



Information and Application for Affordable Rental Housing
66 Warren Avenue, Weston MA 02493
2 Bedroom, \$2,591/month
Offered on a First-Come First Served Basis

This packet contains specific information for the lottery for one (1) affordable rental unit at the Warren Avenue development in Weston, MA, including eligibility requirements, the selection process, and a lottery application form.

This unit is being offered on a First-come First-served basis – the first eligible applicant who submits a complete application can proceed to a lease.

This application is a first step in the application process and does not assure you will be offered the apartment. Applications must be complete with all required documentation; the applicant must be income eligible and be ready to move.

Showings are by appointment only, and only after the application has been submitted.

Please contact the agent below for any questions or to submit your application.

Jenicia (Jen) Pontes
Regional Housing Services Office
37 Knox Trail
Acton, MA 01720
(978) 287-1091, JenP@RHSOhousing.org

Este paquete contiene información específica para un apartamento asequible de 2 habitaciones.

您可以申請租一間經濟實惠的兩房公寓

Este pacote contém informações específicas para um apartamento acessível de 2 quartos.

If you need help with this application, please call	Ibrahim Kazibwe Regional Housing Services Office 978-287-1092 TTY/TDD Relay 711
Si necesita ayuda con esta solicitud, llame a	
如果您需要此申請方面的幫助，請致電	
Se precisar de ajuda com este aplicativo, ligue para	

Project description

The Weston Warren Ave development consists of seven apartments in three neighboring buildings. #66 is the first-floor apartment in a two-family home. There is one stair to enter the apartment. The unit is 800 square feet with two bedrooms and one bathroom. This is a historic home with kitchen and bath renovations completed in 2018. Rent includes an in-unit clothes washer and dryer, two parking spaces in a shared driveway, and separate storage space. Weston has no regular bus service.

Tenants are responsible for paying for gas heat and electricity; there is no central air conditioning. Water and sewer charges are included in the rent.

Warren Avenue, Weston, MA - Housing Application

Income information

Per the property owner, the rent to income ratio required to lease a unit is approximately 3 times the monthly rent. To lease the apartment, the minimum household income is \$88,834. Applicants may make less than the minimum income if they have sufficient savings from which they can draw down. Applicants who already receive a housing subsidy (like Section 8) are not subject to the minimum income requirements. Applicants with a housing subsidy are encouraged to contact the housing agency who issues their housing subsidy to confirm that the rent is within the agency's payment standards.

Minimum Income For All Households	Household Size	Maximum Income (100% of Area Median Income)
Unless you have a housing subsidy like Section 8 Or unless you have savings	Household of 1	\$104,510
	Household of 2	\$119,440
	Household of 3	\$134,370
	Household of 4	\$149,300

If you qualify and are selected for initial occupancy of a unit, as a current resident, you will continue to be considered income eligible for the unit if your household earns an income that does not exceed 140% of the Boston region's Area Median Income.

Any monies you anticipate receiving in the next 12 months (including anticipated raises or bonuses) will be counted as income and monies received over the previous 3 months will be analyzed to project future income. All sources of income are counted, excluding income from employment for household members under the age of 18 and any income exceeding \$480/year for full-time students who are dependents and provide verification of full-time student status from their school (but note that all such income must still be documented even if it is exempt from the household income calculation).

The applicant's household income will be verified and must be less than the 100% Area Median Income published by HUD for the Boston Metropolitan Statistical Area, adjusted for household size. Income includes all income prior to any deductions from all adult household members plus unearned income from or on behalf of dependents under age 18 and is determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609.

Asset information

Applicants must agree to occupy the unit as their primary residence. If a household member currently owns a home or is on the Deed or Mortgage of a home, it must be sold prior to Program Certification and move-in. If the household purchases a home while living in this apartment, they become no longer eligible for this unit and must move out.

There is no asset limit for this program, but the higher of the actual income earned from assets, or the imputed income of 0.40% of all assets, will be counted as income. Assets may include and are not limited to cash, cash in savings and checking accounts, digital currency, cash apps (Venmo, PayPal, the Cash App., etc.), net cash value of stocks, bonds, and capital investments. The HUD passbook rate, currently 0.40%, is determined annually by HUD and can change from year to year.

Lottery description

1. Applications are to be submitted with all required information by the deadline. Applications can be mailed or dropped off at the Regional Housing Services Office in Acton. Applications that are dropped off should be placed in the big black metal mailbox outside the RHSO office building. Applications may also be emailed, but accompanying documentation should be compiled such that the total submission email/s has no more than 5 attachments, with the applicant consolidating the information. **To submit your application through a more secure electronic method, you may email the RHSO for a dropbox link.** Applicants are encouraged to complete the checklist as an aide to the process. Late applications received after the above date/time will not be accepted.
2. All applicants will be screened for eligibility. Households without housing subsidies who fall below the minimum or above the maximum income limits will not be entered into the lottery. Households with more than four people are ineligible. Applicants who have been deemed ineligible will be notified in writing via email of the decision and given time to contact the lottery agent in writing to disagree with the determination.
3. A household needing at least the number of bedrooms in the unit will be offered the opportunity to lease the apartment. The household size preference shall be given to households based on the following criteria.
 - There is at least one occupant per bedroom.
 - 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.Minors/dependents can only be considered part of the household if heads-of-household have physical custody or guardianship for at minimum 180 days a year, documented by court.
4. The first eligible household who submits a **complete application** with all of the required documentation will be invited to complete a Leasing Application with the apartment management. Households will have 5 calendar days to submit the lease application. **THIS DOES NOT GUARANTEE BEING APPROVED FOR THE APARTMENT.** The Leasing Application review will be a similar review that applicants for market-rate apartments undergo, including factors such as employment history, credit score/reports, and former lease history. A household whose Rental Application is denied will receive a denial letter from Warren Ave Management citing specific reasons for the denial. Applicants will have 5 business days from the date when the letter is received, to submit an intent to appeal. A household whose Rental Application is accepted will have 5 business days to sign the lease. When signing the lease, the applicant will pay one month's rent plus a security deposit equivalent to one month's rent.
5. The Fair Housing Act prohibits discrimination in housing because of race, color, national origin, religion, sex, gender identity, sexual orientation, familial status, or disability. An applicant who believes that they have been discriminated against in the rental selection process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
6. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.

Warren Avenue, Weston, MA - Housing Application

Applicant Legal Name _____ Phone Number _____

Address _____ City _____ State/Zip _____

Email (please write legibly*) _____

Co-Applicant Legal Name _____ Phone Number _____

Address _____ City _____ State/Zip _____

Email (please write legibly*) _____

***Note: Email will be main method of communication. Please provide an email address and remember to write clearly.**

I learned of this Housing Opportunity from (check all that applies):

Website: _____ Letter: _____ Advertisement: _____ Other: _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

_____ Completed application signed by all individuals over the age of 18.

_____ Copy of 2020, 2021, and 2022 Federal tax returns, as filed, with W-2's and schedules for 2020, 2021 and 2022 tax returns, and **2023 if available**, for every current or future person living in the household over the age of 18. State returns are not required.

- ***If you do not have copies of your Federal tax returns, you must complete form 4506-T & submit to the IRS for transcripts of your tax return or verification of non-filing. Obtain a copy of the form at [irs.gov](https://www.irs.gov).***

_____ Copy of five most recent consecutive pay stubs.

_____ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as family support, alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income. Equivalent of IRS form Schedule C for self-employment income for 2023.

_____ Current statements (3 most recent consecutive months) of all assets, including international assets, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts:

- ***On financial institution letterhead, Include all pages***
- ***Please explain any non-payroll deposits over \$500 by notation on the statement.***

_____ Documentation regarding current interest in real estate, if applicable.

_____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, **if applicable**, containing the language "Under Penalties of Perjury."

_____ No Child Support Statement, signed and notarized, **if applicable**, containing the language "Under penalties of Perjury."

Warren Avenue, Weston, MA - Housing Application

Household Information - List all members of your household including yourself. Number of Bedrooms Needed: _____

	Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)	Relation to Head	Age	Date of Birth	Social Security Number
1					
2					
3					
4					

Property - Do you own or have an interest in any real estate, land and/or mobile home? Yes () No ()

Address: _____ Current Value: _____

If Yes: Current assessment is \$ _____ [provide statement from Town]

Outstanding mortgage is \$ _____ [provide statement from Lender]

Warren Avenue, Weston, MA - Housing Application

Income - List all income of all members over the age of 18 on application to reside in the unit, such as wages, 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; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

Please include a copy of last consecutive three months of pay stubs, for all salaried employed household members over 18.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
TOTAL			

Assets - List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

Please include copies of last consecutive three months statements of all assets showing current value including all bank accounts, investment accounts, retirement accounts, on organization letterhead with all pages.

#	Type of Asset	Bank/Credit Union Name	Account No	Value, Balance
1	Checking account			
2	Savings account			
3	Retirement account			
4	Other: _____			
5	Other: _____			
6	Other: _____			
7	Other: _____			
TOTAL				

Warren Avenue, Weston, MA - Housing Application

APPLICANT(S) CERTIFICATION

I/We certify that our household size is _____ persons, as documented herein.

I/We certify that our total household income equals \$_____, as documented herein.

I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.

I/We certify that I am/we are not related to any party of this project.

Your signature(s) below gives consent to the Lottery/Resale Agent or its designee to verify information provided in this application. The applicant agrees to provide additional information on request to verify the accuracy of all statements in this application. No application will be considered complete unless signed and dated by the Applicant/Co-Applicant.

Applicant Signature

Date

Co-Applicant Signature

Date