

RESIDENCES AT WHITE OAK
(a 55+ Community)



AFFORDABLE HOUSING RENTAL APPLICATION

Lottery Agent – Kristen Costa
L.A. Associates, Inc.,



O PLYMOUTH ST., CARVER – RENTAL LOTTERY APPLICATION

INTRODUCTION

The Residences at White Oak is an age-restricted townhouse development consisting of 3 affordable rental units located on a 17.35 acre site. The project was approved by the Planning Board on December 11, 2018 in accordance with the Town's Zoning By-Laws including its Section 3900, Townhouse Development.

The units contain approximately 1,700 square feet of living area including 2 bedrooms, 2½ baths and a 1-car garage. First floor has a master bedroom, with walk in closet, open floor plan with living/dining/kitchen, ½ bath and laundry hookup. Appliances include refrigerator, stove and dishwasher. Second floor includes the 2nd bedroom with full bath. Basement is unfinished. Tenants pay for heat and cooking (propane gas), and electricity (including electricity for water heater). Landlord pays for water and sewer.

Rental of the affordable units will be conducted in accordance with a Regulatory Agreement between the Developer, the Town of Carver and Department of Housing and Community Development (EOHLC) and with Local Initiatives Program Guidelines through an affordable housing lottery.

PUBLIC INFORMATION MEETING

A public information session will be held via Zoom on August 30, 2023 at 6:00 p.m.

Meeting ID: 880 9652 8447; Passcode: 774334

Applicants with limited English proficiency requiring translation assistance with the application may request and obtain assistance free of charge.

Applicants may request other reasonable accommodations needed to fully participate in the public information session and to complete applications.

ELIGIBILITY

Maximum Income:

The maximum allowable gross annual household income from all sources, adjusted for household size, may not exceed the following in order to be eligible for the lottery:

Household Size	HUD 2023 Limits
1	\$ 82,950
2	\$ 94,800
3	\$ 106,650
4	\$ 118,450

These income limits will apply for the initial lottery and rent-up, and represent HUD 80% Area Median Incomes for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area.

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(Note: *These income limits will be adjusted annually to reflect then-current HUD AMIs. New tenants must meet the 80% income limits in effect at the time they lease the unit. Incomes for existing tenants will be re-certified annually and upon re-certification of income, existing tenants will remain eligible as long as their incomes do not exceed 140% of then-current area median incomes).*

Income from assets will be added to total annual income by using the greater of a) the actual income earned from the assets; or b) an imputed interest rate equal to the federal passbook rate (currently 0.6%) in accordance with EOHLC and HUD guidelines.

Unit Rents:

Rents for the affordable units do not include utilities, which will be paid by the tenants. Initial rents have been adjusted using a utility allowance used by the Plymouth Housing Authority for Section 8 units. Heat, hot water, and cooking are provided by Electric.

Utility Allowances	2-BR:
Heat – Propane	\$209
Hot Water – Electric	\$34
Cooking – Propane	\$28
Electricity	<u>\$96</u>
Total	\$367

Rent Calculation:

In accordance with LIP Guidelines, rents are calculated as the amount affordable to a household at 80% of area median income (AMI) paying 30% of their income for rent and utilities. Household size for a unit is calculated as one person per bedroom plus one (3-person household for a 2-bedroom unit):

Rent calculation: 2023 income limit for 3-person household: \$ 106,650

$\$ 106,650 / 12 \times .3 = \$ 2,666.25/\text{mo.}$ less utilities of $\$367/\text{mo.} = \$ 2,299.25/\text{mo.}$

Recertification:

Tenants will be recertified annually for eligibility. If your household exceeds 140% of the maximum allowable income adjusted for household size, then at the end of the lease, you will have the option of staying in your unit and paying market rent or not renewing your lease.

APPLICATIONS

Applications must be returned by the deadline to the lottery agent:

Kristen Costa (978) 758-0187 kriscosta@laassoc.com
L.A. Associates, Inc.
11 Middlesex Ave., Suite 5
Wilmington, MA 01887

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Applications will be reviewed for eligibility as they are received, and every effort will be made to contact applicants whose applications are incomplete to give them an opportunity to provide the missing information prior to the application deadline. Applications that are incomplete or unsigned by the application deadline or that are received after the application deadline will not be included in the lottery. Applications that are reviewed and found to be ineligible will not be included in the lottery.

Applicants with disabilities may request modifications to a unit or accommodations to our rules, policies, practices or services if necessary to afford an equal opportunity for housing.

The application deadline is October 6, 2023 at 5:00 p.m.

THE LOTTERY

The Lottery will be held via Zoom on October 11, 2023 at 6:00 p.m.

Meeting ID: 862 6559 0064; Passcode: 050545

Applicants with limited English proficiency requiring translation assistance with the application may request and obtain assistance free of charge.

Preference for Larger Households:

For purposes of this plan, a household is defined as two or more people who will occupy the unit as their principal residence and who are related by blood, marriage, or law or who demonstrate a stable, inter-dependent relationship; or a single individual. The lottery process will give preference to larger households consistent with the LIP guidelines.

Lottery Procedures:

Qualified applicants will be assigned a ballot number. Only applicants who meet eligibility requirements will be entered into the lottery. Applicants are encouraged but not required to be present for the lottery.

- 1. Ballots:** All ballots will be the same color and the same size, and will include the number of bedrooms. The ballots will be placed in a container, and an unrelated third party will draw one ballot at a time. The ballots will be drawn randomly and listed in the order drawn.
- 2. Ranking:** The first ballot drawn will be ranked number one, the second ballot drawn will be ranked number two, and so on until all ballots have been drawn. The ballots will be recorded by the lottery agent in ranking order. Applicants will be informed of the lottery results, and they will also be made aware that the order of selection does not guarantee a unit.
- 3. Adjustment to Ranking:**
Income-eligible households needing two bedrooms will be moved up in the ranking over households needing one bedroom. Two-bedroom households will most likely include two- or three-person households, such as married-couple families, single-parent families, or couples with one small child. One-bedroom households will most likely include single persons and married

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couples. The lottery agent will award units to the top ranking households, subject to review by the Landlord. The Landlord will make final decisions on tenants based on the attached Landlord's Rental Criteria.

4. Tenant Processing and Waiting List:

The lottery agent will create the initial lottery list (wait list) in the order selected as outlined above and will provide the list and the application files to the 0 Plymouth Street Property Manager who will process applicants in the order in which they are listed to complete tenant screening (e.g., credit CORI and landlord reference checks). The property manager will offer the units to the first qualified tenants in order from the wait list. Applicants not initially offered units may remain on the wait list in accordance with the approved Tenant Selection Plan. If a vacancy occurs in a unit during the first year after the lottery, the next person in line for a unit will be offered the unit. Applicants wishing to be added to the wait list after the lottery will be added in the order received. If a unit becomes available more than a year after the initial lottery, a new lottery will be held to revise the order of the list to give newer applicants an equal opportunity to secure an affordable unit.

5. Report on Lottery Results:

The lottery administrator will report the results of the lottery to the City of Carver and to EOHLC once completed.

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RENTAL APPLICATION

AFFORDABLE HOUSING APPLICATION

Application Deadline: October 6, 2023

Applicant Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

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

Website: _____ Letter: _____

Advertisement: _____ Other: _____

This application is not complete if not filled out completely, signed and submitted with ONE COPY of the following documentation. Failure to provide a complete application package can delay the approval process and your ability to participate in the lottery.

REQUIRED INCOME VERIFICATION DOCUMENTS:

_____ Last 3 year's Federal tax returns (NO STATE RETURNS), including 1099's, W-2's and schedules, for every person living in the household over the age of 18

_____ 5 most current, consecutive pay stubs, for all salaried employed household members over 18. Six months of income for hourly and seasonal workers. For unemployment, disability or worker's compensation and/or severance pay, copies of checks or DOR verification stating benefits received.

_____ Child support and alimony: legal court document indicating payment amount.

_____ Self employed: provide a detailed expense and income statement for the 5 months prior to the lottery, and 3 copies of business checking and savings accounts.

_____ Recent statements received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, etc.

_____ Asset statements showing current value including all bank accounts, investment accounts, retirement accounts, cash value of whole life policies, etc.

_____ Interest, dividends and other income from real or personal property.

_____ School registration for any full time student for any household member over 18.

_____ If in the process of a divorce or separation, provide legal proof that the process has begun or been finalized.

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HOUSEHOLD INFORMATION: List all members of your household including yourself.

Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)		Relation to Head	Age	Date of Birth	Social Security Number
1					
2					
3					
4					

Do you have a Section 8 voucher? ☐ Yes ☐ No

If so, with what City/Town? _____

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

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

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EMPLOYMENT STATUS:

Applicant's Name: _____

Occupation: _____

Present Employer: _____

Employer Address: _____

Name & Title of Supervisor: _____

Date of Hire: _____ Annual Gross Salary: _____

Co-Applicant's Name: _____

Occupation: _____

Present Employer: _____

Employer Address: _____

Name & Title of Supervisor: _____

Date of Hire: _____ Annual Gross Salary: _____

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

#	Type of Asset	Bank/Credit Union Name	Account No	Value, Balance
1	Checking account			
2	Savings account			
3	Retirement account			
4	Other: _____			
5	Other: _____			
		TOTAL		

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APPLICANT(S) CERTIFICATION

1. I/We certify that our household size is _____ persons, as documented herein.
2. I/We certify that our total household income equals \$_____, as documented herein.
3. I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.
4. I/We certify that no member of our family has a financial interest in the project.
5. I/We understand that being selected in the lottery does not guarantee that I/we will be able to lease a unit. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed prior to leasing a unit. I/We also understand that the project's owner will perform its own screening to determine eligibility.
6. I/We authorize L.A. Associates, Inc. to verify all financial and household information and direct any employer, landlord or financial institution to release any information to L.A. Associates and the project owner to determine eligibility.
7. I/We understand that there may be differences between the market and affordable unit and accept those differences.
8. I/We understand that if my/our total income exceeds 140% of the maximum allowable income at the time of annual recertification, I will no longer be eligible for the affordable rent the end of my current lease term.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available units. I/We am/are qualified based on the program guidelines and agree to comply with applicable regulations.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.

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THE RESIDENCES AT WHITE OAK 0 PLYMOUTH ST., CARVER

RENTAL CRITERIA

THE FOLLOWING CRITERIA WILL BE APPLIED IN EVALUATING EVERY APPLICANT;

1. COMPLETE LANDLORD'S RENTAL APPLICATION.
2. CURRENT LANDLORD (IF APPLICABLE) VERIFYING PAYMENT HISTORY AND COMPLIANCE WITH LEASE TERMS. IF LESS THAN TWO YEARS AT CURRENT ADDRESS, PREVIOUS LANDLORD MUST BE CONTACTED.
3. MINIMUM INCOME: HOUSEHOLD MONTHLY INCOME MUST BE **2.5 TIMES MONTHLY RENT** TO QUALIFY FOR A LEASE. **AFFORDABLE UNIT MONTHLY RENT IS \$2,299.25, NOT INCLUDING UTILITIES. MINIMUM HOUSEHOLD INCOME IS \$69,000/YEAR.** APPLICANTS MAY MAKE LESS IF THEY HAVE SUFFICIENT SAVINGS TO DRAW FROM. APPLICANTS RECEIVING HOUSING ASSISTANCE (LIKE SECTION 8) ARE NOT SUBJECT TO THE MINIMUM INCOME REQUIREMENT, BUT ARE SUBJECT TO REVIEW OF CREDIT, TENANT HISTORY, AND CRIMINAL BACKGROUND (CORI) CHECKS AS ARE ALL OTHER APPLICANTS.
4. SATISFACTORY CREDIT REPORT: ALL ACCOUNTS MUST BE CURRENT AND IN GOOD STANDING. NO OUTSTANDING LIENS OR JUDGEMENTS OF ANY KIND. NO BANKRUPTCY. APPLICANTS MUST HAVE A **MINIMUM CREDIT SCORE OF 675.**
5. AFFORDABLE UNIT RECERTIFICATION: TENANTS WILL BE RECERTIFIED ANNUALLY FOR ELIGIBILITY. IF, AFTER INITIAL OCCUPANCY, THE INCOME OF A TENANT EXCEEDS ONE HUNDRED FORTY PERCENT (140%) OF THE MAXIMUM INCOME PERMITTED FOR SUCH UNIT, AT THE EXPIRATION OF THE APPLICABLE LEASE TERM, THE TENANT WILL HAVE THE OPTION OF PAYING MARKET RATE RENT OR VACATING THE UNIT.
6. NO PETS (NO DOGS, CATS OR OTHER ANIMALS). NO FISH TANKS.
7. NO SMOKING BY TENANTS OR BY ANY OTHER OCCUPANTS OF THE APARTMENT (GUEST, VISITORS) ANYWHERE IN THE BUILDING OR ELSEWHERE ON LANDLORD'S PROPERTY.
8. TENANTS MUST PAY FIRST MONTH'S RENT AND A SECURITY DEPOSIT EQUAL TO ONE MONTH'S RENT PRIOR TO OCCUPANCY.

ADDITIONAL CONDITIONS WILL BE OUTLINED IN THE LEASE AGREEMENT OR BY SEPARATE ADDENDUM.