal request and any new information or documentation provided and make a determination.

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

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

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

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

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

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

IMPORTANT DATES		
	Date & Time	**Location**
INFORMATION SESSIONS	CANCELLED	Review Information Packet & PowerPoint on somervillema.gov/inclusionaryhousing
OPEN HOUSES	CANCELLED	Floor plans available in PowerPoint presentation 3D tours of comparable units are available on: www.cambridgerealestate.com/227-cedar-street-unit-2-Somerville
APPLICATION DEADLINE	Thursday May 28th, 2020 at 2PM	**Applications must be completed and delivered before 2PM** to the Housing Division by: **Faxed**: 617-591-3235 or **Emailed**: inclusionary@somervillema.gov **Do not mail or drop off applications** to the Housing Division. Staff is not in the office to receive applications or mail because of the ongoing public health emergency.
Late, incomplete or applications submitted in piecemeal, will not be entered into the lottery. Applications sent to other emails or faxes will not be accepted.		
LOTTERY	Tuesday June 23rd, 2020 at 11AM	Youtube.com/SomervilleCityTV

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

Next Steps

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

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

Questions regarding applications may be directed to:
inclusionary@somervillema.gov OR 617-625-6600 ext. 2584

Please keep this Information Packet (Pages 1-17) for your record as you may have questions moving forward.

THE INFORMATION PACKET ENDS HERE

PRE-LOTTERY APPLICATION FOR CEDAR PLACE CONDOS

HEAD OF HOUSEHOLD NAME _____

UNIT (S) THIS APPLICATION IS FOR _____

Gross Annual Income Eligibility Requirements *Adjusted by Household Size*		
No. of People in Household	**Price Tier P1** Income Limit: 80% AMI	**Price Tier P2** Income Range: 81%-110% AMI
2 (Eligible for 2BRs only)	$71,400	$71,401 - $99,750
3	$80,300	$80,301 - $112,200
4	$89,200	$89,201 - $124,630
5	$96,350	$96,351 - $134,650
6	$103,500	$103,501 - $144,600

PRE-LOTTERY APPLICATION INSTRUCTIONS

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

- Emailed to: inclusionary@somervillema.gov; OR
- Faxed to: 617-591-3235

Do not mail or drop off applications to the Housing Division staff is not in office to receive applications or mail because of the ongoing public health emergency

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

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

It is the household's responsibility to ensure that applications are complete upon submission. If emailing or faxing an application, do not contact the Housing Division to confirm the application is received. If faxing an application, you will receive a receipt from fax machine confirming the status of the fax. If you are emailing in applications, you will receive an email notification confirming the receipt of your application.

Staff will confirm the receipt & status of your application once it is processed in the order it is received. **DO NOT SUBMIT MULTIPLE APPLICATIONS & DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.**

APPLICATION DEADLINE: 2PM, THURSDAY, MAY 28, 2020

SECTION A: GENERAL INFORMATION

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

2. Do you require a reasonable accommodation?: ☐Yes ☐No
   *If yes, submit verification of need from your health care provider with this application **before** the application deadline.*
   Please describe reasonable accommodation need: _____
   _____

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

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

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

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

7. Would you like your email to be included in the Inclusionary Housing Listserv to receive notifications of upcoming affordable rental and homeownership opportunities available through the City of Somerville's Inclusionary Housing Program? ☐Yes ☐No
   Please check "No" to the above question if you already receive email alerts

The following questions are optional and not required to participate in the lottery:
Do you own a motor vehicle? ☐Yes ☐No
If so, do you need a parking space in the garage? ☐Yes ☐No
Do you need a residential parking permit? ☐Yes ☐No
If you answered yes to both Question no. 9 and 10., explain why a residential parking permit is needed
_____
_____

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

What is the head of household's race? Please check all boxes that apply:
☐ African-American/Black ☐American Indian/Alaskan Native ☐ Asian ☐Caucasian
☐ Native Hawaiian/ Other Pacific Islander ☐Middle Eastern/North African ☐Other

What is the head of household's national origin?
☐Bangladesh ☐ Brazil ☐ Canada ☐ Cape Verde ☐ China ☐ Colombia ☐ Cuba ☐ Dominican Republic
☐El Salvador ☐ Ghana ☐ Guatemala ☐ Haiti ☐Honduras ☐India ☐Ireland ☐ Jamaica ☐ Mexico
☐Nepal ☐ Nicaragua ☐ Nigeria ☐ Portugal ☐Puerto Rico ☐ South Korea ☐ USA ☐ Other:_____

SECTION B: HOUSEHOLD INFORMATION

Provide the following contact information for the Head of Household.

Head of Household's Name: _____

Current Address: _____

_____

Mailing Address: _____

_____

Primary Phone: (_____)_____ Alternate Phone: (____)_____

Email Address:

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

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

1. Is a household member expecting to be in their third trimester or give birth by May 26th, 2020?
☐Yes ☐No

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

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

3. Does any household member have joint accounts, own property or joint interest in Real Estate (whether in the USA or abroad) with somebody who is not a household member? ☐Yes ☐No *If "Yes",* ***include these assets in the asset table listed on Page 25****. This will be discussed if selected in the lottery.* ***List all names on joint asset & describe the relationship to household member****:* _____

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

SECTION C: INCOME & ASSETS

Gross Annual Income Eligibility Requirements *Adjusted by Household Size*		
No. of People in Household	**Price Tier P1** Income Limit: 80%	**Price Tier P2** Income Range: 81%-110% AMI
2 (Eligible for 2BRs only)	$71,400	$71,401 - $99,750
3	$80,300	$80,301 - $112,200
4	$89,200	$89,201 - $124,630
5	$96,350	$96,351 - $134,650
6	$103,500	$103,501 - $144,600

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

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

Household Member	**Income Source** (Add Employer/Contract)	**Pay Frequency (Circle)**	**Average gross earnings/pay period**
	Employer Name	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer Name	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer Name	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer Name	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer Name	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer Name	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Employer Name	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	

	Self-Employment (Name/Contract)	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Child Support	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Child Support	Weekly / Bi-weekly Bi-Monthly / Monthly	
	SS(DI)/TAFDC	Weekly / Bi-weekly Bi-Monthly / Monthly	
	SS(D)I/TAFDC	Weekly / Bi-weekly Bi-Monthly / Monthly	
	SS(D)I/TAFDC	Weekly / Bi-weekly Bi-Monthly / Monthly	
	SS(D)I/TAFDC	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Unemployment	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Unemployment	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Unemployment	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Pension	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Pension	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Pension	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Other	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Other	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Other	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Interest from Assets	Weekly / Bi-weekly Bi-Monthly / Monthly	
	Interest from Assets	Weekly / Bi-weekly Bi-Monthly / Monthly	

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

_____

_____

_____

_____

INSTRUCTIONS: For each income source listed on Pages 20-21, calculate your yearly and monthly income using the space below. Based on reported income provided, **the Housing Division will verify that households have annual gross incomes within appropriate income range requirements.** If a household member receives irregular income or the format below does not reflect their pay frequency, you may attach additional pages as necessary indicating the household member's monthly and yearly gross income for each income source.

To Calculate Weekly Gross Income:

List Income source: _____: Avg. Weekly Gross Pay_____ * 52 Weeks = _____Yearly Gross / 12 months = _____ Average Monthly Gross

List income source: _____: Avg. Weekly Gross Pay_____ * 52 Weeks = _____Yearly Gross / 12 months = _____ Avg. Monthly Gross

List Income Source:_____ : Avg. Weekly Gross Pay_____ * 52 Weeks = _____Yearly Gross / 12 months = _____ Avg. Monthly Gross

To Calculate Bi-Weekly Gross Income:

List Income source: _____: Avg. Bi-Weekly Gross Pay_____ * 26 Pay Periods = _____Yearly Gross / 12 months = _____ Avg. Monthly Gross

List Income source_____: Avg. Bi-Weekly Gross Pay_____ * 26 Pay Periods = _____Yearly Gross / 12 months = _____ Avg. Monthly Gross

Income Source_____: Avg. Bi-Weekly Gross Pay_____ * 26 Pay Periods = _____Yearly Gross / 12 months = _____ Avg. Monthly Gross

To Calculate Monthly Gross Income:

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

To Calculate Self Employment Gross Income:

Average gross monthly revenue _____ - average gross monthly expenses _____ = _____(Monthly Profit) * 12 months = _____(Yearly Profit)

Average gross monthly revenue _____ - average gross monthly expenses _____ = _____(Monthly Profit) * 12 months= _____(Yearly Profit)

Average gross monthly revenue _____ - average gross monthly expenses _____ = _____(Monthly Profit) * 12 months= _____(Yearly Profit)

What is your household's total yearly gross income from all income sources? _____

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

Applicants must disclose all joint accounts held with an absent spouse/household members. Attach additional pages as necessary

Household Member	Asset Type (checking, retirement…) & Account Number	Asset Value or Current Balance	Name of Financial Institution

1) Does any household member have assets or accounts in any other country?
☐Yes ☐No
If yes, please disclose these assets in the above table.

2) Does any household member own any Real Estate or joint interest in property abroad, in any other country?
☐Yes ☐No
If Yes, provide address: _____
Please provide name of individual, financial institution, account numbers and addresses of any joint account and/or property
_____

3) Have you sold, transferred or given away any real property or assets in the last three (3) years within the USA **or** abroad?
☐Yes ☐No If yes, provide amount and date of sale/transfer: _____

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

SECTION D: UNIT SELECTION

The Housing Division will notify you of your eligibility to participate in the lottery for a specific unit based on the information you provide in your application. Applicants participating in the lottery will receive unique identifiers right before the lottery date.

SECTION E: PREFERENCES

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

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

Proof of residency may include:

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

Proof of employment in Somerville may include:

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

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

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

SECTION F: PRE-LOTTERY APPLICATION CHECKLIST

Have I…?

1. Answer all questions and leave no parts of the application blank? ☐ Yes ☐No
   If you answer "No", <u>your application is incomplete</u>.
   Answer all questions or write "N/A" for questions that do not apply

2. Make sure *all adult* household members signed & initialed the application? ☐Yes ☐No
   If you answer "No", <u>your application is incomplete.</u>
   Have all adults initial or sign appropriate pages

3. Disclose all income & asset sources in the USA & abroad? ☐ Yes ☐No
   If you answer "No", include these assets in Section C of your application.
   Not disclosing all asset accounts may result in ineligibility

4. Include & describe expected changes in income for the next 12 months? ☐ Yes ☐No
   If you answer "No", describe anticipated changes in income.
   Not disclosing changes may result in ineligibility

5. Did you submit verification of a FTHB Certificate or verification of registration for a course that is scheduled to end by June 23, 2020? ☐ Yes ☐No
   If you answer "No" FTHB certificates recently expired before June 23, 2020 will be accepted.
   Does your 1st Time Homebuyer Certificate expire before June 23 2020? ☐ Yes ☐No
   If you answer "Yes", please provide verification of your recently expired certificate.
   The course must be completed prior to receiving a Proceed Letter. Households should complete the course during the income certification process.

6. Did you provide a mortgage prequalification letter? ☐ Yes ☐No
   - Is the prequalification letter for a 30 year fixed mortgage? ☐ Yes ☐No
   - Does the prequalification letter include an interest rate or range? ☐ Yes ☐No
   - For this opportunity only, letters may expire before June 23, 2020.

   If you answer "No" to any of the above, <u>your application is incomplete.</u>
   You must submit an updated letter that contains the missing information. Show your lender Pages 5, 8 & 14 so they have all required information to provide you with your letter.

7. Include documentation of Somerville live/work preference? ☐ Yes ☐No ☐N/A
   - Is the verification complete (all pages, complete statement with a full name and matching address)? ☐ Yes ☐No
   - Is the verification (i.e. bill statement date) dated within the last 30 days? ☐ Yes ☐No

   If you answer "No" to question 7, <u>you will not receive a preference.</u>

SECTION G: APPEALS

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

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

SECTION H: NOTIFICATION

All information you provide here will be treated as confidential and used by our office to determine eligibility in this affordable rental opportunity through the City's Inclusionary Housing Program. Applicants understand that, if selected, OSPCD's Housing Division will require complete income and asset verification. This means that applicants, if selected, must provide the OSPCD with documentation and further verification of all information related to income, assets, and household members. The applicant certifies all information in this application is true and accurate to the best of his or her knowledge and belief. I acknowledge and consent to the sharing of my household's information with the Office of Housing Stability, the Health and Human Services Department and other City of Somerville Departments as/if needed. I authorize the Housing Division to contact 3rd parties to verify Somerville preference status and income to determine appropriate lottery pool selection.

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

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

FOR OFFICE USE ONLY— DO NOT FILL IN

HOH : _____
Date App. Received: _____
Reviewed By :_____
Date Entered Into Tracker:_____
Application Status :_____ (Complete, Incomplete, Ineligible)
Date App. Completed: _____

Method of submission :_____

No. of people in household? _____

Household Yearly Gross Income:_____ ☐ Tier P1: 80% AMI ☐ Tier P2: 81%-110% AMI

Eligible to Apply for Units:
☐ 15 Murdock Unit B (Tier P1) ☐ 19 Murdock St. B (Tier P2)
☐ 227 Cedar St. Unit 9 (Tier P1) ☐ 21 Murdock St. Unit A (Tier P2)

Somerville Preference: ☐ Yes ☐ No Unique Identifier:_____

Communications Log: