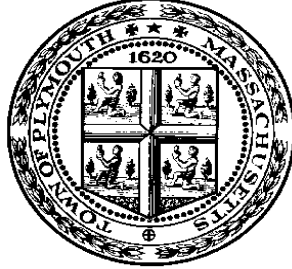


LOCUSTFIELD ESTATES
A NEW SINGLE-FAMILY HOME DEVELOPMENT IN FALMOUTH
3-AFFORDABLE SINGLE-FAMILY HOMES



PLYMOUTH REDEVELOPMENT AUTHORITY
MARKETING AGENT

\$235,000
3 Bedrooms, 2.5 Bathrooms
1,560 SF

Developed By
Locustfield, LLC

Applications are due or post-marked by
Friday, April 16, 2021 at Noon
Delivered to:
Plymouth Redevelopment Authority
26 Court Street
Plymouth, MA 02360



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



Locustfield Estates Procedures, Process, and Requirements

DEVELOPMENT PROJECT OVERVIEW

The Plymouth Redevelopment Authority is pleased to announce the opening of an affordable housing lottery for three new affordable homes located at the Locustfield Estates in Falmouth, MA for \$235,000 each.

This development is located near schools, playgrounds, Mares Pond Reservation with beach and nature trails, 3 miles to Falmouth Heights and less than 5 miles to Old Silver Beach. These homes are close to highway and to downtown Falmouth shops, restaurants, beaches.

The lottery is for three 3 bedroom, 2 ½ bath homes. Each 1,560 SF homes with 300 SF garage. All of the homes offer a first-floor bedroom, bath, and laundry hook-up. The homes are heated by natural gas (forced hot air). Hot water is also by natural gas. Appliances include stove, dishwasher, microwave, and refrigerator. Floor coverings are a mix of carpet, wood, and tile.

One of these homes includes adaptive features including fully handicap accessible bathroom and electric panel on 1st floor. Additionally the bedroom on first floor that has a 2' 8" door. Additional accommodations can be made upon request.

The homeowner is responsible for taxes, insurance, and all home utilities and maintenance. An annual fee of \$90 provides HOA fees.

LOTTERY OVERVIEW

Marketing, outreach, and collection of applications for these units of affordable ownership housing in Falmouth MA will begin on Tuesday February 16, 2021.

Households submitting a complete application prior to the deadline of Friday, April 16, 2021, will be pre-screened for completeness, income and asset eligibility, appropriate household size, and first-time homebuyer status. Then they will be placed in a category for consideration through the lottery process.

Eligible applicants will be assigned a registration number to be used in the lottery.

One (1) public information session will be held to discuss the available units and explain eligibility, application procedures, the lottery, the selection process, condominium fees, and other details to members of the public. Applications are due no later than noon on Friday, April 16, 2021.

**Informational meetings on
Time: March 23, 2021 at 6:00 PM Eastern Time
Join Zoom Meeting**

<https://us02web.zoom.us/j/87317899128?pwd=UVViRWl5M2RDcE1uTSs1N0RySXptZz09>

**Meeting ID: 873 1789 9128
Passcode: 998183**

Applications may be obtained at the following locations:

- Plymouth Redevelopment Authority, 26 Court Street, Plymouth
- Town of Falmouth Public Library, 300 Main Street, Falmouth, MA
- Town of Falmouth Clerk's Office, 59 Town Hall Square, Falmouth, MA

Applications may also be obtained by mail, e-mail or online:

- Call the Plymouth Redevelopment Authority at (508) 747-1620, ext. 10147 to request an application package.
- E-mail request to Redevelopment@plymouth-ma.gov
- Online at www.plymouthredevelopment.org (click Affordable Housing)

The Lottery will be held on

April 23, 2021 at 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87198445208?pwd=cjhnTm9CWk0wdDFnZ1p2Z2s5L2h1dz09>

**Meeting ID: 871 9844 5208
Passcode: 239639**

You do not need to be present to win. The winning applicants' information is then sent to the Massachusetts Department of Housing and Community Development for final approval.

For questions and assistance in preparing an application, please contact the marketing agent, Plymouth Redevelopment Authority, 26 Court Street, Plymouth MA 02360. Phone: 508-747-1620 ext. 10147 Fax: 508-830-4028
E-mail: Redevelopment@plymouth-ma.gov
For TTY Dial 711

ELIGIBILITY REQUIREMENTS

Applicants must meet specific requirements to qualify for the affordable homes. Individuals, and their families, who have a financial interest in the development are not eligible. Disabled persons are entitled to request reasonable accommodations of rules, policies, or services; or to request a reasonable modification of the housing.

Income and Asset Eligibility

To be eligible to purchase an affordable home at Locustfield Estates, annual income and assets must be within the guidelines listed below. There is no minimum income, but the applicant must be able to support a mortgage that is sufficient to purchase the affordable home. ***For information regarding the definition of income and assets please see the attached, APPENDIX I:***

Maximum Income*

Eligible applicants must have a combined annual household income from all sources, for all income-earning members of the household, of not more than 80% of area median income, as defined by HUD and adjusted for household size. Per the 2020 HUD Income Guidelines, 80% of the area median income for Falmouth, MA, and therefore the maximum allowable household income is as follows:

Household Size	Maximum Income
1	\$54,150
2	\$61,850
3	\$69,600
4	\$77,300
5	\$83,500
6	\$89,700

*Income limits are subject to change based on annual updated income guidelines.

Maximum Assets

The asset limit is \$75,000 for all assets. ***For information regarding the definition of assets please see attached, APPENDIX I:***

MORTGAGE STANDARDS

Applicants are required to submit, as part of their application, a **pre-approval** letter for a mortgage in an amount sufficient to purchase an affordable home at Locustfield Estates.

In accordance with the LIP Program under which this house will be reviewed, the mortgage to be obtained by the household must meet certain standards.

Please see attached, APPENDIX II: LIP PROGRAM STANDARDS FOR NEW MORTGAGE LOANS.

Potential applicants may take **APPENDIX II** to their lender to ensure that their pre-approval conforms to these standards. Potential applicants are advised to seek out advantageous loan programs such as, MassHousing, USDA Rural Housing, and the Massachusetts Housing Partnership (MHPOne) Loan. The Plymouth Redevelopment Authority will assist any potential applicant in locating a lender for one of these programs.

Non-household members are **not** permitted to be co-signers on the mortgage.

FIRST TIME HOMEBUYER STATUS

For this ownership project which is not age-restricted, applicants must be first-time homebuyers. To be a first-time homebuyer, applicant households must not have had an ownership interest in a residential property for the preceding 3 years. Exceptions may be made for:

1. *Displaced homemakers, where the displaced homeowner (an adult who has not worked fulltime, full year in the labor force for a number of years but has, during such years worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner.*
2. *Single parents, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant.*
3. *Household where at least one household member is 55 or over.*
4. *A household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.*
5. *A household that owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

Please note, any home owned under one of the exceptions above must be sold prior to purchase of this affordable home.

APPLICANTS SELECTED TO PURCHASE AFFORDABLE HOMES

The need for accessibility and household size take precedence over local preference.

1 of the 3 units offers adaptive features for occupancy by persons with mobility impairments. First preference (regardless of applicant pool) for this unit shall be given to the household who needs such a unit including single person households, in conformity with state and federal civil rights laws. Unit Preference for this unit will be for households in need of the handicap accessible features, household size, and then local preference.

Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the person(s) with disabilities equal opportunity to use and enjoy the housing. The request must be made a time of application and any required documentation, i.e., letter from doctor must be provided at the same time.

HOUSEHOLD SIZE/LARGER HOUSEHOLD PREFERENCE

Household size should be appropriate for the number of bedrooms in the home.

Within the applicant pool **first preference** shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

- a. There is at least one occupant and no more than two occupants per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
- c. A person described in the first sentence of (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. 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, as set forth in the application.

Within an applicant pool **second preference** shall be given to households requiring the number of bedrooms in the unit minus one, based on the above criteria.

A "household" shall mean two or more persons who will live regularly in the unit as their primary residence and who are related by blood, marriage,

law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

The lottery drawing shall result in each applicant being given a ranking among other applicants with households receiving preference for units based on the above criteria.

Household size shall not exceed the Massachusetts State Sanitary Code requirements. (105 CMR 400).

LOCAL PREFERENCE

2 of the 3 units will be preference for households meeting at least one of the local preference criteria as stated on the application. Unit Preference for those with local preference will be for households requiring three-bedroom, second preference for households requiring two-bedrooms, third preference for households requiring one bedroom.

Is there preference for minorities?

If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Surrounding HUD-defined area, currently 9%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. These minority applicants would be drawn until their percentage in the local pool closely approximates the percentage in the Falmouth area population. Applicants not selected for the local pool would be in the at-large pool only.

LOTTERY PROCESS

Due to the nature of the affordable units' availability it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

Lottery Pools

Three units are available by lottery through the Local and Open Pool, as follows:

Pool	Qualifications	# of Units
Local Pool	Must meet at least one for the Local Preference Criteria as stated on the application	2
Open Pool	All applicants that apply, including Local Pool applicants	1

All of the applicants for a given pool will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. We will move to the first two highest ranked applicants on the Local Pool list that meet the unit preference size for the Local Pool three-bedroom units. All units will be available to the appropriate household size based on the unit preference size. If we exhaust the Local Pool applicants that require a three-bedroom unit, we will offer the units to the appropriate household size in the Open Pool. If both the local and open pool two-bedroom applicants are exhausted only then will we begin offering the units to smaller households, based on lottery pool and ranking.

The same process for the conducted for the distribution of the Open Pool unit. Local Pool applicants will select units first and then the Open Pool.

Time Frames

If you are selected and have the opportunity to purchase the unit, you will speak or meet with a representative to review your application to verify all information. The Applicants selected for the units will start working with their lender immediately to secure the necessary mortgage. Please be advised that the final income verification will be done at the time you have an opportunity to purchase a unit. All applicants must be determined income/asset eligible BEFORE they are entered into the lottery.

The selected applicant information is then sent to the Massachusetts Department of Housing and Community Development for final approval.

The selected applicants' financial documents may be verified again just before closing.

Upon final approval notification, the applicants/purchasers will have **two weeks** to sign a Purchase and Sales Agreement. When notified the home is ready for sale, the applicants/purchasers will then have **60 days** to obtain financing and close on the property. **Selected applicants who are unable to proceed within those time frames will forfeit their right to purchase and the next application in the order selected by the Lottery will be offered the unit.**

Acceptance of Homes

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity.

DEED RESTRICTION; RESALE AND FORECLOSURE

You are buying an affordable home at a substantial discount price under the Commonwealth of Massachusetts Local Initiative Program (LIP); because of this

there are requirements that the home remain affordable for future buyers of your property.

You will sign a “deed rider” which describes your responsibilities under this affordable housing program. The deed restriction is in perpetuity. The restrictions will apply to you and to future buyers of your home. The Department of Housing & Community Development and the Plymouth Redevelopment Authority strongly urge you to review the deed rider with your attorney and lender. You should only complete the purchase if all your questions have been answered and you are comfortable with the deed rider and the restrictions. For a copy of the deed rider see <http://www.mass.gov/hed/docs/dhcd/hd/lip/lipdeedrider.pdf>.

A general description of important deed restrictions are as follows:

Principal Residence

The property must be your principal residence, where you regularly live, eat, sleep, are registered to vote, etc.

Leasing and Refinancing

You may not rent or lease your home without the prior written consent of the monitoring agency (Falmouth Housing Trust) and the Department of Housing & Community Development (DHCD). In addition, you must get approval from the monitoring agency (Falmouth Housing Trust) and the Department of Housing and Community Development if you are going to refinance your mortgage or make capital improvements. Certain restrictions apply.

Selling your Home

If you want to sell your home, you must notify the Falmouth Housing Trust and the Department of Housing and Community Development. This notice is called a Conveyance Notice in the Deed Rider. The notice must include the Resale Price Multiplier and the maximum resale price. DHCD must approve the maximum resale price.

Maximum Resale Price

If you choose to sell your home, there is a limit on the resale price.

Resale Process

Upon notice that the owner wishes to sell in accordance with the provisions of the Deed Rider, the Town of Falmouth, the Plymouth Redevelopment Authority or the Massachusetts Department of Housing and Community Development will try to find an eligible buyer. The seller may also assist in finding an eligible homebuyer. Even if the unit is sold to an ineligible buyer in the future, the deed rider remains in place and limits the profit to the seller.

Foreclosure

In the event of foreclosure proceedings, the LIP Deed rider does not protect you against the foreclosing lender's right to pursue a deficiency against you. Even if the foreclosure sale is greater than the funds due to the lender, the excess will be paid to the Town of Falmouth. By signing the LIP Deed Rider, you are agreeing to assign any rights and interest you may otherwise have in the balance of any foreclosure proceeds.

APPENDIX I

DEFINITION OF INCOME

Annual gross income means all amounts, monetary or not, which go to, or on behalf of, the family head or spouse or to any other family member received from a source outside the family during the 12-month period following application.

Annual income includes but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses, and other compensation for personal services.
2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted as provided by the Internal Revenue Service regulations.
4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount that is the delayed start of a periodic payment.
5. Payment in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.
6. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
7. All regular, special pay, and allowances of a member of the Armed Forces.
8. Income derived from assets to which any member of the family has access.

Annual Income Does NOT include the following:

1. Income from employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults. (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone)
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses.
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in-aid.
6. The full amount of student financial assistance paid directly to the student or to the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Temporary, nonrecurring, or sporadic income such as gifts.
9. Deferred periodic amounts from Supplemental Social Security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
10. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
11. Amounts specifically excluded by any other Federal statute from consideration as income for the purpose of determining eligibility or benefits under a category of assistance program.

DEFINITION OF ASSETS

The value of necessary items of personal property, such as furniture or automobiles shall be excluded. Determination of assets shall be based upon a full and fair cash value of the asset at the time of application to the program. If a potential purchaser divests himself or herself of an asset for less than full and fair present cash value of the asset within two years prior to application, the full and fair cash value of the asset at the time of its disposition must be declared and shall be included for the purpose of calculating eligibility.

Household Assets include the following:

1. Cash held in savings and checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average balance for the last six (6) months.
2. Revocable trusts: The cash value of any revocable trust available to the applicant.

3. Equity in rental property or other capital investments: The current fair market value less (a) any unpaid balance on any loans secured by the property, and (b) reasonable cost that would be incurred in selling the asset (e.g., penalties, broker fees, etc.).
4. Stocks, bonds, treasury bills, certificates of deposit, mutual funds, and any money market accounts: The value of stocks and other assets vary from one day to another and should be determined no more than one month in advance of the applicant's submission to participate in the subject housing program.
5. Individual retirement, 401K, and Keogh accounts: When the holder has access to the funds, even though a penalty may be assessed. If the applicant is making occasional withdrawals from the account, determine the amount of the asset by using the average balance for the previous six (6) months. (Do not count withdrawals as income.)
6. Retirement and pension funds:
 - a. While the person is employed: Amounts the applicant withdraws without retiring or terminating employment. Count the whole amount less any penalties or transaction costs.
 - b. At retirement, termination of employment, or withdrawal: Periodic receipts from pension and retirement funds are counted as income. Lump sum receipts from pension and retirement funds are counted as assets. Count the amount as an asset or as income, as provided below. If benefits will be received in a lump sum, include the lump sum receipt in net household assets. If benefits will be received through periodic payments, include the benefits in annual income. Do not count any remaining amounts in the account as an asset.

If the applicant initially receives a lump-sum benefit followed by periodic payments, count the lump-sum benefit as an asset and treat the periodic payment as income. In subsequent years, count only the periodic payment as income. Do not count the remaining amount as an asset.

NOTE: This paragraph assumes that the lump-sum receipts is a onetime receipt and it does not represent delayed periodic payments, then the account would be considered as income and not an asset.

7. Cash value of life insurance policies available to the applicant before death (e.g.; the surrendered value of whole life policy or a universal policy): Do not include a value for term insurance, which has no cash value to the applicant before death.
8. Personal property held as an investment: Gems, jewelry, coin collections, or antique cars held as investment. Personal jewelry is NOT considered an asset.

9. Lump-sum receipts or one-time receipts: Inheritance, capital gains, one-time lottery winnings, victim's restitution, settlement 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.
10. A mortgage or deed of trust held by an applicant: Payments on this type of asset are often received as one combined payment for principal and interest with the interest portion counted as income from the asset. This combined figure needs to be separated into the principal and interest portions of the payment. (This can be done by referring to an amortization schedule that relates to the specific term and interest rate of the mortgage.)
11. A life estate: A life estate is an interest in real property which entitles the life tenant to benefit from the property until his or her death. Usually, the life tenant is entitled to the use of a house for life and may be entitled to sell his or her interest. This right is of value to the tenant, but is rarely sold on an open market. (Purchasers of real property would typically not be tempted by such an uncertain term of ownership.)

The value of an applicant's life estate is included when calculating his or her assets based on the Internal Revenue Service's latest guidance to determine the value of life estates. (See Internal Revenue Service Publication 1457, "Actuarial Values, Book Aleph," (7-1999).)

Household Assets DO NOT include the following:

1. Personal property (clothing, furniture, cars, wedding rings, other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities).
2. Interests in Indian trust land.
3. Term life insurance policies (i.e., where there is no cash value).
4. Equity in the cooperative unit in which the applicant lives.
5. 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 occupation.
6. Assets that are NOT effectively owned by the applicant: Assets are not effectively owned when they are held in an individual's name but (a) the assets and any income they earn accrue to the benefit of someone else who is not the applicant, and (b) that other person is responsible for income taxes incurred on income generated by the assets.

APPENDIX II

LIP PROGRAM STANDARDS FOR MORTGAGE LOANS

- The loan must have a fixed interest rate through the full term of the mortgage.
- The loan must have a current fair market interest rate. (No more than 2% above the current Mass Housing rate*)
- The loan can have no more than 2 points.
- The buyer must provide a down payment of at least 3% - half of which must come from the buyer's own funds.
- The buyer may not pay more than 38% of their monthly income for the mortgage which shall include principal, interest, real estate taxes, all insurances, and homeowner's association fees.
- Non-household members shall not be permitted as co-signers of the mortgage.

*MassHousing: 617-854-1000 or www.masshousing.com

Locustfield Estates Application Checklist

Due or postmarked no later than Friday, April 16, 2021 at 12:00 PM.

ENCLOSURES REQUIRED: *(Do not enclose originals – COPIES ONLY)*

- _____ Signed Application.

- _____ Mortgage Pre-Approval Letter from a bank or mortgage company showing the Applicant is pre-approved for a mortgage sufficient to purchase a unit. (See mortgage requirements in Appendix II of the application manual.)

- _____ If an adult member of the applicant household age 18 or older excluding the co-applicant is a full-time student, a letter from the school or college stating enrollment status and anticipated date of graduation.

- _____ Proof of Wage Income (5 most recent pay stubs OR salary verification letter on employer stationery, signed by an authorized individual) (for each job – and each household member). If income is inconsistent, three months of income information may be required.

- _____ Proof of Social Security, Disability, SSI, TANF, Veterans Benefits, Unemployment Compensation or other government benefits in the form of a letter from the appropriate agency (for each member of household).

- _____ Complete signed Tax Returns **for 2017, 2018, 2019, and 2020 (if completed)**, including W2's, 1099's, all schedules and other attachments for each member of the applicants' household. If you filed electronically and did not retain copies, please visit the IRS at irs.gov and request copies and sign them. Use the current date.

- _____ For Self Employment income, submit Income and Expense data certified by an independent accountant for the past two quarters. For eligibility determination, only straight-line depreciation per IRS regulations is deductible. Expenditures for business expansion or amortization of capital indebtedness are not. Any cash or asset withdrawal is included as income except reimbursement of cash or assets invested by the family.

- _____ Documentation of Assets owned by any members of the Applicants' household with valuation. This includes the value of real estate owned; investments such as stocks and bonds or mutual funds accounts; and Certificates of Deposit. This also includes any assets disposed of for less than full market value during the year preceding this application. These assets will be counted at full and fair market value for eligibility purposes.

- _____ Copies of savings and checking and other investment account statements, 3 most recent for each account held by each member of the applicant household.

- _____ Evidence of funds available for down payment and closing costs (may be identified from savings or a signed and notarized gift letter from a person or organization providing funds.

APPLICATION INSTRUCTIONS

To enter the Lottery for an affordable home located at Locustfield Estates in Falmouth an applicant must submit a complete Application Package prior to the deadline.

Complete Application Package:

A complete Application Package shall consist of the following:

- ◆ Completed and signed Application Form
- ◆ Signed General Authorization for Release of Information Form
- ◆ Signed and completed LIP Disclosure Form
- ◆ All Required Documentation listed in the Application Checklist

The following provides guidance in completing and submitting an eligible application. **Applications that are not complete or not eligible will not be entered in the Lottery.** For this reason, applicants are strongly urged to contact the Plymouth Redevelopment Authority for guidance if there are any requirements you do not understand.

The Plymouth Redevelopment Authority can be reached by phone at 508-747-1620 ext. 10147 or via e-mail at Redevelopment@plymouth-ma.gov.

Instructions:

Application Form – Page 1

Part 1 of the application form collects information about the Applicant Household. Please provide the requested information. Applicant is the Head of Household. Co-Applicant is the spouse/partner. Additional Household members include every person who will live in the affordable home as a member of the household, including children. Birth-dates are required for each household member. Describe the relationship to the Applicant for each household member (for example: Wife, Son Daughter, Mother).

Part 2 Collects information about local preference. Two of the three units will be for households meeting at least one of the local preference criteria on the application.

Part 3 of the application is optional and designed to capture racial data on applicant households. Minority preference will only be applicable in the case of local preference. If the local preference pool does not reflect the actual racial composition of the area, minority applicants will be drawn from the regular pool of applicants until such time as the local preference pool equals the HUD regional minority percentage of 27% as determined by HUD for the region.

Part 4 of the application is designed to certify the applicant household as eligible under the definition of “first time homebuyer” as outlined in the information package. Please review the definition in the information package. If you have owned (or co-owned) property within the last three years, please explain the circumstances.

Part 5 of the application captures income data for the applicant household. Please fill in the requested information in the appropriate spaces. A section for the full-time occupation and income for the applicant and co-applicant is provided, as well as an additional section, to capture additional income from part-time jobs, alimony, child support, disability, retirement or investment income, etc. You must provide documentation of all income (see the application form and the checklist for guidance). Please provide documentation that is current with the application date (most recent time period). Should you have any questions, please contact the Plymouth Redevelopment Authority for guidance before submitting your application.

Part 6 of the application captures information about household assets. Assets include liquid assets such as cash in savings and checking accounts, real estate owned, investment accounts (stocks, bonds, mutual funds, etc...). You must include all retirement accounts. Please indicate in whose name(s) each account is held and name of the bank or brokerage. If it is an interest-bearing account (such as a savings account) show the interest rate (example: if your savings account pays 2.5% interest, list 2.5 in the column for interest rate). The current balance should include the principal balance (or value if a non-cash asset) as of the most recent statement. Please include documentation as outlined in the application package and checklist.

Part 7 of the application should be filled out regarding members of the applicant household who are over 18 years of age and registered as full-time students in a school or college. Please include a letter from the educational institution showing that the household member is a full-time student(s), and the anticipated graduation date(s).

Part 8 of the application is for signatures and certifications by the Applicant and Co-Applicant. Please read the certification statement and sign this page.

General Authorization for Release of Information Form

All household members over the age of 18 must sign and date this form. This form will be used to verify information provided with the application.

LIP Disclosure Statement

Please read and sign this document. By doing so, you are certifying that you have read the LIP Deed Rider attached to this application and understand your responsibilities as homeowner and the implications of this deed rider as it affects the marketability of the property you are applying to purchase.

Application for Locustfield Estates Deadline: Friday April 16, 2021 at Noon	For Office Use Only: Date _____ Rcvd: _____ Household Size: _____ Lottery Code: _____
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Part I – Applicant Information

Applicant's Name			
	Mr./Mrs. Etc.	First Name	Last Name

Co-Applicant's Name			
	Mr./Mrs. Etc.	First Name	Last Name

Applicant's Mailing Address			
	Street / Apt. # / PO Box		
	City	State	ZIP

Phone / Email			
	Home Phone	Cell Phone	Email

Household Members (List all household members, regardless of age, who will occupy the affordable unit).

Name	Date of Birth	Relationship to Applicant
		Applicant
		Co-Applicant

Total Number of People in Household _____ **Is anyone over Age 55 (yes/no)** _____

ACCESSIBLE UNIT: Are you or any member of your household, in need of an accessible unit? I certify that I am in need of an accessible unit AND I have attached supporting documentation. Persons in need of an accessible unit is defined as persons with a physical disability that meet standards established by the Department of Housing and Community Development and state laws for disabled accessible housing and who needs the features of a disabled-accessible unit.

Yes _____ **No** _____

If yes, you will be required to attached documentation as directed. The supporting documentation must **specify that I am in need of the features specific to disabled-accessible housing**. Supporting documentation can be verification from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability. Need of an accessible unit is defined as person with a physical disability that meet standards established by the Department of housing and Community Development and state laws for disabled housing.

REASONABLE ACCOMODATION: Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the person(s) with disabilities equal opportunity to use and enjoy the housing. The request must be made a time of application and any required documentation, i.e., letter from doctor must be provided at the same time.

Does any member of the household have any accessibility or reasonable accomodation requests or changes in a unit or development or alternative ways we need to communicate with you?

Yes _____ No _____

If yes, please explain in the space provide here or write a signed statement and attach it:

HOUSEHOLD TYPE: Do you have two household members who cannot be required to share a bedroom as a consequence of sharing would be a severe adverse impact on his or her mental or physical health and have attached supporting documentation?

Yes _____ No _____

Supporting documentation can be verification from a doctor or other medical professional.

Part II – Local Residence / Employment Requirement

Do you or any member of your household qualify for Local Preference? An applicant qualifies for local preference if the applicant or a member of their household fit into one of the following categories (A) a current resident of Falmouth, (BB) an employee of the Town of Falmouth, (C) employees of a business in Falmouth or those with a bona fid job offer from a business located in Falmouth, and (D) households with children attending Falmouth Public Schools.

Yes _____ No _____ If Yes, which category/categories apply (A-D) _____

If yes, you will be required to attach proof of local preference.

If qualifying under definition (A) as detailed above: I have submitted a Copy of two (2) utility bills 1 from each utility company in my name and dated within the last 60 days, e.g./ (1) electric, (1) oil, (1) gas, or (1) telephone landline (not cell phone). If utility bills cannot be provided the following documentation must be provided; current signed lease AND proof of voter registration from the Town Election Department OR proof that you have been registered as a Falmouth resident with the Falmouth Town Clerk.

If qualifying under definition (B) as detailed above: I have submitted copies of pay-stubs from the Town of Falmouth or Falmouth Public Schools (these should be already submitted as directed in the Earnings section above).

If qualifying under definition (C) as detailed above: I have submitted copies of pay-stubs from employer located with in the Town of Falmouth and/or my bone fide job offer from a business located in Falmouth (these should be already submitted as directed in the Earnings section above).

If qualifying under definition (D) as detailed above: I have submitted copies of Falmouth Public School transcripts AND proof of relation to the student (by birth certificate or legal Guardianship or divorce decree).

Part III – Minority Information for Applicant’s

***Optional: Please check the appropriate Race Category for each Household Member**

Household Member	Native American/ Alaskan	Native Hawaiian / Pacific Islander	African American	Hispanic / Latino	White / Non-Minority	Other / Non-White

Does Household Qualify for Minority Preference (Yes of No) _____

Minority preference will only be applicable in the case of local preference. If the local preference pool does not reflect the actual racial composition of the area, minority applicants will be drawn from the regular pool of applicants until such time as the local preference pool equals the same minority composition as determined by HUD for the regional area.

Part IV – First Time Homebuyer

Do you currently own a home in any State? **YES** _____ **NO** _____

Have you owned a home or joint interest in a home in the last three years? **YES** _____ **NO** _____

If **YES** please explain:

Does Household Qualify for First Time Homebuyer status (yes / no) _____

Part V (A) – Applicant’s Household Income

Applicant’s Full Time Occupation					
Employer Name					
Employer Address	Street	City/Town	State	Zip	
Supervisor	Name	Phone #	EXT.		
Total income before any deductions:					
If paid Weekly (attach 5 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3	\$ Period #4	\$ Period #5
If paid B-Weekly (attach 3 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3		

If paid Monthly (attach 2 most recent pay stubs)	\$ Period #1	\$ Period #2			

Applicant's Total Gross Income:

Part V (B) – Co-Applicant's Household Income

Co-Applicant's Full Time Occupation					
Name	Employer				
Address	Employer				
	Street	City/Town	State	Zip	
	Name	Telephone #		Ext.	
Supervisor					
Total income before any deductions:					
If paid Weekly (attach 5 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3	\$ Period #4	\$ Period #5
If paid B-Weekly (attach 3 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3		
If paid Monthly (attach 2 most recent pay stubs)	\$ Period #1	\$ Period #2			
Co-Applicant's Total Gross Income:					

Part V (C) – Other Household Income

Household Member	Type of Income	Monthly Gross Amount

Part VI – Assets

Name on Account	Bank/Brokerage Name	Account Type/Interest Rate	Balance
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		TOTAL ASSETS:	\$

Part VII – Adult Full-Time Students

Is any member of the Owner's Household over 18 years a full-time student?

If yes, list name of full-time student(s) and school attending:

Name	School

***Attach a letter from each school verifying the student is enrolled full-time.**

Part VIII – Certification

I/We certify that the information contained in this application is true and accurate to the best of my/our knowledge.

I/We understand that only applications that are complete and eligible under the guidelines and contain all necessary documentation and certifications will be entered into the lottery.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Received by Plymouth Redevelopment Authority:

Date	Time	Received by Deadline	PRA Signature

Please submit this application along with ALL of the listed documents to:

PLYMOUTH REDEVELOPMENT AUTHORITY
26 Court Street
Plymouth, MA 02360

PLEASE MARK ENVELOPE "Locustfield Estates"
Submission to Redevelopment@plymouth-ma.gov in PDF Format only is also acceptable.

General Authorization for Release of Information

Locustfield Estates

I/We hereby authorize the Plymouth Redevelopment Authority to verify any and all income, assets and other financial information and I/we direct any employer, landlord, or financial institution to release any information to the Plymouth Redevelopment Authority for the purpose of determining income eligibility for the lottery of units at Locustfield Estates.

Any information released will be kept confidential.

_____ Applicant Signature	_____ Social Security #	_____ Date
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_____ Co-Applicant Signature	_____ Social Security #	_____ Date
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_____ Additional Family Member	_____ Social Security #	_____ Date
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_____ Additional Family Member	_____ Social Security #	_____ Date
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KEEP THIS DOCUMENT ACCESSIBLE

LOCAL INITIATIVE PROGRAM (LIP)
HOMEBUYER DISCLOSURE STATEMENT

This Homebuyer Disclosure Statement summarizes your rights and obligations in purchasing this home. You are about to purchase a home located at **Locustfield Estates** (the “Municipality”) at less than the home’s fair market value, under the Local Initiative Program (LIP). When you sell the home, that same opportunity will be given to the new buyer. In exchange for the opportunity to purchase the home at less than its fair market value, you must agree to certain use and transfer restrictions. These restrictions are described in detail in a LIP Deed Rider that will be attached to the deed to your home and recorded at the Registry of Deeds.

PLEASE REMEMBER:

- You must occupy this home as your primary residence.
- You must obtain consent from the **Department of Housing and Community Development (DHCD)** and the Municipality [and **Falmouth Housing Trust**] (together they are referred to as the “Monitoring Agents” in this Homebuyer Disclosure Statement) before renting, refinancing or granting any other mortgage or making any capital improvements to your LIP home;
- You must give written notice to the Monitoring Agents when you decide to sell your property.
- Your LIP property may not be transferred into a trust.

The contact information for the Monitoring Agents is listed in the LIP Deed Rider.

Please read the LIP Deed Rider restriction in its entirety because it describes and imposes certain important legal requirements. It is strongly recommended that you consult an attorney to explain your legal obligations and responsibilities.

Primary Residence

You must occupy your LIP property as your primary residence.

Renting, Refinancing and Capital Improvements

You must obtain the prior written consent of the Monitoring Agents before you do any of the following:

- Rent your LIP home;
- Refinance an existing mortgage or add any other mortgage including a home equity loan; or

- Make any Capital Improvements (for example, a new roof or a new septic system – see attached Capital Improvements Policy) if you wish to get credit for those costs (at a discounted rate) when you sell your home.

Before taking any action, please contact DHCD for instructions on renting, mortgaging, or making capital improvements to your home. If you do not obtain the required consent from the Monitoring Agents, you can be required to pay all of the rents or proceeds from the transaction to the Municipality.

Resale Requirements

When you sell your home, you are required to give written notice to the Monitoring Agents of your desire to sell so that they may proceed to locate an Eligible Purchaser for your LIP home. Your sale price will be computed by DHCD based on the formula set forth in the LIP Deed Rider to reflect your original purchase price plus certain limited adjustments.

The allowed sale price is defined as the “Maximum Resale Price” in the LIP Deed Rider. It is calculated by adjusting the purchase price you paid for the home to reflect any change in the area median income from the time you purchased the LIP home to the time of the resale plus:

- (a) The Resale Fee as stated in the LIP Deed Rider;
- (b) Approved marketing fees, if any; and
- (c) Approved Capital Improvements, if any.

The Maximum Resale Price can never be more than the amount which is affordable to an Eligible Purchaser earning 70% of the area median income, as determined by a formula set forth in the LIP Deed Rider. The sales price will also never be less than the purchase price you paid unless you agree to accept a lower price.

The Monitoring Agents have up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the LIP Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing or *for lack of cooperation* on your part.

It is your obligation to cooperate fully with the Monitoring Agents during this resale period.

If an Eligible Purchaser fails to purchase the home, and none of the Monitoring Agents (or their designee) purchases the home, you may sell the home to a purchaser who does not qualify as an Eligible Purchaser (in this event, this purchaser is referred to as an ineligible purchaser), subject to the following:

- (i) the sale must be for no more than the Maximum Resale Price;
- (ii) the closing must be at least 30 days after the closing deadline described above;
- (iii) the home must be sold subject to a LIP Deed Rider; and

- (iv) if there are more than one interested ineligible purchasers, preference will be given to any purchaser identified by DHCD as an appropriately sized household whose income is more than 80% but less than 120% of the area median income.

Any sale by you to an Eligible Purchaser, or to an ineligible purchaser (as described in the LIP Deed Rider), is subject to the normal and customary terms for the sale of property, which are set forth in the LIP Deed Rider and which will be included in your Purchase and Sale Agreement.

There is no commitment or guarantee that an Eligible Purchaser will purchase the LIP home, or that you will receive the Maximum Resale Price (or any other price) for your sale of the LIP home.

A sale or transfer of the home will not be valid unless (1) the total value of all consideration and payments of every kind given or paid by the selected purchaser do not exceed the Maximum Resale Price, and (2) the LIP Compliance Certificate that confirms that the sale or transfer was made in compliance with the requirements of the LIP Deed Rider is executed by the Monitoring Agents and recorded at the Registry of Deeds by the closing attorney.

If you attempt to sell or transfer the home without complying with the LIP Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.

Foreclosure

In the event that the holder of a mortgage delivers notice that it intends to commence foreclosure proceedings, the LIP Deed Rider gives the Municipality an option to purchase the home (or to designate another party to purchase the home) for a period of 120 days after notice of the Lender's intent to foreclose.

If this foreclosure purchase option is exercised, the purchase price will be the greater of (i) the amount of the outstanding balance of the loan secured by the mortgage, plus the outstanding balance of the loans secured by any mortgages senior in priority, up to the Maximum Resale Price as of the date the mortgage was granted, plus any future advances, accrued interest and/or reasonable costs and expenses that the mortgage holder is entitled to recover, or (ii) the Maximum Resale Price at the time of the foreclosure purchase option, except that in this case the Maximum Resale Price may be less than the purchase price you paid. By signing the LIP Deed Rider, you are agreeing that you will cooperate in executing the deed to the Municipality (or its designee) and any other required closing documents.

If the foreclosure purchase option has not been exercised within 120 days of delivery of the foreclosure notice to the Monitoring Agents, the mortgage holder may conduct a foreclosure sale. The mortgage holder or an ineligible purchaser may purchase the home at the foreclosure sale, subject to the LIP Deed Rider.

If the sale price at the foreclosure sale is greater than the purchase price that would have applied for the Municipality's foreclosure purchase option as described above, the excess will be paid to the Municipality. By signing the LIP Deed Rider, you are agreeing to assign any rights and interest you

