

# 33 Pheasant Lane in Falmouth

## Lottery Homeownership Application



DEADLINE: **March 8, 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) | **Fax:** 508-775-7434

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

### Applicant Information

Please note, we communicate by email, if you do not furnish one we communicate by postal mail.

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
	HEAD		

**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, 80% 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 required for this application, but might be for a loan)

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					
Total Gross Monthly Income for each household member:					\$ _____/month

**TOTAL HOUSEHOLD  
INCOME (Gross Monthly x 12)**

\$ \_\_\_\_\_/year

**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 80% or 100% 2022 AMI Barnstable County

Household size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
80% of AMI	\$60,900	\$69,600	\$78,300	\$86,950	\$93,950	\$100,900

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.**

**Este documento é importante, por favor, tê-lo traduzido**

**Este documento es importante, por favor, haz que se tradujo**

**How did you hear about this housing opportunity?**

- ☐ Word of Mouth \_\_\_\_\_
- ☐ Social Media (fb, insta, twitter, etc.)
- ☐ Print ads
- ☐ Case Manager Organization: \_\_\_\_\_
- ☐ Other \_\_\_\_\_

# **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 CHECKLIST**  
**THIS IS A LIST OF ACCEPTABLE DOCUMENTATION TO DETERMINE ELIGIBILITY**

**\*\*Please note that we will only accept copies of these documents\*\***

**\*NO IMAGES ONLY PDFs\***

**If the line item does not apply to you, write N/A in the box.**

Please remember that ALL HOUSEHOLD income must be counted, even if only one person is obtaining the mortgage.

- ☐ **Proof of identification** (driver's license, social security card, birth certificate.)
- ☐ **Pre-approval letter** from a bank in accordance with LIP guidelines. NO FHA/VA loans
- ☐ **Complete application.** Please use N/A for items that do not apply
- ☐ Five most recent, consecutive **pay stub copies** for all working members of the household, 18 years and older.
- ☐ **Verification of Employment** letter from all employers for all working members of the household, 18 years and older. The letter must include: salary and start date. This must come from the 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.
- ☐ **Alimony and/or Child support documentation.** Child support (copy of divorce decree, child support order, copy of support checks), if you have children eligible for child support and you do NOT receive child support, please provide a NOTARIZED statement to that effect.
- ☐ **Student status certification.** Please submit documentation for each child 18 years of age or older verifying their full-time status in order to have some of their income not counted in the household total.
- ☐ **Verification of any other household income** e.g.: Social Security, SSI, VI benefits, unemployment benefits, and/or public assistance. We need an official statement of monthly amount received for the current year. (Copies only)
- ☐ **Savings account statement.** Submit the 3 most recent bank statement copies. (Savings account)
- ☐ **Checking account statement.** Submit the 3 most recent bank statement copies. (Checking account)
- ☐ **Federal tax returns (1040)**-Copies of signed tax returns for the past three (3) years. You WILL have to provide all three years. We will also need W-2's and 1099-R forms for the most current full year. If you have no filed a tax return for any of the years requested, we will need a notarized statement that you have no filed for a particular year and why. PLEASE DO NOT SUBMIT STATE TAXES
- ☐ **Verification of cash value of all assets** (assets are generally non-cash items that can be converted to cash, such as stocks, Certificates of Deposits, IRA's retirement funds). This does not include car or furniture. (Copies only)

**Self-Employment:** People who are self-employed will need to submit ALL of the above documents plus the following:

- ☐ Copies of Schedule C for the past two (2) years
- ☐ A NOTARIZED statement reflecting your earning and expenses for the current year. The name of the business must be on the Profit & Loss statement. It must show quarterly or yearly profit and loss, including all income and expenses and must be for at least three (3) consecutive months.