

# Town of Sudbury

Sudbury Housing Trust

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387

[Housing@Sudbury.Ma.US](mailto:Housing@Sudbury.Ma.US)

## Information and Application for Affordable Housing

### Wellington Woods Condominiums

**320 Middlesex Ave, Unit F-208, Medford, MA 02155**

**2BR Condominium, \$281,600**

**Offered on a First-Come First-Served Basis**

This packet contains specific information for 320 Middlesex Ave, Unit F-208, Medford, MA 02155 at the Wellington Woods condominium development in Medford, MA, including eligibility requirements, the selection process, and an application form. This unit is being offered on a First-come First-served basis – the first eligible applicant who submits a complete application is able to proceed to purchase.

This application is a first step in the application process and does not assure you a home. Applicants must secure approval for a mortgage loan, submit evidence of such approval together with the application, and be ready to buy.

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

Please contact Jen Pontes at the Regional Housing Services Office 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@rhsousing.org](mailto:JenP@rhsousing.org)

### **Project description**

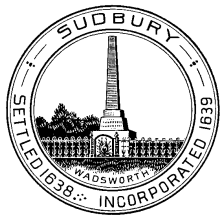
WELLINGTON WOODS is a private, picturesque residential development of two hundred luxury condominiums in 6 buildings approved by the Medford Zoning Board in 2015, with 20 affordable restricted units, including 10 affordable 1BR units and 10 affordable 2BR units.

The development contains six buildings that have been constructed in phases, and there have already been two lotteries for the affordable units. There is one 2-bedroom unit remaining in Building F, and no additional 2-bedroom households on the lottery list, so unit F-208 is being offered on a first-come, first-serve basis.

The 6.4 acre lot in this convenient residential area in Medford will house six residential buildings and a complete Recreation Center where owners have use of the outdoor inground pool with covered patio, sports court, fitness center, and many other function rooms.

This unit has a living room, dining room, kitchen, and in-unit stacked laundry area, and two full bathrooms. The condo will have exclusive use to certain parking (similar to deeded parking) but it is subject to being transferred if required due to HP necessities. The kitchen has ceramic tile floor, Stainless Steel Appliances (Gas Range, Dishwasher, Microwave, Refrigerator, Sink, Pull-Down Faucet, and Garbage disposal), granite countertops with matching 4" granite backsplash and an under-mount double bowl stainless steel sink as well as soft-close drawers throughout. The bath has ceramic tile floor and tub surround, and granite vanity top. There is gas heat and central air conditioning. All Units have separate and private deeded storage areas in the lower level of their building. Storage areas will be unfinished, but will be wall-boarded.

The monthly Condominium fee is \$226 and represents a proportional share of the total condominium expenses covering landscaping and snow removal, taxes, insurance and contribution to reserve. The homeowner will also pay monthly real estate taxes using Medford's 2023 tax rate of \$8.52 or \$200 per month.



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The affordable units will be offered under the Local Initiative Program (LIP), administered by Executive Office of Housing and Livable Communities (EOHLC), as a Local Action Unit (LAU). Local Action Units are created through local municipal action, in this case via the City of Medford's Special Permit for Public Benefit Development. Sale prices of LAUs are set so that a household earning 70% of area median income would not expend more than 30% of income for housing. The unit will be available to income eligible first-time homebuyers, with some exceptions permitted under the program, as noted in this application.

## Application Process Description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at the Medford City Hall, and Medford Public Library, sent to anyone interested in the lottery. Notice of the available unit will be advertised, and communicated widely through local, regional and state channels.
2. Applications are to be submitted with all required information. Applications can be mailed or dropped off at the address above. 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. If you choose to email your application, please call the office to confirm we have received it – we sometimes do not receive emails with very large attachments.
3. The first eligible household who submits a **complete application** with all of the required documentation will be given the opportunity to purchase. Applicants are encouraged to complete the checklist as an aide to the process.
4. The applicant's household size will be determined from the application, and the required number of bedrooms as indicated on the application. Since this is a 2-bedroom unit, only households who require two bedrooms will be eligible to purchase.
5. The applicant's income will be verified and compared to the income limits published by HUD for the Boston Metropolitan Statistical Area. Income includes all income prior to any deductions from all adult household members, and are determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609. An imputed income amount of 0.4% of assets will be added to income for assets over \$5,000. The most recent income limits will be used, currently the 2023 limits:

1 person- \$82,950, 2 person- \$94,800, 3 person- \$106,650, 4 person- \$118,450

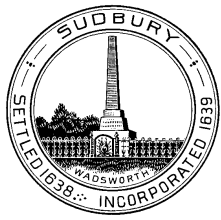
6. Household assets shall not exceed \$75,000 in value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, the cash value of retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values. Equity from the sale of any home will be included with other household assets that cannot exceed the household asset value limits noted above.
7. Eligible applicants must be a First-time Homebuyer. This is further defined as a household that has not owned a home within three years, including in trust, preceding the application, with the exception of displaced homemaker, single parents and senior households (at least one household member is 55 or over). Eligible applicants cannot own residential property, whether for primary, secondary or investment purposes.

A displaced homemaker is an individual who is an adult, who has owned a home only with a spouse, who is legally separated from a spouse, and who does not currently own the home previously owned with a spouse.

Single parents are individuals who 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);

Additional exceptions are made for households that owned a principal residence not permanently affixed to a permanent foundation, and households that owned a property that was not in compliance with State, local or model building codes.

8. Applicants will be reviewed in the order of completed applications received. Once an application is deemed complete by the Lottery Agent, the Lottery Agent will then determine initial eligibility and will notify the applicant of their status. After a



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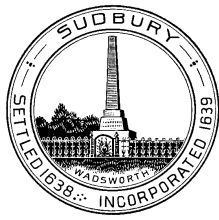
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buyer has indicated that they want to proceed, the MA Executive Office of Housing and Livable Communities (EOHLC), as the monitoring agent, will review the buyer's income, assets and other criteria before the buyer can proceed to purchase the unit. Upon the satisfaction of the qualification requirements of both the Lottery and Monitoring Agent, the qualified buyer is then able to move forward and execute the Purchase and Sale with the seller.

9. All potential buyers are encouraged to attend a First Time Homebuyer Class prior to closing. Organizations offering these classes can be found at [www.chapa.org](http://www.chapa.org).
10. The winners will provide a \$1,000 deposit in the form of a certified or bank check upon the signing of a purchase and sale agreement. This is applied to the overall purchase amount.
11. There are specific closing and financing requirements for loans on these units, which are listed below. We strongly encourage households to apply through banks who are aware of the resale restrictions and guidelines for affordable housing programs. These banks will likely have access to additional first-time homebuyer programs that may be of great assistance and increase your buying power such as the Massachusetts Housing Partnership's ONE Mortgage Program or MassHousing no-MI product.
  - The loan must have a fixed interest rate through the full term of the mortgage, with a fair market interest rate.
  - The interest rate must be locked in – not floating.
  - The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer's own funds.
  - The loan can have no more than 2 points.
  - The buyer may not pay more than 38% of their monthly income for monthly housing costs.
  - Mortgage co-signers are not accepted, and Loans from non-institutional lenders will not be accepted.
12. The Fair Housing Act prohibits discrimination on the basis of race, creed, color, sex, age, disability, marital status, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and is specifically prohibited in the sale of these units. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
13. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
14. Resale process: The Monitoring Agent has up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing, or for lack of cooperation on your part. If you attempt to sell or transfer the home without complying with the Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.



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## AFFORDABLE HOUSING APPLICATION

Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Email (please write legibly\*) \_\_\_\_\_

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 2021, 2022 and 2023 Federal tax returns, as filed, with W-2's and schedules for 2023 tax return, 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 (last 3 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.**

\_\_\_\_\_ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs. Applicants cannot spend more than 38% of their monthly income for monthly housing costs.

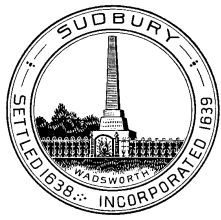
\_\_\_\_\_ Documentation regarding current interest in real estate, if applicable.

\_\_\_\_\_ 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."

\_\_\_\_\_ Gift Letter, signed by donor, **if applicable**, indicating that there is no expected repayment of the gift.

\_\_\_\_\_ Minority Self-Declaration Statement, signed and dated, **if applicable**, containing the language "Under penalties of Perjury."



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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	Married? (Y/N)	Full Time Student? (Y/N)	Age	Date of Birth	Minority Category * (Optional)
HEAD							
2							
3							
4							
5							
6							

\*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

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

Address: \_\_\_\_\_ Current Value: \_\_\_\_\_

[Provide current assessment information, and current mortgage statement]

Have you disposed of any property for less than its value in the past two years? Yes ( ) No ( ) If yes, attach a description

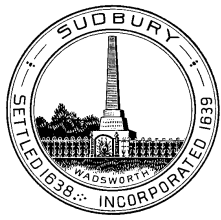
Have you sold real estate or other property in the past three years? Yes ( ) No ( ) If yes, attach settlement statement

When: \_\_\_\_\_ Address: \_\_\_\_\_

Sales Price: \_\_\_\_\_

**Purchase Price plan:** Purchase price: \$281,600

- Amount and source of Down Payment: \_\_\_\_\_
- Amount and source of Gift: \_\_\_\_\_
- Amount of Mortgage: \_\_\_\_\_
- Amount and source available for Closing Costs: \_\_\_\_\_



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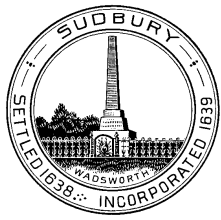
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Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, 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.

#	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.

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



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## 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 our household has assets totaling \$\_\_\_\_\_, 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, or our family, are not related to the Developer of The Wellington Woods property, the Lottery Agent, the Monitoring Agent or any party of this project.

I/We understand that it is my/our obligation to secure the necessary mortgage for the purchase of the home and all expenses, including closing costs and down payments, are my/our responsibility.

I/We understand that if I/we do not obtain a mortgage commitment and sign a purchase and sale agreement within forty-five days after the lottery the unit will be offered to the next eligible applicant on the waiting list.

I/We understand that this property will have a deed restriction which specifies the resale, refinance and other provisions of the property as outlined below. The restriction ensures that the unit remains affordable for future purchasers of the property.

- The property must be the owner's principal residence.
- The property can't be refinanced without prior approval of the Monitoring Agent (EOHLC). Affordable units may not be refinanced for more than 97% of their Maximum Resale Price.
- There is a limit on the resale price of the unit so that the unit will always be affordable. The formula for calculating the maximum resale price will be established at the time of purchase and will be based on the Area Median Income at the time of resale. If an owner wants to sell their affordable unit, they are required to notify the Executive Office of Housing and Livable Communities (EOHLC) and the City.
- No capital improvements can be made without the Monitoring Agent's pre-approval.

I/We have been advised that a copy of the Local Initiative Program Affordable Housing Deed Rider is available with the Lottery Agent and on the EOHLC website: [https://www.mass.gov/files/documents/2017/10/16/lipdeedrider\\_0.pdf](https://www.mass.gov/files/documents/2017/10/16/lipdeedrider_0.pdf)

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Monitoring Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements.

Your signature(s) below gives consent to the Lottery 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.

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

No application will be considered complete unless signed and dated by the Applicant/Co-Applicant.

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Applicant Signature

Date

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Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.