



South Shore Habitat for Humanity
77 Accord Park Drive, D7 • Norwell, MA 02061
781-337-7744 x 120 • www.sshabitat.org

Affordable Homeownership Opportunity
810 Jerusalem Road, Cohasset, MA

April 2025

Dear Applicant,

Thank you for your interest in South Shore Habitat for Humanity's (SSHH) Family Partnership Program (FPP). SSHH homes are built in partnership with families in need of a decent, affordable home who do not have the financial means to purchase a market rate home. This opportunity is offered by the Town of Cohasset, SSHH and the Executive Office of Housing & Livable Communities (EOHLC).

Please review the information and application thoroughly to determine your eligibility for the FPP. If selected via lottery, and move forward with the program, you will be required to apply for and secure financing for the purchase of the home. It is recommended that you apply with a local lender familiar with deed restricted properties. The checklist included as part of the application will help you track all documents required and should be returned with the application.

Application Deadline: A complete application with all required documents **MUST** be received at the SSHH office in Norwell or Post Marked no later than **4:00 PM Monday May 19, 2025**.

Applications will be available to download from our website www.sshabitat.org/programs, requested by email at support@sshahabitat.org or picked up at the Cohasset Public Library - 35 Ripley Rd Cohasset. Hours: Mon - Thur: 10 am – 8 pm / Fri & Sat: 10 am – 5 pm / Sun: 2 pm - 5 pm thru Memorial Day.

If you have questions or need assistance, please attend one of the information sessions listed on the enclosed flyer or contact Erin McGough at 781-337-7744 x 140.

Please provide copies of all required documents, DO NOT submit originals. We suggest you keep a copy of your application in the event you are contacted with questions. SSHH will not return any documents submitted whether the application is accepted or denied. All applications and associated documents are maintained for 25 months and then destroyed. SSHH's copy machine is not available for use, copies should be made prior to the time of the submission.

We appreciate the effort it takes on your part to go through the application process. Applicants that are not selected at this time are always welcome to reapply in the future.

Sincerely,

South Shore Habitat for Humanity
Family Selection Committee

Affordable Homeownership Opportunity

810 Jerusalem Road, Cohasset, MA

SSHH FAMILY PARTNERSHIP PROGRAM INFORMATION PACKET
PLEASE READ COMPLETE APPLICATION!

GENERAL OVERVIEW AND SALES PRICE

You may be eligible for a Habitat home, if:

- ✓ You are in critical need of year-round affordable housing,
- ✓ You are willing to partner with SSHH and satisfy the “sweat equity” requirement,
- ✓ Your household meets the income and asset limits,
- ✓ You are able to make housing payments of approximately **\$1,700/month**,
- ✓ You are unable to qualify for conventional mortgage financing for a market rate home,
- ✓ You are able to meet conventional mortgage lending requirements,
- ✓ You are a first-time home buyer (some exceptions apply; see below for more information), *and*
- ✓ You are a U.S. Citizen or Permanent Resident.

Maximum/Minimum Allowable Income

Eligibility for the program requires that the combined annual gross income of all income sources of all income-earning members in the household must **be at or below eighty percent (80%)** of area median income for the Boston, Cambridge, Quincy MSA.

2025 gross maximum income adjusted for household size determined by HUD

Household Size	80%	Household Size	80%	Household Size	80%
1	\$92,650	3	\$119,110	5	\$142,900
2	\$105,850	4	\$132,300	6	\$153,500

Total Assets must not exceed \$75,000 in value. *See page 7 to determine how assets are calculated.*

Minimum gross income of \$65,000 needed to qualify. *See page 7 to see what to include as income.*

ESTIMATED monthly payment (based on a 30-year mortgage)

3-bedroom	
House Price	\$260,000
Principal & Interest Payment	\$1,335
Taxes	\$256
Insurance	\$20.00
Condo Fee	150.00
Total Monthly Payment**	\$1,761.00

These are **estimates for monthly principal, interest, taxes, insurance & condo fee and are subject to change.

This home is currently under construction and expected to be ready for occupancy by June 2025. This 3-bedroom, 2-bath duplex style home offers approximately 1200 sq. ft. of living area, off-street parking for two cars and connects to town water and sewer. Appliances included in the sale are a refrigerator, stove, dishwasher, washer & dryer. This home is one of two homes that will be part of the Jerusalem Road Condominium and subject to a monthly condominium fee.

Cohasset is a coastal town that covers a nine square mile area and is home to approximately 8,000 residents. Cohasset is just a short drive from Boston and easily accessed by the Cohasset Commuter Rail Station, commuter boats, and Route 3A, making it a great and convenient location to both live and work. The MBTA bus route 714 runs along Rockland St near the intersection of Jerusalem Rd heading to Nantasket beach.

# of Affordable Homes	Affordable Sales Price	Bedrooms	Bathrooms	Living Area	Condo Assoc. Fee	Parking
2	\$260,000	3	2	1200 +/- sq. ft	\$150.00	Off street parking for 2 cars/home

The 2025 tax rate for Cohasset is \$11.58 and property taxes are assessed at the affordable price not the market-rate equivalent). They will adjust in the future in accordance with changes to the rate.

What You Should Know About Purchasing a Home from SSHH

Affordability: To keep our homes affordable, we rely on cash donations, grants, land donations, volunteerism, and in-kind gifts of materials and professional services. We sell each home at an affordable price with an affordable mortgage offered by a conventional lender.

Affordable Home Deed Rider: This home is subject to Deed Restrictions including a maximum resale price. This Rider will limit the future sale price of the home so that it remains affordable and will be sold to an income-eligible household. A sample Rider is available on the website www.sshabitat.org/programs or can be provided upon request.

Financial Interest: Individuals who are employed by SSHH, related to an employee, or have a financial interest in the development are not eligible to apply.

Modifications: Persons with disabilities are entitled to request a reasonable modification to the home when such modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the home. Costs associated with modifications may be the responsibility of the purchaser.

Mortgage Guidelines: All applicants who are accepted into the FPP will be required to apply for financing. It is recommended that you apply with a lender familiar with deed restricted properties and affordable housing guidelines.

Non-Discrimination: SSHH does not discriminate in the selection of applicants on the basis of race, color, national origin, disability, 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.

Privacy Notice: Included with this packet.

Some of the restrictions on the property include, but are not limited to:

1. **Owner-Occupancy/Principal Residence.** The Property shall be occupied and used by the Owner's household exclusively as a principal residence. Any use of the Property or activity thereon which is inconsistent with such exclusive residential use is expressly prohibited.
2. **Restrictions against Leasing, Refinancing and Junior Encumbrances.** The Property shall not be leased, rented, refinanced, encumbered (voluntarily or otherwise) or mortgaged without the prior written consent of the Monitoring Agents. *See section 3 of the Deed Rider.*
3. **Options to Purchase.** When the Owner or any successor in title plan to sell the Property, the Owner shall notify the Monitoring Agents in writing. *See section 4 of the Deed Rider.*
4. **Maximum Resale Price.** A maximum resale price will be determined by the Monitoring Agent at the time of resale. This price allows for some but does not guarantee appreciation & maintains the affordability of the home in the future. *See the Maximum Resale Price sections of the Deed Rider.*

SSHH ELIGIBILITY REQUIREMENTS

Selection for the FPP is based on the following Habitat criteria:

1. **Ability to Pay** – Your ability to repay a home mortgage. Must demonstrate a history of consistent housing payments to a landlord. Those currently not paying rent, must show a history of savings equivalent to a rental payment.
 - a. Gross annual income does not exceed 80% of Area Median Income (see page 2).
 - b. Housing costs should not exceed 30% of annual gross income
 - c. Debt to income ratio not to exceed 43%

2. **Need** – A housing need is based on the suitability of your current housing. There must be a demonstrated need beyond the desire to own a home.
 - a. Overcrowding - less than 170 square feet of space per person.
 - b. High rent - 31% or more of gross household income is spent on housing costs.
 - c. Building issues: - structural defects, water damage, pests, mold, insulation, wiring, lead, asbestos, unsafe neighborhood, lack of egress and storage, need for handicap accessibility.
 - d. Inadequate number of bedrooms - dependent on age, number & gender of people in the household.
 - e. Issues with landlord - inadequate landlord maintenance
 - f. Overall housing situation - leasing, tenants at will, renting with subsidy, eviction likely, living with friends or parents, family split up due to lack of housing, homelessness.
3. **Willingness to partner** – Your willingness to volunteer and participate as a Family Partner with SSHH. Financial training and buyer education is required to equip new homeowners with the skills they need for successful homeownership.
4. **Sweat Equity:** You will be building your own home alongside community volunteers! From the date of wall-raising, construction typically takes 8 – 12 months.

Important Note: 810 Jerusalem Road in Cohasset is on an expediated sale plan and the required sweat equity hours have been significantly reduced; Family Partners will be asked to complete 20 hours prior to closing and 20 hours after closing. Volunteer hours may be completed at any build site belonging to South Shore Habitat for Humanity, including 810 Jerusalem Road; hours may also be completed by volunteering at the office, as projects allow.

EOHLC - LOCAL INITIATIVE PROGRAM (LIP) GENERAL ELIGIBILITY REQUIREMENTS

This opportunity is made available through the State’s Local Initiative Program (LIP) and is subject to regulations and guidelines determined by (EOHLC).

FAQs:

Q: Who is eligible to apply for the affordable home?

A: In order to qualify for an affordable home, applicant must meet each of the following criteria:

1. Everyone in the household must qualify as a “first time homebuyer”.
2. The entire household’s income and assets must be below the maximum allowable income and asset limits.

Q: Who is a “first-time home buyer”?

A: A person is a “first-time homebuyer” if no person in his or her household has, within the preceding three years, either owned the house they lived in or owned an interest in one or more other houses, such as through joint ownership and cannot own a home in trust.

Exceptions may be made in the following instances:

1. A displaced homemaker: A displaced homemaker is an individual who is an adult who meets ALL the following criteria:
 - ✓ Has not worked full-time for a full year in the labor force for a number of years but has, during such years, worked primarily without compensation to care for the home and family.
 - ✓ Owned a home with his or her partner or resided in a home owned by the partner.
 - ✓ Does not own the home previously owned with a partner.
 - ✓ Is unmarried to or legally separated from the spouse.
2. A single parent, 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 one (1) or more children of whom they have custody or joint custody, or is pregnant).
3. An age-qualified household (in which at least one member is age 55 or over) which is selling a home in order to purchase an affordable home.
4. A household that owned a property that was not in compliance with State or local building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.
5. A household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.

Q: If someone in my household is age 55 or over can I currently own a home?

A: Yes. However, you will not be given the opportunity to purchase an affordable home until your current home is under a Purchase and Sale Agreement.

Q: Can I apply for this home as a displaced homemaker or single parent if I currently own a home?

A: Yes. However, you will not be given the opportunity to purchase an affordable home here until your current home is under a Purchase and Sale Agreement. Please see the Asset Limits in the following pages.

INCOME AND ASSET LIMITS

Q: How is a household’s income determined?

A: A household's income is the total anticipated amount of money received by ALL members of the household over the next 12 months (starting from the date of application and projecting forward 12 months) based on their current income and assets. In an effort to provide as accurate an income estimation as possible, the Selection Committee will also review historical income data to provide a basis for future income estimates. Any monies you anticipate receiving in the next 12 months will be counted as income and monies

received over the previous 6 months will be analyzed to help estimate future income. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements, and actual or imputed interest and dividends on bank accounts and other assets. All sources of income are counted with the exception of income from employment for household members under the age of 18 and any income over \$480/year for full-time students who are dependents (but note that all such income must still be documented even if it is exempt from the household income calculation).

It will be assumed that all households will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise. It is also not up to the household to determine what monies received over the past year should and should not be counted as their calculated income. Therefore, all monies should be listed on the application and the inclusion of these monies in determining a household's eligibility will be based on affordable housing guidelines.

ASSET LIMITS

Household assets are calculated at the time of application and are capped at \$75,000. Any monies you would use as a future down payment on the home will still be counted as assets. Assets may include cash, cash in savings and checking accounts, net cash value of stocks, net cash value of retirement accounts (such as 401k), real property, bonds, and capital investments.

Q: I cannot withdraw money from my 401k or retirement fund; do I have to include it when I list my assets?

A: Yes. You need to include the *net cash value* of all your current retirement funds. We realize that most retirement funds assess large penalties for early withdrawal, but this does not technically mean that you cannot withdraw your funds or don't have access to them. The post-penalty amount is what you need to provide along with supporting documentation.

Q: Are there eligibility exceptions for households that are barely over the income limit but considerably under the asset limit (or vice versa)?

A: No. All households must be under both the income limit and the asset limit. Eligibility isn't based on only one or the other.

Age Qualified Households, Displaced Homemaker and Single Parent Exception:

Only households qualifying under the exceptions listed herein may own a home when applying. This

home must be sold before they purchase an affordable home. The amount that the household will retain in equity from the sale of the house will be added to their asset total. Their asset total must still be below \$75,000.

Q: If I qualify for the home as an age-qualified household or Displaced Homemaker or Single Parent, how much time will I be given to sell the home?

A: Before you are allowed to sign a Purchase and Sale Agreement for a new affordable home, your current home must already be under a Purchase and Sale Agreement with a buyer. At that time, households will be able to estimate how much time they will have before they need to close on their home.

SSHH MORTGAGE APPROVAL STANDARDS

SSHH will review the application to determine the applicant's eligibility for the FPP. The successful applicant will need to apply and receive a commitment for a conventional mortgage. Qualifying for the FPP does not guarantee an opportunity to purchase the home. Financing must be secured by the buyer through a conventional lender. In addition to the monthly mortgage payments (principal & interest), borrowers will also be responsible for paying real estate taxes, insurance, as required by the lender, and in the case of condominiums, a monthly condo fee.

- ✓ Minimum credit score of **660**
- ✓ Debt-to-income ratio not to exceed **43%**.
- ✓ Buyer required to pay **3%** deposit based on sale price
- ✓ **1.5%** must be their own seasoned funds. Balance can be a gift.
- ✓ Buyers should be prepared to contribute to closing costs.

EOHLC (LIP) MORTGAGE STANDARDS

Prior to the Closing of a home, EOHLC will review and approve the terms of the Buyer's mortgage financing. EOHLC requires mortgage loans for LIP homes (in the Habitat for Humanity program) to meet the following minimum standards:

- ✓ Be a fully amortized fixed rate mortgage to potential first-time homebuyers.
- ✓ Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.
- ✓ No more than 2 points paid by the borrower.
- ✓ Monthly housing (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) may not exceed 38% of their monthly income for the mortgage. The Habitat FPP caps the housing costs at 30%
- ✓ Non-household members are not permitted as co-signers of the mortgage.

HOUSEHOLD SIZE AND COMPOSITION

To make the best use of limited affordable housing resources, household size should be appropriate for the number of bedrooms in the home. Minimum household standards shall be established and shall conform to the following requirements. A household shall mean two or more people who live regularly in the home as their principal residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

1. Preferences.

(a) First Preference

Within the applicant pool, first preference shall be given to households requiring the total number of bedrooms in the home based on the following criteria:

- i. There is at least one occupant per bedroom (households with a disability must not be excluded from a preference for a larger home based on household size if such larger home is needed as a reasonable accommodation.)
- ii. A married couple, 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.
- iii. A person described in the first sentence of (ii) 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 individual provides reliable medical documentation as to such impact of sharing.
- iv. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- v. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

(b) Second Preference

Within the applicant pool, second preference shall be given to households requiring the number of bedrooms in the home minus one, based on the above criteria.

(c) Third Preference

Within the applicant pool third preference shall be given to households requiring the number of bedrooms in the home minus two, based on the above criteria.

2. Maximum Household Size

Household size shall not exceed, nor may the maximum allowable household size be more restrictive than, State Sanitary Code requirements for occupancy of a home.

Step 1: Applying for the Family Partnership Program

Once familiar with the eligibility requirements, qualified households should complete an FPP Application. The household must include all income, assets, and tax documentation as outlined in the

application and checklist. The Application must be signed and dated by all income-earning members in the household.

Since it is anticipated that there will be more interested and qualified households than available homes, SSHH will be accepting applications that will be reviewed and pre-approved based on the selection criteria outlined below as determined by SSHH and EOHLC.

Complete applications should be mailed, or hand delivered to:

South Shore Habitat for Humanity
77 Accord Park Drive, Suite D7
Norwell, MA 02061
Attn: Erin McGough

MUST be received or Post Marked by **4:00 PM Monday, May 19, 2025.**

Applications will NOT BE ACCEPTED via email.

It is recommended that application be sent with tracking or dropping it off in person during normal business hours **Monday – Friday 9AM to 4PM. Confirm business hours if a Federal Holiday falls within the application period.** SSHH agents, owners and other affiliated entities are not responsible for lost or late applications or applications that do not arrive by the deadline.

An application will be reviewed for income and asset limits, employment and possible credit checks. If pre-approved financially, a home visit will be scheduled to confirm there is a considerable housing need.

Q: What happens if I don't submit all necessary documentation or fail to correctly complete my FPP Application?

A: You will be notified of the missing documents and will have 5 business days to submit them.

After conducting home visits, qualified applicants will be entered into a lottery and selected in accordance with EOHLC and Habitat for Humanity International guidelines to ensure a fair selection process.

Step 2: Household Selection (Lottery)

Within five (5) business days of notice to the applicant selected via lottery, an in-person meeting will be scheduled to review the FPP, the P & S Agreement and the mortgage application process. Time will be provided for the Buyer to consult with an attorney prior to signing anything.

Step 3: Sweat Equity Hours and Financial Education

The Volunteer Coordinator will coordinate sweat equity hours and financial education seminars to

prepare for homeownership.

A Home Dedication is scheduled prior to the closing to offer volunteers, sponsors and donors an opportunity to view the home. The Family Partner will be expected to attend the Dedication.

Step 4: Closing and Move-in

If all the steps above are followed, the closing should go smoothly. SSHH, the Lender and your attorney will be able to guide you through the Closing process.

South Shore Habitat for Humanity
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South Shore Habitat for Humanity, Inc. Privacy Statement and Notice

At South Shore Habitat for Humanity, we are committed to keeping your information private. We recognize the importance applicants, program families, tenants, and homeowners place on the privacy and confidentiality of their information. While new technologies allow us to more efficiently serve our customers, we are committed to maintaining privacy standards that are synonymous with our established and trusted name.

When collecting, storing, and retrieving applicant, program family, tenant, and homeowner data – such as tax returns, pay stubs, credit reports, employment verifications and payment history – internal controls are maintained throughout the process to ensure security and confidentiality.

We collect non-public personal information about you from the following sources:

- Information we receive from you on applications or other forms;
- Information about your transactions with us, our affiliates, or others; and
- Information we receive from a consumer reporting agency.

We may disclose the following kinds of non-public personal information about you:

- Information we receive from you on applications or other forms, such as your name, address, social security number, income and assets, and sources of income.
- Information about your transactions with us such as your loan balance and payment history.
- Information we receive from a consumer reporting agency such as your credit worthiness and credit history.

South Shore Habitat for Humanity employees and volunteers are subject to a written policy regarding confidentiality and access to applicant data is restricted to staff and volunteers on an as-needed basis. Information is used for lawful business purposes and is never shared with third parties without your consent, except as permitted by law.

As permitted by law, we may disclose non-public personal information about you to the following types of third parties:

- Financial service providers, such as mortgage servicing agents;
- Non-profit organizations or governments; and related entities authorized to oversee grant compliance;
- Consumer Reporting Agencies

Please note that if South Shore Habitat for Humanity would be disclosing your non-public personal information to *non-affiliated third parties* – other than those permitted by law listed above – you would be given the opportunity to “opt out” of these disclosures by calling our office at 781-337-7744. **However, we do not disclose your information to such non-affiliated third parties.**