

## Housing Options

20 Ledyard Street  
Wellesley Hills, MA 02481

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139 Linden Street

An Affordable Housing Lottery  
For 139R Linden Street, Wellesley, MA

Included in this packet is information relating to the rental unit being offered and about the application process. The developer/owner and the Town of Wellesley urge you to read this material and submit an application if you feel you qualify for the program.

The unit is ready for occupancy. Information and applications will be distributed during the period of October 20, 2016 through November 23, 2016. There will be an information session for interested lottery candidates on Saturday, November 19, 2016 at 1:30 p.m. in the Conference Room at the Wellesley Police Station, 485 Washington Street, Wellesley. Completed applications must be postmarked no later than Wednesday, November 30, 2016 and mailed to Housing Options, 20 Ledyard Street, Wellesley, MA 02481.

The lottery will be held in the Juliani Room at the Wellesley Town Hall, 525 Washington Street, Wellesley at 7:30 p.m. on Tuesday, December 6, 2016.

The applications are available at Wellesley Town Hall (Planning Department), Wellesley Public Library (Reference Desk) and on the town of Wellesley web site, [www.wellesleyma.gov](http://www.wellesleyma.gov).

Lottery administrator is Housing Options. Call Steve Burttt with any questions at (781) 235-4120.



Information Packet

139R Linden Street, Wellesley

As part of the development at 139 Linden Street, Wellesley, MA, the one affordable rental unit is being offered as part of the Local Initiative Project (L.I.P.) granted to the developer by comprehensive permit ZBA 2010-77. The unit located at 139R Linden Street is completed and ready for occupancy. It contains three bedrooms, three baths and will have approximately 1750 square feet of living space on two levels above what is now the C & T Paint and Wallpaper retail store.

This is an affordable housing opportunity. It is not subsidized housing and rents do not change based on income. This unit will be rented to households with incomes at or below 80% of the area median income in the Boston defined area. Rents will be reset annually based on that median income average.

# bedrooms	estimated rents per month
3 bedrooms	\$1831.00 per month

Utilities are included in this rental figure

Since it is possible that there will be more interested and eligible applicants than the available unit, the town and the developer will be sponsoring an application process and lottery to rank the eligible applicants for the program. The application and lottery process as well as the eligibility requirements, are described in this information packet.

Maximum income allowable under this program is:

<u>Household size</u>	80% AMI	<u>Income Limit</u>
3		\$70,650
4		\$78,500
5		\$84,800
6		\$91,050

The combined annual income from all income sources of all income earning members of the household must fall within the above guidelines. **Additionally, 5% of the value of total household assets will be added to a household's income.**

While there is no minimum income requirement in this program, there will be a determination made by the developer/managing agent of the applicant's ability to pay the rent.

The managing agent will look at the income figure; employment history; credit score/reports and former lease history of the applicant. Therefore, households can be found eligible under the guidelines of the program but not eligible by the managing agent.

The lottery agent will project a household's income over the next 12 months based on their current income and assets. Historical income data will be reviewed to provide a basis for future income estimates. All current and projected income from all sources for all household members must be detailed. However, income from employment of children under 18 years will not be counted. If someone outside the household is going to help pay the rent, the amount paid must be included as a "Periodic Payment," on the income statement in the program application.

Applicants do not have to be a resident of Wellesley to apply for the program. All households who meet the guidelines for this program may apply for an affordable unit.

#### Household size requirements

A "household" shall mean two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law or who have otherwise evidenced a stable interdependent relationship.

Under the Massachusetts Department of Housing and Community Development guidelines, priorities are given to households requiring the number of bedrooms based on the following:

#### First preference:

- A. There is at least one occupant and no more than two occupants 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 the first sentence of (B) above shall not be required to share a bedroom if a consequence of sharing would have a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing. For example, 3, 4, 5 or 6 member households would be appropriate for a three bedroom unit. Also, a 3, 4 or 5 member household under (C) above would be appropriate for a three bedroom unit.
- D. The applicant may count an unborn child as a household member. The applicant must submit proof of pregnancy with the application.

- E. If the applicant is in the process of a divorce or separation, which happens, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Second preference:

- A. Within an applicant pool, second preference shall be given to households requiring the number of bedrooms in the unit minus one, based on the above criteria.

Third preference:

- A. Within an applicant pool, third preference shall be given to households requiring the number of bedrooms in the unit minus two, based on the above criteria.

#### Maximum Household Size

Household size shall not exceed, nor may maximum allowable household size be more restrictive than State Sanitary Code requirements for occupancy of a unit.

\* Households with disabilities will not be excluded from a preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.

#### Application Number

If the applicant is determined to be eligible for the lottery, they will receive an Application Number. The purpose of this number is simply to keep all household names unknown when the numbers are drawn at the lottery.

Households that are deemed ineligible by the lottery agent will be notified by mail. **All applications must be complete for the applicants to be entered into the lottery.**

#### The Lottery

The lottery will be held in the Great Hall at the Wellesley Town Hall, 525 Washington Street at 7:30 p.m. on Tuesday, December 6, 2016. Attendance is not required but you are encouraged to attend.

A representative of the town will pull Application Numbers. These numbers will be placed on a Lottery Results Lists in the order drawn. Smaller household numbers will be mixed in with large sized household numbers. Regardless of the order drawn, all households of appropriate size for the unit size will be given the opportunity to lease a unit before any smaller household. A Unit Selection List will be created from the Lottery Results list.

Only the household in the top positions on the Unit Selection List is guaranteed the opportunity to lease the unit if they are found eligible by:

- All income and assist guidelines for the affordable housing program.
- All lease qualification guidelines used by the Leasing Office/Managing Agent.

All other households will have to wait for the removal of households with a higher position on the Unit Selection List before given an opportunity to lease the unit. The qualifying household must meet documentation submitted and lease signing deadlines.

#### Yearly Eligibility and Rent Review

Approximately 90 days before lease renewal, you will need to submit reported income and asset documentation to the Leasing Office so they can ensure you are still under the maximum income guidelines. Maintain all records while you are living in the affordable unit.

As a current resident you may stay in your unit as long as your household income does not exceed 140% of the present applicable income limit of the Area Median Income (AMI) for a household of your size. For example, the present AMI for the Boston area, which includes Wellesley, is \$94,100. Eighty percent (80%) of that figure for a household of four is \$78,500. Therefore, to maintain the affordability of the unit for the succeeding years, a tenant's income could not exceed \$109,900.

Any future rental increases will be tied to the Boston AMI.

**To be entered in the lottery, applications must be completed and must be postmarked no later than November 30, 2016. Return the application to:**

**Steve Burt  
Housing Options  
20 Ledyard Street  
Wellesley, MA 02481**

## **Application**

139R Linden Street  
Wellesley, MA

Maximum household income limit (see information packet for more details) (3 people), \$70,650, (4 people) \$78,500, (5 people) \$84,800 and (6 people) \$91,050.

Rent is \$1831 per month. This rent includes utilities.

The following application must be filled out in its entirety for your application to be processed. If a question does not apply to you write, N/A or cross it out. Leave nothing blank.

You must include all income and asset documentation with this application.

Applications must be postmarked by Wednesday, November 30, 2016.

Send all applications to:

Housing Options  
20 Ledyard Street  
Wellesley, MA 02481

For questions, call:

Steve Burt  
781-235-4120



## Income

All income must be itemized to create a gross yearly household income. This includes all work related income either from an employer or self-employed income; child support/alimony; periodic payments from family/friends (see information packet); Social Security; unemployment compensation; workman's compensation; severance pay; pension/retirement funds; interest income or any other income source.

If your itemized income is greater than allowed under this program, explain why it may change over the next 12 months. All such claims must be supported with documentation submitted with this application.

For every employed household member (not including self-employed) the following must be included with this application:

- a. Copies of 5 most recent pay stubs (if no pay stubs are received, a note on company letterhead with a year to date amount will suffice).
- b. Copies of your 2015 W-2 and 2014 W-2s.

For any other sources of income reported above you need to:

- a. Attach copies of your most recent statements from the source of income.
- b. Attach copies of all 2015 and 2014 1099s from any income source (if received). Should attachments not be received (i.e. accounts are direct deposited) please submit 3 months of checking account statements and highlight the appropriate deposits.

For self-employed applicants, please submit all 2015 1099s and a copy of Schedule C of your 2015 Form 1040.

Every household member must submit a copy of a 1040 Tax Transcript for the past 3 years, 2013, 2014, 2015. The first page will suffice unless you need to submit the pages (Schedule C) to prove self-employed income or other income reporting pages.

If a household member over 18 is claiming to make zero income, they must submit a letter so claiming. A knowingly false claim can result in the cancellation of a lease.

All periodic payments from family members or friends must be listed and attested to by you.

### Assets

While there is no specific asset limitation in this program, 5% of your total assets will be included as part of your yearly income. Therefore, all assets must be listed. (This includes net cash value of retirement accounts, i.e. the value of your retirement account after penalties if you were to withdraw all funds today, checking accounts, savings accounts, stocks, bonds, etc.) Attach copies of 2015 1099s or end of the year statement you may have received from the asset source. Real estate is an obvious asset. Please submit evidence of the assessed value of the property and the present mortgage, principal owed, if applicable. List this net amount.

Applicant Name \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ Work Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ Work Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_

**UNIT SIZE**

Only unit offered is a three-bedroom unit.

Number of household members: \_\_\_\_\_

Your application will be entered into the lottery if you qualify. For additional information on unit size eligibility please refer to the INFORMATION PACKET.

**HOUSEHOLD MEMBERS**

Please list ALL household members who will occupy the affordable unit.

Name	Date of Birth	Occupation	SS#	Relationship to Applicant
				self _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CURRENT EMPLOYMENT STATUS**

Applicant's Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Name and Phone Number of Current Employer \_\_\_\_\_  
Business Address of Current Employer \_\_\_\_\_  
Name and Title of Supervisor \_\_\_\_\_  
If self-employed, name and address of business \_\_\_\_\_  
Annual Gross Salary \_\_\_\_\_

Co-Applicant's Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Name and Phone Number of Current Employer \_\_\_\_\_  
Business Address of Current Employer \_\_\_\_\_  
Name and Title of Supervisor \_\_\_\_\_  
If self-employed, name and address of business \_\_\_\_\_  
Annual Gross Salary \_\_\_\_\_

If other adult household members are employed, please attach a separate sheet with each household member's current employment information.

**FULL-TIME STUDENT**

Is any household member 18 years of age or older a dependent and a full-time student?

Name of full-time student: \_\_\_\_\_  
School where enrolled: \_\_\_\_\_

If yes, provide documentation from school supporting full-time enrollment.

**EMPLOYMENT HISTORY**

If you or anyone in your household has had more than one job listed above in CURRENT EMPLOYMENT STATUS section (full-time or part-time) during the previous 12 months, please list ALL places employed during the previous 12 months below. Also note any breaks that you have had in your employment and state if you received unemployment checks at that time.

Name	Date Started	Date Stopped	Employer	Occupation	Total Income During Tenure
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**INCOME INFORMATION**

Please complete the following information for the year 2016 for all household members.

APPLICANT

Gross Annual Salary (before deductions) \_\_\_\_\_  
Annual self-employment income \_\_\_\_\_  
Interest and Dividends \_\_\_\_\_  
Veteran's Benefits \_\_\_\_\_  
Alimony/Child Support \_\_\_\_\_  
Social Security \_\_\_\_\_  
Trusts \_\_\_\_\_  
Other Income \_\_\_\_\_  
Total Income \_\_\_\_\_

CO-APPLICANT

Gross Annual Salary (before deductions) \_\_\_\_\_  
Annual self-employment income \_\_\_\_\_  
Interest and Dividends \_\_\_\_\_  
Veteran's Benefits \_\_\_\_\_  
Alimony/Child Support \_\_\_\_\_  
Social Security \_\_\_\_\_  
Trusts \_\_\_\_\_  
Other Income \_\_\_\_\_  
Total Income \_\_\_\_\_

Please attach a separate sheet for other household members.

**VALUE OF ASSETS**

Assets include liquid assets, such as cash in checking or savings accounts, stocks, bonds, certificates of deposit, Treasury bills, money market accounts, mutual funds, whole life insurance policies, revocable trusts, equity in real estate and other forms of capital investments, excluding equity accounts in home ownership programs or state assisted public housing escrow accounts. Retirement accounts and pension funds, IRA, 401K Keogh accounts are considered assets if the applicant has access to these funds. A real estate asset is the assessed value of the property minus any mortgage owed.

Name on Account \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Address \_\_\_\_\_  
Savings Account Number \_\_\_\_\_  
Checking Account Number \_\_\_\_\_  
Other Account Number \_\_\_\_\_  
Retirement Account \_\_\_\_\_  
Balance in Account as of today's date \_\_\_\_\_

Name on Account \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Address \_\_\_\_\_

Savings Account Number \_\_\_\_\_  
Checking Account Number \_\_\_\_\_  
Other Account Number \_\_\_\_\_  
Retirement Account \_\_\_\_\_  
Balance in Account as of today's date \_\_\_\_\_

Securities Account: Name and Value \_\_\_\_\_  
Securities Account: Name and Value \_\_\_\_\_  
Securities Account: Name and Value \_\_\_\_\_

Whole Life Insurance Policy: Name and Value \_\_\_\_\_  
Whole Life Insurance Policy: Name and Value \_\_\_\_\_

Trust: Name and Value \_\_\_\_\_  
Trust: Name and Value \_\_\_\_\_

Real Estate Owned--property address \_\_\_\_\_  
Real Estate Owned--name on deed \_\_\_\_\_  
Date Purchased \_\_\_\_\_  
Net Value of Real Estate (after outstanding mortgage amount) \_\_\_\_\_

Verification of equity in real estate owned, to be sold, balance owed on mortgage and evidence of current value. Real estate equity.

Please attach an additional sheet if needed.

**PLEASE CHECK THE FOLLOWING ITEMS THAT APPLY TO YOUR HOUSEHOLD:**

\_\_\_\_\_ I/We certify that our household size is \_\_\_\_\_ persons.

\_\_\_\_\_ I/We certify that our household income is \$ \_\_\_\_\_ and does not exceed the income limits provided in the Information Packet.

\_\_\_\_\_ I/We certify that our household assets total \$ \_\_\_\_\_.

\_\_\_\_\_ I/We certify that the information contained in this application and filed in support hereof is true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_ I/We understand that perjury will result in disqualification from further consideration.

\_\_\_\_\_ I/We understand that the use of this application is for placement in a lottery. Eligibility qualification will not be determined until after the lottery takes place. Participation in the lottery does not mean I/we are eligible to lease an affordable unit at 139R Linden Street.

\_\_\_\_\_ I/We agree that all issues pertaining to this lottery process will be resolved by Housing Options in coordination with the Wellesley Housing Development Corporation, the monitoring agent, and DHCD (Department of Housing and Community Development and all decisions are final.

\_\_\_\_\_ I/We hereby certify that I/we do not/will not maintain a separate residence in another location.

\_\_\_\_\_ I/We further certify that this is my/our permanent residence.

Your signature(s) below give consent to Housing Options, the Wellesley Housing Development Corporation and DHCD to obtain and verify additional information regarding my/our household's eligibility for affordable housing. This consent includes information about my/our income, assets, present and former tenancies and credit history from any parties having information, including any agency or housing authority managing any housing subsidy for which I/we are eligible. I/we authorize all parties from whom this information is requested to release it to Housing Options, the Wellesley Housing Development Corporation and DHCD. No application will be considered complete unless signed and dated by the Applicant/Co-Applicant. The information given in this application will be used to determine that you are income, preference and priority qualified to participate in the lottery. I/We agree to release this information on the understanding that all of the information released will be treated as confidential and all privacy issues will be observed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**TO BE ENTERED IN THE LOTTERY THE APPLICATION MUST  
BE COMPLETE and MUST  
BE POSTMARKED BY NOVEMBER 30, 2016 and MAILED TO:**

Housing Options  
20 Ledyard Street  
Wellesley, MA 02481

**Submission of an application is placement in a lottery.**

**Eligibility qualification will not be determined until after the lottery takes place.**

Participation in the lottery does not mean that your household is eligible to lease an affordable unit at 139R Linden Street.