



Lottery Information Covered Bridge Condominiums Wayland, MA

Covered Bridge Condominiums, located at 219 - 223 Rice Road, offers 3 affordable one and two bedroom condominiums, by lottery, for an eligible first time homebuyers (certain exceptions apply). These homes include one or two bedrooms and 1 or 1 $\frac{1}{2}$ baths.

The purchase price has been set at \$169,700 for a one bedroom condos and \$186,300 for the two bedroom condo. The units will be sold by lottery as outlined in the included 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 are not accepted. An application will be considered incomplete and will not be included in the lottery if a mortgage pre-approval letter and all documentation is not received on or before the application deadline. Applicants that submitted an incomplete application will be notified after the application deadline.

Applicants may deliver their application to our Harvard office. If you wait, we will review to make sure your application is complete. If documents are missing you will have time to provide prior to the application deadline.

OPEN HOUSE: Saturday, May 19, 2018 10:00 a.m. – 12:00 p.m. 213 – 219 Rice Road

A Public Information Meeting will be held 6:30, Thursday, April 26, 2018 in the Raytheon Room at the Wayland Free Public Library located at 5 Concord Road, Wayland, MA 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 with any questions.

Applications may be mailed to MCO Housing Services, P.O. Box 372, Harvard, MA 01451. The application deadline is May 28, 2018. All complete applications must be postmarked on or before May 28th to be included in the lottery. The lottery will be held 6:30, Monday, June 11, 2018 in the Wayland Free Public Library.

Thank you for your interest in affordable housing at Covered Bridge Condominiums. If you have questions and cannot attend the Public Information Meeting, please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com. 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 Covered Bridge Inc.





Covered Bridge Condominiums

AFFORDABLE HOMES through MassHousing 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
Max Allowable Income	\$56,800	\$64,900	\$73,000	\$81,100

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 homes 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 for less than their fair market value within the last two years will be counted at their full Fair Market Value to determine eligibility.

Complete Income and Asset Guidelines will be provided upon request, if you have an opportunity to purchase or you can view online at www.mcohousingservices.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?

Yes, they are:

- 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 buyers monthly income for the mortgage.
- 6. Non-household members shall not be permitted as co-signers of the mortgage.

The mortgage must be from an institutional lender familiar with affordable deed restriction guidelines. FHA and VA loans are not accepted as they will not close on deed restricted properties that survive foreclosure.

Are there preferences for those with families?

Yes. Two of the three units are for households that meet at least one of the local preference criteria as stated on the application.

Household size preference for the two bedroom units will be given to households that require two bedrooms. Preference for the one bedroom units will be for households 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. Requests must be made a time of application and any supporting documentation provided, ie. Letter from doctor.

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 27%, 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 pool at least meets the percentage in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area. Applicants not selected for the local pool would be in the open pool only.

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 the Monitoring Agent 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 one bedroom price is \$169,700 and the current area median income is \$103,400, the Resale Price Multiplier would be \$169,700/\$103,400= 1.64.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price. A 2% resale fee would be added to the maximum resale price you would receive. The 2% fee would be used to pay the Monitoring Agent or their designated agent to sell your unit.





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 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

There will be two pools for this lottery, Local and Open. Two units will be in the local pool to applicants who meet at least one of the Local Preference Criteria as stated on the application. The units breakdown is:

	# of Units	Local	Open
One Bed	2	1	1
Two Bed	1	1	0

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 unit's distribution. There will be two pools of applicants. For example, if there are 10 Local applicants the first two applicants that meet the household size preference criteria for the one and two bedroom units would have an opportunity to purchase the home, and the remaining applicants would establish the waiting list for that home. The same process will be conducted for the one bedroom in the Open Pool.

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 household requiring three bedrooms, before offering units to households requiring two bedrooms.

Time Frames

Covered Bridge Condominiums will be available for immediate occupancy post lottery. If you are selected and can purchase the 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 will 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 Home

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

	One Bed	Т	wo Bed
Home Price	\$ 169,700.00	\$	186,300.00
Interest Rate	4.5%		4.5%
Down Payment (%)	5%		5%
Down Payment (\$)	\$ 8,485.00	\$	9,315.00
Mortgage Amount	\$ 161,215.00	\$	176,985.00
Monthly Expenses			
Principal & Interest	\$ 816.00	\$	897.00
Real Estate Taxes	\$ 255.00	\$	280.00
Private Mortgage Insurance	\$ 105.00	\$	115.00
Hazard Insurance	\$ 57.00	\$	62.00
HOA Monthly Fee	\$ 135.00	\$	185.00
TOTAL Monthly Expenses	\$ 1,368.00	\$	1,539.00

NOTES:

ALL values are estimates and are subject to change.

Wayland 2018 Residential Tax Rate = \$18.03 per thousand

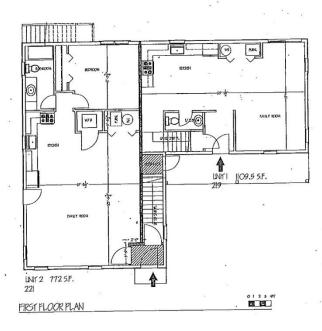
Home Availability and Distribution

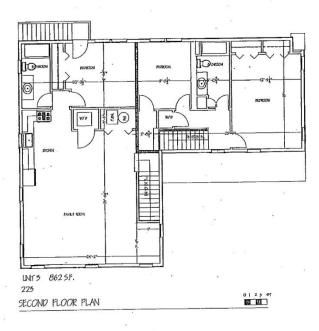
Unit Address	Bedroom Size	Sq. Ft.	Designated Winner	Estimated Availability*
221 Rice Road	1	772	Local	Immediate Availability
223 Rice Road	1	862	Open	Immediate Availability
219 Rice Rd.	2	1109	Local	Immediate Availability















Covered Bridge Condominiums

LOTTERY APPLICATION

APPLICATION DEADLINE: May 28, 2018

For Office Use Only: Date Appl. Rcvd:	
Local: Y / N Household Size: Lottery Code:	

PERSONAL INFORMATION:			Date:		
Name:					
Address:			Town:	Zip:	
Home Tele:	Wor	k:		CELL:	
Email:					
Have you or	any member of your household ever o	wned a home?	If so, when	did you sell it?	
	e two pools for this lottery, Local and Cocal Preference Criteria.	pen. To be include	d in the local pool to ap	oplicants must meet at leas	t one of the
	Current Wayland Resident. Currently employed by the Town of V Currently employed by the Wayland R Current employee of businesses locat in Wayland Families with members attending the	Public Schools ed in Wayland or w		r of employment in a busir	ness located
<i>FINANCIAL</i> business inc	WORKSHEET: (Include all Household Income, veterans benefits, alimony/child second income and dividend income.)	come which include support, unemployi			
Other Incon	ts Monthly Base Income (Gross)				
TOTAL MON	NTHLY INCOME:				
	Assets: (This is a partial list of required Complete all that apply with current acc		list will be provided sh	ould you have an opportur	nity to
Savings Stocks, Bond Money Mai Individual R Retirement Revocable t Equity in rei Cash value o Down-paym	ntal property or other capital inve of whole life or universal life insur- nent Gift				
TOTAL ASSE	ets.				





<u>EMPLOYMENT STATUS: (</u>	include for all working h	nousehold mer	nbers. Attach sep	arate sheet, if necessary.)	
Employer:					_
Street Address:					_
					_
Date of Hire (Approximat	e):				_
Annual Wage - Base:					
Additional		(Bonus, Co	mmission, Overtin	ne, etc.)	
ABOUT YOUR FAMILY: O	PTIONAL				
You are requested to fill o	out the following section	in order to ass	ist us in fulfilling a	ffirmative action requirements	. Please be advise
that you should fill this or	ut based upon family me	mbers that wil	l be living in the ho	ome. Please check the appropr	iate categories:
	Applicant	Co-Applica	nt (#) of Depe	ndents	
White					
African American					
Hispanic/Latino					
Asian or Pacific Islander					
Native American or Alask	an Native				
The total household size i	is				
Household Composition:	Include Applicant(s)				
		Age	Name	Relationship	Age
				Relationship	
<u>ADDITIONAL INFORMATI</u>					
				ers of the household that are to	_
• •	-	-	•	nase of a home. The down pay	
		•	•	tandard underwriting procedur	es. Some of this
may be in the form of a g	ift depending on the len	ding institution			
<u>SIGNATURES:</u>					
_	· ·			e and assets must be verified ar	
				urchase the affordable home a	
		nd if selected al	l information prov	rided shall be verified for accura	acy at the time of
bank application prior to	closing.				
Signature		Da	ate:		
	Applicant				
Signature		Da	ate:		
	Co-Applicant				

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 Drop off: 206 Ayer Road, Harvard

Email: lotteryinfo@mcohousingservices.com

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 will be considered incomplete and will not be included in the lottery if a mortgage pre-approval letter and all documentation is not received on or before the application deadline.





Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at Covered Bridge Condominiums in Wayland, MA.

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

Household Size	1	2	3	4
Max Allowable Income	\$56,800	\$64,900	\$73,000	\$81,100

Income from all family members must be included.

- 2. I/We have not individually or jointly owned a single family home, town home, condominium or co-op within the past three (3) years, including homes in a trust. We understand the exceptions that apply.
- 3. 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 for less than full market value within the last two years will be counted at fair and full market value for eligibility purposes.
- 4. The household size listed on the application form includes only and all the people that will be living in the residence.
 - 5. 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 providing false information will result in disqualification from further consideration.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. 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.
- 10. Program requirements are established by DHCD and the Town of Wayland. 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.
- 11. I/We certify that no member of our family has a financial interest in the project.
- 12. I/We understand there may be differences between the market and affordable units and accept those differences.
- 13. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.

//We have completed an application and have reviewed and understand the process that will be utilized to distribute the availabl
homes at Covered Bridge Condominiums. 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
Drop off: 206 Ayer Road, Harvard

Email: lotteryinfo@mcohousingservices.com





Required Financial Documentation Form TO BE RETURNED WITH APPLICATION

Provide <u>one copy</u> 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. You may drop off your application at MCO Housing Services Harvard Office. If you drop off and <u>wait</u> 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.

<u>Initial each that are applicable, and provide the documents, or write N/A if not applicable and return this</u> <u>sheet with your application.</u>

1.	Mortgage Pre-approval
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.
3.	Federal Tax Returns –2015, 2016, 2017 (if completed) (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 do not have a copy of your tax return you can obtain a transcript through the IRS using form 4506-T. You can obtain the form at the irs.gov.
	• NOTE: If you did not file taxes in any of the required years you must provide a verification of non-filing letter from the IRS using form 4506-T. You can obtain the form at irs.gov.
4.	W2 and/or 1099-R Forms: 2015, 2016, 2017
5.	The most recent last five (5) <u>consecutive</u> 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.
	• <u>NOTE:</u> If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
	 <u>NOTE:</u> If you are no longer working for an employer you worked for in 2017, 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.





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 BAC	K.
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.	1
Pre-paid debit card statements – current month.	
NOTE: This is <u>NOT</u> 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 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 Equity in rental property or other capital investments Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutua Funds and Money Market Accounts including all individual retirement accounts, 401K, Keogh accounts and Retirement and Pension funds. 	I
 Cash value of Whole Life or Universal Life Insurance Policy. 	
 Personal Property held as an investment 	
Lump-sum receipts or one-time receipts	
10Proof 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 curren and next semester.	ıt
11A 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.	
12If 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/assests and first time homebuyer status will be used is determining eligibility.	
13 If you are self-employed you MUST provide a detail expense and income spreadsheet for the last months and three months of business checking and savings accounts.	st
14If you will be receiving a gift for down payment and 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.	

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





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

 $\textbf{Email:} \ \underline{\textbf{lotteryinfo@mcohousingservices.com}}$





Custody & Child Support Affidavit

Applicant/Tenant	:	Unit #:	
Please complete	a separate form for each minor in this both biological or adoptive parents		
Child Name/SSN(last f	four digits)/DOB :/		
Name of Absent Paren	nt:		
Will this child live with	you in the tax credit apartment at least 50% of the	e time?	
☐ YES	² □ NO	;	
Was there a legal marr	riage to the other parent? YES NO S1	TILL LEGALLY MARRIED	
document outli If NO, please s	submit a copy of the divorce decree, separation ining custody arrangements. submit documents such as tax return, school record 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 aw informal agreement?	varded an amount of child support for this child the STES STEP STEP STEP STEP STEP STEP STEP	rough the courts or an	
	, have you taken legal action to collect child supp ☐NO	ort?	
If so, please describe e	fforts		
Do you expect to receiv	re child support for this child in the next 12 month	s?	
accurate to the best of representation herein of	ry, I certify that the information presented in this of my knowledge. The undersigned further unders constitutes an act of fraud. False, misleading or ination of a lease agreement.	tand that providing false	
(Signature of Tenant)		Date	
(Signature of Manager)		Data	

Spectrum Enterprises 2013



