

# Town of Sudbury

Sudbury Housing Trust

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

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

## 10 Corey Street Melrose MA Information and Application for Affordable Housing Lottery 1 One-Bedroom Rental Unit - \$1,427 per month

This packet contains specific information for the lottery for one (1) affordable rental unit at the 10 Corey Street development in Melrose, MA, including eligibility requirements, the selection process, and a lottery application.

The key milestones for this housing opportunity:

- Application Period opens Tuesday, January 16, 2024
- Application Deadline Tuesday, January 30, 2024 1 p.m.
- Lottery Wednesday, February 7, 2024, 11am via online meeting – details for joining the *meeting* provided to eligible applicants via email

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

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

Jenicia (Jen) Pontes  
Regional Housing Services Office  
37 Knox Trail  
Acton, MA 01720  
(978) 287-1091, [JenP@RHSHousing.org](mailto:JenP@RHSHousing.org)

### **Project description**

The Corey St development is conveniently located between the Wyoming Business District and downtown Melrose. The site is located within close proximity to the Wyoming Commuter Rail Station. In the immediate area of the project site, there are a variety of residential uses from single-family homes to large multifamily structures, both condominiums and apartments. Many of the structures are also mixed use, housing commercial spaces on the first floor and residential units on the upper floors. In addition to the commuter rail station, bus routes are present providing access to Oak Grove Station.

There are four (4) affordable units of the 40 total rental units - 2 one-bedroom and 2 two-bedroom apartments. **There is one (1) unit currently available for rent and it is a one (1) bedroom unit.**

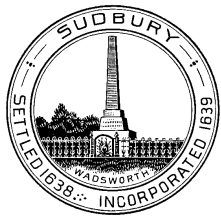
The one-bedroom unit will feature one bath, living room, dining room and kitchen in an open floor plan with 635 of livable square footage. The apartment has laundry as well as fridge, dishwasher and microwave. All appliances and heat are electric. The affordable unit is the same size as the market rate units.

One open air parking space is available at no charge.

The affordable rental units offered in this project are Local Action Units under the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) Local Initiative Program (LIP), with EOHLC and the City of Melrose as Monitoring Agents.

In accordance with the program guidelines, the initial monthly rent is established so that a household is not required to spend more than thirty percent (30%) of the monthly adjusted income, whose gross income equals eighty percent (80%) of the Boston Area Median Income (AMI) for a family for housing costs, including rent and utilities. The tenant will be responsible for payment of all utilities. Taking into consideration a utility allowance of \$382, the initial rent for the 1 bedroom unit will be set at \$1,427.





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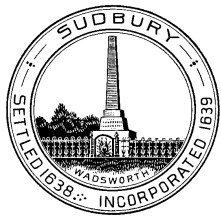
## Lottery description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at the Regional Housing Services Office (RHSO) located at 37 Knox Trail, Acton, MA 01720 and Corey 10 Development, LLC located at 130 Rumford Ave., Auburndale, MA 02466, or will be sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications must be received in hardcopy and will be checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided. Applicants are encouraged to complete the checklist as an aide to the process. Applications that are dropped should be placed in the big black metal mailbox outside the RHSO building (37 Knox Trail, Acton, MA 01720). 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 may also contact Jenicia Pontes to request a link to upload documents.
3. The applicant's household size will be determined from the application and required number of bedrooms as indicated on the application.
4. A household consisting of more than 2 occupants is not eligible to apply for a one-bedroom unit.
5. The applicant household is required to be at or less than 80% of the Boston Region Area Median Income (AMI) as published by HUD for total Gross Annual Household Income. Gross Annual Household Income includes all income prior to any deductions from all adult household members. This lottery will use the income limits in effect, currently 2023. An imputed income amount of 0.06% of assets will be added to income for assets over \$5,000.  
**1 person - \$82,950, 2 person - \$94,800**
6. It is the policy of the leasing office's that the applicant(s) has/have sufficient income for the rent and utilities. No more than 35% of an applicant's gross income can be spent on rent and utilities. This translates to a **minimum income of \$62,023 for the 1 Bedroom unit**. Applicants will be considered ineligible for the lottery if they make less than the above listed minimum income.

## Exceptions to the minimum income requirement:

- Applicants may make less than the minimum income if they have sufficient savings to contribute to their rent so as to meet the required ratio for 24 months.
  - Applicants who receive a housing subsidy (like Section 8) are not subject to the minimum income requirements.
7. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination.
  8. Once the Lottery 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.
  9. A final lottery eligibility letter will be mailed to each applicant indicating their final eligibility determination and the lottery specifics (date/time).
  10. The lottery will be conducted via an online meeting using the Zoom online meeting tool. All eligible applicants will be given information required to join the Zoom meeting if they would like to do so. Applicants will be assigned a lottery number, and the lottery numbers will be pulled randomly. Once the tickets have been randomly drawn and listed on the drawn order, the top ranked household will be offered the opportunity to lease the offered one-bedroom unit.





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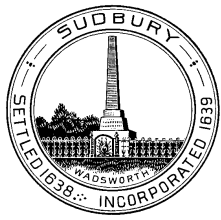
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11. The lottery agent shall maintain the Lottery Drawing List. In the event that the top ranked applicant opts not to proceed and withdraws for any reason, or does not comply with guidelines, they will be moved to the bottom of the list (unless there are extenuating circumstances related to hardship), and the unit will be offered to the next qualified applicant.
12. The winning household will attend an interview with the owner/manager and complete a Rental Application. If the winning household does not sign a lease or is otherwise disqualified, the next qualified applicant will be selected. The winning applicant household will also be subject to landlord screening and final approval, which includes a review of factors such as: employment history, credit score/reports, former lease history, and criminal background screening. Note that co-signers and/or guarantors are not allowed.
13. Tenants are required to recertify annually. Annual income must be below 140% of the 80% income limits to remain eligible. Ineligible tenants may be required to pay market rent.
14. The Fair Housing Act and other federal and state laws and regulations prohibit discrimination on the basis of race, creed, color, sex, age, disability, marital status, religion, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and which is specifically prohibited. An applicant who believes that they have been discriminated against in the selection process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
15. Qualified persons with disabilities are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing, when accommodation is necessary to ensure equal access to the building and individual unit, amenities and services.





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## AFFORDABLE HOUSING APPLICATION

Must Be Completed and Returned to the Regional Housing Services Office (RHSO) By **Tuesday, 1/30/24 at 1pm**

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

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

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

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

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

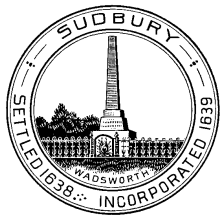
Website: \_\_\_\_\_ Letter: \_\_\_\_\_

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

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

- \_\_\_\_\_ Completed application signed by all individuals over the age of 18
- \_\_\_\_\_ Copy of 2020, 2021, and 2022 Federal tax returns, as filed, with W-2's and schedules for 2022 tax return, for every current or future person living in the household over the age of 18. State returns are not required. Include 2022 W-2(s).
- \_\_\_\_\_ Copy of five most recent consecutive pay stubs, and include last paycheck of 2023.
- \_\_\_\_\_ Evidence of full-time matriculation for students age 18 or older with more than \$480/year income, if applicable.
- \_\_\_\_\_ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income
- \_\_\_\_\_ Current statements of each and all assets (all pages), on financial institution letterhead, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts, etc. Include copy of last three months of each asset statement. Provide explanation for non-income related deposits.
- \_\_\_\_\_ Documentation regarding current interest in real estate, if applicable.
- \_\_\_\_\_ Documentation regarding Rental Assistance, if applicable.
- \_\_\_\_\_ Documentation regarding need for Accessible Unit, if applicable.
- \_\_\_\_\_ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable, containing the language "Under penalties of Perjury"
- \_\_\_\_\_ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury"





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Household Information – List all members of your household including yourself

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

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

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

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

[Provide current assessment information, and current mortgage statement]

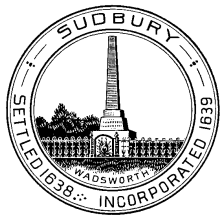
Have you sold real estate or other property in the past three years? Yes ( ) No ( ) If yes, attach settlement statement

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

Do you require Accessible Unit? Yes ( ) No ( ) If yes, attach note from physician

Do you have any rental assistance (ie. Section 8)? Yes ( ) No ( ) If yes, attach benefit statement





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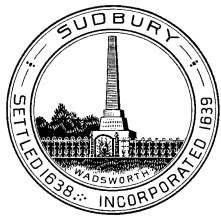
Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form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

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

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

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





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## APPLICANT(S) CERTIFICATION

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

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

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

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

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

I/We certify that no member of the household owns a home, including in Trust.

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

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

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

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

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

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Applicant Signature

Date

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Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.

