

ELIGIBILITY CRITERIA & APPLICATION PROCESS GUIDELINES
for
AFFORDABLE CONDOMINIUM LOTTERIES
held by
TOWN OF BROOKLINE DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

Please read carefully before completing the preliminary application.
Last updated: 4/17/2025

1. Eligible households are individuals or households related by blood, marriage, instrument of law, or an established inter-dependent relationship.
2. Applicants must be credit-worthy, have sufficient income to afford an appropriate mortgage, and have sufficient cash resources for a down payment and closing costs. Each preliminary application must be accompanied by a bank pre-qualification letter - that is no greater than 90 days old -for a fixed-interest 30-year amortizing loan. The bank prequalification letter must show how much you may borrow, assuming the purchase price and monthly costs for condominium fees and estimate real estate taxes, and provide the mortgage terms assumed. **The applicant's maximum monthly housing debt ratio cannot exceed 33% of the applicant's gross household monthly income. Internet-generated pre-qualification letters are not acceptable and will be rejected.**
3. Persons who have owned a home or residential property within the last three years may not qualify.
4. Your household may file only one lottery application per marketed unit, and no household member may appear on any other household's preliminary application or submit a separate preliminary application.
5. Be sure to complete and answer/check all sections that apply to you. Be as accurate as possible when calculating your **GROSS** household income and assets. Inaccurate calculations could result in a determination of ineligibility and disqualify you from the lottery or raise false expectations of your eligibility. All information will be verified if you are selected by lottery as a finalist.
6. Persons who fill out and **return the application with their mortgage pre-qualification letter by mail, e-mail, or in person no later than the deadline,** and who appear to qualify based upon the information provided will be included in the lottery. Incomplete preliminary applications, preliminary applications submitted **without a mortgage pre-qualification letter**, applicants whose maximum housing debt ratio exceeds 33%, and applicants who fail to meet any other requirement will be disqualified from the lottery.
7. The Town of Brookline, its employees, or its representatives do not assume any responsibility or liability as to misdirected, misplaced, late, or lost mail, email, voicemail, or facsimiles. It is the full responsibility of the applicant to ensure his/her fully completed preliminary application, along with their mortgage pre-qualification letter, is provided to the Brookline Department of Planning and Community Development.
8. All information provided on the lottery application and all subsequent applications will be treated as confidential and subject to third-party verification.

FREQUENTLY ASKED QUESTIONS

Please read this notice in full before calling with your questions. Before calling, have your preliminary application in front of you and have your questions ready, in order to be as brief as possible. We will do our best to respond to all questions as quickly as possible.

1. **What does lender pre-qualification mean?** Being pre-qualified means receiving from a lender an estimate of how much money you may be eligible to borrow to purchase a home, based upon a minimal amount of unverified information which you supply to the lender. This is not the same as being pre-approved, which entails providing detailed information to your lender, completing a Uniform Residential Loan Application, and sometimes paying an application fee. You are encouraged to seek a pre-approval letter, however, if you have concerns about your credit, discuss your credit matters with your lender. In either case, **be sure the lender knows the purchase price, condominium fee, and estimated real estate taxes.**

2. **How do I get pre-qualified?** Go to or call a mortgage lender and speak with a loan officer about getting a mortgage pre-qualification. We suggest that you bring these instructions with you so the lender has the necessary information to calculate your loan amount. Pre-qualification or pre-approval does not obligate you to borrow from the particular lender. You are not required to obtain your pre-qualification letter from any particular lender. **Internet-generated pre-qualification letters will not be accepted.**

As the Town requires 30-year, fixed-rate financing, applicants are strongly discouraged from consulting unconventional lenders – including many internet-based lenders – who offer larger loans by requiring no down payment, allowing high debt/income ratios, and providing non-amortizing or no immediate interest loans. The Town reserves the right to reject financing which places the buyer and/or the Town's security at risk.

3. **May I submit a pre-qualification letter at a later date?** No. Lottery applications submitted without a pre-qualification (or pre-approval) letter will be rejected and ineligible for the lottery.
4. **I am confused as to how to calculate my household's gross income and/or gross household assets.** Each household is unique. Please reread sections *E. Gross Household Income* and *F. What are your Total Household Assets?* of the lottery application. These sections contain sufficient information for most applicants to calculate gross household income and/or gross household assets. If you have specific questions, call us at 617-730-2130. Before calling, have your household's complete financial information available.
5. **May I apply for and use state-funded homebuyer assistance programs?** Yes. Both the MassHousing First-Time Homebuyers <https://www.masshousing.com/home-ownership> and the Massachusetts Housing Partnership One Mortgage <https://www.mhp.net/one-mortgage> Program may be utilized. All programs require that you complete a homebuyer education course to qualify for their lower-interest-rate loans before closing. In any circumstance, participants must put down 1.5% of the sales price as a down payment.
6. **Why do you ask for race/ethnicity?** Identifying your race/ethnicity is not required, but is encouraged. For fair housing purposes, in compliance with federal and state requirements, the town needs to ensure that it does not unduly limit housing opportunities.
7. **How quickly do I need to submit my lottery application?** Lottery applications, along with the mortgage pre-qualification letter, should be submitted as soon as possible but no later than the deadline listed on the sale announcement. While it is more important to be accurate than early, the sooner you submit your application, the greater the likelihood of resolving any ambiguities or misunderstandings before the application deadline.
8. **When will I know if I am eligible for the lottery?** Lottery applications will be reviewed as quickly as possible. All applicants will be notified by mail/email of receipt of their application and their eligibility for the housing lottery. If qualified, you will be provided an identification number, which will identify you in the lottery. Your notification letter will provide the date, time, and location or web-based remote meeting of the lottery.

9. **Do I need to be present at the housing lottery?** No, attendance is not required. Numbers will be selected using an online randomizer viewable to all participants. The order in which numbers are selected determines the sequence in which applications are reviewed. Applicants will receive an email/letter notification within a few days of the housing lottery which will include information about the next steps.
10. **What if I am selected as a top candidate for these affordable units?** Brookline housing staff will be in touch with you in the days following the lottery. **If you are one of the top candidates, you must be available (by phone/email or voice mail), daily following the lottery.** Failure to meet specific deadlines and objectives will jeopardize your ability to purchase the affordable unit. The candidate selected through this lottery must be able to provide proof that they are able to complete the purchase of the unit within 60 days from the lottery date.
11. **May I see the units before applying?** No, but floor plans and any photos of the units will be uploaded to the web address below as they become available: <https://www.brooklinema.gov/218>
12. Immediately following the lottery, arrangements will be made with the top candidates to view the unit.
13. **This unit is being sold in “as is condition”.** Potential buyers will be provided an opportunity to view the unit before deciding if they wish to proceed with the purchasing process.
14. **Am I required to have a Homebuyer 101 Certificate?** Yes! If you do not have a valid homebuyer 101 certificate then you must take the homebuyer 101 class immediately. The Town will not commit to any potential buyer until they provide a copy of their valid certificate. Go here for additional homebuyer 101 class information: www.chapa.org

It is unlawful to discriminate against any person because of race, color, religion, familial status, age, sex, sexual orientation, disability, veteran's status, national origin, or ancestry.

