



*your resource for Affordable Housing*



## **Lottery Information and Application Alder Point Westford, MA**

Alder Point, located off 354 Groton Road, is a new 8-unit duplex development offering 1 two bedroom and 1 three bedroom duplex unit for eligible first-time homebuyers (certain exceptions apply) by lottery.

There is one 2 bedroom duplex which includes 2 1/2 bathrooms and a one car garage in approximately 1,530 sq. ft. and the one three bedroom duplex includes 2 ½ bathrooms and a two car garage in approximately 1946 sq. ft. per the builder. A stove/oven, refrigerator, microwave and laundry hookup are included.

The maximum sales price for the 2 bedroom unit is \$201,100 and the 3 bedroom unit is \$223,700 for families earning up to 80% of median income. These homes 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. FHA and VA loans will not be accepted as they do not close on deed restricted properties. Applications will be logged in upon receipt and reviewed after the application deadline. Incomplete applications will not be included in the lottery.***

***Applicants have the option of dropping off their applications at MCO Housing Services and if they wait MCO Housing Services will review for completeness. If something is missing, then they will have the opportunity to provide the missing information prior to the deadline.***

A Public Information Meeting will be held 6:30pm, December 17, 2019 in the Westford Public Library, Meeting Room, located at 50 Main Street in Westford to answer specific questions and provide an overview of the process. If you cannot attend this meeting, please call MCO Housing Services at 978-456-8388 or email [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com) with any questions.

**Applications must be mailed to MCO Housing Services, P.O. Box 372, Harvard, MA 01451.** The application deadline is January 13, 2020. All applications must be postmarked on or January 13, 2020 to be included in the lottery. The lottery will be held 6:00pm, January 28, 2020 at the Westford Public Library, Mary Atwood Hall.

Thank you for your interest in the affordable housing at Alder Point. We wish you the best of luck. 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  
MCO Housing Services for  
2100 Corp.

*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.*

# Alder Point

## AFFORDABLE HOMES Question & Answer

### What are the qualifications required for Prospective Buyers?

- Qualify based on the following maximum income table, which is adjusted for household size:

Household Size	1	2	3	4	5	6
80% of Median Income	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600

### LOTTERY APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above maximum allowable income limits.
2. Household must be a first-time homebuyer defined as not having owned a residential property for three years, including one in a trust. \*\* The following exceptions apply:
  - 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 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 who the individual has custody or joint custody, or is pregnant);
  - c. households where at least one household member is 55 or over;
  - 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 construction a permanent structure.\*\* A home owned by one of the above exception must be sold prior to closing on the affordable unit.
3. Total household assets shall not exceed \$75,000. Liquid retirement assets are counted.
  - a. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
  - b. 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.
  - c. Assets divested within the last two years for less than fair market value will be counted at full and fair market value.

Complete Income and Asset Guidelines will be provided upon request, if you have an opportunity to purchase or you can view online at [www.mcohousingervices.com](http://www.mcohousingervices.com).

### Other program highlights for Lottery applicants:

- Unit must be principal residence of the owners and cannot be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter, from a bank experienced with deed-restricted properties, is required to participate in this lottery.

### Are there mortgage guidelines that we need to follow?

1. 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.
2. Be made by an institutional lender.



3. Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.
4. No more than 2 points.
5. 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.
6. Non-household members shall not be permitted as co-signers of the mortgage.
7. FHA and VA loans are not accepted

The mortgage must be from an institutional lender familiar with affordable deed restriction guidelines.

#### **Are there preferences for those with families?**

Yes. Preference for the two bedroom units will be for household requiring two bedrooms. Second preference for households requiring one bedroom.

Household size preference for the three bedroom units will be given to households that require three bedrooms, second preference is for households requiring two bedrooms and third preference is for a household requiring one bedroom.

Unit preferences are based on the following:

- a. There is a 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 a 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. If you require a reasonable accommodation the request must be made at time of application and documentation, i.e. letter from doctor, must be provided with the application.

#### **Are there any restrictions?**

YES. Deed restrictions are used to ensure the units are affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity and prior approval from the Town and Monitoring Agent for capital improvements and refinancing. If you choose to sell your unit you must notify the town and Monitoring Agent in writing. There is a limit on the resale price. The maximum resale price is determined by using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, if the initial two bedroom price is \$201,100 and the current area median income is \$107,600, the Resale Price Multiplier would be  $\$201,100/\$107,600=1.87$ .

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price. Please note, the condo fees, interest rates and tax rates will be reviewed prior to issuing the maximum resale price to ensure the unit remains affordable to an eligible purchase at 70% of the AMI, as described in the Deed Rider definition of Maximum Resale Price.

All selected applicants are urged to review the deed rider with their own attorney. All buyers will be provided with a copy at the time of Purchase and Sale Agreement. Email [maureen@mcohousingservices.com](mailto:maureen@mcohousingservices.com) for a copy of the deed rider.



**How much money do I need to make to afford the unit?**

The minimum income required to purchase is based upon an applicant’s ability to secure a mortgage. Attached is a “Sample 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 units’ 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**

Two units are available by lottery at Alder Point. The units will be distributed through the Local Pool and Open Pool.

<b><u>Pool</u></b>	<b><u>Qualifications</u></b>	<b><u># of Units</u></b>
<b>Local Pool</b>	<b>Must meet at least one of the Local Preference Criteria as listed on the application.</b>	<b>1 (three bedroom)</b>
<b>Open Pool</b>	<b>All applicants</b>	<b>1 (two bedroom)</b>

Local applicants would have two opportunities to purchase a unit by being in both the Local and Open Pools.

All of the 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 homes distribution. There will be two pools of applicants, one for local applicants only and the second for local and non-local applicants (open pool). The highest ranked local applicant that meets the household size preference criteria would have an opportunity to purchase one home, and the remaining local pool applicants would establish the waiting list for that home. The same process will be used to fill the Open Pool two bedroom unit.

**Please note:** Household size preference will override local preference. This means if we exhaust the applicants in the local pool that require three bedroom units we will move to the open pool for households requiring three bedrooms, before offering units to households requiring two bedrooms.

**Time Frames**

It is anticipated the initial affordable units at Alder Point will be available for occupancy \_\_\_\_\_. 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. The Applicant selected for the home will start working with their lender immediately to secure the necessary mortgage. Please be advised that the final income verification will be done at the time you have an opportunity to purchase a unit. All applicants must be determined income/asset eligible BEFORE they are entered into the lottery. The selected applicants’ financial documents are verified again just before closing.

**Acceptance of Homes**

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity.

**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.



## SAMPLE AFFORDABILITY ANALYSIS

	2 Bedroom	3 Bedroom
<b>Home Price</b>	\$ 201,100.00	\$ 223,700.00
<i>Interest Rate</i>	3.82%	3.82%
<i>Down Payment (%)</i>	5%	5%
<b>Down Payment (\$)</b>	\$ 10,005.00	\$ 11,185.00
<b>Mortgage Amount</b>	\$ 191,045.00	\$ 212,515.00
<b>Monthly Expenses</b>		
<i>Principal &amp; Interest</i>	\$ 892.36	\$ 992.65
<i>Real Estate Taxes</i>	278.00	309.00
<i>Private Mortgage Insurance</i>	124.00	138.00
<i>Hazard Insurance</i>	67.00	75.00
<i>HOA Monthly Fee</i>	125.00	138.00
<b>TOTAL Monthly Expenses</b>	<b>\$ 1,486.00</b>	<b>\$ 1,652.00</b>

**NOTES:**

ALL values are estimates and are subject to change.

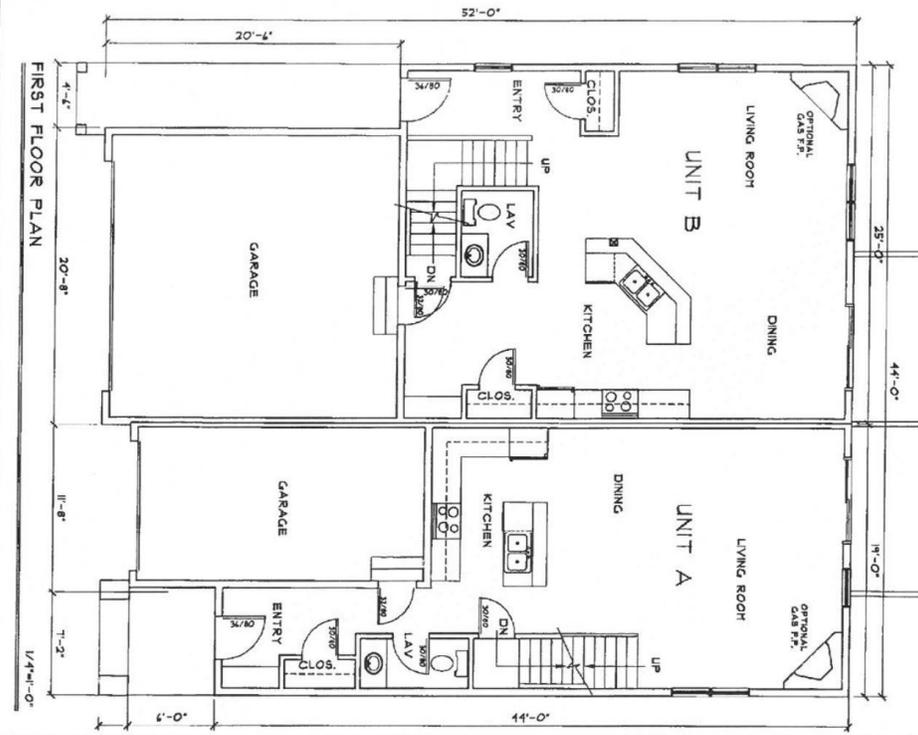
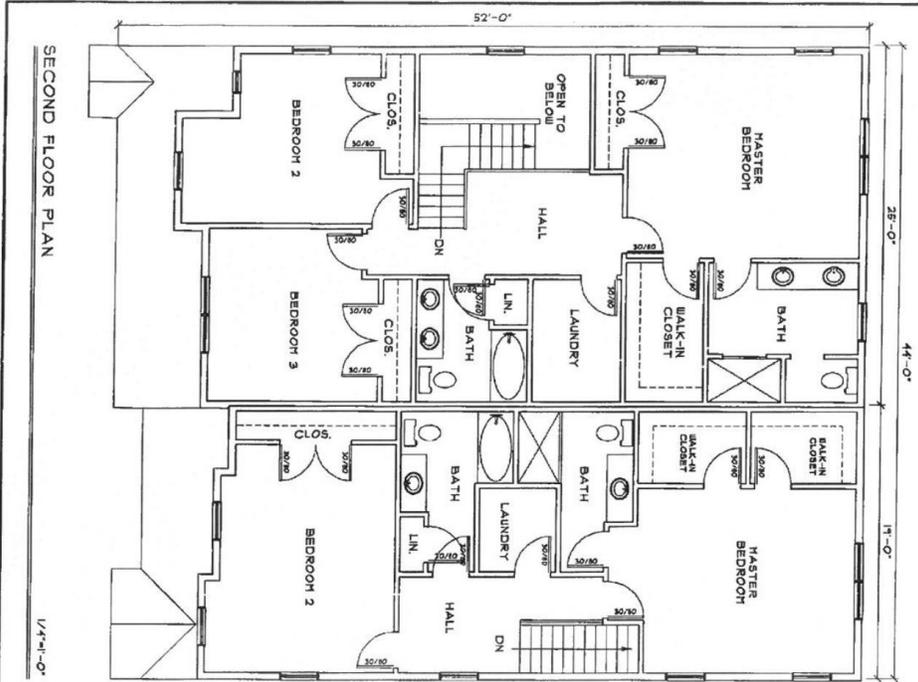
Westford 2019 Residential Tax Rate = \$16.56 per thousand

### Unit Availability and Distribution

Building #	# of Beds	Pool	Estimated Availability*
<b>2</b>	<b>3</b>	<b>Local</b>	
<b>4</b>	<b>2</b>	<b>Open</b>	



CRAFTSMAN STYLE DUPLEX UNITS  
 WITH DISTINCTIVELY DESIGNED  
 ENTRANCES TO MAKE AN INDIVIDUAL  
 STATEMENT WITH VARIED DETAILS  
 AND MATERIALS.



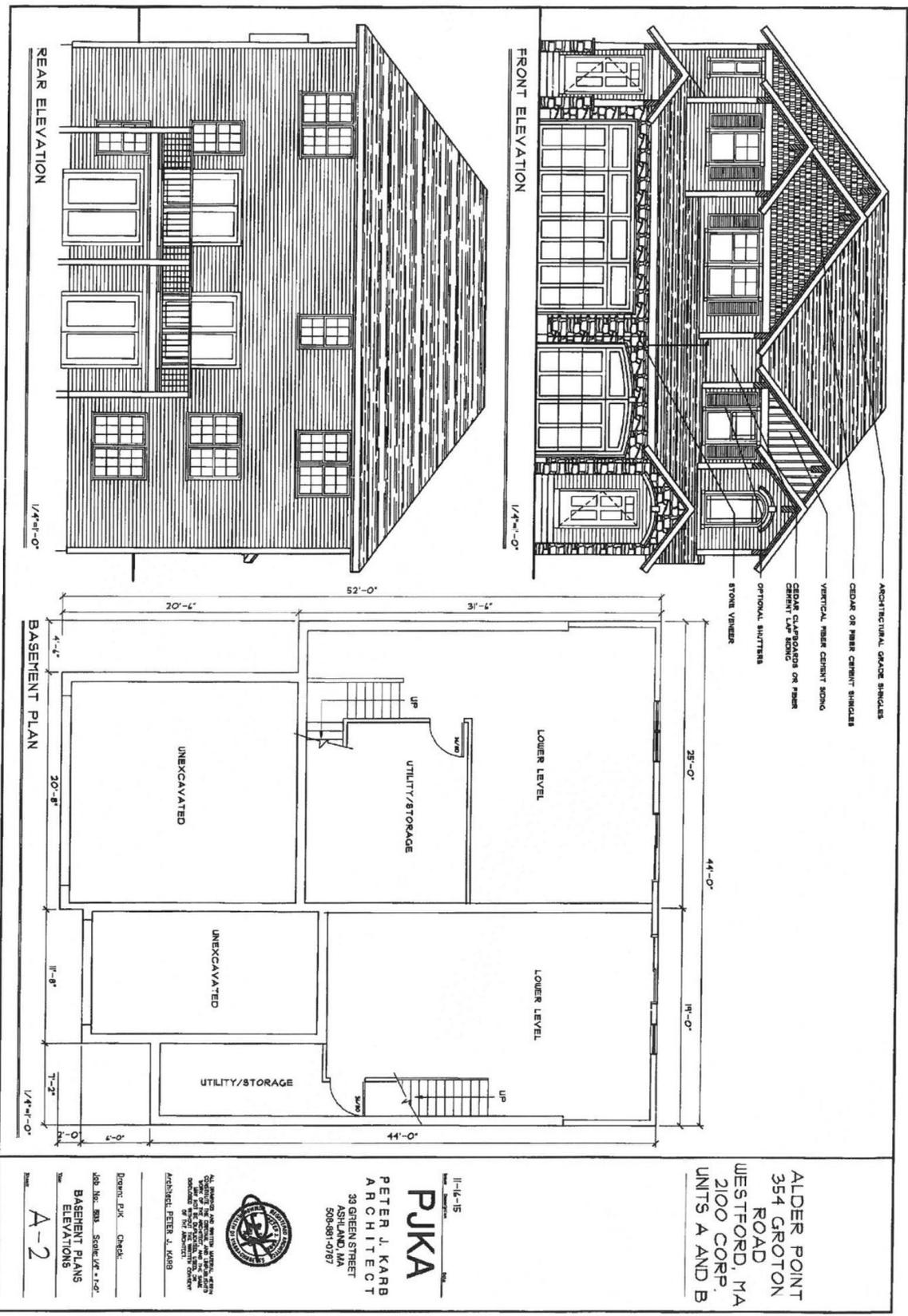
ALDER POINT  
 354 GROTON  
 ROAD  
 WESTFORD, MA  
 2100 CORP.  
 UNITS A AND B



11-14-15  
 PJK/A  
 PETER J. KARB  
 ARCHITECT  
 33 GREEN STREET  
 ASHLAND, MA  
 508-881-0767

1/4"=1'-0"  
 FLOOR PLANS  
 A-1





ALDER POINT  
 354 GROTON  
 ROAD  
 WESTFORD, MA  
 2100 CORP.  
 UNITS A AND B

11-16-15  
 PUKA

PETER J. KARB  
 ARCHITECT  
 33 GREEN STREET  
 ASHLAND, MA  
 508-881-0787



NO ARCHITECTURAL OR ENGINEERING MATERIAL, EITHER IN WHOLE OR IN PART, IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

Architect: PETER J. KARB  
 Design: PJK, Check:  
 Job No.: 808, Scale: 1/4" = 1'-0"  
 BASEMENT PLANS  
 ELEVATIONS  
 A-2



# ALDER POINT LOTTERY APPLICATION

## APPLICATION DEADLINE: January 13, 2020

**For Office Use Only:**

Date Appl. Rcvd: \_\_\_\_\_

Local: Y / N

Household Size: \_\_\_\_\_

Lottery Code: \_\_\_\_\_

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Tele: \_\_\_\_\_ Work: \_\_\_\_\_ CELL: \_\_\_\_\_

Email: \_\_\_\_\_

Have you or any member of your household ever owned a home? \_\_\_\_\_ If so, when did you sell it? \_\_\_\_\_

There will be two pools for this lottery, Local and Open. One unit will be in the local pool to applicants who meet at least one of the following Local Preference Criteria.

- Current Westford Resident.
- Currently employed by the Town of Westford
- Currently employed by the Westford Public Schools or the Nashoba Valley Technical High School
- Current employee of businesses located in Westford or who has a bona fide offer of employment from a business located in Westford
- Households with children attending Westford public schools and/or the Nashoba Valley Technical High School.

Proof of local preference will be required if you have an opportunity to purchase and will be verified by the Town.

**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, supplement second income and dividend income.)

Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income \_\_\_\_\_

Co-Borrowers Monthly Base Income (Gross) \_\_\_\_\_

Other Income \_\_\_\_\_

**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. Complete all that apply with current account balances)

Checking (avg balance for 6 months) \_\_\_\_\_

Savings \_\_\_\_\_

Stocks, Bonds, Treasury Bills, CD or \_\_\_\_\_

Money Market Accounts and Mutual Funds \_\_\_\_\_

Individual Retirement, 401(k) and Keogh accounts \_\_\_\_\_

Retirement or Pension Funds \_\_\_\_\_

Revocable trusts \_\_\_\_\_

Equity in rental property or other capital investments \_\_\_\_\_

Cash value of whole life or universal life insurance policies \_\_\_\_\_

Downpayment Gift \_\_\_\_\_

**TOTAL ASSETS** \_\_\_\_\_



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

Employer: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town/State/Zip: \_\_\_\_\_  
Date of Hire (Approximate): \_\_\_\_\_  
Annual Wage - Base: \_\_\_\_\_  
Additional: \_\_\_\_\_ (Bonus, Commission, Overtime, etc.)

**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 home. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
White	_____	_____	_____
African American	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Asian or Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____

The total household size is \_\_\_\_\_

**Household Composition: Include Applicant(s)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, 1/2 of which must come from the buyer's own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

**SIGNATURES:**

The undersign warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank submitted before entry into lottery to have an opportunity to purchase the affordable home at Alder Point in Westford, MA. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application prior to closing.

Signature \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
Co-Applicant

Date: \_\_\_\_\_



Return with SIGNED Affidavit & Disclosure Form, mortgage pre-approval letter and complete financial documentation to:

MCO Housing Services, P.O. Box 372, Harvard, MA 01451  
Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)/Drop Off - 206 Ayer Road, Harvard



## Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at Alder Point in Westford, MA.

- The annual household income for my family does not exceed the allowable limits as follows:  
Income from all family members must be included.

Household Size	1	2	3	4	5	6
80% of Median Income	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600

- I/We have not individually or jointly owned a singlefamily home, town home, condominium or co-op within the past three (3) years, including a home is a trust. We understand the exceptions that apply.
- I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. Assets divested at less than full market value within the past two years will be counted at full and fair market value.
- The household size listed on the application form includes only and all the people that will be living in the residence.
- I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief. I/We understand that providing false information will result in disqualification from further consideration.
- I/We understand that by being selected in the lottery does not guarantee that I/we will be able to purchase a home. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to purchasing a home.
- I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase through a bank experienced with deed-restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
- 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.
- I/We understand that if selected I/we will be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home.
- Program requirements are established by the Dept of Housing and Community Development (DHCD), MassHousing and the Town of Westford. 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 the Monitoring Agent is final.
- I/We certify that no member of our family has a financial interest in the project.
- I/We understand there may be differences between the market and affordable units and accept those differences.
- I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available home at Alder Point. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date:

**Return with completed and signed application, a mortgage pre-approval letter and all financial documentation to:**

MCO Housing Services, P.O. Box 372, Harvard, MA 01451

Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)/Drop off: 206 Ayer Road, Harvard, MA



**Required Financial Documentation Form  
TO BE RETURNED WITH APPLICATION**

Provide **one copy** of all applicable information. Complete financial documentation and a mortgage pre-approval 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. You may drop off your application at MCO Housing Services Harvard Office. If you drop off and **wait** while we review your application, you would have the opportunity to provide the missing documents prior to the deadline. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

**Initial each that are applicable and provide the documents. Return this sheet with your application.**

1. \_\_\_\_\_ Mortgage Pre-approval – FHA and VA loans are not accepted.
2. \_\_\_\_\_ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor, at the same time.
3. \_\_\_\_\_ Federal Tax Returns –2016, 2017, 2018 (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 have not filed tax returns, in the required years, you must submit a letter from the IRS verifying you have not filed. To obtain the letter submit form 4506-T, located at irs.gov, to the IRS and they will mail you the letter.
  - **NOTE:** If you are unable to locate your tax returns you can submit a transcript to of your tax return. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS.
4. \_\_\_\_\_ W2 and/or 1099-R Forms: 2016, 2017, 2018
5. \_\_\_\_\_ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. 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 in 2018, 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 or monthly.
6. \_\_\_\_\_ Current year Benefit letter providing full amount of gross 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 and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support or complete the attached form.



8. \_\_\_\_\_ Interest, dividends and other net income of any kind from real or personal property.
9. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:
- \_\_\_\_\_ Checking accounts – Last **three (3)** months of statements – EVERY PAGE – FRONT AND BACK.  
**NOTE:** If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. 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 directly 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
  - \_\_\_\_\_ Revocable trusts
  - \_\_\_\_\_ Equity in rental property or other capital investments
  - \_\_\_\_\_ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds and Money Market Accounts including all individual retirement accounts, 401K, Keogh accounts and Retirement and Pension funds.
  - \_\_\_\_\_ Cash value of Whole Life or Universal Life Insurance Policy.
  - \_\_\_\_\_ Personal Property held as an investment
  - \_\_\_\_\_ Lump-sum receipts or one-time receipts
10. \_\_\_\_\_ Proof of current student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester.
11. \_\_\_\_\_ 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.
12. \_\_\_\_\_ If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets and first time homebuyer status will be used in determining eligibility.
13. \_\_\_\_\_ If you are self-employed you MUST provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts.
14. \_\_\_\_\_ If you will be receiving a gift for down payment and/or closing costs you need to provide a letter stating who is providing the gift and the amount. All applications will be checked for downpayment and

closing costs funds at time of application. We must see proof of those assets at time of application 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.

We understand if we do not provide all applicable financial documentation we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete. We also acknowledge that MCO Housing Services will not make any changes to our application, before the deadline date unless we came to the Harvard office to make the necessary changes.

Print Applicants Name(s): \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Co-Applicants Signature

\_\_\_\_\_  
DATE

**Return the complete application, Signed Affidavit and Disclosure Form, Signed and completed and signed Required Financial Documentation Form to:**

MCO Housing Services  
P.O. Box 372  
Harvard, MA 01451  
Drop Off: 206 Ayer Road, Harvard, MA  
Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)



## Custody & Child Support Affidavit

**Applicant/Tenant:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

***Please complete a separate form for each minor in this unit not living with both biological or adoptive parents:***

Child Name/SSN(last four digits)/DOB : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of Absent Parent: \_\_\_\_\_

Will this child live with you in the tax credit apartment at least 50% of the time?

YES       NO

Was there a legal marriage to the other parent?  YES  NO  STILL LEGALLY MARRIED

- If **YES**, please submit a copy of the divorce decree, separation agreement, or other document outlining custody arrangements.
- If **NO**, please submit documents such as tax return, school records, court order, or DHS records showing placement of child

Who claimed the child as a dependant on their most recent tax return?

I did       The absent parent       Other: \_\_\_\_\_  No one

Do you receive support (monetary or not) for this child?  YES  NO

If **YES** list amount \$ \_\_\_\_\_ per \_\_\_\_\_

Have you ever been awarded an amount of child support for this child through the courts or an informal agreement?  YES  NO

If awarded but not paid, have you taken legal action to collect child support?

YES       NO

If so, please describe efforts \_\_\_\_\_

Do you expect to receive child support for this child in the next 12 months?

YES       NO

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
(Signature of Tenant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Manager)

\_\_\_\_\_  
Date