



## INFORMATION & RENTAL LOTTERY APPLICATION

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### PROJECT DESCRIPTION

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The Town of Georgetown Affordable Housing Trust (AHT) is providing this affordable rental opportunity under the State's Local Action Units program (LAU). LAU's reflect a program component that gives communities the opportunity to include housing units on the state's Subsidized Housing Inventory (SHI) that were allowed without a Comprehensive Permit but which meet LIP criteria.

The Trust purchased the unit for the purposes of providing an affordable rental. The initial rental opportunity will be offered through a lottery process. The property includes 2 bedrooms, 2 baths, and approximately 995 square feet of living area. The unit is on the 2<sup>nd</sup> floor and the building does NOT have an elevator. The unit will be rented to a qualifying applicant with income at or below 80% of the area median income as a Local Action Unit under the Department of Housing and Community Development (DHCD) Local Initiative Program. **The initial rental amount is \$1,482.00/mo.** not including utilities, which are estimated to be \$317.00/mo.

The Trust will be sponsoring an application process and lottery to rank the eligible applicants for the program. L.A. Associates, Inc., as Lottery Agent, will manage the outreach and marketing and will conduct the lottery. The application and lottery process, as well as the eligibility requirements, are described in this plan.

Marketing and resident selection shall be in accordance with and adhere to all state fair housing laws. The Trust and its representatives do not discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, or public assistance reciprocity. Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the persons with disabilities equal opportunity to use and enjoy the housing.

### IMPORTANT DATES

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The application deadline is **2/9/2022**. Applications **must be returned to**, the Lottery Agent: Kristen Costa, L.A. Associates, Inc., 11 Middlesex Ave., Suite 5, Wilmington, MA 01887 (978) 758-0197 [kristcosta@laassoc.com](mailto:kristcosta@laassoc.com)

An information session will be held via Zoom on Wednesday **1/5/2022** at 6:00 pm to answer questions about the eligibility requirements, selection preferences, and the lottery process. Following is the meeting access:

Meeting ID: 858 8470 1691; Passcode: 547246

## 30 E. MAIN ST. #4, GEORGETOWN – AFFORDABLE RENTAL UNIT

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The lottery will be held via Zoom at 6:00 pm on Monday, **2/14/2022**. Following is the meeting access:  
Meeting ID: 871 0533 9006; Passcode: 409494

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### INCOME ELIGIBILITY REQUIREMENT

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#### **Income:**

Calculation of income will include the higher of actual income from assets (if > \$5,000) or an imputation of 2% of the value of total household assets added to the household income. Assets include checking and savings accounts, investment accounts, CD's, retirement accounts, etc. A list of the financial documentation required to participate in the lottery is included in the application.

The combined annual income for all income sources, including income from assets, of all income- earning members in the household must be at or below 80% of the area median income, as defined by HUD, for the local area. Following are the 2021 income limits released by HUD:

**1-person \$55,950, 2-person \$63,950, 3-person \$71,950, 4-person \$79,900**

#### **Screening:**

Applicants may be subject to a screening by the Owner, including a credit check. The affordable unit must be your principal, full-time residence; applicants may not own another home including a home in trust.

#### **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 not be able to renew your lease.

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### LOTTERY PROCESS

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1. All applications submitted prior to the application deadline will be reviewed for completeness and processed to confirm eligibility. Qualified households will be included in the lottery.
2. Eligible applicants will be notified in writing of their inclusion in the lottery and assigned a lottery number.
3. The objective of these State subsidy programs is to provide housing to appropriate sized families, and to that end, there will be a preference given in the lottery to households that need the 2 bedrooms.
4. All lottery numbers will be drawn and listed in ranking order. The list will then be adjusted for household size. Applicants do not need to attend the lottery to be eligible to rent an affordable unit. All applicants will be notified in writing of the outcome of the lottery. Lottery winners will be notified immediately following the lottery and will receive clear instructions regarding the Lease Agreement and terms of occupancy.
5. The top ranking applicant will be offered to lease the unit. All applicants are subject to official income verification by the lottery agent and credit screening by the Owner. The list of remaining applicants will be maintained should the unit become available. Applicants that have an opportunity to lease the unit are expected to occupy in a reasonable timeframe.

**RENTAL APPLICATION**

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Application Deadline: **2/9/2022**

Applicant Legal Name \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

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

Website: \_\_\_\_\_ Letter: \_\_\_\_\_

Advertisement: \_\_\_\_\_ Other: \_\_\_\_\_

**\*\*\* YOU MUST INCLUDE COPIES OF ALL OF THE FOLLOWING DOCUMENTS, WHICH APPLY TO YOU, FOR YOUR APPLICATION TO BE CONSIDERED COMPLETE. \*\*\***

**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 household members over 18. Six months of income for 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.

\_\_\_\_\_ Unborn children may be counted as household members with proof of pregnancy.

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

\_\_\_\_\_ For a divorce or separation, provide legal proof that the process has begun or been finalized.

**30 E. MAIN ST. #4, GEORGETOWN – AFFORDABLE RENTAL UNIT**

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**HOUSEHOLD INFORMATION:**

List all members of your household including yourself.      Number of Bedrooms Needed: \_\_\_\_\_

	Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)	Relation to Head	Age	Date of Birth
1				
2				
3				
4				
5				

Do you have a Section 8 voucher?     Yes       No

Do you require a handicapped accessible unit?     Yes       No

**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			
<b>TOTAL</b>			

**30 E. MAIN ST. #4, GEORGETOWN – AFFORDABLE RENTAL UNIT**

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**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: _____			
6	Other: _____			
			<b>TOTAL</b>	

**EMPLOYMENT:**

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

**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 the unit.
6. I/we understand that all application data will be verified and additional financial information may be required, verified and reviewed prior to leasing the unit.
7. I/We also understand that the project's Owner will perform its own screening to determine eligibility.
8. 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.
9. I/We understand that if my/our total income exceeds 140% of the maximum allowable income and at the time of annual eligibility determination, at the end of my current lease term I will no longer be eligible to rent the affordable unit.

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

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Applicant Signature

Date

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Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.