

Wyndbrook at Tyngsborough

AN AGE RESTRICTED COMMUNITY

Tyngsborough, Massachusetts



INFORMATION AND APPLICATION PACKAGE

Developed by

Tyngsboro Partners, LLC

Marketing and Lottery Agent

Community Development Strategies

36 Midgley Lane, Worcester, MA 01604

617-388-1331

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Wyndbrook at Tyngsborough

Overview and Introduction:

Tyngsborough Partners, LLC is now constructing the final phase of an 80 unit active adult community at Westford Road and Dunstable Road in Tyngsborough. Under agreement with the Town of Tyngsborough, 20 of these units will be made available to moderate income households at below market prices.

This final development phase will include seven (7) affordable units, priced at \$185,300 each. Applicants who currently live in Tyngsborough or who work for the Town will be given a priority in the purchase of four (4) of these affordable units.

Each unit will be a detached condominium home with two bedrooms and two bathrooms as well as an attached two car garage and a full basement. Units include of 1,450± square feet of living space.

All affordable units will have a "Deed Rider" that will be filed with the mortgage at the time of purchase. This deed rider restricts the price at which the unit can be resold and requires that subsequent owners will also have a household income of not more than 80% of area median income at the time of resale. This ensures that these homes will remain affordable in the long term.

Community Development Strategies, under contract with the developer, will accept applications and conduct a lottery for eligible applicants. The application and lottery process as well as the eligibility requirements are described in this document. An application with instructions is also included in this package.

Completed applications, with all supporting documents must be received by Community Development Strategies no later than August 7, 2015 at 5:00 p.m. Applications received after the deadline or which are not complete will not be eligible and will not be placed in the lottery.

Applications will be reviewed as they are received for completeness and every effort will be made to contact applicants by telephone and/or email to advise them of missing information. For this reason, applicants are STRONGLY URGED to submit applications as early as possible to ensure that they are received and are complete in time to be placed in the lottery.

Affirmative Fair Marketing Statement

Tyngsboro Partners, LLC will not discriminate in the selection of applicants or the sale of units 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, military/veteran status or any other basis prohibited by law.

Reasonable Accommodations

Persons with disabilities are entitled to request a 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 home.

Eligibility Requirements:

Age Restrictions:

Wyndbrook at Tyngsborough is an adult community and age restrictions do apply. In order to be eligible, at least one member of the applicant household must be age 55 or older. Children less than 21 years of age are not allowed to be permanent residents of Wyndbrook at Tyngsborough. Children under 21 may not reside in a unit for more than six consecutive months.

Applicants for affordable units at Wyndbrook at Tyngsborough need not be first time homebuyers, but must sell the home they currently own in order to purchase a unit at Wyndbrook.

Income and Asset Eligibility

In order to be eligible to purchase a home at Wyndbrook at Tyngsborough, 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.

Maximum Income

Eligible applicants must have a combined gross 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. According to the 2015 Income Guidelines released by HUD, 80% of the area median income for Tyngsborough, MA and therefore the maximum allowable household income is as follows:

Household Size	Maximum Income
1	\$46,100
2	\$52,650
3	\$59,250
4	\$65,800
5	\$71,100

Maximum Assets

Applicants must have assets (including equity in a home they own and must sell to purchase at Wyndbrook) of not more than \$275,000.

Liquid assets include all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, and the value of real estate holdings as outlined above, as well as other forms of capital investment.

Retirement accounts, such as IRAs, 401(k)s, SEPs and pension funds that a household member is currently drawing down for income will not be used to calculate total amount of assets, but the amount being drawn down will be calculated into annual household income.

Imputed interest income from all assets, including liquid assets home equity and restricted accounts, will be calculated by multiplying the total amount of assets over \$5,000 by 0.6% and adding that to the gross income.

Bonus pay, overtime pay or other compensation will be reviewed on a case-by-case basis. While it will be reviewed to determine income-eligibility, consideration will be taken if it was a one-time occurrence, or is not a regular occurrence, especially if it renders the household over the income eligibility guidelines. In this case, it could be determined that the household will remain income-eligible.

Financing

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 Wyndbrook at Tyngsborough (but not less than 50% of the purchase price). **Note that pre-qualification letters will not be accepted to meet this requirement.** This pre-approval letter must be issued by a bank or mortgage lender. **A letter from a mortgage broker will not meet this requirement.**

The pre-approval letter must be for a 30-year fully amortizing fixed rate mortgage for not more than 97% of the purchase price of the home, carrying an interest rate not more than 2 points above the current MassHousing interest rate (www.masshousing.com). Down payment must be at least 3% of the purchase price at least half of which must come from the buyer's funds. Monthly housing costs (including principal, interest, taxes, hazard insurance, private mortgage insurance if required, and condominium fees) must not exceed 38% of household income.

Applicants must demonstrate that they have sufficient funds to cover down payment and closing costs.

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

The Lottery:

The Lottery will be held at 6:00 p.m. on August 13, 2015 at Tyngsborough Senior Center, 180 Lakeview Avenue, Tyngsborough, MA. The Lottery is open to the public, but applicants need not be present at the Lottery unless they wish to be. All applicants will be notified by mail or email (if an email address is provided) of their status immediately following the lottery.

Applications received prior to the deadline will be pre-screened by CDS for completeness, income and age eligibility, and for minority and local preference status. Ineligible applicants will be notified of the reasons they are ineligible. Eligible applicants will be placed into the lottery pools for which they qualify (local preference and general). Eligible applicants will be notified regarding the preference pool(s) for which they qualify, their assigned application number to be used in the lottery, and any further information deemed necessary.

Lottery Pools and Local Preference:

There will be two pools for Wyndbrook at Tyngsborough as follows:

Local Preference Pool – for current Tyngsborough residents and employees of the Town.
General Pool – for all applicants

Applicants who qualify for the local preference will be placed in both pools.

Minority Participation and Local Preference:

After the application deadline and prior to the lottery, CDS will review the percentage of minority applicants in the local preference pool. Should the percentage fall below the minority population of the geographic region, a preliminary lottery will be held of minority applicants who do not have a local preference. In the order these are drawn, they will be added to the local preference pool until the percentage of minorities in the local preference pool meets or exceeds the percentage of minority households in the geographic region, or all minority applicants have been placed into the local preference pool, whichever first occurs.

Minority households are identified in accordance with the regulatory classifications established by HUD: Native American or Alaskan Native; Asian or Pacific Islander; African-American; Hispanic/Latino; or Cape-Verdean. Applicants are requested, but not required to provide this information. Applicants who do not choose to provide this information will be considered non-minority applicants.

Applicants are not required to provide racial information, but are advised that minorities who do so may increase their chances of being chosen in the lottery if the local pool does not contain a representative percentage of minority applicants.

Unit Distribution by Lottery Pool:

Of the seven (7) affordable units available in this phase, applicants who qualify for a local preference will have priority for four (4). The remaining affordable units will be assigned to applicants drawn from the General Pool.

Applicants Selected to Purchase Affordable Homes

Applications will be drawn at the Lottery from each of the two Pools and will be numbered in the order they are selected. The first selected applicant from a given pool will have the first opportunity to purchase a unit. Then the second selected applicant, until all available units have been sold.

Applicants selected in the lottery must be certified eligible by Community Housing, Inc., the monitoring agent for this development. This certification process is expected to take 2-3 weeks after the lottery.

Once certified income eligible, the chosen applicants will be allowed to purchase units in the order they were chosen in the lottery. Applicants who own a home that they occupy as their principal residence must sell that home before purchasing an affordable home at Wyndbrook at Tyngsborough. Applicants will have 90 days to sell their current home once they are notified they are next on the list of eligible buyers and must provide a copy of the HUD-1 Settlement Statement to the Community Development Strategies for review by the monitoring agent in order to verify that the applicant remains eligible under the asset limits.

Build out Schedule and Purchase Process

The seven (7) affordable units to be sold in this phase will be built over a 12 month period from the date of the lottery.

When notified that their unit is available (completed or about to be constructed), the applicant/purchaser will be invited to a pre-purchase meeting. At that time they will be provided with copies of the master deed, deed restrictions, condominium documents, standard features, vendor list, site plan and floor plan. At this pre-purchase meeting, the buyer will sign an offer letter and provide a \$1,000 deposit (to be held in escrow until closing). They will have three weeks to review documents, consult with their attorneys or lenders as necessary and visit vendors to make choices regarding options (such as paint or carpet colors) or upgrades (if the buyer wishes to upgrade standard features e.g. install hardwood floors rather than carpet in the living room). At the end of this three week period the buyer will sign the P&S agreement.

Construction of the unit is expected to take 12-16 weeks from when the P&S is signed. Selected applicants who are unable to proceed within those time frames will forfeit their right to purchase and the next applicant in the order selected by Lottery will be offered the unit. Sales will proceed in this manner until all units are sold.

A note regarding upgrades: Affordable units at Wyndbrook at Tyngsborough come with a standard set of features (flooring, counters, lighting, etc) which will be provided to buyers at the pre-purchase meeting. Upgrades, if any, requested by the buyer must be paid for at the time they are requested those amounts are not *refundable* if unit is not purchased. These are considered matters of personal taste. The next eligible buyer may not have the same preferences. Buyers should also be aware that these upgrades are not included in the base sales price upon which the re-sale price formula is calculated and will not be included in the re-sale price when the unit is sold in the future.

Wyndbrook at Tyngsborough

Disclosure Form

Please check and fill in the following items that apply to you

- I/We certify that our household is comprised of ____ (insert #) persons.
- I/We certify that our annual gross household income is \$_____ (Total gross income from all household members has been included)
- I/We certify that my/our total liquid assets do not exceed the asset limit, as defined in the application package.
- I/We certify that at least one member of our household is 55 years of age and that no member of our household is under the age of 21. (See application package for details).
- If applicable, I/We certify that we qualify as first-time homebuyers, as defined in the application package, or that we qualify for one of the allowable exceptions
- If applicable, I/We certify that at least one member of our household qualifies under the Local Preference category.
- If applicable, I/We certify that at least one member of our household qualifies under the Minority Preference category.
- If applicable, I/We certify that at least one member of our household is disabled and requires a wheelchair accessible or adapted unit.
- I/We certify that the information contained in this application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that perjury will result in disqualification from further consideration.
- I/We understand that if selected in the lottery for Wyndbrook at Tyngsborough, this does not guarantee that I/We will be able to purchase a home. I understand that all application data will be verified and my qualifications will be reviewed in detail.

___ I/We understand that it is my/our obligation to secure the necessary mortgage for the purchase of the home and all expenses, including closing costs and down payments, are my/our responsibility.

___ I/We further authorize Tyngsboro Partners, LLC. through it's Lottery and Marketing agent, Community Development Strategies as well as Community Housing, Inc. as Monitoring Agent, to verify any and all income, asset and other financial information; to verify any and all household, resident location and workplace information and I/we direct any employer, landlord, or financial institution to release any information to Community Development Strategies and/or Community Housing, Inc. for the purpose of determining eligibility for affordable units at Wyndbrook at Tyngsborough .

___ I/We have completed an application and have reviewed and understood the process that will be used to distribute the available affordable homes at Wyndbrook at Tyngsborough.

Applicant Signature

Date

Co-Applicant Signature

Date

**Please return this form with your completed application and all attachments to:
Paula Stuart
Community Development Strategies
36 Midgley Lane
Worcester, MA 01604**

Complete Application must be received by 5:00 p.m. August 7, 2015 in order to be eligible to be included in the lottery. Applications may not be delivered in person but must be mailed or sent by package delivery service to the address listed above.

Wyndbrook at Tyngsborough

Description of Deed Restriction Provisions for Affordable Housing Units

You are buying an affordable home at a substantially discounted price. 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 restrictions will apply to you and to all future buyers of your home.

Tyngsboro Partners, LLC, Community Development Strategies, and Community Housing, Inc., strongly urge you to review the deed rider with your attorney and lender and you should only complete the purchase if all of your questions have been answered and you are comfortable with the deed rider and the restrictions.

This document is intended to be informational only and it is not a substitute for independent legal advice.

A general description of important deed restrictions are as follows:

1. Principal Residence

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

2. Leasing and Refinancing

You may not rent or lease your home without the prior written consent of the monitoring agency, Community Housing, Inc. (CHI). In addition, you must tell the monitoring agency if you are going to refinance your mortgage.

3. Notice to the Monitoring Agency when Selling the Home

If you want to sell your home, you must notify CHI. This notice is called a Conveyance Notice in the Deed Rider. The notice must include the Resale Price Multiplier (explained below) and the maximum resale price. CHI must approve the maximum resale price.

4. Maximum Resale Price

If you choose to sell your home, there is a limit on the resale price. The maximum resale price is determined by the following formula:

The maximum resale price is determined using the Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income.

For example, if the area median income in 2015 is \$96,400 and a family purchases an affordable home for \$185,300 the Resale Price Multiplier would be $\$185,300/\$96,400 = 1.92$.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price.

For example, if that same family in the above example decides to sell their home 5 years later, the new area median income could have increased to \$100,000. The maximum resale price would be $\$100,000 \times 1.92 = \$192,000$.

In addition, the Monitoring Agency receives a resale fee that can be added to the maximum resale price. The fee is up to 2.5% of the new area median income for the area multiplied by the Resale Price Multiplier.

In this example, the resale fee would be $\$100,000 \times 2.5\% = \$2,500 \times 1.92 = \$4,800$. This fee can be added to the maximum resale price for a new price of \$196,800.

Additionally, capital improvements made by the owner (such as a new roof) can also be added to the maximum resale price. **Please note that you should contact CHI prior to making capital improvements. CHI will certify the value of the improvement and ensure that it is documented so that you get credit when you sell your home.**

There is no guarantee that you will be able to sell your house for the maximum resale price. You could receive an offer for less than the maximum resale price.

5. Resale Process

Once the monitoring agency receives the notice to sell they have 90 days to find an eligible homebuyer (a homebuyer whose income is at or below 80% of the area median income, meets the asset limit and meets other eligibility criteria). The Town of Tyngsborough can also decide within those 90 days to purchase the home. The monitoring agent may ask you to hire a broker to help with the resale.

If the monitoring agency finds an eligible buyer within the 90 day period, an Eligible Purchaser Certificate will be issued to the new buyer. The certificate states that the sale complies with the Deed Rider. If the Town purchases your home, a Municipal Purchaser Certificate is issued.

If the monitoring agency finds an eligible buyer within 90 days, but that buyer cannot obtain financing or is otherwise unable to purchase the home, the monitoring agency can receive an extension of an additional 60 days.

If 120 days pass from the date of the conveyance notice and the monitoring agency cannot find an eligible buyer and the Town does not want to purchase the home, you have up to 6 months to sell your home on the open market at 95% of the appraised value (determined by an appraiser and approved by the monitoring agency). However, any gain you make above the maximum resale price will be paid directly to the Town's Affordable Housing Trust. You cannot keep the additional gain.

Upon receipt of the additional funds gained, the Town will issue a Compliance Certificate that states that the Town received the funds. This is given to the new buyer and is recorded. This certificate releases the new buyer from any further obligations with respect to the deed rider and its restrictions for resale.

6. In Cases of Foreclosure

If you do not pay your mortgage on time, or if you fall behind on payments, your bank or mortgage company has the right to take your home by foreclosing on the mortgage. This Deed Rider is intended to survive a foreclosure event.

In the case of foreclosure, the bank or mortgage company that holds your mortgage should notify the Monitoring Agent, Community Housing, Inc. as well as the Municipality, the Town of Tyngsborough and any senior mortgage holder not less than 120 days prior to the foreclosure sale or before the bank accepts the deed in lieu of foreclosure (the Foreclosure Notice). In accepting this deed restriction you expressly agree to the delivery of the Foreclosure Notice as well as any other communications and disclosures made by the mortgagee subject to the deed rider. You also grant the Municipality or its designee the right and option to purchase the property upon receipt of the Foreclosure Notice. If the Municipality does not exercise the option to purchase, after 120 days the mortgagee may proceed with a foreclosure sale or accept a deed in lieu of foreclosure.

Should the home be sold for a price in excess of the greater of the Maximum Resale Price or the Mortgage Satisfaction Amount as defined in the deed rider, then any excess amount shall be payable to the Municipality for its Affordable Housing Trust after either a final

judicial determination or a written agreement by the parties with a record interest in the property that the municipality is entitled to such excess. To the extent that you, as owner possess any interest in any amount which would otherwise be payable to the Municipality under this paragraph, to the fullest extent permissible by law, you assign that interest in such amount to the Mortgagee for payment to the Municipality.

For more information, contact:

Avi Glaser

Community Housing, Inc.

155 Merrimack Street

Lowell, MA 01852

978-654-5802

aglaser@comteam.org

Wyndbrook at Tyngsborough

Signature of Understanding

Deed Rider

Affordability and Resale Restrictions

I/We have read the summary of resale restrictions for Wyndbrook at Tyngsborough and agree to the restriction. I/We have been advised that a copy of the Deed Rider is on file at the following locations and available for my/our future review during normal business hours:

- ◆ Tyngsborough Town Hall Planning Department
- ◆ Tyngsborough Public Library

I/We also understand that, if selected in the lottery to purchase a unit, a full copy of the Deed Rider will be provided to me/us.

Applicant Signature

Date

Co-Applicant Signature

Date

Wyndbrook at Tyngsborough

Application Instructions

To enter the Lottery for an affordable home at Wyndbrook at Tyngsborough, an applicant must submit a complete Application Package prior to the deadline.

Complete Application Package:

A complete application package shall consist of the following:

- ◆ A completed and signed Application Form
- ◆ A completed and signed Disclosure Form
- ◆ A signed Deed Rider Signature of Understanding Form
- ◆ All Required Documentation
 - Income Documentation for all household members
 - Proof of Age qualification
 - Proof of Eligibility for a Local Preference (if applying for Local Preference)
 - Documentation of Assets for all household members
 - Verification of full-time student status (if applicable) for Household members over 18 years of age who are full-time students.
 - Complete tax returns for the most recent three years with all schedules and attachments (including W2 forms, 1099's etc.)
 - A Pre-approval letter from a bank or mortgage company for a mortgage sufficient to purchase an affordable home at Wyndbrook at Tyngsborough. (Note that a Pre-qualification letter is not acceptable and that letters from Mortgage Brokers will not meet this requirement).
 - Evidence that sufficient funds are available to cover down payment and closing costs.

The following sections will provide 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 Paula Stuart at Community Development Strategies (the Marketing and Lottery Agent for Wyndbrook at Tyngsborough) for guidance if there are any requirements you do not understand.

Paula Stuart can be reached by phone at 617-388-1331 or by email at paulastuart@charter.net.

Instructions:

Application Form

Part I 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 or co-owner (another name on the deed for the property). Additional Household members include every person who will live in the affordable home as a member of the household. The Applicant's name goes on the first line. Social Security Numbers and Birthdates are required for each household member. Describe the Relationship to the Applicant for each household member (for example: Wife, Son, Daughter, Partner, Mother, Nephew, etc.)

Part II of the application allows the applicant to claim a Local Preference. To be eligible for a local preference, at least one member of the household must be a resident of Tyngsborough at the time the application is submitted, or an employee of the Town, and proof of this must be provided (for example, for a current resident proof of residency would be in the form of a current utility bill, copy of Town census listing, local real estate tax bill, etc.). If you have a question about what proof to submit, please call Paula Stuart at 617-388-1331 and ask. Check the box and list the household members who qualify by name. If the entire household qualifies for the local preference you may just write "All" for the household members' names.

Part III of the application is optional, and designed to capture racial data on applicant households. You need not fill in this section. However, if you are a minority household (at least one household member falls into the listed minority categories) and do not qualify for a Local Preference, and the applicant pool that is eligible for a Local Preference does not equal or exceed the minority population of the area, a special pre-lottery drawing from among minority applicants will be held to add minority applicants to the Local Preference pool until the minority percentage of the Local Preference pool equals the percentage within the geographic area. For non-resident minority applicants, providing this information **may** increase your chances of purchasing an affordable home at Wyndbrook at Tyngsborough.

Part IV of the application asks for information regarding whether the applicant(s) qualify as first time homebuyers. Because Wyndbrook at Tyngsborough is a 55+ community it is not necessary to be a first time homebuyer as long as you sell your current home in order to purchase a home at Wyndbrook at Tyngsborough.

Part V 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 student in a school or college. Please include a letter from the educational institution showing that the household member is a full time student, and the anticipated graduation date.

Part VI of the application captures income data for the applicant household. There is a page of the application to captures information about the Applicant, and a page for the Co-Applicant if there is one (these are the names that will be on the deed). 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 additional space to capture additional income from a part time job, alimony or child support, retirement or investment income, etc. There is an additional page to collect information about incomes of additional household members who are 18 years of age or older (unless they are full-time students and documentation of that status is submitted). You may copy this page for additional household members if you need to include more adult household members. You must provide documentation of all income (see the application form and the checklist at the end for guidance) for all adult members of the household who are not full-time students. Please provide documentation that is current with the application date (most recent time period). Should you have any questions, please contact Paula Stuart at CDS for guidance before submitting your application. (See Appendix A for guidance regarding what documentation to submit for specific types of income).

Part VII of the application captures information about household assets. Assets include liquid assets such as cash in savings and checking accounts, real estate, investment accounts (stocks, bonds, mutual funds, etc). Please indicate in whose name(s) each account is held. If a listed asset has a set interest rate, (such as a savings account) show the interest rate (example: if your savings account pays 0.5% interest, list 0.5% 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 VIII of the application is for signatures and certifications by the Applicant and Co-Applicant. Please read and sign the certification statements and sign this page.

Part IX of the application is not for the applicant to complete, but will be used by Community Development Strategies, as the developer's Marketing and Lottery Agent, to pre-screen applications for eligibility and inclusion in the Lottery.

Disclosure Form

Please check off all applicable items and sign the Disclosure form included in the Information and Application Package. Include the signed form with your application.

Deed Rider Signature of Understanding Form

Please carefully review the Deed Rider description information included in the information package and sign the Deed Rider Signature of Understanding form. Include the signed form with your application.

Ask for help if you need it!

If there is anything you don't understand or need clarified as you complete the application and collect the needed documentation, please ask for assistance. Paula Stuart can be reached by phone (617-388-1331) or email (paulastuart@charter.net).

APPENDIX I DOCUMENTATION CHECKLIST

Documentation must be submitted with your application which will be used to verify your eligibility to purchase a unit at Wyndbrook at Tyngsborough. The list below is intended to provide guidance as to what documentation is required. Please review this list, make sure that if the category applies to you have included the required documentation with your application. If a category does not apply to you (for example, if you do not have self-employment income) check N/A. If the category does apply, review the list of documentation needed and check those items included in your application.

If you have any questions, or cannot obtain certain documentation, please contact Paula Stuart of Community Development Strategies (617-388-1331 or paulastuart@charter.net) for additional guidance regarding how to comply with this requirement. (Note: ***You must submit copies of these documents and retain your originals for your records. Do not submit originals as we cannot return them to you.***)

INCOME DOCUMENTATION (For all adult members of the applicant household)

Current Wage Income

Not Applicable

Required Documentation

Copies of 5 most recent paystubs;
or

Letter from employer on company letterhead signed by an authorized person stating gross wages for last 5 pay periods, and year to date.

Prior Wage Income

(for job left from Jan 1 of 2014 to the date of this application)

Not Applicable

Required Documentation

Signed letter from prior employer stating last day employed
or

Copy of last pay stub from 2014 and the matching 2014 W-2.
(The YTD earnings on the paystub must match the W-2 total).

Self-employment Income

Not Applicable

Required Documentation (Provide all that apply)

- Self Employment Affidavit (Form Attached)
- Copies of most recent 1099's (for last 3 years)
- Copies of 3 most recent bank statements for the business
- Accountant's statement of net business income for most recent fiscal quarter.
- Copy of most recent quarterly tax filing
- Copies of checks or payments received for last 3 months
- Any other documentation of self employment income

**Social Security, SSI,
Unemployment
Veterans Benefits or Other
Public Assistance**

Required Documentation

Not Applicable

- Benefit Letter for current year from income source
- Copies of check stubs for last 3 months
- Printout of Status of Claim from Unemployment website

Retirement Income

Required Documentation

Not Applicable

- Statement of monthly benefits from pension provider
- Copies of 3 most recently monthly check stubs
- If you are drawing down income from IRA's, or other retirement accounts, provide documentation in the form of checks, withdrawal statements or other appropriate records.
- If payments are direct-deposited to bank accounts, highlight and annotate these deposits on your bank statements.

Child Support/Alimony

Required Documentation

Not Applicable

- Copy of Divorce Decree or Settlement Agreement
 - A Statement of Child Support Payments from the DOR
 - Notations on bank statements showing deposited payments
- Note: If you are not receiving the amount of alimony or child support you should be, please attach:
- Proof of legal claim against person who owes you money
 - If applicable, statement from DOR showing child support arrears owed.

Recurring Gift Income

Required Documentation

Not Applicable

- A signed and notarized letter from your contributor stating the amount contributed and frequency.

Other Income

Required Documentation

Not Applicable

- Submit documentation sufficient to verify source and amount of income

No Income (for household

Members 18 years and over) Required Documentation

Not Applicable

- Complete and attach Certificate of Zero Income (form attached)
-

Copies of Income Tax Returns
for most recent 3 years with
all schedules and attachments

Not Applicable

Required Documentation

Complete copies of Federal and State Tax Returns for 2012, 2013 and 2014 including all schedules and attachments. (Schedules A, C, etc. and Attachments including W-2s, 1099's, 1099G, 1099-Int, etc.).

The submitted copies should be signed by the taxpayer(s).

For any member of the household who did not file tax returns in one or more of those years, or who cannot locate a copy of the needed tax returns, please complete IRS Form 4506T (form attached). Fill in the name and address information of the taxpayer. The form authorizes the IRS to send the information to Community Development Strategies. Please complete the form, sign it and return it with your application. CDS will mail the form to the IRS.

ASSET DOCUMENTATION (For all adult members of the applicant household)

Bank Accounts

Not Applicable

Required Documentation

Copies of all Bank and Credit Union Accounts, both Checking and Savings Accounts, for all members of the household for the most recent 3 months. **Include all pages of all bank statements.** For Passbook savings accounts submit copies of pages covering transactions over the last 3 months as well as the cover page with the account holder's name and account number.

Investment and Retirement
Accounts (Stocks, Bonds,
Mutual Funds, IRA's 401Ks,
SEP, Real Estate, Trusts, etc)

Not Applicable

Required Documentation

Copies of 3 most recent monthly statements from income sources reporting monthly
 Copies of 2 most recent quarterly statements from income sources reporting quarterly
 Appraised value of investment Real Estate owned, plus outstanding mortgage balance. If Real estate is co-owned include copy of deed or other documentation showing percentage and form of ownership.

Current Home Value

Not Applicable

Required Documentation

Appraised value of the home you now own but plan to sell to purchase a home at Wyndbrook at Tyngsborough from an appraiser or a Real Estate professional and a statement from your mortgage holder(s) regarding the outstanding principal balance of the loan.
 If you have already sold your prior home, a copy of the HUD-1 Settlement Statement

If your home is currently in the process of being sold, a copy of the Purchase and Sale Agreement as well as a statement from your mortgage lender(s) stating the outstanding principal balance of your mortgage(s) and a statement from your realtor indicating the commission to be paid on the sale.

Note: If you have not yet sold your home at the time you submit your application or are determined to be eligible based on the estimated sales price, you will be required to submit a copy of the HUD-1 Settlement Statement once the sale is complete in order to obtain a final eligibility certification (in order to ensure that you continue to meet the asset eligibility guidelines)

LOCAL PREFERENCE DOCUMENTATION (Current Tyngsborough Residents and Municipal employees only)

Proof of Tyngsborough Residency
or Employee Status

Not Applicable

Documentation Required

- Copy of current utility bill
- Copy of Lease
- Tyngsborough Voter or Census listing for the current year
- If Town employee, copy of contract, letter from HR Dept.

MORTGAGE PRE-APPROVAL DOCUMENTATION

Mortgage Pre-Approval Letter
Required

Required Documentation

- A Mortgage Pre-Approval Letter from a Bank or Mortgage Company that meets the following requirements:
1. The pre-approval is for a fixed-rate mortgage for the entire term of the loan
 2. The interest rate is a fair market rate but no more than 2 points above the current MassHousing interest rate
 3. There are no more than 2 points included in the loan
 4. The lender has reviewed income documentation.
 5. A pre-qualification letter will not meet this requirement.
 6. A letter from a mortgage broker will not meet this requirement.

Evidence of Down Payment
and Closing Costs
Required

Required Documentation

Evidence of availability of funds for down payment and closing costs. A minimum 3% down payment is required. The down payment must include a minimum of 1.5% of the purchase price that is coming from the buyer's own funds. Applicant should document source of down payment and closing costs (bank account, gift letter, etc.). Gift letters must be signed and notarized and state that the amount contributed is a gift and does not require repayment.

Self-Employment Income Affidavit

Anticipated Self Employment earnings for this calendar year:	\$
Previous year's Self Employment income:	\$

You must attach:

- A current financial statement, accountant's statement of Net Business Income for this calendar year, income receipts, or any other documentation you can provide to corroborate the income and earnings stated above.

- Copies of bank statements for business bank accounts for the most recent 3 months. Include all pages of bank statements.

- A copy of your 2014 executed tax return, including Schedule C.

CERTIFICATION

I certify that the above listed income amounts are accurate and I have provided all of the above requested information.

Signature: _____

Print Name: _____

Date: _____

Certification of Zero Income

(To be completed by adult household members only, if appropriate)

Name of Applicant Household Member:

- 1) I hereby certify that I have not received income from any of the following sources during the past twelve (12) months:
- a) Wages from employment (including commissions, tips, bonuses, fees, etc.);
 - b) Income from operation of business;
 - c) Rental income from real or personal property;
 - d) Interest or dividends from assets;
 - e) Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
 - f) Unemployment or disability payments;
 - g) Public assistance payments;
 - h) Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
 - i) Sales from self-employed resources;
 - j) Any other source not named above.

- 2) I will be using the following sources of funds to pay for housing and other necessities:

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud and will disqualify the applicant from further consideration by Wyndbrook at Tyngsborough.

Signature of Household Member

Printed Name of Household Member

Date

Complete the form on the following page and return it with your application if you:

1. Did not file tax returns for one or more of the last three tax years; or
2. Do not have a copy of your tax return for one or more of the last three tax years

(Rev. January 2010)

Department of the Treasury
Internal Revenue Service

▶ Request may be rejected if the form is incomplete or illegible.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return or employer identification number (see instructions)
---	--

2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number if joint tax return
--	--

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code

4 Previous address shown on the last return filed if different from line 3

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Community Development Strategies, 36 Midgley Lane, Worcester, MA 01604
617-388-1331

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1040

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days.

c Record of Account, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

2012 2013 2014

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note. For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

Signature (see instructions)	Date
------------------------------	------

Title (if line 1a above is a corporation, partnership, estate, or trust)
--

Spouse's signature	Date
--------------------	------

Wyndbrook at Tyngsborough APPLICATION

Part I - Applicant Information			
Applicant Name: _____			
Spouse/CoApplicant Name: _____			
Mailing Address: _____			
City: _____	State: _____	Zipcode: _____	
Email: _____			
Home Phone: _____			
Work /Other Phone: _____		# Persons in Household: _____	

Household Members - (List ALL Household members, regardless of age, who will occupy the affordable unit)			
Name	Date of Birth	Social Security #	Relationship to Applicant
			APPLICANT

Part II - Local Preference
<p>Please review the information package and check below if you qualify for a local preference in the lottery.</p> <p><input type="checkbox"/> My household qualifies for a local preference.</p> <p>Please be sure to attach proof of residency (see instructions)</p>

Part III - Race Information for Applicants			
Optional: Please check the appropriate Race Category for each Household member			
	Applicant	Co-Applicant	Dependent(s)
Native American/Alaskan Native			
Asian/Pacific Islander			
African American			
Hispanic/Latino			
Cape Verdean			
White/Non-Minority			
Other			

Part IV - First Time Homebuyer Status
<p>Have you owned a home or joint interest in a home in the three years prior to the date of this application?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If Yes, Please explain: _____</p>

Part V- Adult Full-Time Student		
Is any member of the Owner's Household over age 18 a full time student? (Circle)	Y	N
If yes, list name(s) of full time students: Name: _____	Name: _____	
for each, list school attending: School: _____	School: _____	
(Attach a letter from each school verifying the student is enrolled full-time)		

Wyndbrook at Tyngsborough APPLICATION

Part VI - Applicant's Income				
Employment Income				
Applicant's Primary Occupation: _____				
Employer Name: _____			Years Employed: _____	
Supervisor Name: _____			Phone: _____	
Employers Address: _____				
IF PAID Weekly (Attach 5 most recent Paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Amt #4: <input style="width: 50px;" type="text"/>	Amt #5: <input style="width: 50px;" type="text"/>
Annual Total:				<input style="width: 50px;" type="text"/>
IF PAID Bi-Weekly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Bi-Monthly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Monthly (Attach 2 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>		
Other Income				
Income Source: _____				
(e.g., Child Support, Alimony, Part time Income, Self Employment, Public Benefits etc.)				
IF PAID Weekly (Attach 5 most recent Paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Amt #4: <input style="width: 50px;" type="text"/>	Amt #5: <input style="width: 50px;" type="text"/>
Annual Total:				<input style="width: 50px;" type="text"/>
IF PAID Bi-Weekly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Bi-Monthly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Monthly (Attach 2 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>		
Retirement Income:				
Applicant's Social Security Income				
Monthly Benefit Amount: <input style="width: 50px;" type="text"/>			Annual Total: <input style="width: 50px;" type="text"/>	
Applicant's Pension (Name): _____				
Monthly Benefit Amount: <input style="width: 50px;" type="text"/>		\$0.00	Annual Total: <input style="width: 50px;" type="text"/>	
Applicant's Pension (Name): _____				
Monthly Benefit Amount: <input style="width: 50px;" type="text"/>		\$0.00	Annual Total: <input style="width: 50px;" type="text"/>	
Other Income (Describe): _____				
Enter Amounts Received in three most recent months:				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
Applicant's Total Annual Income:				<input style="width: 50px;" type="text"/>

Wyndbrook at Tyngsborough APPLICATION

Part VI - Co-Applicant's Income				
Employment Income				
Co-Applicant's Primary Occupation: _____				
Employer Name: _____		Years Employed: _____		
Supervisor Name: _____		Phone: _____		
Employers Address: _____				
IF PAID Weekly (Attach 5 most recent Paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Amt #3:	Amt #4:	Amt #5:
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Annual Total:				<input style="width: 50px;" type="text"/>
IF PAID Bi-Weekly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Amt #3:	Annual Total:	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
IF PAID Bi-Monthly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Amt #3:	Annual Total:	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
IF PAID Monthly (Attach 2 most recent paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Annual Total:		<input style="width: 50px;" type="text"/>
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>
Other Income				
Income Source: _____				
(e.g., Child Support, Alimony, Part time Income, Self Employment, Public Benefits etc.)				
IF PAID Weekly (Attach 5 most recent Paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Amt #3:	Amt #4:	Amt #5:
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Annual Total:				<input style="width: 50px;" type="text"/>
IF PAID Bi-Weekly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Amt #3:	Annual Total:	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
IF PAID Bi-Monthly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Amt #3:	Annual Total:	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
IF PAID Monthly (Attach 2 most recent paystubs or other documentation) (See instructions)				
Amt #1:	Amt #2:	Annual Total:		<input style="width: 50px;" type="text"/>
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>
Retirement Income:				
Co-Applicant's Social Security Income				
Monthly Benefit Amount:		<input style="width: 50px;" type="text"/>	Annual Total:	
<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>		
Co-Applicant's Pension (Name _____)				
Monthly Benefit Amount:		<input style="width: 50px;" type="text"/>	Annual Total:	
<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>		
Co-Applicant's Pension (Name _____)				
Monthly Benefit Amount:		<input style="width: 50px;" type="text"/>	Annual Total:	
<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>		
Co-Applicant Other Retirement Income: _____				
Enter Amounts Received in three most recent months:				
Amt #1:	Amt #2:	Amt #3:	Annual Total:	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
Co-Applicant's Total Annual Income:				<input style="width: 50px;" type="text"/>

Wyndbrook at Tyngsborough APPLICATION

Part VI - Other Household Member(s) Income				
Employment Income				
Household Member Name: _____				
Primary Occupation: _____				
Employer Name: _____			Years Employed: _____	
Supervisor Name: _____			Phone: _____	
Employers Address: _____				
IF PAID Weekly (Attach 5 most recent Paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Amt #4: <input style="width: 50px;" type="text"/>	Amt #5: <input style="width: 50px;" type="text"/>
Annual Total:				<input style="width: 50px;" type="text"/>
IF PAID Bi-Weekly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Bi-Monthly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Monthly (Attach 2 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>		
Other Income				
Income Source: _____				
(e.g., Child Support, Alimony, Part time Income, Self Employment, Public Benefits etc.)				
IF PAID Weekly (Attach 5 most recent Paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Amt #4: <input style="width: 50px;" type="text"/>	Amt #5: <input style="width: 50px;" type="text"/>
Annual Total:				<input style="width: 50px;" type="text"/>
IF PAID Bi-Weekly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Bi-Monthly (Attach 3 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
IF PAID Monthly (Attach 2 most recent paystubs or other documentation) (See instructions)				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>		
Retirement Income:				
Social Security Income				
Monthly Benefit Amount: <input style="width: 100px;" type="text"/>			Annual Total: <input style="width: 50px;" type="text"/>	
Co-Applicant's Pension (Name _____)				
Monthly Benefit Amount: <input style="width: 100px;" type="text"/>			Annual Total: <input style="width: 50px;" type="text"/>	
Pension (Name): _____				
Monthly Benefit Amount: <input style="width: 100px;" type="text"/>			Annual Total: <input style="width: 50px;" type="text"/>	
Other Retirement Income: _____				
Enter Amounts Received in three most recent months:				
Amt #1: <input style="width: 50px;" type="text"/>	Amt #2: <input style="width: 50px;" type="text"/>	Amt #3: <input style="width: 50px;" type="text"/>	Annual Total: <input style="width: 50px;" type="text"/>	
Household Member's Total Annual Income:				<input style="width: 50px;" type="text"/>

Wyndbrook at Tyngsborough APPLICATION

Part VII - Household Assets				
(Attach statements for last 3 months and enter amounts below)(Round to nearest dollar)				
Name on Account: <input style="width: 90%;" type="text"/>				
Enter Info and Balances Below (See Instructions)				
Bank/Brokerage Name	Account #	Account Type (See Instructions)	Interest Rate %	Current Balance
Total Assets:				<input style="width: 100%;" type="text"/>

Name on Account: <input style="width: 90%;" type="text"/>				
Enter Info and Balances Below (See Instructions)				
Bank/Brokerage Name	Account #	Account Type (See Instructions)	Interest Rate %	Current Balance
Total Assets:				<input style="width: 100%;" type="text"/>

Name on Account: <input style="width: 90%;" type="text"/>				
Enter Info and Balances Below (See Instructions)				
Bank/Brokerage Name	Account #	Account Type (See Instructions)	Interest Rate %	Current Balance
Total Assets:				<input style="width: 100%;" type="text"/>

Home Equity Calculation for Current Residence	
Current Value of Home :	<input style="width: 100%;" type="text"/>
Less Outstanding Balance of Mortgage(s):	<input style="width: 100%;" type="text"/>
Less Estimated Realtor Fee (5% of value)	<input style="width: 100%;" type="text"/>
Estimated Equity in Current Home:	<input style="width: 100%;" type="text"/>

Calculation of Income from Assets	
Total Value of Assets:	<input style="width: 100%;" type="text"/>
If Total Value of Assets greater than \$5,000, multiply by 0.6%	<input style="width: 100%;" type="text"/>

Wyndbrook at Tyngsborough APPLICATION

Part VIII - Applicant Signatures and Authorizations

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 that contain all necessary documentation and certifications will be entered into the lottery. (See list of enclosures required)

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____

Please submit this application along with ALL of the listed documents in a single large (9x12" or 11x14") envelope to: COMMUNITY DEVELOPMENT STRATEGIES, 36 MIDGLEY LANE, WORCESTER,, MA 01604. MARK THE ENVELOPE "WYNDBROOK APPLICATION"

(SEE APPLICATION INSTRUCTIONS FOR LIST AND EXPLANATION OF DOCUMENTS REQUIRED)

Wyndbrook at Tyngsborough APPLICATION

Part IX - APPLICATION REVIEW AND PRE-SCREEN

(This Page for CDS Use Only)
Lottery Pre-Screening

Income Eligibility		Total Household Income:	
Household Size	Maximum Income	Household Size (# Persons):	
1	\$46,100	Total Household Asset Amount:	
2	\$52,650	Applicant is Income Eligible (Circle Y or N):	Y N
3	\$59,250	Applicant Qualifies as a First Time Homebuyer:	Y N
4	\$65,800	Applicant Qualifies for Residency Preference:	Y N
5	\$71,100	Applicant is a qualified Minority:	Y N
		Applicant is 55 yrs or Older:	Y N
		Applicant meets Asset Limit Test:	Y N
		Application is Complete:	Y N
		Application Received by Deadline:	Y N

This Application has been pre-screened by the Community Development Strategies

Excluded (Not eligible/Complete):	Y	N
Included in Residency Preference Pool:	Y	N
Included in General Pool:	Y	N

Application/Lottery Number Assigned:

Reviewed By: _____ Date: _____
Community Development Strategies

LOTTERY RESULTS

Use only if this Application was drawn in the Lottery.

Order Chosen in Local Preference Pool:

Order Chosen in General Pool:

Application Sent to CHI (Date):

CHI Certification Received (Date):

P&S Signed (Date):

Closing Held (Date):

Notes:
