

Application

(Due by 5 pm May 1st, 2012)

Concord Mews

Concord, MA

MAXIMUM Household Income Limits (please see the Information Packet for more details): \$45,500 (1 person), \$52,000 (2 people), \$58,500 (3 people), \$65,000 (4 people), \$70,200 (5 people) and \$75,400

Affordable Rents start at \$1,203 (1 BR), \$1,316 (2 BR) and \$1,444 (3BR) do **not** include any utilities.

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.

Directions:

Please answer every question in this application. If a question does not apply to you, write "N/A" or cross it out. LEAVE NOTHING BLANK.

For EVERY source of income, you must provide your 5 most recent pay-stubs. If you do not receive paystubs, you must provide statements from the source of income verifying all amounts (i.e. yearly statements from Social Security Office, statements from DOR for child support/alimony, etc etc)

For EVERY asset, you must provide 3 full months of your most recent asset statements.

You must provide your 2011 W-2s, 2011 1099s and all other 2011 tax documentation.

If you have filed your 2011 1040s, you must provide those. If you have not filed your 2011 1040s, you must provide your 2010 1040s, your 2010 W-2s and your 2010 1099s.

Send all applications to:

CONCORD MEWS
One Nathan Pratt Drive
Concord, MA 01742



Applications must be received (not postmarked) by May 1st 2012.
For Questions call 978.610.6523

CONCORD MEWS

PROGRAM APPLICATION

Name _____ Home Tel. # _____

Address _____ Work Tel. # _____

City _____ State _____ Zip _____

Email (if available) _____

Unit size(s) for which you are applying (please circle):

1-Bedroom

2-Bedroom

3-Bedroom

HOUSEHOLD MEMBERS:

Please list **ALL** household members who will occupy the affordable apartment:

Name	Date of Birth	Sex	SS#	Relationship

HOUSEHOLD TYPE (please check one):

Type A

6 person household: all types

5 person household: all types

Type B

4 person household: all types

3 person household: 1 head-of-household plus 2 members

3 person household: 2 heads-of-household plus one additional member, where heads of household *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 C

3 person household: 2 heads-of-household plus 1 member

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 D

2 person household: 1 head-of-household plus one member

Type E

2 person household: 2 heads-of-household

1 person household: all types

PREFERENCE INFORMATION

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):

	APPLICANT	CO-APPLICANT	DEPENDENT
Black or African American			
Hispanic or Latino			
Asian			
Native Hawaiian or Pacific Islander			
Native American or Alaska Native			
Other (not White)			
White/Non-Minority			

For **Local Preference**, circle the appropriate answers for the following questions:

Are you or any member of your household a current resident of Concord, Acton, Sudbury or Maynard? **YES** **NO**

Are you or any member of your household a current employee of a business located within the Towns of Concord, Acton, Sudbury or Maynard? **YES** **NO**

Are you or any member of your household a current employee of the Towns of Concord, Acton, Sudbury or Maynard? **YES** **NO**

Are you or any member of your household a current employee of the Hanscom Air Force Base? **YES** **NO**

If **YES** to any of the above, provide proof of Local Preference. The following documentation is acceptable for the following Preference categories:

Current Resident of Concord, Acton, Sudbury, Maynard:

- A copy of you current Utility Bill *or*
- A copy of a current lease *or*
- A copy of your voter registration

Employee of a business located inside the Towns of Concord, Acton, Sudbury, or Maynard

- Current proof of employment AND verification of business location if it is not already on your pay-stub
(*you should already be submitting pay stubs, see directions below*)

Employee of the Town of Concord, Acton, Sudbury, Maynard or Hanscom Air Force Base

- Current proof of employment
(*you should already be submitting pay stubs, see directions below*)

For **Disabled-Accessible Preference or Reasonable Accommodations**, circle the appropriate answers for the following questions:

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**
Doctor's note or equivalent may be required.

Are you, or any member of your household, in need of a unit for the hearing-impaired? **YES** **NO**
Doctor's note or equivalent may be required.

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? If yes, please explain: **YES** **NO**

Q: How is a household's income determined?

A: A household's income is projected over the next 12 months based on their current income and assets. In an effort to provide as accurate an income estimation as possible, we may also review historical income data to provide a basis for future income estimates.

ALL SOURCES OF INCOME ARE COUNTED. Any monies you anticipate receiving in the next 12 months need to be listed in the below table and will be counted. Any 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 imputed interest and dividends on bank accounts and other assets. 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. Additionally, 2% of the value of total household assets will be added to a household's income (*see Allowable Assets below*).

If a household claims that certain income will stop in the near future, all claims must be supported with documentation. 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.

As an example, if a household applies for this lottery on April 15th, 2012, the total anticipated amount of money received by all members of the household from April 15th 2012 thru April 15th, 2013 will be counted as income. There are some exceptions that will not be counted, most notably income from employment of children under the age of 18 years.

There is no asset limit for applying households for this development. However, 2% of assets will be imputed as income. Applicants don't need to do these calculations but the leasing office will. 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.

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 (\$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
Imputed Income is: 2% of \$43,000 = \$860

Again, applicants don't need to do these types of calculations in this application but the leasing office will.

Instructions for Completing the Following Income Table

- List ALL CURRENT sources of income as requested below for ALL household members over 18 years old.
- Please note that the Income Table is 2 pages and income from Social Security, Pension, interest etc. is all on the second page of the table.
- If you have left a job since January 1, 2012 and are no longer receiving income, do NOT list it in this table.
- For every job started before January 1st, 2012, you must submit your W-2 from the year you most recently filed taxes.
- For self-employed applicants- include the employer, contract or job name in the space provided. Be sure to submit a statement detailing all your self employment for the last calendar year and how much you project to make over the next 12 months. Copies of all bookkeeping done (by you or an accountant) must also be submitted.
- If you are divorce, separated, receiving child support or alimony, or in the process of getting divorced or separated, you must provide all legal documentation showing the details of division of assets and/or child support/alimony to be paid.
- “Interest Income” refers to any amount that you receive from any asset including amounts that you may be drawing down from a retirement account or 401K.
- If you have “periodic payments” or “other income”, you need to submit a signed statement from these sources of income that confirms how much you will be receiving every month (or over the next 12 months) from that income source.
- **For any section that doesn’t apply, cross out or write NA.**

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)	
	Employer (name)	
	Employer (name)	
	Self-Employed (source name)	
	Self-Employed (source name)	
	Self-Employed (source name)	
	Self-Employed (source name)	
	Child Support/Alimony	
	Child Support/Alimony	
	Periodic payments from family/friends <i>(i.e. rent assistance from family)</i>	
	Periodic payments from family/friends <i>(i.e. rent assistance from family)</i>	
	Other Income (name/source)	

Household Member Name	Source of Income	Current GROSS Monthly Income
	Social Security	
	Social Security	
	Social Security	
	Social Security	
	SSDI	
	SSDI	
	Unemployment Compensation	
	Workman's Compensation	
	Severance Pay	
	Pension (list source)	
	Pension (list source)	
	Retirement Funds	
	Title IV/TANF	
	Full-Time Student Income (18 & Over Only)	
	Full-Time Student Income (18 & Over Only)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Total Gross Monthly Household Income (TGMHI)	\$ /month
TGMHI x 12 =	Anticipated Gross Yearly Household Income	\$ /year

ANTICIPATED CHANGES IN INCOME (please check one)	YES	NO
<p>1. Is your Anticipated Gross Yearly Household Income (written in the last box at the end of the above Income Table) <i>greater than the Allowable Income Limits</i> for a household of your size as specified on the cover page of this Program Application?</p> <p>If YES, please explain why you think your household is still eligible for entrance into this Lottery (ex: <i>upcoming maternity leave, planned change in employment etc.</i>):</p> <p><i>All claims made above must be supported with documentation submitted with this application.</i></p>		
<p>2. Are there any planned changes in income over the next 12 months?</p> <p>If YES, please explain:</p> <p><i>All claims made above must be supported with documentation submitted with this application.</i></p>		

ASSETS

If a section doesn't apply, cross out or write NA. You will need to submit detailed bank/balance statements for EVERY ASSET listed here.

Checking Accounts	Name on Account	Bank	Amount	
			Balance \$	
			Balance \$	
			Balance \$	
Savings Accounts			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? <i>(You may currently own property but it must be sold before your move-in date.)</i>	<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:	\$

**You and Your Co-Applicant
Must Sign and Date the
Following Page**

**And again, if you have not filed your 2011 taxes, you
still need to provide your 2011 W-2s and 2011 1099s
IN ADDITION to all tax documentation from 2010
(1040s, 1099s, W-2s etc.)**

The information given in this application will be used to check that you are income qualified to be given an opportunity to lease an affordable unit in the Town of Concord as part of this program. Entrance into the Lottery does not guarantee you a unit.

Concord Mews do not discriminate based on race, color, national origin, religion, sex, familial or marital status, and handicap (disability). Disabled persons 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 disabled person equal opportunity to use and enjoy the housing.

THIS IS NOT A LEASE APPLICATION.

THE UNDERSIGNED HEREBY CERTIFY THAT THE INFORMATION SET FORTH ABOVE IS TRUE AND CORRECT. THE UNDERSIGNED ACKNOWLEDGE THAT THEY, NOR THEIR FAMILIES, HAVE A FINANCIAL INTEREST IN THE DEVELOPMENT. THE UNDERSIGNED ACKNOWLEDGE THAT IF ANY OF THE INFORMATION ABOVE IS NOT TRUE AND ACCURATE THIS APPLICATION MAY BE REMOVED AT ANY POINT. THE UNDERSIGNED ACKNOWLEDGE THAT THE LEASE OR RESIDENCY AGREEMENT FOR THE UNIT TO BE OCCUPIED BY THE UNDERSIGNED MAY BE SUBJECT TO CANCELLATION IF ANY OF THE INFORMATION SET FORTH IN THIS APPLICATION IS NOT TRUE AND ACCURATE.

THE UNDERSIGNED GIVE CONSENT TO DHCD, THE TOWN OF CONCORD AND RIVERSTONE RESIDENTIAL TO VERIFY ALL INFORMATION PROVIDED IN THIS APPLICATION.

THE UNDERSIGNED AUTHORIZE THE RELEASE OF INFORMATION NECESSARY IN DETERMING INCOME AND ASSETS FROM THIRD-PARTY REFERENCES.

AND THE SIGNATURE BELOW ATTESTS THAT THE UNDERSIGNED

THE UNDERSIGNED ACKNOWLEDGE THAT IF THEIR EMAIL ADDRESS IS PROVIDED IN THIS APPLICATION, SEB WILL CORRESPOND WITH THEM BY EMAIL INSTEAD OF POSTAL MAIL.

Applicant Signature

Date

Co-Applicant Signature

Date

Applications must be received (not postmarked) by 5 pm on May 1st, 2012.

For Questions call 978.610.6523

Send applications with ALL required documentation to:

**CONCORD MEWS
One Nathan Pratt Drive
Concord, MA 01742**