



# Town of Sudbury

## Housing Trust

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-639-3314

HousingTrust@sudbury.ma.us

www.sudbury.ma.us/housingtrust

### **REVISED AGENDA**

**Thursday, October 13, 2022**

**8:00 AM**

**Virtual Meeting**

Pursuant to Chapter 107 of the Acts of 2022, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner:

Please click the link below to join the virtual Housing Trust Meeting:

<https://us02web.zoom.us/j/89354979101>

For audio only, call the number below and enter the Meeting ID on your phone keypad:

Call In Number: 978-639-3366 or 470-250-9358

Meeting ID: **893 5497 9101**

No in-person attendance of members of the public will be permitted and public participation conducted during this meeting shall be by remote means only.

#### Welcome and Announcements

#### Board Operations

1. Minutes: Approve Meeting Minutes of September 8, 2022, if presented.
2. Financial Update
  - Ratify FY23 August Transactions, if presented
  - Review FY23 Community Preservation Act Funding Request

#### Housing Trust Initiatives

1. Program Updates
  - Small Grant Program
    - Review Submitted Applications
    - Review Updated Program Materials
  - Tenant Rental Assistance Program – Review Updated Materials
2. 4 Longfellow Road – Update
3. 67-73 Nobscot Road Joint Venture with Housing Authority - Update

#### Public Comment

#### Other or New Business

#### Executive Session

Vote to enter Executive Session pursuant to Exemption 6 (M.G.L. Chapter 30A, §21(a)(6)) – To consider the purchase, exchange, lease or value of real property if the Chair declares that an Open Meeting may have a detrimental effect on the negotiating position of the public body, regarding 4 Longfellow Road, and then vote to end Executive Session and not return to Open Session

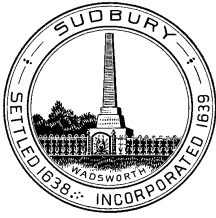
*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

**Sudbury Housing Trust  
FY23 Transactions**

<b>Date</b>	<b>Post MO</b>	<b>Amount</b>	<b>Balance</b>	<b>Account</b>	<b>Description</b>	<b>Payer/Payee</b>
7/1/22	Jul-22	\$305,025.34	\$305,025.34		Carryover \$305,025.35	
8/1/22	Aug-22	\$0.00	\$315,534.70		Balance to \$315,534.70	
8/31/22	Aug-22	\$485.09	\$316,019.79	Interest	Interest August	Town of Sudbury
8/31/22	Aug-22	\$20.00	\$316,039.79	Interest	Interest August	Town of Sudbury
8/25/22	Aug-22	(\$949.88)	\$315,089.91	Salary	Payroll	Town of Sudbury
8/8/22	Aug-22	(\$1,887.35)	\$313,202.56	MAP	Mortgage Assistance	Various
7/21/22	Aug-22	(\$2,250.00)	\$310,952.56	Expense	SRRP - Sept rent	Various
8/4/22	Aug-22	(\$76.00)	\$310,876.56	Expense	Lottery Expense	AACA
8/4/22	Aug-22	(\$280.00)	\$310,596.56	Expense	Lottery Expense	Bay State Banner
8/25/22	Aug-22	(\$200.00)	\$310,396.56	Expense	Lottery Expense	Gatehouse Media
9/1/20	Sep-22	\$0.00	\$310,396.56		Balance to \$310,396.56	

**Sudbury Housing Trust  
Financial Projection - Detail**

Description	Line#	FY20	FY21	FY22	FY23			Total
		Actual	Actual	Actual	Actual	Remaining	Projected	
<b>Housing Unit Creation</b>								
Cumulative #units created	1	14	14					
Cumulative per unit subsidy of created units	2	\$181,812	\$181,812					
Annual #Trust Created Units	3	0	0					
Annual \$Trust Created Units	4	\$0	\$0					
Total subsidy of created units	###	\$2,545,366	\$2,545,366					
#Trust Assisted Units	6	126	126					
\$Trust Assisted Units	7	\$650,000	\$650,000					
Cumulative per unit subsidy of assisted units	8	\$5,158.73	\$5,159					
<b>Detailed Statement of Revenues and Expenditures</b>								
Carry Forward	10	\$222,566	\$155,241	\$129,310.94	\$305,025.35	\$0	\$305,025	
Fees - 712543/430000	20	\$70,332	\$89,115	\$58,972	\$1,000	\$98,200	\$99,200	\$99,200
Resales	21	\$5,382	\$10,675	\$750	\$0	\$5,000	\$5,000	\$25,949
<b>External Contracts (sum of below)</b>	<b>22</b>	<b>\$64,950</b>	<b>\$78,440</b>	<b>\$58,222</b>	<b>\$1,000</b>	<b>\$93,200</b>	<b>\$94,200</b>	<b>\$900,832</b>
<i>Bedford Woods/Concord Millrun</i>	23		\$4,000	\$9,400	\$0	\$17,800	\$17,800	\$31,200
<i>Harvard - Pine Hill Village</i>	24	\$4,200	\$5,000	\$2,500	\$0	\$12,500	\$12,500	\$24,200
<i>Natick Graystone Lane</i>	25			\$1,000	\$0	\$5,500	\$5,500	\$6,500
<i>Medford Wellington Woods</i>	26	\$1,000	\$9,000	\$5,000	\$1,000	\$18,000	\$19,000	\$35,000
<i>Holliston - Village Green</i>	27			\$1,000	\$0	\$11,000	\$11,000	\$13,000
<i>Rental Recertification: Messenger, Corey St</i>	28	\$3,750	\$3,650	\$3,350	\$0	\$3,400	\$3,400	\$36,150
<i>Monitoring - MassHousing, Cold Brook</i>	29		\$20,790	\$24,212	\$0	\$25,000	\$25,000	\$70,002
<b>Completed</b>		<b>\$56,000</b>	<b>\$29,500</b>	<b>\$11,760</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$678,280</b>
CPA/Financing - 712549/497000	30	\$0	\$0.00	\$404,903	\$75,000	\$275,000	\$350,000	\$350,000
<b>SHA Nobscot (CPA)</b>	<b>31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,403</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,300</b>
Sudbury ARPA - Mortgage Assistance	32				\$75,000	\$0	\$75,000	\$75,000
Sudbury ARPA - Mortgage Assistance	33				\$0	\$75,000	\$75,000	\$75,000
Sudbury ARPA - COVID Small Grant	34				\$0	\$75,000	\$75,000	\$75,000
Sudbury ARPA - Rental Assistance	35				\$0	\$125,000	\$125,000	\$125,000
CPA	36	\$0	\$0	\$388,500	\$0	\$0	\$0	\$3,148,996
Interest - 712548/482000, 712548/489000	41	\$16,311	\$638	\$408.50	\$499	\$500	\$999	\$500
Expenditures - 712557/522100	50	-\$153,032.88	-\$113,434	-\$286,197.12	-\$70,178	-\$620,539	-\$690,717	-\$668,634
Project Admin	51	\$0	\$0		\$0		\$0	-\$39,448
Legal/Parcel Feasibility	52	\$0	\$0		\$0		\$0	-\$3,600
Staff Assistance/Contract Assistance	53	\$0	\$0		\$0		\$0	-\$83,289
RHSO/Contract Assistance	54	-\$42,416	-\$44,525	-\$44,889.00	-\$40,946	\$0	-\$40,946	-\$260,631
<b>Programs - sum of below</b>	<b>56</b>	<b>-\$97,326</b>	<b>-\$57,704</b>	<b>-\$232,991.72</b>	<b>-\$26,651</b>	<b>-\$606,539</b>	<b>-\$633,190</b>	<b>-\$3,541,963</b>
<i>Remaining CPA</i>	560	\$0	\$0		\$0	-\$146,000	-\$146,000	-\$146,000
<i>Nobscot Feasibility (CPA)</i>	561	\$0	-\$3,528	-\$29,277.80	\$0	-\$18,600	-\$18,600	-\$51,406
<i>Small Grant Program</i>	562	-\$16,900	-\$4,286	-\$22,404.00	\$0	-\$25,000	-\$25,000	-\$237,530
<i>Sudbury ARPA - COVID Small Grant</i>	563				\$0	-\$75,000	-\$75,000	-\$75,000
<i>Home Preservation Grants/HFH</i>	564	-\$30,426	-\$8,690	-\$17,950.00	\$0	-\$40,000	-\$40,000	-\$103,753
<i>Rental Assistance - ERAP (Trust funded)</i>	565		-\$41,200	\$0.00		\$0	\$0	-\$41,200
<b>Rental Assistance - SRRP (CPA funded)</b>	<b>566</b>			<b>-\$161,766.26</b>	<b>-\$22,689</b>	<b>-\$26,939</b>	<b>-\$49,628</b>	<b>-\$211,394</b>
<i>Sudbury ARPA - Rental Assistance</i>	567				\$0	-\$125,000	-\$125,000	-\$125,000
<i>Slate ARPA - Mortgage Assistance</i>	568			-\$1,593.66	-\$3,962	-\$75,000	-\$78,962	-\$80,556
<i>Sudbury ARPA - Mortgage Assistance</i>	569				\$0	-\$75,000	-\$75,000	-\$75,000
<i>H4H, Dutton Road</i>	570	\$0	\$0					-\$48,249
<i>Grants: Coolidge/SHA</i>	571	-\$50,000	\$0					-\$450,000
<i>Home Preservation Program</i>	572							-\$1,028,094
<i>Maynard Rd</i>	573	\$0	\$0					-\$868,780
<b>Lottery Expense (sum of below)</b>	<b>58</b>	<b>-\$13,291</b>	<b>-\$11,205</b>	<b>-\$8,316.40</b>	<b>-\$2,581</b>	<b>-\$14,000</b>	<b>-\$16,581</b>	<b>-\$231,912</b>
<i>Advertising/Insurance</i>	581	-\$13,291	-\$11,205	-\$8,316.40	-\$2,581	-\$14,000	-\$16,581	-\$170,983
Trust portion of Salaries - 712551/511100	60	-\$934.79	-\$2,249	-\$2,372.28	-\$950	-\$52,500	-\$53,450	-\$220,080
Ending Balance	70	\$155,241.43	\$129,310.94	\$305,025.35	\$310,396.57	-\$299,339	\$11,058	



# Town of Sudbury

## Community Preservation Committee

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-639-3314

cpc@sudbury.ma.us

www.sudbury.ma.us/cpc

### PROJECT SUBMISSION FORM

Applicant:

Submission Date:

Group or Committee Affiliation (if any):

Applicant Address:

Purpose (please select all that apply):

Open Space & Recreation

Community Housing

Historic Resource

Applicant Email & Phone Number:

Project Manager Email & Phone Number:

Project Name:

Project Description:

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (Amount and Source)
2024			
2025			
2026			
2027			
2028			
<b>Total</b>			

How does this project meet the General Criteria and Category Specific Criteria for Community Preservation Committee projects (see attached)?

Does this project fall within the jurisdiction or interest of other Town Boards, Committees, Commissions, or Departments? If so, please list the boards, committees, commissions, or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

For Community Preservation Committee Use:

Form Received On: \_\_\_\_\_

Project Presented to CPC On: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Determination: \_\_\_\_\_

# **FY2024 Community Preservation Committee Application Form Sudbury Housing Trust – Housing Allocation Attachment A**

The Sudbury Housing Trust requests 25% of the CPA allocation, a 15% increase over the 10% housing requirement, to continue to fund the programs the Trust supports for the creation of new affordable units of housing, continued support for residents impacted by COVID and struggling to pay their rent, and for the variety of other programs and initiatives the Trust undertakes.

The Trust last requested CPA funds in 2020 for FY21, and has not created any new units since then, as the Trust relies on CPA funds for unit creation. Additionally, the Trust is looking to provide long term support to some new programs it has started in the last few years and for others which may be needed in the future.

The Trust hopes to continue its robust and extremely popular Sudbury Rent Relief Program to serve the lower and lowest income level households making the restricted units in town affordable to these households. The Trust has implemented and administered an extremely successful program, and looks to continue this into the future. This program would continue to have the effect of deepening the affordability of numerous units in Sudbury and would serve very low-income households.

This CPA funding request would also assist in the creation of new units of affordable housing in the Trust's Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households. The Trust is the main, if not the only, entity with plans to create affordable homeownership units in Sudbury. Through its program, the Trust has seen tenants of the Sudbury Housing Authority become owners for their families, and owners of deed restricted properties in Sudbury purchase market rate homes in town. These demonstrate first-hand the benefits of a homeownership program. Sudbury has had 37 ownership units in its affordable housing portfolio since 2016, with no strong possibilities of additional homeownership units in the pipeline.

However, with that said, the Trust, working in conjunction with the Sudbury Housing Authority, is currently investigating purchasing a piece of land at 67-73 Nobscot Road to create several new construction affordable dwelling units on the property. These funds would be used for the continued feasibility analysis of this land, and possibly towards the purchase and eventual redevelopment of the property, as well as for other potential sites in the future.

The Trust would also like to further support its Mortgage Assistance Program to help residents maintain housing. The Mortgage Assistance Program provides aid in the form of a grant and promotes a socioeconomic environment that encourages a diversity of income and ensures long-term affordability to the Sudbury community.

The 25% CPA allocation, or estimated at \$730,000 using FY24 projections, will allow the Trust to move forward on each of these fronts in FY24.

**FY2024 Community Preservation Committee Application Form  
Sudbury Housing Trust – Housing Allocation  
Attachment B**

The Sudbury Housing Trust’s Home Preservation Program correlates precisely to CPA eligible activities in the category of community housing. It conforms to the Town’s Housing Production Plan, contributes long-term affordability towards the 10% Chapter 40B threshold, converts market rate units to affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

The Sudbury Housing Trust’s Rent Relief Program meets the Community Housing criteria by conforming to the Town’s Housing Production Plan, intermingling affordable and market rate housing at levels that exceed state requirements for percentage of affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

The purpose of the Sudbury Housing Trust is to provide for the creation and preservation of affordable housing in the Town of Sudbury for the benefit of low- and moderate-income households. The Trust implements the recommendations set forth in the Sudbury Community Housing Plan to the purpose of aiding the Town of Sudbury, private enterprises and non-profit organizations, and other public agencies in the speedy and orderly acquisition, rehabilitation, renovation, construction, financing or refinancing of property within the Town of Sudbury so that such property will be substantially available as residential property for low and moderate income persons and to further provide mechanisms to ensure such use.

Applicant 114:

Foundation/bulkhead repair; door repairs/replacement; toilet seat replacement; painting – these projects are listed in order of priority

Number in Household: 3 – ages 46, 17, 10

Income: \$31,992, 29% AMI

Senior Household: No

Disabled: No

Deed Restricted: Yes

Assessed Value of House: \$212,283, Mortgage: \$98,112, Equity of \$114,171

Amount Requested: \$5,000

Estimates Received:

Foundation/Bulkhead Repair –

- 1) Crack-X - \$1,150
- 2) A-1 Foundation Crack Repair - \$1,095

Door Repairs/Replacement & Toilet Seat Replacement –

- 1) G&M Services Co - \$1,585
- 2) Poisson Remodeling & Handyman Services - \$1,200 plus cost of materials

Painting – Estimates below are for painting more rooms than owner will be able to afford; After above repairs are complete, owner plans to choose rooms most in need of painting to reduce cost and stay within the total grant amount.

- 1) CertaPro Painters - \$6,510.47
- 2) Franca Services - \$5,520
- 3) TLC Painting, Inc - \$5,975



# Town of Sudbury

Sudbury Housing Trust

RECEIVED  
JUL 01 2022

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387

BY: <http://www.sudbury.ma.us>  
[SudburyHousingTrust@sudbury.ma.us](mailto:SudburyHousingTrust@sudbury.ma.us)

## SMALL GRANT PROGRAM APPLICATION

### 1. Household Information

Applicant Name [redacted] Phone Number [redacted] E-mail [redacted]  
 Address [redacted] City/State/Zip Sudbury MA 01776  
 Co-Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Number of people currently living in household, their names and their ages: 3

46 - me and my kids 17, 10

Any person in the household\* (optional):

Veteran:  No  Yes    Disabled:  No  Yes    Deed Restricted Property:  No  Yes

### 2. Property Information (optional)

Is there a mortgage on the property?  No  Yes, Balance: \_\_\_\_\_  
*Please attached tax bill showing assessed value, and statement showing mortgage/lien balance*

Is the property your primary residence?  No  Yes

Do you own additional real estate?  No  Yes, Address: \_\_\_\_\_  
*Please attached tax bill showing assessed value, and statement showing mortgage/lien balance*

### 3. House Repair Needed

Indicate the amount requested, and which estimate you are requesting: \$ ≈ \$8,000 - 10,000

Please describe the work needed. Is completion of this work item related to preserving the structural integrity of the dwelling or health/safety/welfare of its occupants? Describe the urgency of need.

walls repair, 1 toilet seat replacement, 2 door knob replacements  
one door needs to be replaced (broken by my ex-husband)  
basement entrance door leak, 2 windows lock  
replacing/fixing, screen door replacement





# Town of Sudbury

Sudbury Housing Trust

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278 Old Sudbury Rd  
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978-639-3387

<http://www.sudbury.ma.us>  
[SudburyHousingTrust@sudbury.ma.us](mailto:SudburyHousingTrust@sudbury.ma.us)

## SMALL GRANT PROGRAM APPLICATION

### CERTIFICATION

I/We, the undersigned, have made application to the Sudbury Small Grants Program for monies from the Sudbury Housing Trust to cover the cost of repairs or adaptations to my home as stated, and the Program Administrator or their designated representative may verify the information in this application by personal inspection of appropriate documents, by hearing corroborating testimony or by other available means.

I/We agree to sign a Grant Agreement if the project is approved and funds awarded.

I/We agree to comply with all applicable building codes and to obtain all required permits.

I/We understand that if the project is over the grant amount, I will pay for the amount over the grant award, and that I will be required to fund my portion of the project in advance of the grant funds.

I/We certify that all the information in this application and any additional information provided by me in support of this application is, and will be, entirely accurate to the best of my knowledge; and that no information relevant to that application has been, or will be, deliberately withheld.

I/We understand that any Sudbury Small Grants Program monies committed, or used to pay, for my requested home repairs or adaptations will be subject to recapture at any time during the contracted work, during the first year following the contracted work or at any time after the first year should any information supplied by me prove to be deliberately false or misleading, including all application material, or if I rent or sell my home in the first year after Sudbury Small Grants Program work is completed. Failure to comply with the rules and guidelines of this program may result in homeowner repayment of the grant monies.

Therefore, I agree to notify the Sudbury Housing Trust at least 60 days prior to listing my home for sale.

By signing below, Applicant(s) requests the Program Administrator to review this application for the purpose of receiving funding assistance through the Sudbury Housing Trust. Applicant(s) declares that the information and statements provided herein are true and correct to the best of their knowledge.

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

- Completed application
- Copies of most recent Federal tax return, and supporting schedules
- Copies of current property tax bills for all properties
- Copies of all current mortgage balances, including home equity lines of credit
- Copies of three estimates for work by professional contractor
- Picture of area to be worked on *can I send my email?*

*Handwritten bracket grouping the last three items of the checklist.*

[Redacted Name]

Picture Identification (Driver's License or similar)

*6/30/22*

Applicant

Date

Co-Applicant

Date

Emilie Connors

Thu, Sep 22, 3:07 PM (13 days ago)

to CrackX, me

Hi [REDACTED],

We repair precast bulkheads by injecting our product down both bulkhead sides and across the threshold where the precast abuts the house foundation. The cost for this repair is \$1150 and it comes with a 2 year transferable warranty.

If you have any questions, or if you'd like to set up an appointment you can email [Team@crackx.com](mailto:Team@crackx.com) or call the office number below.

When responding to this email please reply all and leave the address in the subject line.

Thank you,

Emilie

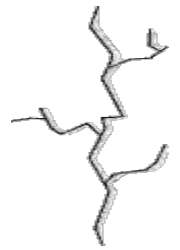
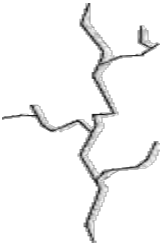
Crack-X

25 Washington Ave.

Natick, MA 01760

508-651-9704

Available on Tuesdays and Thursdays only.



**A-1 FOUNDATION CRACK REPAIR**  
282 Central St. Unit 9. Hudson, MA 01749

866-94-CRACK (27225)  
info@A1FoundationCrackRepair.com

**PROPOSAL**

Date: 9/20/2022

Proposal submitted by: A-1 Foundation Crack Repair  
Home Improvement Contractor Registration #194016 #25962

Customer: [REDACTED]  
[REDACTED]

Email: [REDACTED]

Source:

Phone: [REDACTED]

**Description of work to be done:** Injecting flexible closed cell resin through an injection port into the joints between the bulkhead and foundation.

Customer is aware that bulkheads move due to the soil and/or water freezing and thawing. The ice/water and or soil freeze can move the bulkhead. Without knowing what is under or to the sides of the bulkhead we cannot tell how much movement has happen or is going to happen. For these reasons we cannot warranty the service but will return one time at no charge. The contractor is not responsible for any underground pipes that are not marked by the homeowner.

**These prices will be honored for 30 days. Payment is due immediately upon completion of work.**

**Total Price: \$1,095**

Thank you for choosing A-1 Foundation Crack Repair

\_\_\_\_\_  
Customer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date





# ESTIMATE




Prepared For



## G&M Home Improvements Co

118 Union Ave #13  
Framingham, MA 01702  
Phone: (508) 380-3326  
Web: [www.improveourhome.com](http://www.improveourhome.com)

Estimate # 1834  
Date 10/04/2022

Description	Quantity	Total
Carpentry - Bedroom Door Replacement	1	\$450.00
Front Door Locker Replacement Smart device with security passcode	1	\$600.00
		
Bedroom Door knobs Replaceme Brushed Silver	1	\$105.00
Garage Door Knob Exterior Key entry	1	\$125.00
Toilet Seat Replacement KOHLER soft close seat	1	\$105.00
Painting - interior Doors	1	\$200.00

<b>Subtotal</b>	\$1,585.00
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<b>Total</b>	<b>\$1,585.00</b>
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By signing this document, the customer agrees to the services and conditions outlined in this document.

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# POISSON

REMODELING & HANDYMAN SERVICES

Poisson Remodeling and Handyman Services

3 Graybirch Lane

Wayland, Massachusetts 01778

United States

5085050495

## Estimate

BILL TO



**Estimate Number:** 35

**Estimate Date:** October 6, 2022

**Expires On:** October 6, 2022

**Grand Total (USD):** \$1,200.00

Items	Quantity	Price	Amount
<b>carpentry</b> Complete all tasks Given. - New bedroom door and paint - New front door lock - New garage door knob - Toilet seat replacement	1	\$1,200.00	\$1,200.00
<b>Material</b> All materials will be purchased and will be billed at the end of the job.	1	\$0.00	\$0.00
		<b>Total:</b>	\$1,200.00
		<b>Grand Total (USD):</b>	<b>\$1,200.00</b>

















We proudly feature Sherwin-Williams paints and stains.

Interior Proposal  
Job #: JOB-1340-5639  
Date 06/21/2022

**PREPARED FOR**

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██████████  
██████████  
Sudbury, MA 01776

☎ (508) 370-2230

✉ ██████████

**PREPARED BY**

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☎ (978) 295-0445  
✉ mabel@certapro.com

**Porcupine Road LLC dba CertaPro of MetroWest MA**  
(978) 295-0445  
mabel@certapro.com  
314 W Acton Road  
Stow, MA 01775

License: HIC# 196235  
Full Worker's Compensation Coverage  
Full General Liability Coverage and Umbrella Policy Coverage

**Mark Abel**  
Franchise Owner

**PRICE SUMMARY**

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Base Price:	\$6,510.47
<b>Subtotal:</b>	<b>\$6,510.47</b>
<b>Total:</b>	<b>\$6,510.47</b>
<b>Balance</b>	<b>\$6,510.47</b>

**PROJECT SUMMARY**

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**Included in the price above:** Downstairs Bathroom , Hall to Garage , Kitchen, Living Room, Primary Bathroom , Primary Bedroom, Second Bedroom , Upstairs Bathroom , Upstairs Hall

Walls - 2 coats of Benjamin Moore Regal Select or Sherwin Williams Duration in a color and sheen to be determined  
Baseboards, stair stringers - 2 coats of trim paint

Ceiling in the living room (see photo below) - small area over the staircase will get 2 coats of flat white paint. We will spot prime the water spot in the corner above the TV with Flat white paint (It will not blend in).

For the downstairs bathroom - Doors and door frames to the laundry as well as the main door and door frame. Nothing inside laundry closet

For the living room - front door and front door frame interior side only. Not painting the door frame to the kitchen. We are not painting the spindles on the staircase

For the kitchen - Not pulling the fridge out. Only two doors and door frames closest to the fridge

For the primary bathroom - walls and baseboards only. Not painting the door or door frame



For the primary bedroom - walls and baseboards. Main entry door and door frame. Not painting the closet door/door frame or the door/door frame to the primary bathroom. Bed frame is too heavy so we will leave it in place and paint around it.

For the second bedroom - walls and baseboards. Main entry door and door frame. Not painting the doors/door frame to the closet or anything inside the closet

For the upstairs bathroom next to the second bedroom - walls and baseboards. Main entry door and door frame.

For the upstairs hall at the top of the steps - walls, baseboards, and all the doors and door frames

No windows or window frames being painted

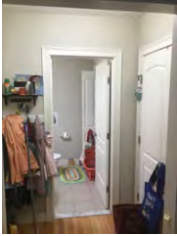
**PROJECT DETAILS**

	Paint / Primer	Sheen	Color	Paint / Primer Coats	
<b>Downstairs Bathroom</b>					
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0	
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0	
Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0	

Paint Brands:Benjamin Moore


Doors and door frames to the laundry. Nothing inside laundry closet

**Hall to Garage**

Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0	
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0	
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0	

Paint Brands:Benjamin Moore

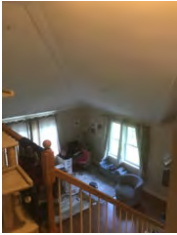
**Kitchen**

Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0	
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0	
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0	
Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0	

Paint Brands:Benjamin Moore

Not pulling the fridge out. Only two doors and door frames closest to the fridge

**Living Room**

Stair Stringers	Regal Select-100% Acrylic	Semi-Gloss		2/ 0	
Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0	
Ceiling	Ultra Spec-Latex	Flat	White	2/ 0	
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0	

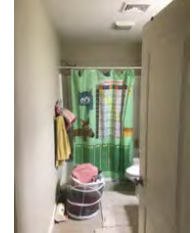
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0
Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0

Paint Brands:Benjamin Moore  
No spindles no window frames

### Primary Bathroom

Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0
Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0

Paint Brands:Benjamin Moore  
Walls and baseboards only



### Primary Bedroom

Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0
Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0

Paint Brands:Benjamin Moore  
Only main door and door frame. No door/door frame to closets or bathrooms

Not moving bed - will paint around it  
Walls and baseboards



### Second Bedroom

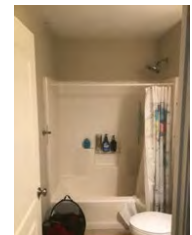
Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0
Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0

Paint Brands:Benjamin Moore  
Not painting closet doors, closets or window frames

### Upstairs Bathroom

Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0
Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0

Paint Brands:Benjamin Moore  
Door and door frame, baseboards, walls

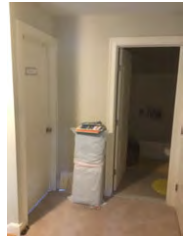


### Upstairs Hall

Walls	Regal Select-100% Acrylic	Flat	TBD	2/ 0
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Baseboard	Regal Select-100% Acrylic	Semi-Gloss	TBD	2/ 0
Door(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0
Door Frame(s)	Regal Select-100% Acrylic	Semi-Gloss	To Match	2/ 0

Paint Brands: Benjamin Moore



## SET-UP

### CUSTOMER TO:

Allow clear access to work areas, Empty cabinets, Empty closets, Remove all paintings, pictures, wall decorations, Remove small and fragile objects, Remove wall mounted electronics (TV)

### CERTAPRO WILL COVER & PROTECT

Fixtures, Floors, Furniture

### CERTAPRO WILL

Maintain clean work area, Remove and return switch plates and outlet covers

### EXCLUSIONS

Any room not specifically listed in the proposal, Any surface not expressly included in the proposal

If areas we are painting are dirty, dusty, or greasy, we ask customers to thoroughly clean those areas the day before we arrive to work. If the areas are not clean and our crews need to clean them, we charge \$50/hour.

**REFRIGERATORS - We ask customers to move them prior to work starting. If the customer is unable to move them for any reason, we will do so but are not liable for any issues the refrigerator might have when we move them. Refrigerators are often not moved for years and mechanical issues can arise when we move them a few feet in one direction and a few feet back in place. Any repair costs as a result of this is the responsibility of the customer. Also, the feet of the refrigerator may damage floors when the fridge is moved due to the weight of the unit. We recommend customers use adaptable sliders such as "Magic Sliders"**

**WASHING MACHINES and DRYERS - We ask customers to move them prior to work starting. If the customer is unable to move them for any reason, we will do so but are not liable for any issues the washer or dryer might have when we move them. Washers and Dryers are often not moved for years and mechanical issues can arise when we move them a few feet in one direction and a few feet back in place. Any repair costs as a result of this is the responsibility of the customer.**

## PREPARATION

- Scuff sand and smooth walls where we have patched
- Scuff sand trim where we have patched
- Seal knots
- Seal stains

## CLEAN-UP

Daily: Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference. Upon Completion: All tools, supplies & equipment will be removed from the property.

## NOTES

Thank you for allowing CertaPro the opportunity to provide you with a Proposal for your Project. We will communicate with you on a daily basis to update you on the progress of the project. Our goal from start to finish is to provide you with an "Excellent Painting Experience."

**PLEASE CAREFULLY REVIEW ALL OF THE ITEMS, AREAS AND COMPONENTS THAT ARE INCLUDED AS WELL AS THOSE THAT ARE EXCLUDED TO ENSURE THAT THERE IS NO MISUNDERSTANDINGS AS TO THE SCOPE OF THE PROJECT. ANY ITEMS, AREAS, AND COMPONENTS NOT SPECIFICALLY INCLUDED ARE EXCLUDED.**

This Proposal is for an Interior Painting Project. During your project you will be assigned a Job Site Supervisor (JSS). The JSS is on site to paint, run the painting crew and to be available to address any of your concerns throughout the project. CertaPro will also provide a Project Manager to supervise and insure the project is being handled as promised and proceeding on schedule to your satisfaction.

The number of coats of paint are noted on the proposal and additional coats will be an additional charge. At the end of the project we will fully clean up and then do a final walk through with you to inspect the work performed if you are available when the crew has finished their work and if necessary finish the final touch ups. CertaPro Painters at the end of your project is hoping to receive an excellent review from you when you evaluate our work. Through this rating we hope to earn the privilege of doing additional work and for you to recommend us to other businessmen, your family, friends and neighbors.

CertaPro complies with all local, state and federal laws; including but not limited to the EPA Lead-Safe program. If you suspect lead please notify us immediately. Paint is included in the cost of the project.

**CUSTOMER SERVICE COMMITMENT:** The goal for this job is to provide the best customer experience possible. This is accomplished by being friendly and courteous, by making the client feel part of the process with daily updates and excellent communication, by doing things right the first time, and by respecting your property and your home. We recognize that we are guests.

This offer is valid for 60 days.

## **ADDITIONAL NOTES**

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### **PAYMENT METHODS:**

**We accept checks and money orders. A 3.5% convenience charge is added by our processor for credit card payments. The credit cards we accept are Visa & MasterCard.**

If paying with check please provide check made out to CertaPro Painters to the Job Site Supervisor assigned to your project.

**PAYMENT TERMS:** A deposit may be requested to cover material costs approximately 20% due by the start of the project. The

balance or payment in full is due upon completion of the project.

**COLOR CONSULTATION:** All of our proposals include full color consultation and color matching services as needed. We will pay for the first hour, anything over the hour is the customer's financial responsibility.

**ACCENT WALLS:** If a customer decides to add an accent wall anytime after receipt of this proposal, an extra fee of \$200 per Accent Wall will be added to the pretax total, due to the additional labor and materials required.

**TOTAL NUMBER OF COLOR CHOICES:** Most interior paint projects involve 3-5 color/sheen choices. If you would like to choose more than 5 color/sheens, it will be an extra fee of \$75 per additional color/sheen due to the additional materials and labor required.

**3rd COAT OF PAINT:** There are certain paint colors (especially whites, off whites, and bold deep colors) that require more than two (2) coats of paint to achieve proper hiding. At the time of the estimate CertaPro Painters does not know what customer's final color choice will be, therefore, should customer select one of these hard to cover colors CertaPro Painters reserves the right to amend the proposal for the additional labor and materials.

## **SIGNATURES**

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Authorized Franchise Representative Signature

Date

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**PAYMENT DETAILS**

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**Payment is due:**In full upon job completion

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**DECLARATION OF CONTRACT**

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(I/We) Have read the terms stated herein, they have been explained to (me/us) and (I/we) find them to be satisfactory, and hereby accept them.

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Customer Signature

Date

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**OPTIONAL WORK**

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The following items are **NOT INCLUDED** in your project but may be added for the additional cost listed below.

Area	Paint	Sheen	Color	Coats	Price
Upstairs Bathroom -Ceiling	Ultra Spec-Latex	Flat	White	2	\$101.98

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**THE CERTAINTY PLEDGE®**

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**Schedule & Routine**

- Svetlana will be home for the project
- 830-5 works fine as far as hours
- Can come and go through the front door

**Supplies & Equipment**

- Neatly in the house

**Pets**

- I think they have a cat

**Communication Preferences**

- Svetlana will be point of contact
- In person is fine
- Anytime as far as updates or questions

**Additional Considerations**

- All good experiences with contractors

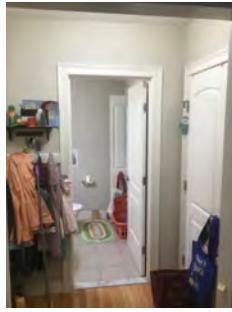
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**ADDENDUM - ALL PICTURES**

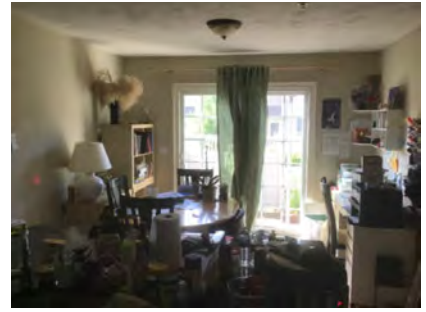
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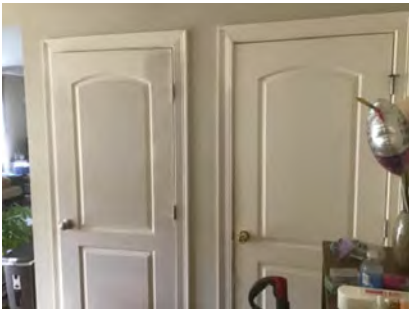
Downstairs Bath...



Hall to Garage



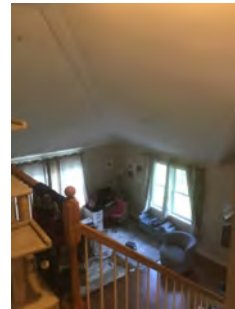
Kitchen



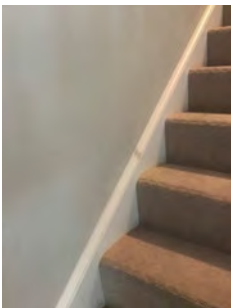
Kitchen



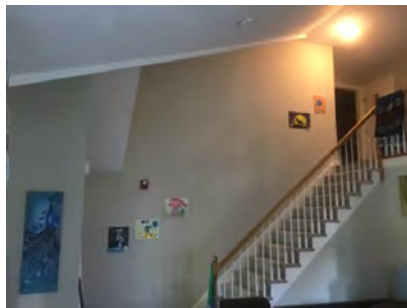
Kitchen



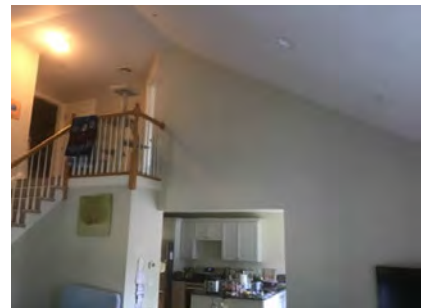
Living Room



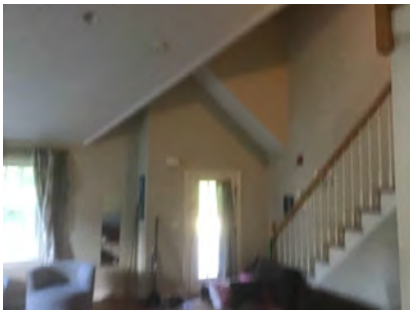
Living Room



Living Room



Living Room



Living Room

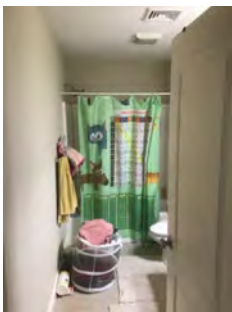


Living Room

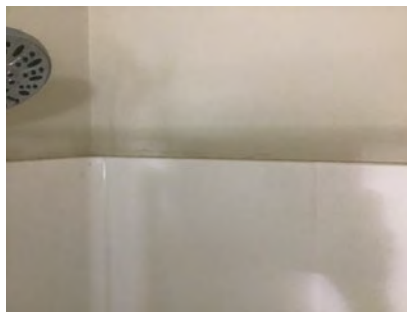


Living Room

Painting this section of the ceiling only



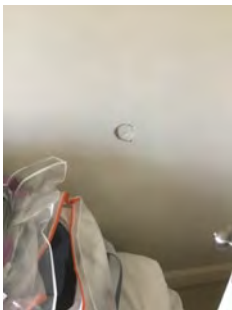
Primary Bathroom



Primary Bathroom



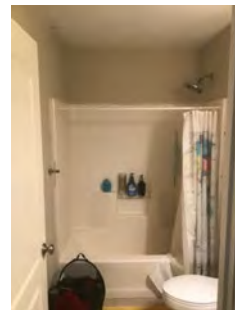
Primary Bedroom



Primary Bedroom



Primary Bedroom



Upstairs Bathroom





Upstairs Hall

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**RESIDENTIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT**

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

**ATTENTION CLIENT:**

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

**NOTICE OF CANCELLATION**

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETURN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **Porcupine Road LLC dba CertaPro of MetroWest MA**

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DATE OF TRANSACTION \_\_\_\_\_

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_



I HEREBY CANCEL THIS TRANSACTION

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(Buyer's Signature)

(Date)

## LIMITED TWO YEAR WARRANTY

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

### THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
  - mill-glazing from smooth cedar
  - ordinary wear and tear.
  - abnormal use or misuse.
  - peeling of layers of paint existing prior to the work performed by the Contractor.
  - structural defects.
  - settling or movement.
  - moisture content of the substrate.
  - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
  - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

### FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.



Proposal  
to



**(508) 481-0150**  
**WWW.FRANCASERVICES.COM**



## Who we are:

Franca Services was founded back in 2003 by David Franca, and later joined by his younger brother Alan Franca.

We are a family business – Home Improvement Contractors - that take pride in the work we do, every single day.

We look forward to completing every project in the best way and that's why David and Alan are working directly on projects from estimating to delivery.

We have an amazing team of professionals – painters, carpenters, siding installers, and office staff – that help us achieve our goals of providing quality services and great customer relationships.

**MISSION:** Addressing the needs and expectations of customers in the use of our services and continuously developing our relationships with employees, partners, and suppliers, establishing a climate of partnership with them.

**VISION:** To serve Residential, Commercial, and Industrial customers; continuously growing and improving our market position, seeking to achieve leadership, and be recognized throughout New England.

**VALUES:** We are committed to our quality of service. We focus on the customer relationship, professionalism, and competence. We are also an invaluable and socially responsible member of our community.

## Why Franca Services?

We've been in the market for over 17 years, and over the years we built our reputation of a trustworthy, established and committed contractor. All your Home Improvement needs are satisfied in only ONE company – Franca Services.

- We have one office location with representatives able to answer your questions by phone, email, or text.
- During the estimating phase, we are able to do multiple visits to make sure we can accommodate your project needs and budget.
- During your project, besides the office staff, our Project Managers can be reached by cell phone/email anytime and we keep our customers informed of all steps of the project.
- We are Licensed in the state of Massachusetts, Insured (General Liability, Works Compensation, Umbrella and Auto).
- Lead-Safe Certified Firm by EPA and the state of Massachusetts – being our principals and employees trained.
- Our Project Managers also have OSHA training and we hold monthly safety meetings with our employees.

**WHEN YOU HIRE US, NOT ONLY DO YOU HIRE A CONTRACTOR, YOU HIRE THE GUARANTEE OF QUALITY SERVICES, RELIABILITY AND FAIR PRICE!**

We love what we do and we want to keep doing it for generations to come!



449 Boston Post Rd. East – Suite 1  
Marlborough, MA 01752  
Phone: 508 481 0150  
Fax: 508 251 2326  
HIC 150467  
FrancaServices.com

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### CUSTOMER INFORMATION

**CUSTOMER:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**DATE:** June 17, 2022

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**BY:** David Franca  
**EMAIL:** [david@francaservices.com](mailto:david@francaservices.com)  
**PHONE:** (617) 794-0010 cell

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### PROJECT INFORMATION

**SCOPE OF WORK: INTERIOR PAINTING**

- Substrate to be prepared to manufacturer's specifications.
- Apply paint to achieve manufacturer's recommended dry film thicknesses.
- Patch minor dings/dents on walls and leave it ready for new finishes.
- Apply 1 coat of Sherwin Williams latex paint on ceilings, flat finish to be used.
- Apply 2 coats of Sherwin Williams latex paint on walls, eg-shell to be used.
- Apply 1 coat of Sherwin Williams latex paint on trims, semi-gloss to be used.
- **Areas to be painted:** The interior of the house including master bedroom and master bath (walls ONLY), main bathroom (walls ONLY), bedroom (walls and 1 door), upstairs hall and family room (ceilings, walls, baseboards, doors, window sills), kitchen (walls, baseboards, doors), mud room (walls, baseboards, doors).
- Clean paint spatter from adjacent surfaces and glass.
- Touch-up damaged surfaces at completion of project.

**TOTAL: \$5,520.00**

30% upon signing contract  
70% upon completion of the project

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**Approx Start Date:** TBD  
(Weather, material, schedule permitting)

**Approx. Completion Date:** TBD  
(Weather, material, schedule permitting)

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**CONTRACTOR NOTIFICATIONS**

All materials are guaranteed to be as specified as possible, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum above. For a period of 24 months from the date of completion FRANCA SERVICES INC. warrants against any defect resulting from workmanship done. A product installed has its own manufacturer's warranty.

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Homeowner understands and acknowledges that the work area is a dangerous and hazardous space until completion of all work to be performed. Homeowner, therefore, hereby agrees to indemnify and hold harmless Franca Services Inc. from any and all damages and/or loss as a result of any injury or loss of the homeowner or any of its invitees within said work area during the time of construction.

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Franca Services reserves the right to use your project information (such as pictures, address) for future advertising at your neighborhood ONLY

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Franca Services Inc. shall secure the following required permits as homeowner's agent: Building Permit and any other permit necessary to do the work.

**NOTE: Owners who secure their own permits or deal with unregistered contractors are excluded from the Guaranty Fund provisions of M.G.L. c. 142A.**

**NOTE:** All home improvement contractors and subcontractors shall be registered and any inquiries about a contractor or sub-contractor relating to a registration should be directed to:

**Director, Home Improvement Contractor Registration  
One Ashburton Place, Room 1301  
Boston, MA 02108  
(617) 727-8598**

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**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlines above.

**DO NOT SIGN THIS CONTRACT IF THERE ARE ANY BLANK SPACES.**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

Contractor's Signature

---

Customer's Signature

## Notice of Right of Rescission

Notice to customer required by Federal law:

You may enter into a transaction that may result in a lien, mortgage, or other security interest on your home. You have a legal right under Federal law to cancel this transaction, if you desire to do so, without penalty or obligation within 3 days from the date or signing of the contract, any later date on which all material disclosures required under the Truth in Lending Act have been given to you. If you so cancel this transaction, any lien, mortgage or other security interest on your home arising from this transaction is automatically void. You are entitled to receive a refund of any down payment or other consideration if you cancel within 3 days of the signing of the contract. If you decide to cancel this transaction, you may do so by notifying Franca Services Inc. at 449 Boston Post Road East – Suite 1, Marlborough, MA 01752 by mail not later than 3 days from the date or of the signing of contract. You may also use any other form of written notice identifying the transaction if it is delivered to the above address not later than that time. This notice may be used for that purpose by dating and signing below.

I hereby cancel this transaction.

\_\_\_\_\_

Customer

\_\_\_\_\_

Customer

\_\_\_\_\_

Date

Receipt is herewith acknowledged of the foregoing NOTICE, the undersigned CUSTOMERS having received copies thereof, on the date or of the signing of contract.

Initial: \_\_\_\_\_

Customer Date

Initial: \_\_\_\_\_

Customer Date



**Estimate #3578**

**From TLC Painting, Inc.**  
 (508) 651-5201  
 office@tclpainting.com  
 www.tclpainting.com  
 7 Erie Drive  
 Natick, MA 01760

Client Phone 508-370-2230

Billed To

Sent On 06/17/2022

PRODUCT / SERVICE	DESCRIPTION	TOTAL
Family Room/ Stairway/ Hallway	Ceiling, Walls, Trim	\$2,450.00
Bathroom	Walls, Trim	\$450.00
Bedroom	Walls, Baseboard	\$750.00
Bedroom	Walls, Baseboard	\$750.00
Bathroom	Walls, Baseboard	\$450.00
Kitchen	Walls, Baseboard, Doors	\$675.00
Bathroom	Walls, Baseboard	\$450.00
Prep Work for Walls	Compound and sand smooth any nicks, nail pops, marks, small cracks as needed. Spot prime compounded areas and apply 2 finish coats of washable paint.	\$0.00*
Prep Work for Ceilings	Compound and sand smooth any nicks, nail pops, marks, small cracks as needed. Spot prime compounded areas and apply 1 finish coat of flat white paint.	\$0.00*

**Total** **\$5,975.00**

\* Non-taxable

A deposit of 50% of the total project cost is due in order to secure a start date. Remaining balances due upon completion. Interest at annual rate of 18% (1.5%/month) will be added to all amounts remaining unpaid. Proposals valid for 60 days. You agree to pay all costs of collection including interest, reasonable attorney's fees and reasonable collection agency fees related to any breach of this agreement. TLC warrants all work for one (1) full year. Please sign below and return with your deposit check.



[Redacted]

**Estimate #3578**

**From** TLC Painting, Inc.  
(508) 651-5201  
office@tcpaint.com  
www.tcpaint.com  
7 Erie Drive  
Natick, MA 01760

**Content Phone** 508-370-2230

**B To** [Redacted]

**Sent On** 06/17/2022

**Notes Continued...**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

















Applicant 115:

Sump pump repair

Number in Household: 3 – ages 43, 17, 11

Income: \$62,642, 53% AMI

Senior Household: No

Disabled: Yes – child with autism

Deed Restricted: Yes

Assessed Value of House: \$241,553, Mortgage: \$166,078, Equity of \$125,475

Amount Requested: \$2,237

Estimates Received:

Already paid for the repair because it an emergency – sump pump failed and needed to be repaired to prevent flooding. Applicant only submitted the receipt:

Edward S. O’Neill Septic Pumps Lift Station	\$2,237
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# Town of Sudbury

Sudbury Housing Trust

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3388

<http://www.sudbury.ma.us>  
[SudburyHousingTrust@sudbury.ma.us](mailto:SudburyHousingTrust@sudbury.ma.us)

## SMALL GRANT PROGRAM APPLICATION

### 1. Household Information

Applicant Name [redacted] Number [redacted] E-mail [redacted]

Address [redacted] City/State/Zip SUDBURY, MA 01776

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

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

Number of people currently living in household, their names and their ages: [redacted]

Any person in the household\* (optional):

Disabled:  No  Yes Deed Restricted Property:  No  Yes

[redacted] - special ed - Autism spectrum

### 2. Property Information (optional)

Is there a mortgage on the property?  No  Yes, Balance: 116,077.76  
*Please attached tax bill showing assessed value, and statement showing mortgage/lien balance*

Is the property your primary residence?  No  Yes

Do you own additional real estate?  No  Yes, Address: \_\_\_\_\_  
*Please attached tax bill showing assessed value, and statement showing mortgage/lien balance*

### 3. House Repair Needed

Indicate the amount requested, and which estimate you are requesting: \$ 2,237.00

Please describe the work needed. Is completion of this work item related to preserving the structural integrity of the dwelling or health/safety/welfare of its occupants? Describe the urgency of need.

Sum pump stop working, last time was replaced in 1987. Emergency service, but O'Neill didn't charge for emergency call, said can do on Tuesday after labor day.



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## SMALL GRANT PROGRAM APPLICATION

### CERTIFICATION

I/We, the undersigned, have made application to the Sudbury Small Grants Program for monies from the Sudbury Housing Trust to cover the cost of repairs or adaptations to my home as stated, and the Program Administrator or their designated representative may verify the information in this application by personal inspection of appropriate documents, by hearing corroborating testimony or by other available means.

I/We agree to sign a Grant Agreement if the project is approved and funds awarded.

I/We agree to comply with all applicable building codes and to obtain all required permits.

I/We understand that if the project is over the grant amount, I will pay for the amount over the grant award, and that I will be required to fund my portion of the project in advance of the grant funds.

I/We certify that all the information in this application and any additional information provided by me in support of this application is, and will be, entirely accurate to the best of my knowledge; and that no information relevant to that application has been, or will be, deliberately withheld.

I/We understand that any Sudbury Small Grants Program monies committed, or used to pay, for my requested home repairs or adaptations will be subject to recapture at any time during the contracted work, during the first year following the contracted work or at any time after the first year should any information supplied by me prove to be deliberately false or misleading, including all application material, or if I rent or sell my home in the first year after Sudbury Small Grants Program work is completed. Failure to comply with the rules and guidelines of this program may result in homeowner repayment of the grant monies.

Therefore, I agree to notify the Sudbury Housing Trust at least 60 days prior to listing my home for sale.

By signing below, Applicant(s) requests the Program Administrator to review this application for the purpose of receiving funding assistance through the Sudbury Housing Trust. Applicant(s) declares that the information and statements provided herein are true and correct to the best of their knowledge.

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

- Completed application
- Copies of most recent Federal tax return, and supporting schedules
- Copies of current property tax bills for all properties *goes through escrow*
- Copies of all current mortgage balances, including home equity lines of credit
- Copies of three estimates for work by professional contractor *ONLY ONE due to emergency*
- Picture of area to be worked on
- Copy of Picture Identification (Driver's License or similar)

*Ant* *Madelle Suryanyan* \_\_\_\_\_  
 Applicant Date *10/01/22* Co-Applicant Date



TAX ID # 04329618



**EDWARD S. O'NEILL**  
 Septic Pumps Lift Station  
 83 Edsel Road  
 Littleton, MA 01460  
 (781) 891-8442 Waltham  
 (508) 755-9001 Worcester  
 (978) 952-8442 Littleton

**JOB INVOICE**  
**5638**

CUSTOMERS ORDER NO.	DATE ORDERED
	9-7-22
ORDER TAKEN BY	DATE PROMISED <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.

BILL TO	[REDACTED]	PHONE
ADDRESS	[REDACTED]	MECHANIC Mike
CITY	Sudbury MA	HELPER Chuck
JOB NAME AND LOCATION		<input checked="" type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
DESCRIPTION OF WORK		

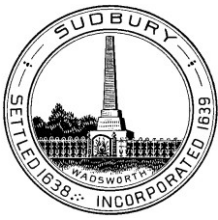
QUANT.	DESCRIPTION OF MATERIAL USED	PRICE	AMOUNT
1	4/10 hp 11.5 v 2" discharge pump	946 <sup>-</sup>	946 <sup>00</sup>
1	2" TV Check valve	89 <sup>-</sup>	89 <sup>00</sup>
1	misc 2" pvc pipe/fittings	52 <sup>-</sup>	52 <sup>00</sup>
3	15' N.O float switches	97 <sup>-</sup>	291 <sup>00</sup>
1	3 on the tree (float tree)	78 <sup>-</sup>	78 <sup>00</sup>
1	junction box	46 <sup>-</sup>	46 <sup>00</sup>
4	1/2" wet connectors	12 <sup>-</sup>	48 <sup>00</sup>
1	protective gear	32 <sup>-</sup>	32 <sup>00</sup>
Total			
\$ 2,237 <sup>00</sup>			
Paid ch			
# 575			

HOURS	LABOR	AMOUNT	TOTAL MATERIALS
2	MECHANICS 2hrs @ 145	290 <sup>00</sup>	1582 <sup>00</sup>
2	HELPERS 2hrs @ 95	190 <sup>00</sup>	655 <sup>00</sup>
1	confined space entry	175 <sup>00</sup>	
I hereby acknowledge the satisfactory completion of the above described work.		TOTAL LABOR 655 <sup>00</sup>	TAX
SIGNATURE	DATE COMPLETED	TOTAL	2237 <sup>00</sup>









# Town of Sudbury

*Sudbury Housing Trust*

Flynn Building  
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Sudbury, MA 01776  
978-639-3387

<http://www.sudbury.ma.us>  
[SudburyHousingTrust@sudbury.ma.us](mailto:SudburyHousingTrust@sudbury.ma.us)

## SMALL GRANT PROGRAM APPLICATION

Dear Sudbury Resident,

Thank you for your interest in the Sudbury Small Grants Program. The purpose of this program is to provide financial assistance to preserve existing housing units owned by income eligible households. It is sponsored by the Sudbury Housing Trust for the benefit of Sudbury residents.

The attached confidential application and grant process is designed to be simple and quick. There is minimal documentation required. A completed application, an estimate for work requested, and copies of recent tax returns are all that is needed.

Grant applications will be accepted on a rolling process, and will be reviewed and potentially funded on a First-Come and First-Served basis.

These grants are given on an unsecured basis; there is no repayment required of the funds awarded to you after the first year.

You must meet the following requirements to be eligible:

1. Property is in Sudbury and the applicant intends to own the property for the next 12 months,
2. Maximum income of the applicant is 100% of the Area Median Income,
3. Property assessment is below the Town median,
4. Agreement to notify the Sudbury Housing Trust prior to listing your home for sale.

The grant limit for this program is \$7,500. Applications are evaluated and prioritized based on health and safety considerations, financial need of the applicant, and deferred maintenance due to the impact of the COVID pandemic, with higher priority for emergencies and first-time applicants.

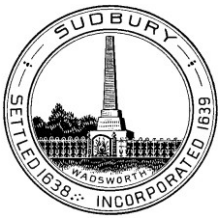
The Sudbury Housing Trust, in line with its mission, continually searches for properties which can be added to the pool of properties in Sudbury affordable to teachers, police, firefighters and other members of the community. In accepting grants from this program, you are required sign a Grant Agreement, and to notify the Sudbury Housing Trust at least 60 days prior to listing your home for sale.

If you have questions regarding this program or if you require assistance in filling out the application, please contact us at the information below. Applicants are encouraged to discuss their needs with program staff prior to submitting a full application.

**Submit application and attachments to:**

**Ryan Poteat, Community Preservation Coordinator**  
**Department of Planning & Community Development**  
978-639-3388  
278 Old Sudbury Road  
Sudbury, MA 01776

**Office Hours: Monday, Wednesday, Thursday 8:30 A.M.-4:00 P.M.**  
**Tuesday 8:30 A.M. – 7:00 P.M.**  
**Friday 8:30 A.M. – 12:30 P.M.**



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## SMALL GRANT PROGRAM APPLICATION

### Eligible Projects

The Small Grant Program provides financial assistance to correct conditions dangerous to health and safety; and to correct substandard conditions. Some examples of eligible projects are listed below.

Minor plumbing, carpentry, window repairs, gutters or downspouts, door repairs or replacements, step or porch repairs, lock repair or replacement, cement work or masonry repair, tiling, plaster patching and wallpapering, sheet-rock repair, smoke/CO2 detectors, weather stripping, electrical including connectivity, heating, floors, installation, masonry, siding, roofing, bathroom grab bars, raised toilets or toilet seats, hand-held shower heads, railings or other adaptive projects.

### Financial Assistance

The grants are offered as unsecured and unconditional funds, with no repayment clauses. The maximum grant available is \$7,500 per grant period and a cap of no more than \$15,000 over 7 years for a household at a given property address. A one year wait period, from the date the last payment was issued, is required before an applicant can re-apply to the Small Grant Program. This wait period can be waived in an emergency situation upon approval by the Program Administrator in a situation that poses a danger to the health/safety of the occupant.

### Applicant Qualification

- Income – 100% of Area Median Income.** The combined income of all parties living in the home must be less than 100% of the Boston Area Median Income. Income limits as of April 2022 are:  
Household of 1: \$98,200, Household of 2: \$112,200, Household of 3: \$126,200, Household of 4: \$140,200  
Income includes all sources of regular income such as; earnings, Social Security, Pension, and interest income and is calculated from the most recent IRS 1040 form, adding all non-taxable amounts to the Adjusted Gross Income. Additionally 2% of the equity in the home (computed as the current tax assessment minus the outstanding amounts of any liens on the property, including mortgages and home equity line of credit) is counted towards income.
- Home Value – Up to \$739,600.** The current assessment of the home is not to be greater than the single family median home assessment in Sudbury, which for FY 2022 is \$739,600.
- Home-owner – Sudbury resident.** The Applicant must be the owner of the property. The property must be a residential property and can be rented or owner-occupied, and the property must be in Sudbury. The resident also agrees to notify the Sudbury Housing Trust prior to selling the house at any time in the future. Applicant agrees to pay back the funds if they sell their home with 12 months.

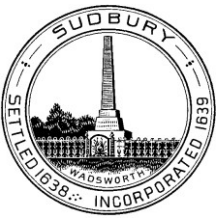
### Grant Applications

Grant cycles are held twice a year: with application deadlines of March 30 and September 30, and grants awarded two months later by May 31 and November 30.

The applicant completes the application with appropriate income and two estimates, including photos. Town employees, including special municipal employees, are not eligible contractors in accordance with MGL Chapter 268A, section 20.

If awarded, the repair must be completed within 12 months from the award date. The Trust will pay the amount approved to the repair provider upon receipt of the invoice with the W9 form of the provider, photo of the finished repair, and approval from the applicant. The Trust will not reimburse homeowners unless specifically approved.

The application with income information will be kept confidential.



# Town of Sudbury

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[SudburyHousingTrust@sudbury.ma.us](mailto:SudburyHousingTrust@sudbury.ma.us)

## SMALL GRANT PROGRAM APPLICATION

### 1. Household Information

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

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

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

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

Number of people currently living in household, their names and their ages: \_\_\_\_\_

Any person in the household\* (optional):

Disabled:  No  Yes    Deed Restricted Property:  No  Yes

### 2. Property Information

Is there a mortgage on the property?     No     Yes, Balance: \_\_\_\_\_  
*Please attached tax bill showing assessed value, and statement showing mortgage/lien balance*

Is the property your primary residence?     No     Yes

Do you own additional real estate?     No     Yes, Address: \_\_\_\_\_  
*Please attached tax bill showing assessed value, and statement showing mortgage/lien balance*

### 3. House Repair Needed

Indicate the amount requested, and which estimate you are requesting:    \$ \_\_\_\_\_

Please describe the work needed. Is completion of this work item related to preserving the structural integrity of the dwelling or health/safety/welfare of its occupants? Describe the urgency of need.

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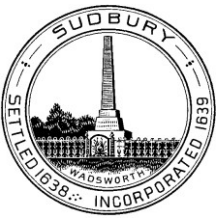
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# Town of Sudbury

Sudbury Housing Trust

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387

<http://www.sudbury.ma.us>  
[SudburyHousingTrust@sudbury.ma.us](mailto:SudburyHousingTrust@sudbury.ma.us)

## SMALL GRANT PROGRAM APPLICATION

### CERTIFICATION

I/We, the undersigned, have made application to the Sudbury Small Grants Program for monies from the Sudbury Housing Trust to cover the cost of repairs or adaptations to my home as stated, and the Program Administrator or their designated representative may verify the information in this application by personal inspection of appropriate documents, by hearing corroborating testimony or by other available means.

I/We agree to sign a Grant Agreement if the project is approved and funds awarded.

I/We agree to comply with all applicable building codes and to obtain all required permits.

I/We understand that if the project is over the grant amount, I will pay for the amount over the grant award, and that I will be required to fund my portion of the project in advance of the grant funds.

I/We certify that all the information in this application and any additional information provided by me in support of this application is, and will be, entirely accurate to the best of my knowledge; and that no information relevant to that application has been, or will be, deliberately withheld.

I/We understand that any Sudbury Small Grants Program monies committed, or used to pay, for my requested home repairs or adaptations will be subject to recapture at any time during the contracted work, during the first year following the contracted work or at any time after the first year should any information supplied by me prove to be deliberately false or misleading, including all application material, or if I rent or sell my home in the first year after Sudbury Small Grants Program work is completed. Failure to comply with the rules and guidelines of this program may result in homeowner repayment of the grant monies.

Therefore, I agree to notify the Sudbury Housing Trust at least 60 days prior to listing my home for sale.

By signing below, Applicant(s) requests the Program Administrator to review this application for the purpose of receiving funding assistance through the Sudbury Housing Trust. Applicant(s) declares that the information and statements provided herein are true and correct to the best of their knowledge.

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

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Copies of most recent Federal tax return, and supporting schedules
- \_\_\_\_\_ Copies of most recent property tax bills for all properties
- \_\_\_\_\_ Copies of all current mortgage balances, including home equity lines of credit
- \_\_\_\_\_ Copies of two estimates for work by professional contractor
- \_\_\_\_\_ Picture of area to be worked on
- \_\_\_\_\_ Copy of Picture Identification (Driver's License or similar)

Applicant

Date

Co-Applicant

Date

# SUDBURY

## ARPA RENT RELIEF PROGRAM (SRRP)

### APPLICATION PACKET

**APPLICATIONS ACCEPTED  
ON A ROLLING BASIS PERIOD**

*The program will remain open and award grants on a first come, first served basis to eligible applicants until funding is depleted.*

---

### APPLICATION PACKET

---

Please read all information carefully. This packet contains:

- **Frequently Asked Questions**: See Program Guidelines for more detailed information.
- **Application Checklist**: Must be completed and submitted with application. Required documentation must be submitted to be determined eligible for the program.
- **Application**: This is a fillable document and can be completed electronically, printed out and signed or printed out and legibly filled out by hand. All applications must have required documentation and be signed to be considered complete.

---

### APPLICATION SUBMISSION

---

It is preferred that application, checklist and required documents be submitted electronically to [info@RHSOhousing.org](mailto:info@RHSOhousing.org)

For questions: email [info@RHSOhousing.org](mailto:info@RHSOhousing.org) or call 978-287-1093.

Applications also accepted by mail or drop-off at the following locations:

RHSO Housing  
37 Knox Trail  
Acton, MA 01720  
Attn: ARPA SRRP

*Place in large black mailbox at the  
bottom of the outside steps.*

Town Clerk's Office (at the rear of Town Hall)  
322 Concord Road  
Sudbury, MA 01776  
Attn: ERAP

*Place in the drop box in the vestibule  
Open 24 hours a day, 7 days a week*



## SRRP - FREQUENTLY ASKED QUESTIONS

### WHAT IS SRRP? *See Guidelines and Application for more detail.*

SRRP provides temporary monthly rental assistance in the form of a grant to eligible households. Initial grants will be for six-month period and one-time grant renewals may be possible depending on need and available funding. Payments amounts will be determined based on applicants rent and gross income and will be at least: (but not to exceed tenant rent)

\$300/mo. - 1br    \$450/mo. - 2br    \$600/mo.- 3br    \$750/mo.- 4br

Payments are made directly to the landlord. SRRP is funded is through the Sudbury Housing Trust. Utility and rental arrears payments are also allowable, see guidelines and application.

### WHO IS ELIGIBLE?

- Current residents of Sudbury not currently receiving rental assistance from State/Federal program (RAFT, ERAP, ) and who have not received assistance from the Sudbury Housing Trust rental assistance programs in the past. Also, households that own other real estate do not qualify.
- Households spending >27% of their gross income on rent **or** whose income is below 30% AMI
- Households whose income is below the following limits:

Effective: 4/1/2022	100% AMI Income Limits					
Household size	1 person	2 person	3 person	4 person	5 person	6 person
100% Income Limit	\$89,200	\$112,200	\$126,200	\$140,200	\$151,500	\$162,700
30% Income Limit	\$29,450	\$33,650	\$37,850	\$42,050	\$45,450	\$48,800

- Households whose current monthly rent is below the following:  
 1 Bedroom \$2,021, 2 Bedroom \$2,272, 3 Bedroom \$2,726, 4 Bedroom \$2,990

#### **How is the program funded? And what is the application and award process?**

The program, sponsored by the Sudbury Housing Trust, will provide temporary rental assistance in the form of a grant for the purpose of supporting eligible households in maintaining housing from local ARPA funding. The program is being administered by the RHSO. An initial application period will be open for 10 days. If requests received during the initial application period exceed available funds eligible

applicants will be entered into a lottery to select program participants. If there are funds remaining after the initial application period the program will remain open and accept applications on a first-come, first-served basis as long as funding is available. Applicants must submit sufficient documentation to demonstrate their eligibility. Once eligible a Participation Agreement will be issued. Landlords must agree to participate in the program. Repayment of assistance will not be required.

## SRRP APPLICATION CHECKLIST

The following is a list of information needed to determine eligibility for assistance. Please provide all *applicable* information with your completed application.

**All adult household members (over 18 years of age) must provide all documentation.**

**Signed lease, tenancy agreement, or tenancy-at-will form**

- ✓ Statement from landlord of back rent due, if applicable.
- ✓ Most recent rent calculation statement from property or voucher issuing agency

**Utility Bill (ONLY for households applying for utility assistance)**

**Documentation of Current Income**

- ✓ Currently Employed - Provide two months of the most recent paystubs received.
- ✓ Self-employed - Provide *year-to-date* Profit and Loss statements, showing monthly amounts (i.e. written amounts of money received each month since the beginning of the year).
- ✓ Unemployment Assistance - Provide determination letter and recent statement of benefits
- ✓ Other Government Assistance – Social Security Income (SSI or SSDI)
- ✓ Child Support or Alimony Verification
- ✓ Other Income - Document all other income including pension, investment income, etc.
- ✓ No Income / Cash Income Verification Form – Complete for no income or cash only income.

**Asset Information**

- ✓ Bank Statements - Copies of last 2 statements (all pages) from all bank accounts (Checking, savings, IRA, etc.)
- ✓ Other Assets - Copies of any investment statements for previous 3 months (Investment, Retirement, Pensions, Annuities, etc.)

**NOTE: A Tenant Income Certification form (TIC, 50058, 50059 or other recertification for a state or federally subsidized housing program including LIHTC and 40B properties) from your landlord can be submitted instead of income and asset documentation.**

You may provide any additional information if you feel it is applicable to you and your household. **The Town and/or the Regional Housing Services Office may request additional information if necessary to make a determination of eligibility.**

**Regional Housing Services Office (RHSO)**  
**SUDBURY RENT RELIEF PROGRAM (SRRP) APPLICATION**

On behalf of the Town of Sudbury, the RHSO is administering an Emergency Rental Assistance Program. Please refer to program guidelines to determine if your household is eligible. Always keep your application information and address up to date with this office. Thank you and we look forward to assisting you.

**Return electronically to:** [info@RHSOhousing.org](mailto:info@RHSOhousing.org) (in a PDF legible format)  
**Mail or Drop-off hard copy to:** 37 Knox Trail, Acton MA 01720 (Black mail box at bottom of steps)

*Please use fillable form to complete electronically or print clearly and complete all information requested. Do not leave blanks or we may be unable to process your application.*

**I. APPLICANT INFORMATION**

**Applicant Name** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email (PRINT CLEARLY): \_\_\_\_\_

Current monthly Income (List total amount from all sources): \_\_\_\_\_

Has anyone in your household (including yourself) applied for, received or currently receiving assistance from the state's assistance programs (RAFT, ERAP, ERMA)? \_\_\_ YES \_\_\_ NO

If yes, date of application: \_\_\_\_\_ Date of last assistance payment: \_\_\_\_\_

Has anyone in your household (including yourself) received assistance from the Sudbury Housing Trust in the past?  
 \_ \_\_\_ YES \_\_\_ NO

Do you currently owe back rent? \_\_\_ YES \_\_\_ NO If yes, how much? \_\_\_\_\_

Do you own back utilities? \_\_\_ YES \_\_\_ NO If yes, list amount and utility (gas, elec., etc.)?

Company: \_\_\_\_\_ Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Company: \_\_\_\_\_ Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Does anyone in your household own any real estate property?  YES  NO

**Co-Applicant Name** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Current monthly Income (List Total Amount from all sources) : \_\_\_\_\_

**Additional Household Members:** *Please list all other persons residing in the unit.*

Name:	Relationship to Applicant	Over 18? Y/N	Full-Time Student? Y/N

**II. HOUSEHOLD INCOME:** Include all forms of income for all adult household members (over 18 years of age), including but not limited to: Employment Income, Self-Employment Income, Unemployment Compensation, Social Security, TANF, Disability Income, Child Support, Pensions, Baby-Sitting Income, etc. See application checklist for required documentation.

Household Member Name	Income Source:	Current Gross Amount	Frequency i.e. every week, month, year
\	Employer Name:		
	Employer Name:		
	Unemployment Assistance:		
	Unemployment Assistance:		
	Child Support		
	SSI/ SSDI		
	Pensions/Retirement:		
	Other: Please specify		
	Other: Please specify		
	Other: Please specify		

**III. HOUSEHOLD ASSETS:** Please provide all information on assets accounts held by all family members

Household Member Name	Account (Bank Name)	Current Balance
\	Checking:	
	Checking:	
	Savings:	
	Savings:	
	IRA, 401K, specify:	
	Investment/ /trust: Specify	

**III. UNIT AND LANDLORD INFORMATION:**

Unit address: \_\_\_\_\_  
\_\_\_\_\_

Move-in Date: \_\_\_\_\_ Number of bedrooms in your unit: \_\_\_\_\_

Current monthly rent amount: \_\_\_\_\_

Current estimated monthly tenant utility payments (heat, electricity, and water sewer): \_\_\_\_\_

Do you receive any other rental assistance such as Section 8 Voucher, MRVP or live in subsidized housing where your rent is based on your income: \_\_\_\_\_ YES \_\_\_\_\_ NO *If yes, submit your last rent determination letter.*

**Landlord Contact Information:** This must be completed for your application to be considered. Landlords must agree to participate in program. Any assistance provided will be paid directly to the landlord.

Landlord Name \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Landlord Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**VII. Signatures/Certification of True and Correct Information**

**Please be sure you have answered all questions. Otherwise, we will be unable to process your application.** All completed applications will be reviewed for eligibility to receive emergency rental assistance under the program guidelines. If it is determined that your household is eligible and rental assistance is granted, payments will be made on your behalf to the landlord for a period of up to six months (or less if applied to arrears) with an option to renew one time, pending funding availability and recertification of eligibility. The landlord must agree to participate in order to receive rental assistance from the program.

By signing below you certify the following:

**Certification of application:** I/We hereby affirm that the answers to the foregoing questions are true and correct, and that I/we have not knowingly withheld any fact or circumstances which would, if disclosed, affect this application unfavorably. I/We hereby authorize inquiries to be made to verify the information given in this application. **Assistance will be cancelled and/or application will be rejected if any information or statements given are found to be false or information has been withheld.**

**Release of Information:** I/We agree to and authorize the information obtained with this application may be given to and used to administer and enforce program rules and policies in compliance with program guidelines.

I/We understand that all decisions made by the Regional Housing Service Office are final and that any appeals must be submitted in writing to the Town body which has authority over the program funding.



The parties acknowledge and agree that this application may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
( Date )

\_\_\_\_\_  
(Co-Applicant Signature)

\_\_\_\_\_  
( Date )

**WARNING: Section 1001, of Title 18 of the U.S. code, makes it a criminal offense to make willful false statements or misrepresentation to any department or agency of the United States as to any matter within its jurisdiction**

**APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THE FOLLOWING:**

*(See Application Checklist for more detail)*

**PROPERTY DOCUMENTATION:** Lease or other form of confirmation of rent payment.

**UTILITY BILLS:** Only for households applying for utility assistance.

**INCOME DOCUMENTATION:**

Current Income – Recent paystubs, unemployment statement, explanation of bank deposits, social security or other government assistance, child support, alimony, etc

**ASSET INFORMATION:** Copies of last 2 statements from all bank accounts (Checking, savings, IRA, Investment, Retirement, Pensions, Annuities, etc.)

You may provide any additional information if you feel it is applicable to you and your household. **The Town and/or the Regional Housing Services Office may request additional information if necessary to make a determination of eligibility.**