

856 Wendell Rd. Warwick

First Come, First Served Affordable Homeownership Application



FOR SALE: \$231,646

RDI will provide reasonable accommodation and/or language assistance if needed when completing this application.

- ✓ Please speak to a lender for a **mortgage pre-approval letter** before starting the application.
- ✓ This application is to be filled out by **all adult members** of the household, 18 years old and over. If there are more than two adult members of the household, please use a second application form.

Submit application via mail, online, or in person to:

Rural Development, Inc.
241 Millers Falls Road
Turners Falls, MA 01376

Online Application:
<https://form.jotform.com/ruralhomes413/856-wendell-road-warwick>

Applicant Information:

Applicant 1 Name: _____

Applicant 2 Name: _____

Address: _____

Address: _____

Town: _____ State: _____ Zip Code: _____

Town: _____ State: _____ Zip Code: _____

Phone: _____

Phone : _____

E-mail: _____

E-mail: _____

Employer: _____

Employer : _____

Occupation: _____

Occupation: _____

Yrs. in current job: _____ Yrs in occupation: _____

Yrs. in current job: _____ Yrs in occupation: _____

Household Composition:

List all household members who will be living in the home. An unborn child/children may be listed as a household member with proof of pregnancy submitted with the application. **NOTE:** If an applicant is in the process of a divorce or separation, proof that the divorce or separation has begun or has been finalized must be provided.

Name (First and Last)	Relationship to Head of Household	Age	Full time student over age 17?* (Yes or No)
	Head of Household		

* Please submit documentation such as registration or current transcript, verifying full-time student status.



First-Time Homebuyer Education:

Households must receive homeownership education/counseling prior to closing on the purchase of the home. A certificate of completion from a HUD-approved homebuyer education course will be required. Certificates with a completion date within 2 years prior to the closing date will be accepted. Information about upcoming workshops and online options is available at <https://fcrhra.org/first-time-homebuyer/>

Homeownership:

Has anyone listed on this application owned a home in the past 3 years or does anyone on this application currently own a home? Yes ___ No___

If you answered **no**, please move on to the next page.

If you answered **yes**, please answer the following questions.

Please answer if any of the following applies to the person/s who has owned a home in the past 3 years or currently owns a home:

1. They are a displaced homemaker, where the displaced homemaker (an adult who 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), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner. Yes___ No___
2. They are 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 the individual has custody or joint custody, or is pregnant) Yes___ No___
3. They owned/own a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations Yes___ No___
4. They owned/own a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure. Yes___ No___

If a household member currently owns a home, please list the anticipated net proceeds from the sale of the home: \$_____



Annual Gross Income:

Please list **ALL** sources of income, as requested below, for **ALL** household members aged 18 or older.

NOTE: If a member of the household aged 18 or older is **NOT** working, they must provide, as part of the required verification, a signed notarized statement describing the current situation.

Please attach **verification** for each source of income to include:

- ✓ Copies of five (5) most recent consecutive pay stubs for all employed members of the household.
- ✓ If you are self-employed, provide a current year-to-date Income & Expense report signed by the preparer.
- ✓ Copies of statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony and/or child support, Social Security benefits, all types of pensions, employment, unemployment compensation, workers compensation, alimony, disability or death benefits and any other form of income.
- ✓ Copies of previous three (3) years Federal and State tax returns, as filed, with the most recent year's 1099's, W-2's and schedules, for every household member aged 18 or older.

Income Source (Enter amounts for ALL sources, even if not listed. These are examples of the most common sources)	Applicant 1 (Enter annual dollar amount)	Applicant 2 (Enter annual dollar amount)	All other Household Members (Enter annual dollar amount)	12-MONTH TOTAL (Annual sum of all household members)
Employment				
Social Security, Pensions, Retirement Funds, etc.				
Unemployment Benefits				
Workers Compensation				
Alimony, Child Support				
TAFDC / EAEDC				
Interest Dividends				
Military Pay				
Grants/ scholarships				
Regular monetary contributions from other sources				
Other (please identify source)				
TOTAL ANNUAL HOUSEHOLD INCOME				\$



Assets:

Please list assets for ALL household members, including minors. Please attach **proof** of all assets including but not limited to copies of three (3) most recent statements for checking, savings, certificates of deposits, retirement accounts, etc. For statements that are quarterly, please provide the most recent quarterly statement. All statements must reflect current balances.

Asset Type	Bank name	Name on Account	Cash Value (Enter current dollar amount)	Annual Income from Assets (Enter dollar amount)
Applicant 1				
Checking Account				
Checking Account 2 -If applicable				
Checking account 3 -If applicable				
Savings Account				
Savings Account 2 -If applicable				
Savings Account 3 -If applicable				
Safety Deposit Box				
Stocks, bonds, certificates of deposit, mutual funds, money market, etc.				
Retirement and Pension Funds				
Retirement or Pension Funds 2 -If applicable				
Real estate owned				
Other (rental property, lump sum payment, etc. Please identify type)				
Applicant 2 / Other Household Members				
Checking Account				
Checking Account 2 -If applicable				
Checking account 3 -If applicable				
Savings Account				
Savings Account 2 -If applicable				
Savings Account 3 -If applicable				



Safety Deposit Box				
Stocks, bonds, certificates of deposit, mutual funds, money market, etc.				
Retirement and Pension Funds				
Retirement or Pension Funds 2 -If applicable				
Real estate owned				
Other (rental property, lump sum payment, etc. Please identify type)				
TOTAL VALUE OF ALL ASSETS			\$	

Mortgage Pre-approval Letter:

A mortgage pre-approval letter is required to be submitted with the application for the application to be considered complete. The pre-approval letter must be based on the applicant/s credit score and current financial situation and be from a lender experienced with first time homebuyers and deed restricted properties.

Note: A pre-approval is typically different than a pre-qualification. Pre-approval requires that more documentation be provided to the lender and is a conditional commitment (though not a guarantee) from them to lend you a specific amount.

Applicant financing must meet the following criteria:

- a) Down payment must be at least 3% of the purchase price (\$6,949.38), at least \$1,000 of which must come from the buyer’s funds.
- b) Mortgage loan must be a 30-year fully amortizing mortgage for not more than 97% of the purchase price with a fixed interest rate that is not more than 2 percentage points above the current Freddie Mac interest rate (www.freddiemac.com).
- c) Monthly housing costs (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) shall not exceed 38% of monthly household income.
- d) Non-household members are not permitted as co-signers of the mortgage.

Please fill in the following information: The attached pre-approval letter is for a mortgage of \$_____ and I/we have \$_____ for a down payment (at least 3% of the purchase price).

Proof of the downpayment source must be submitted with the application. Identify source/s of down payment (at least \$1,000 must come from the applicant/s own money for down payment):



Certification, Disclosure, Understandings & Authorization

Certification: I/We certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or neglectful misrepresentation(s) of information contained in this application will result in the withdrawal of my application for housing.

Use of Information Disclosure: I/We hereby authorize the Rural Development, Inc., the Monitoring Agent to inquire of credit agencies, employer, banking institutions and lending institutions to allow and assist them to determine my/our determination of eligibility of an affordable home. In addition, we hereby authorize any lender, Mortgage Company or mortgage broker to whom we apply for a mortgage in conjunction with our application to release any and all information regarding our loan application. This authorization includes all mortgage application information provided to the lender including, but not limited to credit reports, other loan applications, assets, employer information, etc.

Household Eligibility: I/We certify that no member of our family has a financial interest in the 856 Wendell Road, Warwick, development.

Understanding of Selection:

- I/We understand that if I/we are selected in the first-come, first-serve application process, it does not guarantee that I/we will be able to purchase a home and that all expenses including closing costs and down payment are my/our responsibility.
- I/We also understand that it is my/our obligation to secure a fixed mortgage for the term of the loan and for not more than 97% of the purchase price of the home.
- I/We understand that we will need to have at least \$1,000 of our own funds to be eligible.
- I/We understand that even though I/we think that I/we have submitted all the necessary documentation and/or verifications, I/we understand that my/our application may not be considered complete if RDI finds that any documentation and/or verification are missing.
- I/We have read the application and all the attached information and understand the first-come, first-served application process.

Authorization: I/We consent to the disclosure of such information for the purpose of income, asset and any other verification related to my/our application.

Applicant's Signature

Date

Co-Applicant's Signature

Date



Summary of Deed Restriction & Statement of Understanding

An affordable housing deed restriction is a legal document recorded at the Registry of Deeds that specifies the resale, refinance and leasing provisions for the referenced property. The buyer of the affordable unit must agree to execute a deed restriction, which will be recorded at the Franklin County Registry of Deeds at the time of purchase. This affordable unit will be sold at a substantial discount price with a Deed Restriction attached. The Deed Restriction ensures that the unit remains affordable for future purchasers of the property during the term of the restriction. **It is strongly recommended that purchasers of an affordable, deed restricted unit review the deed restriction with their attorney and lender.** Below is a general description of the deed rider:

Principal Residence: The property must be the owner’s principal residence during the term of the restriction.

Notice Requirement: During the term of the restriction, if an owner wants to sell their affordable unit, they are required to notify the Monitoring Agent, Rural Development, Inc (RDI).

Maximum Resale Price: There is a limit on the resale price of the unit so that the unit will be affordable to the next purchaser during the term of the restriction. The formula for calculating the maximum resale price is established in the deed restriction.

Resales: During the term of the restriction, deed-restricted affordable homes are required to be resold in accordance with the deed restriction to an eligible buyer.

Leasing and Refinancing: Affordable units cannot be leased or refinanced without prior written consent of the Monitoring Agent.

Capital Improvement Policy: The monitoring agent will review capital improvement requests prior to work being done. Capital improvements are defined as “necessary maintenance improvements that if not done would compromise the structural integrity of the property.”

A copy of the Deed Restriction for this project may be requested from RDI by phone – 413-863-9781 TTY/TDD 800-439-2370 – by email at RuralHomes413@gmail.com, or in person at RDI’s office at 241 Millers Falls Road, Turners Falls, MA 01376.

Statement of Understanding

I/We have read the Summary of the Deed Restriction for the 856 Wendell Road, Warwick application.

I/We understand that, if selected to purchase an affordable unit, a full copy of the Deed Restriction will be provided to me, and that if my household is certified as income eligible and is able to obtain an approved mortgage, that I/We will be required to execute the Deed Restriction at the time of purchase and it will be recorded along with the deed at the Franklin County Registry of Deeds.

Applicant Signature Date

Date

Co-Applicant Signature Date

Date



APPLICATION CHECKLIST

Thank you for requesting an application for the homeownership opportunity at 856 Wendell Rd. Warwick MA. Your application will be handled with confidentiality and in conformance with all Fair Housing Laws. **Please retain a copy of this page for future reference.**

APPLICATION CHECKLIST

Please read carefully to make sure that you submit a complete application with all the required attachments. **Missing a step may disqualify your application. We can only process your application if ALL fields are filled in, and ALL supporting documentation is provided.**

- ✓ All application fields are filled in, and all applicants aged 18 and older have signed the last page of the application.
- ✓ Copies of the last 3 years' Federal and State tax returns, as filed, with the most recent year's 1099's, W-2's and schedules, for every current or future person living in the household aged 18 and over.
- ✓ Notarized statement for any member of the household age 18 or older who is not currently working describing the current situation, if applicable.
- ✓ Documentation, such as registration or transcript, for household members 18 or older verifying full-time student status, if applicable.
- ✓ If the applicant is in the process of a divorce or separation, proof that the divorce or separation has begun or has been finalized.
- ✓ Proof of pregnancy, if applicable, in the form of a signed letter from a healthcare provider, for applicants claiming an unborn child and/or children as household member/s.
- ✓ Copy of 5 most recent consecutive pay stubs, for salaried employed household members 18 and over, longer for seasonal and hourly workers. If self-employed, a current year-to-date Income & Expense report signed by the preparer.
- ✓ Copy of 3 most recent statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony and/or child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income – on organization letterhead.
- ✓ Proof of all assets for all household members, including minors, which may include but are not limited to checking, savings, IRA's, stocks, bonds and all other assets (i.e. 3 copies of most recent statements for checking, savings and certificates of deposits, IRA or other retirement account statements- on organization letterhead). All statements must reflect current balances.
- ✓ Mortgage pre-approval letter and proof of adequate assets to cover down payment and closing costs.
- ✓ Documentation regarding current interest in real estate, if applicable.



APPLICATION SUBMITTAL INSTRUCTIONS

Applications and attachments may be submitted via mail, online, or in person.

Mail:

Mail the completed application and the required attachments to:

Rural Development, Inc.
241 Millers Falls Road
Turners Falls, MA 01376

Online:

Go to <https://form.jotform.com/ruralhomes413/856-wendell-road-warwick> to fill out the application online and upload supporting documents securely. Once submitted, you will receive a confirmation email.

In Person:

Bring the completed application and the required attachments to:

Rural Development, Inc.
241 Millers Falls Road
Turners Falls, MA 01376

Applications will be time stamped by the staff person receiving them.

Please note our regular office hours are Monday through Friday: 9:00AM-4:30PM. We are closed on State and Federal holidays, and occasionally for staff meetings or events. Office closures are posted online at FCRHRA.org.



AFFORDABLE HOMEOWNERSHIP INFORMATION SHEET

Eligibility

Application: Applications must be complete. Applications will be processed in the order they are received, once they are deemed complete. Incomplete applications will not be considered until all required documentation and information is provided.

First-Time Homebuyer: To be eligible, applicants must qualify as first-time homebuyers. First-time homebuyers are defined as a household that has not owned a home within three years preceding the application, with the following exceptions:

- a) displaced homemakers, where the displaced homemaker (an adult who 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), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
- b) single parents, 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 the individual has custody or joint custody, or is pregnant);
- d) households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
- e) households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.

Households must receive homeownership education/counseling prior to closing on the purchase of the home. A certificate of completion from a HUD-approved homebuyer education course, dated within two (2) years of closing, will be required as documentation. Information about upcoming workshops and online options is available at <https://fcrhra.org/first-time-homebuyer/>

Income Limits: To be income eligible, an applicant's anticipated annual gross income for all current adult household members for the 12-month period following application must be at or below 80% of the Area Median Income (AMI) for Franklin County, as determined by the U.S. Department of Housing and Urban Development (HUD), shown in the chart below.

Number of People in Household	1	2	3	4	5	6
Max. Allowable Household Income	\$61,350	\$70,100	\$78,850	\$87,600	\$94,650	\$101,650



Asset Limits: The asset limit is \$75,000 per household. Household assets divested for less than full and fair cash value within the past 2 years will be counted at the full and fair cash value for purposes of calculating eligibility.

Household Assets include:

- Cash in savings accounts, checking accounts and safety deposit boxes, etc.
- Certificates of deposit, bonds, stocks, treasury bills, mutual funds and money market accounts.
- Revocable trusts.
- Equity in rental property or other capital accounts.
- Cash value of life insurance policies available to the applicant before death.
- Personal property held as an investment: Gems, jewelry, coin collections, or antique cars, etc. Personal jewelry is NOT considered an asset.
- Lump sum receipts or one-time receipts. i.e. inheritance, capital gains, one-time lottery winnings, victim's restitution, settlements on insurance claims (including health and accident insurance, worker's compensation, and personal or property losses), and any other amounts that are not intended as periodic payments.
- A mortgage or deed of trust held by an applicant.
- IRA, 401(k), 403B. *
- Retirement and pension funds. (if employed) *

*These will include only amounts the applicant can withdraw without retiring or terminating employment, minus any penalties or transaction fees. (Applicant will be responsible for determining and verifying how much of these funds are available as cash.)

Household Assets DO NOT include:

- Personal property. (i.e. clothing, furniture, cars, wedding ring and other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities)
- Term life insurance policies. (i.e. policies with no cash value)•Equity in the cooperative unit in which the applicant lives.
- Assets that are part of an active business. Business DOES NOT include rental of properties that are held as investments unless such properties are the applicant's main source of income.
- Assets that are not effectively owned by the applicant.

Mortgage Pre-Approval: A mortgage pre-approval letter is required to be entered into the lottery. The pre-approval letter must be based on the applicant's credit score and current financial situation and be from a lender experienced with first time homebuyers and deed restricted properties.

Applicant financing must meet the following criteria:

- a) Down payment must be at least 3% of the purchase price, at least \$1,000 of which must come from the buyer's funds.



- b) Mortgage loan must be a 30-year fully amortizing mortgage for not more than 97% of the purchase price with a fixed interest rate that is not more than 2 percentage points above the current Freddie Mac interest rate (www.freddiemac.com).
- c) Monthly housing costs (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) shall not exceed 38% of monthly household income.
- d) Non-household members are not permitted as co-signers of the mortgage.

Household Size: To be eligible, the household size cannot exceed State Sanitary Code requirements for occupancy of the unit.

Resident Selection Process

Rural Development Inc. (RDI) will use a first-come, first-served approach to select the purchaser for 856 Wendell Road, and will not discriminate in the selection of applicants. When an application is submitted to RDI, the date that it is received will be recorded, and it will be reviewed to determine if it is complete. If incomplete, the applicant will receive notification from RDI, via email and mail, that the application is incomplete. The notification will include a list of the items and information missing from the application. **An application will not be processed until it is considered complete. The date on which the application is deemed complete will be the submission date for the purpose of selecting a buyer and placement on the waitlist.**

Applications will be processed in the order they are received **and deemed complete**. Once an application is processed, applicants will be notified by email and mail indicating whether they are deemed eligible, or ineligible, based upon the information provided in the application, and their placement on the waitlist, if applicable. Applicants must contact RDI in writing if they disagree with the determination. Failure to contact RDI in writing will result in the waiving of the applicants' right for further review.

The unit will be awarded to the first complete, eligible application received. The selected household will be contacted to convey that they have been approved to purchase the property and will be notified of next steps. Selected applicants will have a maximum of 5 business days to respond to indicate they want to move forward with purchasing the property. If no response has been received within 5 days, the next complete, eligible application on the waitlist will be reviewed.

RDI will continue to process applications and will retain a list of eligible households, in the order that they were submitted, on a waitlist. If the initial buyer does not pass review or chooses not to purchase the unit, the next household on the waitlist will be contacted.

The selected household must secure financing and be prepared to close on the purchase of the home by May 3, 2025. The selected household will be invited to a meeting with a housing counselor to review the process and requirements. RDI may provide a list of lenders with demonstrated capacity to provide financing for the home; however, applicants are not required to use a lender from the suggested list for their pre-approval letter or mortgage.

