

Modera Natick Center

Affordable Housing Lottery

82 North Main Street, Natick, MA

Eleven 1BRs @ \$1,203*, Seventeen 2BRs @ \$1,323*

**Rents subject to change in 2015. Utilities not included. Tenants will pay own Gas Heat, Gas Hot Water, Gas Cooking, Electricity, Water and Sewer*

Natick Mews is a 138 unit rental apartment community. 28 of these apartments will be made available through this application process and rented to households with incomes at or below 80% of the Area Median Income. Unit features include spacious floorplans with fully-applianced gourmet kitchens with 42" custom cabinetry, stainless steel appliances, breakfast islands/bars, wood-style plank flooring in kitchen and living areas, 9 ft. ceilings, full-size washer and dryers, and walk-in closets. The community features a clubhouse with state-of-the-art fitness center, yoga/group fit studio, clubroom lounge, conference room, outdoor grilling and fireplace area with seating, and outdoor resort-style swimming pool with sundeck.

MAXIMUM Household Income Limits:

\$47,450 (1 person), \$54,200 (2 people), \$61,000 (3 people), \$67,750 (4 people)

A Public Info Session will be held on March 11th, 2015 at 6:00 pm at the Selectman's Room in Natick Town Hall (2nd Floor, 13 East Central Street).

Completed Applications and Required Income Documentation must be *received*, not postmarked, by 2 pm on April 23rd, 2015

The Lottery for eligible households will be held on May 5th at 6 pm in the same location as the Info Session.

For Lottery Information and Applications, or for reasonable accommodations for persons with disabilities, go to www.s-e-b.com/lottery or call (617) 782-6900 and leave a message.

Applications and Information also available at the Morse Institute Library (Natick's Community Library) on 14 East Central Street in Natick (Library hours: M-Th 10-9, Fri-Sat 10-5, Sun 2-5)



Information Packet

Modera Natick Center

An Affordable Housing Lottery Natick MA

This packet contains specific information on the affordable housing program and application process for the affordable rental apartments being offered at Modera Natick Center in Natick, MA.

The Town of Natick and Modera Natick Center invite you to read this information and submit an application.

Please hold on to this packet until you have leased an apartment as it will be a useful guide throughout the entire process.

The first apartments will be ready for occupancy in the late summer of 2015.

APPLICATIONS MUST BE DELIVERED BY 2:00 PM, APRIL 23rd, 2015 TO SEB

Additional Applications available at Morse Institute Library (Natick's Community Library) and
www.s-e-b.com/lottery

For Affordable Unit Information call (617) 782-6900

Information Packet created by:

SEB, 165 Chestnut Hill Ave #2, Brighton, MA 02135



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There will also be an Informational Workshop on March 11th, 2015 at 6:00 pm at the Selectman’s Room in Natick Town Hall (2nd Floor, 13 East Central Street) where questions about the lottery and the development can be addressed directly.

GENERAL OVERVIEW AND RENTS

Modera Natick Center is a 138 unit rental apartment community located in Natick on 82 North Main Street. There are 28 affordable apartments that will be ready for occupancy between June 2015 and October 2015. All affordable apartments will be rented to households with incomes at or below 80% of the area median income through this application process. For a **description of the units and the development** please read page 19. The unit mix of the affordable units is as follows:

# of Units	# of Bedroom	# of Bathrooms	Ave. Size (subject to change during construction)	Rent*
11 (2 of 12 units are Disabled-Accessible Units)	1	1	875 sq. ft.	\$1,253**
17 (2 of 16 units are Disabled-Accessible Units)	2	2	1,188 sq. ft.	\$1,396**

*RENTS DO NOT CHANGE BASED ON INCOME AND DO NOT INCLUDE UTILITIES. This is not subsidized housing. Tenants are responsible for paying the full amount of rent each month unless they have a Section 8 voucher already (or similar). Utilities are not included in the rent so tenants must pay their own utilities. Utility types are: Gas Heat, Gas Water Heating, Gas Cooking, Electricity, Water and Sewer

**Rents subject to change when HUD publishes 2015 AMI

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

Modera Natick Center does not discriminate in the selection of applicants on the basis of race, color, national origin, religion, 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. Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

Q: How long will the designated apartments remain affordable?

A: As a **current resident only**, you are considered income eligible for an affordable unit as long as your household earns an income that does not exceed 140% of the current applicable income limit for a household of your size (see *Yearly Eligibility and Rent Review for more details*). If the Area Median Income decreases or the total utility allowance increases, rents will drop. If the AMI increases or the utility allowances decrease, the rent may increase as further described in the Regulatory Agreement.

ELIGIBILITY REQUIREMENTS

Q: Who is eligible to apply for the affordable apartments in Modera Natick Center?

A: In order to qualify for an affordable unit:

- 1.) Households must have income and assets that qualify within the parameters as highlighted in this section.
- 2.) Household priority will be given based on household composition. For questions on household size and composition, please read **“Household Size and Composition”**.
- 3.) Households cannot own a home upon move-in. All homes must be sold before leasing a unit.

Additionally, some of the apartments will be disabled-accessible. All households may apply for the disabled-accessible apartments but households in need of an accessible apartment will get top priority, regardless if the apartment is designated as local preference or not. For questions on priority by need of a disabled accessible apartment, please read **“Disabled-Accessible Unit Information”**.

Q: What are the income eligibility requirements?

A: To be eligible to lease an affordable apartment, annual household income must be within a particular range, set by maximum and minimum income levels as follows:

Maximum Income

Household Size	Maximum Income Limit
1	\$47,450
2	\$54,200
3	\$61,000
4	\$67,750

To be eligible to apply to lease an affordable apartment, the combined annual income for all income sources of all income-earning members in the household must be at or below eighty percent of median income for Boston-Cambridge-Quincy HMFA. **All sources of income are counted, please see details below.**

Minimum Income

Per the Leasing Office's policy that is also in place for market-rate apartments, the rent to income ratio required to lease a unit is 33% (i.e. applicant's monthly income must be approximately 3 times the monthly rent). Applicants may make less than the minimum incomes shown below 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 below. **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.**

Unit Size	Approximate Minimum Income Limit for households without a housing subsidy
1 BR	\$43,308
2 BR	\$47,628

Q: How is a household's income determined?

A: A household's income is the total anticipated amount of money received by ALL members of the household over the next 12 months (starting from the date of application and projecting forward 12 months) based on their current income and assets. In an effort to provide as accurate an income estimation as possible, the Lottery Agent will also review historical income data to provide a basis for future income estimates. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 6 months will be analyzed to help estimate future income. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements, and actual or imputed interest and dividends on bank accounts and other assets. **ALL SOURCES OF INCOME ARE COUNTED** with the exception of income from employment for household members under the age of 18 and any income over \$480/year for full time students who are dependents (but note that all such income must still be documented even if it is exempt from the household income calculation).

It will be assumed that all applicants will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise. It is also not up to the household to determine what monies received over the past year should and should not be counted as their calculated income. Therefore, all monies should be listed on the application and the inclusion of these monies in determining a household's eligibility will be based on affordable housing guidelines.

Allowable Assets

There is no asset limit for applying households for this development. However, the higher of the actual income earned from assets, or the imputed income of 2% of all assets, will be counted as income. Household Assets are calculated at the time of application. Assets may include cash, cash in savings and checking accounts, net cash value of stocks, **net cash value of retirement accounts** (such as 401k), real property, bonds, and capital investments. Personal property (such as cars, clothing, furniture) is not counted as an asset.

If any household member currently owns property (to be sold for eligibility for this lottery), the total amount of retained equity after the sale of their current home shall be added to their total value of assets.

Example: A household has \$10,000 in savings, , \$20,000 in a retirement account that they are not drawing down from (\$13,000 net cash value) and a home assessed at \$300,000 on which they currently have \$280,000 remaining on the mortgage (\$20,000 in equity).

Their assets total is: \$10,000 + \$13,000 + \$20,000 = \$43,000
Actual Income from assets is: \$300 + \$0 + \$0 = \$300 (A)
Imputed Income at 1% is: 2% of \$43,000 = \$860 (B)

For this household, \$860 would be added to their income they receive from all other income sources (employment, Social Security, Alimony etc.) as the program takes the greater of (A) actual income from assets OR (B) imputed income from assets.

Q: I cannot withdraw money from my 401k or retirement fund, do I have to include it when I list my assets?

A: Yes. You need to include the *net cash value* of all your current retirement funds. We realize that most retirement funds assess large penalties for early withdrawal but this does not technically mean that you “cannot” withdraw your funds. The post-penalty amount is what you need to provide along with supporting documentation.

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

A: No. Only people who will live in the apartment can sign the lease. Applying households must be able to meet the income qualifications on their own. If someone outside the household is going to help pay the rent, the amount to be paid must be listed as “Periodic Payments” on the Income Table in the Program Application. These payments will be counted towards the applying household’s income.

Q: Do I have to be a resident of the Town of Natick to apply?

A: No. All households that meet the income guidelines specified above may apply for an affordable apartment. Applicants that meet the Local Preference requirements will be given the opportunity to lease some, but not all, of the affordable apartments first. For more information on Local Preference, please go to page 17.

HOUSEHOLD SIZE AND COMPOSITION

Q: How is appropriate household size determined?

A: According to the Massachusetts Department of Housing and Community Development guidelines:

Within an applicant pool, priority as set forth below, shall be given to households requiring the total number of bedrooms in the apartment based on the following **criteria**:

1. There is at least one occupant and no more than two occupants per bedroom.
2. A married couple, 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.

The following household sizes and compositions will be considered appropriate and given priority for the following apartment sizes (**occupancy restrictions may apply**):

TYPE A (*Priority for a 2-Bedroom Unit*)

- All 4 person households
- All 3 person households
- 2 person household: 2 heads-of-household under criteria 3 (described above)
- 2 person household: 1 head-of-household plus one member

TYPE B (*Priority only for a 1-Bedroom Unit but may apply for a 2-Bedroom Unit*)

- 2 person household: 2 heads-of-household
- 1 person household: all types

Households with a total number of members which exceed the Massachusetts State Sanitary Codes for that particular sized apartment will not be allowed to rent an apartment. **In “The Lottery” in the Step-By-Step Process, you will find a detailed explanation on how priority is given to certain household sizes and compositions.**

Household Size and Composition Frequently Asked Questions

Q: Does the unborn child of a currently pregnant household member count towards our household size for income eligibility purposes?

A: Yes. A household may count an unborn child as a household member. You will have to submit proof of pregnancy with all the income and asset documentation that needs to be submitted with your application.

Q: Can a Type B Household apply for a two-bedroom apartment?

A: Yes. Please see "The Lottery" in the Step-By-Step Process for how order will be given from the Lottery Results.

Q: If I am currently going through a divorce/separation or planning on being divorced / separated soon, can I still apply?

A: For non-homeowners, you will need to provide proof that the separation or divorce process has begun or has already been finalized. The **Program Application** will guide you through the documentation you will need to provide.

If you have only begun considering a divorce or separation, and no legal action has been taken, you cannot apply as a single head-of-household and your application will be reviewed as if your current spouse will be moving into the affordable apartment with you. **For homeowners going through a divorce**, the home must be sold or the divorce must be finalized (as you must be off the deed) before you move-in.

STEP-BY-STEP PROCESS AND TIMELINE

Q: What is the application, selection, and move-in process for the affordable apartments in Modera Natick Center?

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

Step 1: Applying for the Affordable Program	thru April 23 rd , 2015
Step 2: The Lottery	May 5 th , 2015
Step 3: Waiting Lists	within 2 days of the lottery
Step 4: Notification of Lottery Results	within 1 week of lottery
Step 5: Leasing Office Review and Unit Selection	starts 1 week after lottery
Step 6: File Update (<i>only applicable for applicants with move in dates after Sept 5th</i>)	
Step 7: Yearly Eligibility and Rent Review	30-90 days prior to lease renewal

There will also be an Informational Workshop on March 11th, 2015 at 6:00 pm at the Selectman's Room in Natick Town Hall (2nd Floor, 13 East Central Street) where questions about the lottery and the development can be addressed directly.

**Applications and Information also available at
the Morse Institute Library (Natick's Community Library) on
14 East Central Street in Natick (Library hours: M-Th 10-9, Fri-Sat 10-5, Sun 2-5)**

Step 1: Applying for the Affordable Housing Program

Once a household reads this Information Packet in its entirety, they will need to fill out a Program Application. The applying household must include all income, asset, tax documentation as directed by the Program Application for every person that will be residing in the apartment. The Program Application must be signed and dated.

The Program Application and Required Documentation must be received (not postmarked) by the Lottery Agent by April 23rd, 2015. All applications should be sent to:

THE AFFORDABLE HOUSING LOTTERY

Re: Modera Natick Center

165 Chestnut Hill Ave #2

Brighton, MA 02135

To ensure applications arrive in time, we recommend sending them in at least a week prior to the application deadline. **Late applications will not be accepted- NO EXCEPTIONS!** If you want to ensure your application is received, we recommend sending it by certified mail. The Lottery Agent, Management Agent, Owner and other affiliated entities are not responsible for lost or late applications.

Once a completed Program Application is received with ALL Required Documentation, SEB will determine initial eligibility and compliance.

If the applicant is determined to be eligible for the Lottery, they will receive an **Application Number** in the order in which their completed application was received. The purpose of the Application Number is simply to keep all households names unknown when the Application Numbers are drawn at the lottery.

Households that are deemed ineligible by the Lottery Agent will be notified by mail (or by email if an email address is provided).

Entrance into the Lottery does not guarantee that a household is eligible for an affordable apartment. Please read all of the following steps for further details on the review process.

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

A: Households that submit incomplete documentation will be mailed a notice detailing the additional documentation that is needed to make their application complete. Their application will remain in an "Incomplete Application Pool" until all requested materials have been received. Households with applications in the Incomplete Application Pool will not be entered into the Lottery. Households not entered into the lottery may be added to the Waiting Lists (created the night of the lottery) by completing a Waiting List Application at the Leasing Office after the lottery date.

Step 2: The Lottery

The Lottery will be held on May 5th, 2015 at 6:00 pm in the Natick Town Hall. Households do not need to be present for the Lottery drawings. All Households will be notified of the results by the Lottery Agent (*see Notification of Lottery Results in the following pages*).

There will be two lotteries, a Local Preference Lottery and an Open Lottery. For Local Preference households, Application Numbers are placed in both Lotteries. For all other households, Application Numbers are placed only in the Open Lottery.

The Application Numbers of households who qualify for disabled-accessible apartments will be added in with the other Application Numbers in the Open Lottery and (when applicable) the Local Preference Lottery.

For each Lottery, a representative from the Town will pull Application Numbers from a box. The Application Numbers are randomly drawn for both of the lotteries and placed in the order drawn on two Lottery Result Lists.

The order drawn does not necessarily reflect the order that households will get to select apartments as Application Numbers of smaller households are mixed in with Application Numbers of appropriately sized households.

Regardless of the order drawn, all households of appropriate size for each apartment size will be given the opportunity to lease an apartment before any smaller household.

For example: A one-person household is the first household drawn in the Local Preference Lottery. They will be given the first opportunity to lease a one-bedroom apartment. However, if they wish to lease a two-bedroom apartment, they will have to wait until all appropriately sized households drawn after them in the Lottery are given the opportunity to lease a two-bedroom apartment.

To help clarify the actual order that applicants will be given the opportunity to lease apartments, Waiting Lists will be created from the Lottery Results Lists (*see next step*).

Step 3: The Waiting Lists

The Waiting Lists will be compiled immediately after the lottery. **The separate Waiting Lists created from the two Lottery Results Lists illustrate the order households will get to choose units based on unit size, household size/composition, local preference and need for a disabled-accessible unit.** The position each household has on the Waiting Lists is determined by the order in which their Application Number is drawn relative to households of similar qualifications (i.e. households of “appropriate size” will be added to the Waiting Lists in the order drawn and then smaller households will be added in the order originally drawn.) *Please see “Household Size and Compositions” for details on Household Types A and B shown below.*

Waiting List #1: Six 1BR Units for Local Preference Applicants

Local Preference Households (with no priority among household types)

Waiting List #2: Nine 2BR Units for Local Preference Applicants

Top Tier: Type A Local Preference Households

Bottom Tier: Type B Local Preference Households

Waiting List #3: Three 1BR Units for All Applicants

All Households (with no priority among household types)

Waiting List #4: Six 2BR Units for All Applicants

Top Tier: All Type A Households

Bottom Tier: All Type B Households

Waiting List #5: Two 1BR DA-Unit for DA Applicants

Top Tier: Local Preference households eligible for a Disabled-Accessible (DA) unit

Bottom Tier: Non-Local Preference households eligible for a Disabled-Accessible (DA) unit

Waiting List #6: Two 2BR DA-Unit for DA Applicants

Top Tier: Type A Local Preference households eligible for a Disabled-Accessible (DA) unit

Second Tier: Type B Local Pref. households eligible for a Disabled-Accessible (DA) unit

Third Tier: Type A Non-Local Preference households eligible for a DA unit

Bottom Tier: Type B Non-Local Pref. households eligible for a DA unit

Step 4: Notification of Lottery Results

Within two days of the lottery, the notice of ranking on the Waiting Lists will be sent to every household who was entered into the lottery.

The Lottery Results establish the Waiting Lists. Every household with an Application Number will have a position on at least one Waiting List. Households that qualify for every lottery will have a position on every Waiting List.

Households with a position on the Waiting List that is less than or equal to the number of units available through that Waiting List (called the "Top Households") will be given a specific date before they must make an appointment. The earliest appointments (for the households with the #1 position on each Waiting List) will be a date 7 days after the Lottery. The appointment date for the households behind them will be a date 8 days after the lottery. The households behind them will have a date 9 days following the lottery, and so on, until all the Top Households have appointment dates.

Failure to complete a Lease Application within the given date will result in the removal of their Application Number from the Waiting List.

Households with positions lower on the Waiting Lists will have to wait for the removal of households with a higher position than them before being given an opportunity to lease a apartment. Households with lower positions will be given at least a 5 day notice of their upcoming appointment dates if there is going to be an apartment available for them. Households are removed from the Waiting Lists if the Leasing Office deems that they are not eligible for a lease based on their Lease Application, if a household fails to meet future deadlines for documentation submittal and lease signing, or if a household notifies the Leasing Office that they are no longer interested in leasing an apartment.

Households in the Incomplete Application Pool will not have an Application Number and therefore will not have a position on any Waiting List. They will be added to the bottom of the appropriate Waiting Lists when they eventually submit all required documentation.

Step 5: Leasing Office Review and Unit Selection

The Lease Application review will be the same review that applicants for market-rate apartments undergo, where factors such as Employment history, Credit score/reports, Former lease history, Criminal Background Screening and sufficient income are considered. The Leasing Office can provide more details on their screening process during this step in the process. Co-signers and/or guarantors are not allowed (see page 6). Background checks will meet DHCD's Model Policy Regarding Applicant Screening on the Basis of Criminal Records. In any instance where policy and procedures in the Management Company Policy differ from the policy and procedures in the Model Policy, the policy and procedures of the Model Policy will be followed. For specific questions about credit and background/criminal issues, households can contact the leasing office

The unit households apply for must be an apartment size that corresponds to the Waiting List from which they were chosen (i.e. a household with an appointment for a 1BR apartment because of a top position on that Waiting List cannot put down a deposit for a 2BR apartment).

Households will put down a Holding Deposit when they complete their lease application with the leasing office. The Holding Deposit will be \$500 and upon approval of a lease application, the Holding Deposit will be credit to the first month's rent that is payable at lease execution/move in. If the rental application is denied, the Holding Deposit will be returned. Please call the leasing office for more details.

If a household does not put down the Holding Deposit during the time allocated to them, they will be removed from the Waiting List and will no longer be able to immediately lease an apartment.

At lease execution/move in, the following will be collected from Households:

- Security Deposit: For Households who have been screened and confirmed to have acceptable credit, a Security Deposit of \$750 will be collected. For Households with Conditional credit, a security deposit of one month's rent will be collected. Please call the leasing office for more details.
- First month's rent: The amount collected will be equal to one month's rent, less any Holding Deposit that was taken at Lease Application.

Please note, all income and asset documentation must be at least 6 months current at the time of move-in. If the date a household is scheduled to move into their affordable unit is later than that, another review of eligibility may be required prior to move-in.

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

A: No. Only people who will live in the apartment can sign the lease. Applying households must be able to meet the income qualifications on their own. If someone outside the household will help pay the rent, the amount to be paid must be listed as "Periodic Payments" on the Income Table in the Program Application. These payments will be counted towards the applying household's income. Guarantors and co-signers will not be allowed.

Step 6: File Update

(applicable for applicants w/move-in dates after Sept 5th)

Households with move-in dates prior to TBD will skip this step. Not all units will be ready for occupancy prior to TBD so some households will be reserving units for move-in after TBD.

As all income and asset documentation must be 60 days current from the date of request and approximately 6 months current at the time of move-in, households with move-in dates after Sept 5th will be required to re-submit income, asset and tax documentation to SEB prior to move-in.

All households must maintain affordable housing eligibility until they move in!

Once a household has been approved by the Leasing Office, given a move-in date and put down their deposit, SEB will contact them about preparing for this File Update. The File Update will be done approximately 60 days prior to their move-in date. Households failing to complete the File Update, or households who are found to be program ineligible at their move-in date, will not be allowed to move into their affordable apartment.

Step 7: Yearly Eligibility and Rent Review

After a household has moved in, and approximately 90 days before lease renewal, tenants of affordable apartments will need to submit updated income and asset documentation to the Leasing Office so they can ensure continued eligibility under the affordable housing guidelines. Tenants will not be able to renew Leases until all required documentation has been submitted. Records of taxes, pay-stubs, bank statements and asset statements should be maintained while living in the affordable apartment.

Q: How long can I lease my affordable apartment?

A: As a **current resident only**, you are considered income eligible for an affordable apartment as long as your household earns an income that does not exceed **140% of the current year's income limit** for a household of your size.

Using the Current Income Limits as an example:

Household Size	Current Income Limit for New Applicants	Income Limit for Current Tenants (140% of Current Income Limit)
1	\$47,450	\$66,430
2	\$54,200	\$75,880
3	\$61,000	\$85,400
4	\$67,750	\$94,850

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

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

A: Rents may increase a few percentage points if Boston-Cambridge-Quincy HMFA Area Median Income increases or the costs of utilities in Natick decreases. Likewise, if the Boston Area Median Income decreases and the costs of utilities increases, **rents will decrease**.

LOCAL PREFERENCE INFORMATION

Q: What is Local Preference?

A: The Town of Natick has established a local preference for 70% of the affordable apartments. Local Preference will be given as described in Step 4 in the Step-By-Step Process. An applicant qualifies for local preference if the applicant or a member of their household fit into one of the following categories:

- An individual or family maintaining a primary residence within the Town of Natick
- An individual who is employed by Town of Natick
- An individual who works for a business located in Natick
- A parent or guardian with children attending the Natick Public Schools

Q: How does a household apply for Local Preference?

A: There is a question on pg 4 of the Lottery Application where the household must indicate they are applying for local preference and the household must also supply all applicable the documentation listed on pg 17 of the Lottery Application. Please see the Lottery Application for more details.

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

A: Households without Local Preference will be entered into the Open Lottery and they will be given positions on the Open Pool Waiting Lists.

Q: Does Local Preference get priority over a household in need of a disabled-accessible (DA) apartment?

A: No. The DA apartments will be made available to non-Local Preference households in need of a DA apartment regardless of household size and composition *before* being made available to Local Preference households who do not need the unit features.

Q: Does Local Preference take priority over household size/composition?

A: Yes. For Example, on Waiting List #2 (local preference pool for the 2BR unit), if there are not enough eligible Type A Local Preference Applicants, the home will be made available to a Type B Local Preference household before being made available to an "appropriately" sized non-Local Preference Household.

Adjustments in the Local Preference Pool

As stated by the Massachusetts Department of Housing and Community Development, "If the percentage of minorities in the local preference pool is less than the percentage of minorities in the surrounding HUD (U.S. Department of Housing and Urban Development) defined area, the following adjustments will be made to the local preference pool. The Developer will hold a preliminary lottery comprised of all minority applicants who did not qualify for the local preference pool and rank the applicants in order of the drawing. Minority applicants should then be added to the local preference pool in order of their rankings until the percentage of minority applicants in the local preference pool is equal to the percentage of minorities in the surrounding HUD-defined area." The Percent Minority for the Metropolitan Statistical Area of Boston is 27.0%. This is the minimum percentage of minority applicants that must be in the local preference pool. Minority applicants are defined as a person who is a member of the following groups: Black or African American; Asian; Native American or Alaska Native; Native Hawaiian or Pacific Islander; or other (not White); and the ethnic classification Hispanic or Latino.

DISABLED-ACCESSIBLE UNIT INFORMATION

Q: Who qualifies for a disabled-accessible (DA) apartment?

A: According to *Mass Access: The Accessible Housing Registry*, “units that are barrier-free are accessible to people with disabilities that are wheelchair users, but could also be used by people of different types of disabilities. For example, a person of very short stature, a person with a brain injury or stroke, severe cardiac or respiratory problems, or a person with limited standing, walking, or reaching ability, may use the design features of a wheelchair accessible unit.” Verification from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual’s disability may be requested. Proof of receiving Social Security Disability Insurance benefits is also sufficient.

Q: How are disabled-accessible apartments awarded?

A: Waiting Lists #5 and #6 will be for the DA apartments. The households with the top positions on those Waiting Lists will be given the first opportunity to lease the DA apartments.

Q: Can households that qualify for a DA apartment also apply for a non-DA apartment?

A: Yes. Households that qualify for a DA apartment will also have positions on the Waiting Lists for non-DA apartments depending on what unit size they are applying for. If they reach the top position on a Waiting List for a non-DA apartment before they reach the top position for a DA apartment, they will have to decide if they want to lease a non-DA apartment or wait until they have a top position on a Waiting List for a DA apartment.

Q: What happens if there are fewer disabled-accessible qualified applicants than disabled-accessible apartments at the time of the Lottery?

A: If there are not enough qualified applicants on the Waiting List #5 and #6 (for the DA apartments), the apartments will be made available to the top applicants on the Waiting List that have the same unit sizes (and, if applicable, local preference priority).

Q: Who is entitled to request a reasonable accommodation?

A: Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

MODERA NATICK CENTER DESCRIPTION

Natick Modera Center is a brand new apartment community consisting of 150 apartments located in a mix of 3- and 4-story buildings. The community is situated on 6.4 acres in Natick, Massachusetts.

Apartment Home Amenity Features

Apartment features include spacious floorplans with fully-applianced gourmet kitchens with 42" custom cabinetry, stainless steel appliances, breakfast islands/bars, wood-style plank flooring in kitchen and living areas, 9 ft. ceilings, full-size washer and dryers, walk-in closets, and soaking tubs with ceramic tile surrounds (some units will have stand up showers).

Community Amenity Features

The community features a clubhouse with state-of-the-art fitness center, yoga/group fit studio, clubroom lounge, conference room, outdoor grilling and fireplace area with seating, and outdoor resort-style swimming pool with sundeck.

Parking

Unassigned surface parking is available at no cost. Garage parking spaces will cost an additional \$75- \$100/mo. for either affordable or market rate units.

Location

Modera Natick Center is located at 82 North Main Street (Route 27), between Rt. 136 and Rt. 9 in Natick, Massachusetts. The Town of Natick is located approximately 16 miles west of Boston and is considered locally as one of the highly desirable Metro West residential suburbs. Natick has a well-established town center that serves as a hub of local government and is a commercial, cultural and transportation center with dining, shopping and a lively town green that hosts a popular Farmer's Market and many town events. The community is also located within a short driving distance to the Natick Mall, a high-end destination shopping mall.

Commuting

Modera Natick Center is a transit-oriented development, strategically located only a five-minute walk to the Natick MBTA commuter rail station with frequent, 26-minute train service to Boston's Back Bay. The site is also a short walk to Natick's historic, pedestrian friendly downtown which offers a number of interesting restaurants, retail and services. Commuting by car, Modera Natick Center is less than one mile from Route 9, which connects the site to one of the area's major retail and employment cores along the Route 9 corridor in Framingham and Natick. The Mass Pike is only a few miles from the site, providing direct access in to downtown Boston and the employment centers located along the Route 128/95 corridor.

Affordable Unit Application

Modera Natick Center

Natick, MA

Applications must be completed and delivered by 2 pm April 23rd, 2015.

MAXIMUM Household Income Limits:

\$47,450 (1 person), \$54,200 (2 people), \$61,000 (3 people), \$67,750 (4 people)

Rents are \$1,203* (1 BR) and \$1,323* (2 BR) and do not include any utilities.

**Rents for the units available in 2015 are subject to change. If the AMI increases or the utility allowances decrease, the rent may increase as further described in the Regulatory Agreement.*

Households must make approximately \$43,308 to lease a 1-BR unit and \$47,628 to lease a 2-BR unit (please read the Information Packet for more details).

This is not subsidized housing. Rents do not change based on applicant's income and tenants will be responsible for paying the full rent themselves. Applicants with Section 8 Vouchers should contact their local housing authorities before applying. **Please read the Information Packet for more details.**

Units are planned for occupancy in the summer of 2015

Directions:

This application consists of the following sections:

- 1) The Program Application and Definitions
- 2) Required Documentation Guide
- 3) Additional Forms *(if applicable)*

The first two sections must be filled out entirely in order for your application to be processed. Every space given to initial must be initialed, even if you answer "N/A". If a question does not apply to you, check "N/A". LEAVE NOTHING BLANK.

You must include all income and asset documentation as directed with this application. Late applications and materials will not be accepted for the lottery. Send or drop off all applications by the date at the top of this page to:

SEB

Re: Modera Natick Center

165 Chestnut Hill Ave, Unit #2

Brighton, MA 02135

Fax: 617.782.4500

Phone: 617.782.6900

Email: seb.housing@gmail.com

If faxing or scanning, be sure to transmit both sides of double sided pages



Section 1

The Program Application and Definitions

Modera Natick Center

Please provide all the following contact information for the Head of Household:

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone:(_____) _____ Work Phone:(_____) _____

Cell Phone:(_____) _____ Employer: _____

Email address: _____@_____

Please note: Providing your email should facilitate the process of completing your application as you will be notified of missing documentation faster than if we can only send notifications via postal mail. If you do not provide your email address or do not have an email address, we will contact you via postal mail. We will not contact you about future lotteries unless requested.

Anticipated Move-In/Lease Renewal Date: _____

Bedroom Size Information: For which bedroom size are you applying (you can select more than one)

- 1 bedroom
- 2 bedroom

Do you currently receive or do you have a Section 8 mobile voucher or certificate? (The Lottery Agent does not discriminate based on source of income. This question is asked for the sole purpose of determining ability to pay rent.)

- Yes No

Please fill out the chart below for everyone who will be occupying the unit:

NAME A.	AGE B.	HEAD OF HOUSEHOLD OR DEPENDENT C.	RELATIONSHIP TO APPLICANT LISTED AT THE TOP OF THIS PAGE D.

I certify that my Household Size is (total number of entries in column A) _____.

Initial(s): _____

Initial(s): _____

HOUSEHOLD TYPE (please check one, read the Information Packet for more details):

Type A

- 4 person household: all types
- 3 person household: all types
- 2 person household: 1 head-of-household plus one dependent
- 2 person household: 2 heads-of-household *who cannot be required to share a bedroom as a consequence of sharing would be a severe adverse impact on his or her mental or physical health*

Type B

- 2 person household: 2 heads-of-household
- 1 person household: all types

PREFERENCE INFORMATION

Are you, or any member of your household, in need of an accessible unit? This is defined as persons with a physical or mental disability that meet standards established by the Department of Housing and Community Development and state laws for disabled housing.

- Yes
- No

If yes, in Section 2: Preferences, you will be required to attach documentation as directed..

Do you or any member of your household qualify for Local Preference? An applicant qualifies for local preference if the applicant or a member of their household fit into one of the following categories (A) a current resident of Natick, (B) employee of the Town of Natick, (C) employee of businesses located in Natick or (D) a parent or guardian with children attending the Natick Public Schools (including METCO students)

- Yes
- No

If yes, in Section 2: Preferences, you will be required to attach proof of local preference.

REASONABLE ACCOMODATION

Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternative ways we need to communicate with you?

- Yes
- No

If yes, please explain in the space provided here or write a signed statement and attach it:

RACE: (OPTIONAL)

You are requested to complete the following optional section in order to assist in determining preference. Completing this section may qualify you for additional lottery pools. (Please check all boxes that apply):

- Alaskan Native and Native American
- Black or African American
- Hispanic or Latino
- White (not of Hispanic origin)
- Asian
- Native Hawaiian or Pacific Islander
- Other (please specify) _____

RELATED PARTY

Is any member of the household related to or employed by the developer or related to or employed by the Property Management Company?

- Yes
- No

If yes, please explain the relationship in the space provided here:

DATABASE INFORMATION

How did you find out about this affordable housing opportunity?
(please be as specific as possible, if found "online" please provide web address)

INSTRUCTIONS FOR COMPLETING THE FOLLOWING INCOME TABLE

Please complete the Income Table on the following two pages. You will later be asked to attach supporting documentation in the form of the **five most recent consecutive pay stubs and/or income statements for all sources of income, W-2 statements** and the **most recent federal income tax returns** (including all attachments and amendments) for each member of the household.

For the purpose of **income determination**, **"Household"** shall mean all persons whose names appear on the lease, and also all persons who intend to occupy the housing unit as their permanent primary residence, even if they are not included on the lease. Legally married couples shall both be considered part of the household, even if separated. The incomes of *all* household members will be included, with the exception of income from employment for household members under the age of 18 or any income over \$480/year of full-time students who are dependents (but please note that documentation of income for those dependents still needs to be supplied).

Please note:

1. Gross income from current wages, salaries, tips, etc. is the full amount, before any deductions, and is the amount used to determine estimated current annualized income.
2. For self-employed applicants- include the contract or job name in the space provided. You will be directed to all the additional documentation you will need to submit in **Section 2**.
3. "Interest Income" refers to any amount that you receive from any asset except for amounts drawn down from a retirement account or 401K. Interest for such accounts would be recorded on the "pension" or "retirement funds" line.

INCOME

Household Member Name	Source of Income	Current GROSS Monthly Income
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Self-Employed (contract/job name)	
	Self-Employed (contract/job name)	
	Self-Employed (contract/job name)	
	Child Support/Alimony	
	Child Support/Alimony	
	Social Security Income	
	Social Security Income	
	Social Security Income	
	Social Security Income	
	SSDI	
	SSDI	
	Pension (list source)	
	Pension (list source)	
	Retirement Funds	

Household Member Name	Source of Income	Current GROSS Monthly Income
	Unemployment Compensation	
	Workman's Compensation	
	Severance Pay	
	Title IV/TANF	
	Full-Time Student Income (18 & Over Only)	
	Full-Time Student Income (18 & Over Only)	
	Periodic payments from family/friends & Recurring Gifts (i.e. rent assistance from family)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Other Income (name/source)	
	Other Income (name/source)	
	Gross Monthly Household Income (GMHI)	\$ /month
GMHI x 12 = Gross Annual Household Income \$ /year		

ASSETS

If a section doesn't apply, cross out or write NA. In the next section you will be directed to submit detailed bank/balance statements for EVERY ASSET listed here.

Checking Accounts	Bank Name	Last 4 Digits of Acct Number	Amount	
			Balance \$	
			Balance \$	
			Balance \$	
Savings Accounts			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
Trust Account			Balance \$	
Certificates (or CDs)			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
Savings Bonds	Maturity Date:		Value \$	
	Maturity Date:		Value \$	
401k, IRA, Retirement Accounts (Net Cash Value)	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
Mutual Funds	Name:	# of Shares:	Interest/Dividends	Value
			\$	\$
			\$	\$
			\$	\$
Stocks			\$	\$
			\$	\$
			\$	\$
Bonds			\$	\$
			\$	\$
Investment Property			Appraised Value \$	

REAL ESTATE

Do you, or anyone on this application, own any property or have owned property in the past 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you, or anyone on this application, entitled to receive any amount of money from the sale of any property? (currently or thru an upcoming court settlement)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes to either question, type of property:</i>	
Location of property:	\$
Appraised Market Value:	\$
Mortgage or outstanding loans balance due:	\$

Section 2

Required Documentation

Please note: the following questions are applicable to every single person who will be occupying the unit. Therefore, the use of “I” or “my” in the following questions includes all household members.

You MUST initial every question in Section 2 and, where provided, check “N/A” or “Yes”.

For all “Yes” responses, you must submit all documents as directed in that question.

1. **Earnings/Wages (CURRENT EMPLOYMENT):** I have attached copies of the **five (5)** most recent consecutive pay stubs or five most recent statements for every source of income for every household member 18 years or older as listed on the Income Tables in Section 1. All attached pay-stubs or statements have the name of the employer, date, wages, and name of the household member and cover the 5 most recent consecutive pay periods (*which will be a 5 week period if paid every week, or a 10 week period if paid every 2 weeks, or a 5 month period if paid only once each month*).

N/A

Yes

Initial(s): _____

Initial(s): _____

2. **Earnings (FORMER EMPLOYMENT):** For EACH AND EVERY source of income reported on the most recent tax return where a household member is no longer receiving income (e.g., no longer working for a particular employer), I have attached **ONE** of the following:

(A) A letter signed by that household member **and** a letter signed and dated from the former employer verifying the last day of income and the Year-To-Date income at time of separation OR

(B) Only for jobs where my last day of employment was in the previous calendar year, I have attached the last paystub from the job that shows a Year-To-Date income that matches the Wages on the W-2 for that job OR

(C) The Initial determination of unemployment benefit statement that lists former employers, length of employment, gross income by quarter, and EIN Number OR

(D) I have completed only the top portion of the Verification of Terminated Employment form attached in Section 3 of this application and understand that SEB will submit this to the contact provided by me on the form in hopes of having it returned in the next 1-2 weeks but in the event that the former employer does not return the form I will submit the materials listed in part A, B, C of this section

I understand proof of termination is required for every single job on my previous years tax returns (no matter how small), that this is to verify my current income and that being terminated from one or multiple jobs will in no way affect my affordable housing program eligibility.

N/A

Yes

Initial(s): _____

Initial(s): _____

3. **Earnings (Social Security, SSDI, Pension, Retirement, Public Assistance, TANF):** I have attached copies of the most recent statements for every source of income listed on the line above for every household member 18 years or older. I understand that for Social Security and/or SSDI payments I need to submit the yearly benefit letter I receive from the Social Security Administration Office detailing my payments for the next 12 months.

N/A

Yes

Initial(s): _____

Initial(s): _____

4. **Earnings (SELF EMPLOYED ONLY):** For every self-employed household member 18 years or older, I have attached copies ALL of the following:

- (A) The most recent **two years' federal income tax returns** (including any attachments and amendments) AND
- (B) A **year-to-date profit and loss statement** AND
- (C) A **projected profit and loss statement** for the next 12 months AND
- (D) All supporting documentation including current financial statements, accountant statements, quarterly tax returns (if I file quarterly), and income and expense receipts AND
- (E) **A statement signed, dated and notarized by the self-employed household member summarizing the enclosed materials.**

- N/A
- Yes

Initial(s): _____

Initial(s): _____

5. **Earnings (Unemployment)** I have attached copies of the **three (3)** most recent consecutive unemployment statements for every household member 18 years or older who is currently receiving unemployment and understand that it must be assumed that the household member will continue to receive unemployment over the next 12 months. **For every household member who reported unemployment on their most recent tax return but who no longer receives it,** I have attached a copy of my current unemployment benefit statement or balance that was obtained online or at my unemployment office. The statement shows the last two unemployment payments received, my current benefit rate, and my current total benefit balance. I understand that if this documentation indicates that I have current benefits and have received recent payments, my unemployment will be calculated as part of my income, regardless of my current employment status.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

6. **Earnings (Workman's Comp, Severance pay)** I have attached copies of the **three (3)** most recent consecutive pay stubs or three most recent statements for payments I am receiving through Workman's Compensation or Severance settlement and if my current compensation or pay is not going to continue for the next 12 months, I have attached the legal document stating the monthly, yearly or total amount to which I am entitled in addition to the timeline and/or termination of such pay.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

7. **Household member with NO EARNINGS:** If a member of my household is 18 years or older and is not employed and not receiving any income, I have attached a letter from him/her attesting to this fact AND this letter has been signed and dated by that household member AND the letter has been notarized.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

8. **Divorce and/or Separation:** I understand that legally married couples shall both be considered part of the household, even if separated, and that children can only be considered part of the household if a head of household has at least joint physical custody of the child and so I have attached a copy of my divorce decree AND the divorce agreement to verify my household size claims. I understand that if no legal action has been taken for filing for divorce or separation, my partner's income and asset must be included in my application.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

9. **Child Support and/or Alimony:** If I am entitled to receive Child Support and/or alimony (even if I am not receiving it), I have attached ONE of the following:

- (A) A copy of my divorce decree or settlement agreement OR
- (B) A statement from the Department of Revenue (DOR) that shows my payments for the past 3 months OR
- (C) In the event that I am not receiving the child support or alimony I am entitled to receive, I have attached a copy of my divorce decree AND proof of a legal claim filed against the person that owes me money and, if applicable, DOR statements and/or legal claims showing payments made and/or owed.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

10. **Periodic Payments:** If I am receiving any periodic payments, or listed anything under "Other Income", I have attached a signed and dated letter from the source of income that includes ALL of the following:

- (A) The Year-To-Date income received AND
- (B) The anticipated monthly income for the next 12 months AND
- (C) The letter has me listed as the recipient of the payments AND
- (D) The letter is notarized.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

11. **Section 8 mobile voucher or certificate:** I have attached a copy of my completed and signed current voucher from the appropriate Housing Authority.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

12. **Households with Students:** I have attached proof for every household member 18 years or older who is a full-time student of his/her full-time student status in the form of: Letter from the Registrar, Transcript or other enrollment verification.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

HOUSEHOLD ASSETS:

Assets include but are not limited to the following: Checking or savings accounts, CDs, money market accounts, Treasury bills, stocks, bonds, securities, trust funds, gifts, pensions, IRAs, Keoghs, other retirement accounts, real estate, rental property, other real estate holdings, all property held as an investment, and safe deposit box contents (include the value). All accounts must include complete statements with all pages and list dividend and interest information if applicable *regardless of how little money may currently be in the account.*

13. I have completed the Asset Table in Section 1 and read the above paragraph on Household Assets and have attached every page of complete, detailed statements for the 3 most recent months or most recent complete quarterly statement on all assets held by each household member and all statements include information on interest, dividends, and gains or losses, if any.

Initial(s): _____

Initial(s): _____

14. For EACH and EVERY DEPOSIT into EACH and EVERY checking and savings account, I have provided documentation from the source of the money deposited. If a deposit is from earnings of any kind, I have followed all the directions in the applicable paragraphs on Earnings on the previous pages (i.e. submitted 5 most recent pay-stubs, verification from source of earnings etc). If a deposit is from child support and/or alimony, I have followed all the directions in the paragraphs on Child Support/Alimony on the previous pages. If a deposit is a periodic payment, repayment, gift, reimbursement, I have followed all the directions in the paragraph on the previous page titled "Periodic Payments". If a deposit is from a loan of any kind (including student loans), I have provided documentation showing the terms of the loan and the disbursement schedule. For any other deposit types, I have provided sufficient documentation of the purpose, frequency, amount and current status of these deposits from the source of payment. All written statements from third sources must be signed, dated and notarized.

Initial(s): _____

Initial(s): _____

15. For every household member claiming to have NO ASSETS, I have included a signed, dated, and notarized affidavit stating that the household member has no assets or accounts of any kind, including checking, savings, money market, trust, 401k, retirement, IRA, stocks, or any other type of account. If the household or household member has assets of any kind, they have followed the directions given in the two questions above.

N/A

Yes

Initial(s): _____

Initial(s): _____

16. For every household member who no longer owns an asset that generated income on the most recent tax return (e.g., if a bank account was closed), I have attached a signed letter by the household member who formerly held that account AND either the final bank statement showing a zero balance or a signed and dated statement from the asset source attesting to this fact. **And for every household member who divested themselves of an asset for less than full and fair present cash value of the asset within two years prior to this application,** I have listed the full and fair cash value of the asset at the time of its disposition in the Asset Table AND provided the last statement for that asset showing its full market value AND attached a signed letter by the household member detailing the transaction in which they divested themselves of the asset.

N/A

Yes

Initial(s): _____

Initial(s): _____

17. REAL ESTATE: If I currently own property, I have attached documentation supporting the value of the property (such as a recent broker's opinion of the property or tax assessment or value as stated on a divorce decree or settlement statement) AND documentation showing my debt on the property (such as mortgage statements or foreclosure notices). I understand that if I have sold a home in the last calendar year in which taxes were filed, I must include the HUD-1 Settlement statement for that sale. I understand that I cannot live in an affordable unit and own another home and, if my current home is under Purchase and Sale Agreement or being lost/sold through divorce, I may be entered onto a Waiting List for an affordable unit, but the home must be sold and a HUD-1 Settlement statement provided or the divorce must be finalized prior to move-in or I will lose my position on the Waiting List.

N/A

Yes

Initial(s): _____

Initial(s): _____

TAX DOCUMENTATION:

18. I have attached all **W-2s, 1099s and all other tax documentation for all sources of income and assets.** I understand that W-2s are the tax documents that are given by employers to show wages, salaries and tips and 1099s are the tax documents that are given by other sources of income (ex: interest on savings accounts, income from retirement accounts, income from unemployment etc). These are the tax documents used so that 1040 taxes can properly be filed as detailed in the next question below. *(You will have a W-2 for every job worked in the most recent year you filed taxes. Please be sure that the wages in the W-2s you submit add up to the wages you filed on your 1040 tax form. If you are not currently working at any of the jobs for which you have received a W-2, please see Question 4: "Earnings (Former Employment)" on the first page of Section 2 for directions.)*

N/A

Yes

Initial(s): _____

Initial(s): _____

19. 1040 Tax Transcripts: I have attached a computerized print out of the **most recent federal income tax returns (i.e. 1040 tax transcripts) including any and all schedules, attachments and amendments** for every household member 18 years or older. **Every page of the tax transcript must be sent** (including, if applicable, Schedules A, B, C etc). I understand I can obtain these transcripts from the tax professional who filed my taxes last year or I can download these transcripts immediately for free by going to www.irs.gov/Individuals/Get-Transcript or by calling the IRS at [1.800.829.1040](tel:18008291040) and they will mail or fax the transcripts in 7-10 days. **For every household member who has not filed in the past 3 years,** I have attached a statement from the IRS showing "No Filing" for that household member **for each and every year** in the past three years when taxes were not filed. I understand I can call 1.800.829.1040 and the IRS will mail it or fax it to me in 7-10 days. I understand I can download these statements of no filing for the applicable year immediately for free by going to www.irs.gov/Individuals/Get-Transcript or by calling the IRS at 1.800.829.1040 and they will mail or fax the statements in 7-10 days. I understand that when I visit www.irs.gov/Individuals/Get-Transcript I will need to sign up for an account by providing an email address where the IRS can email me a verification code that can then be used to access my records, that I will need to answer a few security questions, and then my tax transcripts or statements of "No Filing" for the past 5 years will be available.

Initial(s): _____

Initial(s): _____

FINAL CERTIFICATION OF HOUSEHOLD INCOME:

20. I certify that my combined **Gross Annual Household Income** is \$ _____
(total on the bottom of the Income Table)

Initial(s): _____

Initial(s): _____

21. My **Gross Annual Household Income** listed above is greater than the Allowable Income Limits for our household size as specified on the cover page of this Program Application and I have therefore attached a signed and dated statement detailing why my income listed above does not reflect my income over the next 12 months AND have attached supporting documentation.

N/A

Yes

Initial(s): _____

Initial(s): _____

22. There are planned changes in my household income over the next 12 months and I have therefore attached verification of these planned changes in income.

N/A

Yes

Initial(s): _____

Initial(s): _____

PREFERENCES:

23. For Local Preference: I certify that I/we qualify for Local Preference and have provided the required documentation. A household qualifies for Local Preference if the applicant or a member of their household fit into one of the following categories (A) a current resident of Natick, ((B) employee of the Town of Natick, (C) employee of businesses located in Natick or (D) a parent or guardian with children attending the Natick Public Schools (including METCO students)

Required Documentation:

If qualifying under definition (A) as detailed above: I have submitted a Copy of two (2) utility bills 1 from each utility company in my name dated within the last 60 days, e.g., (1) electric, (1) oil, (1) cable, (1) gas, or (1) telephone **landline (not cell phone)**. If utility bills cannot be provided the following documentation **must** be provided: current signed lease **AND** proof of voter registration from Town of Natick Election Department

If qualifying under definition (B) as detailed above: I have submitted copies of pay-stubs (these should already be submitted as directed in the **Earnings** section above) **AND IF THE PAY STUBS DO NOT SHOW THE ADDRESS OF THE JOB** I have submitted a **signed statement** from my employer on company letterhead the states the address of the job and the employee's name.

If qualifying under definition (C) as detailed above: I have submitted copies of pay-stubs (these should already be submitted as directed in the **Earnings** section above) **AND IF THE PAY STUBS DO NOT SHOW THE ADDRESS OF THE JOB** I have submitted a **signed statement** from my employer on company letterhead the states the address of the job and the employee's name.

If qualifying under definition (D) as detailed above: I have submitted copies of Natick school transcripts **AND** proof of relation to the student (by birth certificate or legal guardianship or divorce decree)

- N/A
- Yes

Initial(s): _____

Initial(s): _____

24. Disabled Accessible Unit preference: I certify that I am in need of an accessible unit **AND** I have attached supporting documentation. Supporting documentation can be verification from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability. Proof of receiving Social Security Disability Insurance benefits is also sufficient. Need of an accessible unit is defined as persons with a physical disability that meet standards established by the Department of Housing and Community Development and state laws for disabled housing.

- N/A
- Not Interested
- Yes

Initial(s): _____

Initial(s): _____

25. Household Type: On page 4 for Household Type I stated that we have two household members who cannot be required to share a bedroom as a consequence of sharing would be a severe adverse impact on his or her mental or physical health and have attached supporting documentation. Supporting documentation can be verification from a doctor or other medical professional.

- N/A
- Yes

Initial(s): _____

Initial(s): _____

You must now read, sign and date the following page.

Please read each item below carefully before you sign.

1. I hereby declare under pain and penalty of perjury that the information provided on every page of this application is true and correct.
2. I understand that this application will be incomplete if I do not sign and date this page and initial at all indicated points in the application.
3. I understand that if any of the information provided above is not true and accurate, this application may be removed at any point in the process.
4. The undersigned certify that the affordable unit will be undersigned's principal residence and the undersigned cannot own a home elsewhere or in trust while living in an affordable unit.
5. I understand that while previous years' tax transcripts and documentation are required, SEB LLC does not use income reported on the previous years' tax documentation to calculate current annualized income.
6. I understand that the lease or residency agreement for the units to be occupied through this affordable housing program may be subject to cancellation if any of the information above is not true and accurate.
7. I understand that this is a preliminary application and the information provided **does not** guarantee housing.
8. I understand this is not a lease application and if given the opportunity to move forward in the process of leasing an affordable unit, I will need to complete a lease application at the leasing office where my lease eligibility will be determined by additional factors such as credit score, tenant history and criminal background screening.
9. I understand that any material change in the income or assets of my household that occurs after the submission of this application may make me ineligible for affordable housing.
10. Co-signers and Guarantors **are not** permitted unless they are co-tenants who will reside in the unit.
11. I acknowledge that if my email address is provided in this application, SEB will correspond with me by email instead of postal mail unless I make a written request otherwise.
12. The undersigned give consent to the Town of Natick, SEB LLC and DHCD to verify the information provided in this application.

Applicant's Signature

Date

Applicant's Signature

Date

Attach all documentation as directed. Send applications with ALL required documentation by the date on the cover page to:

SEB
Re: Modera Natick Center
165 Chestnut Hill Ave, Unit #2
Brighton, MA 02135
Fax: 617.782.4500
Email: seb.housing@gmail.com

If faxing or scanning, be sure to transmit both sides of double sided pages

For Questions call (617) 782-6900

This development does not discriminate in the selection of applicants 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.

Section 3

Additional Forms *(if applicable)*

These are the forms that you only need to complete if directed to do so in Section 2

Verification of Terminated Employment

To Be Completed By Applicant:

Applicant/Tenant: _____

Contact Info of previous employer:

Name of Contact					
Company Name					
Street Address					
Town, State, Zip					
Tel.		Fax		email	

To Be Completed By Previous Employer:

Date of Termination: _____ Last Day Actually Worked: _____

Total Gross Income paid to employee over the last calendar year employed: _____

Reason for Termination: Employee Quit Other _____

Do you anticipate rehiring this employee? Yes No If yes, when: _____

Will the employee receive additional paychecks for Workman's Compensation? Yes No

If yes, provide the name and address of the company through which this can be verified:

Total severance pay anticipated for the next 12 months: _____

Is employee entitled to receive unemployment compensation? Yes No

AUTHORIZED SIGNATURE

Print Name: _____ **Title:** _____
Signature: _____ **Date:** _____
Telephone: _____

Please Fax form to SEB at (617) 782-4500 or mail to: **SEB**
Re: Modera Natick Center
165 Chestnut Hill Ave #2
Brighton, MA 02135

--OFFICE USE ONLY--

Date Sent: _____
Date Received: _____
Comments: _____