



*your resource for Affordable Housing*



## **INFORMATION PACKAGE AND LOTTERY APPLICATION**

### ***Prentice Place North Grafton, MA***

Reasonable Accommodations are available.

Attached is the information regarding the affordable rental units at Prentice Place in North Grafton, Massachusetts. Potential Tenants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Located at 2100 Prentice Street in Grafton, Prentice Place is a new 40-unit rental development offering 10 affordable two and three-bedroom apartments for eligible tenants earning up to 80% of median income, by lottery. Surface parking at no charge. Each unit includes an in home washer and dryer. This is a smoke free and pet friendly development.

The rents are **NOT** income based or subsidized. You are responsible for the full monthly rent. Section 8 or other housing voucher is accepted but you should contact your Section 8 provider to determine if they will accept the project. The monthly rents are: Two Bedroom - \$1,695: three bedroom - \$1,926. Tenants are responsible for all utilities. A utility allowance has been deducted from the rent. The minimum income to lease an affordable apartment, without a Section 8 or other housing voucher, is: Two Bedroom - \$50,850 and Three Bedroom - \$57,780. A combination of income and assets may be considered towards meeting the minimum income.

***PLEASE NOTE: All applicants must include all required financial documentation with their application. An application will be considered incomplete and will not be included in the lottery if all documentation is not received on or before the application deadline.***

***Applicants who submit an incomplete application will be notified via email, if available, or by letter after the application deadline and will NOT be included in the lottery. The email or letter will include the list of missing documentation. If you submit the missing documentation and your application is determined complete you would be added to the waiting list. If units remain after the lottery, the available units would then be offered to you based on the date you were added to the waiting list and eligibility.***

#### **KEY MEETING DATES**

##### ***Public Information Meeting – via Zoom***

6:30 p.m. December 8, 2022

Got to Zoom.com and provide the following when prompted:

Meeting ID: 851 4283 2684

Passcode: 660707

##### ***Application Deadline***

Postmarked on or before December 30, 2022

##### ***Lottery – via Zoom***

3:00 p.m., Friday January 27, 2023



Go to Zoom.com and provide the following when prompted:

Meeting ID: 882 0369 3157

Passcode: 248498

Thank you for your interest in affordable housing at **PRENTICE PLACE**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com) if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.



This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan 978-456-8388 pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388 (Chinese, Traditional)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 MCO Housing 聯絡方式：978-456-8388 (Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником MCO Housing на предмет оказания бесплатной помощи по переводу на иностранный язык (978-456-8388). (Russian)  
(Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyu muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.  
[Phone #] [Agency Name] (Arabic)

Ce document est très important. Veuillez contacter le MCO Housing au 978-456-8388 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)



# Prentice Place

## Question & Answer

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) and the Massachusetts Housing Partnership (MHP).

### What are the qualifications required for Prospective Tenants?

- Qualify based on the following maximum income table, which is adjusted for household size:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$61,900	\$70,750	\$79,600	\$88,400	\$95,500	\$102,550

(income limits are subject to change when HUD releases updated income limits)

### LOTTERY APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above maximum gross allowable income limits. Gross income is required for all adult household members 18 or older.
2. When assets total \$5,000 or less, the actual income received is included in the annual income as income from assets OR when assets exceed \$5,000, annual income includes the greater of actual income from assets or a .06% imputed income calculation. Assets divested at less than full market value within two years will be counted at full market value when determining eligibility. Included in this package is the List of Required Financial Documentation.
3. In addition to income and asset eligibility you will also be subject to a screening by the project and determined eligible based on that basis.
4. Persons with disabilities will be given first preference for such units regardless of what pool they are in based on the requested bedroom size. Where a person with a disability is awaiting an accessible unit and a unit with adaptive features becomes available, the owner/management agent must offer to adapt the unit.
5. Full-time college students renting an apartment on their own will not be eligible for an affordable apartment if they have been in school during 5 months in the certification year.
6. Applicants may own a home and lease an affordable unit.

### Are there units available for Local Preferences?

Yes, the initial occupancies of 7 of the 10 units are for households who meet at least one of the Local Preference Criteria as stated on the application.

### Are there accessible/adaptable units?

Yes, the units are adaptable. One two bedroom and one three bedroom are Group 2 units. 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 housing. The request for a reasonable accommodation must be made at time of initial lottery application with the required documentation, i.e. letter from doctor.

### Are there preferences for Household Size?

In all cases, preference for the two bedroom will be for a household requiring two bedrooms, preference for the three bedroom unit is for a household requiring three bedrooms.

Unit size preferences are based on the following:

1. There is a least one occupant per bedroom.
2. 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.
3. A person described in the first sentence of (2) 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.



- 4. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- 5. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorces or separation has begun or has been finalized, as set forth in the application.

**Are there considerations for minorities?**

Yes, 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 28.2%, 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 at random from the general pool until the percentage in the local pool closely approximates the percentage in the surrounding HUD-defined area. Applicants not selected for the local pool would be in the Open Pool only.

**What happens if my household income exceeds the income limit?**

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

**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**

Ten affordable units are available by lottery at Prentice Place. The lottery has two pools: Local and Open. You must meet at least one of the Local Preference Criteria to be included in the Local Pool. The units' breakdown as follows:

Unit Size	# of Units	Local Pool	Open Pool
Two Bedroom	9	6	3
Three Bedroom	1	1	0

Local Pool applicants will have two opportunities for a unit as they are included in both pools.

All eligible applicants for a given pool will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. The highest ranked applicants that meet the household size preference for the two and three bedroom units will have the first opportunity to lease in both the Local and Open Pool. Local Pool applicants will select units first and then the open pool.

**Please note:** Household size preference will override local preference. This means if we exhaust the applicants in the local pool that require two-bedroom units we will move to the open pool for households requiring two bedrooms. Household size shall not exceed, nor may the maximum allowable household size be more restrictive than, State Sanitary Code requirements for occupancy of a unit (See 105 CMR 400). Applicants will not be approved for units larger than their household size allows.

Once the lottery rankings have been determined your information will be forwarded to the Leasing Office for credit and background checks. All background/CORI check will be consistent with DHCD guidelines. If the Leasing Office determines you are eligible then MHP or their third party representative will determine your final eligibility approval based on your income and assets. You will not be offered a lease until your approval has been received from MHP or their third party representative.



You need to be determined eligible by MCO Housing Services, the Leasing Office and MHP. If anyone determines you do not meet the eligibility criteria, then you will not be able to lease a unit.

If applicants have a Section 8 or other housing voucher the Public Housing Authority (PHA) will need to approve the project and rent before they will be able to sign a lease.

If there are lottery applicants remaining once the affordable units are leased, then they will be the beginning of the waiting list for future vacancies. Local preference will not be applied beyond the initial marketing and lease up, although any local pool applicants remaining will be added to the waiting list first based on unit size.

***Time Frames***

The occupancy dates are to be determined. If you are selected and have the opportunity to lease a unit you will speak or meet with a representative to review your application to verify all information. Please be advised that the official income verification will be done at the time you have an opportunity to lease. Also understand you need to be income and asset eligible but will also, at minimum, be subject to a credit screening, landlord screening, employment verification, criminal background and CORI checks by the project and determined eligible or ineligible on that basis.

***Acceptance of Units***

The initial lottery “winners” may have a choice of the appropriately sized available affordable units. Local Preference Pool applicants will select units first and then the Open Pool applicants will select. Post lottery each applicant will need to meet with the Leasing Office and complete their screening by the deadline provided. If you miss the deadline, we will move to the next applicant waiting for a unit and you may lose the opportunity to lease. After you have been approved by the Leasing Office, final eligibility will be determined by MHP or their third-party representative. You will be offered a unit once your final eligibility approval is received from MHP or their representative.

***Summary***

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.

<b>Affordable Locations</b>					
Apt #	Floor	Unit Type	Rent	SF	Availability Estimated
1101**	1	2BR	\$1,695	901	Immediate
1102	1	2BR	\$1,695	904	Immediate
1205	2	2BR	\$1,695	909	Immediate
2104	1	2BR	\$1,695	901	December 2023
2202	2	2BR	\$1,695	912	December 2023
2205	2	2BR	\$1,695	909	December 2023
3101**	1	2BR	\$1,695	901	June 2023
3203	2	2BR	\$1,695	1039	June 2023
3205	2	2BR	\$1,695	909	June 2023
3303	3	3BR	\$1,926	1351	June 2023

**\*\* Group 2 Handicap Accessible**

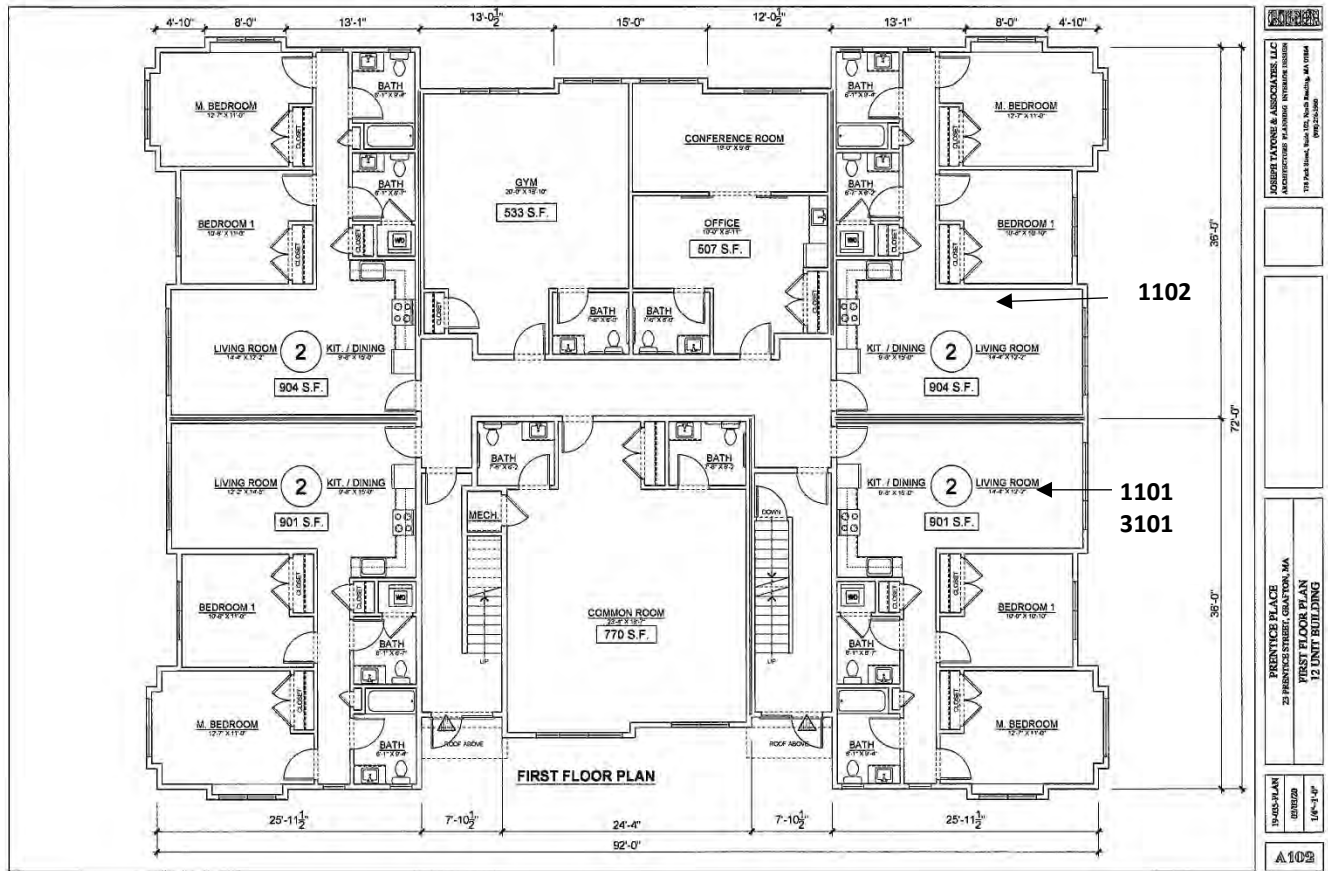
**Project Amenities**

Resident Lounge

Fitness Room



# Building 1 and 3



**ASBESTOS TESTING & ASSOCIATES, LLC**  
 100 Park Street, Suite 100, North Reading, MA 01864  
 978-271-2222

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**PRENTICE PLACE**  
 20 PRENTICE PLACE, NORTH READING, MA  
 WEST 10' FOOT PLAN  
 12 UNIT BUILDING

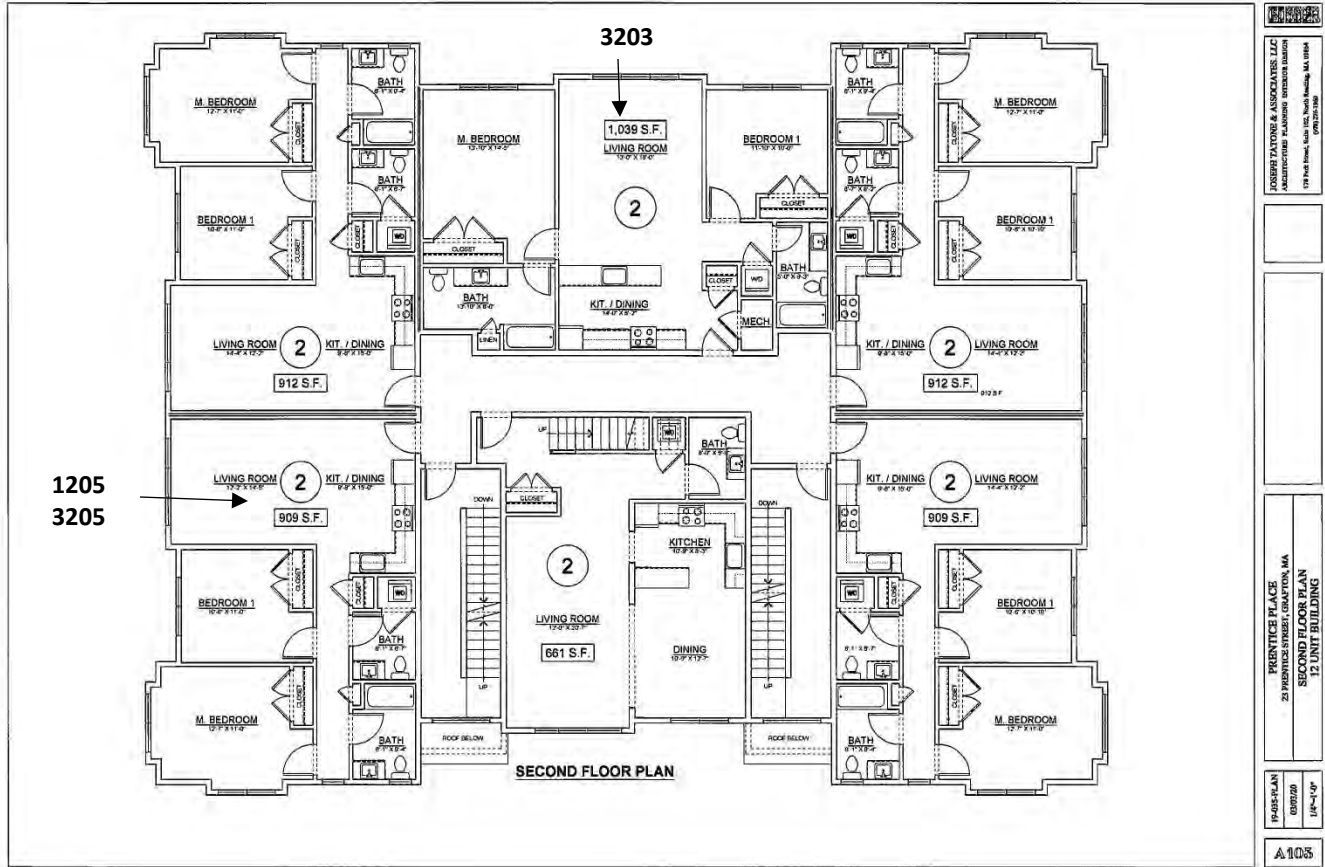
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**19-005-PLAN**  
 000000  
 1/8" = 1'-0"

**A102**

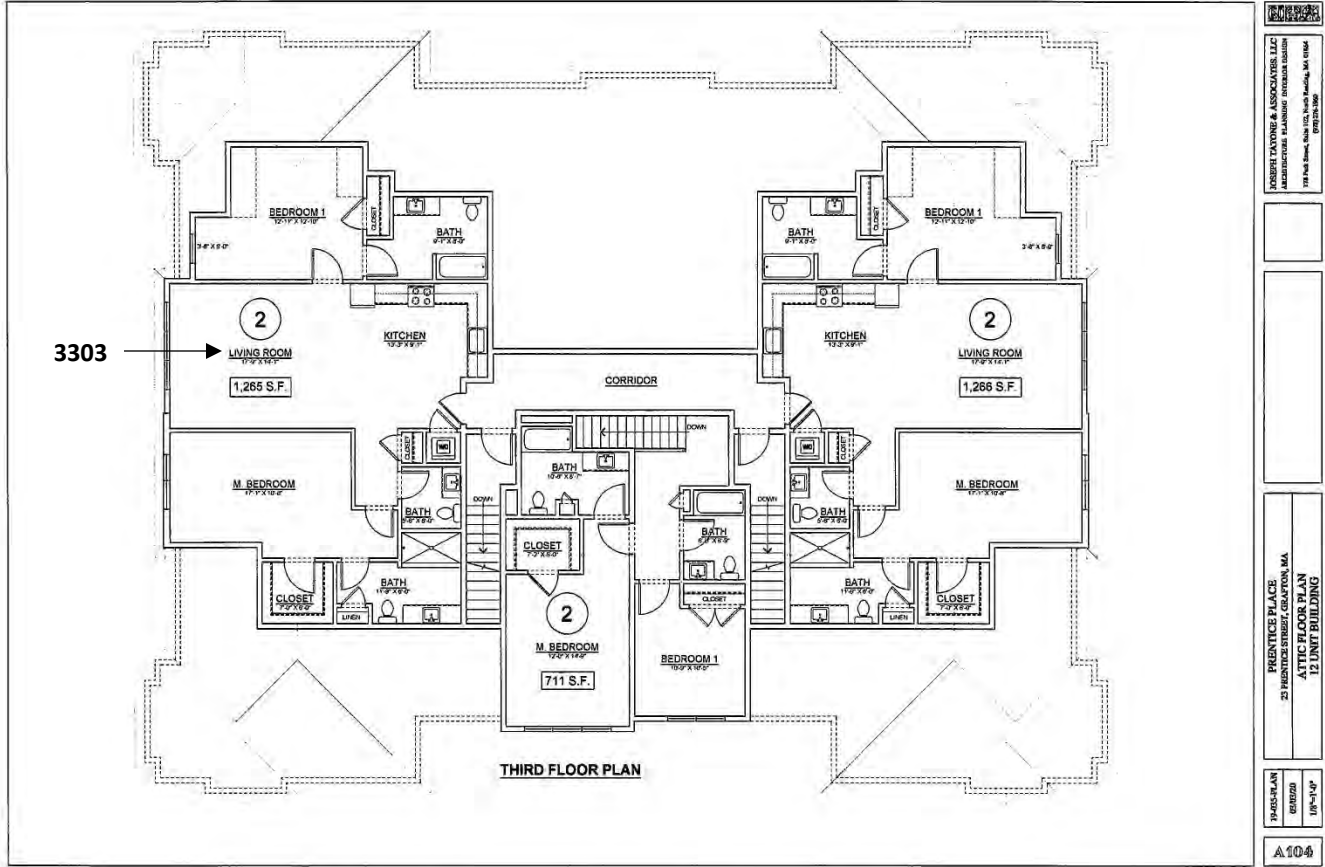


# Building 1 and 3





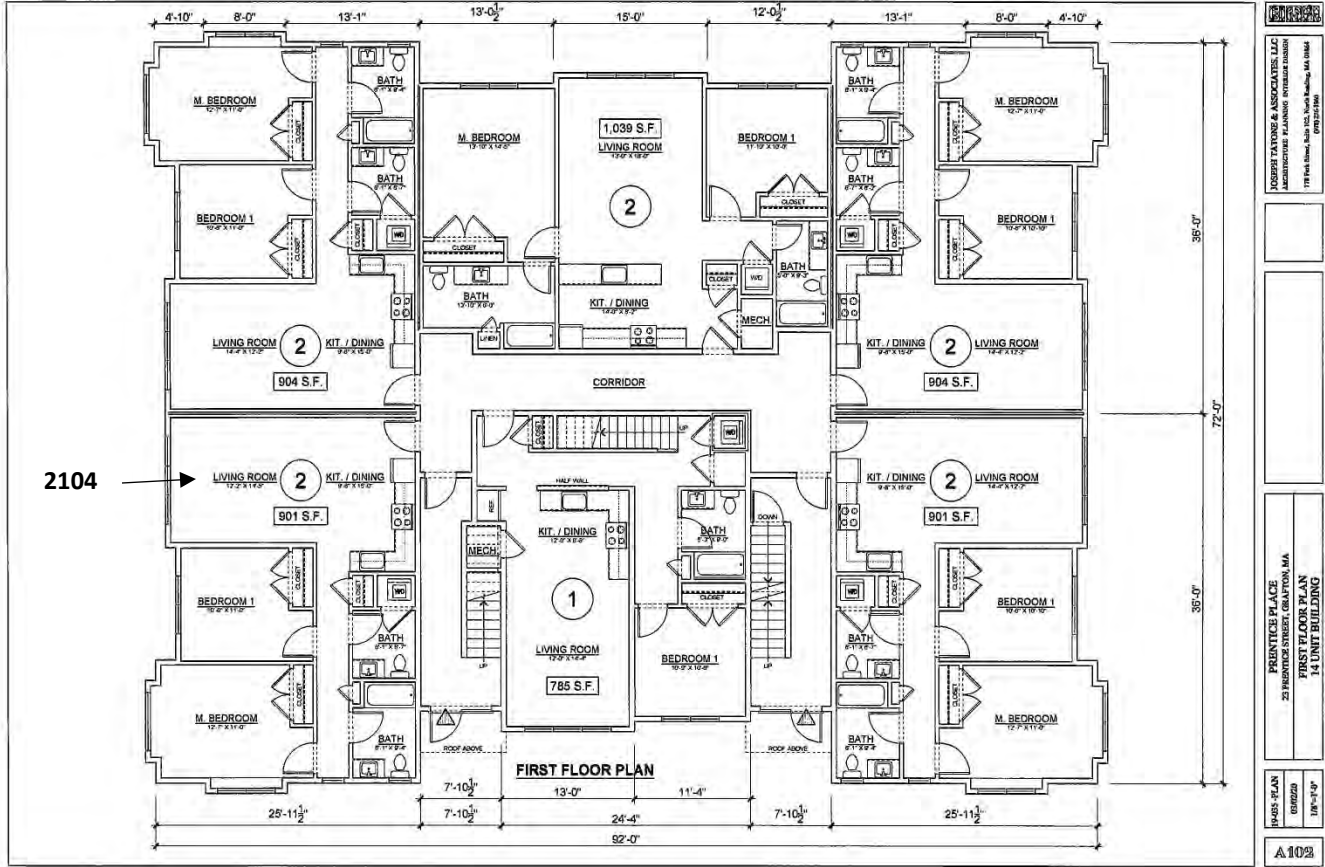
# Building 1 and 3



<b>PROJECT PARTNER &amp; ARCHITECT</b> ARCHITECTURE & INTERIOR DESIGN 100 Park Street, Suite 1000, Boston, MA 02108 (617) 271-1000	
<b>PREPARED BY</b> ARCHITECTURE & INTERIOR DESIGN 20 HANCOCK STREET, CAMBRIDGE, MA ATTIC FLOOR PLAN 12 UNIT BUILDING	
<b>FLOOR PLAN</b> 03/20/20	<b>SCALE</b> 1/8" = 1'-0"
<b>NO. 104</b>	



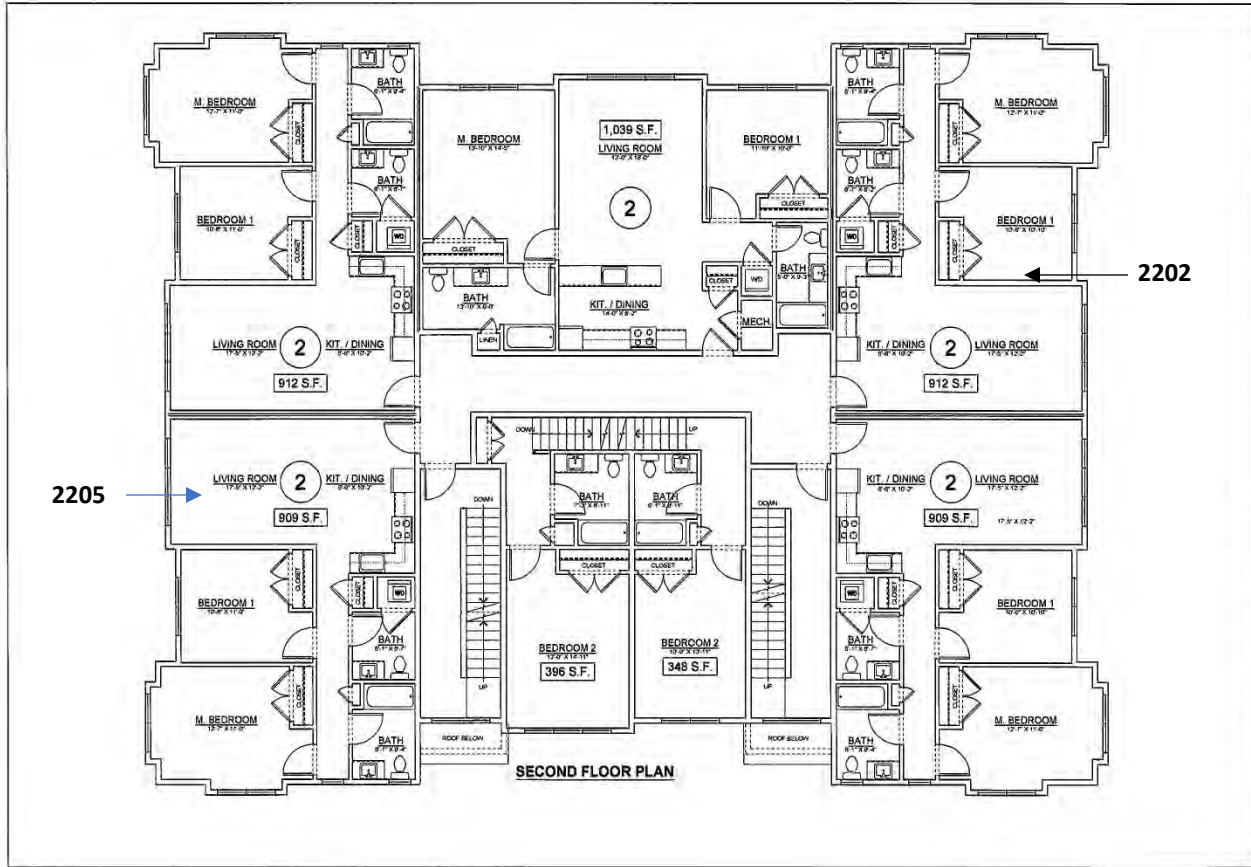
# BUILDING 2



KENNETH J. FAY & ASSOCIATES, INC. ARCHITECTS & INTERIORS 178 Park Street, Boston, MA 02114 617.552.2000	
KENNETH J. FAY & ASSOCIATES, INC. 23 BRIMLEY STREET, QUINCY, MA <b>FIRST FLOOR PLAN</b> 14 UNIT BUILDING	
SCALE: PLAN 0/0/2020	1/8" = 1'-0" 1/8" = 1'-0"
<b>A.102</b>	



# BUILDING 2



<b>PREPARED BY:</b> ARCHITECTURAL DESIGN GROUP, INC. 177 Park Street, Suite 200, Framingham, MA 01901	
<b>DESIGNED BY:</b> ARCHITECTURAL DESIGN GROUP, INC.	
<b>DATE:</b> 1/18/14	
<b>PROJECT:</b> 20 WINDSOR STREET, CHALMERS, MA SECOND FLOOR PLAN 14 UNIT BUILDING	
<b>SCALE:</b> 1/8" = 1'-0"	<b>NO.:</b> A105



## **PLEASE READ THE FOLLOWING CAREFULLY**

- 1. More than 50% of applications submitted to MCO Housing Services for lotteries are incomplete and not included in lotteries. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. It does not matter if you were the first application or the last application received, we will NOT review applications until AFTER the posted deadline.**
- 2. Read the NOTES on the Required Personal Identification and Income Verification Documents. Failure to do so could mean the difference between a complete and incomplete application as well as eligibility for a unit.**
- 3. All financial documentation is required from all household adults aged 18 or older. No exceptions.**
- 4. DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.**
- 5. Do NOT forget to include statements from Robinhood or any other online investment accounts. They are considered part of your assets. If you have an open account, you must provide statement whether there are any funds in the account or not.**
- 6. If you are unable to provide specific information, then submit a note with your application explaining the circumstances. This will not guarantee your application will be included in the lottery, but depending on the circumstances, we may be able to work with you.**
- 7. Do not take photos with your cellphone of any documentation and email it to us. The photos are not legible, and we will not accept them.**
- 8. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.**

**ALL FORMS MUST BE COMPLETELY FILLED OUT, SIGNED AND DATED**



## **COMPLETE AND RETURN**

### **ALL APPLICABLE DOCUMENTS**

**The are REQUIRED documents are from pages 13 – 25.  
Additional documents are from pages 27 – 34 are to be completed if  
applicable to you.**

### **Return the following documents:**

- Complete and signed Lottery Application - required
- Signed Affidavit and Disclosure Form - required
- Complete and signed Household Eligibility Questionnaire - required
- Complete and signed Student Affidavit - required
- Signed Authorization to Release Information Form -required
- Complete and signed Personal Identification & Income Verification Document Form - required
- All required financial documentation - required
- Complete and signed, applicable, Additional Documents - required

**ALL DOCUMENTS MUST BE RETURNED SINGLE SIDED**

# Prentice Place

## LOTTERY APPLICATION

**For Office Use Only:**

Date Appl. Rcvd: \_\_\_\_\_

Household Size: \_\_\_\_\_

Lottery Code: \_\_\_\_\_

Local: Yes/No

**Application Deadline: December 30, 2022**

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Do you own a home? \_\_\_ Yes \_\_\_ No

LOCAL PREFERENCE: (Check all that apply) Proof of Local Preference will be required if you have the opportunity to lease.

- Current Grafton Resident
- Currently employed by the Town of Grafton, Grafton Public Schools, RMLD etc.
- Employees of local Grafton businesses or with a bonafide offer of employment from a business located in Grafton
- Household with children attending the Grafton School System, such as METCO students

Do you have a Section 8 or other housing voucher (the units are NOT subsidized or income based): \_\_\_ Yes \_\_\_ No

Bedroom Size (Check One): \_\_\_ Two Bedroom; \_\_\_ Three Bedroom

Availability Preference: \_\_\_ January 2023; \_\_\_ June 2023; \_\_\_ December 2023 ALL DATES ARE ESTIMATES

Are you disabled? \_\_\_ Yes \_\_\_ No

Do you require a special accommodation? \_\_\_ Yes \_\_\_ No - If yes, please specify: \_\_\_\_\_

Total number of household members living in the unit? \_\_\_\_\_

Household Composition - include all members that will be living in the unit.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

**FINANCIAL WORKSHEET:** (Include all Household Income, which includes gross wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.)

Applicants Monthly Base Income (Gross) \_\_\_\_\_

Other Income, specify \_\_\_\_\_

Co-Applicants Monthly Base Income (Gross) \_\_\_\_\_

Other Income, specify \_\_\_\_\_

**TOTAL MONTHLY INCOME:** \_\_\_\_\_



**Household Assets:** (This is a partial list of required assets. Complete all that apply with current account balances)

Checking (avg balance for 3 months) \_\_\_\_\_  
 Savings \_\_\_\_\_  
 Stocks, Bonds, Treasury Bills, CD or  
 Money Market Accounts and Mutual Funds \_\_\_\_\_  
 Individual Retirement, 401K and Keogh accounts \_\_\_\_\_  
 Retirement or Pension Funds (amt you can w/d w/o penalty) \_\_\_\_\_  
 Revocable trusts \_\_\_\_\_  
 Equity in rental property or other capital investments \_\_\_\_\_  
 Cash value of whole life or universal life insurance policies \_\_\_\_\_

**TOTAL ASSETS** \_\_\_\_\_

**EMPLOYMENT STATUS:** (include for all working household members. Attach separate sheet, if necessary.)

Employer: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Date of Hire (Approximate): \_\_\_\_\_  
 Annual Wage - Base: \_\_\_\_\_  
 Additional: \_\_\_\_\_ (Bonus, Commission, Overtime, etc.)

**ABOUT YOUR HOUSEHOLD: (OPTIONAL)**

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the apartment/unit. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Non-Minority	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____

**SIGNATURES:**

The undersigned warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to lease an affordable unit at Prentice Place. I (we) understand if selected all information provided shall be verified for accuracy at the time of lease. I/we understand if I/we provided an incomplete application it will not be included in the lottery.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant(s)

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Co-Applicant(s)

**Refer to page 35 for submission information**



# Prentice Place

## *Affidavit & Disclosure Form*

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at Prentice Place through the Massachusetts Housing Partnership in Grafton, MA:

1. The gross annual household income for my family does not exceed the allowable limits as follows:

Household Size	1	2	3	4	5	6
Max Allowable Income	\$61,900	\$70,750	\$79,600	\$88,400	\$95,500	\$102,550

Income from all family members must be included.

2. I/We understand the calculation of income will include the higher of actual income from assets (if over \$5,000) or an imputation of .06% of the value of total household assets which is added to a household's income in determining eligibility. Assets divested at less than fair market value within the last two years, will be counted a full value when determining eligibility.
3. The household size listed on the application form includes only and all the people that will be living in the residence.
4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
5. I/We understand that by 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 in detail prior to leasing a unit. I/We also understand that the Project's Owner will also perform its own screening to determine your eligibility to lease.
6. I/We understand that if selected I/we may be able to select a unit. If I/we reject a unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to lease an affordable unit at Prentice Place.
7. Program requirements are established by DHCD and the Massachusetts Housing Partnership (MHP) and are enforced by MHP. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by MHP is final.
8. I/We certify that no member of our family has a financial interest in Prentice Place.
9. I/We understand there may be differences between the market and affordable units and accept those differences.
10. I/We understand that if my/our total income exceeds 140% of the maximum allowable income at the time of annual eligibility determination, after the end of my then current lease term I will no longer be eligible for the affordable rent.
11. I/We understand that if my/our lottery application is incomplete it will not be included in the lottery and we may lose our opportunity to lease an affordable unit.

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





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Applicant

---

Co-Applicant

---

Date

**Refer to page 35 for submission information**



# HOUSEHOLD ELIGIBILITY QUESTIONNAIRE

**REVIEW THIS FORM CAREFULLY.**

**FOLLOW THE INSTRUCTIONS.**

**Read every line.**

**Answer every question.**

**Provide all information as  
requested.**

**Do NOT draw a line through all the  
no's.**

**Take your time when filling out.**

## HOUSEHOLD ELIGIBILITY QUESTIONNAIRE

Property Name: \_\_\_\_\_ Unit: \_\_\_\_\_

**Certification Type:**  
 Move In/Initial Certification  
 Re-certification  
 Other: \_\_\_\_\_

**Housing Program:**  
 Low Income Housing Tax Credit  
 HOME  
 Other: \_\_\_\_\_

### I. HOUSEHOLD COMPOSITION

- Unless assistance is required, this form must be completed by the applicant/tenant.
- List each person who will reside in the unit along with the relationship to the head of household, date of birth, and social security number.
- Do not include minors who will be present less than 50% of the time.
- List FT student status for any member who is currently enrolled, expects to become enrolled, or was previously enrolled for any part of 5 months in the calendar year. Include grades K-12; college; university; technical; trade; and mechanical schools.

HOUSEHOLD MEMBER NAME	RELATIONSHIP	DOB	Last 4 of SSN	FT STUDENT?
1.	<b>HEAD</b>			[ ] YES [ ] NO
2.				[ ] YES [ ] NO
3.				[ ] YES [ ] NO
4.				[ ] YES [ ] NO
5.				[ ] YES [ ] NO
6.				[ ] YES [ ] NO
7.				[ ] YES [ ] NO
8.				[ ] YES [ ] NO

Are any HH changes expected in next 12 months? [ ] YES [ ] NO

If YES explain: \_\_\_\_\_

Are any student changes expected in next 12 months? [ ] YES [ ] NO

If YES explain: \_\_\_\_\_

### II. STUDENT STATUS

Is every member of the household a FT student as defined above? <ul style="list-style-type: none"> <li>• If NO continue to Section III</li> <li>• If YES please complete the following questions:</li> </ul>	[ ] YES [ ] NO
Does a student receive assistance under Title IV of the Social Security Act (i.e. TANF or AFDC but not SS or SSI)?	[ ] YES [ ] NO
Was a student previously a foster child?	[ ] YES [ ] NO
Is a student enrolled in a program funded by the Workforce Investment Act or similar federal/state/local program?	[ ] YES [ ] NO
Is a student married and eligible to file a joint tax return?	[ ] YES [ ] NO
Is a student a single parent who is not claimed as a dependent by another individual?	[ ] YES [ ] NO
Are the minors in the household claimed as a dependent by a parent?	[ ] YES [ ] NO

#### INCOME INSTRUCTIONS:

- List gross amounts anticipated to be received in the 12 month period following move in or recertification
- For minors include unearned income such as benefits, SSA, SSI, gifts, child support, income from assets
- For adults include both earned income from jobs and unearned income
- Answer each YES-NO question. For each YES include the gross amount and frequency
- Do not leave any unanswered questions



### III. HOUSEHOLD INCOME

*Use an extra copy of pages 2 and 3 as needed if more than 2 adult members are included in the household.  
All adults must sign the form.*

Type of Income	Head of Household			Co Head and/or Other Member		
	Check One	Amount	Frequency	Check One	Amount	Frequency
1. Salary or pay from job	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
2. Overtime or shift pay	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
3. Bonus/commission/etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
4. Do you have a 2 <sup>nd</sup> job?	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
5. Seasonal/sporadic work	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
6. Tips	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
7. Cash pay	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
8. Self employment income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
9. Periodic gift income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
10. Non cash contributions	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
11. Formal child support	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
12. Is child support awarded but not paid?		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
13. Informal child support	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
14. Formal spousal support	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
15. Is spousal support awarded but not paid?		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
16. Informal spousal support	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
17. Social Security	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
18. SSI	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
19. TANF, AFDC, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
20. Unemployment benefits	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
21. Worker's compensation	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
22. Severance pay	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
23. Pension income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
24. Retirement acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
25. Investment acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
26. Annuity acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
27. Trust acct payments	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
28. Disability/death benefits	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
29. Real estate rent income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
30. Student financial aid	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
31. Military pay	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
32. Veterans/VA income	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
33. Other income:	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	
34. Other income:	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$		<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	

35. Are any income changes expected in the next 12 months?  YES  NO If YES please describe:

*For each source of income checked YES above, please complete the following:*

Income #	HH Member	Name of Source	Address/Phone/Email

### IV. HOUSEHOLD ASSETS

- List assets for all household members including minors
- Cash value is market value minus any costs/penalties/fees required to convert to cash
- Do not list assets that are not accessible to the family

**Household Eligibility Questionnaire**  
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Type of Asset	Head of Household		Co Head and/or Other Member	
	Check One	Apprx Cash Value	Check One	Apprx Cash Value
1. Checking account	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
2. 2 <sup>nd</sup> checking account	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
3. Savings account	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
4. 2 <sup>nd</sup> savings account	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
5. Debit /direct deposit card	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
6. 2 <sup>nd</sup> prepaid debit card	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
7. Cash on hand	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
8. Certificate of Deposit	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
9. Other bank account	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
10. Mutual Fund	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
11. Stocks	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
12. Portfolio/brokerage	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
13. IRA/401K/etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
14. 2 <sup>nd</sup> IRA/401K/etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
15. Treasury bills/bonds	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
16. Company retirement acct	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
17. Annuity	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
18. Pension	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
19. Revocable trust	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
20. Life insurance (not term)	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
21. Real estate equity	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
22. Other asset	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
23. Other asset	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$

24. Has anyone received any lump sum amounts in the past 2 years (i.e. lottery/gambling/inheritance)?  YES  NO

25. Has anyone disposed of any assets for less than fair market value in the past 2 years?  YES  NO

*If yes, please list details such as the type of asset; the disposal date; the fair market value, and the amount received:*

*For each asset checked YES above, please complete the following:*

Asset #	HH Member	Name of Source	Address/Phone/Email

*Under penalties of perjury, I/we certify that the information presented on this form is true and accurate to the best of my/our knowledge. False, misleading, or incomplete information may result in the termination of this application/lease.*

\_\_\_\_\_  
**Head of Household Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Co Head and/or Other Member Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Management Signature**

\_\_\_\_\_  
**Date**

**Household Eligibility Questionnaire**

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**STUDENT STATUS AFFIDAVIT**  
(LIHTC or Tax Exempt Bond Compliance Period)

Applicant/Tenant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Completed For: (check one)**

- Move-in; effective date: \_\_\_\_\_
- Annual recertification; effective date: \_\_\_\_\_

Will all of the persons in your household be or have been full-time students during five calendar months of the certification year?  Yes  No

**If YES, then is anyone in your household:**

- A student and receiving AFDC/TANF?  Yes  No
- A student who was previously in a foster care program under Part B or Part E of title IV of the Social Security Act?  Yes  No
- A student enrolled in a job training program funded under the Workforce Investment Act or similar federal, state or local program?  Yes  No
- A single parent living with his/her minor children and such parent is not a dependent (as defined in Section 152) and whose children are not dependants of another individual other than a parent?  Yes  No
- Married and file a joint return  Yes  No
- Has the person attended school full-time during any part of 5 months of this calendar year?  Yes  No
- Months/year attended full time \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

I agree to notify management immediately if my student status changes. I understand that changes in student status may affect my eligibility to participate in this Program.

I hereby certify under penalty of perjury that the information provided above is accurate and complete to the best of my knowledge. I consent to release such information in order to comply with Program regulations. I understand that providing false or misleading information may subject me to criminal penalties.

_____ (Signature of Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date
_____ (Signature of Co-Tenant)	_____ Date
_____ (Signature of Manager)	_____ Date



**Prentice Place**  
**Grafton, MA**

***Release of Information Authorization Form***

Date: \_\_\_\_\_

I/We hereby authorize MCO Housing Services, Prentice Place Leasing Office, MHL Development, LLC, or any of its assignees to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services, Prentice Place Leasing Office, MHL Development, LLC, or any of its assignees and consequently the Projects Administrator, for the purpose of determining income eligibility for Prentice Place.

A photocopy of this authorization with my signature may be deemed to be used as a duplicate original.

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Name (Please Print)

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

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

Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Refer to page 35 for submission information**



**Required Personal Identification and Income Verification Documents**  
**TO BE RETURNED WITH APPLICATION**  
**ALL APPLICANTS 18 YEARS OR OLDER MUST PROVIDE THEIR INCOME AND ASSETS STATEMENT**

Provide **one copy** of all applicable information. Complete financial documentation is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline.

**Initial each that are applicable, and provide the documents, or write N/A if not applicable and return this sheet with your application.**

1. \_\_\_\_\_ If you have a Section 8 Voucher or other Housing Voucher, you MUST provide a valid copy with your application.
2. \_\_\_\_\_ Proof of Local Preference, you must provide copies of one form of local preference, i.e. utility bill.
3. \_\_\_\_\_ Provide identification for all household members i.e. birth certificate, drivers license.
4. \_\_\_\_\_ If you require a reasonable accommodation you must make the request at time of application, i.e doctors letter or other documentation.
5. \_\_\_\_\_ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker's compensation and/or severance pay.
  - **NOTE:** If you have obtained a new job within the last 12 months you must provide a copy of the Employment Offer Letter.
  - **NOTE:** If you are no longer working for an employer you worked for in the last 12 months, you must provide a letter from the employer with your separation date.
  - **NOTE:** You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.
  - **NOTE:** If you are unemployed or have Zero income you must complete the attached **Unemployment Status Affidavit and Certificate of Zero Income.**
6. \_\_\_\_\_ Current benefit letter providing 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. If you are not working, even if you receive income for the above you must complete the **Unemployment Status Affidavit.**
7. \_\_\_\_\_ Child support and alimony: court document indicating the payment amount, DOR statement or divorce papers. **Complete Custody and Child Support Affidavit for each child, even if you do not receive.**
8. \_\_\_\_\_ If you are self-employed you MUST provide a detail expense and income statement for the last 12 months and three months of business checking and savings accounts along with last three Federal Income Tax Returns. Uber, Lyft etc. are considered self employment. **Complete attached Self-Employment Affidavit.**





9. \_\_\_\_\_ **SIGNED** Federal Tax Returns –2021 (NO STATE TAX RETURNS)

- **NOTE:** Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.
- **NOTE:** If you do not have a copy of your tax return you can obtain a transcript through the IRS using form 4506-T. You can obtain the form at the [irs.gov](https://www.irs.gov).
- **NOTE:** If you did not file taxes in any of the required years you must provide a verification of non-filing letter from the IRS using form 4506-T. You can obtain the form at [irs.gov](https://www.irs.gov).

10. \_\_\_\_\_ W2 and/or 1099-R Forms: 2021

- **NOTE:** If you do not have a copy of your W2's/1099's you can obtain a transcript through the IRS using form 4506-T. You can obtain the form at the [irs.gov](https://www.irs.gov).

11. \_\_\_\_\_ Interest, dividends and other net income of any kind from real or personal property.

12. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:

- i. \_\_\_\_\_ Checking accounts – Last **three (3)** months of statements – EVERY PAGE – FRONT AND BACK.

**NOTE:** If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit. **You must explain VENMO, PayPal, Cash Apps, Square Inc. etc.**

**NOTE:** Do NOT provide a running transaction list of activity. You must provide the individual statements.

- ii. \_\_\_\_\_ Pre-paid debit card statements – current month.

**NOTE:** This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directing onto the debit card, i.e. Social Security or other regular income.

**NOTE:** If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at <https://www.usdirectexpress.com/>.

- iii. \_\_\_\_\_ Saving accounts – last three months of full statements

**NOTE:** If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit. **You must explain deposits in VENMO, PayPal, Cash Apps, Square Inc. etc. if not provided on the statement. See iv. Below.**

**NOTE:** Do NOT provide a running transaction list of activity. You must provide the individual statements.

- iv. \_\_\_\_\_ Provide last statement for **VENMO, PayPal, Cash Apps, Square Inc. etc.**

- v. \_\_\_\_\_ Revocable trusts

- vi. \_\_\_\_\_ Equity in rental property or other capital investments

- vii. \_\_\_\_\_ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts etc.



- viii. \_\_\_\_\_ Retirement including, i.e. IRA's, Roth IRA's, 401K, 403B, Keogh accounts, Pensions etc. from current and past employment.
  - ix. \_\_\_\_\_ Cash value of Whole Life or Universal Life Insurance Policy.
  - x. \_\_\_\_\_ Personal Property held as an investment
  - xi. \_\_\_\_\_ Lump-sum receipts or one-time receipts
13. \_\_\_\_\_ Proof of student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current or next semester. **Complete attached Student Status Affidavit, even if there are no students in the household.**
14. \_\_\_\_\_ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application, i.e. letter from doctor.
15. \_\_\_\_\_ If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has been finalized. Failure to provide the documentation than all household income and assets from the soon to be ex will be counted towards eligibility even if they will not be living in the home.
16. \_\_\_\_\_ If you currently own a home or rental property you MUST provide a copy of the market analysis and last mortgage statement.

We understand if we do not provide all applicable financial documentation we will not be included in the lottery. We also understand we will be notified after the application deadline that our application is incomplete.

Print Applicants Name(s): \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Co-Applicants Signature

\_\_\_\_\_  
DATE

**Refer to page 35 for submission information**



## **ADDITIONAL FORMS**

**ONLY COMPLETE IF APPLICABLE**

**Call us should you have questions at  
978-456-8388.**

## CERTIFICATION OF ZERO INCOME

(To be completed by all adult household members with no reported income)

**Applicant/Tenant:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

1.  I currently have no income of any kind and I do not expect this to change in the next 12 months. (If you have **ANY** income whatsoever **DO NOT** complete this form).

2. I have been living with zero income for \_\_\_\_\_ years and \_\_\_\_\_ months.

3. I hereby certify that I do not individually receive income from any of the following sources:

- a. Wages from employment (including commissions, tips, bonus, etc.)
- b. Income from the operation of a business or Sales from self-employed resources (Avon, Mary Kay, etc.)
- 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 from persons not living in my household
- i. Income from driving for Uber/Lyft
- j. Cash payments
- k. Student financial aid
- l. Any other source not named above

4. The reason I have no income is: \_\_\_\_\_  
\_\_\_\_\_

5. I will be using the following sources of funds to pay for:

Rent: \_\_\_\_\_  
Utilities: \_\_\_\_\_  
Food: \_\_\_\_\_  
Clothing and laundry: \_\_\_\_\_  
Transportation: \_\_\_\_\_  
Internet/Cable/Phone: \_\_\_\_\_  
Toiletries: \_\_\_\_\_  
Credit cards/loans/bills: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Tenant)

\_\_\_\_\_  
(Signature of Manager)



**Custody & Child Support Affidavit**

**Applicant/Tenant:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

***Please complete a separate form for each minor in this unit not living with both biological or adoptive parents:***

Child Name/SSN(last four digits)/DOB : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of Absent Parent: \_\_\_\_\_

Will this child live with you in the tax credit apartment at least 50% of the time?

YES       NO

Was there a legal marriage to the other parent?  YES  NO  STILL LEGALLY MARRIED

- If **YES**, please submit a copy of the divorce decree, separation agreement, or other document outlining custody arrangements.
- If **NO**, please submit documents such as court order, tax return, school records, or DHS records showing placement of child

Who claimed the child as a dependant on their most recent tax return?

I did     The absent parent     Other: \_\_\_\_\_     No one

Do you receive support (monetary or not) for this child?  YES  NO  
*(Note: "Support" may be legally ordered or an informal agreement)*

If **YES** list amount \$ \_\_\_\_\_ per \_\_\_\_\_

Have you ever been awarded an amount of child support for this child through the courts?  
 YES       NO

If awarded but not paid, have you taken legal action to collect child support?  
 YES       NO

If so, please describe efforts and proof: \_\_\_\_\_

Do you expect to receive child support for this child in the next 12 months?  
 YES       NO

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 that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
(Signature of Household Member)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Manager)

\_\_\_\_\_  
Date



## GIFT INCOME VERIFICATION

*Send this form to any person or organization providing ongoing cash contributions to a tenant/applicant or for any ongoing contributions made on behalf of a tenant/applicant such as rent payments, utility bills, etc.*

**Applicant/Tenant:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

*Name and Address of Contributor:*

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I, \_\_\_\_\_, am contributing the following assistance to the above named individual.

*List all monetary and non-monetary amounts and frequency (i.e. monthly, weekly, etc.):*

Cash:	\$ _____	Frequency: _____
Rent Payment:	\$ _____	Frequency: _____
Utility Payment:	\$ _____	Frequency: _____
Cable/Cell Phone/Internet:	\$ _____	Frequency: _____
Transportation:	\$ _____	Frequency: _____
Cash for food:	\$ _____	Frequency: _____
Clothing:	\$ _____	Frequency: _____
Alcohol, tobacco, etc.	\$ _____	Frequency: _____
Diapers/Items for Children:	\$ _____	Frequency: _____
Cash for Child Care:	\$ _____	Frequency: _____
Other:	\$ _____	Frequency: _____

**Will this assistance change in the next 12 months?  YES  NO**

**If YES please describe:** \_\_\_\_\_

**NOTE:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction

*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 that providing false representation herein constitutes an act of fraud.*

\_\_\_\_\_  
(Signature of Contributor)

\_\_\_\_\_  
Date



# SELF-EMPLOYMENT INCOME AFFIDAVIT

Use this form for any applicant or resident who receives income as a business owner, independent contractor, sole proprietorship, cash pay, odd jobs, etc.

Applicant/Tenant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_

Position Held: \_\_\_\_\_

Start Date: \_\_\_\_\_

Anticipated Gross Annual Income: \$ \_\_\_\_\_

Anticipated Annual Business Expenses: \$ \_\_\_\_\_

Anticipated Annual Profit: \$ \_\_\_\_\_

Previous Year Profit (or Loss): \$ \_\_\_\_\_

Cash Withdrawals from Business: \$ \_\_\_\_\_

Do you file tax returns?  YES Taxpayer ID# \_\_\_\_\_  NO

If YES please submit tax returns with the most recent schedule Cr

If NO please state why: \_\_\_\_\_

- If tax returns were not filed, please submit a profit/loss report for each month since the business started
- Please include documents such as invoices, receipts, written business plan, or accountant statement of business income.

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 that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

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

\_\_\_\_\_  
Date



**TIP / GRATUITY INCOME AFFIDAVIT**

**Applicant/Tenant:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

1. Do you receive tips or gratuities at this job?

YES  NO

2. Please list the average amount of tip/gratuity received:

\$ \_\_\_\_\_ per  day  week other \_\_\_\_\_

3. Are all tips reported to the employer?  YES  NO

If **NO** please explain:

\_\_\_\_\_

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 that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_ Date

(Signature of Tenant)

\_\_\_\_\_ Date

(Signature of Manager)

**Tip Affidavit**

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# UNEMPLOYED STATUS AFFIDAVIT

*All adults who are unemployed should complete this form*

Full Name: \_\_\_\_\_

I am currently unemployed: [ ] YES [ ] NO  
I work on a seasonal basis depending on the time of year: [ ] YES [ ] NO  
I receive benefit income such as unemployment, disability, workers compensation: [ ] YES [ ] NO

**[ ] If my employment status changes between now and the move in (or recertification) date I understand that I must inform the manager before moving into this apartment**

I have been unemployed for \_\_\_\_\_ years and \_\_\_\_\_ months

My last job paid \$ \_\_\_\_\_ per hour and I worked \_\_\_\_\_ hours per week

**\*\*\*Please complete either Section A, B, or C as applicable\*\*\***

**Section A**

I [print name], \_\_\_\_\_, state that I am currently unemployed and that I do not anticipate becoming employed within the next twelve months.

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**Section B**

I [print name], \_\_\_\_\_, state that I am currently unemployed. I am not aware of a start date at this time. However, I anticipate becoming employed in the upcoming 12 months. Based upon my prior employment history and educational training, I anticipate earning \$ \_\_\_\_\_ from anticipated employment over the next twelve months.

*(Please supply documentation to support this, such as previous tax returns and/or W-2)*

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**Section C**

I [print name], \_\_\_\_\_, state that I am currently unemployed but I have been hired for a new job which has not yet begun.

The company is: \_\_\_\_\_  
The start date is: \_\_\_\_\_  
The salary is: \_\_\_\_\_

*\*Manager will contact employer for verification of this income*

---

I certify that the information given above is true to the best of my knowledge and that any misrepresentation of information will lead to cancellation and/or rejection of my application for tenancy. I am signing this under penalty of perjury.

Applicant/Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_



## SCHOOL EMPLOYEE AFFIDAVIT

*Any adult applying to live in a tax credit unit who is employed by an educational institution should complete this form*

**Applicant/Tenant:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

Name of School: \_\_\_\_\_

Position Held (i.e.: teacher, bus driver, assistant)  
\_\_\_\_\_

Do you work at the school during the summer months?

**YES**       **NO**

If you answered NO, please check the following as applicable to the summer months:

- |   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| 1. I receive my salary, but will not work during the summer | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 2. I have/will look for another job                         | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 3. I will receive unemployment benefits                     | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 4. I will receive gift income from friends/family/etc       | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 5. I will have zero income status                           | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 6. Other  | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |

- If **YES** to 1, 2, 3 or 4 please list the amount of income expected to be received:

\_\_\_\_\_

*(NOTE TO PROPERTY MANAGEMENT: Employment income and gift income earned during summer months must be verified via third party affidavits.)*

- If **OTHER** please explain:

\_\_\_\_\_

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 that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
(Signature of Tenant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Manager)

\_\_\_\_\_  
Date



## SEASONAL WORKER AFFIDAVIT

*Any adult applying to live in a tax credit unit who has a seasonal job should complete this form*

**Applicant/Tenant:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

Name of Seasonal Employer: \_\_\_\_\_

Are you employed at this job for only a portion of the year?

**YES**                      **NO**

Please list the dates that you **DO NOT** work at this job:

\_\_\_\_\_

During your lay off period, please check the following as applicable:

- |   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| 1. I will receive unemployment benefits               | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 2. I have/will look for another job                   | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 3. I will receive gift income from friends/family/etc | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 4. I will have zero income status                     | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |
| 5. Other  | <input type="checkbox"/> <b>YES</b> | <input type="checkbox"/> <b>NO</b> |

- If **YES** to 1, 2 or 3 please list the amount of income expected to be received:

\_\_\_\_\_

- If **OTHER** please explain:

\_\_\_\_\_

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 that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

\_\_\_\_\_  
(Signature of Tenant) Date

\_\_\_\_\_  
(Signature of Manager) Date



## Return the following documents:

- Complete and signed Lottery Application - required
- Signed Affidavit and Disclosure Form - required
- Complete and signed Household Eligibility Questionnaire - required
- Complete and signed Student Affidavit – This MUST be completed and signed by all applicants even if you are not attending school. - required
- Complete and signed Authorization to Release Information Form - required
- Complete and signed Personal Identification & Income Verification Document Form - required
- All required financial documentation – required
  
- Request for special accommodation, if applicable
- Complete and signed, applicable, Additional Documents
- Identification for all household members - required
- Proof of Local Preference, if applicable

## ***ALL FORMS MUST RETURNED SINGLE SIDED ONLY MAKE SURE YOU SIGN YOUR TAX RETURN***

**Return, postmarked on or before December 30, 2022 to:**

MCO Housing Services  
P.O. Box 372  
Harvard, MA 01451  
E mail: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)  
Phone: 978-456-8388  
FAX: 978-456-8986  
TTY: 711

**NOTE:** If you are mailing your application close to the application deadline, make sure you go into the Post Office and have them date stamp and mail. As I understand, mail that is sent to the central sorting facility use bar codes so we would have no idea when the application was mailed and it can take longer for MCO to receive. If we receive an application after the deadline that has a barcode it will be counted as a late application and will not be included in the lottery.

