THE BARTLETT, BROOKLINE

AFFORDABLE HOMEOWNERSHIP LOTTERY APPLICATION

The Bartlett Condominium at 45 Bartlett Crescent is a new 4-story, 24-unit building. The units have electric heat and air conditioning. Appliances include stove, refrigerator, dishwasher, microwave, washer and dryer. Water and sewer utilities are included in the condo fee. Approximate living area for the 2-bedroom units range from 890 sf - 1,140 sf. The 3-bedroom unit has approximately 1,660 sf. Interior finishes of the affordable units may differ from the market rate units. There is no off-street parking included in the sale price. Each buyer will have the right to purchase a garage space for $25,000.

THE UNITS:

This lottery includes 6 affordable units; 5 two-bedroom & 1 three-bedroom.

2 Bedroom / 2 Bath: $305,000 Sale Price; $125/mo. Condo Fee

3 Bedroom / 2 Bath: $338,900 Sale Price, $139/mo. Condo Fee

HOW TO SUBMIT AN APPLICATION:

By Email to Kristen Costa, kriscosta@laassoc.com

By USPS mail or dropped off by appointment to L.A. Associates, Inc., 5 Middlesex Ave. Unit 16, Wilmington, MA 01887

Application Deadline: January 13, 2027

For applicants with Limited English Proficiency, a translation service will be provided at no charge.
Para los solicitantes con dominio limitado del inglés, el propietario proporcionará un servicio de traducción sin cargo.

对于英语能力有限的申请人，业主将免费提供翻译服务。

제한된 영어 능력을 가진 지원자의 경우 소유자가 무료로 번역 서비스를 제공합니다.

TTY: 711, when asked 978-758-0197

INCOME LIMITS:

HOUSEHOLD SIZE	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON
80% of AMI	$96,000	$109,700	$123,400	$137,100	$148,100	$159,050

ASSET LIMIT: $75,000

L.A. Associates does not discriminate in the selection of applicants based on race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance recipiency, religion, sex, sexual orientation, gender identity, or any other basis prohibited by law.

EQUAL HOUSING OPPORTUNITY

INFORMATION SESSION:

A public information meeting will take place remotely via Zoom on December 16, 2026 at 6:00 pm.

Meeting ID: 836 7327 6995, Passcode: 732756, Call in: (305) 224-1968

APPLICANT INFORMATION:

Applicant Name _____ Phone _____ E-mail _____

Co-Applicant Name _____ Phone _____ E-mail _____

Address _____ Town _____ State/Zip _____

We learned of this lottery: Ad/Flyer: _____ Website: _____ Social Media: _____ Other: _____

Household Information:

Household Bedroom Size and Occupancy

For all units, the applicant's household size will be determined from the submitted application. Priority shall be given to households requiring at least the total number of bedrooms in the unit. There may be no more than two occupants per bedroom, resulting in a maximum of four persons for the 2-bedroom units and six persons for the 3-bedroom unit. First preference shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

- There is at least one occupant and no more than two occupants per bedroom.
- 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.
- An unborn child is considered a household member. Proof of pregnancy is required.

Based in the above criteria, I/we are applying for (you may select both)**:**

_____ a 2-bedroom unit _____ the 3-bedroom unit

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

5					
6					

Local Preference:

25% of the 6 affordable units or **2** have been targeted for local preference. The remaining 4 units will be general units. Local Preference households must meet one or more of the following criteria:

- Town of Brookline Residents: Household where one or more members are living in the Town of Brookline at the time of application. Documentation of residency should be provided, such as rent receipts, utility bills, street listing or voter registration.
- Town of Brookline Employee: Employees of the Town of Brookline such as teachers, janitors, firefighters, police officers, librarians, or town hall employees.
- Employees of Local Businesses: Employees of businesses located in Brookline.
- Households with children attending Brookline schools, such as METCO students.

Proof of local preference must be provided.

Minority Preference – Pool Balancing

The Town is committed to providing equal access to all applicants. In the event that the pool of applicants with a local preference does not include at least **33.4%** of households who have one or more member who is a minority as defined below, then other eligible minority applicants will be included in the lottery for the local preference units.

Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

First-Time Homebuyer:

Eligible applicants must be first-time homebuyers and shall not have owned a home within 3 years preceding the application, with the following exceptions:

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

Do you meet the definition of a first time buyer as described above? Yes ( ) No ( )

Do you currently own or have you sold real estate or other property in the past three years? Yes ( ) No ( )
If yes, attach settlement statement or current tax bill.

Household Income:

List all gross 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			
6			
		TOTAL	

Household Assets:

Household assets shall not exceed $75,000 in value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, cash value of retirement accounts, value of real estate holdings and other capital investments. Include the value of the asset, with a deduction for the reasonable cost of selling the asset. The value of necessary personal property (furniture, vehicles) is excluded from asset values.

If a potential purchaser divests him/herself of an asset for less than full and fair cash value of the asset within two years prior to application, the full and fair cash value of the asset shall be included for purposes of calculating eligibility.

#	Type of Asset	Bank / Credit Union Name	Account No.	Value / Balance
1	Checking account			
2	Checking account			
3	Savings account			

4	Savings account			
5	Retirement account			
6	Retirement account			
7	Other: _____			
8	Other: _____			
			TOTAL	

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT. IT MUST BE COMPLETE AND SUBMITTED WITH A PRE-APPROVAL LETTER BY THE DEADLINE.

PRE-APPROVAL LETTER

This application MUST be submitted with pre-approval letter from a lender for at least the sale price of the unit. The State programs and bank products have specific closing and financing requirements. Current mortgage requirements include:

- The loan must have a fixed interest rate through the full term of the mortgage.
- The loan must have a current fair market interest rate, no more than 2 percentage points above the current MassHousing rate.
- The loan can have no more than 2 points.
- The buyer must provide a minimum down payment of 3%; half must come from the buyer's funds.
- The buyer may not pay more than 38% of their monthly income for housing costs.
- No family loans or FHA mortgages can be accepted.
- Non-household members shall not be permitted as co-signers of the mortgage.

THE LOTTERY

The lottery will take place remotely via Zoom on January 20, 2027 at 6:00 pm via Zoom.

Meeting ID: 823 5408 9574, Passcode: 497007, Call in: (309) 205-3325

Only complete applications will be included in the lottery. Lottery numbers will be drawn by an independent third party in a public setting and a lottery list will be generated. The list will be maintained by the lottery agent until all units are closed.

Applicant Certification

I/We certify that I am/we are first-time homebuyers as described in the application. I/We certify that my/our household size is _____ persons, as documented herein. I/We certify that my/our total household income equals $_____, as documented herein. I/We certify that my/our household has assets totaling $_____, as documented herein.

I/We certify that I am/we are not related to the Developer or any party of this project.

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.

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

I/We understand the provisions regarding resale restrictions and agree to the restriction. You must notify EOHLC and/or the Monitoring Agent when you wish to sell. The unit can't be refinanced without prior approval of EOHLC and/or the Monitoring Agent, no capital improvements can be made without EOHLC and/or the Monitoring Agent pre-approval; the unit must be owner's primary residence; the resale price is calculated according to the Deed Rider; and an increase in equity is very minimal to ensure affordability over time; the Deed Rider remains in effect in perpetuity. All prospective buyers are advised to review the Deed Rider with their own attorney to fully understand its provisions.

I/We have been advised that a copy of the EOHLC Universal Deed Rider is available with the Lottery Agent and on the EOHLC website.

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Lottery Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements. I/We understand that the Lottery Agent makes no representation on the availability of the unit.

My/Our signature(s) below gives consent to the Lottery Agent or its designee to verify information provided in this application. I/We agree to provide additional information on request to verify the accuracy of all statements in this application. No application will be considered complete unless signed and dated.

Applicant Signature Date

Co-Applicant Signature Date

POST-LOTTERY

Applicants chosen at the lottery must submit copies of the following documents within 48 hours for every household member 18 or older:

_____ 3 most recent FEDERAL tax returns (NO STATE) with 1099's, W-2's and schedules, for every current or future person living in the household over 18.

_____ 5 most recent pay stubs for employed household members over 18. If self- employed, submit a current 6 month Profit & Loss statement for the business.

_____ 3 most recent statements and documents from all other sources of income, on organization letterhead, for all members listed on the application.

_____ 3 most recent statements of all assets showing current value including all bank accounts, investment accounts, retirement accounts, etc., on organization letterhead, for all members listed on the application.

_____ Copy of school registration full time students over 18. For full-time students over 18 who are not heads of household, only $480/yr. income is included.

_____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under Penalties of Perjury".

_____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable.

DISCLOSURES:

1. All lottery participants are subject to final approval by the monitoring agent. Qualification for the lottery is not an assurance that those buyers awarded units will ultimately purchase.
2. A Purchase and Sale Agreement will be signed within 14 days of the lottery. Applicants will be required to recertify eligibility prior to executing the Purchase and Sale. Applicants will be required to deposit $1,000.00 at time of Purchase and Sale, which is applied to the overall cost.
3. Documents required to determine that a household is an income eligible household shall be updated to be current within 60 days of the closing date in accordance with EOHLC Guidelines.
4. An applicant who is determined to be ineligible may appeal the determination to the Lottery Agent at L.A. Associates. The applicant(s) will meet with the Lottery Agent to review the decision. If the applicant(s) remains dissatisfied, the Office Manager at LAA will review the application and the appeal to render a final decision. The appeal process should be concluded within a week.
5. The Fair Housing Act prohibits discrimination in housing because of Race or color, National origin, Religion, Sex, Familial status. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination (617) 994-6000; and/or the United States Department of Housing and Urban Development (617) 994-8300.
6. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.