



your resource for Affordable Housing



Application Information
Regency at Stow, Moderate Units at 150% of median income
Stow, MA

OPEN HOUSE

Wednesday, July 11, 2018 – 5:00 p.m. – 7:00 p.m.
Lot 61/22 Ridgewood Drive

Regency at Stow, located at 242 Boxboro Road, is a new 66-unit age qualified 55+ development offering 3 two bedroom town homes, by lottery, for eligible 55+ age qualified homebuyers for households earning up to 150% of the median income

The 2 two-bedroom townhomes include 2.5 baths and a two-car garage in approximately 1,540 sq. ft. of living space. Each unit includes stove/oven, microwave along with washer and dryer and dishwasher hookups.

The maximum sales price for the two-bedroom units is \$375,200. These homes are available through the Regency at Stow Sales Office as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter, from an institutional lender familiar with affordable deed restrictions, and complete financial documentation with the application. FHA and VA loans will not be accepted. An application will be considered incomplete and will not be reviewed if a mortgage pre-approval letter and all documentation is not received on or before the application deadline. Applicants who submit incomplete applications will be notified AFTER the application deadline.

Applicants may drop off their application in our Harvard office. We will review your application, while you wait, and let you know if you are missing any documentation. If documents are missing you would have time to provide prior to the deadline.

A Public Information Meeting will be held Monday, June 25, 2018 at 6:00 p.m. in the Stow Town Hall, located at 380 Great Road in the 3rd Floor Conference Room to answer specific questions and provide an overview of the process. If you can not attend this meeting, please call MCO Housing Services at 978-456-8388 or email lotteryinfo@mcohousingservices.com with any questions.

Applications must be mailed to MCO Housing Services, P.O. Box 372, Harvard, MA 01451. The application deadline is July 21, 2018. All complete applications must be postmarked on or before July 21st to be included in the lottery. The lottery will be held Monday, July 30, 2018 at the Stow Town Hall, 3rd Floor Conference Room.

Thank you for your interest in the affordable housing at Regency at Stow. We wish you the best of luck. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed. Please contact us if you have questions at 978-456-8388 or lotteryinfo@mcohousingservices.com

Sincerely,

A handwritten signature in black ink that reads 'Maureen M. O'Hagan'.

Maureen M. O'Hagan
MCO Housing Services for Toll Brothers Inc.

Applicants will not be discriminated against on the basis of race, color, religious creed, marital status, military status, disability, national origin, sex, age, ancestry, sexual preference, source of income, presence of children, or any other basis prohibited by local, state or federal law.

Regency at Stow

AFFORDABLE HOMES through the LAU Program Question & Answer

What are the qualifications required for Prospective Buyers?

- Qualify based on the following maximum income table, which is adjusted for household size at 150% of median:

Household Size	1	2	3	4
Max Income Limit	\$113,250	\$129,450	\$145,650	\$161,700

LOTTERY APPLICANT QUALIFICATIONS:

1. Household income can not exceed the above maximum allowable income limits.
2. At least one homebuyer must be 55+ year of age or older.
 - a. If you have a home to sell it must be sold before you can purchase at the Regency at Stow.
3. Total household assets can not exceed \$550,000. The full value or portion of retirement assets will be counted. Assets include equity from the sale of a home.

Complete Income and Asset Guidelines will be provided upon request, if you have an opportunity to purchase or you can view online at www.mcohousingervices.com.

Other program highlights for Lottery applicants:

- Unit must be principal residence of the owners and can not be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter, from a bank experienced with deed-restricted properties, is required to participate in this lottery. Buyers may pay cash for the unit.
- Children under the age of 18 may not stay in the unit for more than 6 months in any 9 month period.

Are there mortgage guidelines that we need to follow?

1. Be a fully amortizing fixed rate mortgage with a down payment of at least 3%, at least half of which must come from the buyer's own funds.
2. Be made by an institutional lender.
3. Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.
4. No more than 2 points.
5. Monthly housing (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) may not exceed 38% of the buyers monthly income for the mortgage.
6. Non-household members shall not be permitted as co-signers of the mortgage.

The mortgage must be from an institutional lender familiar with affordable deed restriction guidelines. FHA and VA loans will not be accepted.

Are there preferences for local residents and those with families?

Yes. Two of the three units are for households who meet at least one of the Local Preference criteria. Refer to the application for the local preference criteria.

Are there preferences for minorities?

Yes, if the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, currently 27%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants would be drawn until their percentage in the local pool at least meets the percentage in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area. Applicants not selected for the local pool would be in the open pool only.

Are there any restrictions?

YES. Deed restrictions are used to ensure the units are affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity and prior approval from the Town and Monitoring Agent for capital improvements and refinancing. If you choose to sell your unit you must notify the town and Monitoring Agent in writing. There is a limit on the resale price. The maximum



resale price is determined by using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, if the initial price is \$375,200 and the current area median income is \$107,800, the Resale Price Multiplier would be $\$375,200/\$107,800= 3.48$.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

All selected applicants are urged to review the deed rider with their own attorney. All buyers will be provided with a copy at the time of Purchase and Sale Agreement. Email maureen@mcohousing.com for a copy of the deed rider.

How much money do I need to make to afford the unit?

The minimum income required to purchase is based upon an applicant’s ability to secure a mortgage. Attached is a “Sample Affordability Analysis” based upon current interest rates and anticipated real estate taxes and related housing expenses.

Lottery Process

Due to the nature of the affordable units’ availability it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

Lottery Pools

Three two bedroom townhomes are available by lottery at Regency at Stow in this lottery. The lottery has two pools – Local and Open. The units and pools breakdown as follows:

<u>Pool</u>	<u>Qualifications</u>	<u># of Units</u>
Local Pool	Must meet at least one of the Local Preference Criteria as listed on the application.	2
Open Pool	All applicants – including local pool	1

Local applicants would have two opportunities to purchase a unit by being in both the Local and Open Pools.

Household size preference for the two bedroom units will be given to households that require two bedrooms, second preference is for household requiring one bedroom.

Unit preferences are based on the following:

- a. There is a least one occupant per bedroom.
- b. 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.
- c. A person described in (b) 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 reliable medical documentation is provided substantiating the adverse impact.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. If the Applicant is in the process of a divorce or separation, the Applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

All of the applicants will be pulled and their lottery code announced at the time of the lottery. This order of selection will establish the rankings for the homes distribution. For example, if there are 15 local applicants and 20 non-local the first local applicant that meets the preference criteria would have an opportunity to purchase a home, then the second etc. until all the homes in the local pool are sold. The first applicant for the open pool that meets the preference criteria would have the opportunity to purchase a home, then the second etc. until all the homes are sold.

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 person(s) with disabilities equal opportunity to use and enjoy the housing.



Time Frames

It is anticipated the first affordable units at Regency at Stow will be available for occupancy in late 2017/early 2018. If you are selected and have the opportunity to purchase the unit you will speak or meet with a representative to review your application to verify all information. The Applicant selected for the home will start working with their lender immediately to secure the necessary mortgage. Please be advised that the final income verification will be done at the time you have an opportunity to purchase a unit. All applicants must be determined income/asset eligible BEFORE they are entered into the lottery. The selected applicants' financial documents are verified again just before closing and you will still need to be eligible.

Acceptance of Homes

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity.

Summary

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

Page 1 of 1



REGENCY AT STOW - THE CARRIAGE COLLECTION
RSCC3889_NE_ALDR-BERK-629_IKRY-BERK_ACRN-BERK_2FE_2

https://spartwork.tollbrothersinc.com/ArtworkRenderings/RSCC3889_NE_ALDR-BERK-629_IKRY-BERK_ACRN-BERK_2... 2/23/2017

SAMPLE AFFORDABILITY ANALYSIS

Home Price	\$ 375,200
<i>Interest Rate</i>	4.83%
<i>Down Payment (%)</i>	5%
Down Payment (\$)	\$ 18,760.00
Mortgage Amount	\$ 356,440.00
Monthly Expenses	
<i>Principal & Interest</i>	1,876.00
<i>Real Estate Taxes</i>	653.00
<i>Private Mortgage Insurance</i>	232.00
<i>Hazard Insurance</i>	125.00
<i>HOA Monthly Fee</i>	300.00
TOTAL Monthly Expenses	\$ 3,186.00

NOTES:

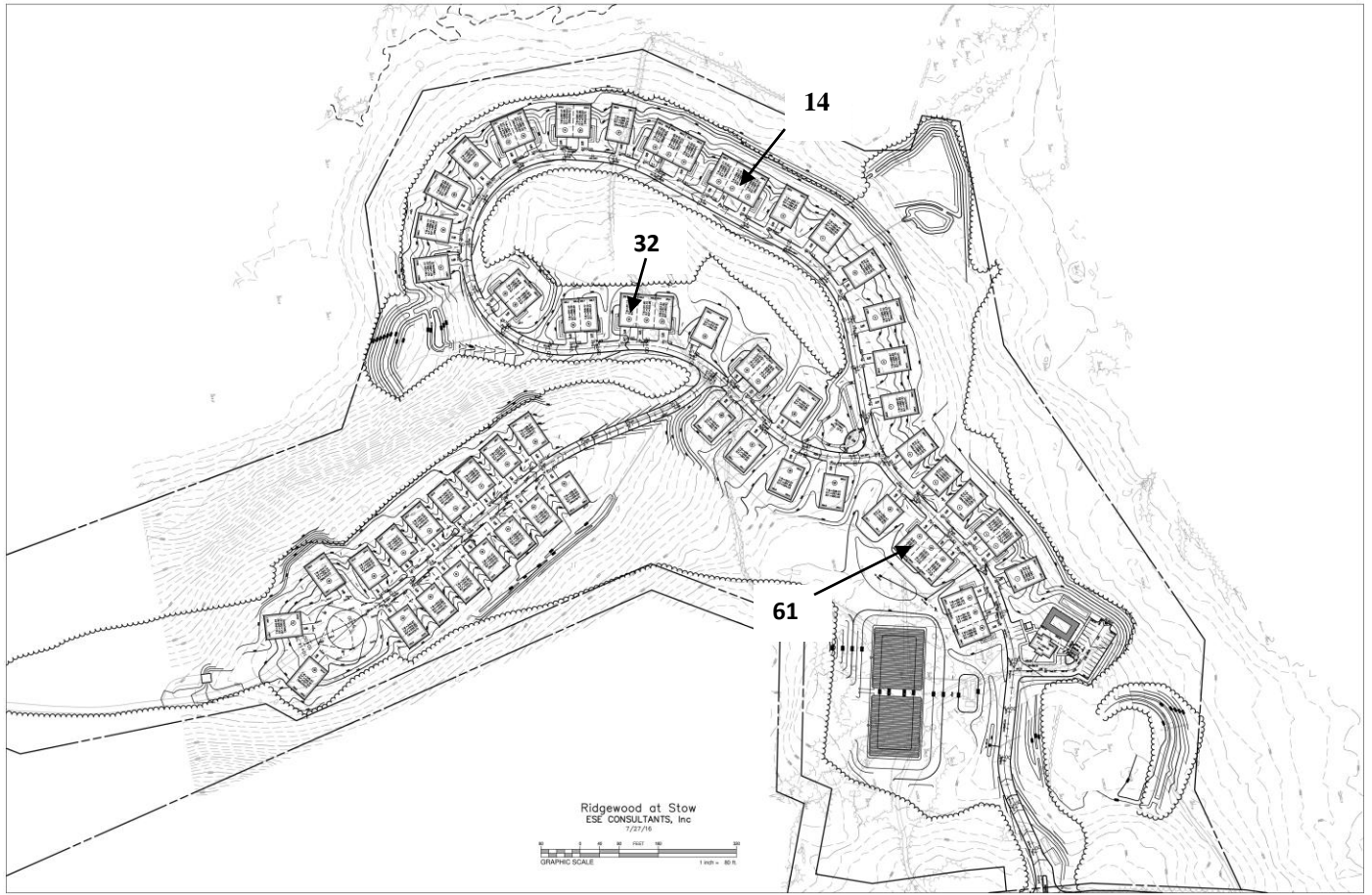
ALL values are estimates and are subject to change.

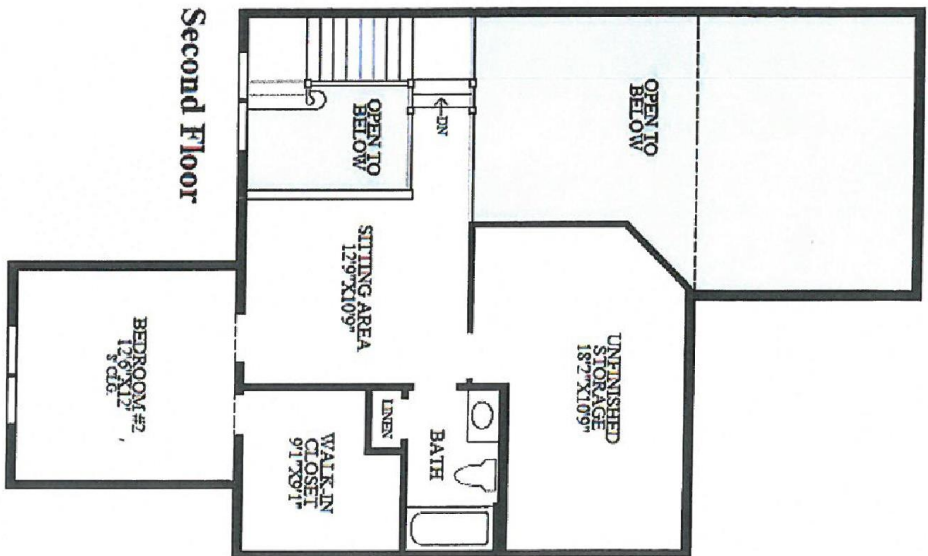
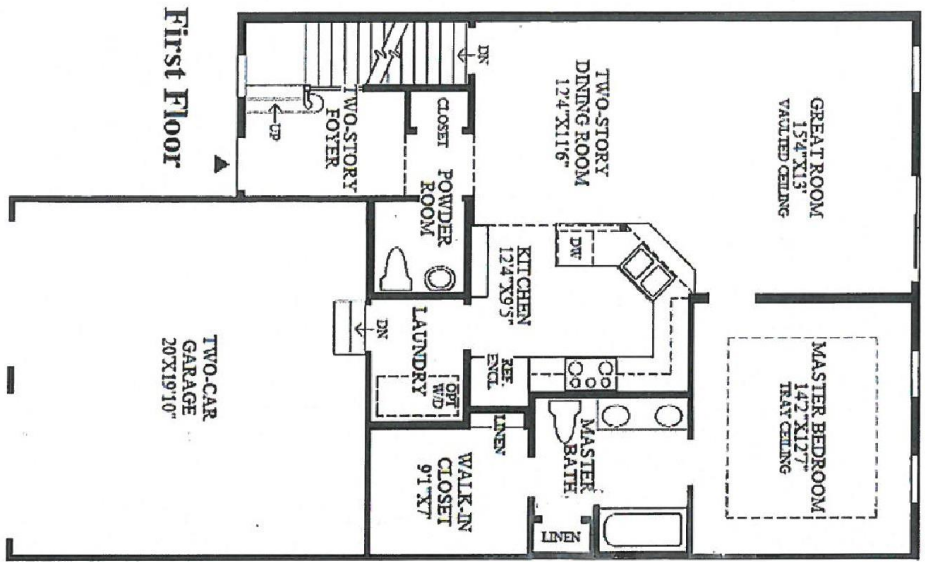
Stow 2018 Residential Tax Rate = \$20.89 per thousand

Unit Availability and Distribution

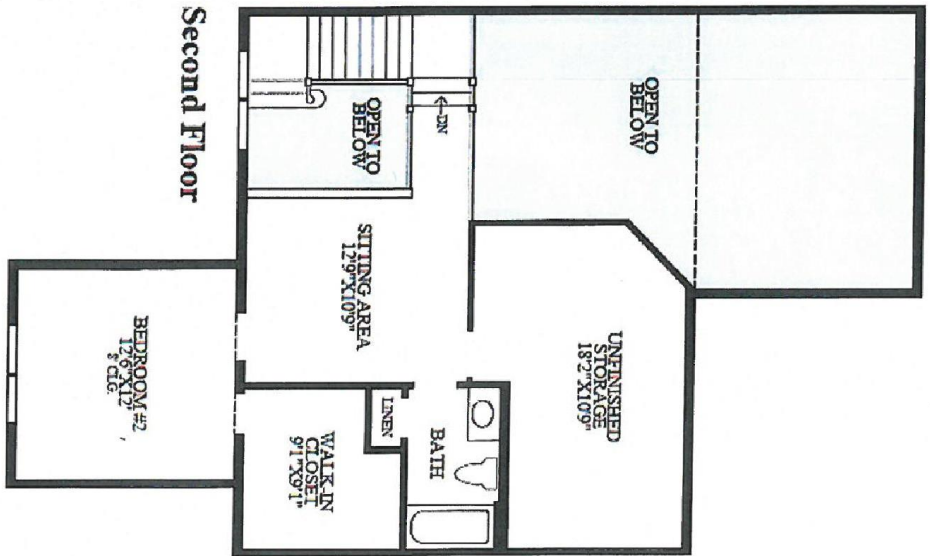
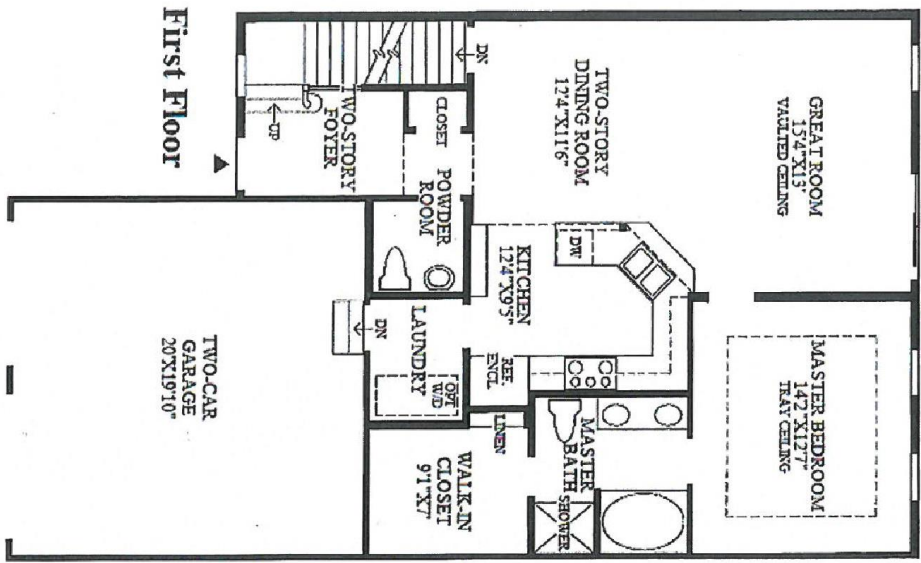
Unit #/Address	Designated Winner	Estimated Availability*
32/46 Ridgewood Dr	Open	November/December 2018
61/22 Ridgewood Dr.	Local	June/July 2018
14/41 Ridgewood Dr.	Local	Spring 2019

Home availability may change based on the construction schedule and at the discretion of the builder.





Units 32, 33, 65
14, 17



Units 61, 62

Regency at Stow (150%)

LOTTERY APPLICATION

APPLICATION DEADLINE: July 21, 2018

For Office Use Only:
Date Appl. Rcvd: _____
Local: Y / N _____
Household Size: _____
Lottery Code: _____

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Tele: _____ Work: _____ CELL: _____

Email: _____

Have you or any member of your household ever owned a home? _____ If so, when did you sell it? _____

You must meet one of the Local Preference Eligibility Criteria established by the Town of Stow to be in the local pool. Please check the each appropriate category(s) that applies to your household*:

- Current Stow Resident
- Employed by the Town of Stow
- Employed by the Nashoba Regional School District
- Employee working in the Town of Stow or with a bonafide offer of employment from an employer located in Stow

FINANCIAL WORKSHEET: (Include all Household Income which includes gross wages, retirement income (if drawing on it for income), business income, veterans benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplement second income and dividend income.)

Applicants Monthly Base Income (Gross) _____

Other Income _____

Co-Applicants Monthly Base Income (Gross) _____

Other Income _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking (avg balance for 3 months) _____

Savings _____

Stocks, Bonds, Treasury Bills, CD or _____

Money Market Accounts and Mutual Funds _____

Individual Retirement, 401(k) and Keogh accounts _____

Retirement or Pension Funds _____

Revocable trusts _____

Equity in rental property or other capital investments _____

Cash value of whole life or universal life insurance policies _____

Downpayment Gift _____

TOTAL ASSETS _____



EMPLOYMENT STATUS: (include for all working household members. Attach separate sheet, if necessary.)

Employer: _____
Street Address: _____
Town/State/Zip: _____
Date of Hire (Approximate): _____
Annual Wage - Base: _____
Additional: _____ (Bonus, Commission, Overtime, etc.)

ABOUT YOUR FAMILY: OPTIONAL

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the home. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Black or African American	_____	_____	_____
Asian	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Native Hawaiian / Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Other, Not White	_____	_____	_____

The total household size is _____

Household Composition: Include Applicant(s)

Name _____ Relationship _____ Age _____ Name _____ Relationship _____ Age _____
Name _____ Relationship _____ Age _____ Name _____ Relationship _____ Age _____

ADDITIONAL INFORMATION:

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, ½ of which must come from the buyer’s own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

SIGNATURES:

The undersign warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank submitted before entry into lottery to have an opportunity to purchase the affordable home at Regency at Stow in Stow, MA. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application prior to closing.

Signature _____ Date: _____
Applicant

Signature _____ Date: _____
Co-Applicant

It is my judgment that the applicant should be allowed to participate in the Regency at Stow affordable home lottery in Stow, MA based upon this application. If selected all information provided shall be verified for accuracy at the time of bank application.

Signature _____ Date: _____
Certifying Agent (MCO Housing Services)

Return with **SIGNED Affidavit & Disclosure Form**, mortgage pre-approval letter and complete financial documentation to:

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



Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable home at Regency at Stow in Stow, MA.

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

Household Size	1	2	3	4
Max Allowable Income	\$113,250	\$129,450	\$145,650	\$161,700

Income from all family members must be included.

2. I/We have not individually or jointly owned a single family home, town home, condominium or co-op within the past three (3) years. We understand the exceptions that apply.
3. The household size listed on the application form includes only and all the people that will be living in the residence. It is understood that children under the age of 18 may not live in the unit for more than 6 months in a 9 month period.
4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
5. I/We understand that by being selected in the lottery does not guarantee that I/we will be able to purchase a home. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to purchasing a home.
6. I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase through a bank experienced with deed-restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
7. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project's monitoring agency, for the purpose of determining income eligibility.
8. I/We understand that if selected I/we will be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home.
9. Program requirements are established by the Town of Stow. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by the Town of Stow is final.
10. I/We certify that no member of our family has a financial interest in the project.
11. I/We understand there may be differences between the market and affordable units and accept those differences.
12. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney.
13. I/We understand that incomplete applications will not be considered and applicants will be notified after the deadline.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available home at Regency at Stow. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date:

Return with completed and signed application, a mortgage pre-approval letter and all financial documentation to:

MCO Housing Services, P.O. Box 372, Harvard, MA 01451
Drop off: 206 Ayer Road, Harvard/email: lotteryinfo@mcohousingservices.com



**Required Financial Documentation Form
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Complete financial documentation is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline. You may drop off your application at MCO Housing Services Harvard Office. If you drop off and wait while we review your application, you would have the opportunity to provide the missing documents prior to the deadline. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

Initial each that are applicable, and provide the documents, or write N/A if not applicable and return this sheet with your application.

1. _____ Proof of Age, i.e. Birth Certificate
2. _____ Mortgage Pre-approval
3. _____ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor.
4. _____ Federal Tax Returns –2015, 2016, 2017 (if completed) (NO STATE TAX RETURNS)
 - **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.
 - **NOTE:** If you do not have a copy of your tax return you can obtain a transcript through the IRS using form 4506-T. You can obtain the form at the irs.gov.
 - **NOTE:** If you did not file taxes in any of the required years you must provide a verification of non-filing letter from the IRS using form 4506-T. You can obtain the form at irs.gov.
5. _____ W2 and/or 1099-R Forms: 2015, 2016, 2017
6. _____ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker’s compensation and/or severance pay.
 - **NOTE:** If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
 - **NOTE:** If you are no longer working for an employer you worked for in 2017, you must provide a letter from the employer with your separation date.
 - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.
7. _____ Current year Benefit letter providing full amount of gross periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.



8. _____ Child support and alimony: court document indicating the payment amount and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support or complete the attached form.
9. _____ Interest, dividends and other net income of any kind from real or personal property.
10. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:
- _____ Checking accounts – Last **three (3)** months of statements – EVERY PAGE – FRONT AND BACK.
NOTE: If you have cash deposits or non payroll or income deposits you **MUST** identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.
NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.
 - _____ Pre-paid debit card statements – current month.
NOTE: This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directly onto the debit card, i.e. Social Security or other regular income.
NOTE: If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at <https://www.usdirectexpress.com/>.
 - _____ Saving accounts – last three months of full statements
 - _____ Revocable trusts
 - _____ Equity in rental property or other capital investments
 - _____ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds and Money Market Accounts including all individual retirement accounts, 401K, Keogh accounts and Retirement and Pension funds.
 - _____ Cash value of Whole Life or Universal Life Insurance Policy.
 - _____ Personal Property held as an investment
 - _____ Lump-sum receipts or one-time receipts
11. _____ Proof of current student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester.
12. _____ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from doctor.
13. _____ If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets and first time homebuyer status will be used in determining eligibility.
14. _____ If you are self-employed you **MUST** provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts.

15. ____ If you will be receiving a gift for down payment and closing costs you need to provide a letter stating who is providing the gift and the amount. All applications will be checked for downpayment and closing costs funds at time of application. We must see proof of those assets at time of application.

We understand if we do not provide all applicable financial documentation we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete. We also acknowledge that MCO Housing Services will not make any changes to our application, before the deadline date unless we came to the Harvard office to make the necessary changes.

Print Applicants Name(s): _____

Applicants Signature

DATE

Co-Applicants Signature

DATE

Return the complete application, Signed Affidavit and Disclosure Form, Signed and completed and signed Required Financial Documentation Form to:

MCO Housing Services
P.O. Box 372
Harvard, MA 01451
Drop Off: 206 Ayer Road, Harvard, MA
Email: lotteryinfo@mcohousingservices.com

