



your resource for Affordable Housing



Waterfront Lofts at Boott Mill Condominium Information and Application Lowell, MA

Located on John Street, Waterfront Lofts at Boott Mill Condominium consists of 78 mixed-income residential units and 40,000 sq. ft. of commercial space in the historic Boott Cotton Mills complex in Lowell, MA. Ten one, two and three bedroom condominiums are available for eligible first time homebuyers (certain exceptions apply). All affordable units are being converted from rental apartments to for sale condominiums. The one bedroom units include 1 bathroom. The two and three bedroom units include 2 bathrooms. Some, not all, of the units include a den. The den can not be used as a bedroom. Pets are allowed, although there are size and breed restrictions. This is a smoke free property, including in your unit. All kitchen appliances are included along with a washer and dryer.

Parking is available for a monthly fee, currently \$72/mo. at the nearby Joseph Downes City of Lowell owned parking garage.

ALL REMAINING UNITS ARE ON A FIRST COME FIRST SERVE BASIS. Applicants that provide a complete application will have an opportunity to purchase.

The sale prices are:

	Price	Condo Fee
One Bedroom:	\$192,600	\$199.37/mo.
Two Bedroom:	\$212,600	\$250.48/mo.
Three Bedroom:	\$223,000	\$362.95/mo.

The 2022 tax rate is \$12.69 per thousand. The monthly condo fee is not fixed and will be adjusted annually. 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. An application will be considered incomplete and will not be reviewed if a mortgage pre-approval letter and all financial documentation is not received. Applicants who submit an incomplete application will be notified, via email or letter. The notification will provide the list of documents not provided. Applicants may send in the missing documentation and when application is complete will be added to the waiting list. FHA, VA and Quicken loans are not acceptable as they do not close on Deed Restricted properties.

All buyers will be required to take a First Time Homebuyers class to be completed prior to closing.

Applicants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Thank you for your interest in affordable housing at Waterfront Lofts at Boott Mill Condominium. We wish you the best of luck. If you have questions and cannot participate in the Public Information Meeting, please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com. 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.

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

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

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

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

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

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

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

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

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

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

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية. (Arabic)
[Phone #] [Agency Name]

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

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



Waterfront Lofts at Boott Mill Condominium

Question & Answer

What are the qualifications required for Prospective Buyers?

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

Household Size	1	2	3	4	5	6
Max Allowable Household Income	\$62,600	\$71,550	\$80,500	\$89,400	\$96,600	\$103,750

(Income limits subject to change based on HUD releasing new limits)

APPLICANT QUALIFICATIONS:

1. Total gross household income cannot exceed the above maximum allowable income limits.
2. Household must be a First Time Homebuyer, defined as not having owned a residential property for three years, including a home in a trust. However, the following exceptions apply:
 - a. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
 - b. single parent, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant);
 - c. households where at least one household member is 55 or older;
 - d. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
 - e. households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of construction a permanent structure.

A home owned by one of the above exceptions must be sold prior to closing of the affordable unit.

3. Total household assets shall not exceed \$75,000. Liquid retirement assets are counted.
 - a. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
 - b. The valuation of Retirement and Pension Funds differ depending on whether you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement or termination of employment or upon voluntary withdrawals, receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.
 - c. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.

Complete Income and Asset Guidelines will be provided upon request, or you can view these guidelines online at www.mcohousingervices.com.

Other program highlights for applicants:

- Unit must be principal residence of the owners and cannot 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 with your application.

Are there mortgage guidelines that you need to follow?

Yes, they are:

- (1) Must secure a 30-year fixed rate mortgage.



- (2) The loan must have a current fair market interest rate. (No more than 2% (200 basis points) above the current MassHousing Rate.)
- (3) The buyer must provide a down payment of at least 3% of the purchase price and at least half (1 ½%) must come from the buyer's own funds.
- (4) The sales price of the unit is set by MassHousing to be affordable to an income-eligible household paying no more than 30% of their monthly income for housing costs. The buyer may not pay more than 38% of their monthly income for housing costs.
- (5) Non-household members are not permitted to be co-signers on the mortgage.
- (6) FHA, VA and Quicken loans are not accepted as those programs will not close on Deed Restricted properties.

The mortgage must be from an institutional lender familiar with Affordable Housing Covenant guidelines. We recommend you look into the One Mortgage Program through the Massachusetts Housing Partnership (MHP), www.mhp.net, and MassHousing, www.masshousing.com, as both have programs geared to first time homebuyers.

Are there preferences for local residents and those with families?

Units will be distributed to households meeting the Household size preference as stated below. If the appropriate household size is exhausted then the units will be offered to smaller size households. For example, if households requiring two bedrooms are exhausted then we will offer the units to one bedroom households.

Household size 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. Reliable medical documentation substantiating the adverse impact must be provided.
- 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.

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.

Are there any Deed Restrictions?

YES. There is an Affordable Housing Covenant used to ensure the units are affordable for future buyers. The Affordable Housing Covenant requires principal residency, affordability for determined period of time, and prior approval from the City and the Monitoring Agent for refinancing. If you choose to sell your unit you must notify the City and the Monitoring Agent in writing. There is a limit on the resale price. The Maximum Resale Price will equal your original purchase price for the home increased 3% per year, compounded annually.

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



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.

Time Frames

If you are selected and have the opportunity to purchase the unit, you will speak or meet with a Lottery Agent representative to review your application to verify all information. An Applicant selected for a unit will start working with their lender immediately to finalize the necessary mortgage loan. 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 will be offered a unit. However, the selected applicants' financial documents are verified again just before closing. Applicants will have the opportunity to select their unit in their ranking order based on household size.

Acceptance of Home

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 process.

Monthly Condo Fees Include:

Property Insurance including Flood Insurance – you are responsible for your own in-unit property insurance
Snow Removal
Landscaping
Management Fee – Third Party On-site Management
Reserve Fee
Maintenance Fee
Heat, Hot Water, Water and Sewer
Trash
Common Area Maintenance & Cleaning

Building Amenities:

Fitness Center
Security Access
Yoga Room
Downtown Location
Resident Lounge
Club Room
Outside Patio
Adjacent to Riverwalk for walking/jogging along Merrimack River
Nearby Parks and Recreation
Convenient to Routes 3, 93 and 495
Observation Roof Deck
Public Transportation Accessible
Package Service
Indoor Bike Storage



SAMPLE AFFORDABILITY ANALYSIS

	One	Two	Three Bedroom
Home Price	\$ 192,600.00	\$ 212,600.00	\$ 223,000.00
<i>Interest Rate</i>	3.47%	3.47%	3.47%
<i>Down Payment (%)</i>	5%	5%	5%
Down Payment (\$)	\$ 9,630.00	\$ 10,630.00	\$ 11,150.00
Mortgage Amount	\$ 182,970.00	\$ 201,970.00	\$ 211,850.00
Monthly Expenses			
<i>Principal & Interest</i>	\$ 818.00	\$ 904.00	\$ 948.00
<i>Real Estate Taxes</i>	204.00	225.00	236.00
<i>Private Mortgage Insurance</i>	119.00	131.00	138.00
<i>Hazard Insurance</i>	64.00	71.00	74.00
<i>HOA Monthly Fee</i>	199.37	250.48	362.95
TOTAL Monthly Expenses	\$ 1404.37	\$ 1581.48	\$ 1758.95

NOTES:

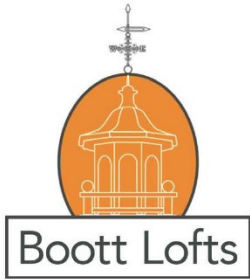
ALL values are estimates and are subject to change.

Lowell 2022 Residential Tax Rate = \$12.69 per thousand

Unit Availability and Distribution

Unit Number	Bedroom Size	Den	Sq. Ft.	Availability
G41	1	No	1,321	Immediate
G49	1	No	1,217	To be determined
147	1	Yes	1,128	Immediate
149	2	No	1,217	To be determined
250	3	No	1,468	Immediate
351	2	Yes	1,394	To be determined
359	2	No	1,185	Immediate
448	1	Yes	1,203	To be determined
452	1	No	871	Immediate
549	2	No	1,224	To be determined

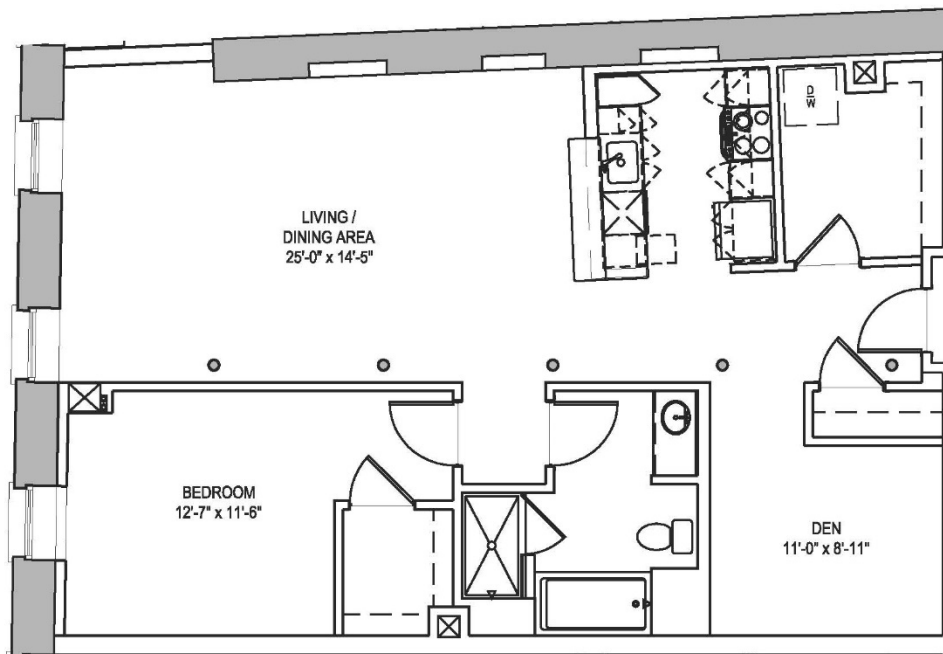




LOFT #147

1 bed, 1 bath + den

1,128 sq. ft.*



GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

Learn more at BoottLofts.com

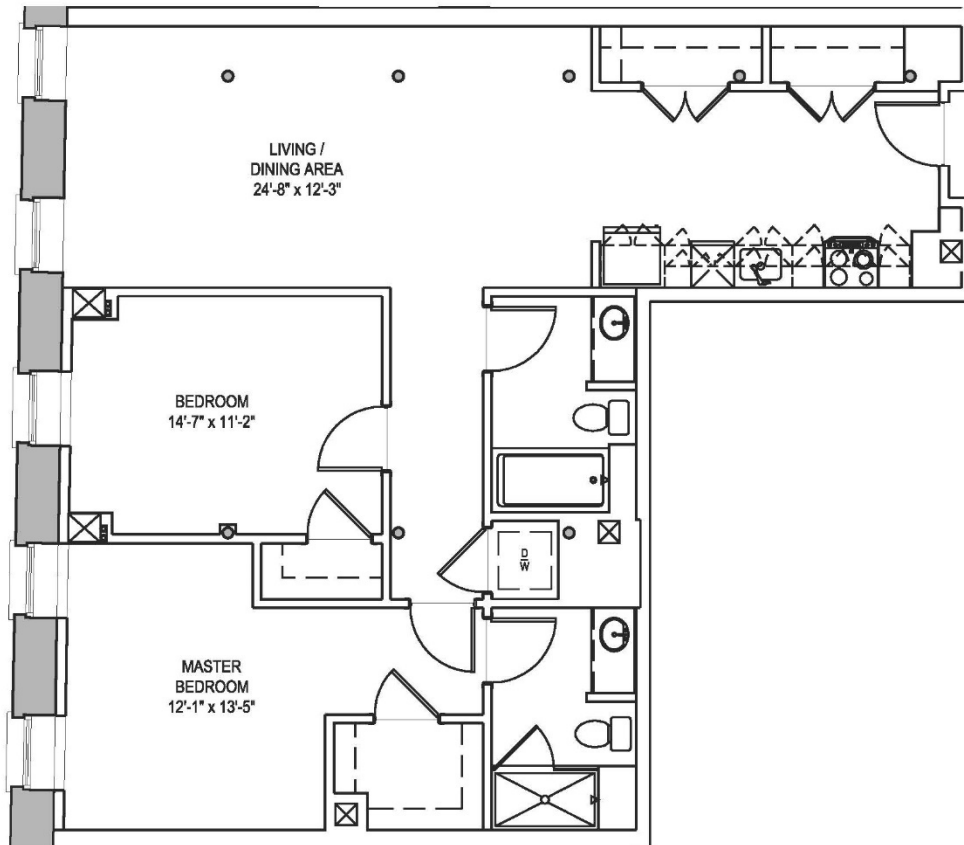




LOFT #149

2 beds, 2 baths

1,217 sq. ft.*



GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

Learn more at BoottLofts.com

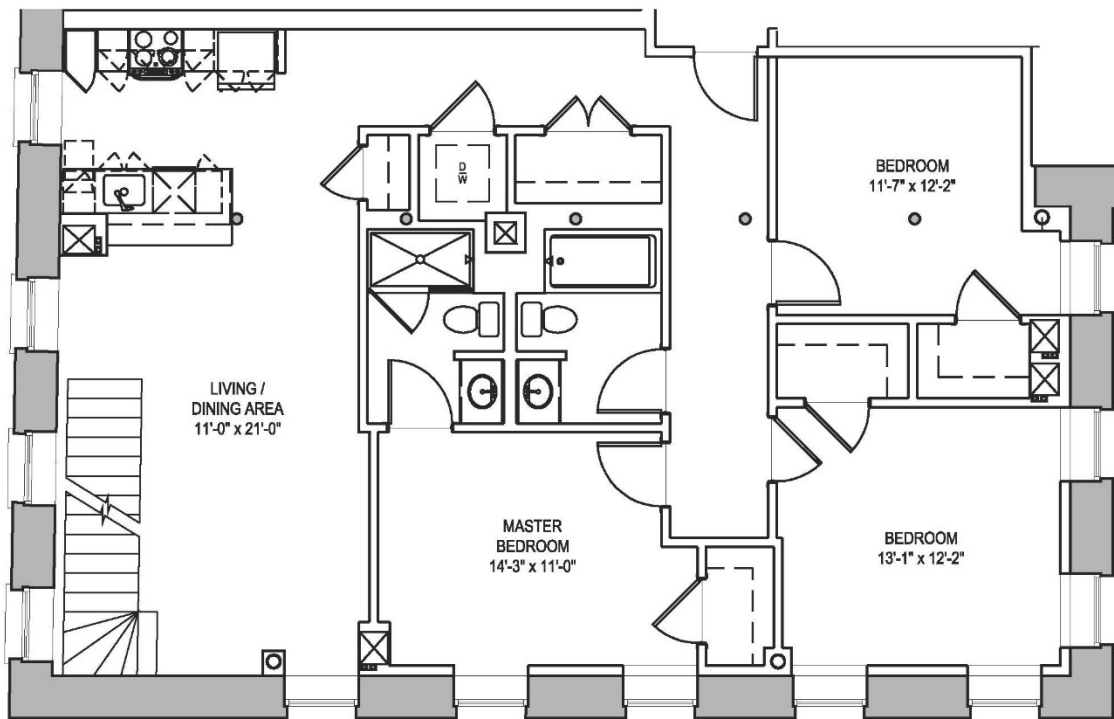




LOFT #250

3 beds, 2 baths

1,468 sq. ft.*



GRAPHIC SCALE 0 2' 5' 10'

*Square footage is approximate.

130 John Street
Lowell, MA 01852
(508) 463-6481

Learn more at BoottLofts.com

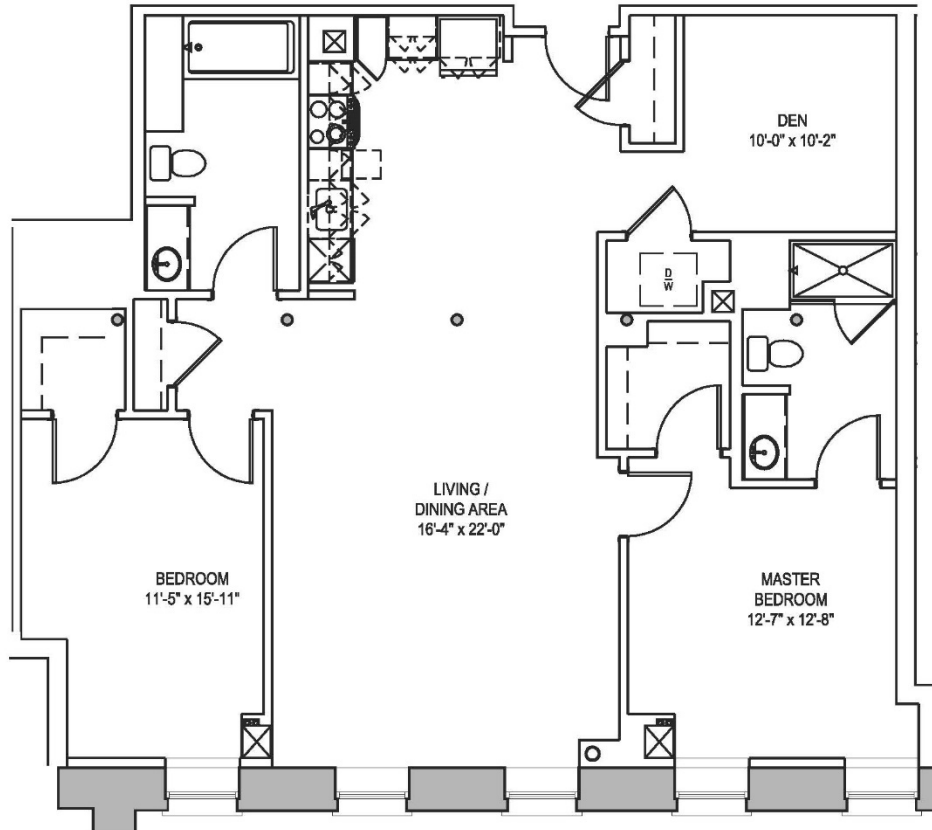




LOFT #351

2 beds, 2 baths + den

1,394 sq. ft.*



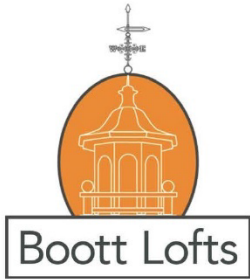
GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

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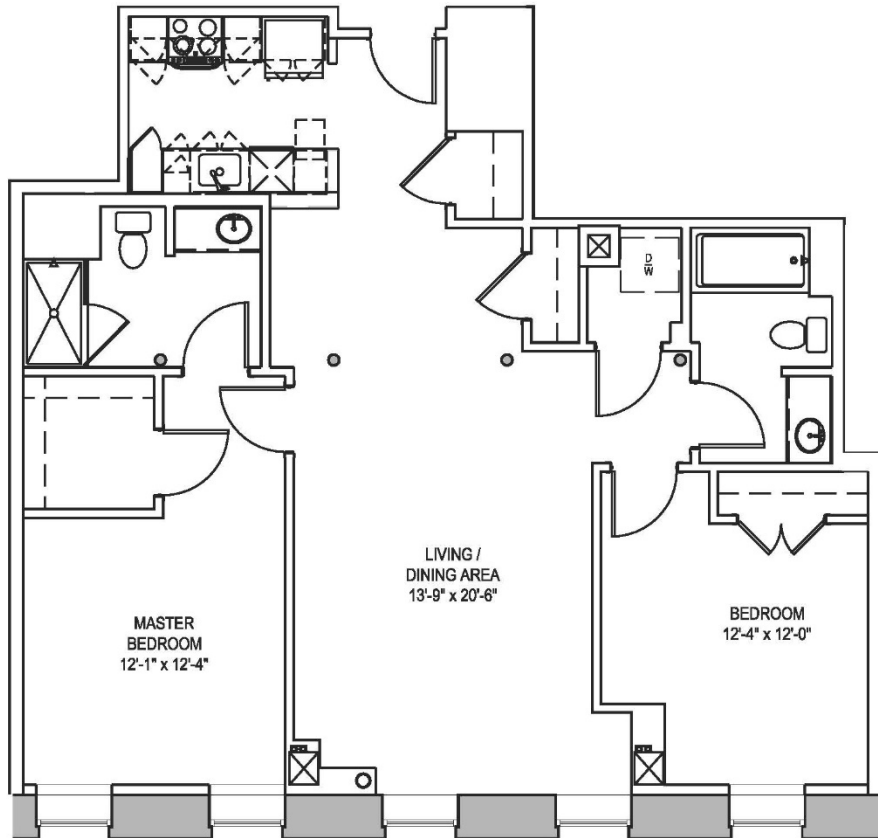




LOFT #359

2 beds, 2 baths

1,185 sq. ft.*



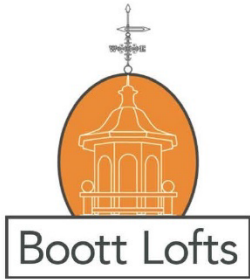
GRAPHIC SCALE 0 2' 5' 10'

*Square footage is approximate.

130 John Street
Lowell, MA 01852
(508) 463-6481

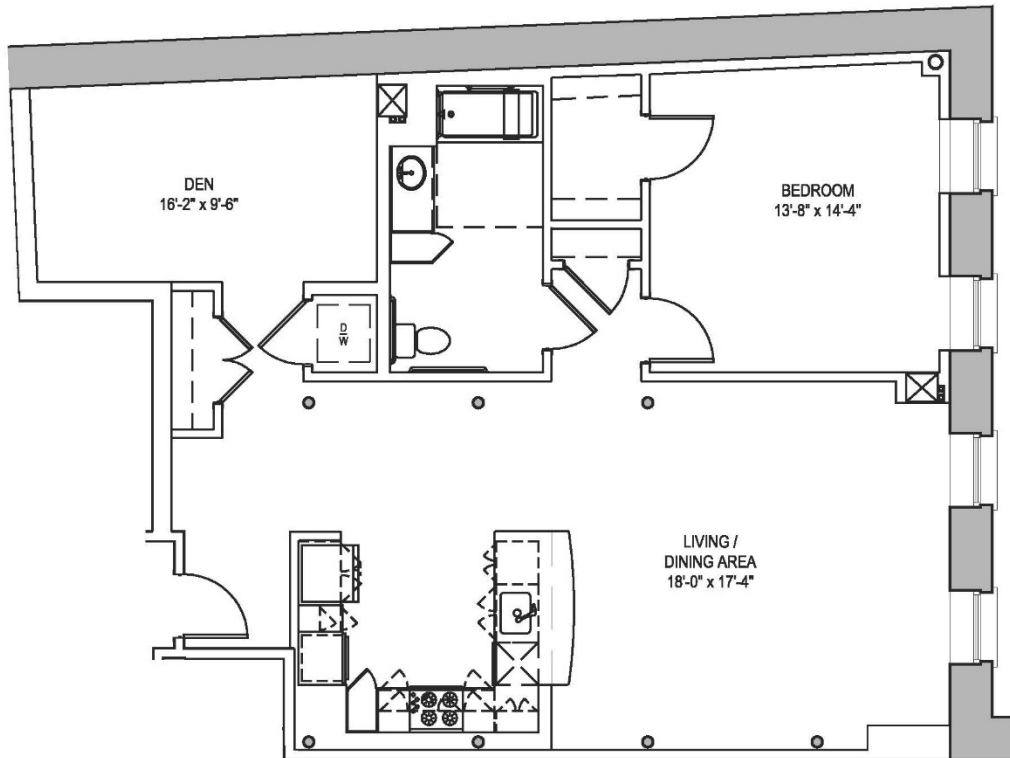
Learn more at BoottLofts.com





LOFT #448

1 bed, 1 bath + den
1,203 sq. ft.*



GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

Learn more at BoottLofts.com

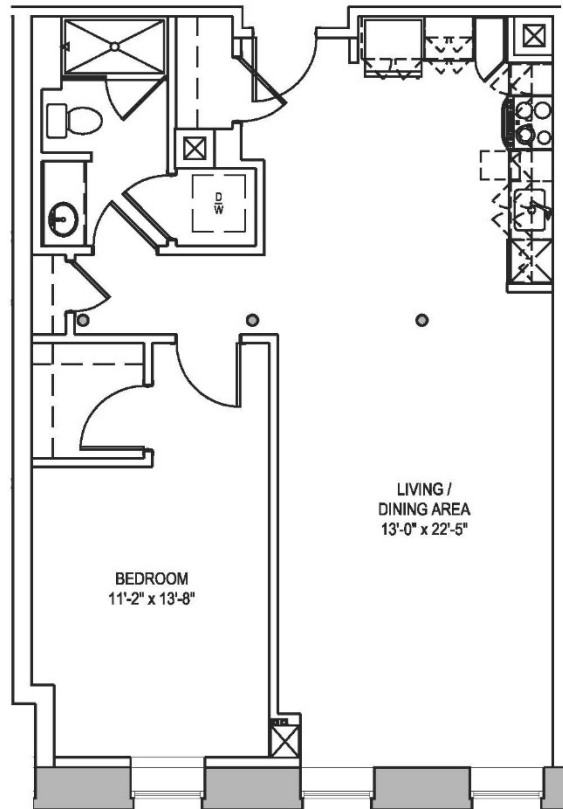




LOFT #452

1 bed, 1 bath

871 sq. ft.*



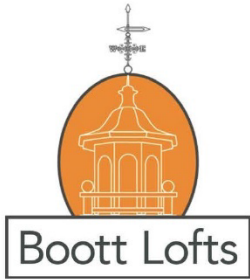
GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

Learn more at BoottLofts.com

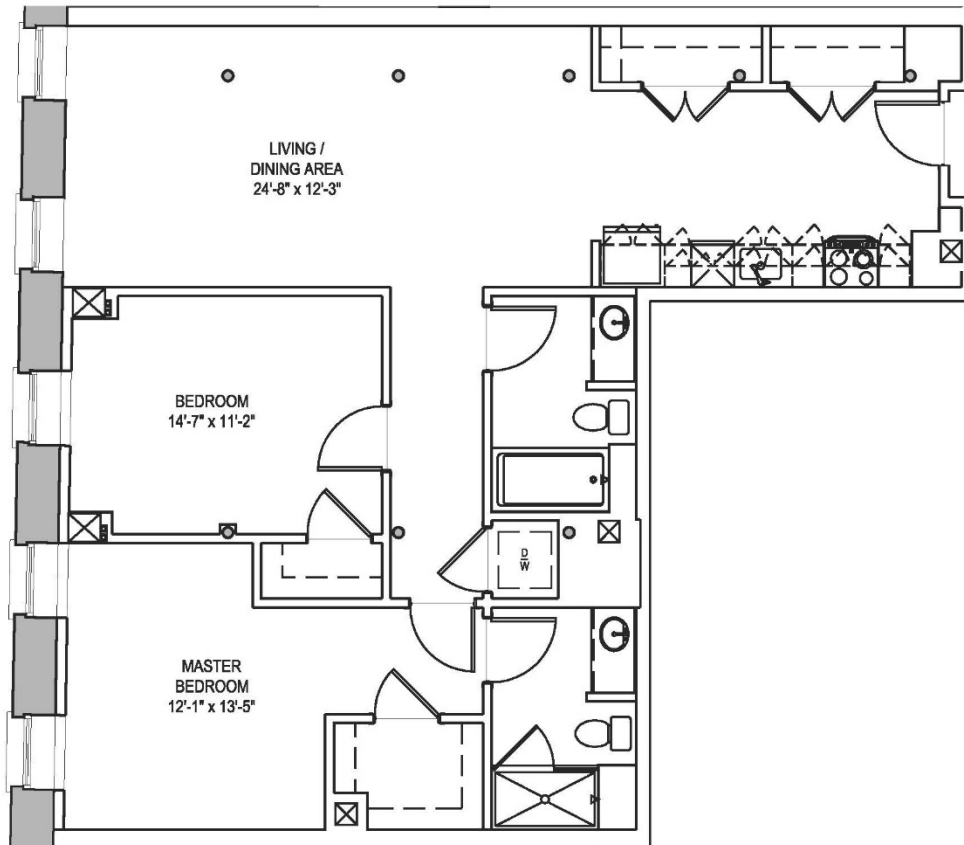




LOFT #549

2 beds, 2 baths

1,224 sq. ft.*



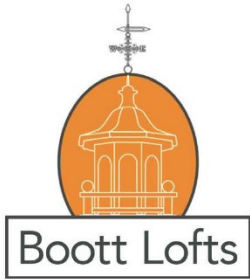
GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

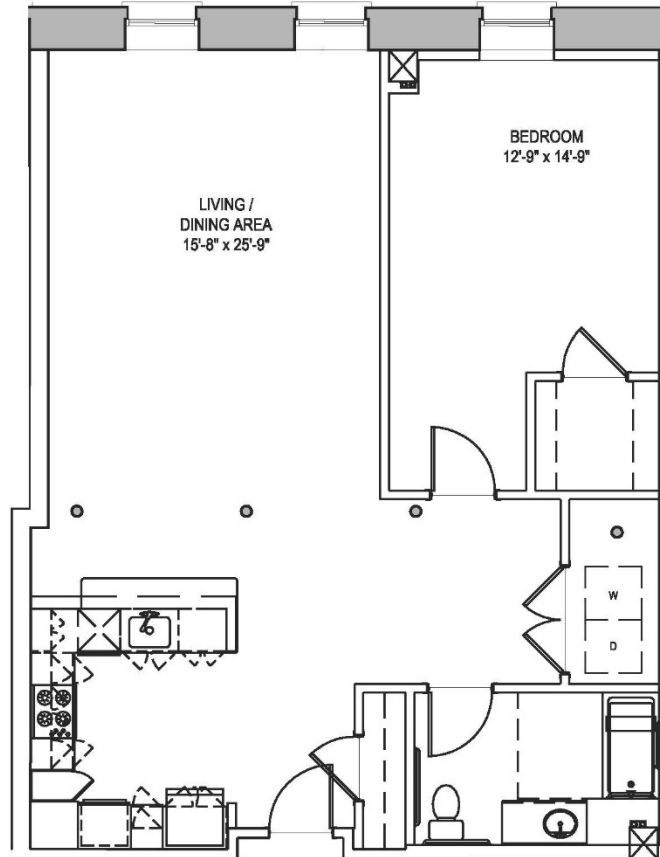
Learn more at BoottLofts.com





LOFT #G41

1 bed, 1 bath
1,321 sq. ft.*



GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

Learn more at BoottLofts.com

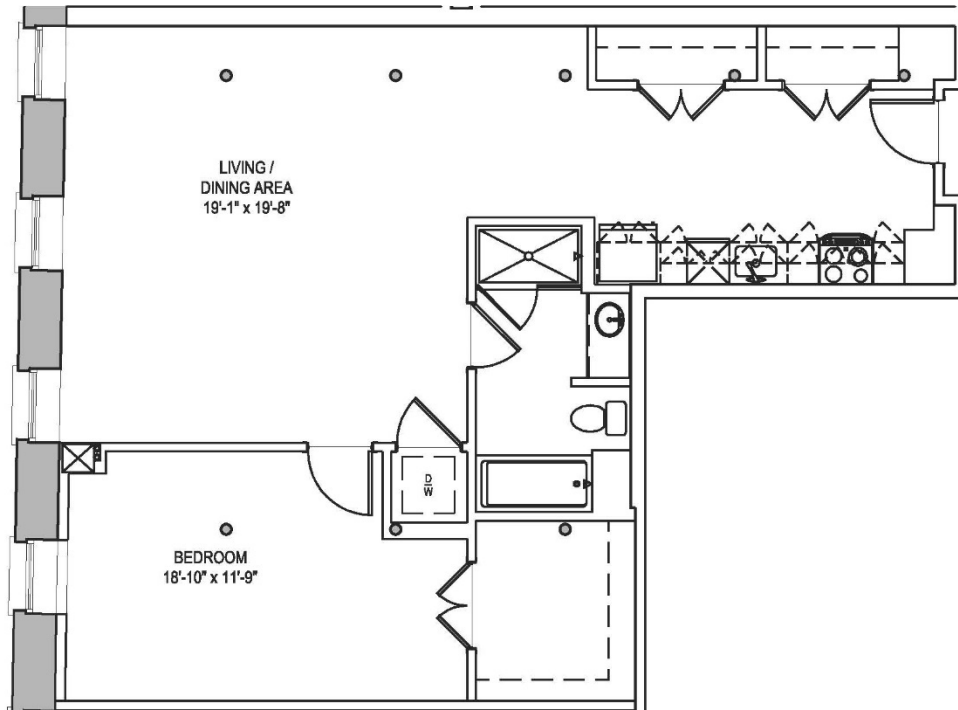




LOFT #G49

1 bed, 1 bath

1,217 sq. ft.*



GRAPHIC SCALE 0 2' 5' 10'

**Square footage is approximate.*

130 John Street
Lowell, MA 01852
(508) 463-6481

Learn more at BoottLofts.com



PLEASE READ THE FOLLOWING CAREFULLY

The following notes are where most applicants neglect to provide documentation. These notes are to assist you collecting and submitting your documentation in order for your application to be complete and reviewed for eligibility.

1. More than 65% of applications submitted to MCO Housing Services are incomplete. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation.
2. Financial documentation is required for all adults 18 and over who will be living in the unit.
3. Read the NOTES on the Required Personal Identification and Income Verification Documents. Failure to do so could mean the difference between a complete and incomplete application as well as eligibility for a unit.
4. **DO NOT ASSUME.** If you are unsure whether to provide a document call and ask or submit with your application. If it is not needed, we will shred the document.
5. Do NOT forget to include statements from Robinhood or any other online investment accounts. They are considered part of your assets. If you have an open account, you must provide statement whether there are any funds in the account or not.
6. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee your application will be reviewed, but depending on the circumstances, we may be able to work with you.
7. Do not take photos with your cellphone of any documentation and email it to us. The photos are not legible, and we will not accept them.
8. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.

Waterfront Lofts at Boott Mill Condominium

FIRST COME FIRST SERVE APPLICATION

For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Cell/Home: _____ Work: _____

Email: _____

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

Bedroom Size: _____ One Bedroom; _____ Two Bedroom; _____ Three Bedroom

The total household size is _____

Household Composition:

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

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.)

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, supplemental second income and dividend income.)

Borrowers Monthly Base Income (Gross) _____

Other Income _____

Co-Borrowers 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 6 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 _____

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	_____	_____	_____

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 undersigned warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank must be submitted to have an opportunity to purchase the affordable home at Waterfront Lofts at Boott Mill Condominium in Lowell, MA. I (we) understand, if selected, all information provided shall be verified for accuracy at the time of bank application prior to closing.

Applicant Name _____

Applicant Signature _____ Date: _____

Co-Applicant Name _____

Co-Applicant Signature _____ Date: _____

See page 26 for submission information



Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the allocation of the affordable homes at Waterfront Lofts at Boott Mill Condominium in Lowell, MA.

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

Household Size	1	2	3	4	5	6
Max Allowable Household Income	\$62,600	\$71,550	\$80,500	\$89,400	\$96,600	\$103,750

Income from all family members must be included. Income limits subject to change based on HUD updates.

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, including homes in a trust. We understand the exceptions that apply.
3. I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. I/We understand that assets divested at less than full market value at least two years prior to application will be counted at full market value in determining eligibility.
4. The household size listed on the application form includes all of the people that will be living in the residence.
5. 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.
6. I/We understand that applying 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, reviewed in detail, and verified prior to purchasing a home.
7. I/We understand that it is my/our obligation to submit the required mortgage pre-approval for the home purchase from a bank experienced with Deed Restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. 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.
9. 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 at this development.
10. Program requirements are established by the Dept of Housing and Community Development (DHCD) and the City of Lowell. 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 Monitoring Agent is final.
11. I/We certify that no member of our family has a financial interest in the project.
12. I/We understand there may be differences between the market and affordable units and accept those differences.
13. I/We understand these units have an Affordable Housing Covenant attached to them and acknowledge that it is recommended we consult an attorney.



I/We have completed an application and have reviewed and understand the process that will be utilized to allocate the available homes at Waterfront Lofts at Boott Mill Condominium. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations. I/We also acknowledge if we submit an incomplete application it will not be reviewed until complete.

Applicant

Co-Applicant

Date:

See page 26 for submission information



**Required Personal Identification and Income Verification Documents
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 in order for your application to be reviewed.

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

1. _____ Mortgage Pre-approval Letter
2. _____ 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.
3. _____ **The last three (3) MONTHS pay for all jobs (check/direct deposit stubs) or 12 months if the pay is inconsistent or seasonal.** 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 past year, 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.
4. _____ 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.
5. _____ 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.
6. _____ If you are self-employed you MUST provide a detailed expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts. Working for Uber/Lyft, Grubhub etc. is considered self-employment.
7. _____ Federal Tax Returns –2018, 2019, 2020 and 2021(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 but is not included in your application, your application will be considered incomplete.
 - **NOTE:** If you filed but do not have copies of your Federal Income Tax returns, you can obtain a copy of your transcripts using form 4506-T that you can obtain at irs.gov.
 - **NOTE:** If you have not filed tax returns you must provide a letter from the IRS verify non-filing of your tax return(s). Request using form 4506-T that you can obtain at irs.gov.
8. _____ W2 and/or 1099-R Forms: 2018, 2019, 2020 and 2021



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 six (6) 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, child support 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 six (6) 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, Robinhood or any online investment accounts, Money Market Accounts etc. Retirement accounts, i.e. IRA, Roth IRA, 401K, Keogh, Pension funds etc. **Last six (6) months.**
 - _____ 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 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. If not, you will not be approved for a unit.

We understand if we do not provide all applicable financial documentation and a mortgage pre-approval our application will not be reviewed.



Return the following to MCO Housing Services:

1. Completed, signed and dated Application
2. Signed and dated Affidavit and Disclosure Form
3. Completed, signed and dated Required Personal Identification and Income Verification Documents Form
4. All required financial and other documentation
5. Special Accommodation information, if needed
6. Mortgage Pre-approval

RETURN ALL TO:

MCO Housing Services, LLC

P.O. Box 372

Harvard, MA 01451

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

Phone: 978-456-8388

FAX: 978-456-8986

Email: lotteryinfo@mcohousingservices.com

TTY: 711, when asked 978-456-8388