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**Information and Application for  
Affordable Rental Housing Lottery  
Needham Place, Needham MA**

**One Affordable 2-Bedroom Rental Unit – 50 Dedham Avenue**

**\$1,283 Monthly Rent**

This packet contains specific information for the lottery for one affordable rental unit at Needham Place development at 50 Dedham Avenue, Needham, MA, including eligibility requirements, the selection process, and a lottery application.

The key milestones for this housing opportunity:

- Application Period opens November 3, 2014
- Information Session November 17, 2014, 7:00 p.m. *Needham Public Library*
- Application Deadline December 19, 2014, 1 p.m.
- Lottery January 13, 2015, 7 p.m. *Needham Town Hall, Great Plain Room*

This application is a first step in the lottery process and does not assure you an apartment.

Please contact the agent below for any questions or to submit your application.

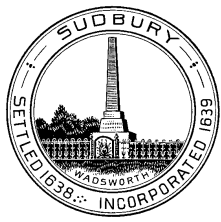
Karen Margolis  
Sudbury Housing Trust  
278 Old Sudbury Rd  
Sudbury, MA 01776  
(978) 639-3373  
[housing@Sudbury.Ma.US](mailto:housing@Sudbury.Ma.US)

**Project description**

The **Needham Place** development is under construction on a 0.232 acre site located at 50 Dedham Avenue in Needham, Massachusetts. The affordable rental unit offered in this project is a Local Action Unit within the Commonwealth's Local Initiative Program (LIP), with DHCD and the Town of Needham as Monitoring Agent. The total project consists of 10 rental units with 1 affordable rental unit (10% affordable) in a mixed use building which will have commercial space on the ground floor. This is the first lottery for this new development, which will provide for the selection of an eligible tenant for Unit 22.

In accordance with the program guidelines, the initial monthly rent is established so that a household is not required to spend more than thirty percent (30%) of the monthly adjusted income, whose gross income equals eighty percent (80%) of the Boston Area Median Income (AMI) for a family of three for housing costs, including rent and utilities. The tenant will be responsible for payment of all utilities. Taking into consideration a utility allowance of \$242, the initial rent will be set at \$1,283.00.

Needham Place is located in downtown Needham, in close proximity to stores, banks, municipal and community resources, restaurants, and public transportation. Unit 22, a 2-Bedroom unit, will be offered for lease to an eligible applicant household selected by this lottery. This second floor unit with elevator access features 2 bedrooms and a den, 2 full baths, as well as a living room, dining room and kitchen in an open floor plan. The master bedroom suite includes a walk in closet. The unit comes with stainless steel appliances, including a gas stove/oven, refrigerator, dishwasher and microwave, as well as a washer and dryer in the unit. Other features include hardwood floors and granite countertops. The unit contains approximately 1,335 square feet. Heat is forced hot air via gas, and the unit has central air. One off-street parking space comes with the apartment.



# Town of Sudbury

## Sudbury Housing Trust

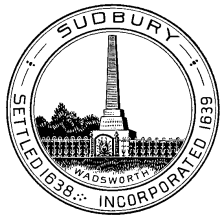
Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3373

[Housing@Sudbury.Ma.US](mailto:Housing@Sudbury.Ma.US)

### Lottery description:

1. Applications will be available on-line, and sent to any requesting party, and will also be available at the Needham Public Library, and the Planning and Community Development Offices, both in the Town of Needham and the Town of Sudbury, and sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications must be received in hardcopy and will be checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided. Applicants are encouraged to complete the checklist as an aide to the process. We do not accept email or fax submission of applications. Complete applications, with all necessary information, must be signed and returned no later than the Application Deadline. If unsigned or incomplete at that time, the application will be rejected. Late applications (applications mailed and/or received after the Application Deadline) and applications that are incomplete will not be accepted.
3. For this unit, the applicant's household size will be determined from the application, and required number of bedrooms as indicated on the application. Within the lottery pool, priority shall be given to households requiring at least the number of bedrooms for that unit. Smaller households are encouraged to apply.
4. The applicant's income will be verified and compared to the income limits published by HUD for the Boston Metropolitan Statistical Area. Income includes all income prior to any deductions from all adult household members, and are determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609. An imputed income amount of 2% of assets will be added to income for assets over \$5,000. The 2014 limits will be used:  

1 person household - \$47,450, 2 person household- \$54,200,  
3 person household- \$61,000, 4 person household - \$67,750
5. The applicant must have sufficient income to afford the rent. No more than 38% of an applicant's gross income can be spent on rent.
6. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination.
7. Once the Lottery Agent has verified the information contained in the application and confirmed eligibility, a lottery number and lottery form will be issued, and the applicant will move forward to the lottery.
8. A final lottery eligibility letter will be mailed to each applicant indicating their final eligibility determination and the lottery specifics (date/time).
9. The lottery numbers will be pulled randomly by an independent third party in a public setting. Lottery numbers will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing Lists. The list of numbers drawn will be posted and letters will be mailed within three business days to the winners.
10. Once the tickets have been randomly drawn and listed in the drawn order, the unit is then awarded based on bedroom size within the lottery pool. The top ranked household needing at least two bedrooms will be offered the opportunity to lease that specific unit. The household size preference shall be given to households based on the following criteria.
  - There is at least one occupant and no more than two occupants per bedroom.
  - 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.
11. The lottery agent shall maintain the Lottery Drawing List. In the event that any of the applicants withdraw for any other reason, or do not comply with guidelines, the next qualified applicant, taking into consideration household size preference, will be offered the unit. If any applicant is offered the unit and opts not to proceed, they will be moved to the bottom of the list, unless there are extenuating circumstances related to hardship.



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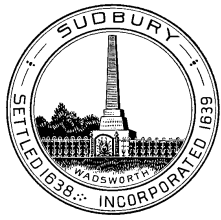
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12. The winning household will attend an interview with the owner and complete a Rental Application. If the winning household does not sign a lease or is otherwise disqualified, the next qualified applicant will be selected. Applicants will be subject to landlord screening and final approval.
13. The Fair Housing Act and other federal and state laws and regulations prohibit discrimination on the basis of race, creed, color, sex, age, disability, marital status, religion, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and which is specifically prohibited. An applicant who believes that they have been discriminated against in the selection process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
14. Qualified persons with disabilities are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing, when accommodation is necessary to ensure equal access to the building and individual unit, amenities and services.

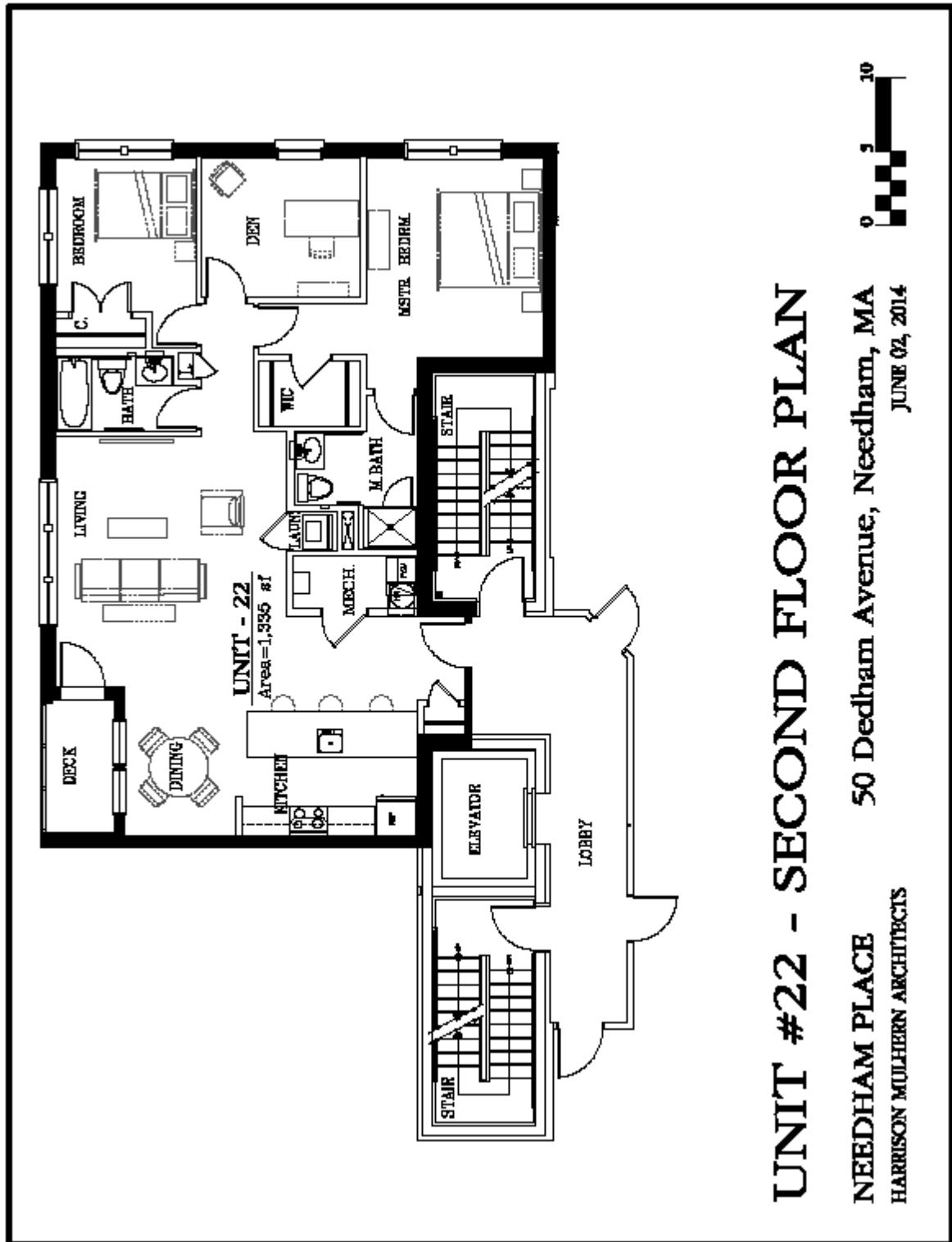


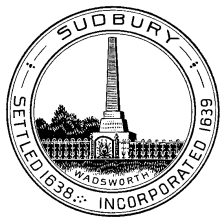
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## AFFORDABLE RENTAL- LOTTERY APPLICATION

Must Be Completed and Returned By **Monday, December 19, 2014 1:00 PM**

Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Work Number \_\_\_\_\_

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

Applicant's Email \_\_\_\_\_ Co-Applicant's Email \_\_\_\_\_

Co-Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Work Number \_\_\_\_\_

Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

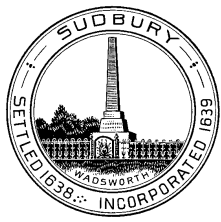
I learned of this lottery from (check all that applies):

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

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

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

- \_\_\_\_\_ Completed application signed by all individuals over the age of 18
- \_\_\_\_\_ Copy of 2012 and 2013 Federal and State tax returns, as filed, with W-2's and schedules, for every current or future person living in the household age 18 or older.
- \_\_\_\_\_ Copy of three consecutive months pay stubs (minimum of 5 most recent), for salaried employed household members over 18, longer for seasonal and hourly workers.
- \_\_\_\_\_ Evidence of full-time matriculation for students age 18 or older with more than \$480/year income, if applicable.
- \_\_\_\_\_ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income
- \_\_\_\_\_ Current statements of all assets, on financial institution letterhead, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts. Include copy of last three months of each asset statement.
- \_\_\_\_\_ Documentation regarding current interest in real estate, if applicable.
- \_\_\_\_\_ Documentation regarding Rental Assistance, if applicable.
- \_\_\_\_\_ No Income Statement, signed and notarized, for any household member age 18 or older 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	Minority Category * (Optional)
HEAD					
2					
3					
4					

\*Minority 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. This information is used for affirmative and fair housing marketing purposes only.

## HOME OWNERSHIP

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

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

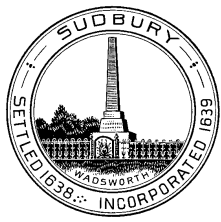
[Provide current assessment information, and current mortgage statement]

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

When: \_\_\_\_\_ Address: \_\_\_\_\_ Sales Price: \_\_\_\_\_

## RENTAL ASSISTANCE

Do you have any rental assistance, i.e. Section 8 Mobile Voucher, MRVP (Mass Rental Voucher Program)? Yes ( ) No ( )



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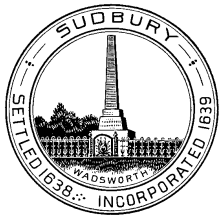
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Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, 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.

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

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.

#	Type of Asset	Account No	Value, Balance
1	Checking account		
2	Savings account		
3	Retirement account		
4	Other: _____		
5	Other: _____		
6	Other: _____		
TOTAL			



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## APPLICANT(S) CERTIFICATION

I/We understand that this lottery application is not an offer of housing and does not guarantee housing.

I/We understand that additional information and verifications will be necessary to complete the standard application process.

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 no member of the household owns a home, including in Trust.

I/We certify that the information in this lottery application and in support of this application is true and complete 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, or our family, are not related to the Developer of the Needham Place development, the Lottery Agent, the Monitoring Agent or any party of this project.

I/We agree to provide additional information on request to verify the accuracy of all statements in this application.

I/We consent to the disclosure of such information for the purpose of income, asset and any other verification related to my/our application. I/We grant permission for all of the above information to be verified by the owner/agent.

No lottery 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.