

Spruce Farm - Lottery Application



Information and Application for Spruce Farm Housing Lottery Wilmington, MA

This packet contains specific information for the lottery for the deed restricted units of housing at the Spruce Farm development at 401 Andover Street in Wilmington MA, including the eligibility requirements, the selection process, and lottery application. This is an age restricted project. For all applications, at least one household member must be at or above the age of 55.

The key milestones for these housing opportunities:

- Application Period opens **11/1/19**
- Information Session **12/11/19 at 6:30 pm at Wilmington Town Hall, 121 Glen Rd.**
- Application Deadline **1/10/20**
- Lottery **1/16/20 at 6:30 pm at Wilmington Town Hall, 121 Glen Rd.**

This application is a first step in the lottery process and starts the process. It can be downloaded from the website at: www.laaassoc.com, and is available at the Wilmington Library, Wilmington Town Hall, or by calling the Lottery Agent. Applications with the required components must be returned to our office by the deadline. The office is available to assist you in this process.

Lottery Agent: Kristen Costa, L.A. Associates, Inc.
11 Middlesex Ave., Suite 5, Wilmington, MA 01887
(978) 758-0197 kriscosta@laaassoc.com

Project Description

Spruce Farm is an age-restricted condominium community located on approximately 7.34 acres of land in Wilmington, MA. The project consists of 27 units; 9 will be detached units and eighteen 18 will be duplex units. Of the total, three 3 duplex units will be affordable. The designated units are **10, 17 and 24**.

The affordable units will be sold to a qualifying applicant with incomes at or below 80% of the area median income. **The price is \$251,800** in accordance with state guidelines and current parameters including a \$13.75 property tax rate (FY 2019), insurance of \$4/\$1000, and initial monthly condo fee of \$87.00.

All units are two-bedroom with approximately 1,620 square feet of living area, 1-car garage and unfinished basement for storage. 1st floor consists of a master bedroom with full bath, kitchen and dining area, 1/2 bath, and washer/dryer hookup. 2nd floor consists of a bedroom, full bath, study, and loft area. Appliances include refrigerator, range and microwave. Utilities include town water, private septic and propane gas.

Marketing and resident selection shall be in accordance with and adhere to all state fair housing laws. The developer and its representatives do not discriminate based on race, color, disability, religion, sex, familial status, children, sexual orientation, national origin, genetic information, ancestry, children, marital status, age, gender identity, military status, or public assistance reciprocity. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination (617) 994-6000; and/or the United States Department of Housing and Urban Development (617) 994-8300.

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

Lottery description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at Wilmington Library, sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications received will be checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided. Applicants are encouraged to complete the checklist as an aide to the process.
3. For all units, the applicant's household size will be determined from the application, and required number of bedrooms as indicated on the application. Priority shall be given to households requiring at least the total number of bedrooms in the unit. There may be no more than two occupants per bedroom, resulting in a maximum of four persons to apply.
4. The applicant's income will be verified and compared to the income limits as published by HUD for the Boston-Cambridge-Quincy Area. Income includes all income prior to any deductions from all adult household members, and are determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609. The 2019 limits will be used: **1-person \$62,450, 2-person \$71,400, 3-person \$80,300, 4-person \$89,200.**
5. Household assets shall not exceed \$275,000 in value, including equity in a dwelling (to be sold). Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, cash value of retirement accounts, value of real estate holdings and other capital investments. Include the value of the asset, with a deduction for the reasonable cost of selling the asset. The value of necessary personal property (furniture, vehicles) is excluded from asset values. If a potential purchaser divests himself/herself of an asset for less than full and fair cash value of the asset within two years prior to application, the full and fair cash value of the asset shall be included for purposes of calculating eligibility.
6. Eligible applicants must be a household with at least one person over 55 years old.
7. Applicants cannot be homeowners at the time of contract. This means that applicants will be considered eligible to enter the lottery as a current homeowner, but must sell their home and continue to meet all eligibility requirements (including \$200,000 equity asset limit) before proceeding to purchase.
8. Applicants must submit all the necessary information by the application deadline. **If sending electronically, redact (black-out) all social security numbers and account numbers.** Late applications (applications mailed and/or received after the above date) and applications that are incomplete will not be accepted.
9. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination.

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10. Once the Lottery Agent has verified the information contained in the application and confirmed eligibility, eligible applicants will be given lottery numbers and told the date, time and place of the lottery.
11. There will be two lottery pools maintained for this project; local preference and general. 70% of the affordable units (2) have been targeted for local preference. In the event that the pool of applicants with a local preference does not include at least 27% of households who have one or more members who is a minority, then other eligible minority applicants will be included in the lottery for the local preference units. Units are awarded based on bedroom size within the lottery pool. The top ranked household needing at least the number of bedrooms in the home will be offered the opportunity to purchase the specific unit. Within an applicant pool, first preference shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:
 - There is at least one occupant and no more than two occupants per bedroom.
 - 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.
12. Lottery numbers will be pulled for each pool by an independent third party and witnessed by representatives of the Town in a public setting. The lottery numbers will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing List. The list of numbers drawn will be posted and all applicants will be informed of their ranking. Applicants are encouraged, but not required, to attend.
13. Local preference households must meet one or more of the following criteria:
 - a. Town of Wilmington Residents: Household where one or more members are living in the Town of Wilmington at the time of application. Documentation of residency should be provided, such as rent receipts, utility bills, street listing or voter registration.
 - b. Town of Wilmington Employee: Employees of the Town of Wilmington such as teachers, janitors, firefighters, police officers, librarians, or town hall employees.
 - c. Employees of Local Businesses: Employees of businesses located in Wilmington.
 - d. Households with children attending Wilmington schools, such as METCO students.
14. In the event that the pool of applicants with a local preference does not include at least 27% of households who have one or more member who is a minority as defined below, then other eligible minority applicants will be included in the lottery for the local preference units. Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. A separate self-declaration document is required.
15. The lottery coordinator shall maintain the Lottery Drawing Lists until all units are closed. In the event that any of the applicants are unable to obtain financing, withdraw for any other reason, or do not comply with guidelines, the next qualified applicant will be offered that particular unit.
16. The winners will sign a Purchase and Sale Agreement within 14 calendar days of the lottery.
17. The Purchase and Sale Agreement will be completed as the units are constructed. Applicants may be required to recertify eligibility prior to executing the Purchase and Sale and within 60 days of closing.

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Applicants will be required to deposit a minimum \$1,000.00 at time of Purchase and Sale, which is applied to the overall cost.

18. The State programs and bank products have specific closing and financing requirements. Current mortgage requirements include:
- The loan must have a fixed interest rate through the full term of the mortgage.
 - The loan must have a current fair market interest rate, no more than 2 percentage points above the current MassHousing rate.
 - The loan can have no more than 2 points.
 - The buyer must provide a down payment of at least 3%; half of that must come from the buyer's funds.
 - The buyer may not pay more than 38% of their monthly income for housing costs
 - Non-household members shall not be permitted as co-signers of the mortgage.

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AFFORDABLE HOUSING APPLICATION

Must Be Completed and Returned By _____

Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

I learned of this lottery from (check all that applies):

Website: _____ Letter: _____

Advertisement: _____ Other: _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

- _____ Completed application signed by all individuals over the age of 18.
- _____ Copy of 3 prior years tax returns **Federal only** with 1099's, W-2's and schedules, for every current or future person living in the household over the age of 18.
- _____ Copy of 5 most recent pay stubs employed household members over 18.
- _____ Copy of 3 most recent statements and documents from all other sources of income of all members listed on the application, on organization letterhead.
- _____ Copy of 3 most recent statements of all assets showing current value including all bank accounts, investment accounts, retirement accounts, on organization letterhead.
- _____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs.
- _____ Documentation regarding current or past interest in real estate, if applicable.
- _____ Minority Self Declaration, if applicable.
- _____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable.
- _____ Copy of school registration full time students over 18. For full-time students over 18 who are not heads of household, only \$480/yr. income is included.
- _____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury".

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Household Information:

List all members of your household including yourself. Number of Bedrooms Needed: _____

	Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)	Relation to Head	Age	Date of Birth	Minority Category * (Optional)
1					
2					
3					
4					

*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

Local Preference:

Using the definitions found in the Information Packet, please check one or more of the following local preference categories, if applicable.

- Current Wilmington Resident
- Current Town of Wilmington Employee
- Current Employee of Local Businesses
- Household with Children attending Wilmington schools

To be considered for the Local Preference category, one of the above boxes must be checked and proof of preference, such as a copy of license, tax bill, utility bill, census listing, birth certificate, pay stubs, etc. must be provided.

Minimum Age Requirement:

Is at least one member of your household, which will maintain an ownership interest in the unit, at or above the age of 55?

- YES
- NO

Property:

Do you own or have an interest in any real estate, land and/or mobile home? Yes () No ()

Address: _____ Value: _____ [Provide current assessment information]

Do you currently own or have you sold real estate or other property in the past three years? Yes () No ()
If yes, attach settlement statement or current tax bill.

When: _____ Address: _____

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Income:

List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
TOTAL			

Assets:

List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

#	Type of Asset	Bank/Credit Union Name	Account No	Value, Balance
1	Checking account			
2	Savings account			
3	Retirement account			
4	Other: _____			
5	Other: _____			
6	Other: _____			
TOTAL				

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APPLICANT(S) CERTIFICATION

I/We certify that our household size is _____ persons, as documented herein.

I/We certify that our total household income equals \$ _____, as documented herein.

I/We certify that our household has assets totaling \$ _____, as documented herein.

I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.

I/We certify that I am/we are not related to the Developer or any party of this project.

I/we understand that it is my/our obligation to secure the necessary mortgage for the purchase of the home and all expenses, including closing costs and down payments, are my/our responsibility.

I/We understand the provisions regarding resale restrictions and agree to the restriction. You must notify DHCD and the Monitoring Agent when you wish to sell. The unit can't be refinanced without prior approval of DHCD and/or the Monitoring Agent, no capital improvements can be made without DHCD and/or the Monitoring Agent pre-approval; the unit must be owner's primary residence; the resale price is calculated according to the deed rider; and an increase in equity is very minimal to ensure affordability over time; the deed rider remains in effect in perpetuity. All prospective buyers are advised to review the deed rider with their own attorney to fully understand its provisions.

I/We have been advised that a copy of the DHCD Universal Deed Rider is available with the Lottery Agent and on the DHCD website.

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Lottery Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements. I/We understand that the Lottery Agent makes no representation on the availability of the unit.

My/our signature(s) below gives consent to the Lottery Agent or its designee to verify information provided in this application. I/we agree to provide additional information on request to verify the accuracy of all statements in this application. No application will be considered complete unless signed and dated.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.