2:	← APPLICANT COMPLETE THIS SECTION
te Zip:	Use Adobe Acrobat Reader and print this application to
	"Custom Scale - 100%".  Then, both addresses will appear in the windows of a #1
anager Email:	double-window envelope, saving you time.
	Mail this application to the address at left.
	Do not fax!
Date Generated:	Fold on th
pplying to the following waitlist, which I believe is o	pen – please fax HousingWorks if the list is closed.
SECTION DELOW FOR MAITH	ST ADMINISTRATORS ONLY.
SECTION BELOW FOR WAITLIS LANDLORD: IF REJECTING THIS APPLICATION, please email,	·
<del></del>	support@housingworks.net
LANDLORD: IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will	support@housingworks.net HousingWorks
LANDLORD: IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. Include this page so we know who the application is from!  We will also update our system, so the changed status of	support@housingworks.net
LANDLORD: IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. Include this page so we know who the application is from!	support@housingworks.net HousingWorks P.O. Box 231104
LANDLORD: IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. Include this page so we know who the application is from!  We will also update our system, so the changed status of your waitlists will reach thousands of applicants and their housing advocates. Also, you will boost your Fair Housing	support@housingworks.net  HousingWorks P.O. Box 231104 Boston, MA 02123 617-536-8561 fax
LANDLORD: IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. Include this page so we know who the application is from!  We will also update our system, so the changed status of your waitlists will reach thousands of applicants and their housing advocates. Also, you will boost your Fair Housing and ADA compliance exponentially!  O This waitlist is closed. The only waitlists	support@housingworks.net HousingWorks P.O. Box 231104 Boston, MA 02123 617-536-8561 fax  open at present are:
LANDLORD: IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. Include this page so we know who the application is from!  We will also update our system, so the changed status of your waitlists will reach thousands of applicants and their housing advocates. Also, you will boost your Fair Housing and ADA compliance exponentially!  O This waitlist is closed. The only waitlists  O This is not the right application. We have	support@housingworks.net HousingWorks P.O. Box 231104 Boston, MA 02123 617-536-8561 fax  open at present are:
LANDLORD: IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. Include this page so we know who the application is from!  We will also update our system, so the changed status of your waitlists will reach thousands of applicants and their housing advocates. Also, you will boost your Fair Housing and ADA compliance exponentially!  O This waitlist is closed. The only waitlists  O This is not the right application. We have O You do not appear to qualify for this present the state of th	support@housingworks.net HousingWorks P.O. Box 231104 Boston, MA 02123 617-536-8561 fax  open at present are:

Full Name: Address1:

HEAD OF HOUSEHOLD'S (HOH) FIRST	NAME ONLY, type or write in the row below:	
HEAD OF HOUSEHOLD'S COMPLETE	AND DUE MANAGE	
HEAD OF HOUSEHOLD'S <u>COMPLETE</u>	MIDDLE NAME:	
HEAD OF HOUSEHOLD'S LAST NAME	E (EX: BAEZ GONZALEZ):	
DOES THE HALL HAVE A SOCIAL SECURITY MILE	// IBER or ITIN? ☐ Yes ☐ No DATE OF BIRTH GENDER	
DOES THE HOH HAVE A SOCIAL SECURITY NUM  Enter the COMPLETE SSN or ITIN below:	MBER or ITIN? Yes No DATE OF BIRTH GENDER  Type birthyear first, using dashes YYYY-MM-DD F M T-MTF T-FTM	
ETHNICITY: (Hispanic or Non-Hispanic, 0	Client Refused) RACE: (Asian, Black, White, Native American, Pacific Islander, Multi-racial, Client Refused – do not write Spanish	1)
DECLIFETED ACCOMMODATIONS	Decreased and of the color of t	
REQUESTED ACCOMMODATIONS:		
Fully Accessible Wheelchair Unit		
No-Steps unit (elevator to any flo		
☐ First-Floor unit only		
HEAD OF HOUSEHOLD'S CAREER STA		
ANY VETERANS IN YOUR HOUSEHOL		
_	TANCE, if any - you must select one of these answers	
I do not have mobile rental assistance	e Mobile Section 8 voucher MRVP AHVP VASH or similar	
CRIMINAL RECORD AND SEX OFFENI		
·	y/Conviction? Yes No Any Misdemeanor Conviction? Yes No	
	y Convictions? Yes No Any Misdemeanor Conviction? Yes No	
Is <u>anyone</u> in HH subject to a <b>lifetime se</b>		
ANY PFTS: Yes No.	Breed Size Weight	
ANY PETS: Yes No	Breed, Size, Weight,  ANNUAL INCOME  DOCUMENTED DISABILITY	12
HOUSEHOLD SIZE AND COMPOSITION	N: <u>ANNUAL</u> INCOME DOCUMENTED DISABILITY	<b>/?</b>
HOUSEHOLD SIZE AND COMPOSITIO  ← # Adults ← # Chile	ANNUAL INCOME DOCUMENTED DISABILITY dren	/?
HOUSEHOLD SIZE AND COMPOSITIO  ← # Adults ← # Child  CURRENT HOUSING STATUS:	ANNUAL INCOME DOCUMENTED DISABILITY dren	/?
HOUSEHOLD SIZE AND COMPOSITIO  ← # Adults ← # Chile	ANNUAL INCOME DOCUMENTED DISABILITY dren	/?
HOUSEHOLD SIZE AND COMPOSITIO  ← # Adults ← # Chile  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No	ANNUAL INCOME  DOCUMENTED DISABILITY  dren  Total # in Household  Solution  Annual Income  Documented Disability  Yes No  Yes No  Yes No  At risk of homelessness  Stably Housed  by Accessibility/health issues by Addiction behaviors by Cost of living by Pandemic by fire/flood/earthquake al Assault by Urban development, eminent domain by Condemnation of home, code violations by Threat to life or safety  PREFERRED METHOD OF CONTACT FOR	γ?
HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexue	ANNUAL INCOME DOCUMENTED DISABILITY  dren	
HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexue	ANNUAL INCOME DOCUMENTED DISABILITY  dren	
HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexue  PREFERRED TELEPHONE NUMBER:	ANNUAL INCOME  DOCUMENTED DISABILITY  dren  Total # in Household  Solution  Annual Income  Documented Disability  Yes  No  Yes  No  At risk of homelessness  Stably Housed  by Accessibility/health issues  by Addiction behaviors  by Cost of living  by Pandemic  by fire/flood/earthquake  al Assault  by Urban development, eminent domain  by Condemnation of home, code violations  by Threat to life or safety  PREFERRED METHOD OF CONTACT FOR VACANCY OFFERS AND UPDATES:  Bemail  Mail  Cellpho	
HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No by Domestic Violence or Sexu  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:	ANNUAL INCOME  DOCUMENTED DISABILITY  dren  Total # in Household  Solution  Annual Income  Documented Disability  Yes  No  Yes  No  At risk of homelessness  Stably Housed  by Accessibility/health issues  by Addiction behaviors  by Cost of living  by Pandemic  by fire/flood/earthquake  al Assault  by Urban development, eminent domain  by Condemnation of home, code violations  by Threat to life or safety  PREFERRED METHOD OF CONTACT FOR VACANCY OFFERS AND UPDATES:  Bemail  Mail  Cellpho	
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HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Chile  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No by Domestic Violence or Sexu  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:  BEST MAILING ADDRESS (include ap Street or PO:  City, State, and Zip Code:	ANNUAL INCOME    DOCUMENTED DISABILITY   dren	
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HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Chile  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexu  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:  BEST MAILING ADDRESS (include ap Street or PO:  City, State, and Zip Code:  City:  BACKUP ADDRESS	ANNUAL INCOME    ANNUAL INCOME   DOCUMENTED DISABILITY   dren   C-Total # in Household   \$ .00   Yes   No     Homeless   Housing Loss 14 days   Fleeing Dom. Violence   At risk of homelessness   Stably Housed     by Accessibility/health issues   by Addiction behaviors   by Cost of living   by Pandemic   by fire/flood/earthquake     al Assault   by Urban development, eminent domain   by Condemnation of home, code violations   by Threat to life or safety     SECOND TELEPHONE   PREFERRED METHOD OF CONTACT FOR VACANCY OFFERS AND UPDATES:     Email   Mail   Cellpho     Cellpho   Cellpho     Cellpho   Cellpho   Cellpho     Cellpho   Cellpho   Cellpho     Cellpho   Cellpho   Cellpho     Cellpho   Cellpho   Cellpho     Cellpho   Cellpho   Cellpho   Cellpho     Cellpho   Cellpho   Cellpho   Cellpho     Cellpho   Cellpho   Cellpho   Cellpho   Cellpho     Cellpho	
HOUSEHOLD SIZE AND COMPOSITIO  ## Adults ## Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexue  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:  BEST MAILING ADDRESS (include apostreet or PO:  City, State, and Zip Code:  City:  BACKUP ADDRESS  Street or PO:  City, State, and Zip Code:  City:	ANNUAL INCOME    ANNUAL INCOME	
HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No by Domestic Violence or Sexu  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:  BEST MAILING ADDRESS (include ap Street or PO:  City, State, and Zip Code:  City:  BACKUP ADDRESS  Street or PO:  City, State, and Zip Code:	ANNUAL INCOME    ANNUAL INCOME   DOCUMENTED DISABILITY   dren   C-Total # in Household   \$ .00   Yes   No     Homeless   Housing Loss 14 days   Fleeing Dom. Violence   At risk of homelessness   Stably Housed     by Accessibility/health issues   by Addiction behaviors   by Cost of living   by Pandemic   by fire/flood/earthquake     al Assault   by Urban development, eminent domain   by Condemnation of home, code violations   by Threat to life or safety     SECOND TELEPHONE   PREFERRED METHOD OF CONTACT FOR VACANCY OFFERS AND UPDATES:     Email   Mail   Cellpho     t #):   where I currently live   a shelter   a P.O. Box   a "care of" address   a co-applicant's address     Apt # or c/or Name:     State:   Zip:     State:   Zip:     ARE YOU WISHING TO CLAIM ANY OF THESE PRIORITIES and PREFERENCES?	
HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexue  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:  BEST MAILING ADDRESS (include apostreet or PO:  City, State, and Zip Code:  City:  BACKUP ADDRESS  Street or PO:  City, State, and Zip Code:  City:  # BEDROOMS NEEDED	ANNUAL INCOME    ANNUAL INCOME   DOCUMENTED DISABILITY   Are   Annual   Ann	
HOUSEHOLD SIZE AND COMPOSITIO  ## Adults ## Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexue  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:  BEST MAILING ADDRESS (include apostreet or PO:  City, State, and Zip Code:  City:  BACKUP ADDRESS  Street or PO:  City, State, and Zip Code:  City:	ANNUAL INCOME   DOCUMENTED DISABILITY	
HOUSEHOLD SIZE AND COMPOSITIO  # Adults # Child  CURRENT HOUSING STATUS:  HAVE YOU BEEN DISPLACED: No  by Domestic Violence or Sexue  PREFERRED TELEPHONE NUMBER:  BEST EMAIL ADDRESS:  BEST MAILING ADDRESS (include apostreet or PO:  City, State, and Zip Code:  City:  BACKUP ADDRESS  Street or PO:  City, State, and Zip Code:  City:  # BEDROOMS NEEDED	ANNUAL INCOME    ANNUAL INCOME   DOCUMENTED DISABILITY   Are   Annual   Ann	



## your resource for Affordable Housing



# The Whittier Ipswich, MA

Attached is the information regarding the affordable rental units at The Whittier in Ipswich, Massachusetts. 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 recipiency, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Located at 120 County Road in Ipswich, The Whittier is a 37-unit rental property offering 10 affordable studio apartments to eligible tenants. There is a mix of renovated and newly constructed units. Surface parking is available for all at no charge, for one space. Each additional space is \$50/mo. There is on-site Coin-op Laundry Room. Pet are allowed. There are breed, size and number of pet restrictions. There is no monthly pet rent however tenant will need to sign a pet agreement. Renters insurance is required with \$100,000 liability coverage. This is a smoke free building.

There are currently two units available, on a first come first serve basis.

The monthly rents are: \$1,000 with all utilities included. The rent shall be reduced by \$50 for a single parent with a child living in the unit to use funds to aid in childcare or attendance at the nearby YMCA. The landlord may require the tenant to provide a receipt of the use of funds. There is an optional \$60/mo. fee for Wifi. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

The rents are NOT subsidized, or income based. You are responsible for the full rent. Section 8 or a Housing voucher will be accepted but it is your responsibility to find out if your Section 8 or Housing provider accepts the rent and project. The minimum income, without a Section 8 or Housing Voucher, is: \$30,000.

<u>Please note</u>: Complete financial documentation is required. Included in this package is the list of required documentation and additional forms, if applicable, to be sent in with your application. Applications will not be reviewed until all required documentation is received.

Thank you for your interest in affordable housing at *The Whittier*. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at <a href="losteryinfo@mcohousingservices.com">losteryinfo@mcohousingservices.com</a> 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.

Maureen M. O'Hagan

Maureen O'Hagan for The Whittier LLC







# This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan <u>978-456-8388</u> pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助,請聯絡MCO Housing\_聯絡方式: 978-456-8388\_。(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助,请联络 MCO Housing 联络方式: 978-456-8388 (Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником <u>MCO Housing</u> на предмет оказания бесплатной помощи по переводу на иностранный язык (<u>978-456-8388</u>). (Russian) (Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង <u>MCO Housing</u> កាមរយ: <u>978-456-8388</u> ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥគគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyo muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجي الاتصال بـ <u>MCO Housing بـ MCO Housing بـ (Arabic)</u> المساعدة اللغوية المجانية. (Arabic)

Ce document est très important. Veuillez contacter le MCO Housing au <u>978-456-8388</u> afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di cole il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)







### The Whittier

Question & 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 qualifications required for Prospective Tenants?

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

Household Size	1	2
Max Allowable Income	\$58,725	\$67,125

The income limit is based on 60% AMI

#### **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. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.
- 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 cannot own a home, including homes in a trust, and lease an affordable unit.

#### Are there accessible/adaptable units?

Two studio units are handicap accessible. Applicants with disabilities may request reasonable accommodations or modifications of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing. All units are adaptable.

#### Are there preferences for Household Size?

In all cases, preference for the studios will be for households that a studio. Unit size preferences are based on the following:

- 1. There is a least one occupant per bedroom.
- **2**. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- **3.** A person described in the first sentence of (2) 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.
- **4.** A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- **5.** If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorces or separation has begun or has been finalized, as set forth in the application.

## What happens if my household 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, then after the end of your current lease you will have the option of staying in your unit and paying the market rent or not renewing your lease.

Once you have been determined your information will be forwarded to the Leasing Office for credit, criminal, sex offender, judgement & summary processes, and landlord checks. If the Leasing Office determines you are eligible then you will be offered the unit. You need to be determined eligible by MCO Housing Services and the Leasing Office. If either determines you do not meet the eligibility criteria, then you will not be able to lease a unit. If you have a Section 8 voucher they will have their own approval process.

### **Summary**

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck.







## PLEASE READ THE FOLLOWING CAREFULLY

- 1. More than 50% of applications submitted to MCO Housing Services are incomplete. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. It does not matter if you were the first application or the last application received, we will NOT review applications until AFTER the posted deadline.
- 2. Pay attention to the NOTES on the Required Financial Documentation Form. It will be to your advantage to do so.
- 3. A Robinhood account is considered an asset. You MUST provide with your application. Additionally, retirement, 401K etc. are required for past and current jobs.
- 4. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee your application will be approved, but depending on the circumstances, we may be able to work with you.
- 5. Do not take photos with your cellphone of any documentation and email it to us. The photos are not legible, and we will not accept them.
- 6. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.
- 7. A unit will not be reserved for you until ALL financial documentation is provided and your application is determined complete.

ALL FORMS MUST BE COMPLETELY FILLED OUT, SIGNED AND DATED







# **The Whittier**

# **First Come First Serve APPLICATION**

For Office Use Only: Date Appl. Rcvd:	
Household Size:	

PERSONAL INFORMATION:			
Name:		:	
Address:		Zip:	
Home Telephone: Work Telephone:			
Email:			
Have you ever owned a home? If so, when did you sell it	?		
Do you have a Section 8 or Housing voucher (the units are NO	OT subsidized or incom	e based):Yes	No
Are you disabled? YesNo			
Do you require a wheelchair accessible unit:Yes	No		
The total household size is			
Household Composition - Include ALL that will be living in	the unit		
Name	Relationship	)	Age
FINANCIAL WORKSHEET: (Include all Household Income, whi income), business income, veterans' benefits, alimony/child spension/disability income, supplemental second income and Tenants Monthly Base Income (Gross) Other Income, specify Co-Tenants Monthly Base Income (Gross) Other Income, specify	support, unemploymer	nt compensation, social se	
TOTAL MONTHLY INCOME:			
Household Assets: (This is a partial list of required assets. Conchecking (avg balance for 3months) Savings Stocks, Bonds, Treasury Bills, CD or Money Market Accounts and Mutual Funds Individual Retirement, 401K and Keogh accounts Retirement or Pension Funds (amt you can w/d w/o penalty) Revocable trusts Equity in rental property or other capital investments Cash value of whole life or universal life insurance policies	implete all that apply w	vith current account balar	nces)
TOTAL ASSETS			







<u>EMPLOYMENT STATUS: (include for all wo</u>	orking househo	ld members. Attac	ch separate sheet, if necessary.)	
Employer:				
Street Address:				
City/State/Zip:				
Date of Hire (Approximate):				
Annual Wage - Base:				
Additional:	(Bon	us, Commission, Ov	vertime, etc.)	
ABOUT YOUR HOUSEHOLD:				
You are requested to fill out the following s	ection in order	to assist us in fulfill	ling affirmative action requirements. Please be advis	sec
that you should fill this out based upon fam	nily members th	at will be living in t	the apartment/unit. Please check the appropriate	
categories: This section is Optional.				
	Applicant	Co-Applicant	(#) of Dependents	
Non-Minority				
Black or African American				
Hispanic or Latino				
Asian				
Native American or Alaskan Native				
Native Hawaiian or Pacific Islander				
SIGNATURES:				
			. It is understood that the sole use of this application	
		•	affordable unit at The Whittier. I (we) understand if	
selected all information provided shall be v	erified for accu	racy at the time of	lease.	
Signature		Date:		
Applicant				

See Page 13 for submission information



## The Whittier

### **Affidavit & Disclosure Form**

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at The Whittier through DHCD in Ipswich, MA:

1. The gross annual household income for my family does not exceed the allowable limits as follows:

Household Size	1	2
Max Allowable Income	\$58,725	\$67,125

Income from all family members must be included. Income at 60% of AMI

- 2. I/We understand the calculation of income will include the higher of actual income from assets (if over \$5,000) or an imputation of .06% of the value of total household assets which is added to a household's income in determining eligibility. The interest /dividends earned for assets \$5,000 or under will be added to income in determining eligibility. Assets divested at less than full market value within two years of application will be counted at full market value in determining eligibility.
- 3. The household size listed on the application form includes only and all the people that will be living in the residence.
- 4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
- 5. I/We understand that by having an opportunity to lease it does not guarantee that I/we will be able to lease a unit. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to leasing a unit. I/We also understand that the Project's Owner will also perform its own screening to determine our eligibility to lease.
- 6. I/We understand that if selected I/we may be offered a specific unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to lease an affordable unit at The Whittier.
- 7. Program requirements are established by DHCD and are enforced by DHCD. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by DHCD is final.
- 8. I/We certify that no member of our family has a financial interest in The Whittier.
- 9. I/We understand there may be differences between the market and affordable units and accept those differences.
- 10. I/We understand that if my/our total income exceeds 140% of the maximum allowable income at the time of annual eligibility determination, after the end of my then current lease term I will no longer be eligible for the affordable rent and have the option of moving out or paying market rent.
- 11. I/We understand that MCO Housing Services (MCO) is not responsible for incomplete applications if received by mail, email, or fax. It is understood that MCO will not notify tenants if their application is incomplete until after the deadline.



I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available units at The Whittier. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.			
Applicant	Co-Applicant	Date	

See Page 13 for submission information



# The Whittier Ipswich, MA

# Release of Information Authorization Form

Date:		
and all income, assets and other financial informat and directs any employer, landlord or financial inst	Whittier Leasing Office, Role Realty Trust, or any of its assignees to vion, to verify any and all household, resident location and workplace in itution to release any information to MCO Housing Services, The Whitting and consequently the Projects Administrator, for the purpose of determining the determining the purpose of determining the purpose of determining the dete	formation ier Leasing
A photocopy of this authorization with my sign	nature may be deemed to be used as a duplicate original.	
Applicant Name (Please Print)		
Applicant Name (Please Print)		
Applicant Signature	-	
Applicant Signature	_	
Mailing Address		



# Required Personal Identification and Income Verification Documents TO BE RETURNED WITH APPLICATION

Provide <u>one copy</u> of all applicable information. Complete financial documentation is required and must be sent with your application to have an opportunity to lease. Incomplete applications will not be reviewed for eligibility until all documents are received.

<u>Initial each item that are applicable AND provide the document. Write N/A if not applicable and return this sheet with your application.</u>

1.	Identification for each household member, i.e. Drivers License, Birth Certificate etc.
2.	If you have a Section 8 Voucher or other Housing Voucher, you MUST provide a valid copy with your application.
3.	If you require a Special Accommodation you must request as part of your application and if documentation is required, i.e. doctors letter, it MUST be included with the application.
4.	The most recent last five (5) <b>consecutive</b> pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker's compensation and/or severance pay.
	<ul> <li>NOTE: If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.</li> <li>NOTE: If you are no longer working for an employer you worked for in the last 12 months, you must provide a letter from the employer with your separation date.</li> <li>NOTE: You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.</li> </ul>
5.	Benefit letter providing 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.
6.	Child support and alimony: court document indicating the payment amount, DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support. See attached form.
7.	If you are self-employed you MUST provide a detail expense and income statement for the last 12 months and three months of business checking and savings accounts along with last three Federal Income Tax Returns.



8.		Federal Tax Returns – 2021 & 2022(if completed) (NO STATE TAX RETURNS)
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- **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.
- **NOTE:** If you did not submit a tax return for 2022 then you must provide a Verification letter of non-filing from the IRS. The form to request is 4506-T and can be found on irs.gov.
- **NOTE:** If you filed your taxes and are unable to locate you can request the transcript of your Federal taxes by submitting form 4506-T to the IRS. The form can be found on irs.gov.

9	W2 and/or 1099-R Forms: 2021 & 2022
10	Interest, dividends and other net income of any kind from real or personal property.
11. Ass •	et Statement(s): provide <b>current</b> statements of all that apply, unless otherwise noted:  Checking accounts – Last <b>three (3)</b> months of statements – EVERY PAGE – FRONT AND BACK.
	<b>NOTE:</b> If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.
	<b>NOTE:</b> Do NOT provide a running transaction list of activity. You must provide the individual statements.
•	Pre-paid debit card statements – current month.  NOTE: This is <u>NOT</u> your ATM/Debit card. This is usually a separate debit card statement showing income deposited directing onto the debit card, i.e. Social Security or other regular income.  NOTE: If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at <a href="https://www.usdirectexpress.com/">https://www.usdirectexpress.com/</a> .
•	
•	Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds and Money Market Accounts including all individual retirement accounts, i.e. IRA, 401K, 403B, along with Keogh, Robinhood accounts and Retirement and Pension funds. Retirement accounts for current and past employers.
•	Cash value of Whole Life or Universal Life Insurance Policy.
	Proof of student status for dependent household members over age of 18 and full-time students.



semester.

proof of pregnancy with the application, i.e. letter from doctor.
14If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets.
We understand if we do not provide all applicable financial documentation eligibility determination will b delayed and may impact our ability to lease.
Print Applicants Name(s):

See Page 13 for submission information



# **Return the following to MCO Housing Services:**

- 1. Completed, signed and dated application
- 2. Signed and dated Affidavit and Disclosure Form
- 3. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
- 4. All required financial and other documentation
- 5. Complete, signed and dated Release of Information Authorization Form
- 6. Documentation for Special Accommodations, if needed
- 7. Identification for all household members

## **RETURN ALL to:**

MCO Housing Services, LLC P.O. Box 372 Harvard, MA 01451

Overnight mailing address: 206 Ayer Road, Suite 5, Harvard, MA 01451

Phone: 978-456-8388

Email: <a href="mailto:lotteryinfo@mcohousingservices.com">lotteryinfo@mcohousingservices.com</a>
TTY: 711, when asked 978-456-8388

