

Town of Sudbury

Sudbury Housing Trust

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

Housing@Sudbury.Ma.US

Information and Application for Affordable Housing Lottery

Ready Renter List for Lexington Housing Assistance Board (LexHAB) Properties

LexHAB is a non-profit affordable housing developer serving Lexington, Massachusetts. It owns and operates 86 units of affordable housing primarily in 1–4-bedroom properties. All LexHAB properties have been developed with the support of the Town of Lexington.

Rent limits vary by bedroom size and is based on income starting at 33% of household income.

All current and future LexHAB properties will utilize this Ready Renter Program to fill vacant units.

To be considered for these units, you must apply for the lottery.

This packet contains specific information for the Ready Renter lottery for LexHAB properties in Lexington, MA. This packet includes eligibility requirements, the selection process, and a lottery application.

The key milestones for this housing opportunity:

- Application Period opens May 11, 2026
- Information Session June 2, 2026, 5 :30 pm, *virtua zoom* : / <https://us02web.zoom.us/j/87897907381>
- Application Deadline July 10, 2026, 1:00 pm.
- Lottery August 7, 2026, 12pm, *virtual*

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

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

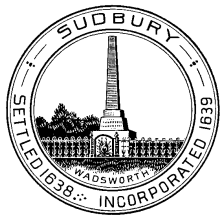
Jenicia Pontes
Regional Housing Services Office
37 Knox Trail, Acton, MA 01720
(978) 287-1091
JenP@rhsousing.org

Project description

LexHAB is an independent non profit organization that owns and manages 86 affordable housing units in Lexington, MA. The role of LexHAB is to expand the Town's inventory of affordable housing for rental to low and moderate income households, with preference when possible to those who work and live in Lexington.

LexHAB's inventory of affordable units consists of scattered-site, singles and duplexes, condominium units, and single-family homes.

- LexHAB's existing 86 units serve households with a range of 50-100% of Area Median Income.



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Monthly Rent Calculations for LexHAB Properties

In accordance with the program guidelines, the initial monthly rent for all LexHAB units is established so that a household is not required to spend more than thirty three percent (33%) of the monthly annual income including rent and utilities with a maximum of 30% of the monthly annual income for a household Area Median Income based on the specific unit restrictions.

Minimum Income for all LexHAB Properties

All applicants for LexHAB properties must have sufficient income to afford the rent. The LexHAB program guidelines include a minimum qualifying household income based on the bedroom size of the unit plus one for a household at 30% of Area Median Income.

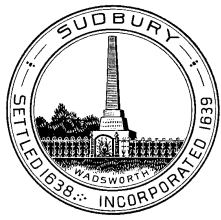
Based on the 2026 published HUD Income Limits for 30% of Area Median Income, the minimum qualifying household income is as follows:

- One-bedroom unit: \$41,150
- Two-bedroom unit: \$46,300
- Three-bedroom unit: \$51,400
- Four-bedroom unit: \$55,550

An applicant with a rental voucher (either Section 8 or state rental assistance) should be presumed to be able to pay rent so long as the approved payment standard for the voucher is sufficient to cover the rent for the unit.

Lottery description:

1. The applications for these housing opportunities will be generally available, including on-line, in hardcopy at the Regional Housing Services Office, Lexington Town Office and sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications are to be submitted with all required information by the **deadline, July 10, 2026 at 1PM** by one of the following methods:
 - 1) **Mail:** Applications can be mailed to:
Jenicia Pontes
Regional Housing Services Office
37 Knox Trail, Acton, MA 01720
 - 2) **Dropped off at the office:** Applications that are dropped off at the office located at 37 Knox Trail, Acton, MA should be placed in the big black metal mailbox outside the RHSO office building.
 - 3) **Emailed:** Applications may also be emailed to JenP@rhsousing.org . If emailed, accompanying documentation must 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.
 - 4) **SharePoint link:** You may also contact Jen at JenP@rhsousing.org for a SharePoint link where you can upload your documents. **All requests for a SharePoint link shall be sent by July 1, 2026.**
3. For these units, the applicant's household size will be determined from the application, and required number of bedrooms as indicated on the application. Within the lottery pool, priority shall be given to households requiring at least the number of bedrooms for that unit once it becomes available.



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4. In addition, the larger of actual or imputed interest from the total value of all household assets will be added to the household's income, as stipulated in the EOHLG guidelines. Household income and assets will be verified based on information contained in pay stubs, bank statements or other equivalent documents.
5. Please note, LexHAB units range from 50-80% of AMI (Area Median Income). Applicants with household incomes that exceed 80% AMI will not be considered for the Ready Renter list.
6. All applicants for LexHAB properties must have sufficient income to afford the rent. The LexHAB program guidelines include a minimum qualifying household income based on the bedroom size of the unit plus one for a household at 30% of Area Median Income. Based on the 2026 published HUD Income Limits for 30% of Area Median Income, the minimum qualifying household income is as follows:
 - One-bedroom unit: \$41,150
 - Two-bedroom unit: \$46,300
 - Three-bedroom unit: \$51,400
 - Four-bedroom unit: \$55,550

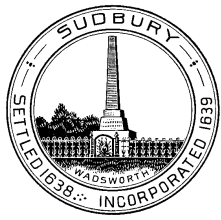
An applicant with a rental voucher (either Section 8 or state rental assistance) should be presumed to be able to pay rent so long as the approved payment standard for the voucher is sufficient to cover the rent for the unit.

7. Rent is based on income. No more than 33% of an applicant's gross income can be spent on rent.

Example below:

<p><u>1-Bedroom unit</u></p> <p>Total Household Income: \$50,000</p> <p>Total Gross Rent (\$50,000 x 33%): \$16,500 / 12 months = \$1,375</p> <p>Subtract Utility Allowance (\$179) for total monthly rent of \$1,196 / month</p>
<p><u>3-Bedroom unit</u></p> <p>Total Household Income: \$50,000</p> <p>Total Gross Rent (\$50,000 x 33%): \$16,500 / 12 months = \$1,375</p> <p>Subtract Utility Allowance (\$259) for total monthly rent of \$1,116 / month</p>

5. Renter cannot own other residential property (primary or secondary). They must sell their primary residence, and cannot own a secondary unit (either vacation or investment property). If any household member owns a residential property, the property must be sold before the household enters into a lease for a unit.
6. Individuals who have a relationship to the Developer, Lottery Agent, Monitoring Agent or any party of the properties shall not be eligible to participate in the lottery.
7. Persons must submit all the necessary information by the application deadline. Late applications (applications mailed and/or received after the above date) and applications that are incomplete will not be accepted. No faxed applications will be accepted.



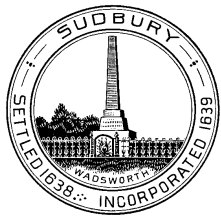
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8. All applicants will be screened for initial eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination.
9. Once the Lottery Agent has verified the information contained in the application and confirmed eligibility, a lottery number or numbers and lottery form will be issued, and the applicant will move forward to the lottery.
10. A final lottery eligibility letter will be mailed to each applicant indicating their final eligibility determination and the lottery specifics (date/time).
11. The lottery numbers will be pulled randomly in a public setting. Lottery numbers will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing Lists. Once the tickets have been randomly drawn and listed in the drawn order, the units are then ranked based on bedroom size to determine eligibility for specific unit types. The household size preference shall be given to households based on the following criteria.
 - There is at least one occupant per bedroom.
 - Married couples or partners in a similar living arrangements, shall be required to share a bedroom.
 - If you are requesting a reasonable accommodation for a larger unit due to a disability-related need, please submit documentation from a medical or licensed professional.
 - Other household members may share but shall not be required to share a bedroom
12. The list of numbers drawn will be posted and letters will be mailed within three business days to notify the applicants of their Lottery Wait List number and their position on the Ready Renter List.
13. The lottery agent shall maintain all Lottery Drawing Lists.
14. When a unit becomes available, the Lottery Agent will contact the top ranked household needing at least the number of bedrooms in the available unit.
15. The Lottery Agent will then review the renter's current income, assets, household size and other criteria before the renter can proceed. Approved applicants will be given 5 days to accept the offer to proceed to completing the eligibility process with LexHAB.
16. Applicant households that elect to proceed will be contacted by LexHAB to schedule an interview with the owner/manager and complete a Rental Application. All winning applicant households will be subject to landlord screening and final approval including CORI, SORI and credit check. After the background check, LexHAB will then meet the approved applicant(s) and show the unit. Approved applicants must be given no fewer than 10 business days to view the unit.
17. Approved applicants will be given 5 days to agree to accept the unit before the next person can be offered the opportunity. If the winning household does not sign a lease or is otherwise disqualified, the next qualified applicant will be selected.
18. In the event that any of the applicants withdraw from the Ready Renter list for any reason, or do not comply with guidelines, the next qualified applicant, taking into consideration household size preference, will be offered the unit. If any applicant is offered the unit and opts not to proceed, they will be moved to the bottom of the list, unless there are extenuating circumstances related to hardship.
19. 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.
20. 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 Sudbury Housing Trust Office By **July 10, 2026 1:00PM**

Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

Co-Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

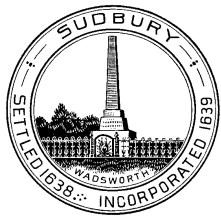
I learned of this lottery from (check all that applies):

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 2024 and 2025 Federal tax returns, as filed, with W-2's and schedules for 2025 tax return, for every current or future person living in the household over the age of 18.
- _____ Copy of five most recent consecutive paystubs for every current or future person living in the household over the age of 18.
- _____ Evidence of full-time matriculation for students age 18 or older with more than \$480/year income, if applicable.
- _____ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income
- _____ Current statements of all assets, on financial institution letterhead, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts. Include copy of last three months of each asset statement.
- _____ Documentation regarding current interest in real estate, if applicable.
- _____ Documentation regarding Rental Assistance, if applicable.
- _____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable, containing the language "Under penalties of Perjury"
- _____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury"



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Household Information – List all members of your household including yourself

Number of Bedrooms Needed: _____

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

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

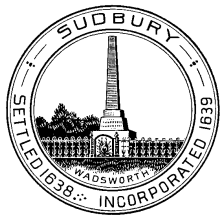
Property - Do you own or have an interest in any real estate, land and/or mobile home? Yes () No ()

Address: _____ Current Value: _____

[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: _____



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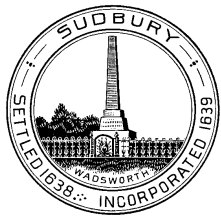
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Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony,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

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

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

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



Tenant Selection from the Ready Renter List

Step 1. LexHAB will provide written notice of unit availability to the Sudbury Housing Trust and request referral of one or more applicants from the Sudbury Housing Trust.

Step 2. Sudbury Housing Trust will contact applicants on the Ready Renter List based on the previous lottery number established through the process outlined above and their income qualifications based on the unit restrictions and bedroom size. Applicants on the Ready Renter list will be required to submit updated eligibility documentation within 5 business days of being contacted by the Sudbury Housing Trust.

Step 3: The Lottery Agent will then review the renter's current income, assets, household size and other criteria before the renter can proceed. Approved applicants will be given 5 days to accept the offer to proceed to completing the eligibility process with LexHAB.

Step 4. Within 10 business days of the initial notice from LexHAB the Sudbury Housing Trust will refer the top appropriately-sized and income eligible household or households on the Ready Renters List to LexHAB, no more than three at any one time.

Step 5: Winning households will be contacted by LexHAB to schedule an interview with the owner/manager and complete a Rental Application. The application shall be completed by the applicant and returned to the owner/manager within 5 days.

Step 6. All winning applicant households will then be subject to landlord screening and final approval including CORI SORI and credit check as outlined below. LexHAB will run background screening on applicants:

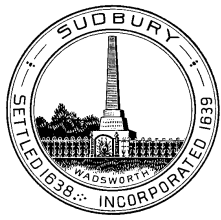
A. Criminal Background Screening

Criminal background screening must be conducted in accordance with EOHLA's Model Policy Regarding Applicant Screening on the Basis of Criminal Records, available at <https://www.mass.gov/files/documents/2016/07/xl/cori-policy.doc>, and any subsequent background screening standards established by EOHLA, which may be amended from time to time.

Pursuant to M.G.L. c. 6, § 172 as amended, and implementing regulations by the Department of Criminal Justice Information Services ("DCJIS") at 803 CMR 2.00 et seq. and 803 CMR 5.00 et seq. ("the DCJIS regulations"), requests for Criminal Offender Record Information ("CORI"), treatment of CORI, and adverse housing decisions based on CORI must comply with the DCJIS regulations.

Pursuant to Chapter 69 of the Acts of 2018, amending G.L. c. 276 s. 100A, applications for housing which seek information concerning criminal history must include the following statement:

"An applicant for employment or for housing or an occupational or professional license with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment or for housing or an



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occupational or professional license with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment or for housing or an occupational or professional license may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution."

B. Credit History

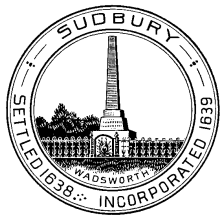
An owner/agent may consider an applicant's credit history to determine an applicant's ability to pay rent only when rental history is unavailable. The lack of credit history, as opposed to poor credit history, is not sufficient justification to reject an applicant. Requirement of a minimum credit score is prohibited. Where poor credit is the basis for rejection, mitigating circumstances must be considered, as outlined in section IV.A. below. Credit history may also be considered if presented by an applicant as a mitigating circumstance to demonstrate the applicant's ability to pay rent.

Consideration of Mitigating Circumstances

Generally applicants must be permitted to present mitigating circumstances when background screening criteria may result in a denial. Owner/agents must adhere to the following standards:

Poor Rental and/or Credit History: Mitigation to Demonstrate Ability and Willingness to Pay Rent

1. If an applicant is rejected based on poor prior rental payment history and/or poor credit history, the applicant must be permitted to present evidence of mitigating circumstances that demonstrate current ability and willingness to pay rent.
2. Housing subsidies, including rental assistance/supplements or vouchers, and public assistance must be considered as a source of income for purposes of determining ability to pay rent; if the applicant has only recently received such subsidies, they may also serve as evidence of mitigation/change in circumstances to show that an applicant who previously had a poor rental or credit history is now able and willing to pay rent. As noted above, an owner/agent may not impose a blanket minimum income-to-rent ratio or standard in determining applicant ability to pay rent that does not take into account an applicant's receipt of housing subsidies and/or public assistance.
3. The owner/agent should also consider other evidence that rental payment and/or credit problems were the result of circumstances that no longer apply and that there is reason to believe that applicant will now meet rental obligations at the property. Such other evidence of changed circumstances and current ability/willingness to pay rent includes, but is not limited to: evidence that the head of household is currently working and is in good standing with his/her employer; evidence that the head of household has maintained on-time payments of a recurring bill, such as a utility bill or payments under a debt repayment plan, for at least three (3) consecutive months; documentation of the applicant's household budget providing for payment of all recurring household bills and other necessities, including rent; other identifiable source(s) of sufficient income or assets to pay rent that are permissible under the applicable subsidy program; for purposes of reasonably accommodating an applicant with a disability, evidence that a representative payer or other reliable third party will take written responsibility for rent during the lease term; and other evidence mitigating prior inability to meet rental payment obligations, such as



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circumstances directly resulting from domestic violence, sexual assault, or stalking, so long as the applicant is able to present evidence to demonstrate current ability to pay rent (see also section IV.C).

Mitigation for Otherwise Disqualifying Conduct

An applicant must be permitted to demonstrate mitigating circumstances for otherwise disqualifying conduct (i.e., conduct that, if repeated, would be detrimental to the housing or to the health, safety, security or peaceful enjoyment of other tenants), including but not limited to:

1. Rehabilitation or rehabilitating efforts if the applicant or member of the applicant's household was responsible for the conduct.
2. The household member who previously was responsible for the conduct is no longer a resident of the household.
3. The conduct was the direct result of domestic violence, dating violence, sexual assault, or stalking. (Note: properties covered by the Violence Against Women Act ("VAWA") are subject to additional requirements under VAWA and implementing federal regulations, including the HUD regulations at 24 CFR part 5, subpart L).

Owners/agents must also consider mitigating circumstances presented by or on behalf of an applicant with a disability, i.e., information demonstrating that the disqualifying conduct arose from a disability and that some circumstance has changed, and/or some reasonable accommodation could be provided, making the conduct substantially less likely to occur.

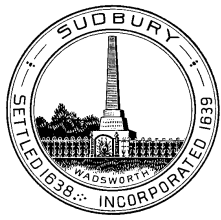
Background and screening criteria must otherwise comply with all applicable federal and state laws, regulations, guidelines, and any subsequent background screening standards established by EOHLIC, which may be amended from time to time.

LexHAB may select any of the referred applicants or may request a new referral of applicants. Non-selected applicants will return to the top of the Ready Renters List.

Upon request of the Sudbury Housing Trust, the owner shall specify in writing a substantial nondiscriminatory reason for having rejected an applicant.

Step 6. After the background check, LexHAB will meet the approved applicant(s) and show the unit. Approved applicants will be shown the unit and an offer will be made within 10 days.

Step 7: Approved applicants will be given 5 days after the unit showing to agree to accept the unit before the next person can be offered the opportunity. If the winning household does not sign a lease or is otherwise disqualified, the next qualified applicant will be selected.



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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 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.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THE LEXHAB READY RENTER LIST.