

Don't staple the pages of this application together!

1. Some providers *scan* the application, and if you staple, that means removing staples from 1000 applications every week or month.
2. If you include a letter, don't staple that either: providers need to quickly get to your waitlist data and your cover page just gets in the way.

Use #10 double window envelopes. Fold on the line, and addresses will fit in the windows.

Dear

I am applying to the following waitlist, which I believe is open:

App Generated:

Housing Authority or Management Office Only

Is this waitlist closed? Any other questions or concerns? *Fill in the appropriate circle(s) below and fax this page to HousingWorks at the number below – and we will correct the problem. Hundreds of thousands of applicants check our free website to see what lists are open! Keeping us updated will save you many phone calls, reduces frivolous applications - and takes only 10 minutes a year.*

☐ **This particular waitlist is closed: The only open waitlists we have at present are:**

☐ **This is not the correct application. The correct application is available by/from:**

☐ **Any other info you wish to tell HousingWorks?**

Your position or title at this housing program: _____

Your signature: _____

HousingWorks Fax: 617-536-8561



Head of Household's FIRST NAME

Head of Household's MIDDLE NAME

Head of Household's LAST NAME

YOUR MOTHER'S MAIDEN NAME

HoH's SOCIAL SECURITY NUMBER

HoH's DATE OF BIRTH

GENDER

ETHNICITY

Also provide your race at right!

RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial

Do **NOT** write Spanish, Hispanic, Latino here – and do **NOT** write your country!

REQUESTED ACCOMMODATIONS ○ = ● Do you need a:

☐ Fully Accessible Wheelchair Unit☐ Blind Accessible Unit☐ Need an Interpreter☐ No-Steps unit (elevator to any floor)☐ Deaf Accessible Unit☐ Domestic Violence Victim☐ First-Floor unit only☐ unit designed for Environmental Allergies

HoH's CAREER STAGE

☐ Employed☐ Unemployed☐ Retired☐ FT Student☐ PT Student

MOBILE RENTAL ASSISTANCE

☐ I do not have mobile rental assistance☐ Mobile Section 8 voucher☐ MRVP☐ AHVP☐ VASH or similar

Head of Household -Any Felony/Conviction?

☐ Yes ☐ NoAny Misdemeanor Conviction? ☐ Yes ☐ No

Other Members: Any Felony Convictions?

☐ Yes ☐ NoAny Misdemeanor Conviction? ☐ Yes ☐ NoIs anyone in HH subject to a lifetime sex offender registration in any state? ☐ Yes ☐ No

TOTAL HOUSEHOLD SIZE

How much money does your family receive in a year?☐

←# Adults

←# Children

←Total #

☐

.00

YOUR HOME TELEPHONE

SECOND TELEPHONE

YOUR EMAIL ADDRESS

BEST MAILING ADDRESS

This is:

SECOND MAILING ADDRESS

This is:

BEDROOMS NEEDED?

SPECIAL CIRCUMSTANCES? - *some programs may assign you a priority status*☐ Disability☐ Elder☐ Veteran☐ Fleeing Domestic Violence☐ Displaced by: _____☐ Rent-burdened☐ Other

IMPORTANT

You may only submit one application per household. Duplicate applicants will be disqualified from the lottery.

Applicants must attach a letter of pre-qualification from an accredited lender

1501 Commonwealth Avenue, Brighton 02135

Homeownership Application

Name: _____

Address: _____ Apt# _____

City, State _____ Zip _____

Email Address _____

Work Phone: _____ Mobile Phone: _____

Name: _____

Address: _____ Apt# _____

City, State _____ Zip _____

Email Address _____ Mobile Phone: (_____) _____

Work Phone: (_____) _____

Preferences

I am applying for a: _____ 1BR _____ 2BR _____ 3BR
Pick one only



Equal Housing Opportunity



Boston Resident Preference:

Defined as a household that, at the time of application for an affordable housing unit is a documented full time resident of the City of Boston. In addition, the following non-residents will be granted residency status for the purposes of this policy:

- In recognition of the fact that the market conditions that necessitate this policy have been in existence since early 1999, any former Boston resident that can show that they were a documented full-time resident of the city on or after January 1, 1999, will also be recognized as a Boston resident.
- Any non-resident tenant that can document that they were displaced from an apartment in the city as a result of the end of rent control in 1995-96 will also be granted Boston resident status.
- Any non-resident employee of the City of Boston wishing to become a resident of the city will also be assigned Boston resident status.

Please provide a copy of a utility bill or lease, or any other documentation if you are applying for this preference.

☐ **Yes** ☐ **No** Are you a City of Boston Resident?

First Time Homebuyer Preference:

The applicant household has never owned in whole or in part a residential property except under the following circumstances:

- **Legally Divorced Single Parent.** A single parent household with primary (including equal joint custody) custody of minor children or is pregnant that had owned in whole or in part a residential property in the past but no longer has any rights to the property as a result of a divorce or legally binding separation agreement.
- **Inheritance.** A household that received in whole or in part, a residential property as a result of an inheritance in the past but currently has no legal rights to that or any other residential property.
- **Mobile Home.** A household that has owned in whole or in part a mobile home but leased the land on which the property was located.
- **Certain Forms of Co-operative Housing.** While normally ownership of a cooperative housing unit would be considered homeownership, there are certain forms of cooperatives that are closer to rental housing than homeownership. Only co-operatives in which the shareholder received a mortgage interest tax deduction from the IRS will be considered to be homeownership for the purposes of this policy

☐ **Yes** ☐ **No** Are you a first time homebuyer?

Income Information:

Please provide **3 months of paystubs** or evidence of any other source of income for all adult household members. Please list all household members and income below.

Name <i>First, Last</i>	Relationship to Head of Household	Estimated Current Annualized Gross Income
	HEAD	

If self-employed, please provide a year to date profit and loss statement prepared by an accountant or notarized, as well as a Self-Employment Certification form.

Please provide a no income affidavit for anyone with no income aged 18 or over.

Asset Information:

Please include **6 months** of your most recent statements for all bank and asset accounts. Include all pages of each statement. Evidence of all assets must be provided and all assets must be listed on the application. This includes checking, savings, stocks, CD's, 401K's, IRA's.

Name <i>First, Last</i>	Balance	Type of Account

Tax Information:

Please include signed copies of **3 most recent years** of federal income tax returns with all schedules and W-2s for all adult household members.

Pre-Qualification or Pre-Approval Letter:

Please provide a pre-qualification or preapproval letter from a mortgage lender for at least a 97% loan to value (LTV). If gift money is being provided, a gift letter also needs to be provided. If a large down payment is reflected in the preapproval, evidence of these funds.

RACE/NATIONAL ORIGIN:

The Federal Government requires that we obtain the following information in order to monitor compliance with Equal Housing Opportunity and Fair Housing Laws. The law provides that an applicant may not be discriminated against on the basis of the information supplied below or on whether or not the information is furnished.

_____ White (Not of Hispanic Origin) _____ Hispanic _____ Asian or Pacific
Islander _____ Black /African American (Not of Hispanic Origin) _____ Native American or Alaskan
Native _____ Unknown/Other _____ I do not wish to furnish the above information

All questions that were answered YES will be verified through the appropriate third-party source. It will be your responsibility to provide management with all necessary information to properly process your application and verify your eligibility. This will include names, addresses, phone and fax numbers, account numbers where applicable and any other information required to expedite this process.

Signature Clause:

I understand that management is relying on this information to prove my household's eligibility for 1501 Commonwealth Avenue. I certify that all information and answers to the above questions are true and complete to the best of my knowledge. I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties.

I authorize my consent to have management verify the information contained in this application for purposes of proving my eligibility for occupancy. I will provide all necessary information and expedite this process in anyway possible. I understand that my occupancy is contingent on meeting resident selection criteria.

All ADULT household members must sign below:

Signature **Date**

Signature **Date**

Signature **Date**

Dear Prospective Buyer:

Maloney Properties, Inc. is pleased to provide you with the information for purchasing a new home at 1501 Commonwealth Avenue Condominiums.

The following provides a description of the property, income and eligibility requirements, unit pricing, preference criteria and a sample timeline of the process following the lottery. Information about the lottery may also be found on our website:

www.1501CommAveLottery.com

Location and Building Description

The Lancaster will be located at 1501 Commonwealth Avenue in the Brighton section of Boston. Designed in the English Jacobean style to replicate the best of the architectural and historic fabric of that section of Commonwealth Avenue, the building will consist of 5 stories. There will be a total of 55 condominium units of which 18 will be income-restricted.

The building amenities include:

- Courtyard and Patio
- Yoga and Fitness Room
- Library

Application Distribution

Maloney Properties anticipates distributing applications from **May 18th - May 31st**. Applications will be made available to applicants through the following:

1. Request application through our website: www.1501CommAveLottery.com and we will send out by email
2. Call 617-209-5226 - MA Relay to request an application to be sent by mail
3. Visit 1285 Commonwealth Ave, Allston, MA 02134 during the following dates and times:

Date	Time
Monday, May 18 th	10:00AM - 2:00PM
Wednesday, May 20 th	3:00PM - 7:00PM
Saturday, May 30 th	10:00AM - 2:00PM

We will make reasonable accommodations for applicants with disabilities including mailing and emailing applications. We will make an attempt to provide access to the unit that is handicap accessible (as long as the unit is complete) during the application pick up distribution period. We will also provide a list of all the handicap accessible features on the website, www.1501CommAveLottery.com.



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www.maloneyrealestate.com

Maloney Properties staff will be available to answer any questions applicants have by calling 617-209-5226 or emailing 1501CommAve@maloneyproperties.com

Applications will be due by mail only. Applications must postmarked by **June 8th** the following address:

Maloney Properties, Inc.
Attention: Lancaster Lottery
27 Mica Lane, Wellesley, MA 02481

Applications will not be reviewed until we reach the applicants in order of their lottery # and preferences. We will send emails to applicants upon receipt of their applications. We will review applications to ensure they are completed correctly including indicating which preferences they are applying for.

All households who complete and submit an application by the postmark deadline will be entered into a lottery.

Maximum Income Limits and Rents

The following charts provide the income limits and rents:

18 Units

# of Units	Type	Price	% Income
7	1 BR	\$170,000	80%
10	2 BR	\$190,000	80%
1	3 BR	\$210,000	80%

Maximum Income per Household Size

HH size	CDBG 80%
1	48,800
2	55,800
3	62,750
4	\$69,700
5	\$75,300
6	\$80,900

Preference/Requirements

Households will be informed of the following preferences. The preference for the 18 affordable condos will include the following, in the following priority order:

Boston Resident:

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- In recognition of the fact that the market conditions that necessitate this policy have been in existence since early 1999, any former Boston resident that can show that they were a documented full-time resident of the city on or after January 1, 1999, will also be recognized as a Boston resident.
- Any non-resident tenant that can document that they were displaced from an apartment in the city as a result of the end of rent control in 1995-96 will also be granted Boston resident status.
- Any non-resident employee of the City of Boston wishing to become a resident of the city will also be assigned Boston resident status.

Household Size Preference:

DND will establish a minimum household size *requirement* in all DND-assisted housing that sets the minimum household size for any given unit at **Number of Bedrooms Minus One**. For example, a 4BR unit would require a household of no less than three people. DND believes that this policy will significantly mitigate the problem of excessive over housing yet it will still allow a family to grow in place for a considerable number of years. The extra bedroom would allow the family to have as many as two more children that could share the extra room (if they are the same sex) up until the eldest becomes a teenager and requires their own room.

First Time Homebuyer Preference:

The applicant household has never owned in whole or in part a residential property except under the following circumstances:

- Legally Divorced Single Parent. A single parent household with primary (including equal joint custody) custody of minor children or is pregnant that had owned in whole or in part a residential property in the past but no longer has any rights to the property as a result of a divorce or legally binding separation agreement.
- Inheritance. A household that received in whole or in part, a residential property as a result of an inheritance in the past but currently has no legal rights to that or any other residential property.
- Mobile Home. A household that has owned in whole or in part a mobile home but leased the land on which the property was located.
- Certain Forms of Co-operative Housing. While normally ownership of a cooperative housing unit would be considered homeownership, there are certain forms of cooperatives that are closer to rental housing than homeownership. Only co-operatives in which the shareholder received a mortgage interest tax deduction from the IRS will be considered to be homeownership for the purposes of this policy.

Buyer Selection and Waitlist Procedures

The top tier of applicants, based on their lottery number and preferences, will be invited to view the condos. Applicants who would like to continue the purchase process after viewing the unit will be asked



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to sign an Offer to Purchase. In addition potential buyers need to provide a \$1,000 deposit. Maloney Properties will then submit buyer files to the DND for income eligibility approval.

Closing Process:

Once applications are approved for income eligibility by DND, applicants will begin the formal sales process which includes:

1. Home inspection
2. Execution of Purchase and Sale
3. Appraisal
4. Mortgage commitment issued from lender
5. Closing

We expect closings to be from August 2015 – September 2015.

Maloney Properties' staff is available to answer any questions during the process. Please feel free to email us at 1501CommAve@MaloneyProperties.com or call 617-209-5226 | US Relay 711.

Thank you,

A handwritten signature in blue ink that reads "Jonathan Dittenbach".

Jonathan Dittenbach
BRA & DND Affordable Sales & Leasing Director
Maloney Properties, Inc.
27 Mica Lane, Wellesley, MA 02481
www.BRA-DND-Affordable.com
www.MaloneyRealEstate.com



Selling and Renting Affordable Units for 33 Years