

SUDBURY HOUSING AUTHORITY DUPLEX PROJECT

Dear Applicant:

Thank you for your interest in the housing opportunity offered by the Sudbury Housing Authority. Please review this entire letter prior to completing the application.

Ten two-bedroom apartments are available in newly constructed duplex style buildings located in Sudbury. Eight units will be distributed by lottery in two pools: Local Preference and At-Large. The remaining two units are handicapped units, one for physical handicaps and the other for sensory handicaps, i.e. deaf, blind and will be distributed through one pool. **All units will have Project-based Section 8 vouchers and the rents for each unit will be 30% of your income.**

Five units are available for households earning up to 30% of the allowable median income. The remaining 5 units are available for households earning up to 50% of the allowable median income. The income limits, based on family size, are as follows:

Family Size		2	3	4
Max Income	30%	\$23,500	\$26,450	\$29,350
	50%	\$39,150	\$44,050	\$48,900

The available units are:

Street Address	Bedroom Size	Availability
41 Great Road	2	December 2012
43 Great Road	2	December 2012
54 Great Road	2	December 2012
56 Great Road	2	December 2012
11 Ford Road	2	December 2012
15 Ford Road	2	December 2012
4 Landham Road	2	December 2012
6 Landham Road	2	December 2012
19 Greenwood Road	2	December 2012
19 Curry Lane	2	December 2012

A Public Information Meeting will be held 6:30 p.m. Wednesday, August 15, 2012 in the Community Room at the Sudbury Housing Authority, located at 55 Hudson Road in Sudbury, to answer any questions you may have and to review the lottery process. If you have questions and are not able to attend the meeting please call MCO Housing Services at 978-456-8388 or email: maureen@mcohousingservices.com.

You must provide a copy of your 2011 Federal Income Tax Return and W-2 or 1099 with the pre- application. If you did not file income taxes in 2011, you need to submit the attached IRS Form 4506-T to the Internal Revenue Service (IRS) requesting a Verification of Non-filing. If you are unable to locate your 2011 Federal Tax Return you need to



submit the attached IRS Form 4506-T to request a transcript of your 2011 tax return. Instructions on how to complete Form 4506-T are attached to this letter.

The application deadline is 4:00 pm Monday, September 10, 2012. All complete pre-applications, including your 2011 Federal Income Tax Return and W-2 or 1099 or IRS Verification of Non-filing must be mailed to:

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

All pre-applications received on or before the September 10th deadline will be screened for eligibility and completeness. The attached pre-application and information release form must be completed and signed by all household members over the age of 18 in order to be processed. Incomplete applications will not be processed. All eligible applicants will be entered into a lottery and units will be assigned as drawn. Applicants included in the lottery will receive a letter outlining the lottery process with the lottery code that will be announced during the lottery.

Applicants who submitted a complete pre-application and are found ineligible to participate in the lottery will receive a letter and they will have 7 days from the date of the notification letter to appeal the decision.

The submitted pre-application and tax return is a preliminary review to be included in the lottery. A more in depth financial review will be conducted post lottery by MCO Housing Services and the South Middlesex Opportunity Council (SMOC) to determine final eligibility. The final eligibility will be determined by SMOC. SMOC will also determine the final rents to be paid. Leasing will be handled through the Sudbury Housing Authority.

Summary of Application & Lottery Process

The pre-application eligibility determination will include you in the lottery for the opportunity to lease a unit through the Sudbury Housing Authority Duplex Project. Final eligibility will be determined post lottery after additional financial documentation is provided and reviewed.

If you do not have an opportunity to lease, your name will be added to a waiting list for future vacancies. If you have any questions please call: MCO Housing Services at 978-456-8388.

Sincerely,

Maureen M. O'Hagan

Maureen M. O'Hagan
MCO Housing Services for
Sudbury Housing Authority Duplex Project

The Town of Sudbury and the Sudbury Housing Authority will not discriminate against potential tenants 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. All disabled person can 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.



Form 4506-T, Request for Transcript of Tax Return or Non-filing Verification Instructions

If you filed your 2011 taxes but are unable to locate:

1. Complete Sections 1-5
2. Complete 6 – enter the tax form number
3. Check 6a
4. Number 9 – add 12/31/2011
5. Sign, Date and mail to the IRS if you filed in Massachusetts at:

Internal Revenue Service
RAIVS Team
Stop 6705 P-6
Kansas City, MO 64999

There is no fee for a transcript of your 2011 return. The IRS will send you a transcript of your 2011 tax return in approximately two weeks.

If you DID NOT file 2011 taxes and need Verification of Non-Filing:

1. Complete Sections 1-5
3. Check 7
4. Number 9 – add 12/31/2011
5. Sign, Date and mail to the IRS if you filed in Massachusetts at:

Internal Revenue Service
RAIVS Team
Stop 6705 P-6
Kansas City, MO 64999

It can take 10 business days to receive your requests. You can also go to a local IRS office to request the information. The IRS will send you a letter verifying that they did not receive a tax return from you in 2011. This letter should be attached to your lottery pre-application.

Additional information attached to the form.



Request for Transcript of Tax Return

► Request may be rejected if the form is incomplete or illegible.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ►

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days ☐

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days ☐

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days ☐

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days ☐

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2010, filed in 2011, will not be available from the IRS until 2012. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days ☐

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return ☐

Caution. Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Sign Here	Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

Section references are to the Internal Revenue Code unless otherwise noted.

What's New

The IRS has created a page on IRS.gov for information about Form 4506-T at www.irs.gov/form4506. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

General Instructions

CAUTION. Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note. If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999
	512-460-2272
	559-456-5876
	816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250
	801-620-6922
	859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P. O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form, 10 min.; Preparing the form, 12 min.; and Copying, assembling, and sending the form to the IRS, 20 min.**

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Products Coordinating Committee
SE:W:CAR:MP:T:M:S
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

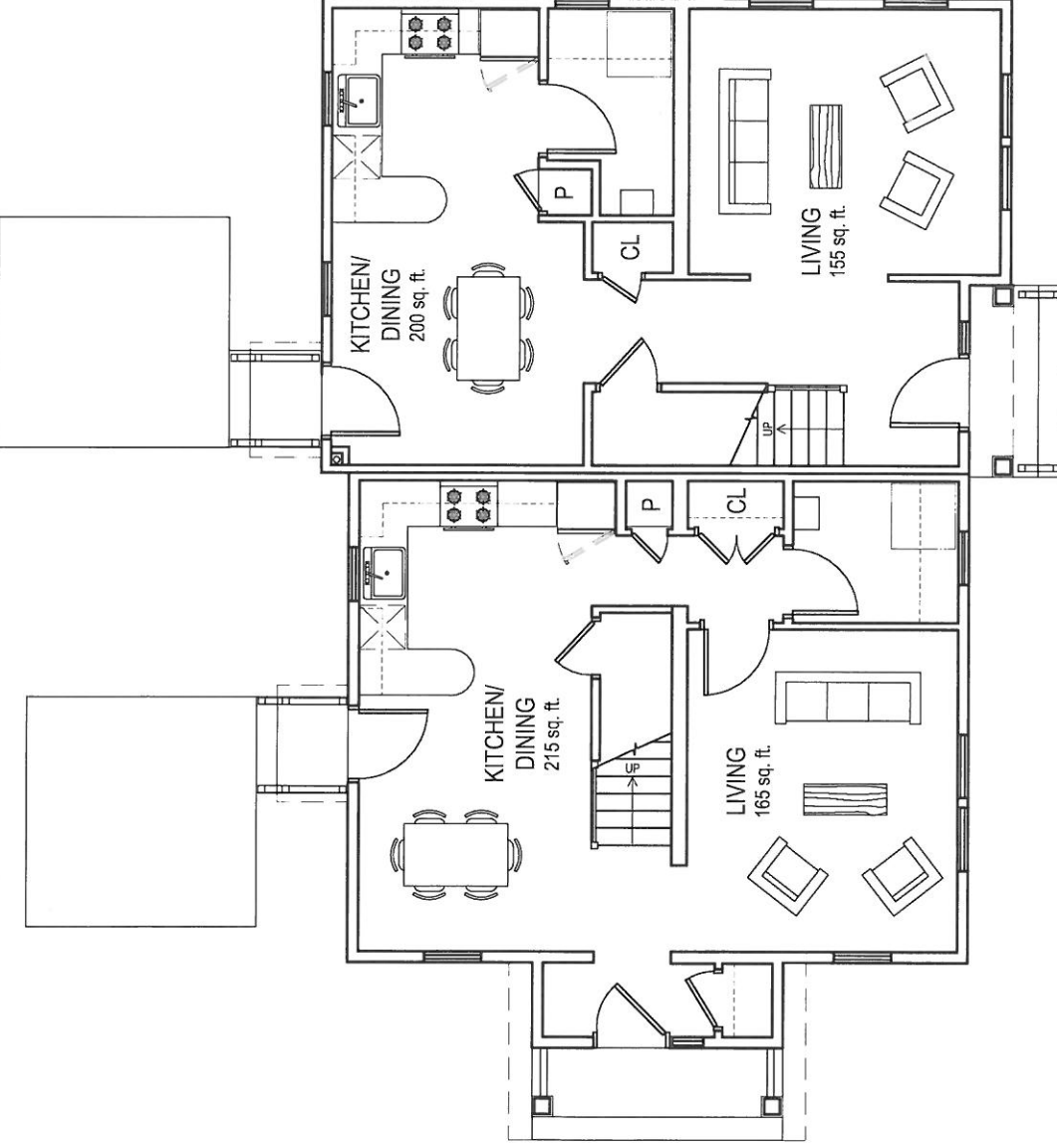
Do not send the form to this address. Instead, see **Where to file** on this page.



FIVE NEW DUPLEXES
SUDBURY HOUSING AUTHORITY
SCALE: 1/8" = 1'-0"

TAYLOR & BURNS

architects



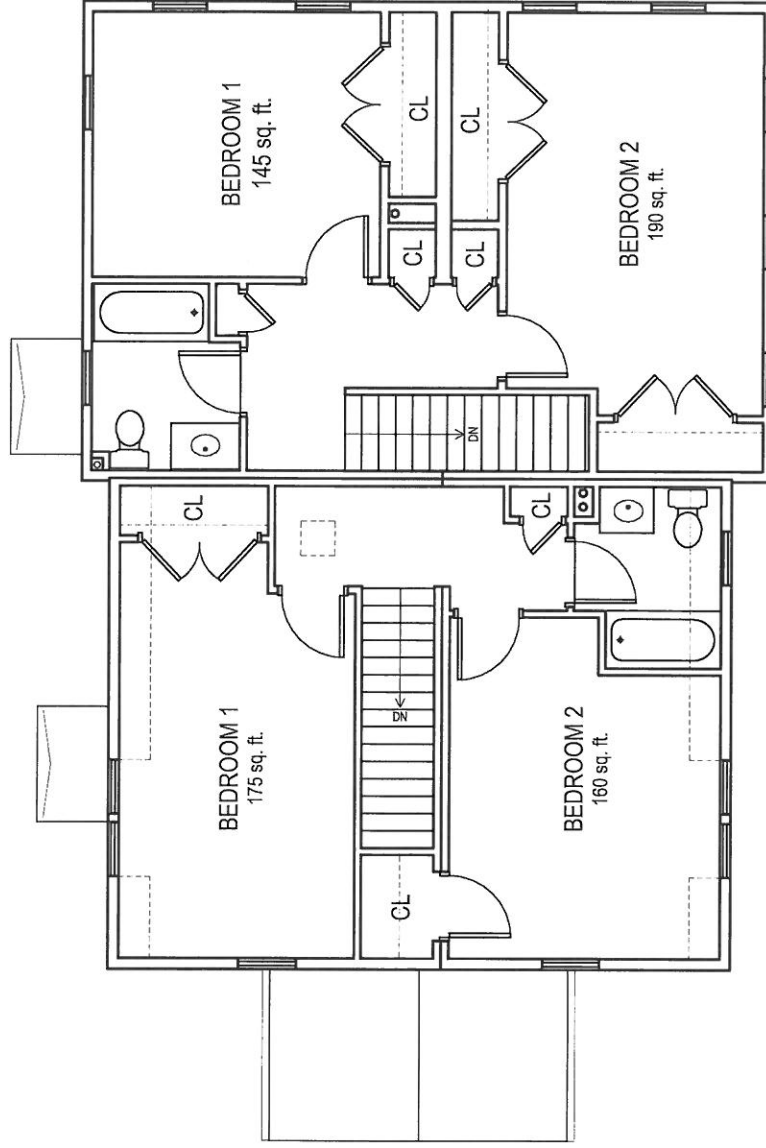
2 Bedroom Unit
Unit Floor Area 1075 sq. ft.

2 Bedroom Unit
Unit Floor Area 1025 sq. ft.

FIVE NEW DUPLEXES
SUDBURY HOUSING AUTHORITY
SCALE: 1/8" = 1'-0"

TAYLOR & BURNS

architects



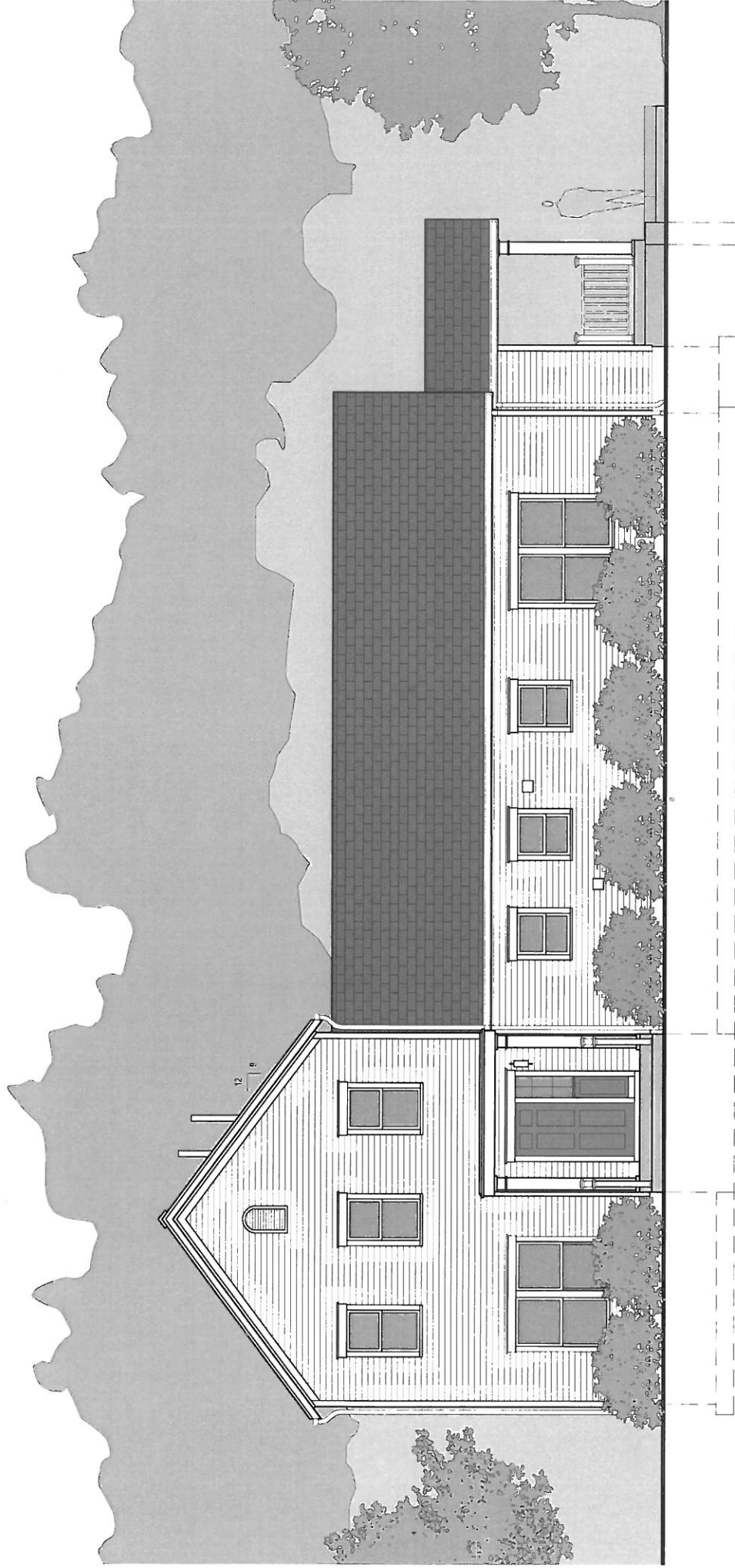
2 Bedroom Unit
Unit Floor Area 1025 sq. ft.

2 Bedroom Unit
Unit Floor Area 1075 sq. ft.

FIVE NEW DUPLEXES
 SUDBURY HOUSING AUTHORITY
 SCALE: 1/8" = 1'-0"

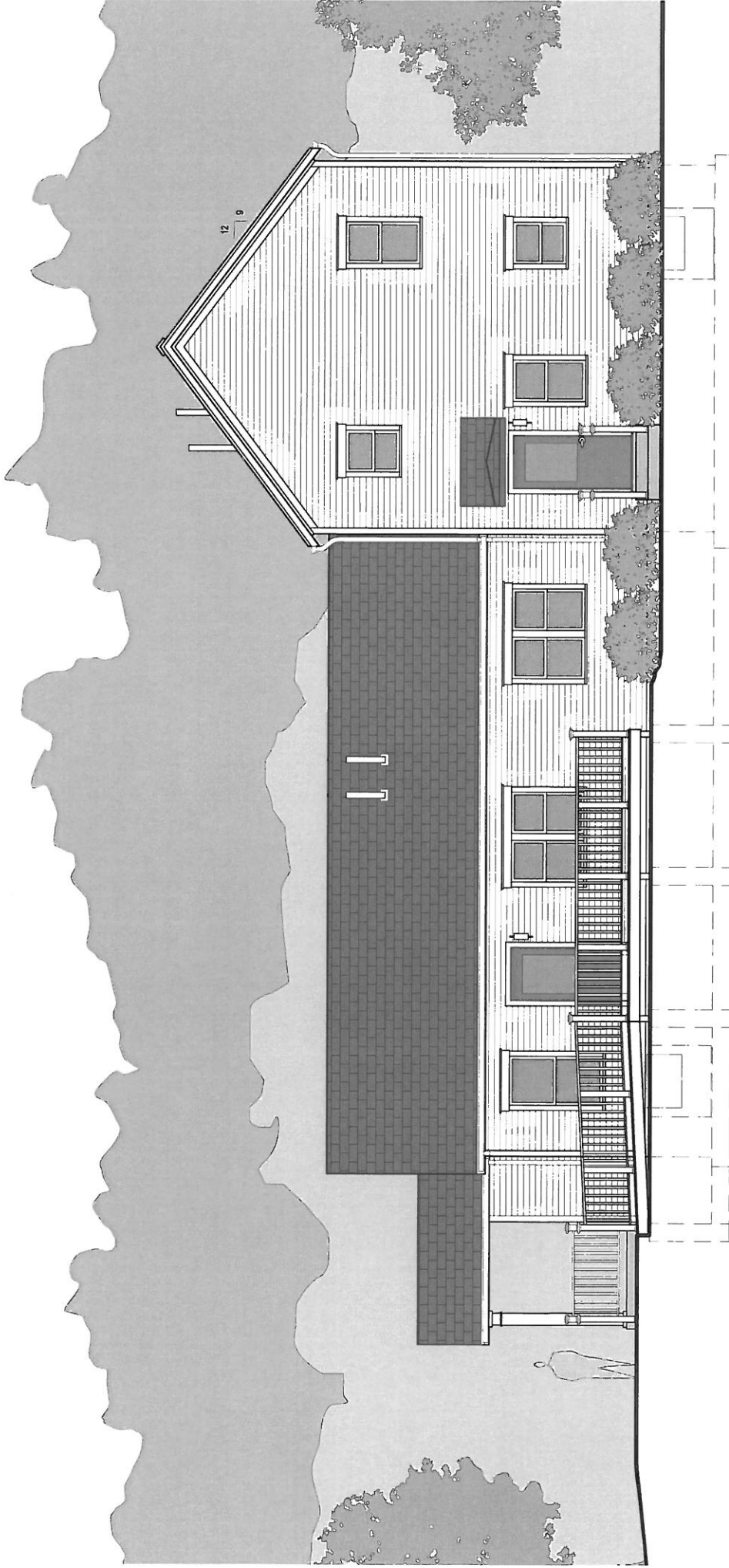
TAYLOR & BURNS

architects



FIVE NEW DUPLEXES
SUDBURY HOUSING AUTHORITY
SCALE: 1/8" = 1'-0"

TAYLOR & BURNS
architects



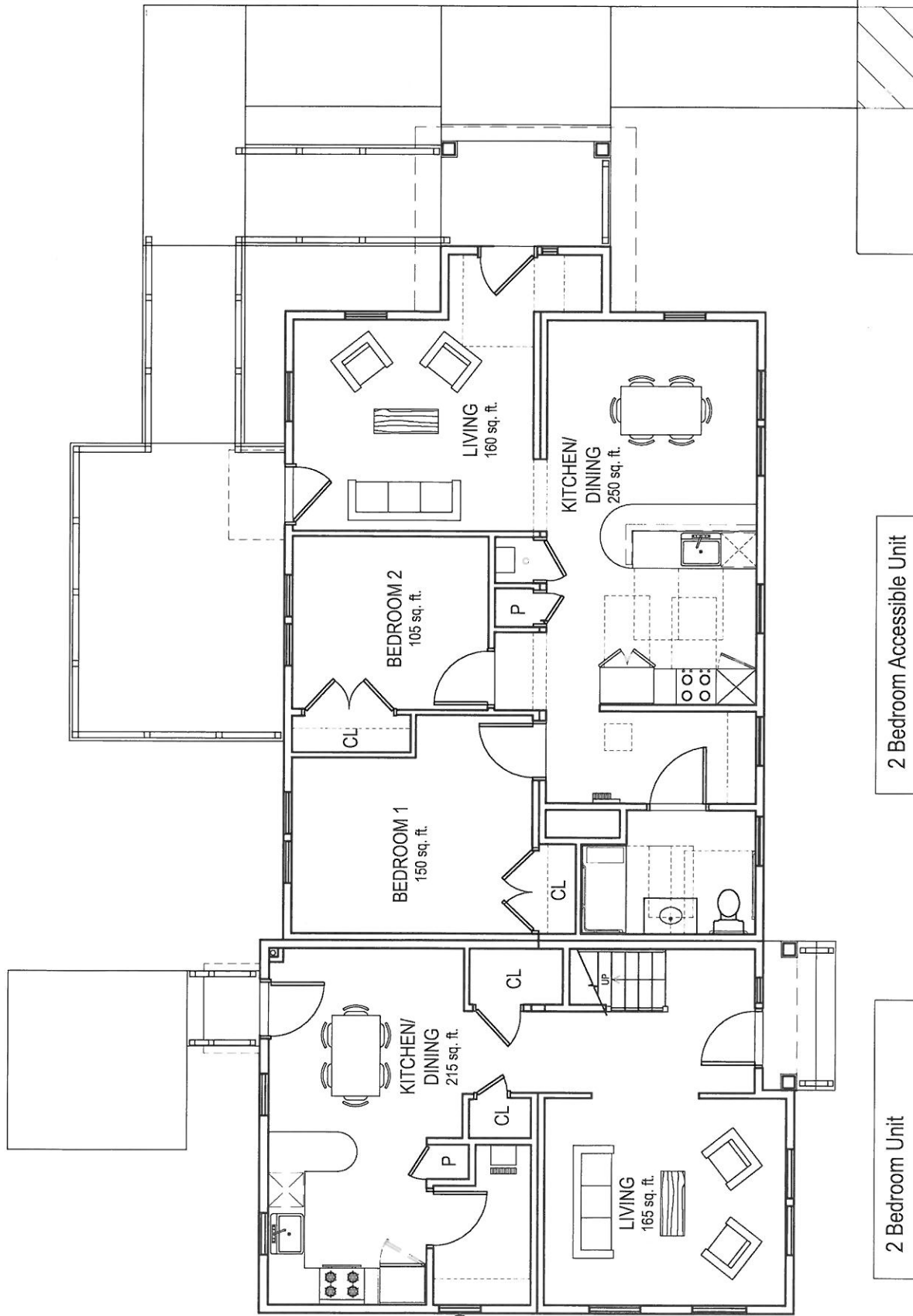
FIVE NEW DUPLEXES

SUDBURY HOUSING AUTHORITY

SCALE: 1/8" = 1'-0"

TAYLOR & BURNS

architects

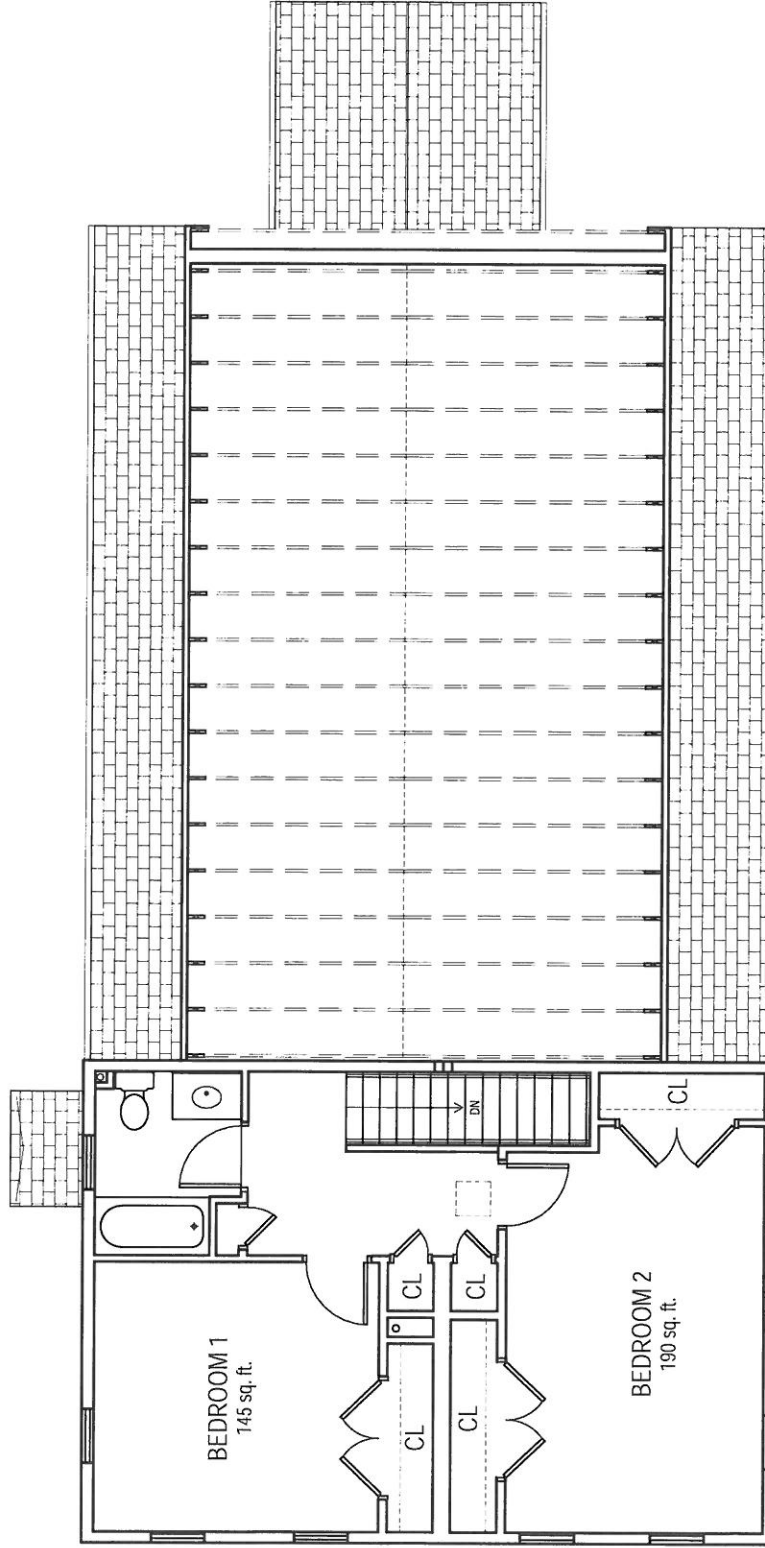


2 Bedroom Unit
Unit Floor Area 1040 sq. ft.

2 Bedroom Accessible Unit
Unit Floor Area 885 sq. ft.

FIVE NEW DUPLEXES
SUDBURY HOUSING AUTHORITY
SCALE: 1/8" = 1'-0"

TAYLOR & BURNS
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2 Bedroom Unit
Unit Floor Area 1040 sq. ft.

FIVE NEW DUPLEXES
SUDBURY HOUSING AUTHORITY
SCALE: 1/8" = 1'-0"

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architects

**Sudbury Housing Authority
Duplexes -- Section 8 Project-
Based Voucher Program**

Pre-Application for housing assistance



Please complete and return to:

**Sudbury Housing Authority
c/o MCO Housing Services
P.O. Box 372
Harvard, MA 01451
(978) 456-8388**

*For agency use only:
Date/Time Stamp/
Control Number*

Please print neatly in ink. All fields are required. Submit this form only. Incomplete, photocopied, e-mailed or faxed applications will not be accepted. If you are already on our tenant-based Section 8 waiting list your record will be updated using the information that you provide below. Due to the volume of applications received, we will not verify the receipt of mailed applications. We cannot be responsible for material that is illegible or missing as a result of transmitting by fax or e-mail or lost/delayed through the mail.

IMPORTANT!

One-third of all applicants are dropped from the waiting list due to unreported address changes. Do not let this happen to you. Report any change of address in writing to the agency listed above.

Head of Household Information

Social Security Number		Phone (include area code)		
First Name	Middle Name	Last Name		
Address		City/Town	State	Zip code
Shelter Name	Shelter Address	City/Town	State	Zip code

Family Information

Write in the approximate amount of your family's gross (before taxes) annual income. Include all sources for all family members.

Gross annual household income \$ _____

List the Head of Household and all other members who will be living in the unit. Give the relationship of each family member to the head. For example: spouse/partner, son, daughter, aunt, grandmother, etc....

First Name	Last Name	Relation to Head	Birth Date	Age	Sex	Social Security Number
		Head of Household				

If you have more than eight family members, please check here ☐ and list them on a separate piece of paper.

For Agency Use Only. Number of Household Members ☐

Household Bedroom Size: ☐ Single ☐ 1BR ☐ 2BR ☐ 3BR ☐ 4BR ☐ 5BR

Check if the head of household or spouse is: 62 years old or older ☐ Disabled ☐

Check if anyone in the household requires a wheelchair accessible unit ☐

Check if anyone in the household requires a sensory accessible unit, i.e. blind, deaf ☐

We collect data on race & ethnicity in accordance with federal regulations. People of various races may also be of Hispanic ethnicity. Please indicate if you are Hispanic. Your answers will not affect your application.

Race of head of household (You may choose more than one of the following)

White ☐ Black/African American ☐ American Indian/Alaskan Native ☐ Asian ☐
Native Hawaiian/Other Pacific Islander ☐

Ethnicity of head of household (Check only one)

Hispanic ☐ Non-Hispanic ☐

What is your current housing situation? (Check only one box)

- ☐ I am homeless
- ☐ I live in substandard housing
- ☐ I have been involuntarily displaced by fire, flood, or other natural disaster
- ☐ I pay more than 50% of my monthly income for rent and utilities
- ☐ I live in a shelter
- ☐ I am doubled up with friends or relatives
- ☐ I live in public housing
- ☐ I live in a transitional housing program
- ☐ I live in subsidized housing
- ☐ Other (describe)

Local Preferences

Please indicate if you are in any of these categories. If so, you will qualify for a "local preference". Documentation will be required at the time of the full application.

1. **Current Residents of the town of Sudbury**, defined as a household in which one or more member is living in the town at the time of application. **Yes / No**
2. **Municipal Employees of the town of Sudbury** including employees of the Sudbury Public Schools, Lincoln-Sudbury Regional High School, Sudbury Water District, and Sudbury Housing Authority **Yes / No**
3. **Employees of Local Businesses:** Employees of businesses located in Sudbury and people who have been hired to work in Sudbury. **Yes / No**
4. **Households with children currently attending Sudbury's schools or the Lincoln Sudbury Regional High School**, including METCO students. **Yes / No**

Certification of Applicant

Please read this statement very carefully. By signing, you are agreeing to its terms.

I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that:

- ✓ any misrepresentation or false information will result in my application being cancelled or denied, or in termination of housing assistance;
- ✓ this is a pre-application for project-based rental assistance through DHCD and its regional administering agencies and is not an offer of housing;
- ✓ at the time I rise to the top of the waiting lists, I will be required to provide verification of the information I have provided here, in accordance with federal housing regulations and DHCD policy;
- ✓ it is my responsibility to notify the Sudbury Housing Authority in writing of any change of address and my application may be cancelled if I fail to do so;
- ✓ it is my responsibility to notify the Sudbury Housing Authority in writing of any change in family size or composition that might affect the number of bedrooms my family requires and my failure to do so may affect my place on the waiting list;
- ✓ my participation in the Section 8 housing program is subject to my being eligible and in compliance with HUD and DHCD regulations; and that I will be subject to a criminal history check.

I agree that the Sudbury Housing Authority and MCO Housing Services can share my information with SMOC and other state agencies for the purposes of determining program eligibility.

Signature of head of household

Date

Return this two page sign and dated pre-application with your 2011 Federal Income Tax Return or Verification of Non-filing, by September 10, 2012, to:

**MCO Housing Services
P.O. Box 372
Harvard, MA 01451
978-456-8388**