



your resource for Affordable Housing



Sunset Lake Apartments – Braintree, MA

Attached is the information regarding the affordable rental units at Sunset Lake Apartments in Braintree, Massachusetts. Potential tenants 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.

Located at 20 Pond Street in Braintree, Sunset Lake Apartments is a new affordable rental project providing 3 affordable one and two bedroom apartments for eligible tenants. Ample parking is available for all tenants at no charge. All units have one bathroom. The one bedroom unit is 754 sq. ft. and the two bedroom units are 900 or 1,070 sq. ft. Washer and dryer hookups are provided. This is a smoke free building. Pet policy: up to two cats or dogs, only, under 25 lbs. An additional pet charge may apply.

SHOWINGS ARE BY APPOINTMENT. CALL 781-848-5005 TO SCHEDULE.

The one bedroom unit can be handicap accessible. Disabled applicants may request reasonable accommodations or modifications of the housing, when such accommodations or modifications are necessary to afford the disable person equal opportunity to use and enjoy the housing.

The monthly rent is \$1,213 for the one bedroom unit and \$1,320 for the two bedroom units, utilities are not included. A utility allowance has been deducted to determine final rents. All affordable units will be distributed by lottery 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: Complete financial documentation is required to participate in the lottery. Included in this package is a list of required documentation.

A Public Information Meeting will be held to answer specific questions and provide an overview of the lottery process. The meeting is scheduled for 6:30 p.m., Wednesday December 3, 2014 in the Cahill Auditorium at the Braintree Town Hall located at One John F. Kennedy Memorial Drive in Braintree. If you have questions and can attend this meeting please hold them until that time.

The application deadline is December 27, 2014. You must have submitted a complete application postmarked on or before December 27th to be in the lottery. The lottery is scheduled for 6:30 p.m. Wednesday, January 7, 2015 in the Cahill Auditorium at the Braintree Town Hall.

Thank you for your interest in affordable housing at **SUNSET LAKE APARTMENTS**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com if you have any questions. 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.

Sincerely,

Maureen M. O'Hagan
MCO Housing Services for MSMM LLC



Sunset Lake Apartments

AFFORDABLE Apartments through a Special Permit
Question & Answer

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD).

What are the qualifications required for Prospective Tenants?

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

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

LOTTERY APPLICANT QUALIFICATIONS:

1. Household income can not exceed the above maximum gross allowable income limits.
2. The calculation of income will include the higher of actual income from assets (if over \$5,000) or an imputation of 1% of the value of total household assets which is added to a household's income. Assets include checking and savings accounts, investment accounts, CD's, retirement etc. Included in this package is the List of Required Financial Documentation. Assets divested for less than their full market value within the last two years will be counted at their fair and full market value for imputation of income.
3. In addition to income and asset eligibility you will also be subject to a screening by the project and determined eligible based on that basis.
4. Potential tenants may not own another home, including in a trust. The affordable unit must be their principal, full-time residence.

Are there preferences for Household Size?

In all cases, preference for the one bedroom unit will be for households that require one bedroom. Preference for the two bedroom units will be for households that require two bedrooms.

Household size preferences are based on the following:

1. There is a least one occupant per bedroom.
2. 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.
3. A person described in the first sentence of (2) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.
4. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
5. If the applicant is in the process of a divorce or separation, the applicant must provide legal proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Are units available for Local Preference?

Two of the three units are for Local Preference. See page 8 for the Local Preference Criteria.

Minority Consideration

If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Surrounding HUD-defined area, currently 27%, a preliminary lottery will be held comprised of all the minority applicants who do not qualify for the Local Preference Pool. These minority applicants would be drawn at random from the general pool until their percentage in the local pool closely approximates the percentage in the surrounding HUD-defined area. Applicants not selected for the local pool would be in the open pool only.

What happens if my household income exceeds the income limit?

Annually you will be recertified for eligibility. Once your household income exceeds 140% of the maximum allowable income adjusted for household size, then after the end of your current lease you will have the option of moving into a market rate unit, if available, or remaining in unit and paying market rent.



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 affordable units are available by lottery at Sunset Lake Apartments. The lottery has three pools: Local, Open and Handicap. The breakdown is as follows:

<u>Unit Size</u>	<u># of Units</u>	<u>Local Pool</u>	<u>Open Pool</u>	<u>Handicap</u>
One Bedroom	1	0	0	1
Two Bedroom	2	2	0	0

All of the applicants will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. This means if you are a household and by the above definition require a two bedroom unit and are drawn first in the lottery you will be offered a unit. Highest ranked smaller households will be offered the two Bedroom units if no eligible larger households remain.

The one bedroom unit is handicap accessible and will be distributed through the handicap pool. If there are no applicants requiring an accessible unit then the unit will be distributed through the Open Pool.

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

The units will be available for immediate occupancy.

If you are selected and have the opportunity to lease a unit you will speak or meet with a representative to review your application to verify all information. Please be advised that the official income verification will be done at the time you have an opportunity to lease. Also understand you need to be income and asset eligible but will also be subject to an additional screenings by the Developer's Leasing Office and determined eligible or ineligible on that basis.

Acceptance of Units

It is important for all applicants to understand that specific units are attached to specific lottery rankings based upon the projected availability of the completed unit. Applicants will not have a choice of unit locations, style or schedules. You will not be able "pass" on a unit and wait for another unit. If you choose not to take the designated unit, you will go to the bottom of the list and may 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.

AFFORDABLE UNIT NUMBERS

Unit #	Pool	# of Bedrooms
**105	Open 1	1
209	Local 1	2
308	Local 2	2

**Handicap Accessible Unit





UNIT 105

- 754 SF - 1 BR
- All Kitchen Appliances
- W/D Hook up
- Private Parking
- Elevator
- Smoke Free Building

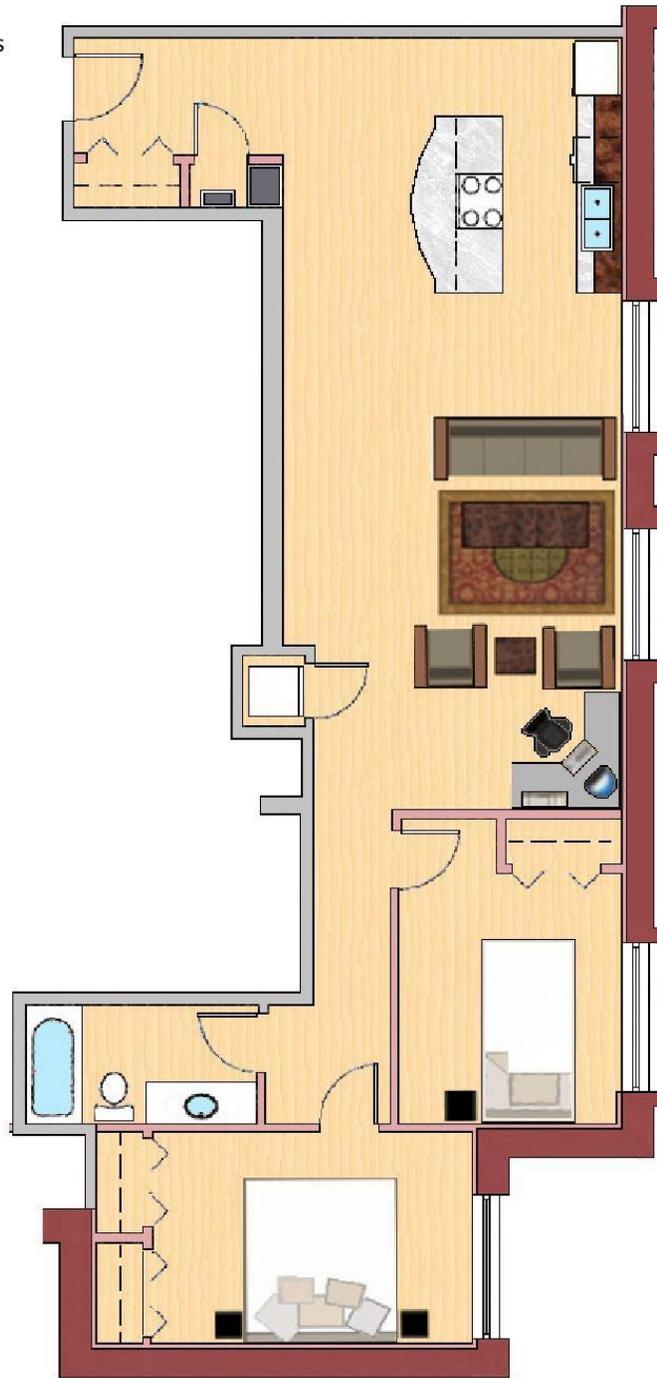


NEW CONSTRUCTION



UNIT 208

- 1,070 SF - 2 BR
- All Kitchen Appliances
- W/D Hook up
- Elevator
- Private Parking
- Smoke Free Building



UNIT 306

- 900 SF - 2 BR
- All Kitchen Appliances
- W/D Hook up
- Private Parking
- Elevator
- Smoke Free Building





your resource for Affordable Housing



Required Income Verification Documents

Provide ***one copy*** of all applicable information. Failure to provide complete information can delay the approval process and put your ability to lease an affordable unit in jeopardy. If you have any questions please call, Maureen O'Hagan at 978-456-8388.

1. Federal Tax Returns –2011, 2012 and 2013 – NO STATE TAX RETURNS
2. W2 and/or 1099-R Forms: 2011, 2012, 2013
3. Five (5) **consecutive** pay stubs ending within one month of lottery application 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.
4. Full amount of 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: legal court document indicating the payment amount.
6. Self employed – provide a detailed expense and income statement for the 5 months prior to the lottery, as well as three copies of business checking and savings accounts.
7. Interest, dividends and other net income of any kind from real or personal property.
8. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:
 - Checking and Savings accounts – 3 months of statements – EVERY PAGE – FRONT AND BACK
 - 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
9. Proof of student status for dependent household members over age of 18 and full-time students.
10. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
11. If the applicant is in the process of a divorce or separation, the applicant must provide legal proof that the divorce or separation has begun or has been finalized, as set forth in the application.



Sunset Lake Apartments

LOTTERY APPLICATION

For Office Use Only:

Date Appl. Rcvd: _____

LOCAL Pool: Y / N

Household Size: _____

Lottery Code: _____

Application Deadline: December 27, 2014

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____ Cell: _____

Email: _____ Have you ever owned a home? ___ If so, when did you sell it? ___

LOCAL PREFERENCE (Check all that apply). Proof of Local Preference will be required if you have the opportunity to lease.

- Current Braintree Resident
- Currently working in Braintree

Do you have a Section 8 voucher? (These units are NOT subsidized.) ___ Yes ___ No

Do you require a handicapped accessible unit? ___ Yes ___ No

Bedroom Size: ___ One Bed ___ Two Bed

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, specify _____

Co-Borrowers Monthly Base Income (Gross) _____

Other Income, specify _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. 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, 401K and Keogh accounts _____

Retirement or Pension Funds (amt you can w/d w/o penalty) _____

Revocable trusts _____

Equity in rental property or other capital investments _____

Cash value of whole life or universal life insurance policies _____

TOTAL ASSETS _____

(Please complete reverse side)



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

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

ABOUT YOUR HOUSEHOLD: (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 apartment/unit. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Non-Minority	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____

The total household size is _____ (This is very important to determine the maximum allowable income for your household.)

Household Composition	Name _____	Relationship _____	Age _____
(including applicant(s))	Name _____	Relationship _____	Age _____
	Name _____	Relationship _____	Age _____
	Name _____	Relationship _____	Age _____

ADDITIONAL INFORMATION:

Maximum Allowable Income:

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

These income limits are FIRM and cannot be adjusted. Please be advised that the income to be used should include gross income for all members of the household that are to be residing in the home.

SIGNATURES:

The undersigned warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to lease an affordable unit at Sunset Lake Apartments. I (we) understand if selected all information provided shall be verified for accuracy at the time of lease.

Signature _____ Date: _____
Applicant(s)

Signature _____ Date: _____
Co-Applicant(s)

Based upon the preliminary information provided, it is my judgment that the applicant should be allowed to participate in the lottery for affordable units at Sunset Lake Apartments. If selected all information provided shall be verified for accuracy at the time of lease.

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

Return with signed Affidavit & Disclosure Form and complete financial documentation to:
MCO Housing Services, P.O. Box 372, Harvard, MA 01451



Sunset Lake Apartments

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at Sunset Lake Apartments through DHCD in Braintree, MA:

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

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

Income from all family members must be included.

2. I/We understand the calculation of income will include the higher of actual income from assets (if over \$5,000) or an imputation of 1% of the value of total household assets which is added to a household's income in determining eligibility. Assets divested for less than their full market value within the last two years will be counted at their fair and full market value for imputation of income.
3. The household size listed on the application form includes only and all the people that will be living in the residence.
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 lease a unit. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to leasing a unit. I/We also understand that the Project's Owner will also perform its own screening to determine our eligibility to lease.
6. 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 Projects Administrator, for the purpose of determining income eligibility for Sunset Lake Apartments.
7. I/We understand that if selected I/we will be offered a specific unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to lease an affordable unit at Sunset Lake Apartments.
8. Program requirements are established by DHCD. 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 DHCD is final.
9. I/We certify that no member of our family has a financial interest in Sunset Lake Apartments.
10. I/We understand there may be differences between the market and affordable units and accept those differences.
11. I/We understand that if my/our total income exceeds 140% of the maximum allowable income at the time of annual eligibility determination, after the end of my then current lease term I will no longer be eligible for the affordable rent.

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

Applicant

Co-Applicant

Date

Return with completed application and complete financial documentation to:

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

