

Town of Sudbury

Sudbury Housing Trust

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

Housing@Sudbury.Ma.US

Information and Application for Affordable Housing

Pine Hill Village

Pine Hill Way, Harvard, MA 01451

New Construction Condominium Units

Two 2BR Units - \$186,400

Two 3BR Units - \$208,800

This packet contains specific information for the lottery of four affordable homeownership units at the Pine Hill Village development in Harvard, MA, including eligibility requirements, the selection process, and a lottery application.

The key milestones for this housing opportunity:

- Application Period opens Monday, November 13, 2023
- Information Session Monday December 18, 2023 at 7pm
- Application Deadline Tuesday, January 16, 2024, 1PM
- Lottery Thursday, January 25, 11am, *via online meeting – details for joining meeting provided to eligible applicants via email*

This application is a first step in the process and does not assure you a home. Applicants must secure approval for a mortgage loan, submit evidence of such approval together with the application, and be ready to buy.

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

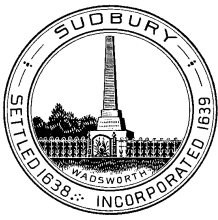
Jenicia Pontes
Regional Housing Services Office
37 Knox Trail, Acton, MA 01720
(978) 287-1091
JenP@rhsousing.org

Project description

The **Pine Hill Village, Harvard** development was approved by the Harvard Zoning Board of Appeals (ZBA) on October 30, 2008. The project is located on Stow Road in the Town of Harvard, Massachusetts. The site is 20.5 acres, and the project consists of 23 units, of which 6 will be affordable. The application package has details regarding the affordable units.

The specific units are: 2BR: 6A and 9C (triplex). 3BR: 9A and 16B (duplex)

- Unit 6A is a 2BR unit in the Tavern unit style, with 943 sq ft on two floors with the common living area on the first floor, and two bedrooms and 1 full bath on the second floor. Ready w/ Occupancy permit
- Unit 9C is a 2BR unit in the Greek Revival style triplex, with 814 sq ft on two floors with two bedrooms and 1 full bath on the second floor and the common living areas downstairs. Anticipate completion by end of June 2024
- Unit 9A is a 3BR unit in the Greek Revival style triplex, with 1034 sq ft on two floors with two bedrooms and 1 full bath on the second floor, and the master bedroom and common living areas downstairs. Anticipate completion by end of June 2024
- Unit 16B is a 3BR unit in the Barn style duplex, with 1600 sq ft on two floors with the common living areas, two bedrooms and 1 bath on the second floor, and another bedroom on the third floor. Anticipate completion by end of September 2024.



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The units have carpet throughout with vinyl plank flooring in bathrooms and kitchens. The units will have range, microwave, and dishwasher and no refrigerator. All units have only 1 bathroom. There is propane heat, well water, and the units have a shared septic.

The affordable units will be available for sale in pace with the market rate units. The monthly Condominium fee is estimated at \$152/month for the 2BR units, which represents a proportional share of the total condominium expenses covering septic and well maintenance, landscaping and snow removal and other maintenance, insurance and contribution to reserve based on the square footage of the unit. The homeowner will also pay monthly real estate taxes.

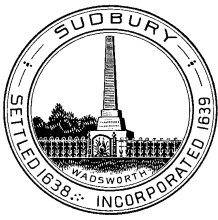
These affordable units are permitted under a Comprehensive Permit and will be monitored in accordance with Chapter 40B guidelines under the New England Fund ("NEF") program. Sale prices of NEF units are set so that a household earning 70% of area median income would not expend more than 30% of income for housing. The units will be available to income eligible first-time homebuyers, with some exceptions permitted under the program, as noted in this application.

Lottery description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at the Harvard Town Offices, and Harvard Public Library, sent to anyone interested in the lottery. Notice of the opportunity will be advertised, and communicated widely through local, regional and state channels.
2. Applications are to be submitted with all required information. Applications can be mailed or dropped off at the address above. Applications that are dropped off should be placed in the big black metal mailbox outside the RHSO office building. Applications may also be emailed, but accompanying documentation should be compiled such that the total submission email/s has no more than 5 attachments, with the applicant consolidating the information. Applicants are encouraged to complete the checklist as an aide to the process.
3. The applicant's household size will be determined from the application, using 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.
4. The applicant's income will be verified and compared to the income limits published by HUD for Eastern Worcester County (AMI). 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 0.06% of assets will be added to income for assets over \$5,000. The most up-to-date income limits will be used, currently the 2023 limits are:
1 person - \$65,550, 2 person - \$74,900, 3 person - \$84,250,
4 person - \$93,600, 5 person - \$101,100, 6 person - \$108,600
5. Household assets shall not exceed \$75,000 in value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, the cash value of retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values. Equity from the sale of any home will be included with other household assets that cannot exceed the household asset value limits noted above.
6. Eligible applicants must be a First-time Homebuyer. This is further defined as a household that has not owned a home within three years, including in trust, preceding the application, with the exception of displaced homemaker, single parents and senior households (at least one household member is 55 or over). Eligible applicants cannot own residential property, whether for primary, secondary or investment purposes.

A displaced homemaker is an individual who is an adult, who has owned a home only with a spouse, who is legally separated from a spouse, and who does not currently own the home previously owned with a spouse.

Single parents are individuals who owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant);



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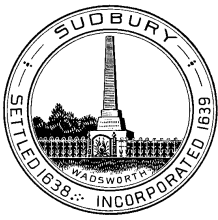
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Additional exceptions are made for households that owned a principal residence not permanently affixed to a permanent foundation, and households that owned a property that was not in compliance with State, local or model building codes.

7. Persons must submit all the necessary information by the application deadline. Late applications (applications received after the above date) and applications that are incomplete will not be accepted.
8. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing via email of the decision and given time to contact the resale agent in writing to disagree with the determination.
9. Once the Agent has verified the information contained in the application and confirmed eligibility, a lottery number will be issued, and the applicant will move forward to the lottery. Eligible applicants will be added to the lottery list and, as construction of units is complete, units will be offered to households in the order in which they are on the list. Households are eligible to purchase an available unit if they will fill at least one fewer than the number of bedrooms in a unit (for 3 bedroom units, household needs to fill at least 2 bedrooms, for 2 bedroom units, household needs to fill at least one bedroom).
10. A final lottery eligibility letter will be emailed to each applicant indicating their final eligibility determination and the lottery specifics (date/time).
11. The lottery will be conducted via an online meeting using the Zoom online meeting tool. All eligible applicants will be given the information required to join the Zoom meeting if they would like to do so. Lottery tickets 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.
12. Once the tickets have been randomly drawn and listed in the drawn order, the units are then ranked based on bedroom size. The top ranked household needing at least the number of bedrooms in the unit will be offered the opportunity to purchase the unit. The household size preference shall be given to households based on the following criteria.
 - There is at least one occupant 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.
13. Letters with the lottery results will be emailed within three business days to the winners and all applicants.
14. The resale agent shall maintain all Lottery Drawing Lists. After visiting the unit, lottery winners will be given 2 days to agree to purchase the unit before the next person can be offered the opportunity. In the event that any of the applicants withdraw for any reason, or do not comply with the guidelines, the next qualified applicant in the lottery pool ranked by bedroom size need, will be offered the unit.
15. After a household is offered a unit and would like to move forward with purchase, the Monitoring Agent, MetroWest Collaborative Development will review the buyer's income, assets and other criteria to determine final eligibility before the buyer can proceed to purchase the unit. After final eligibility, approved applicants will be given 2 days to agree to purchase the unit before the next qualified applicant can be offered the opportunity.
16. Final applicant certification is performed by the Monitoring Agent (Metro West Collaborative Development) within 60 days of closing.
17. Upon the satisfaction of the qualification requirements of both the Lottery Agent and the Monitoring Agent, the qualified buyer is then able to move forward and execute the Purchase and Sale agreement with the seller.
18. The winners will sign a reservation form and provide a \$1,000 deposit in the form of a certified or bank check within a mutually agreed upon timeframe. This is applied to the overall purchase amount. The condominium requires a \$2,000 contribution upon sale.
19. All potential buyers are encouraged to attend a First Time Homebuyer Class prior to closing. Organizations offering these classes can be found at www.chapa.org.



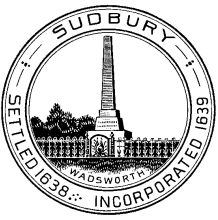
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20. There are specific closing and financing requirements for loans on these units, which are listed below. We encourage households to apply through banks who are aware of the resale restrictions and guidelines for affordable housing programs. These banks will likely have access to additional first-time homebuyer programs, such as the Massachusetts Housing Partnership's ONE Mortgage Program or MassHousing no-MI product that may be of assistance and increase your buying power.
 - The loan must have a fixed interest rate through the full term of the mortgage.
 - The loan must have a current fair market interest rate.
 - The interest rate must be locked in – not floating.
 - The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer's own funds.
 - The loan can have no more than 2 points.
 - The buyer may not pay more than 38% of their monthly income for monthly housing costs.
 - Mortgage co-signers are not accepted.
 - Loans from non-institutional lenders will not be accepted.
 - FHA will no longer accept the deed rider that survives foreclosure.
 21. The Fair Housing Act prohibits discrimination on the basis of race, creed, color, sex, age, disability, marital status, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and is specifically prohibited in the sale of these units. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
 22. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
 23. Resale process: The Monitoring Agent has up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing, or for lack of cooperation on your part. If you attempt to sell or transfer the home without complying with the Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.



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AFFORDABLE HOUSING APPLICATION

Must Be Completed and Returned to the Regional Housing Services Office

Applicant Legal Name _____ Phone Number _____

Address _____ City _____ State/Zip _____

Email (please write legibly) _____

Applicant Legal Name _____ Phone Number _____

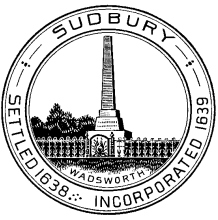
Address _____ City _____ State/Zip _____

Email (please write legibly) _____

I learned of this Housing Opportunity from: Website _____ Letter _____ Advertisement _____ Other _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

- _____ Completed application signed by all individuals over the age of 18.
- _____ Copy of 2020, 2021, 2022 Federal tax returns, as filed, with W-2's and schedules for the 2022 tax return, for every current or future person living in the household over the age of 18. State returns are not required.
 - ***If you do not have copies of your Federal tax returns, you must complete form 4506-T & submit to the IRS for transcripts of your tax return or verification of non-filing. Obtain a copy of the form at irs.gov.***
- _____ Copy of five most recent consecutive pay stubs for every household member over the age of 18.
- _____ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as family support, alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income. Equivalent of IRS form Schedule C for self-employment income for 2022.
- _____ Current statements (last 3 consecutive months) of all assets, including international assets, on financial institution letterhead showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts for every household member over the age of 18.
 - ***On financial institution letterhead, Include all pages***
 - ***Please explain any non-payroll deposits over \$500 by notation on the statement.***
- _____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs. These units are not eligible for FHA or family loans, and applicants cannot spend more than 38% of their monthly income for monthly housing costs.
- _____ Documentation regarding current interest in real estate, if applicable.
- _____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable, containing language "Under penalties of Perjury."
- _____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.
- _____ Gift Letter, signed by donor, if applicable, indicating that there is no expected repayment of the gift. See Sudbury Housing Trust website for form.
- _____ Minority Self-Declaration Statement, signed and dated, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.



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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	Married? (Y/N)	Full Time Student? (Y/N)	Age	Date of Birth
HEAD					
2					
3					
4					
5					
6					

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 disposed of any property for less than its value in the past two years? Yes () No () If yes, attach a description

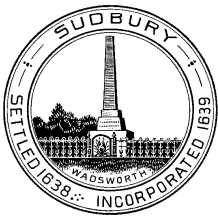
Have you sold real estate or other property in the past three years? Yes () No () If yes, attach settlement statement

When: _____ Address: _____

Sales Price: _____

Purchase Price plan - Purchase price: \$186,400 (1BR), \$208,800 (2BR)

- Amount and source of Down Payment: _____
- Amount and source of Gift: _____
- Amount of Mortgage: _____
- Amount and source available for Closing Costs: _____



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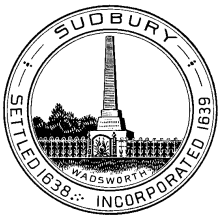
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Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Comp, alimony, disability 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	Checking account		
4	Savings account		
5	Retirement account		
6	Other: _____		
7	Other: _____		
8	Other: _____		
9	Other: _____		
TOTAL			



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APPLICANT(S) CERTIFICATION

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

I/We certify that our total household income equals \$ _____, and our household has assets totaling \$ _____, as documented herein.

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

I/We certify that I am/we, or our family, are not related to the Developer of The Pine Hill Village property, the Lottery Agent, the Monitoring Agent or any party of this project.

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

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

I/We understand that this property will have a deed restriction which specifies the resale, refinance and other provisions of the property as outlined below. The restriction ensures that the unit remains affordable for future purchasers of the property.

- The property must be the owner's principal residence.
- The property cannot be refinanced without prior approval of the Monitoring Agent. Affordable units may not be refinanced for more than 97% of their Maximum Resale Price.
- There is a limit on the resale price of the unit so that the unit will always be affordable. The formula for calculating the maximum resale price will be established at the time of purchase and will be based on the Area Median Income at the time of resale. If an owner wants to sell their affordable unit, they are required to notify the Monitoring Agent.
- No capital improvements can be made without the Monitoring Agent's pre-approval.

I/We have been advised that a copy of the Universal Deed Rider is available with the Lottery Agent.

I/We understand that Sudbury Housing Trust (SHT) is not responsible for incomplete applications received by mail, email, or fax. I/We understand SHT may notify applicants if their application is incomplete after the deadline. I/We understand that the only guarantee for confirmation of a complete application is to drop it off prior to the deadline and review with SHT staff.

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Monitoring Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements.

Your signature(s) below gives consent to the Lottery Agent or its designee to verify information provided in this application. The applicant agrees to provide additional information on request to verify the accuracy of all statements in this application.

I/We consent to the disclosure of such information for the purpose of income, asset and any other verification related to my/our application.

No application will be considered complete unless signed and dated by the Applicant/Co-Applicant.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.