

Full Name:  
Address1:  
Address2:  
City State Zip:  
Email:  
Case Manager Email:

THIS SECTION FOR APPLICANT:

Date Generated:

← Mail this form to the address at left.

Dear

Fold on this line

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

THIS SECTION FOR WAITLIST ADMINISTRATOR:

IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will pass it on to the applicant. Include this page so we know who the application is for!

We will also update our system, so the changed status of your waitlists will reach many thousands of applicants and their housing advocates. Also, you will boost your Fair Housing and ADA compliance exponentially!

[support@housingworks.net](mailto:support@housingworks.net)  
HousingWorks  
P.O. Box 231104  
Boston, MA 02123  
617-536-8561 fax

- ☐ This waitlist is closed. The only waitlists open at present are:
- \_\_\_\_\_
- \_\_\_\_\_
- ☐ This is not the right application. We have enclosed the correct application.
- ☐ You do not appear to qualify for this property, because: \_\_\_\_\_
- Name of Waitlist Administrator *optional* \_\_\_\_\_
- Phone of Waitlist Administrator *optional*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ X \_\_\_\_\_

Date Time Received. Application will be stamped to show when it was received:

**DO NOT LEAVE ANY QUESTION UNANSWERED!**

- ☐ HEAD OF HOUSEHOLD'S FIRST NAME
- ☐ HEAD OF HOUSEHOLD'S COMPLETE MIDDLE NAME
- ☐ HEAD OF HOUSEHOLD'S LAST NAME (EX: BAEZ GONZALEZ) ☐ SUFFIX
- ☐ YOUR MOTHER'S LAST NAME WHEN SHE WAS A CHILD

ANSWER THIS: ☐ Yes ☐ No Does the HoH have a Social Security Number? *If "Yes" you must provide the full SSN!*

- ☐ HEAD OF HOUSEHOLD'S SOCIAL SECURITY NUMBER ☐ HEAD OF HOUSEHOLD'S DATE OF BIRTH ☐ GENDER  
Male, Female, etc.
- ☐ ETHNICITY: Hispanic/Latino Non-Hispanic/Non-Latino ☐ RACE: Asian, Black or African American, White, American Indian or Alaskan Native,  
Pacific Islander or Native Hawaiian, Other or Multi-Racial, Client Refused

- ☐ REQUESTED ACCOMMODATIONS Fill in the circle for anything you need:
- |   |  |  |
|---|--|--|
| <input type="radio"/> Fully Accessible Wheelchair Unit      | <input type="radio"/> Blind Accessible Unit            | <input type="radio"/> Need an Interpreter Explain: |
| <input type="radio"/> No-Steps unit (elevator to any floor) | <input type="radio"/> Deaf Accessible Unit             | <input type="radio"/> Domestic Violence Victim     |
| <input type="radio"/> First-Floor unit only                 | <input type="radio"/> Unit for Environmental Allergies | <input type="radio"/> Personal Care Attendant      |

- ☐ HoH's CAREER STAGE ☐ ANY VETERANS in HH? ☐ Yes ☐ No
- ☐ Employed ☐ Unemployed ☐ Retired ☐ FT Student ☐ PT Student

- ☐ PERMANENT MOBILE RENTAL ASSISTANCE, if any
- ☐ I do not have mobile rental assistance ☐ Mobile Section 8 voucher ☐ MRVP ☐ AHVP ☐ VASH or similar

- ☐ CRIMINAL RECORD AND SEX OFFENDER
- Head of Household:** Any **Felony/Conviction?** ☐ Yes ☐ No Any **Misdemeanor Conviction?** ☐ Yes ☐ No
- Other Members:** Any **Felony Convictions?** ☐ Yes ☐ No Any **Misdemeanor Conviction?** ☐ Yes ☐ No
- Is anyone in HH subject to a **lifetime sex offender registration** in any state? ☐ Yes ☐ No Details

- ☐ ANY PETS? ☐ Yes ☐ No Describe: \_\_\_\_\_

- ☐ HOUSEHOLD SIZE AND COMPOSITION ☐ ANNUAL INCOME ☐ DOCUMENTED DISABILITY?
- \_\_\_\_\_ ← # Adults \_\_\_\_\_ ← # Children \_\_\_\_\_ ← Total # in Household ☐ Yes ☐ No

- ☐ CURRENT HOUSING STATUS ☐ Homeless ☐ Housing Loss in 14 days ☐ Homeless under other federal status
- ☐ Homeless because Fleeing domestic violence ☐ At risk of homelessness ☐ Stably Housed

- ☐ BEST TELEPHONE NUMBER TO USE ☐ SECOND TELEPHONE

- ☐ EMAIL ADDRESS

- ☐ WHERE YOU LIVE OR BACKUP ADDRESS

AddressLine 1

Apt # or "care of" name

City

State

Zip

- ☐ BEST MAILING ADDRESS

Address Line 1

Apt # or "care of" name

City

State

Zip

- ☐ # BEDROOMS NEEDED? ☐ SPECIAL CIRCUMSTANCES? (*some programs may grant you priority status*)

- ☐ Disability ☐ Elder ☐ Local Resident ☐ Local Employee ☐ Local Student ☐ Homeless Vet. ☐ Fleeing Dom. Viol.
- ☐ Rent-burdened 40% ☐ Rent-burdened 50% ☐ HUD VAWA Certification ☐ Victim of Hate Crime.
- Displaced by: ☐ Urban Renewal ☐ Sanitary Code ☐ Natural Forces ☐ Other \_\_\_\_\_



## REDBROOK APARTMENTS

### 4 AFFORDABLE HOUSING RENTAL UNITS

Details	Size	Rent*
1 BR – 1 Bathroom	713 SqFt	\$1,376
1 BR – 1 Bathroom	713 SqFt	\$1,376
2 BR – 1 Bathroom	1055 SqFt	\$1,643
<b><i>Accessible</i></b> 2 BR – 2 Bathroom	1055 SqFt	\$1,643

\*This does not include utilities.

Developed By  
*Redbrook Apartments, LLC*

Applications due or postmarked  
 no later than **Monday, September 23, 2019 at 3PM**

Language Translation Assistance Available at No Charge, Upon Request

- Please contact the Plymouth Redevelopment Authority at 508-747-1602 ext. 10147 for free language assistance.
- Este documento es muy importante. Favor de comunicarse con el Plymouth Redevelopment Authority en 508-747-1602 ext. 10147 para ayuda gratis con el idioma.
- Este é um documento importante. Entre em contato com o Plymouth Redevelopment Authority no número 508-747-1602 ext. 10147 para obter assistência gratuita com o idioma.

E mail: [reddevelopment@townhall.plymouth.ma.us](mailto:reddevelopment@townhall.plymouth.ma.us) or

Mail/Deliver to: Plymouth Redevelopment Authority, 26 Court Street, Plymouth, MA 02360

*Reasonable Accommodations Available for Persons with Disabilities.*

*Attached is the information regarding the affordable rental units at Redbrook Apartments, Plymouth, MA. Potential Tenants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.*



## DEVELOPMENT PROJECT OVERVIEW

Redbrook Apartments are located in South Plymouth, 10 minutes from Route 3 (Exit 3) and 10 minutes route 28 on Bourne Road. The location is ideal: just an hour from Boston and Providence. Only a quarter of the 1,400-acre site will be developed, in a village consisting of 1,200 homes. These affordable apartments have an open concept floor plan, granite countertops, a kitchen island, and washer/dryer. The apartments are heated by natural gas hot air. Hot water is also by natural gas. Stainless steel kitchen appliances include oven, microwave, dishwasher, and refrigerator. Floor coverings are a mix of carpet, wood, and tile.

This property contains two 1-bedroom apartments (713 sq.ft.), one 2-bedroom apartment (1,055 sq.ft.), and one 2-bedroom (1,055 sq.ft.) accessible apartment. This is a pet friendly development in accordance with the Redbrook Landowners Associations Restrictions on Animals.

The rents are not income based or subsidized. You are responsible for the full monthly rent. Section 8 or other housing voucher is accepted but you should contact your Section 8 provider to determine if they will accept the project and the rents. The monthly rents are: One Bedroom - \$1,376; Two Bedroom - \$1,643. The approximate minimum income to lease an affordable apartment at Redbrook Apartments is \$55,000 - \$65,700. The rent to income ratio required to lease a unit is 30% (i.e. applicant's monthly income must be approximately three times the monthly rent). Applicants may make less than the minimum incomes shown above if they have sufficient savings from which they can draw down otherwise, applicants will not be found to be eligible for a lease if they make less than the incomes shown above. **Applicants who have receive a housing subsidy (like Section 8) are not subject to the minimum income requirements** but, like all other applicants, will also have to pass reviews on credit scores, tenant history, and criminal background checks in accordance with DHCD's requirements regarding same. Please see "Leasing Office Review" in the step-by-step process for more details. Again, these minimum incomes are not required by the affordable housing program, they are just estimations of minimum incomes required by the leasing office.

**Please note: Complete financial documentation is required and must be sent with your application to participate in the lottery. Included in this package is the list of required documentation and additional forms, if applicable, to be sent in with your application. Applications will be logged in at time of receipt and will be reviewed after the application deadline. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline.**

A Public Information Meetings will be held to answer specific questions and provide an overview of the lottery process. The meetings are scheduled for **7:00 pm, Wednesday August 28, 2019 at Plymouth Town Hall, 26 Court Street, Plymouth, MA** and **9:00 am, Saturday, September 21, 2019 at Redbrook Apartments, 237 Wareham Road, The Meeting House, Plymouth, MA**. If you have questions and can attend this meeting, please hold them until that time. If you need an Interpreter at the meeting, you MUST let us know at least 2 business days prior to the Public Information Meetings.

The application deadline is **Monday, September 23, 2019**. You must have submitted a complete application postmarked on or before **Monday, September 23, 2019** to be in the lottery. The lottery is scheduled for 11 am, on Friday, October 4, 2019 at Plymouth Town Hall, 26 Court Street, Plymouth, MA 02360

Thank you for your interest in affordable housing at the Redbrook Apartments. We wish you the best of luck.

Please contact Plymouth Redevelopment Authority at 508-747-1620 ext. 10147 or email us at [reddevelopment@townhall.plymouth.ma.us](mailto:reddevelopment@townhall.plymouth.ma.us) if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

# Redbrook Apartments in Plymouth, MA

## APPLICATION CHECKLIST RENTAL

Due or postmarked no later than  
Monday, September 23, 2019 at 3PM

(Do not enclose originals – **SINGLE SIDED COPIES ONLY**)

- ☐ Signed Application
- ☐ Proof of Rental Subsidy such as Section 8 rental voucher or MRVP Voucher
- ☐ All Household income is used in calculation unless proof of Full Time Student Status for Any household member who is over 18 but enrolled in school full time
- ☐ Employment Income, **5** most recent pay stubs or salary verification letter on Employer letterhead signed by an authorized individual
- ☐ If applicable, proof of Social Security, Disability, SSI, TANF, Veterans Benefits, Unemployment Compensation or other government benefits in the form of a Letter from the appropriate agency
- ☐ **Signed** Federal Tax Return (**please do not include the state tax return**) for the Past Year Including W2's, 1099's You can visit [www.irs.gov](http://www.irs.gov) if you cannot find your tax return and get Copies there, sign using the current date
- ☐ If Self Employed submit a profit and loss statement certified by an independent Accountant for the past 2 quarters along with Schedule C of tax return
- ☐ Statements of Assets owned by all household members such as stocks, bonds Mutual funds, pensions, IRA's, or 401K If any assets were sold or transferred For less than full market value in the last year we will count the full value as an Asset
- ☐ **3** Most recent copies of Savings and Checking **ALL** pages even if blank, no Computer screenshots only complete statements
- ☐ Evidence of funds available for Lease Deposits----may be identified in Savings Or Checking or a notarized gift letter from a person or organization providing funds

**PLEASE INCLUDE THIS CHECKLIST WITH YOUR APPLICATION**

# Redbrook Apartments

## Procedures, Process, and Requirements

### LOTTERY OVERVIEW

Marketing, outreach, and collection of applications for this unit of affordable rental housing in Plymouth MA will begin on **Monday, July 29, 2019**.

Households submitting a complete application prior to the deadline of **3 pm Monday, September 23, 2019** will be pre-screened for completeness, income and asset eligibility, appropriate household size, and placed in a category for consideration through the lottery process.

Eligible applicants will be assigned a registration number to be used in the lottery.

Two (2) public information sessions will be held, to discuss the available units and explain eligibility, application procedures, the lottery, the selection process, and other details to members of the public. The meetings will be held:

**Date / Time:** Wednesday, August 28, 2019; 7:00 PM  
**Location:** Plymouth Town Hall  
26 Court Street  
Plymouth, MA 02360

**Date / Time:** Saturday, September 21, 2019; 9:00 AM  
**Location:** Redbrook Apartments  
The Meeting House  
237 Wareham Road  
Plymouth, MA 02361

Applications may be obtained at the following locations:

- Plymouth Redevelopment Authority, 26 Court Street, Plymouth
- Town of Plymouth Public Library, 132 South Street, Plymouth
- Town of Plymouth Clerk's Office, 26 Court Street, Plymouth

Applications may also be obtained by mail, e-mail or online:

- Call the Plymouth Redevelopment Authority at (508) 747-1620, ext. 10147 to request an application package.
- E-mail request to [reddevelopment@townhall.plymouth.ma.us](mailto:reddevelopment@townhall.plymouth.ma.us)
- Online at [www.plymouthredevelopment.org](http://www.plymouthredevelopment.org) (click affordable housing)

The Lottery will be held on Friday, October 4, 2019 at 11 am at the Plymouth Town Hall, 26 Court Street, Plymouth, MA 02360. You do not need to be present to be selected.

## **ELIGIBILITY REQUIREMENTS**

Applicants must meet specific requirements to qualify for the affordable rental unit. Individuals who have a financial interest in the development and their families are not eligible. Persons with disabilities are entitled to request reasonable accommodations of rules, policies, or services or to request a reasonable modification of the housing.

### **Income Eligibility**

In order to be eligible to rent an affordable unit at Redbrook Apartments, annual income and the derived income from assets must be within the guidelines listed below. **For information regarding the definition of income and assets please see the attached, APPENDIX I:**

### **Maximum Income**

Eligible applicants must have a combined annual household income from all sources, for all income-earning members of the household, of **not more** than 80% of area median income, as defined by HUD and adjusted for household size. Income limits are subject to change and will be updated whenever HUD issues new limits. According to the 2019 HUD Income Guidelines, 80% of the area median income for Plymouth, MA, and therefore the maximum allowable household income is as follows\*:

<b>Household Size</b>	<b>Maximum Income*</b>
1	\$62,450
2	\$71,400
3	\$80,300
4	\$89,200
5	\$96,350
6	\$103,500

\*Income limits are subject to change

### **Minimum Income**

The household income must be sufficient for the unit to be affordable to the household. Specifically, the monthly rent plus utilities must not equal more than 30% of the household's gross income. When utilities are paid for by the tenant, a factor approved by the Massachusetts Department of Housing and Community Development is assigned. The utility factor for the 1-BR units is \$145 and 2-BR units is \$181. The landlord is responsible for trash. The tenant is responsible for heat, water, cooking, and electricity.

### **Assets**

Although there is no specific asset limit, assets are given an imputed income value that is used in calculating the applicant's income. The higher of the actual income from the assets or an imputation at .06% of the assets exceeding \$5,000 is counted towards the income limit.

In addition, if any member of the household owns a home, that home must be sold prior to entering into this lease according to the time schedule listed below. An applicant cannot own another home, including in trust.

## **LEASE PROVISIONS**

The form of lease for the unit is attached. **Please read it carefully.** The lease is for 1 year and stipulates:

- The tenant may not be evicted for any reason other than substantial violation of a material provision of the lease.
- The tenant shall be given a minimum of 60 days written notice that the lease will not be renewed.
- The tenant is required to furnish annual information sufficient to determine and document continued compliance with the income eligibility requirements.
- The tenant shall furnish the names and the number of people in the household and their relationship to one another annually and whenever a change to the household occurs.
- The first month's rent will be due at lease signing. The last month's rent will be due at occupancy. The security deposit may be paid in over the first 5 months of the lease term.

## **HOUSEHOLD SIZE**

Household size should be appropriate for the number of bedrooms in the home.

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

Household size shall not exceed the Massachusetts State Sanitary Code requirements. (105 CMR 400).

## **APPLICANTS SELECTED TO RENT THE AFFORDABLE UNIT**

Applications will be drawn for the unit at the lottery and will be numbered in the order that they are selected and used to create a master list. The unit will be offered to the first applicant on the list. The list will be retained and used as a waiting list with the unit being offered to households in that order if the initial tenants falls through.

Upon final approval notification, the applicant will have **two weeks** to sign the Lease with an occupancy date of no more than **30 additional days** from the signing. **Selected applicants who are unable to proceed within those time frames will forfeit their right to lease and the next applicant in the order selected by the Lottery will be offered the unit.**

It is important for all applicants that have been awarded a Unit at the lottery to understand that they may have an opportunity to select their unit if they meet all the post lottery deadlines. Unit selection will be done in ranking order post lottery for the initial 4 applicants that have the opportunity to lease based on the lottery results only.

Selection will happen after the Redbrook Leasing Office application has been completed and approved. If the Redbrook Leasing Office denies your application, then you will not be able to lease. Applicants that miss the provided deadlines will lose the opportunity to lease as we will move to the next applicant on the lottery wait list.

Upon signing the residency agreement, the applicant is agreeing to abide by the rules of residency agreement and at Redbrook Leasing Office. Resident leases have a term of one year. Approximately four months prior to the expiration of the agreement, residents will be notified of their obligation to recertify their income with Redbrook Apartments. Failure to do so will result in the loss of the affordability eligibility causing the tenant to move to another unit and pay full market resident fees or vacate the premises.

## APPENDIX I

### DEFINITION OF INCOME

Annual gross income means all amounts, monetary or not, which go to, or on behalf of, the family head or spouse or to any other family member received from a source outside the family during the 12-month period following application.

Annual income includes but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses, and other compensation for personal services.
2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted as provided by the Internal Revenue Service regulations.
4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount that is the delayed start of a periodic payment.
5. Payment in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.
6. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
7. All regular, special pay, and allowances of a member of the Armed Forces.
8. Income derived from assets to which any member of the family has access.

Annual Income Does NOT include the following:

1. Income from employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults. (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone)
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses.
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in-aid.
6. The full amount of student financial assistance paid directly to the student or to the educational institution.

7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Temporary, nonrecurring, or sporadic income such as gifts.
9. Deferred periodic amounts from Supplemental Social Security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
10. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
11. Amounts specifically excluded by any other Federal statute from consideration as income for the purpose of determining eligibility or benefits under a category of assistance program.

## **DEFINITION OF ASSETS**

The value of necessary items of personal property, such as furniture or automobiles shall be excluded. Determination of assets shall be based upon a full and fair cash value of the asset at the time of application to the program. If a potential purchaser divests himself or herself of an asset for less than full and fair present cash value of the asset within two years prior to application, the full and fair cash value of the asset at the time of its disposition must be declared and shall be included for the purpose of calculating eligibility.

### **Household Assets include the following:**

1. Cash held in savings and checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average balance for the last six (6) months.
2. Revocable trusts: The cash value of any revocable trust available to the applicant.
3. Equity in rental property or other capital investments: The current fair market value less (a) any unpaid balance on any loans secured by the property, and (b) reasonable cost that would be incurred in selling the asset (e.g., penalties, broker fees, etc.).
4. Stocks, bonds, treasury bills, certificates of deposit, mutual funds, and any money market accounts: The value of stocks and other assets vary from one day to another and should be determined no more than one month in advance of the applicant's submission to participate in the subject housing program.
5. Individual retirement, 401K, and Keogh accounts: When the holder has access to the funds, even though a penalty may be assessed. If the applicant is making occasional withdrawals from the account, determine the amount of the asset by using the average balance for the previous six (6) months. (Do not count withdrawals as income.)
6. Retirement and pension funds:
  - a. While the person is employed: Amounts the applicant withdraws without retiring or terminating employment. Count the whole amount less any penalties or transaction costs.
  - b. At retirement, termination of employment, or withdrawal: Periodic receipts from pension and retirement funds are counted as income. Lump sum receipts from pension and retirement funds are counted as assets. Count the amount as an asset or as income, as provided below. If benefits will be received in a lump sum, include the lump sum receipt in net household assets. If benefits will be received through periodic payments, include the benefits in annual income. Do not count any remaining amounts in the account as an asset.

If the applicant initially receives a lump-sum benefit followed by periodic payments, count the lump-sum benefit as an asset and treat the periodic payment as income. In subsequent years, count only the periodic payment as income. Do not count the remaining amount as an asset.

NOTE: This paragraph assumes that the lump-sum receipts is a onetime receipt and the it does not represent delayed periodic payments, then the account would be considered as income and not an asset.

7. Cash value of life insurance policies available to the applicant before death (e.g.; the surrendered value of whole life policy or a universal policy): Do not include a value for term insurance, which has no cash value to the applicant before death.
8. Personal property held as an investment: Gems, jewelry, coin collections, or antique cars held as investment. Personal jewelry is NOT considered an asset.
9. Lump-sum receipts or one-time receipts: Inheritance, capital gains, one-time lottery winnings, victim's restitution, settlement on insurance claims (including health and accident insurance, worker's compensation, and personal or property losses), and any other amounts that are not intended as periodic payments.
10. A mortgage or deed of trust held by an applicant: Payments on this type of asset are often received as one combined payment for principal and interest with the interest portion counted as income from the asset. This combined figure needs to be separated into the principal and interest portions of the payment. (This can be done by referring to an amortization schedule that relates to the specific term and interest rate of the mortgage.)
11. A life estate: A life estate is an interest in real property which entitles the life tenant to benefit from the property until his or her death. Usually, the life tenant is entitled to the use of a house for life and may be entitled to sell his or her interest. This right is of value to the tenant but is rarely sold on an open market. (Purchasers of real property would typically not be tempted by such an uncertain term of ownership.)

The value of an applicant's life estate is included when calculating his or her assets based on the Internal Revenue Service's latest guidance to determine the value of life estates. (See Internal Revenue Service Publication 1457, "Actuarial Values, Book Aleph," (7-1999).)

Household Assets DO NOT include the following:

1. Personal property (clothing, furniture, cars, wedding rings, other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities).
2. Interests in Indian trust land.
3. Term life insurance policies (i.e., where there is no cash value).
4. Equity in the cooperative unit in which the applicant lives.
5. Assets that are part of an active business: "Business" does NOT include rental of properties that are held as investments unless such properties are the applicant's main occupation.
6. Assets that are NOT effectively owned by the applicant: Assets are not effectively owned when they are held in an individual's name but (a) the assets and any income they earn accrue to the benefit of someone else who is not the applicant, and (b) that other person is responsible for income taxes incurred on income generated by the assets.

# APPLICATION INSTRUCTIONS

To enter the Lottery for an affordable rental unit located at Redbrook Apartments at 237 Wareham Road in Plymouth, MA an applicant must submit a complete Application Package prior to the deadline.

## Complete Application Package:

A complete Application Package shall consist of the following:

- ◆ Completed and signed Application Form
- ◆ Signed General Authorization for Release of Information Form
- ◆ All Required Documentation listed in the Application Checklist (if applicable)

The following provides guidance in completing and submitting an eligible application. **Applications that are not complete or not eligible will not be entered in the Lottery.** For this reason, applicants are strongly urged to contact the Plymouth Redevelopment Authority for guidance if there are any requirements you do not understand. The Plymouth Redevelopment Authority can be reached by phone at 508-747-1620 ext. 10147 or via e-mail at [reddevelopment@townhall.plymouth.ma.us](mailto:reddevelopment@townhall.plymouth.ma.us).

## Instructions:

### Application Form – Page 1

**Part 1** of the application form collects information about the Applicant Household. Please provide the requested information. Applicant is the Head of Household. Co-Applicant is the spouse/partner. Additional Household members include every person who will live in the affordable unit as a member of the household, including children. Birth-dates are required for each household member. Describe the relationship to the Applicant for each household member (for example: Wife, Son Daughter, Mother).

### **Part 2** Intentionally omitted

**Part 3** of the application is optional and designed to capture racial data on applicant households.

### **Part 4** Intentionally omitted

**Part 5** of the application captures income data for the applicant household. Please fill in the requested information in the appropriate spaces. A section for the full-time occupation and income for the applicant and co-applicant is provided, as well as an additional section, to capture additional income from part-time jobs, alimony, child support, disability, retirement or investment income, etc. You must provide documentation of all income (see the application form and the checklist for guidance). Please provide documentation that is current with the application date (most recent time period). Should you have any questions, please contact the Plymouth Redevelopment Authority for guidance before submitting your application.

**Part 6** of the application captures information about household assets. Assets include liquid assets such as cash in savings and checking accounts, real estate owned, investment accounts (stocks, bonds, mutual funds, etc...). You must include all retirement accounts. Please indicate in whose name(s) each account is held and name of the bank or brokerage. If it is an interest-bearing account (such as a savings account) show the interest rate (example: if your savings account pays 2.5% interest, list 2.5 in the column for interest rate). The current balance should include the principal balance (or value if a non-cash asset) as of the most recent statement. Please include documentation as outlined in the application package and checklist.

**Part 7** of the application should be filled out regarding members of the applicant household who are over 18 years of age and registered as full-time students in a school or college. Please include a letter from the educational institution showing that the household member is a full-time student(s), and the anticipated graduation date(s).

**Part 8** of the application is for signatures and certifications by the Applicant and Co-Applicant. Please read the certification statement and sign this page.

#### **General Authorization for Release of Information Form**

All household members over the age of 18 must sign and date this form. This form will be used to verify information provided with the application.

<b>Plymouth Redevelopment Authority</b> <b>Application for:</b> <b>Redbrook Apartments</b> <b>Deadline: 3 PM on Monday, September 23, 2019</b>	<b>For Office Use Only:</b> Date Rcvd: _____ Household Size: _____ Lottery Code: _____
---	---

**Part I – Applicant Information**

Applicant's Name			
	Mr./Mrs. Etc.	First Name	Last Name

Co-Applicant's Name			
	Mr./Mrs. Etc.	First Name	Last Name

Applicant's Mailing Address			
	Street / Apt. # / PO Box		
	City	State	ZIP

Phone / Email			
	Home Phone	Cell Phone	Email

**Household Members** (List all household members, regardless of age, who will occupy the affordable unit).

Name	Date of Birth	Relationship to Applicant
		Applicant
		Co-Applicant

Total Number of People in Household \_\_\_\_\_ Is anyone over Age 55 (yes/no) \_\_\_\_\_

**Part II - NO LOCAL PREFERENCE – INTENTIONALLY OMITTED**

**Part III – Minority Information for Applicant's**

**\*Optional: Please check the appropriate Race Category for each Household Member**

Household Member	Native American/ Alaskan	Native Hawaiian / Pacific Islander	African American	Hispanic / Latino	White / Non-Minority	Other / Non-White

## Part IV – Intentionally Omitted

## Part V (A) – Applicant's Household Income

Applicant's Full Time Occupation					
Employer Name					
Employer Address					
Supervisor					
	Street	City/Town	State	Zip	
	Name	Phone #	EXT.		
Total income before any deductions:					
If paid Weekly (attach 5 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3	\$ Period #4	\$ Period #5
If paid B-Weekly (attach 3 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3		
If paid Monthly (attach 2 most recent pay stubs)	\$ Period #1	\$ Period #2			
<b>Applicant's Total Gross Income:</b>					

## Part V (B) – Co-Applicant's Household Income

Co-Applicant's Full Time Occupation					
Employer Name					
Employer Address					
Supervisor					
	Street	City/Town	State	Zip	
	Name	Telephone #	Ext.		
Total income before any deductions:					
If paid Weekly (attach 5 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3	\$ Period #4	\$ Period #5
If paid B-Weekly (attach 3 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3		
If paid Monthly (attach 2 most recent pay stubs)	\$ Period #1	\$ Period #2			
<b>Co-Applicant's Total Gross Income:</b>					

**Part V (C) – Other Household Income**

Household Member	Type of Income	Monthly Gross Amount

**Part VI – Assets**

Name on Account	Bank/Brokerage Name	Account Type/Interest Rate	Balance
			\$
			\$
			\$
			\$
			\$
			\$
		<b>TOTAL ASSETS:</b>	\$

**Part VII – Adult Full-Time Students**

Is any member of the Owner's Household over 18 years a full-time student?

If yes, list name of full-time student(s) and school attending:

**Name**

**School**


**\*Attach a letter from each school verifying the student is enrolled full-time.**

**Part VIII - Certification**

I/We certify that the information contained in this application is true and accurate to the best of my/our knowledge.

I/We understand that only applications that are complete and eligible under the guidelines and contain all necessary documentation and certifications will be entered into the lottery.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this application along with  
ALL of the documents listed in the check-list to:  
PLYMOUTH REDEVELOPMENT AUTHORITY  
26 Court Street  
Plymouth, MA 02360**

**PLEASE MARK ENVELOPE: "Redbrook Apartments"**

**Submission to [Redevelopment@townhall.plymouth.ma.us](mailto:Redevelopment@townhall.plymouth.ma.us)  
in PDF Format only is also acceptable.**

# General Authorization for Release of Information

## Redbrook Apartments

I/We hereby authorize the Plymouth Redevelopment Authority to verify any and all income, assets and other financial information and I/we direct any employer, landlord, or financial institution to release any information to the Plymouth Redevelopment Authority for the purpose of determining income eligibility for the lottery of a unit at the Redbrook Apartments in Plymouth, MA.

Any information released will be kept confidential.

---

Applicant Signature

---

Social Security #

---

Date

---

Co-Applicant Signature

---

Social Security #

---

Date

# ***Redbrook Apartments, Plymouth, MA***

## **FAQ & Answer**

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD).

### **What are the income qualifications required for Prospective Tenants?**

Qualify based on the following maximum income table, which is adjusted for household size:

<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Max Gross Allowable Income</b>	<b>\$64,450</b>	<b>\$71,400</b>	<b>\$80,300</b>	<b>\$89,200</b>

(Income limits are subject to change when HUD releases the 2020 income limits.)

### **LOTTERY APPLICANT QUALIFICATIONS:**

1. Household income cannot exceed the above maximum gross allowable income limits.
2. When assets total \$5,000 or less, the actual income received is included in the annual income as income from assets OR when assets exceed \$5,000, annual income includes the greater of actual income from assets or a .06% imputed income calculation. Included in this package is the List of Required Financial Documentation.
3. In addition to income and asset eligibility you will also be subject to a screening by the project and determined eligible based on that basis.
4. Households requiring the handicap accessible units will be given first preference for such units regardless of what pool they are in based on the requested bedroom size. Where a person with a disability is awaiting an accessible unit and a unit with adaptive features becomes available, the owner/management agent must offer to adapt the unit.
5. Full-time college students renting an apartment on their own will not be eligible for an affordable apartment if they have been in school during 5 months in the certification year.

### **LOTTERY PROCESS**

Due to the nature of the affordable units' availability it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also, be advised that the program and its requirements are subject to changes in local, state or federal regulations. Four (4) affordable units are available by lottery at Redbrook Apartments. The lottery has two pools.

<b>Number of Bedrooms</b>	<b>Number of Bathrooms</b>	<b>Approximate Gross Square Feet</b>
1	1	713 SqFt
1	1	713 SqFt
2	2	1,055 SqFt
<b>2 Accessible</b>	2	1,055 SqFt

All of the eligible applicants for will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. This means if you are a one-person household and by the above definition require a one-bedroom unit and are drawn first in the lottery you will be offered a one-bedroom unit. If you are a three-person household and by definition require a two-bedroom unit and are drawn first you will be offered a two-bedroom unit. Households requiring the handicap accessible units will have priority for the available accessible units no matter where their ranking is on the lottery list.

Once the lottery rankings have been determined your information will be forwarded to the Leasing Office for credit and background, income, and asset checks. You will not be offered a lease until you are determined eligible by Plymouth Redevelopment Authority and the Leasing Office. If either one determines you do not meet the eligibility criteria, then you will not be able to lease a unit.

### **Time Frames**

The units will be available for immediate occupancy. If you are selected and have the opportunity to lease a unit you will speak or meet with a representative to review your application to verify all information. Please be advised that the official income verification will be done at the time you have an opportunity to lease. Also understand you need to be income and asset eligible but will also, at minimum, be subject to a credit screening, landlord screening, employment verification, criminal background and CORI checks by the project and determined eligible or ineligible on that basis.

### **Acceptance of Units**

It is important for all applicants to understand that specific units are attached to specific lottery rankings based upon the projected availability of the completed unit. Applicants may have a choice of unit locations, style or schedules. You will not be able “pass” on a unit and wait for another unit. If you choose not to take the designated unit, you will go to the bottom of the list and may not have another opportunity.

### **What happens if my household is selected in the lottery, we sign a lease, and shortly after the lottery our income exceeds the income limit?**

Annually you will be recertified for eligibility. Once your household income exceeds 140% of the maximum allowable income adjusted for household size, you will have the option of staying in your unit at the end of your current lease and paying the market rent or not renewing your lease.