



**Single Family Home**  
**\$350,000 + \$125 Annual HOA Fee**  
\*For Sale by a lottery application process\*  
**3-bed, 2.5-bath for 120% AMI Households**

Household size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
120% of AMI	\$96,720	\$110,520	\$124,320	\$138,120	\$149,280	\$160,320.0

**OPEN HOUSE**  
**September 2<sup>nd</sup> between 10AM-12PM**

**Application Deadline:**  
**October 2<sup>nd</sup> at 5PM**

**Applications can be submitted through the following methods:**

**Dropbox:** Visit our website for portal link [www.haconcapecod.org/lotteries](http://www.haconcapecod.org/lotteries)

**Mail/Drop off:**  
460 West Main Street  
Hyannis, MA 02601

Free language assistance and reasonable accommodations are available. For assistance and more information, please call Housing Assistance Corporation (HAC) 508-771-5400 or email [lotteries@haconcapecod.org](mailto:lotteries@haconcapecod.org).

**Este documento é importante, por favor, tê-lo traduzido**  
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Additional applications are available at Falmouth Town Hall, Falmouth Public Library- Main Street, and the following websites:

[www.haconcapecod.org/lotteries](http://www.haconcapecod.org/lotteries) and [www.falmouthhousingtrust.org](http://www.falmouthhousingtrust.org)

*HAC does not discriminate in the selection of applicants on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.*

### **Here are the steps that you should take starting today!**

1. Contact a lender to **obtain a pre-approval**. It will take a lender about one week to be able to determine if you can obtain a mortgage for this property. (Please see details under “Application Process”.)
2. Applications that do NOT have a pre-approval letter are NOT complete and will NOT be part of the lottery.
3. Collect all the documentation that is required to be submitted with your application. Many of the documents are ones that the lender will also need.
4. Please send only **copies** of all documentation required, as HAC **cannot** copy your originals and return them to you.
5. Complete the application, answering all the questions and filling in the asset, liabilities and annual income charts.
6. Read carefully and sign the last page.
7. Submit the complete package: application, supplemental documentation, and pre-approval letter from the lender for a mortgage in compliance with the Program Standards ASAP. (Please see details under “Application Process”.)
8. Return your application to Housing Assistance Corporation by the absolute deadline. Applications will be reviewed for completeness when submitted. Submitting your application early will allow you time to provide any documentation determined missing before the deadline.

### **Don't Forget**

9. Incomplete applications or applications received after the deadline will NOT be included in the lottery.
10. The lottery drawing will be held within 30 days of the application deadline at Housing Assistance Corporation.
11. Lottery winner is responsible for pre-payment of homeowner's insurance prior to purchasing their home.

## **AFFORDABLE HOUSING OWNERSHIP LOTTERY**

### **Q & A's**

#### **ELIGIBILITY**

##### **Who is eligible to participate in an affordable housing lottery?**

A first-time homebuyer, as defined below, who is income and asset eligible and can be pre-approved for a mortgage that complies with **Affordable Housing Program Standards for New Mortgage Loans** (see “Application Process”) is eligible to apply for an affordable housing lottery. Individuals who have a financial interest in this development and their families are not eligible to be in this lottery.

##### **Do I qualify as a first-time homebuyer?**

Applicants are considered first time homebuyer(s) if they:

- Have not had ownership interest in a residential property in the last 3 years.
- Are displaced homemakers, single parents, unmarried or legally separated from spouse with sole or joint custody of one or more children or is pregnant who has owned or resided in a home with a partner.
- Have owned or currently own a principal residence not permanently affixed to a permanent foundation.
- Owned property that was not in compliance with state, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.
- Have at least one household member who is age 55 or older.

**What is the Area Median Income and does it change depending on my family size?**

The Area Median Income (AMI) is established for Barnstable County by the Department of Housing and Urban Development. In order to be income eligible, your anticipated annual gross income for all current adult household members for the 12-month period following application must be at or below 120% of the AMI for Barnstable County as shown in chart below.

Household size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
120% of AMI	\$96,720	\$110,520	\$124,320	\$138,120	\$149,280	\$160,320

**What is Annual Household Gross Income?**

Annual gross income means all income, from all sources, of all current adult household members, for the 12-month period following application.

**What is the asset limit?**

The asset limit is \$125,000 per household. Household assets divested for less than full and fair cash value within the past 2 years will be counted at the full and fair cash value for purposes of calculating eligibility.

**What is a household asset?**

- Cash in savings accounts, checking accounts and safety deposit boxes, etc.
- Certificates of deposit, bonds, stocks, treasury bills, mutual funds, and money market accounts.
- Revocable trusts.
- Equity in rental property or other capital accounts.
- Cash value of life insurance policies available to the applicant before death.
- Personal property held as an investment: Gems, jewelry, coin collections, or antique cars, etc. Personal jewelry is NOT considered an asset.
- Lump sum receipts or one-time receipts. (i.e. inheritance, capital gains, one-time lottery winnings, victim’s restitution, settlements on insurance claims (including health and accident insurance, worker’s compensation, and personal or property losses), and any other amounts that are not intended as periodic payments.
- A mortgage or deed of trust held by an applicant.
- IRA, 401(k), 403B. \*
- Retirement and pension funds. (if employed) \*
  - \*These will include only amounts the applicant can withdraw without retiring or terminating employment, minus any penalties or transaction fees. (You will be responsible to determine and verify how much of these funds are available to you as cash.)

Household assets **DO NOT** include:

- Personal property. (i.e. clothing, furniture, cars, wedding ring and other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities)
- Term life insurance policies. (i.e. policies with no cash value)
- Equity in the cooperative unit in which the applicant lives.
- Assets that are part of an active business. Business DOES NOT include rental of properties that are held as investments unless such properties are the applicant’s main source of income.
- Assets that are not effectively owned by the applicant.

## APPLICATION PROCESS

### **How do I apply for a lottery?**

You will need to submit a completed application along with the supporting documentation and obtain a **pre-approval** mortgage letter from one of these lenders:

- Cape Cod Five  
*Darin J. Weeks* / Mortgage Loan Officer  
10 North Market Street, Mashpee, MA 02649  
dweeks@capecodfive.com  
Direct : (508) 477-0159  
Mobile : (774) 212-3810
- Martha's Vineyard Bank  
*Bill Wishart* / Residential Loan Officer  
Office: (508) 684-4152  
Mobile: (781) 974-7003  
84 Main Street, Falmouth, MA 02540
- The Cooperative Bank of Cape Cod  
*Johanna Zarra* / Residential Mortgage Loan Officer  
205 Worcester Court, Falmouth, MA 02540  
Direct: 508 367-2978

### **What if I am having difficulty completing the application due to language proficiency or a disability?**

HAC will provide reasonable accommodation and/or language assistance if needed when completing this application.

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Este documento es importante, por favor, haz que se traduzjo

- Persons with disabilities may ask for this application in large print type or other alternate formats.
- Persons with disabilities may ask for reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

### **What documentation do I need to submit with my application?**

Documentation of all household income & assets, local preference (if applicable) and a pre-approval letter is required. See the attached list for a complete list of acceptable documentation. For **every deposit** into **each** and **every** checking and savings **account**, provide documentation from the source of the money deposited.

### **How does my household size affect my position in the lottery?**

Households that maximize the number of bedrooms have preference, i.e. a household requiring three bedrooms would have preference over a smaller household for a three-bedroom home.

The following criteria are considered to determine if a household maximizes a unit:

- At least one occupant per bedroom
- Married or unmarried couples must share a bedroom.
- An increase to the number of bedrooms required may be allowed if there is a medical necessity for someone to have a separate bedroom. This would require that a physician certify the necessity.
- An unborn child may be counted as a household member if proof of pregnancy is submitted with the application.
- If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized.

### **What are the Program Standards for New Mortgage Loans?**

- Fixed interest rate through the full term of the mortgage
- The loan must be from a lending institution. Loans from private parties are not allowed.
- Interest rate that is no more than 2 percentage points above the current Freddie Mac rate.
- No more than 2 points
- Buyer must provide a down payment of at least 3%, half of which must come from the buyer's own funds.
- Buyer may not pay more than 38% of their monthly gross income for principal, interest, property taxes, hazard insurance, private mortgage insurance and homeowner association fees.
- Non-household members are not permitted as co-signers of the mortgage.
- FHA & VA loans will not accept the terms of the deed restriction for these houses.

### **What is a pre-approval letter?**

Lenders will issue a pre-approval letter after they have reviewed your credit score, credit report, income, and expenses. The pre-approval must be on the lender's letterhead showing the dollar amount and type of loan and must include an authorized signature.

### **How do I get a pre-approval letter?**

Contact one of the three lenders stated above to **obtain pre-approval**. It will take a lender about one week to be able to determine if you can obtain a mortgage for this property. When you contact a lender, it's important to tell them you are applying for an affordable deed restricted home and need a pre-approval letter. You should also ask how long the process will take to ensure the letter will be available prior to the application deadline.

### **Information to give to the Lender for your pre-approval:**

- ✓ *The purchase price of the house.* (with resale restriction)
- ✓ *Falmouth MA property tax rate.* \$6.92
- ✓ *Homeowners Association fee.* (if applicable)
- ✓ *Affordable Housing Deed Restriction* – provided by HAC upon request: Email [lotteries@haconcapecod.org](mailto:lotteries@haconcapecod.org)

## **LOTTERY PROCESS**

### **What happens after I submit the complete Application Package?**

A complete Application Package includes the application form, required documentation and a pre-approval letter. HAC reviews this information to determine eligibility to participate in the lottery. If eligible, applicants will receive a lottery number through email prior to the date of the lottery. The number of applications received by HAC determines how long this process takes.

### **What is the lottery process?**

Lottery numbers will be drawn, recorded, and ranked based on bedroom maximization, where preference is given to applicants that fill the bedrooms. In the event of a lottery drawing error, the initial drawing will be negated, and a redraw will take place.

### **What is an Alternate?**

Once the first potential buyer on the list is identified, the drawn list will become the "alternate list." Applicants on this list are notified in the event a potential buyer is unable to complete the purchase.

### **What happens after the lottery?**

The buyer that chooses to move forward will be sent to the monitoring agent for final eligibility. After that, the buyer has **three** weeks to obtain a mortgage loan commitment from a lender and will be counseled by HAC through the closing process.

## **SUMMARY OF AFFORDABLE HOUSING DEED RESTRICTION**

An affordable housing deed restriction is a legal document recorded at the Registry of Deeds that specifies the resale, refinance and leasing provisions for the referenced property. The buyer of an affordable lottery unit, selected by lottery, must agree to execute a deed restriction, which will be recorded at the Barnstable Registry of Deeds at the time of purchase. This affordable unit will be sold at a substantial discount price with a Deed Restriction attached. The Deed Restriction ensures that the unit remains affordable for future purchasers of the property. **It is strongly recommended that purchasers of an affordable, deed restricted unit review the deed restriction with their attorney and lender.** Below is a general description of the deed restriction:

**Principal Residence:** The property must be the owner's principal residence.

**Notice Requirement:** If an owner wants to sell their affordable unit, they are required to notify the Town, the Monitoring Agent, and MassHousing, or Executive Department of Housing and Livable Communities (EOHLC) as written in the deed rider.

**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.

**Leasing and Refinancing:** Affordable units cannot be leased or refinanced without prior written consent of the Town and the Monitoring Agent, and EOHLC.

A copy of the affordable housing deed restriction for a particular project is available for review. Request via email: [lotteries@haconcapecod.org](mailto:lotteries@haconcapecod.org) or call: 508-771-5400 ext. 284

### **Don't Forget!**

- Please return application to Housing Assistance Corporation by **October 2, 2023, at 5PM**
- Complete application and return **all** documents that apply to your household.
- Please send only **copies** of all documentation required, as we **cannot** copy your originals and return them to you.
- **Obtain a pre-approval letter** from one of the three lenders stated in accordance with the guidelines in this package.
- Applications that do NOT have a pre-approval letter are NOT complete and will NOT be part of the lottery.
- Please note: Lottery winners are responsible for pre-payment of homeowners' insurance prior to purchasing their home.

Please call 508.771.5400, ext. 284 or e-mail [lotteries@haconcapecod.org](mailto:lotteries@haconcapecod.org) with questions.

# 156 Club Valley Drive in East Falmouth

## Workforce Lottery Homeownership Application



Price: \$350,000 + \$125 Annual HOA Fee

DEADLINE: **October 2, 2023, at 5PM.**

Please speak to a lender for a pre-approval before starting the application.

Write N/A for items that do not apply to you.

Applications can be submitted through the following methods:

**Dropbox:** Visit our website for portal link [www.haconcapecod.org/lotteries](http://www.haconcapecod.org/lotteries)

**Mail/Drop off:** 460 West Main Street, Hyannis, MA 02601

### Applicant Information

Applicant Name: \_\_\_\_\_ Co-Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-Mail: \* \_\_\_\_\_ E-Mail: \* \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Yrs. In current job: \_\_\_\_\_ Yrs in occupation: \_\_\_\_\_ Yrs. In current job: \_\_\_\_\_ Yrs in occupation: \_\_\_\_\_

**Household Composition** (List the head of household and all members who will be living in the home you purchase. Give relationship of each member to the head of household.)

Full Name: *List Head of Household first	Relationship to Head of Household	Age	Full time Student over 18
	<b>HEAD</b>		

**Bedroom Size Information:** Please check what home you are applying for: (see the section in the information packet about household size preferences and for income maximums)

3- Bedroom, 120% AMI

Have you recently (in the past 3 months) seen your credit report? \_\_\_\_\_

In your estimation how would you rate your credit history?

Poor: \_\_\_\_\_ Fair: \_\_\_\_\_ Good: \_\_\_\_\_ Excellent: \_\_\_\_\_ Don't Know: \_\_\_\_\_

What do you currently pay for rent? \_\_\_\_\_

Does any member of your household currently or within the past three years own/owned any residential property? \_\_\_\_\_

If yes, please give details: \_\_\_\_\_

Anticipated net proceeds from sale of home: \_\_\_\_\_ Is any member of the household 55 or older? \_\_\_\_\_

**Homebuyer Education** (Not a requirement for this application, but might be for lenders)

I have attended a Home Buyer Education Workshop series.  **Yes**       **No**

If yes, location: \_\_\_\_\_ Date: \_\_\_\_\_

**Do you have down payment money available?**  **Yes**      Amount: \$ \_\_\_\_\_       **No**

Please identify source of down payment (3%) OF PURCHASE PRICE: \_\_\_\_\_  
Remember, you need to have at least 1.5% of the purchase price of your **OWN** money for down payment.

**Assets** (Please verify all cash deposits into all bank accounts) There is an asset limit of \$75,000.

Type	Cash Value	Annual Income from Assets	Bank Name
Checking Accounts			
Savings Accounts			
Retirement Plans (Net Cash Value)			
Real Estate Owned			
Stocks			
Other (i.e. rental property, lump sum payment)			

**Yearly Gross Income** (An individual's total **income** before taking taxes or deductions into account)

**Please provide proof of all income from all sources. NOTE:** If a member of the household over the age of 18 is **NOT** working, they must provide, as part of the required verification, a signed notarized statement describing the current situation.

Source	Applicant	Co-Applicant	All other Household Members	Total
Salary				
Overtime Pay				
Commissions				
Fees				
Tips				
Bonuses				
Interest Dividends				
Net Income from Business				
Net Rental Income				
Social Security, Pensions, Retirement Funds, Etc. Received periodically				
Unemployment Benefits				
Workers Compensation				
Alimony, Child Support				
TAFDC				
Part Time Work				
Other				
<b>Total Gross Monthly Income for each household member:</b>				\$ _____/month

<b>TOTAL HOUSEHOLD INCOME (Gross Monthly x 12)</b>	\$ _____/year
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**Liabilities** (Car loan, Credit Cards, Student loans, etc.)

Type	Creditor's Name	Monthly Payment	Unpaid Balance	Due Date

**Area Median Income (AMI)**

Affordable = Income is at or below the 120% 2023 AMI Barnstable County

Household size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
120% of AMI	\$96,720	\$110,520	\$124,320	\$138,120	\$149,280	\$160,320

My household size is \_\_\_\_\_ and the household income is at or below \$ \_\_\_\_\_.

The attached pre-approval letter is for a mortgage of \$ \_\_\_\_\_ and I/we have \$ \_\_\_\_\_ for a down payment. The combination of these 2 amounts is \$ \_\_\_\_\_ which is equal to or greater than the purchase price.

**Race/ Ethnicity (Optional)**

You are requested to complete the following optional section in order to assist with determining preference. Completing this section may qualify you for additional lottery pools. (please check all boxes that apply):

- Alaskan Native or Native American
- Black or African American (not of Hispanic origin)
- Hispanic or Latino
- White
- Not mentioned above: \_\_\_\_\_

**HAC will provide reasonable accommodation and/or language assistance if need when completing this application.**

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**Local Preference**

Definition: You and/or the co-applicant live in the Town of Falmouth work in the Town of Falmouth, or have a child who attends school in the Town of Falmouth. You are required to document your local preference (utility bill, transcript, pay stub, ID)

- I live in the Town of Falmouth
- I work in the Town of Falmouth
- My child attends school in the Town of Falmouth
- I DO NOT have a local preference

<p><b>How did you hear about this housing opportunity?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Word of Mouth</li><li><input type="checkbox"/> Social Media (fb, insta, twitter, etc.)</li><li><input type="checkbox"/> Newspaper ads</li><li><input type="checkbox"/> Case Manager Organization _____</li><li><input type="checkbox"/> Other _____</li></ul>
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## **Summary of Deed Restriction & Statement of Understanding**

An affordable housing deed restriction is a legal document recorded at the Registry of Deeds that specifies the resale, refinance and leasing provisions for the referenced property. The buyer of the affordable unit, selected by lottery, must agree to execute a deed restriction, which will be recorded at the Barnstable County Registry of Deeds at the time of purchase. This affordable unit will be sold at a substantial discount price with a Deed Restriction attached. The Deed Restriction ensures that the unit remains affordable for future purchasers of the property. **It is strongly recommended that purchasers of an affordable, deed restricted unit review the deed restriction with their attorney and lender.** Below is a general description of the deed rider:

**Principal Residence:** The property must be the owner’s principal residence.

**Notice Requirement:** If an owner wants to sell their affordable unit, they are required to notify the Monitoring Agent and the municipality. The Town may exercise its Right of First Refusal and locate an eligible purchaser for the property or purchase the home.

**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.

**Resales:** Lottery homes are required to be resold in accordance with the Affordable Fair Housing Marketing Plan to an eligible buyer. Properties are listed with CHAPA- Citizens’ Housing and Planning Association and MAHA- Massachusetts Affordable Housing Alliance, and MyMassHome.

**Leasing and Refinancing:** Affordable units cannot be leased or refinanced without prior written consent of the Monitoring Agent.

**Capital Improvement Policy:** The monitoring agent will review capital improvement requests prior to work being done. Capital improvements are defined as “necessary maintenance improvements, not covered by a condominium or homeowner’s association that if not done would compromise the structural integrity of the property.

A copy of the Deed Restriction for this project is available for review at Housing Assistance, 460 West Main Street, Hyannis, MA To request a copy by mail, please call 508-771-5400 ext. 284.

## **Statement of Understanding**

I/We have read the Summary of the Deed Restriction for the lottery.

I/We understand that, if selected by lottery to purchase an affordable unit, a full copy of the Deed Restriction will be provided to me, and that if my household is certified as income eligible and is able to obtain an approved mortgage, that I/We will be required to execute the Deed Restriction at the time of purchase and it will be recorded along with the deed at the Barnstable County Registry of Deeds.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

## **Certification, Disclosure, Understandings & Authorization**

**Certification:** I/We certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or neglectful misrepresentation(s) of information contained in this application may result in civil liability, and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq., and liability for monetary damages to the lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon misrepresentation which I/we have made on this application.

**Use of Information Disclosure:** The information collected will be used to determine whether you are eligible to participate in various programs which may include the Resale Purchase and/or lotteries. This information may be disclosed as required and permitted by law outside the Housing Assistance Corporation without additional consent including to your employer for verification of income and employment, to financial institutions for verification of information and to the lottery monitoring agent (if applicable).

**Household Eligibility:** Individuals who have a financial interest in the development and their families shall not be eligible for this lottery.

**Understanding of Selection:**

- I/We understand that I/we are selected in the lottery, it does not guarantee that I/we will be able to purchase a home and that all expenses including closing costs and down payment are my/our responsibility.
- I/We also understand that it is my/our obligation to secure a fixed mortgage for the term of the loan and for not more than 97% of the purchase price of the home.
- I/We understand that we will need to have at least 1.5% of the purchase price of our own funds to be eligible for the lottery.
- I/We understand that even though I/we think that I/we have submitted all the necessary documentation and/or verifications, I/we are not guaranteed to be in the lottery if HAC finds that any documentation and/or verification are missing.
- I/We have read the application and all the attached information and understand the lottery process.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

## Required Documentation

Please remember that ALL HOUSEHOLDS members 18 or older need to submit the below documents that apply to them. If mailing in or dropping off at Housing Assistance Corporation only submit COPIES of your documentation. If you are submitting electronically, go to [www.haconcapecod.org/lotteries](http://www.haconcapecod.org/lotteries) to upload documents via Dropbox.

**\*\*Initial** below for the documentation that applies to you; Write **"N/A"** for those that do not apply to you. \*\*

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

\_\_\_\_\_ **\*Pre-approval letter** from one of the three banks disclosed in information packet in accordance with LIP guidelines. NO FHA/VA loans.

\_\_\_\_\_ **\*Documentation to prove local preference:** e.g. utility bills, driver's license, tax bills, rental agreements etc.

\_\_\_\_\_ **Identification:** e.g. Driver's license, birth certificate

\_\_\_\_\_ **5 most recent consecutive pay stubs if pay is steady without significant variations, or 12 months for inconsistent or seasonal pay.** (For ALL working members of the household, 18 years and older)

\_\_\_\_\_ **Verification of Employment** from all employers for all working members of the household, 18 years and older. Must be completed by employer.

\_\_\_\_\_ **No Income Certification form.** If a member of your household is 18 years or older and NOT working, a notarized statement to that effect is needed. This applies to all household members age 18 and older.

\_\_\_\_\_ **Student status certification.** Please submit documentation for each child 18 years of age or older verifying their full-time status.

\_\_\_\_\_ **Verification of any other household income:** e.g. such as social security, SSI, SSDI, TAFDC, VA Benefits, unemployment, pensions, retirement funds, etc. We need official statement of monthly amount received for current year.

\_\_\_\_\_ **Verification of child support or Alimony:** Copy of child support order, divorce decree, etc.

\_\_\_\_\_ **3 Months of all Checking Account Statements** (Identification of all cash deposits over \$100 into Checking Accounts (including Venmo, PayPal, Zelle etc. You must identify by highlighting or circling and provide source documents.)

\_\_\_\_\_ **3 Months of all Savings Account Statements** (Identification of all cash deposits into Savings Accounts (including Venmo, PayPal, Zelle etc. You must identify and provide source documents.)

\_\_\_\_\_ **Three Most Recent Federal Tax Returns (1040) & W2s: Must be signed.** If you have not filed a tax return, please call 800-829-1040 and ask for a printout. Only federal taxes please, no state taxes.

I did not file taxes in year(s) \_\_\_\_\_, Initial \_\_\_\_\_

\_\_\_\_\_ **Verification of cash value of all assets:** Assets are generally non- cash items that can be converted to cash, such as stocks, Certificates of Deposit, IRA's retirement funds. This does not include car or furniture. A detailed list can be supplied upon request.

◆ **SELF EMPLOYMENT: People who are self-employed will need to submit ALL of the above applicable documentation plus the following:**

\_\_\_\_\_ **Copies of Schedule C for the past two (2) years.**

\_\_\_\_\_ **A Notarized Profit and Loss Statement** reflecting your earnings and expenses, to date for the current year. The name of the business must be on the Profit and Loss Statement. It must show quarterly or yearly profit and loss, include income and expenses and must be for the previous 12 months.

## Required Documentation

Please remember that ALL HOUSEHOLDS members 18 or older need to submit the below documents that apply to them. If mailing in or dropping off at Housing Assistance Corporation only submit COPIES of your documentation. If you are submitting electronically, go to [www.haconcapecod.org/lotteries](http://www.haconcapecod.org/lotteries) to upload documents via Dropbox.

**\*\*Initial** below for the documentation that applies to you; Write **"N/A"** for those that do not apply to you. \*\*

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

\_\_\_\_\_ **Identification:** e.g. Driver's license, birth certificate

\_\_\_\_\_ **5 most recent consecutive pay stubs if pay is steady without significant variations, or 12 months for inconsistent or seasonal pay.** (For ALL working members of the household, 18 years and older)

\_\_\_\_\_ **Verification of Employment** from all employers for all working members of the household, 18 years and older. Must be completed by employer.

\_\_\_\_\_ **No Income Certification form.** If a member of your household is 18 years or older and NOT working, a notarized statement to that effect is needed. This applies to all household members age 18 and older.

\_\_\_\_\_ **Student status certification.** Please submit documentation for each child 18 years of age or older verifying their full-time status.

\_\_\_\_\_ **Verification of any other household income:** e.g. such as social security, SSI, SSDI, TAFDC, VA Benefits, unemployment, pensions, retirement funds, etc. We need official statement of monthly amount received for current year.

\_\_\_\_\_ **Verification of child support or Alimony:** Copy of child support order, divorce decree, etc.

\_\_\_\_\_ **3 Months of all Checking Account Statements** (Identification of all cash deposits over \$100 into Checking Accounts (including Venmo, PayPal, Zelle etc. You must identify by highlighting or circling and provide source documents.)

\_\_\_\_\_ **3 Months of all Savings Account Statements** (Identification of all cash deposits into Savings Accounts (including Venmo, PayPal, Zelle etc. You must identify and provide source documents.)

\_\_\_\_\_ **Three Most Recent Federal Tax Returns (1040) & W2s: Must be signed.** If you have not filed a tax return, please call 800-829-1040 and ask for a print out. Only federal taxes please, no state taxes.

I did not file taxes in year(s) \_\_\_\_\_, Initial \_\_\_\_\_

\_\_\_\_\_ **Verification of cash value of all assets:** Assets are generally non- cash items that can be converted to cash, such as stocks, Certificates of Deposit, IRA's retirement funds. This does not include car or furniture. A detailed list can be supplied upon request.

◆ **SELF EMPLOYMENT: People who are self-employed will need to submit ALL of the above applicable documentation plus the following:**

\_\_\_\_\_ **Copies of Schedule C for the past two (2) years.**

\_\_\_\_\_ **A Notarized Profit and Loss Statement** reflecting your earnings and expenses, to date for the current year. The name of the business must be on the Profit and Loss Statement. It must show quarterly or yearly profit and loss, include income and expenses and must be for the previous 12 months.