

DISCOVER

Affordable Housing
for Independent
Seniors in Wellesley

**Residency Applications
now being accepted!**

One Bedrooms

\$1,300.00 per month

(Market Rate \$5,500 and up)

Two Bedrooms

\$1,462.50 per month

Age is limited to 62+ and income
restrictions apply.

**Learn More at the
Informational Meetings:**

Monday, August 13
2:00 - 4:00 p.m.

Tuesday, August 28
5:30 - 7:30 p.m.

Wellesley Free Library
530 Washington Street
Wellesley, MA 02482



WATERSTONE
AT WELLESLEY

Waterstone at Wellesley offers
convenient apartment living with
access to on-site amenities and
services including:

- Fitness center and indoor pool
- Weekly housekeeping
- All maintenance services

For additional fees:

- Gourmet, restaurant-style dining
- Transportation services

Call today for more information.

For more information,
or to submit an application,
please call **781.810.1224.**

Mass Relay - 711

WaterstoneAtWellesley.com 27 Washington Street, Wellesley

22 apartments available. Applicants will be selected for residency by lottery.

Lottery Date: Monday, September 17 | 11:00 a.m.

Wellesley Free Library, 530 Washington Street, Wellesley, MA 02482



ESL Management, LLC
Affordable Housing Rental Program
51 Sawyer Road, Suite 500
Waltham, MA 02453
(781) 891-0777

August 2, 2012

Re: Waterstone at Wellesley Affordable Housing Rental Application

To whom it may concern:

Waterstone at Wellesley is a non-smoking, residential community with 22 affordable housing apartments for residents 62 years of age or older managed by Epoch Senior Living located at 23 Washington Street in Wellesley, Massachusetts. There are 19 one bedroom apartments; and for applicants with a disability who need a larger unit as a result of a household member's disability, Waterstone at Wellesley also offers one 1-bedroom with den apartment and two 2-bedroom apartments. A preference for up to 15 units will be provided for applicants who: are current residents in the town of Wellesley; and/or who are currently employed as a Town of Wellesley Municipal employee.

The monthly rents at Waterstone at Wellesley are as follows:

One Bedroom Apartment	\$1,300.00
One Bedroom with Den Apartment	\$1,300.00
Two Bedroom Apartment	\$1,462.50

In order to qualify for one of the affordable housing units at Waterstone at Wellesley, an applicant household must be financially eligible: the household's gross annual income must not exceed the maximum gross annual income limit by household size based on Area Median Gross Income (AMGI); yet the household must also have a minimum gross annual income needed to afford the applicable rent based on apartment size unless they have rental assistance sufficient to cover the rent, such as a voucher, through a housing agency.

Maximum Gross Annual Income By Household Size		Minimum Gross Annual Income Needed Per Apartment Size		
One Person	Two Person		One Bedroom/ One Bedroom with Den	Two Bedroom
\$45,500	\$52,000		\$39,000	\$44,000

*Gross annual income, for the purposes of determining eligibility and suitability requirements, is calculated in accordance with the Local Initiative Program Guidelines.

NOTE: A two-person household must consist of two individuals who are related by blood, marriage, or operation of law or who have otherwise evidence of a stable interdependent relationship, in accordance with the Regulatory Agreement and Declaration of Restrictive Covenants for Waterstone at Wellesley, including but not limited to the age restriction.

Enclosed please find the Affordable Housing Rental Application for Waterstone at Wellesley. **Applications must be fully completed, signed, dated and submitted with all required signed authorization forms and documentation of eligibility as specified within the application and this cover letter by Friday, September 7, 2012 to be entered into the lottery.**

Please complete and return the enclosed Affordable Housing Rental Application to ESL Management, Affordable Housing Rental Program, 51 Sawyer Road, Suite 500, Waltham, MA 02453.

In addition to submission of this completed and signed application, you must include the following documentation for each applicant household member listed for this application to be considered complete for the purposes of entry into the lottery:

1. ___ Three years of the most recent tax returns with W-2, 1099 forms, as applicable (2009, 2010 and 2011).
2. ___ Five most recent paystubs for all working household members.
3. ___ Three most recent consecutive bank statements for all bank accounts held.
4. ___ Statement of market value of any other assets any family member owns/has.
5. ___ Corroborating Documentation for Preference if applicable (see below).
6. ___ Corroborating Documentation for a one-bedroom unit with den or a two-bedroom unit as necessary to meet the disability-related housing need of an applicant household member.
7. ___ Signed/Dated Criminal Record Offender Registry Information Authorization Form (please see enclosed).

8. ___ Signed Sex/Dated Offender Registry Information Authorization Form (please see enclosed).
9. ___ Signed/Dated General Authorization for the Release of Information (please see enclosed).

All applications that are complete as detailed above will be date and time stamped; however, in order for an applicant to be assigned an application control number to be placed into the lottery, their household must be determined income and unit eligible.

Incomplete or unsigned applications will be returned to the applicant and will not be entered into the lottery unless they are re-submitted in a completed manner prior to the lottery deadline date.

If you are determined income and/or unit ineligible, you will be notified at which time you will have 5 days to respond to management and provide any documentation requested.

Please review the Information Packet which is attached to the application. This packet provides thorough detail on the application process, eligibility criteria, lottery process and all relevant timelines. It also details the dates and times when two information sessions will be held whereby the application process will be explained in detail, questions will be answered and assistance will be provided in helping to fill out the applications.

Preferences

First preference for affordable units at Waterstone at Wellesley will be given to Wellesley, MA-affiliated eligible applicants who are:

current residents of Wellesley, MA; and/or
current municipal employees of the Town of Wellesley, MA.

For this preference to be applied to the application, the following must be completed/submitted:

1. The preference criterion/criteria must be selected on the application upon submission; and
2. Corresponding, corroborating documentation verifying the preference selected must be submitted with the application (acceptable documentation of preference includes: copy of current utility bill or taxes in your name for the Wellesley address; copy of current lease in your name with Wellesley address; copy of

current paystub or letter from employer detailing you are a Wellesley town municipal employee).

The second preference for affordable units at Waterstone at Wellesley will be given to the next eligible applicant on the lottery waitlist.

Waterstone at Wellesley shall not discriminate on the basis of race, creed, color, sex, handicap, marital status, national origin, sexual orientation, gender identity, familial status, genetic information, ancestry, receipt of public assistance, or any other basis prohibited by law in the selection of tenants, with the express understanding that the property has a legal age restriction whereby all residents must be 62 years of age or older.

Please note that it is the applicant's responsibility to keep Waterstone at Wellesley apprised of any changes to their application including change of address, phone number and financial status. Failure to do so could result in the application being removed from the list.

For any questions concerning, or assistance in completing, this application, please call 781.810.1224/MA Relay 711.

Best regards,

Waterstone at Wellesley

Attachments:

1. Application;
2. Nondiscrimination, Reasonable Accommodation and Right to Free Language Assistance Notice;
3. "I Speak" Language Identification Form;
4. Information Packet re: Application Process and Lottery at Waterstone at Wellesley;
5. CORI Authorization Form;
6. SORI Authorization Form Enclosures; and
7. General Authorization for the Release of Information.



WATERSTONE
AT WELLESLEY

Information Packet

Waterstone at Wellesley

An Affordable Housing Lottery

This packet contains specific information on the affordable housing program and application process for the affordable rental units being offered at Waterstone at Wellesley in Wellesley, MA.

The Waterstone at Wellesley manager, ESL Management, and the Town of Wellesley invite you to read this information and submit an application if you think that you meet all eligibility requirements.

Please hold on to this packet until you are approved for a unit as it will be a useful guide throughout the entire process. The first units are scheduled for occupancy in September/October, 2012.

Applications due by: Friday, September 7, 2012
(Must be postmarked)

Additional applications available at the Town of Wellesley Town Hall and Library and at ESL Management, 51 Sawyer Road, Suite 500, Waltham, MA. You may also request applications to be mailed by calling 781.810-1224, MA Relay 711.

For affordable unit information call 781.810-1224, MA Relay 711



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Two informational workshops will be held:

Where: Wellesley Free Library
530 Washington Street
Wellesley, MA 02482

When: August 13, 2012 from 2:00pm - 4:00pm
August 28, 2012 from 5:30pm – 7:30pm

Questions about Waterstone at Wellesley, the application process, eligibility criteria and lottery etc. can be asked and answered directly. If you need a hearing interpreter or other accommodation because of a disability in order to participate in the meeting or you need a language interpreter in order to fully participate, please let us know by contacting us at 781.810.1224, MA Relay 711.

General Overview and Property Description

Wellesley Washington Street Housing, LLC has constructed a senior housing development in Wellesley, Massachusetts known as Waterstone at Wellesley for individuals 62 years of age or older. Enclosed you will find information on the community as well as on the application, lottery process and assistance available in the procedures for renting an affordable apartment at Waterstone at Wellesley.

The following will provide you with a description of the property, income and unit eligibility requirements, rental rates, preference criteria and a sample timeline of the process following a lottery to be held for the available affordable units.

Property Description

Waterstone at Wellesley is a new construction property that was completed in April 2012. The project is an 82 unit rental independent living community and it is part of a senior campus that includes 52 assisted living units.

The development is in Wellesley, MA providing residents close proximity to area retail and dining amenities. It is located along the Charles River and is a sophisticated, luxury product.

Among the features of the apartments are private screen porches, cherry kitchen cabinets with granite counters, oversized windows, emergency call systems, tiled kitchens and baths, and wall-to-wall carpeting. Building common areas include a library, dining rooms, theater, fitness center, pool, salon and pub. Outdoor areas include walking paths, putting green, sitting areas and gardening areas. Limited garage parking is available.

Services available to residents include food service, activities, fitness, pool, scheduled transportation and salon/spa. Some services, including food and scheduled transportation, require payment of an additional fee.

Eligibility Requirements and Rents

Wellesley Washington Street Housing LLC and the Town of Wellesley are working together to provide this affordable housing opportunity at Waterstone at Wellesley.

Applicants for Waterstone at Wellesley must meet certain requirements in order to qualify to rent an affordable unit. Preferences will apply in the selection of the affordable units. The requirements and preferences are defined in order below.

Preferences:

1. The following persons shall be given preference for 70% of the affordable units at Waterstone:
 - a. Residents of Wellesley, Massachusetts*
 - b. Current Town of Wellesley, Massachusetts Municipal Employees*
*Verification of local preference must be submitted with application for consideration of such preference within the Lottery.
Verification/documentation of preference includes: Copy of current utility bill or taxes in applicant name for their Wellesley address;
Copy of current lease in applicant name with Wellesley address;
Copy of current paystub or letter from employer detailing applicant is a Wellesley town municipal employee.
2. The next preference will be given to the next eligible tenant on the lottery waitlist.

All preferences and income must be documented with submission of this application and may then be verified through third parties after the lottery.

Note: If there are fewer eligible applicants with local preference than units available, the next preference will be given to the next eligible tenant on the lottery waitlist.

Requirements:

1. Household Size
According to the MA Department of Housing and Community Development's (DHCD's) guidelines household size shall not exceed state sanitary code requirements for occupancy of a unit. Within an applicant pool priority will not be given based on household size but will require the following criteria:
 - a. There is at least one occupant per bedroom *.
 - b. A husband and wife, or those in 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) 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 the lottery agent receives reliable medical documentation as to such impact of sharing.

*Based on the program and unit size eligibility requirements at Waterstone at Wellesley, the only households which would be eligible for a 1 bedroom with den or 2 bedroom apartment are those who need it as a result of a disability of a household member.

Note: In accordance with this site’s regulatory agreement to the extent that a one bedroom plus den unit or two bedroom unit is necessary to meet the needs of an applicant with a disability as a reasonable accommodation such one bedroom plus den unit or two bedroom unit, if available, shall be provided. In the event that, in connection with the initial tenant selection lottery, no Eligible Tenant with a disability requires one or more of the two bedroom Low and Moderate Income Units or one bedroom plus den Low and Moderate Income Unit as a reasonable accommodation, then any such Low and Moderate Income Unit(s) may be rented to market households. If at any time such units are filled with market households and an eligible applicant or a current tenant with a disability requests such a unit as a reasonable accommodation such Eligible Applicant/Tenant shall be placed on a waiting list for such applicable units. A Low and Moderate Income Applicant/Tenant who requests a two bedroom Low and Moderate Income Unit or one bedroom plus den Low and Moderate Income Unit shall be given priority over a market household for such units. In any event, at all times, a minimum of 22 Low and Moderate Income Units shall be provided including no more than 2 two bedroom Low and Moderate Income Units and 1 one bedroom plus den Low and Moderate Income Unit.

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 inter-dependent relationship, or an individual.

2. Income Requirements

To be eligible to lease an affordable unit, annual household income must be within the maximum / minimum income as defined below.

a. Maximum Income

The combined annual income for all income sources of all household members must be at or below eighty percent of median income for Boston, Cambridge, Quincy, MA-NH MSA. All sources of income are counted unless otherwise excluded by regulation. This includes, but is not limited to, Social Security, alimony, employment income for full or part-time work (regular wages, overtime pay, bonuses), unemployment, severance pay, pensions, income from annuities, matured bonds, and monies received in court settlements. Additionally, 5% of the value of total household assets will be added to a household’s income (see allowable assets below). The maximum income allowed for this program are:

<u>Household Size</u>	<u>Maximum Income Limit</u>
1	\$45,500
2	\$52,000

b. Minimum Income

There is no minimum income requirement as some households may have rental subsidies (like a Section 8 voucher) that will cover a portion of the rent. However, the rental subsidy combined with the tenant portion must cover the applicable rent. The Leasing Office will determine if an applicant has enough monthly income to cover the rent using the same Lease Approval criteria used for their market rate units. The leasing office will not qualify an applicant household if they would be paying over 40% of their monthly income toward rent and utilities.

c. Allowable Assets

There is no strict asset limit for this development but income calculations will include an imputation of 5% of the value of the total household assets. If any household member currently owns property, the total amount of estimated retained equity after the sale of their current home shall be added to their total value of assets. Assets may include cash, cash in savings and checking accounts, net cash value of stocks, real property, bonds, capital investments etc.. Any assets divested for less than full and fair market value within two years will be counted at their fair and full market value to determine income.

Rents:

Unlike other affordable housing programs, the Local Initiative Program (LIP), which governs Waterstone at Wellesley, does not base rent on your household's gross income. Instead it requires us to take 30% of the two person HUD income limit for a household at 80% of the Area Median Gross Income (AMGI) to calculate the rent for a one bedroom unit and take 30% of the three person HUD income limit to calculate the rent for a two bedroom unit. Rent for these units is therefore obtained by dividing the applicable HUD income limit by 12 and multiplying it by 30%.

Using this formula, the current rent levels for the affordable units are as follows based on the 80% of AMI through HUD.

	Household Size (#of BR +1)	80% of Adjusted Median Family Income	Monthly Income	Maximum Rent (30% of monthly income)
One Bedroom	2	\$52,000	\$4,333	\$1,300.00
Two Bedroom	3	\$58,500	\$4,875	\$1,462.50

The above rents are set annually using the same calculation and based on the Area Median Incomes for the Boston, Cambridge, Quincy, MA-NH MSA. Rents do not change based on income. This is not subsidized housing. Unless a tenant already has a rental subsidy (like a Section 8 voucher), they are responsible for paying the full amount of rent each month.

The Lottery Process

The following steps outline the entire process of applying for and leasing an affordable apartment. The following pages explain each step in greater detail.

Completed with the Guidance of the Managing Agent

Step 1: Program Application Deadline Date	September 7, 2012
Step 2: Application Number Assigned	+1 Week
Step 3: The Lottery	September 17, 2012 at 11:00am
Step 4: Notification of Lottery Results	+1 Week
Step 5: Managing Agent Review	+1 Week
Step 6: Lease Signing, Unit Selection And Move in	+1 Week

Completed by the Tenant and Managing Agent

Step 7: Yearly Eligibility and Rent Review

Two informational workshops will be held:

Where: Wellesley Free Library
530 Washington Street
Wellesley, MA 02482

When: August 13, 2012 from 2:00pm - 4:00pm
August 28, 2012 from 5:30pm – 7:30pm

Questions about Waterstone at Wellesley, the application process, eligibility criteria and lottery etc. can be asked and answered directly. If you need a hearing interpreter or other accommodation because of a disability in order to participate in the meeting or you need a language interpreter in order to fully participate, please let us know by contacting us at 781.810.1224, MA Relay 711.

Step 1: Program Application

From 7/23/12 – 9/5/12, the managing agent will be advertising and publicizing the availability of this affordable housing opportunity at Waterstone at Wellesley and distributing applications and this information packet to all interested citizens throughout the community and the region. Please see the Notice of Nondiscrimination, Right to a Reasonable Accommodation and Right to Free Language Assistance attached to the application, if a household should need assistance during the application/lottery process etc.

Once a household reads this information packet in its entirety, they will need to fill out a program application in its entirety. The applying household must include all household composition, income and asset information for every person that will be residing in the unit. The program application must be fully completed, signed and dated.

Additionally, the household must submit with their application all required income, asset local preference documentation (if applicable) and other documentation as required per the application and application cover letter for every claim made in the program application. The application will also act as a guide for all necessary documentation submittals.

The program application and required documentation must be received (postmarked) **by Friday, September 7, 2012**. All applications should be sent to:

The Affordable Housing Lottery
C/o ESL Management, LLC
51 Sawyer Road, Suite 500
Waltham, MA 02453

To ensure applications arrive in time, we recommend sending them in at least a week prior to the application deadline. **Late applications will not be accepted – NO EXCEPTIONS!** If you want to ensure your application is received, we recommend sending it by certified mail. We are not responsible for lost or late applications.

Once a completed program application is received with all the required documentation, income and unit eligible households will be assigned an application number.

Step 2: Application Number Assigned

Once the Management Agent has received a fully completed application (application itself completed in full, signed and dated and including all required documentation as detailed in the application and application cover letter), they will determine initial income and unit eligibility.

If the applicant is determined to be initially eligible for the Lottery (based on income and unit eligibility), they will receive an **Application Number** in the order in which their completed application was received. This application number will be entered into each and every Lottery for which the household applies and is eligible*.

NOTE: If the application is received completed in full, a local preference is designated and all other documentation has been submitted with the exception of documentation of preference, application will be date stamped and assigned an application number for entry onto the open pool lottery list only (not the local preference pool lottery list) unless documentation of local preference is received by the application deadline date.

***Eligibility for the Lottery does not ensure eligibility for the program. The Managing Agent will ultimately decide if a household complies with the site's landlord, credit, criminal, SORI etc. eligibility requirements.**

If the applicant is determined ineligible for the Lottery based on income and/or unit size eligibility, the applicant will be notified prior to the lottery at which time the applicant will have 5 days to respond to management and provide information/documentation requested.

Q: What happens if I don't submit all necessary documentation or fail to correctly complete and sign/date my Affordable Housing Program Application?

A: Households that submit an incomplete application will have their application returned to them for completion. Incomplete applications include those that have not been completed in full, have not been signed/dated by all applicable applicants and/or do not have all necessary documentation (as identified on the application and application cover letter) submitted in full. Failure to submit a complete application postmarked by the application deadline of 9/7/2012 will result in the application not receiving an application number/lottery entry.

Step 3: The Lottery

On the day of the Lottery, all application numbers that have been assigned will be entered into all the lotteries for the unit sizes the eligible household specified on their application.

The purpose of the Lottery is to establish Lottery Results Lists for each of the affordable units. The final rank on these Lottery Results Lists will determine how applicants will move forward in the process of being given an opportunity to lease an affordable unit.

The rank each household has on the Lottery Results Lists is determined by the order in which their application number is drawn in each lottery.

There will be two separate lotteries run on the night of to determine rank on the two separate Lottery Results Lists for the 22 separate units.

Lottery #1 will include applicants who are in the local preference pool (“Local Pool”) Lottery #2 will include applicants who are in the general pool (“Open Pool”). All local preference applicants will be entered into both the local and general pools.

The Lottery Procedure

Households do not need to be present for the Lottery drawings but are encouraged to attend. All households will be notified of the results by the Managing Agent.

For each Lottery, the Lottery administrator will pull application numbers from a box. They will begin by pulling all applications numbers entered until all applications numbers have been pulled.

The order that an application number is pulled in each Lottery will be the position that the household has on that particular Lottery Results List. The first application number drawn from for each Lottery will have the first position on that Lottery Results List. The second application number drawn will have the second position and so on.

Step 4: Notification of Lottery Results

Each Lottery establishes the final positions for each Lottery Results Lists.

Every household with an application number will have a position on at least one Lottery Results Lists. Households that qualify for every Lottery will have a position on every Lottery Results List.

The Managing Agent will mail the results to every household that has an application number.

Only the households in the top positions on each Lottery Results Lists are guaranteed the opportunity to lease the respective unit if they are found eligible by:

- All income and asset guidelines for the affordable housing program
- All lease qualification guidelines used by the leasing office / Managing Agent

Households with positions lower on the Lottery Results List will have to wait for the removal of households with a higher position than them before being given an opportunity to lease a unit. When a household is removed from the Lottery Results List, the next household on the respective list will be called by the Managing Agent to notify them that they will be given the opportunity to move forward in the process.

Households are removed from the Lottery Results Lists if the Managing Agent deems them ineligible based on affordable housing program guidelines (see Eligibility Requirements), if the Managing Agent deems that they are not eligible for a lease based on Leasing guidelines (see Step 5), if a household fails to meet future deadlines for documentation submittal and lease signing, or if a household notifies the Managing Agent that they are no longer interested in leasing a unit at Waterstone at Wellesley.

The households with the highest current positions on each list will be sent to the Managing Agent (see Step 5).

Step 5: Managing Agent Review

Managing Agent will review the Lottery Results Lists for the top households.

The household being reviewed will go to the Leasing Office to preview the property. If a household does not preview the property within 1 week of notification, they will no longer be ensured an apartment as it will be assumed that they are no longer interested. In turn, additional households on the Lottery Results Lists behind them will be sent in for Managing Agent review.

At such time, the Managing Agent will re-confirm if applicants have too much income for Program Eligibility.

The Managing Agent may also look at the following factors to evaluate a household's **lease** eligibility:

- Sufficient income to comfortably cover the cost of the affordable rent
- Former lease history
- Criminal background check
- Credit Check/History

Therefore, households can be found eligible in Step 2 and have an application number assigned but not eligible for a lease in Step 5 under inadequate income.

Q: If a household gets reviewed by the Managing Agent based on their position on one Lottery List and they get approved, can they choose any size unit available?

A: No. The size of the unit they may select is limited by the Lottery Results Lists their application was taken from.

For example, the top household from Lottery Results List #2 for a 1 Bedroom unit may only apply for a 1 bedroom unit when going to the Leasing Office. If they want to apply for a two bedroom, they must wait until they have the top position on the Lottery Results Lists #1 for the two bedroom unit. This opportunity may never arrive.

Step 6: Lease Signing, Unit Selection and Move In

If a household is found to be Lease eligible by the Managing Agent, they will have 1 week to put down a deposit on their unit. If they do not put down a deposit within 1 week, they will no longer be ensured an apartment as it will be assumed that they are no longer interested.

The required security deposit is equal to one month's rent. All households, including Section 8 voucher holders, need to provide the security deposit. Failure to do so is grounds for denial of a unit.

Q: If I cannot qualify for a lease based on my own income, can I have a co-signer on my lease?

A: No. Only people who will live in the unit can sign the lease. If someone outside the household is going to help pay the rent, the amount to be paid must be listed as "Regular Contribution Payments" on the application. These payments will be counted towards the applying household's income.

Step 7: Yearly Eligibility and Rent Review

Approximately 120 Days before your lease renewal, you will need to submit updated income and asset documentation to the Leasing Office so they can ensure that you are still under the maximum income guidelines. You will not be able to renew your Lease until you have submitted all required documentation. You should maintain records or your taxes, pay-stubs, bank statements and asset statements while living in the affordable unit. Maintaining records makes this yearly review very simple.

Q: How long can I lease my affordable unit?

A: As a current resident only, you are considered income eligible for an affordable unit as long as your household earns an income that does not exceed **140% of 80% of the Area Median Income (AMI) for the previous year** for a household of your size. Total Income for all new applying households must always be at or below 80% of AMI.

Using the 2012 Income Limits as an example:

Household Size	2012 Income Limit (80% of 2012 Area Median Income)	2013 Income Limit for Existing Tenants (140% of 2012 Income Limit)
1	\$45,500	\$63,700
2	\$52,000	\$72,800

According to the table above for the years shown, if a household's income exceeds 140% of the 2012 Income Limit at the time of their renewal, their unit shall still remain affordable until the next available market rate unit with the same or greater number of bedrooms is rented at an affordable price. Once this market rate apartment becomes newly deemed as affordable, the apartment that was previously deemed affordable can subsequently be rented at market rates. The household with earnings exceeding the 2013 Income Limit for Existing Tenants can choose to stay in their apartment, yet would then have to pay the market rate rent, currently \$5,500 and up.

Q: Will my rent increase each year, and if so, by how much?

A: Basically, your rent will not increase if the Boston, Cambridge, Quincy, MA-NH Area Median Income does not increase. When the AMI increases, your rent will increase by a few percentage points, accordingly.

Local Preference Information/Documentation

Q: What is a Local Preference?

A: Wellesley Washington Street Housing, LLC and the Town of Wellesley have established a local preference for some of their affordable units. These units will be first offered to households that qualify for a Local Preference. An applicant qualifies for a Local Preference if the applicant or a member of their household fits into one of the following categories:

Preferences:

1. The following persons shall be given preference for 70% of the affordable units at Waterstone,:
 - a. Residents of Wellesley, Massachusetts*
 - b. Current Town of Wellesley, Massachusetts Municipal Employees*

If the application is received completed in full, income and unit eligibility has been determined, a local preference is designated and all other documentation has been submitted with the exception of documentation of local preference, application will be date stamped and assigned an application number for entry onto the open pool lottery only (not the local preference pool lottery) unless documentation of local preference is received by the application deadline date.

*Verification of local preference must be submitted with application for consideration of such preference within the Lottery.

Verification/documentation of preference includes: Copy of current utility bill or taxes in applicant name for their Wellesley address; Copy of current lease in applicant name with Wellesley address; Copy of current paystub or letter from employer detailing applicant is a Wellesley town municipal employee.

Note: Verification of preference status must be provided at the time of application and a determination of eligibility of the preference shall take place prior to the lottery. Also please note that preference (regardless of pool) for the unit accessible for persons with a mobility impairment including those who use wheelchairs, shall be given to households with a member that needs such a unit as a result of his/her disability.

2. The next preference will be given to the next eligible tenant on the lottery waitlist.

All preferences and income may be verified through third parties.

Q: Do households which meet all Local Preference criteria get priority over households which meet only one?

A: No. As long as a household meets any one of the Local Preference criteria, they will qualify for a Local Preference. A household that meets all Local Preference criteria will have the exact same chance of being drawn first as a similar household type that meets only one of the Local Preference criteria.

Q: What if a household does not qualify for Local Preference?

A: Households without Local Preference will only be given the opportunity to lease the units designated for Local Preference if all the households that qualify for Local Preference fail to complete the step-by-step process. However, if the Local Preference units are undersubscribed, the remaining units will be available to the general pool of eligible applicants.

Adjustments in the Local Preference Pool

As stated by the Massachusetts Department of Housing and Community Development, "If the percentage of minorities in the local preference pool is less than the percentage of minorities in the surrounding HUD (U.S. Department of Housing and Urban Development) defined area, the following adjustments will be made to the local preference pool. The Developer will hold a preliminary lottery comprised of all the minority applicants who did not qualify for the local preference pool and rank the applicants in order of the drawing. Minority applicants should then be added to the local preference pool in order of their rankings until the percentage of minority applicants in the local preference pool is equal to the percentage of minorities in the surrounding HUD-defined area." The Percent Minority for the Metropolitan Statistical Area of Boston is 27%. This is the minimum percentage of minority applicants that must be in the local preference pool. Minority applicants are defined as a person who is a member of the following groups: Black or African American, Asian, Native American or Alaska Native; Native Hawaiian or Pacific Islander; or other (not White); and the ethnic classification Hispanic or Latino.



WATERSTONE
AT WELLESLEY

27 Washington Street

Wellesley, MA 02482

781.810.1224 / MA Relay 711

Affordable Housing Rental Application

This is an application for housing at Waterstone at Wellesley, 27 Washington Street, Wellesley, MA 02481. **Please complete and return this application to: Affordable Housing Lottery, c/o ESL Management, LLC, 51 Sawyer Road, Suite 500, Waltham, MA 02453, no later than Friday, 09/07/2012.**

Completed applications are placed in the order specified in the Tenant Selection Plan which is located at the management office. An application may only be assigned an application number for entry into the lottery after receipt by management of a fully completed rental application by the deadline listed above. For application to be considered complete, such application must document income and unit eligibility, must be signed/dated by all applicable applicants and must also include all necessary documentation as required/listed within the cover letter and this application. You must complete all sections of this application, provide all required attachments and return to the address listed in the first paragraph if you would like to be considered for an affordable housing unit. If a question is not applicable to you, please write "N/A" in that section. If all sections are not completed, the application will be returned to you for completion and, as such, will not be placed on the waiting list. Every applicant must report all income and assets and sign and date all necessary forms. Thank you.

Personal Information

Applicant's Name: _____ Soc. Sec. #: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Date of Birth: _____

Do you currently Rent or Own (check one)

Amount of current monthly rental or mortgage payment: \$ _____

Size of Unit Requested: (check one) One Bedroom

If you or any member of your household has a disability and as a result, your household requires a larger unit, please initial the larger unit needed: *One Bedroom w/ Den *Two Bedroom

*If you selected a unit larger than One Bedroom, you must provide documentation with the submission of this application from a health care provider verifying that you have a disability and a statement that

there is a nexus between the disability and the need for the larger unit.

*Are you or a household member a resident of the Town of Wellesley? ___ Yes ___ No

*Are you or a household member a current Town of Wellesley Municipal Employee (e.g. teacher, janitor, firefighter, police officer, librarian or town hall employees)? ___ Yes ___ No

*If you answered yes to either of the above 2 questions, you must attach documentation to verify current residency/employment status. Documentation can be: Copy of current utility bill or taxes in your name for the Wellesley address; Copy of current lease in your name with Wellesley address; Copy of current paystub or letter from employer detailing you are a Wellesley town municipal employee.

The following questions are asked for the sole purpose of providing an equal opportunity to enjoy your housing. Answering them is voluntary, but if you don't let us know what you need to have an equal opportunity to enjoy your housing we can't satisfy your needs. This application includes a copy of our Reasonable Accommodation Policy.

Do you need a fully accessible unit ___ Yes ___ No

Does any member of the household have any accessibility or reasonable accommodation requests?

___ Yes ___ No If yes, please explain: _____

Spouse's/Co-Head's Personal Information

Name: _____ Soc. Sec. #: _____

Cell Phone (if different from above): _____

Date of Birth: _____

Household Composition

List all persons who will live in the apartment. List the Head of Household first.

Head of Household Name: _____ Social Security #* _____

Racial Designation** _____ Ethnic Designation*** _____

Co-Tenant Name, if applicable: _____ Social Security #* _____

Racial Designation** _____ Ethnic Designation*** _____

*This information will be used to verify income, assets and criminal record information.
**Racial Designation: American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; Other (Specify)
***Ethnic Designation: Hispanic/Latino or Not Hispanic/Latino
Responding to the Racial and Ethnic designation questions is optional. Your status with respect to tenant selection procedures may be affected by this information because Waterstone at Wellesley is utilizing a local preference. "Minority" does not include "White" unless there is also a designation of another race or "Hispanic/Latino".

Income

List all sources of gross income anticipated to be received in the next 12 months as requested below. If an income source does not apply, cross out or write N/A over that source name. Waterstone will not discriminate based on source of income.

Household Member Name	Source of Income	Gross Monthly Amount
	Social Security	
	Social Security	
	Social Security	
	SSI Benefits	
	SSI Benefits	
	SSP Payments	
	SSP Payments	
	Pension – source:	
	Pension – source:	
	Pension – source:	
	Veteran's Benefits; Claim #	
	Veteran's Benefits; Claim #	
	Veteran's Benefits; Claim #	
	Unemployment Compensation:	
	Unemployment Compensation:	
	Unemployment Compensation:	
	Title IV/TANF/Public Assistance	
	Title IV/TANF/Public Assistance	
	Title IV/TANF/Public Assistance	
	Interest Income; source:	
	Interest Income; source:	
	Interest Income; source:	
	Other Income	
	Other Income	
	Other Income	

Income (cont'd.)

List all sources of gross income anticipated to be received in the next 12 months as requested below. If an income source doesn't apply, cross out or write N/A over that source name. Waterstone will not discriminate based on source of income.

Household Member Name	Source of Income	Gross Monthly Amount
-----------------------	------------------	----------------------

Employment Income

Employer Address:

Employer Phone:

Position Held:

How Long employed:

Employment Income

Employer Address:

Employer Phone:

Position Held:

How Long employed:

Employment Income

Employer Address:

Employer Phone:

Position Held:

How Long employed:

Alimony*

Are you entitled by a court

order or other legal

agreement to receive alimony? Yes or No (circle one)

If yes, list the amount you are entitled to receive.

Do you receive alimony? Yes or No (circle one)

If yes, list amount you receive

*Please provide a copy of the divorce agreement, if applicable

Total Gross Annual Income (Based on monthly amounts listed above x 12)

Total Gross Annual Income from Previous Year

Do you anticipate any changes in this income in the next 12 months? Yes or No (circle one)

If yes, please explain:

Assets

If your assets are too numerous to list here, please attached a list inclusive of all asset holdings, specified for each household member. If an asset section does not apply, cross out or write "N/A".

Household Member Name

\$ Balance / Market Value

Checking Account

Bank Name:

Account Number:

Checking Account

Bank Name:

Account Number:

Checking Account

Bank Name:

Account Number:

Savings Account

Bank Name:

Account Number:

Savings Account

Bank Name:

Account Number:

Trust Account

Bank Name:

Account Number:

Certificate of Deposit

Bank Name:

Account Number:

Certificate of Deposit

Bank Name:

Account Number:

Certificate of Deposit

Bank Name:

Account Number:

Assets (cont'd.)

If your assets are too numerous to list here, please attach a list inclusive of all asset holdings, specified for each household member. If an asset section does not apply, cross out or write "N/A".

Household Member Name

\$ Balance / Market Value

Credit Union

Bank Name:

Account Number:

Savings Bond

Maturity Date

Savings Bond

Maturity Date

Life Insurance Policy (cash value)

Insurance Company:

Account Number:

Life Insurance Policy (cash value)

Insurance Company:

Account Number:

Mutual Fund

Bank Name:

of Shares:

Annual Interest or Dividend:

Mutual Fund

Bank Name:

of Shares:

Annual Interest or Dividend:

Mutual Fund

Bank Name:

of Shares:

Annual Interest or Dividend:

Assets (cont'd.)

If your assets are too numerous to list here, please attach a list inclusive of all asset holdings, specified for each household member. If an asset section does not apply, cross out or write "N/A".

Household Member Name

\$ Balance / Market Value

Stocks

Name:

Bank Name:

of Shares:

Annual Interest or Dividend:

Stocks

Name:

Bank Name:

of Shares:

Annual Interest or Dividend:

Stocks

Name:

Bank Name:

of Shares:

Annual Interest or Dividend:

Bonds

Name:

Bank Name:

of Shares:

Annual Interest or Dividend:

Bonds

Name:

Bank Name:

of Shares:

Annual Interest or Dividend:

Annuities, 401(k), IRA, Keogh

Name:

Source:

Assets (cont'd.)

If your assets are too numerous to list here, please attach a list inclusive of all asset holdings, specified for each household member. If an asset section does not apply, cross out or write "N/A".

Household Member Name

\$ Balance / Market Value

_____ Annuities, 401(k), IRA, Keogh _____

_____ Name: _____

_____ Source: _____

_____ Investment Property _____

_____ Name: _____

_____ Source: _____

Real Estate Property: Does Any household member own any property? ___ Yes ___ No

If yes, Name of Household Member: _____

Type of Property: _____

Location of Property: _____

Appraised Market Value: _____

Mortgage or outstanding loans balance due: _____

Amount of Annual Insurance Premium: _____

Amount of Most Recent Tax Bill: _____

Real Estate Property: Does Any household member own any property? ___ Yes ___ No

If yes, Name of Household Member: _____

Type of Property: _____

Location of Property: _____

Appraised Market Value: _____

Mortgage or outstanding loans balance due: _____

Amount of Annual Insurance Premium: _____

Amount of Most Recent Tax Bill: _____

Has any household member sold/disposed of any property in the last 2 years? ___ Yes ___ No

If yes, Name of Household Member: _____

Type of Property: _____

Market Value when Sold/Disposed: _____

Amount Sold/Disposed for: _____

Date of Transaction: _____

Has any household member disposed of any other assets in the last 2 years? ___Yes ___No

If yes, Name of Household Member: _____

Describe Asset: _____

Date of Disposition: _____

Amount Disposed: _____

Do you have any other assets not listed above (excluding personal property)? ___Yes ___No

If yes, please detail each additional asset with the household member who holds each asset:

Any assets divested for less than full and fair market value within two years of this Application will be counted at their fair and full market value to determine income. Please provide settlement statements for any real estate disposed of within two years of completion of Application.

Additional Information

How were you referred to Waterstone at Wellesley: _____

We do not discriminate based on Section 8 Voucher/Certificate holders. The next two questions are asked for the sole purpose of determining suitability for housing, specifically, ability to pay rent.

Do you currently have a mobile Section 8 Voucher/Certificate? ___Yes ___No

Do you anticipate receiving a mobile Section 8 Voucher/Certificate? ___Yes ___No

Are you or a household member currently illegally using a controlled substance? ___Yes ___No

Have you or a household member been convicted of a felony within the last ten years? ___Yes ___No

If yes, please specify household member name(s) and describe: _____

Have you or a household member ever been subject to any State Sex Offender Lifetime Registration requirement? ___Yes ___No

If yes, please specify household member name(s) and describe: _____

List all States that in which you or a household member have ever resided (specify by name): _____

Has any landlord taken legal action against you or another household member listed within this application in the last ten years for non-payment of rent and/or any other material non-compliance with your lease that resulted in your appearance in court? ___Yes ___No

If yes, please specify household member name(s) and describe legal action taken and outcome: _____

Have you filed for bankruptcy within the last ten years? ___Yes ___No

If yes, please specify household member name(s) and describe: _____

Will you take an apartment when one is available? Yes or No (circle one)

Briefly describe your reasons for applying: _____

Primary Contacts/Family Members

1. Name: _____ Relationship: _____

Spouse's Name: _____

Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

2. Name: _____ Relationship: _____

Spouse's Name: _____

Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Income Taxes and Financial Information (Documentation must be provided)

If one or both household members filed income taxes in the last 3 years, copies of each year's taxes for each household member must be submitted with this application for the application to be considered complete. Have you filed income taxes in the past 3 years? _____ Yes _____ No

If yes, please specify which of the past 3 years you filed for? _____ 2009 _____ 2010 _____ 2011

If a second household member is listed on this application, has this individual filed income taxes in the past 3 years? _____ Yes _____ No

If yes, please specify which of the past 3 years you filed for? _____ 2009 _____ 2010 _____ 2011

All household members must provide W-2s/1099s etc. received for the past three years.

All household members who are working must provide their 5 most recent, consecutive paychecks.

All household members must provide 3 months of statements for each of the accounts listed under the Income and Assets Sections of this Application.

Reference Information

You must provide all full addresses resided at in the past five years and the names, addresses and phone numbers of all landlords, if applicable. (Please attach a separate sheet if necessary.)

Current Landlord:

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

Address You Resided At: _____

How Long? From: _____ To: _____

Prior Landlord:

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

Address You Resided At: _____

How Long? From: _____ To: _____

Prior Landlord:

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

Address You Resided At: _____

How Long? From: _____ To: _____

Prior Landlord:

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

Address You Resided At: _____

How Long? From: _____ To: _____

Credit Reference #1: _____

Address: _____

Account #: _____ Phone Number: _____

Credit Reference #2: _____

Address: _____

Account #: _____ Phone Number: _____

Personal Reference #1 _____

Address: _____

Relationship: _____ Phone Number: _____

Personal Reference #2 _____

Address: _____

Relationship: _____ Phone Number: _____

I SPEAK FORM

LANGUAGE IDENTIFICATION FLASHCARD

<input type="checkbox"/> ضع علامة في هذا المربع إذا كنته تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/> Իրապարհի մոլը նշքում՝ կարուպից անբա քանակաւսում, հինգ կարում՝ հում՝ կարպում՝ հը կալիքին:	2. Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই কক্ষে দাগ দিন।	3. Bengali
<input type="checkbox"/> ឈ្មោះអ្នកនិយាយនេះ គឺអ្នកនិយាយ ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/> Mecha i balbon ya yangin intingna' manaitai pat intingna' kumencas Chamorro.	5. Chamorro
<input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
<input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
<input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
<input type="checkbox"/> Kies dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
<input type="checkbox"/> Mark this box if you read or speak English.	11. English
<input type="checkbox"/> اگر می‌توانید به نوشتن فارسی، یا صحبت کردن فارسی، یا خواندن فارسی بپردازید.	12. Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jeżeli je meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaan daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໂຕ້ປຽບເຂົາງື່ນ ຖ້າສາມາດຮູ້ປາກົດພາສາ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите ovaj kvadratiћ уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorec, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kwadrado kung kayo ay maaaring magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ໂຕກຳລັງນີ້ຈະຖືກຕີເປັນສັນຍາຖ້າທ່ານເວົ້າໂຮງກາງໄທ.	33. Thai
<input type="checkbox"/>	Maaka ʻi he puha ni kapau ʻoku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Візьміть це клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באמצעות זעם קטנטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS USING CONSUMER REPORTING AGENCIES TO CONDUCT
CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND
HOUSING PURPOSES

ESL Management, LLC is registered under the provisions of M.G.L. c. 6, § 172 to receive
CORI for the purpose of screening current and otherwise qualified prospective applicants
for the rental or lease of housing.

As a prospective applicant for the rental or lease of housing, I understand that a CORI
check will be submitted for my personal information to the DCJIS. I hereby acknowledge
and provide permission to **ESL Management, LLC** to submit a CORI check for my
information to the DCJIS. This authorization is valid for one year from the date of my
signature. I may withdraw this authorization at any time by providing **ESL Management,
LLC** with written notice of my intent to withdraw consent to a CORI check. I also
understand that this form is a CORI acknowledgement form and I am entitled to
additional consumer reporting disclosure forms under the Fair Credit Reporting Act. If I
have not received those disclosures, I should contact **ESL Management, LLC** to request
this information.

By signing below, I provide my consent to a CORI check and acknowledge that the
information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE (of Applicant, Tenant)

DATE

CORI ACKNOWLEDGEMENT FORM -- 2 OF 2
SUBJECT INFORMATION:

Last Name	First Name	Middle Name	Suffix
-----------	------------	-------------	--------

Maiden Name (or other name(s) by which you have been known):

Date of Birth	Place of Birth
---------------	----------------

Last Six Digits of Your Social Security Number (required): _____ - _____

Sex: ____ Height: __ft. __in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name	Father's Full Name
---------------------------	--------------------

Current and Former Addresses:

Street Number & Name	City/Town	State	Zip
----------------------	-----------	-------	-----

Street Number & Name	City/Town	State	Zip
----------------------	-----------	-------	-----

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY:

Name of Verifying Employee (Please Print)

Signature of Verifying Employee

**NOTICE OF NON-DISCRIMINATION, THE RIGHT TO REASONABLE ACCOMMODATION
FOR PERSONS WITH DISABILITIES, AND THE RIGHT TO FREE LANGUAGE
ASSISTANCE FOR PEOPLE WITH LIMITED ENGLISH PROFICIENCY**

Non-Discrimination

ESL Management, LLC does not discriminate on the basis of any status protected by federal, state, or local law, in the admission or access to, or treatment or employment in, its programs, services and activities including, but not limited to, the following: race, color, religion, sex, national origin, familial status, disability, sexual orientation, gender identity or expression, marital status, age, ancestry, genetic information, veteran status, receipt of public assistance, because someone is, has been or is threatened with being the victims of domestic abuse, or has obtained, or sought, or is seeking relief from any court in the form of a restraining order for protection from domestic abuse.

ESL Management, LLC will coordinate compliance with applicable federal and state nondiscrimination requirements and address grievances applicants and residents may have. The following is ESL Management, LLC's contact information:

ESL Management, LLC
51 Sawyer Road, Suite 500
Waltham, MA 02453
Telephone: (781) 891-0777; MA Relay: 711

Also, if you believe you have been discriminated against, you may file a formal complaint with the Department of Housing and Urban Development (HUD) and local Fair Housing Agency. The contact information for HUD's Fair Housing Office and the Fair Housing Agencies in the states where our sites are located is attached to this notice.

Reasonable Accommodation for People with Disabilities

If you or any member of your household have a disability and as a result need any of the following in order to have an equal opportunity to apply to or live in our development, or participate in services and programs we offer, please let us know:

- A change in a rule, policy, procedure or service;
- A physical change or modification in your apartment, such as grab bars or lowering the cabinets;
- A specific type of unit such as one that is accessible to individuals with mobility impairments, visual impairments or hearing impairments;
- A physical change or modification in some other part of the housing site; and
- A preferred way for us to communicate with you or give you information, such as Braille, large print or using a hearing interpreter;

These kinds of changes are called reasonable accommodations. We will provide a requested reasonable accommodation if:

- your disability is obvious or you can document that you have a disability;
- the nexus or connection between your disability and the need for the accommodation is obvious or you can document it; and

- your request does not pose an undue financial and administrative burden or fundamental change in the program, which means in simple language if it is not too expensive and too difficult to arrange or do, or does not require us to do something that the housing program is not designed to do or would prevent us from doing what we are required to do.

We will give you an answer as to whether we can provide the accommodation within ten (10) business days unless there is a problem getting the information we need, or unless you agree to a longer time. We will let you know if we need more information or documentation from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons. If you want, you may then give us information that addresses the reason why we turned down your request.

A REASONABLE ACCOMMODATION REQUEST FORM is available at the management office listed below. Let us know if you need help filling out the form or if you want to give us your request in some other way. Please do not hesitate to contact the management office.

NOTE: All information you provide will be kept confidential and be used only to enable you to have an equal opportunity to apply to or enjoy your housing, including services and the common areas.

Free Language Assistance for People with Limited English Proficiency

If your primary language is not English and as a result you have difficulty reading, writing or understanding English, we will provide you free language assistance so you can apply to our housing program or communicate with us regarding a housing related matter. If your primary language is not English and as a result you have Limited English proficiency, please put a checkmark next to your primary language on the attached "I SPEAK" form and return the form to the management office as listed below. We will do our best to try to accommodate your request in a timely manner. Please contact the management office if you have any suggestions regarding how we can best meet your language needs or if you have any questions about our free language assistance.

Property Contact Information:

Name of Property:

Office Address:

Telephone: _____ Relay: 711

Email:

ESL Management, LLC does not discriminate on the basis of any protected status, including disability, in the admission of or access to, or treatment or employment in its programs and activities. ESL Management, LLC provides persons with disabilities the opportunity to request a Reasonable Accommodation in order to apply to and participate in such programs and activities. ESL Management, LLC also provides people whose primary language isn't English and as a result have limited English proficiency the opportunity to request free language assistance in order to apply to or participate in its programs and activities.



**Contact Information for the Department of Housing and Urban Development Region I
FHEO Office and State Fair Housing Agencies Where ESL Management, LLC
Conducts Business**

The Department of Housing and Urban Development

Boston Regional Office of FHEO
U.S. Department of Housing and Urban Development
Thomas P. O'Neill, Jr., Federal Building
19 Causeway Street, Room 321
Boston, MA 02222-1092
(617) 944-8300 | 1-800-827-5005 | TTY (617) 565-5453

Massachusetts

Massachusetts Commission Against
Discrimination (MCAD)

Boston Office
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone: 617-994-6000
TTY: 617-994-6196

Springfield Office
436 Dwight Street
Second Floor, Room 220
Springfield, MA 01103
(413) 739-2145

Worcester Office
Worcester City Hall
455 Main Street, Room 101
Worcester, MA 01608
(508) 799-8010
(508) 799-8490 - FAX

New Bedford Office
800 Purchase St., Rm 501
New Bedford, MA 02740
(508) 990-2390
(508) 990-4260 - FAX

New Hampshire

NH Commission for Human Rights
2 Chenell Drive #2
Concord, NH 03301-8501
Telephone: (603) 271-2767
Fax: (603) 271-6339
E-mail: humanrights@nhsa.state.nh.us

Rhode Island

Rhode Island Commission for Human
Rights
180 Westminister Street, 3rd Floor
Providence, RI 02903
Tel: 401-222-2661 TTY: 401-222-2664
Fax: 401-222-2616

Vermont

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
800-416-2010, x25 (voice)
802-828-2481 (fax)
877-294-9200 (TTY)
Email: human.rights@state.vt.us

ESL Management, LLC

51 Sawyer Road, Suite 500
Waltham, MA 02453
(781) 891-0777

SORI REQUEST FORM

ESL Mangement, LLC will be conducting a sex offender registry check of all prospective tenants. As a prospective tenant, I understand that a sex offender registry check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Prospective Tenant Information

PLEASE PRINT:

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (if applicable) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER
(Requested but not required)

MOTHER'S MAIDEN NAME

ADDRESS: _____

SEX: _____ HEIGHT: ___ft ___in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

Employee Signature Date

Requested by: _____
Name Date

Waterstone at Wellesley
27 Washington Street
Wellesley, MA 02482
781.810.1224 / MA Relay 711

GENERAL
AUTHORIZATION TO RELEASE INFORMATION

RE: Applicant/Tenant: _____ Unit # _____

As managing agents for Waterstone at Wellesley, the MA Department of Housing and Community Development (DHCD) requires we verify the program eligibility of all members of households applying for admission and verify this information periodically for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this household. A signed authorization for your release appears below. Please complete the attached form and return it to the address below at your earliest convenience. Thank you for your assistance.

Authorized Signature Title

Print Name Date

Release by Applicant/Tenant

I hereby authorize the release of the requested information attached to this form. Please complete this form in full and return it to the management offices soon as possible.

Signature Date

Verification form is attached.

