

# 31 Hartland Way, Robbins Brook, Acton MA - Housing Application



## Information and Application for Affordable Housing 31 Hartland Way, Acton, MA, 01720 Residences at Robbins Brook, Unit 68 \$180,000



This packet contains specific information for the purchase of a deed restricted unit at 31 Hartland Way, in an age restricted community (age 55+) Residences at Robbins Brook, Unit 68, in Acton MA, including the eligibility requirements, the purchase process, and application form. This deed restricted unit will be sold on a First-come First-Served basis, as described further. The unit will be shown by appointment to eligible applicants that have submitted a complete application package.

### Project description

An affordable townhouse in a lovely, well landscaped, setting is available at the Residences at Robbins Brook for age-qualified households. This gracious town home is part of a 54-unit Active Adult community. This well-designed unit is six years old and contains 1,276 square feet on two levels, with 2 bedrooms and 1 ½ baths. The house has a one car garage at the first floor level, with parking available in front of the garage, and guest parking in the development.

The downstairs contains an attractive front walk and porch, leading to the welcoming entry foyer. The first floor also contains a living room and dining area in an open floor plan, a kitchen and half bath. The townhouse has a back porch off of the dining area, and a shared back lawn, beyond which is open space, providing a very private setting. The kitchen has new laminate countertops in an attractive granite design and tile accents behind the stove and sink, and includes a refrigerator, gas range/oven, microwave, and dishwasher. The upstairs has a master bedroom, with a walk-in closet, a full bath, an additional bedroom and a loft area. A stacked washer / dryer unit is provided on the second floor and also included in the sale price. The unit has central AC and the heating system utilizing forced hot air by gas.

The purchase price is **\$180,000**. Owners are required also to pay property taxes, and the 2013 Acton tax rate is \$19.10 per \$1,000 of valuation or an estimated monthly amount of \$287. The condominium fee is estimated at \$140, and includes landscaping, snow removal, trash removal, and master insurance as well as maintenance of common areas. The Condominium Association has rules and regulation for all owners that describe the operation of the condominium.

This property is part of the Massachusetts Local Initiative Programs, and offered at a discounted rate. As such, this and all future sales of the property will be in accordance with those guidelines and Deed Rider to the unit. This property will be sold below the market price with deed restrictions which protect the property in perpetuity using resale price limitations.

We invite you to read this information and submit an application, with the supplemental information.

This application can be downloaded from the website at: <http://sudbury.ma.us/departments/HousingTrust/#news> and can be sent to you upon request.

Please return the application to or contact the Resale Agent below for any questions.

Beth Rust, Sudbury Housing Trust  
278 Old Sudbury Rd  
Sudbury, MA 01776  
(978) 639-3388  
[housing@Sudbury.Ma.US](mailto:housing@Sudbury.Ma.US)

### First-Come First-Served Description:

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1. Applications are to be submitted with all required information in hardcopy to the address above. No emailed or faxed applications will be accepted. Applicants are encouraged to complete the checklist as an aide to the process.
2. The maximum gross household income will be verified and compared to the HUD 2013 published income limits.  
1 person household - \$47,150, 2 person - \$53,900, 3 person - \$60,650, 4 person - \$67,350
3. Household assets shall not exceed \$75,000 in value, provided that the purchaser household may additionally own a dwelling (to be sold) in which the purchaser has no more than \$200,000 in equity. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values.  
  
Assets that are included conform to the guidance from DHCD, and include retirement and pension funds amounts that can be withdrawn less penalties or transaction costs.  
  
If a potential purchaser divests himself or herself of an asset for less than full and fair present cash value of the asset within one year prior to application, the full and fair cash value of the asset at the time of its disposition must be declared and shall be included for purposes of calculating eligibility.
4. This is an age-restricted homeownership project and all applicants must be age 55 or older, with limited exceptions. Children are not permitted as household members, but may be visitors for time-limited durations.
5. Once the application is deemed complete by the Resale Agent, then the Resale Agent will determine an initial eligibility and the applicant will be notified of their eligibility.
6. As the Monitoring Agent, DHCD will then review the buyer's income, assets and other criteria before the buyer can proceed to purchase the unit. Applicants will be reviewed in the order of completed applications received. Approved applicants will be given 5 days to purchase the unit before the next person can be offered the opportunity.
7. Upon the satisfaction of the qualification requirements of both the Resale and Monitoring Agent, the qualified buyer is then able to move forward and execute the Purchase and Sale with the seller.
8. The State programs and bank products have specific closing and financing requirements. Current mortgage requirements include:
  - The loan must have a fair and fixed interest rate through the full term of the mortgage
  - FHA Mortgages and family mortgages are not approved for this project.
  - The loan can have no more than 2 points.
  - The buyer must provide a down payment of at least 3%; half must come from the buyer's own funds.
  - Non-household members shall not be permitted as co-signers of the mortgage.
9. The Fair Housing Act prohibits discrimination in housing because of Race or color, National origin, Religion, Sex, Familial status. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
10. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
11. Resale process: The Monitoring Agents (DHCD) have up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the LIP Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing, or for lack of cooperation on your part. If you attempt to sell or transfer the home without complying with the LIP Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.

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## AFFORDABLE HOUSING APPLICATION

Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Co-Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

I learned of this Housing Opportunity from (check all that applies):

Website: \_\_\_\_\_ Letter: \_\_\_\_\_

Advertisement: \_\_\_\_\_ Other: \_\_\_\_\_

### THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

- \_\_\_\_\_ Completed application signed by all individuals over the age of 18
- \_\_\_\_\_ Copy of 2010, 2011 and 2012 Federal tax returns, as filed, with 2012 1099's, W-2's and schedules, for every current or future person living in the household over the age of 18
- \_\_\_\_\_ Copy of last consecutive three months of pay stubs (minimum of 5 most recent), for all salaried employed household members over 18. Six months of income for hourly and seasonal workers.
- \_\_\_\_\_ Copy of last consecutive three months statements and documents from all other sources of income of all members listed on the application, on organization letterhead. Include payments from alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income.
- \_\_\_\_\_ Copy of last consecutive three months statements of all assets, showing current value including bank accounts, investment accounts, cash life insurance policies, retirement accounts, provided on organization letterhead with all pages.
- \_\_\_\_\_ Mortgage pre-approval with amount of loan and proof of adequate assets to cover down payment and closing costs. [Note: This unit is not eligible for FHA or family loans.]
- \_\_\_\_\_ Documentation regarding current interest in real estate, if applicable
- \_\_\_\_\_ Minority Self Declaration, if applicable
- \_\_\_\_\_ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable, containing the language "under penalties of perjury".
- \_\_\_\_\_ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury"

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Household Information - List all members of your household including yourself

Number of Bedrooms Needed: \_\_\_\_\_

Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)	Relation to Head	Age	Date of Birth	Social Security Number	Minority Category * (Optional)
1					
2					
3					
4					
5					
6					

\*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

Property - Do you own or have an interest in any real estate, land and/or mobile home? Yes ( ) No ( )

Address: \_\_\_\_\_ Current Value: \_\_\_\_\_

If Yes: Current assessment is \$ \_\_\_\_\_ [provide statement from Town]

Outstanding mortgage is \$ \_\_\_\_\_ [provide statement from Lender]

Have you sold real estate or other property in the past three years? Yes ( ) No ( ) If yes, attach settlement statement

When: \_\_\_\_\_ Address: \_\_\_\_\_

Sales Price: \_\_\_\_\_, [Provide sales settlement form]

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Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

Please include a copy of last consecutive three months of pay stubs, for all salaried employed household members over 18.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
<b>TOTAL</b>			

Assets - List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

Please include copies of last consecutive three months statements of all assets showing current value including all bank accounts, investment accounts, retirement accounts, on organization letterhead with all pages

#	Type of Asset	Bank/Credit Union Name	Account No	Value, Balance
1	Checking account			
2	Savings account			
3	Retirement account			
4	Other: _____			
5	Other: _____			
6	Other: _____			
7	Other: _____			
<b>TOTAL</b>				

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## APPLICANT(S) CERTIFICATION

I/We certify that our household size is \_\_\_\_\_ persons, as documented herein.

I/We certify that our total household income equals \$ \_\_\_\_\_, as documented herein.

I/We certify that our household has assets totaling \$ \_\_\_\_\_, as documented herein.

I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.

I/We certify that I am/we are not related to any party of this project.

I/we understand that it is my/our obligation to secure the necessary mortgage for the purchase of the home and all expenses, including closing costs and down payments, are my/our responsibility.

I/We understand that if I/we do not obtain a mortgage commitment and sign a purchase and sale agreement within forty-five days after the lottery, the unit will be offered to the next eligible applicant on the waiting list.

I/We understand the provisions regarding resale restrictions and agree to the restriction. You must notify the Monitoring Agent when you wish to sell. The unit can't be refinanced without prior approval of DHCD, as Monitoring Agent, no capital improvements can be made without the Monitoring Agent pre-approval; the unit must be owner's primary residence; the resale price is calculated according to the deed rider; and an increase in equity is very minimal to ensure affordability over time; the deed rider remains in effect in perpetuity. All prospective buyers are advised to review the deed rider with their own attorney to fully understand its provisions.

I/We have been advised that a copy of the Local Initiative Program Deed Rider is available with the Lottery Agent, and on the DHCD website: <http://www.mass.gov/Ehed/docs/dhcd/hd/lip/lipdeedrider.pdf>

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Lottery Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements. I/We understand that the Lottery/Resale Agent makes no representation on the availability or condition of the unit.

Your signature(s) below gives consent to the Lottery Agent or its designee to verify information provided in this application. The applicant agrees to provide additional information on request to verify the accuracy of all statements in this application. No application will be considered complete unless signed and dated by the Applicant/Co-Applicant.

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Applicant Signature

Date

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Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.