



your resource for Affordable Housing



Fieldstone Farms at Duxbury A 55+ Community Duxbury, MA

Lottery Information and Application

Translation services available upon request.

Fieldstone Farms at Duxbury is a new 32 unit detached SFH development for age-qualified (55+) homebuyers located at 0, 1 & 25 Lincoln Street in the Town of Duxbury. Eight (8) affordable two- and three-bedroom homes are available, by lottery, for eligible age-qualified (55+) homebuyers. The units will be distributed through multiple lotteries. This application is for the first 2 units.

The homes are priced at: **(PRICING SUBJECT TO CHANGE FOR EACH LOTTERY.)**

Two Bedroom:	\$280,100
Three Bedroom:	\$314,500

The monthly HOA fees are \$250 with a 2024 tax rate of \$10.06 per thousand. Homeowners are responsible for their own homeowner’s insurance. If you want to be eligible for both the two- and three-bedroom units your pre-approval must be submitted with the three-bedroom price, although keep in mind there are unit size preferences that will be followed.

The two-bedroom units include 1 bathroom and a 2-car garage. The three-bedroom homes include 1.5 bathrooms and a 2-car garage. All homes include a refrigerator, stove/oven, microwave, central air conditioning and washer and dryer hookups. Heat is gas. Town Water and private septic.

All affordable units will be sold by lottery as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter, from an institutional lender familiar with affordable deed restrictions and complete financial documentation with the application. An application submitted incomplete will not be considered for the lottery and the applicant will receive an email with a list of the missing documentation. Applicants can submit the missing documentation and, if determined eligible, will be added to the waiting list only and will not be included in the lottery.

If a complete application is received on or before the application deadline it will be reviewed for eligibility and included in the lottery, if appropriate. FHA, Rocket and Quicken loans will not close on deed restricted properties so pre-approvals using those programs will not be accepted.

Public Information Meeting via Zoom
6:30 p.m., Wednesday, November 20, 2024
Go to Zoom.com and provide following when prompted:



Meeting ID: 826 0278 1276

Passcode: 997160

Application Deadline

December 18, 2024

Lottery via Zoom

3:00 p.m., Friday January 17, 2025

Go to Zoom.com and provide following when prompted:

Meeting ID: 817 8333 2475

Passcode: 273089

Potential applicants will not be discriminated against on the basis of race, color, religious creed, marital status, military status, disability, national origin, sex, age, ancestry, sexual preference, source of income, presence of children, or any other basis prohibited by local, state or federal law.

Thank you for your interest in affordable housing at **FIELDSTONE FARMS at DUXBURY**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Sincerely,

Maureen M. O'Hagan

Maureen M. O'Hagan

MCO Housing Services for WB Builders Duxbury, LLC

Fieldstone Farms at Duxbury

AFFORDABLE HOMES through MassHousing Question & Answer

What are the qualifications required for Prospective Buyers?

1. The maximum allowable gross income guidelines, adjusted for household size, as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$91,200	\$104,200	\$117,250	\$130,250	\$140,700	\$151,100

(Note: This represents 80% of the annual household median income for the area and is subject to adjustments. This assumes a household size of 1-6 people. The income limits are subject to change based upon HUD updating.)

Income must be provided for all household members 18 years of age or older.

2. At least one homebuyer must be 55 years of age or older.

3. Eligible households are allowed up to \$275,000 combination equity from home sale and assets. You cannot purchase an affordable home unless your current home is sold. If you do not have a home to sell the asset limit is the same at \$275,000.

Retirement Accounts are determined as follows:

- Individual retirement, 401K and Keogh accounts are included when the holder has access to the funds, even though a penalty may be assessed.
- The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.
- Assets divested at less than full market value within the past two years will be counted at full market value in determining eligibility.

Refer to Required Financial Documentation Form at the end of the package for full list of required asset documentation.

Other program highlights for Lottery applicants:

- Units must be owner occupied. They cannot be rented or leased without permission from the Monitoring Agent
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter is required to participate in this lottery.

Are there specific mortgage guidelines?

Yes, they are:

- Be a fully amortizing fixed rate mortgage with a down payment of at least 3%, at least half of which must come from the buyer's own funds.
- Be made by an institutional lender.
- Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.
- No more than 2 points.
- Monthly housing (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) may not exceed 38% of the buyer's monthly income for the mortgage.
- Non-household members shall not be permitted as co-signers of the mortgage.
- FHA, Rocket Mortgage and Quicken loans will not close on deed restricted properties so pre-approvals using those programs will not be accepted.

Additional Mortgage Specifics:

1. Your mortgage pre-approval must cover the purchase price. If you are applying for more than one unit size, then the approval must cover the highest priced unit.
2. Your mortgage pre-approval must be a fixed rate mortgage. Adjustable-rate mortgages will not be accepted, and you will not be included in the lottery.
3. At minimum, your pre-approval must show purchase price and financing amount. If it does not you will not be included in the lottery.
4. If your mortgage pre-approval does not have an expiration date, then after 60 days from date of issue it will be considered expired. If your pre-approval expires after your application submission, we will accept it, but should you have a chance to purchase it, it will need to be updated prior to final eligibility determination. If it expires prior to your application submission you will not be included in the lottery.
5. If you plan on using a down payment assistance program then the program must be noted in the pre-approval, i.e. Mass Housing downpayment, etc. If a specific downpayment assistance program is not stated in the pre-approval it will not be taken into consideration.
6. We will determine your downpayment amount based on your pre-approval. For example, your purchase price is \$250,000 and you are financing \$225,000 we expect to see \$25,000 in assets to cover the purchase price. If some of a downpayment is coming through a gift that information should be provided with your application. If we do not see the \$25,000, whether it is your funds or gift monies, then you will not be included in the lottery. As a reminder, the minimum down-payment is 3% of your own funds. If you are receiving a downpayment gift or using a downpayment assistant program then 1.5% of your own funds is required as long as the total downpayment equals the minimum 3%. Your downpayment can be more than 3% but not less. Also remember you are responsible for downpayment and closing costs.
7. A gift letter must be for a specific amount. If the letter is provided with a range, we will count the highest amount. If this puts you over the asset limit you will be determined ineligible to participate in the lottery.
8. If your pre-approval is from any of the stated loans we will not accept (FHA, VA, Rocket Mortgage, Quicken loans) and your application will not be included in the lottery. No exceptions.
9. Online mortgage pre-approvals will not be accepted. You must speak/meet with a mortgage lender who should be checking credit and pay history to determine your ability to secure a mortgage.
10. We will accept no pre-approvals where any information has been crossed out, whited out and submitted with the application.
11. Non-household members cannot be co-signers on your mortgage.

Are there preferences for local residents?

Yes, 1 of the 2 units will be distributed through the Local Preference Pool. See the application for Local Preference Criteria.

Are there preferences for minorities?

Yes, if the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, currently 33.4%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants would be drawn until their percentage in the Local Preference Pool at least meets the percentage in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area. Applicants not selected for the Local Preference Pool would be in the Open Pool only.

Are there preferences for household size?

Preference for the three-bedroom units will be for household requiring three bedrooms, second preference for two-bedroom households and then one-bedroom households.

Preference for the two-bedroom units will be given to households which require a two-bedroom unit. Second preference will be given to households who require one bedroom.

Unit preferences are based on the following:

- a. There is at least one occupant per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in (b) shall not be required to share a bedroom if the consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. If the Applicant is in the process of a divorce or separation, the Applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the person(s) with disabilities equal opportunity to use and enjoy the housing.

Are there any restrictions?

YES. Deed restrictions are used to protect the affordability of the town homes for future buyers. The deed restrictions encumber the property in perpetuity, with certain exceptions. If you choose to sell your unit, there is a limit on the resale price. The maximum resale price is determined using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, the initial 2-bedroom affordable unit price is \$280,100 and the current area median income is \$148,900, the Resale Price Multiplier would be $\$281,400 / \$148,900 = 1.88$.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

Applicants are strongly encouraged to review the restrictions in the deed rider with their attorney.

How much money do I need to make to afford the condominiums?

The minimum income required to purchase is based solely upon an applicant’s ability to secure a mortgage. Attached is an “Affordability Analysis” based upon current interest rates and anticipated real estate taxes and related housing expenses.

Lottery Process

Due to the nature of the affordable home’s availability, it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

Lottery Pools

The lottery has two pools – Local Preference and Open. The pool and unit breakdown is as follows:

	Total #	Local Pool	Open Pool
Two Bedroom Units	1	1	0
Three Bedroom Unit	1	0	1

Eligible applicants will receive a lottery code prior to the lottery. Local applicants would have two opportunities to purchase a unit by being in both the Local Preference Pool and Open Pool.

All eligible applicants will be pulled, and their lottery code announced at the time of the lottery. This order of selection will establish the rankings for the home's distribution. There will be two pools of applicants, one for the Local Preference Pool applicants and the second for Local Preference and non-local applicants (Open Pool). The highest ranked Local Preference Pool applicants that meet the household size preference criteria (see page 4) would have an opportunity to purchase the homes in the Local Preference Pool. The highest ranked applicants that meet the household size preference for the Open Pool would have the opportunity to purchase the available homes. Local Preference Pool applicants will make their unit selections first and then the Open Pool applicants.

NOTE: Homes will not be offered to smaller households until all three-bedroom households have been offered a unit. This means if we exhaust the three-bedroom households in the Local Preference Pool we will move to the Open Pool to fill the units before offering to smaller households in the Local Preference Pool. The same applies for the two-bedroom units. Occupancy will not be more restrictive than the State Sanitary Code.

Time Frames

If you are selected and have the opportunity to purchase a unit you will speak or meet with a representative to review your application to verify all information. Applicants selected for units approaching completion will need to start working with an approved lender immediately to secure the necessary mortgage. Please be advised the official income verification will be done at the time you have an opportunity to purchase a unit. Meaning, if one year after the initial lottery you have the opportunity to purchase a unit and you are over income at that time, you may not be able to purchase.

Acceptance of Homes

It is important for all applicants to understand that specific units are attached to specific lottery rankings based upon the projected availability of the completed unit. Applicants may not have a choice of unit locations, style or schedules. You will not be able "pass" on a unit and wait for another unit. If you choose not to take the designated unit, you will go to the bottom of the list and will NOT have another opportunity.

Resale of Units

The resale of the affordable units will be coordinated by the Monitoring Agent. If you have an opportunity to purchase you will receive a copy of the Homebuyer Disclosure Statement which outlines the limitation on profit, steps to resell the unit, time allowed to sell, and capital improvements etc. If you would like to receive a copy of this document, send an email to maureen@mcohousingservices.com and a copy will be emailed to you.

Summary

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.

Monthly HOA Feed include:

- Landscaping
- Snow removal
- Street Maintenance
- Common Areas
- Maintenance
- Reserve Fund
- General Liability Insurance on Open Space
- Real Estates Taxes on Open Space
- Professional Fees – accounting, legal, property management
- Reserve for Septic

HOMEOWNERS ARE RESPONSIBLE FOR THEIR HOMEOWNERS INSURANCE and MAINTENANCE

**AFFORDABILITY ANALYSIS
(FOR ILLUSTRATION PURPOSES ONLY)**

	2 Bedroom	3 Bedroom
Home Price	\$ 280,100	\$ 314,500
<i>Interest Rate</i>	6.98%	6.98%
<i>Down Payment (%)</i>	5%	5%
Down Payment (\$)	\$ 14,005	\$ 15,725
Mortgage Amount	\$ 266,095	\$ 298,775
Monthly Expenses		
<i>Principal & Interest</i>	\$ 1,767.00	\$ 1,984.00
<i>Real Estate Taxes</i>	235.00	264.00
<i>Private Mortgage Insurance*</i>	173.00	194.00
<i>Insurance</i>	140.00	157.00
<i>Estimated Association Fee</i>	250.00	250.00
TOTAL Monthly Expenses	\$ 2,565.00	\$ 2,849.00

NOTES:

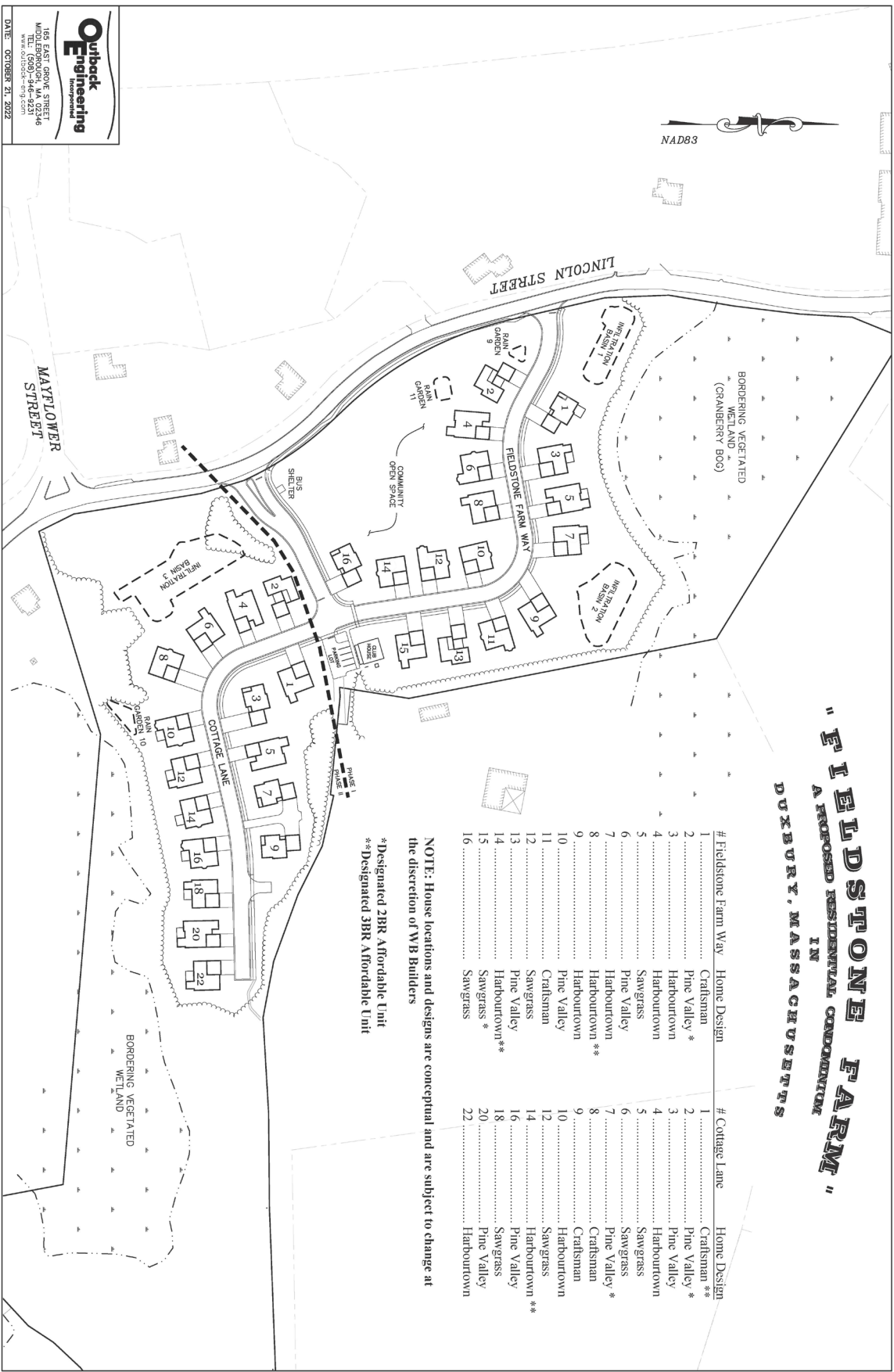
ALL Values are estimates and are subject to change.

Duxbury 2024 Residential Tax Rate = \$10.06 per thousand

**Unit Availability and Unit Distribution
ALL AVAILABLE UNITS ARE LISTED BUT WILL BE REVISED PER LOTTERY**

Unit #	Bedroom Size	Homestyle	Sq. ft.	Estimated Availability*
2 Fieldstone Farm Way	2	Pine Valley	1,190	July 2025
8 Fieldstone Farm Way	3	Harbourtown	1,390	December 2024

* All Dates are Estimates



"FIELDSTONE FARM"
 A PROPOSED RESIDENTIAL COMMUNITY
 IN
 DUXBURY, MASSACHUSETTS

# Fieldstone Farm Way	Home Design	# Cottage Lane	Home Design
1	Craftsman	1	Craftsman**
2	Pine Valley*	2	Pine Valley*
3	Harbourtown	3	Pine Valley
4	Harbourtown	4	Harbourtown
5	Sawgrass	5	Sawgrass
6	Pine Valley	6	Sawgrass
7	Harbourtown	7	Pine Valley*
8	Harbourtown**	8	Craftsman
9	Harbourtown	9	Harbourtown
10	Pine Valley	10	Harbourtown
11	Craftsman	12	Sawgrass
12	Sawgrass	14	Harbourtown**
13	Pine Valley	16	Pine Valley
14	Harbourtown**	18	Sawgrass
15	Sawgrass*	20	Pine Valley
16	Sawgrass	22	Harbourtown

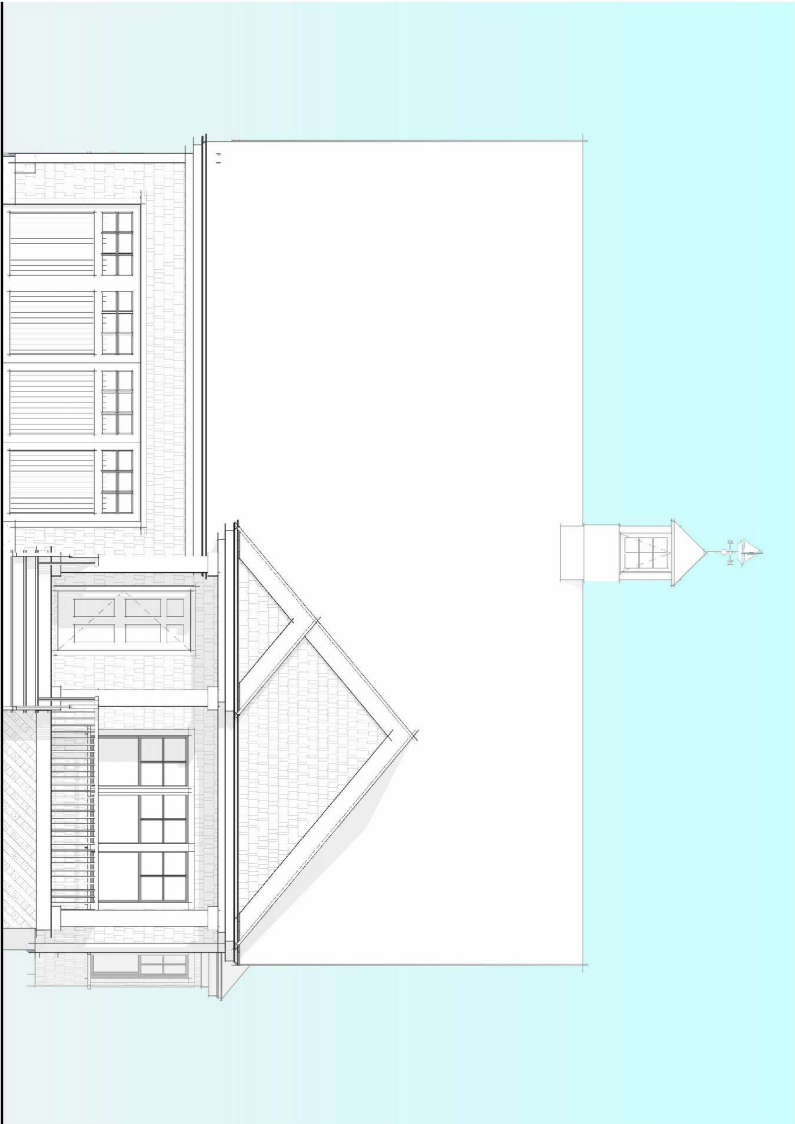
NOTE: House locations and designs are conceptual and are subject to change at the discretion of WB Builders

* Designated 2BR Affordable Unit
 ** Designated 3BR Affordable Unit

Outback Engineering
 148 EAST GROVE STREET
 MIDDLEBOROUGH, MA 02346
 TEL: (508) 946-9231
 FAX: (508) 946-9232
 DATE: OCTOBER 21, 2022



PINE VALLEY - 1,190 SF
A3 | 3/16" = 1'-0"



FIELDSTONE FARM
DUXBURY, MA
A WEATHERVANE PROPERTY

SGE
10/08/2024

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WeatherVane
COMPANIES
Quality Building & Development

EGAN Architects

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PINE VALLEY - 1,190 SF
A1 | 1/8" = 1'-0"



1 FIRST FLOOR PLAN
1/8" = 1'-0"

FIELDSTONE FARM
DUXBURY, MA
A WEATHERVANE PROPERTY
SGE
10/08/2024

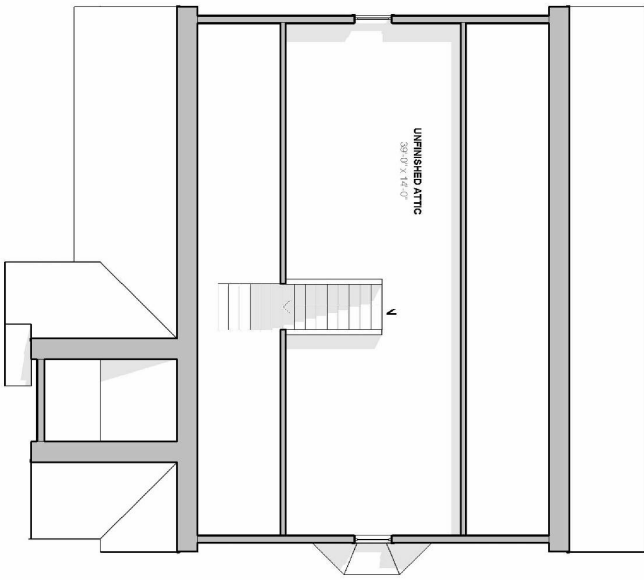
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WeatherVane
COMPANIES
Quality Building & development

EGAN Architects

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PINE VALLEY - 1,190 SF
A2 | 1/8" = 1'-0"



① SECOND FLOOR PLAN
1/8" = 1'-0"

FIELDSTONE FARM
DUXBURY, MA
A WEATHERVANE PROPERTY
SGE
10/08/2024

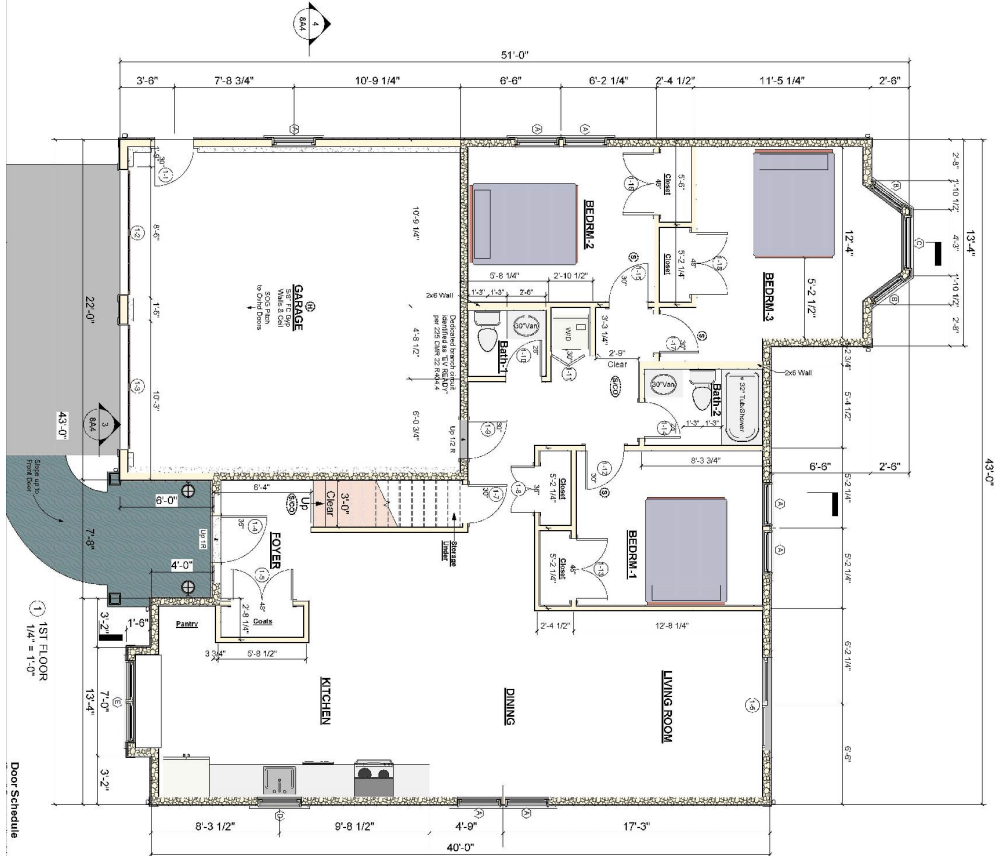
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WeatherVane
COMPANIES
Quality Building & Development

EGAN Architects

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Harbourtown 8 Fieldstone Farm Way



Fieldstone Farms at Duxbury

LOTTERY APPLICATION

Application Deadline: December 18, 2024

For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

Local Preference: Y / N

Lottery Code: _____

Date: _____

PERSONAL INFORMATION: PRINT LEGIBLY

Name: _____

Address: _____ Town: _____ Zip: _____

Home: _____ Work: _____ Cell: _____

Email: _____

Have you ever owned a home? _____ If so, when did you sell it? _____

You must meet one of the Local Preference Eligibility Criteria established by the Town of Reading to be in the Local Preference Pool. Please check the appropriate category(s) that applies to your household*:

- Current Duxbury Resident
- Employed by the Town of Duxbury or the Duxbury Public Schools
- Employee working in the Town of Duxbury or with a bonafide offer from an employer located in the Town of Duxbury.
- Parents of children attending Duxbury Public Schools, i.e. METCO.

Bedroom Size: _____ Two Bedroom _____ Three Bedroom

The total household size is _____

Household Composition

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

EMPLOYMENT STATUS: (include for all working household members. Attach separate sheet, if necessary.)

Employer: _____

Street Address: _____

City/State/Zip: _____

Date of Hire (Approx.): _____

Annual Wage - Base: _____

Additional: _____ (Bonus, Commission, Overtime, etc.)



FINANCIAL WORKSHEET: (Include all Household Income, which includes gross wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.)

Borrowers Monthly Base Income (Gross) _____
 Other Income, specify _____
 Co-Borrowers Monthly Base Income (Gross) _____
 Other Income, specify _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase or you can view online at www.mcohousingervices.com. Complete all that apply with current account balances)

Checking (avg balance for 3 months) _____
 Savings _____
 Stocks, Bonds, Treasury Bills, CD or
 Money Market Accounts and Mutual Funds _____
 Individual Retirement, 401K and Keogh accounts _____
 Retirement or Pension Funds (amt you can w/d w/o penalty) _____
 Revocable trusts _____
 Equity in rental property or other capital investments _____
 Cash value of whole life or universal life insurance policies _____
 Down Payment Gift _____

TOTAL HOUSEHOLD ASSETS _____

ABOUT YOUR FAMILY: (OPTIONAL)

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the homes. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Non-Minority	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____

ADDITIONAL INFORMATION:

Applicants will be responsible for all closing costs associated with the purchase of a home. A copy of the deed rider can be found at www.mcohousingervices.com or you can email lotteryinfo@mcohousingervices.com for a copy.

SIGNATURES:

The undersign warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to purchase an affordable unit at Fieldstone Farms at Duxbury. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application.



Signature _____
Applicant(s)

Date: _____

Signature _____
Co-Applicant(s)

Date: _____

See page 22 for submission information

Fieldstone Farms at Duxbury

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable condominiums at Fieldstone Farms at Duxbury through the MassHousing program in Duxbury, MA:

1. The annual household income for my family does not exceed the allowable limits as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$91,200	\$104,200	\$117,250	\$130,250	\$140,700	\$151,100

Income from all family members must be included.

2. I/We certify that my/our total assets do not exceed the \$275,000 asset limit and the full value or a portion of our retirement assets will be included. I/We understand any equity we earn if we have a home to sell will be counted as part of the \$275,000 asset limit. Assets divested within the last two years at below market value will be counted at full market value in determining eligibility.
3. The household size listed on the application form includes only and all the people that will be living in the residence. At least one homebuyer must be 55 years of age.
4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that perjury will result in disqualification from further consideration.
5. I/We understand that being selected in the lottery does not guarantee that I/we will be able to purchase a unit. I/We understand that all application data will be verified, and additional financial information will be required, verified and reviewed in detail prior to purchasing a unit.
6. I/We understand that it is my/our obligation to secure a mortgage for the unit purchase through a bank familiar with deed restricted properties, if a mortgage is necessary. All expenses, including closing costs and down payments, are my responsibility. We also understand a deed rider is attached to the unit which restricts the resale price.
7. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project's monitoring agency, for the purpose of determining income eligibility for Fieldstone Farms at Duxbury.
8. I/We understand that if selected I/we may be offered a specific unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable unit at Fieldstone Farm at Duxbury.
9. Program requirements are established by MassHousing and the Town of Duxbury. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by MassHousing or the Monitoring Agent is final.
10. I/We certify that no member of our family has a financial interest in Fieldstone Farms at Duxbury.

11. I/We understand that there may be differences between the affordable and market rate unit and accept those differences.

12. I/We understand this is a deed restricted unit and it is recommended we consult an attorney prior to purchase,

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available condominiums at Fieldstone Farms at Duxbury. I/We are qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date

See page 22 for submission information

APPLICATION TIPS

PLEASE READ THE FOLLOWING CAREFULLY

1. More than 70% of applications submitted to MCO Housing Services for lotteries are incomplete and not included in lotteries. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. It does not matter if you were the first application or the last application received, we will NOT review applications until AFTER the posted deadline.
2. Read the NOTES on the Required Personal Identification and Income Verification Documents. Failure to do so could mean the difference between a complete and incomplete application as well as eligibility for a unit.
3. All financial documentation, income and assets, are required from all household adults aged 18 or older. No exceptions.
4. All Asset statements must include your name, account number and Institution name. Do not take photos or copy a statement from your phone. If you provide any asset statements without the above information your application is an automatic incomplete.
5. DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.
6. We will not use the amount listed on your paystubs or W2's regarding your retirement account i.e. 401K, 403B, IRA, Roth IRA etc. Your paycheck and W2's tells us you have a retirement account only. You must provide the last statement from whoever is managing the account in order for MCO to determine the account's value.
7. Do NOT forget to include statements from Robinhood or any other online investment accounts. They are considered part of your assets. If you have an open account, you must provide a statement whether there are any funds in the account or not.
8. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee your application will be included in the lottery, but depending on the circumstances, we may be able to work with you.
9. Do not take photos with your cellphone of any documentation and email it to us. The photos are not legible, and we will not accept them.
10. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.

I/We have read the above Application Tips.

Applicant Signature

Date

Co-Applicant Signature

Date

See page 22 for submission information

**Required Personal Identification and Income Verification Documents
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline

Initial each item that are applicable AND provide the document. Write N/A if not applicable and return this sheet with your application.

1. _____ Mortgage pre-approval – FHA, VA and, Rocket Mortgage and Quicken loans are not accepted.
2. _____ Proof of Age: i.e. Birth Certificate, Driver’s License, Passport for each household member
3. _____ Proof of Local Preference: i.e. current utility bills, voter registration etc.
4. _____ If you require Special Accommodation you must request as part of your application and if documentation is required, i.e. doctors letter, it MUST be included with the application.
5. _____ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment DOR verification stating benefits received and payment history. Same for disability compensation, worker’s compensation and/or severance pay.
 - **NOTE:** If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
 - **NOTE:** If you are no longer working for an employer you worked for last year, you must provide a letter from the employer with your separation date.
 - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly, semi-monthly or monthly.
6. _____ Benefit letter providing full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
7. _____ Child support and alimony: court document indicating the payment amount or DOR statement. If you do not receive child support provide a letter stating that you are not receiving child support. See attached form.
8. _____ If you are self-employed you MUST provide a detailed expense and income statement for the last 12 months and three months of business checking and savings accounts along with last three Federal Income Tax Returns.
9. _____ Federal Tax Returns –2021, 2022, 2023 (NO STATE TAX RETURNS)
 - **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.

- **NOTE:** If you did not submit a tax return for the last year then you must provide a Verification letter of non-filing from the IRS. The form to request is 4506-T and can be found on irs.gov or you can create an account at irs.gov and print out the needed Verification of Non-filing letter.
- **NOTE:** If you filed your taxes and are unable to locate you can request the transcript of your Federal taxes by submitting form 4506-T to the IRS. The form can be found on irs.gov or you can create an account at irs.gov and print out the needed Tax Transcripts.

10. _____ W2 and/or 1099-R Forms: 2021, 2022, 2023

- **NOTE:** If you are unable to locate your W2's/1099's you can request a Wage transcript by submitting form 4506-T to the IRS or you can create an account at irs.gov and print out the needed Wage Transcripts.

11. _____ Interest, dividends and other net income of any kind from real or personal property.

12. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:

GENERAL NOTE: ALL ASSETS STATEMENTS MUST INCLUDED YOUR NAME, ACCOUNT NUMBER AND INSTITUTION NAME FOR ALL CHECKING, SAVINGS, INVESTMENT ACCOUNTS AND RETIREMENT ACCOUNTS. ANY ACCOUNTS PROVIDED WITHOUT THIS INFORMATION IS AN AUTOMATIC INCOMPLETE APPLICATION.

- _____ Checking accounts – Last **three (3)** months of statements – EVERY PAGE – FRONT AND BACK.
- _____ CashApp, Venmo etc – last **three (3)** months of statements

NOTE: Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non-payroll or other income deposits you MUST identify where the funds have come from. For example, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts but your accounts, etc. There is no way we can list all sources.** If you fail to explain they will be counted as income, which may put you over the income limit.

NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.

- _____ Pre-paid debit card statements – current month.
NOTE: This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directing onto the debit card, i.e. Social Security or other regular income.
NOTE: If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at <https://www.usdirectexpress.com/>.

- _____ Saving accounts – last three months of full statements

NOTES: Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non payroll or other income deposits you MUST identify where the funds have come from. For example only, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts**

but your accounts, etc. There is no way we can list all sources. If you fail to explain they will be counted as income, which may put you over the income limit.

- _____ Revocable trusts
- _____ Equity in rental property or other capital investments
- _____ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts etc.
- _____ Retirement including, i.e. IRA's, Roth IRA's, 401K, 403B, Keogh accounts, Pensions etc. from current and past employment.
- _____ Cash value of Whole Life or Universal Life Insurance Policy.
- _____ Personal Property held as an investment
- _____ Lump-sum receipts or one-time receipts

13. _____ Proof of student status for dependent household members over age of 18 and part or full-time students. Letter from High School or College providing student status, full time or part time for current or next semester.

14. _____ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from doctor.

15. _____ If the applicant is in the process of a divorce, the applicant must provide legal documentation the divorce has been begun or been finalized through a separation agreement or divorce papers. Information must be provided regarding the distribution of family assets. Failure to do so and ALL adult income and assets will count towards eligibility, even if they will not be living in the unit.

16. _____ If you will be receiving a gift for down payment and/or closing costs a letter needs to be provided from the gifting party stating who is providing the gift and the amount. All applications will be checked for downpayment at time of application. We must see proof of those assets to be included in the lottery.

NOTE: If your deposit is cash and you have in your home you must deposit in your bank statement to show evidence of available funds.

17. _____ If you have a home to sell you must provide a market analysis, for the estimated home sale price, and a copy of your last mortgage statement and/or home equity statement. If you have an opportunity to purchase and own a home you will have a defined time frame to have the home under an Purchase and Sale Agreement.

I/We understand if we do not provide all applicable financial documentation I/we will not be included in the lottery. I/We also understand we will be notified after the application deadline that our application is incomplete.

Print Applicants Name(s): _____

Applicants Signature

DATE

Co-Applicants Signature

DATE

See page 22 for submission information

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Return the following to MCO Housing Services:

1. Completed, signed and dated Application
2. Signed and dated Affidavit and Disclosure Form
3. Signed and dated Application Tip Sheet
4. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
5. All required financial documentation
6. Mortgage Pre-approval
7. Proof of Age, i.e. birth certificate, driver's license.
8. Special Accommodation Letter, if needed
9. Proof of Local Preference, current utility bills, voter registration, etc.

All information must be received by 11:59 p.m. on December 18, 2024. You may email, fax or mail (postmarked on or before deadline) to:

MCO Housing Services, LLC
P.O. Box 372
Harvard, MA 01451
Overnight mailing address: 206 Ayer Road, Harvard, MA 01451
Phone: 978-456-8388
FAX: 978-456-8986
Email: lotteryinfo@mcohousingservices.com
TTY: 711, when asked 978-456-8388

If you are mailing your application the application needs to be in MCO Housing Services Office on or before December 31, 2024. Your package still needs to be postmarked on or before December 18, 2024. We strongly suggest you send your application either certified mail or priority with a tracking number. You will be able to track the package as it is taking longer for mail to be received. It is not unheard of for MCO to receive a letter 2 or more weeks after posting. Since the deadline is during the holiday season it is going to be worse. Plan for it. Mailed applications, postmarked on or before December 18, 2024 and received after December 31, 2024 will not be included in the lottery.