



your resource for Affordable Housing



PROJECT INFORMATION AND LOTTERY APPLICATION

Washington Station Canton, MA

Washington Station, located off Audubon Way in Canton, is a new 40-unit condominium building offering 4 affordable condominiums, by lottery, for eligible first-time homebuyers (certain exceptions apply). There are 4 one or two-bedroom condominiums available. Refrigerator, stove/oven, dishwasher and microwave are included along with laundry hookups. Pets are allowed per pet policy. Town Water and Town Sewer. Walking distance to Canton Junction Station MBTA Commuter Rail and downtown Canton.

The maximum sales price and estimated monthly condo fee for the affordable units are:

	Sale Price	Monthly Condo Fee
1 - One Bedroom:	\$271,200	\$150
3 - Two Bedrooms:	\$301,300	\$200

The 2025 tax rate is \$9.89 per thousand. The units will be sold by lottery as outlined in the attached package. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter from an institutional lender and complete financial documentation with the application. FHA, Rocket Mortgage and Quicken loans are not accepted. An application will be considered incomplete and will not be included in the lottery if a mortgage pre-approval letter and all financial documentation is not received on or before the application deadline.

Applicants who submit an incomplete application by mail, email, fax or dropped off will be notified after the application deadline and will NOT be included in the lottery. Applicants will receive an email with the list of missing documentation post lottery. The missing documentation can be provided, and you will be added to the waiting list should units remain after the lottery. You will not be included in the lottery.

KEY MEETING DATES

PUBLIC INFORMATION MEETING via Zoom.com

6:30 p.m., Tuesday, July 29, 2025

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

Meeting ID: 874 2406 0443

Passcode: 655324

APPLICATION DEADLINE

August 25, 2025

LOTTERY via Zoom.com

3:00 p.m., Thursday, September 25, 2025

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

Meeting ID: 856 7811 7938

Passcode: 764500

If you are unable to attend the Public Information Meeting it will be recorded and posted on our website, mcohousingservices.com, within 48 hours after the meeting.

Potential applicants 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 local, state or federal law.

Thank you for your interest in affordable housing at Washington Station. We wish you the best of luck. If you have questions and cannot attend the Public Information Meeting, please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com. 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)

Washington Station

AFFORDABLE HOMES through the Comprehensive Permit Program Question & Answer

What are the qualifications required for Prospective Buyers?

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

Household Size	1	2	3	4	5
Max Allowable Income	\$92,650	\$105,850	\$119,100	\$132,300	\$142,900

(Income limits subject to change based on HUD releasing new limits)

LOTTERY APPLICANT QUALIFICATIONS:

- Total gross household income cannot exceed the above maximum allowable income limits. Household income is based on all household members 18 years of age or older.
- Household must be a First Time Homebuyer, defined as not having owned a residential property for three years, including a home in a trust. However, the following exceptions apply:
 - 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;
 - 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 1 or more children of whom the individual has custody or joint custody, or is pregnant);
 - households where at least one household member is 55 or older;
 - households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
 - 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 construction a permanent structure.

A home owned by one of the above exceptions must be sold prior to closing of the affordable unit.

- Total household assets shall not exceed \$75,000. Liquid retirement assets are counted.
 - Individual retirement, 401K and Keogh accounts are included when the holder has access to the funds, even though a penalty may be assessed.
 - The valuation of Retirement and Pension Funds differ depending on whether you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement or termination of employment or upon voluntary withdrawals, receipts from pension and retirement funds are counted as income. The balance of the account is not counted as an asset. Lump sum receipts are counted as assets.
 - Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.

Complete Income and Asset Guidelines will be provided upon request, or you can view these guidelines online at www.mcohousingservices.com.

Other program highlights for Lottery applicants:

- Unit must be principal residence of the owners and cannot be rented or leased unless the Monitoring Agent grants permission.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter is required to participate in this lottery.

Are there mortgage guidelines that you need to follow?

Yes, they are:

- (1) Must secure a 30-year fixed rate mortgage.
- (2) The loan must have a current fair market interest rate. (No more than 2% (200 basis points) above the current MassHousing Rate.)
- (3) The buyer must provide a down payment of at least 3% of the purchase price and at least half (1 ½%) must come from the buyer's own funds.
- (4) The loan can have no more than 2 points.
- (5) The sales price of the unit is set by MassHousing to be affordable to an income-eligible household paying no more than 30% of their monthly income for housing costs. The buyer may not pay more than 38% of their monthly income for housing costs.
- (6) Non-household members are not permitted to be co-signers on the mortgage.
- (7) FHA, Rocket Mortgage and Quicken loans are not accepted as those programs will not close on Deed Restricted properties.

Additional Mortgage Specifics:

1. Your mortgage pre-approval must cover the purchase price. If it does not you will not be included in the lottery. If you are applying for more than one unit size, then the approval must cover the highest priced unit.
2. Your mortgage pre-approval must be a fixed rate mortgage. Adjustable-rate mortgages will not be accepted, and you will not be included in the lottery.
3. At minimum, your pre-approval must show unit purchase price and financing amount. If it does not you will not be included in the lottery.
4. If your mortgage pre-approval does not have an expiration date, then after 60 days from date of issue it will be considered expired. If your pre-approval expires after your application submission, we will accept it, but should you have a chance to purchase it, it will need to be updated prior to final eligibility determination. If it expires prior to your application submission you will not be included in the lottery.
5. If you plan on using a down payment assistance program then the program must be noted in the pre-approval, i.e. Mass Housing downpayment, etc. If a specific downpayment assistance program is not stated in the pre-approval it will not be taken into consideration.
6. We will determine your downpayment amount based on your pre-approval. For example, your purchase price is \$250,000 and you are financing \$225,000 so we expect to see \$25,000 in assets to cover the purchase price. If some of a downpayment is coming through a gift that information should be provided with your application. If we do not see the \$25,000, whether it is your funds or gift monies, then you will be determine ineligible and will not be purchasing. As a reminder, the minimum down-payment is 3% of your own funds. If you are receiving a downpayment gift or using a downpayment assistant program, then 1.5% of your own funds is required as long as the total downpayment equals the minimum 3%. Your downpayment can be more than 3% but not less. Also remember you are responsible for downpayment and closing costs. *(This section will be used at the time your application is reviewed for eligibility, post lottery, however if you are obtaining a gift, it must be noted on the application.)*
7. A gift letter must be for a specific amount. If the letter is provided with a range, we will count the highest amount. If this puts you over the asset limit, you will be determined ineligible to purchase. *(This section will be used at the time your application is reviewed for eligibility, post lottery.)*
8. If your pre-approval is from any of the stated loans we will not accept (FHA, VA, Rocket Mortgage, Quicken loans) your application will not be included in the lottery. No exceptions.
9. Online mortgage pre-approvals will not be accepted. You must speak/meet with a mortgage lender who should be checking credit and pay history to determine your ability to secure a mortgage.
10. We will accept no pre-approvals where any information has been crossed out, whited out and submitted with the application.
11. Non-household members cannot be co-signers on your mortgage.

We recommend you investigate the One Mortgage Program through the Massachusetts Housing Partnership (MHP), www.mhp.net, and MassHousing, www.masshousing.com, as both have programs geared to first-time homebuyers.

Are there preferences for local residents and those with families?

Yes. Two (2) of the 4 units are for households that meet at least one of the Local Preference criteria. Refer to the application for the local preference guidelines.

Household size preference for the two-bedroom units will be given to households that require two bedrooms.

Applicants are entered into all pools for which they are eligible.

Household size preferences are based on the following:

- a. There is at least one occupant per bedroom.
- b. 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.
- c. A person described in (b) 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. Reliable medical documentation substantiating the adverse impact must be provided.
- d. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e. 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.

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 person(s) with disabilities equal opportunity to use and enjoy the housing.

Are there preferences for minorities?

Yes, if the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, currently 33.4%, a preliminary lottery will be held, comprised of all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants would be drawn until their percentage in the Local Preference Pool at least meets the percentage in the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area. Applicants not selected for the Local Preference Pool would be in the Open Pool only.

Are there any Deed Restrictions?

YES. Deed Restrictions are used to ensure the units are affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity, and prior approval from the Town and the Monitoring Agent for capital improvements and refinancing. If you choose to sell your unit you must notify the town and the Monitoring Agent in writing. There is a limit on the resale price. The maximum resale price is determined by the Monitoring Agent using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, if the initial two-bedroom sale price is \$301,300 and the current applicable Median Family Income established by HUD is \$148,900, the Resale Price Multiplier would be $\$301,300 / \$148,900 = 2.02$.

Upon resale, the Resale Price Multiplier is multiplied by the current Median Family Income to determine the maximum resale price.

All selected applicants are urged to review the Deed Rider with their own attorney. All buyers will be provided with a copy of the Deed Rider at the time of Purchase and Sale Agreement. Email maureen@mcohousingservices.com for a copy of the Deed Rider.

How much money do I need to make to afford the unit?

The minimum income required to purchase is based upon an applicant's ability to secure a mortgage. Attached is a "Sample Affordability Analysis" based upon current interest rates and anticipated real estate taxes and related housing expenses.

Lottery Process

It is very 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

The lottery has two pools – Local Preference and Open. The pool and unit breakdown is as follows:

<u>Bedrooms</u>	<u>Total # of Units</u>	<u>Local Pool</u>	<u>Open Pool</u>
One Bedroom	1	0	1
Two Bedroom	3	2	1

Eligible applicants will receive a lottery code prior to the lottery. Local applicants would have two opportunities to purchase a unit by being in both the Local Preference Pool and Open Pool.

All eligible applicants will be pulled, and their lottery code announced at the time of the lottery. This order of selection will establish the rankings for the home's distribution. There will be two pools of applicants, one for the Local Preference Pool applicants and the second for Local Preference and non-local applicants (Open Pool). The highest ranked applicants for each unit size, meeting the household size preference (see page 6) in the Local Preference Pool would have the initial opportunity to purchase. The highest-ranking applicants for each unit size, that meets the household size preference, for the Open Pool would have the opportunity to purchase the available homes. Local Pool applicants will select their unit locations first and then the Open Pool.

NOTE: Homes will not be offered to smaller households until all applicants meeting the household size criteria have been offered a unit. For example, this means if we exhaust the two-bedroom households in the Local Preference Pool we will move to the Open Pool to fill the units before offering to smaller households in the Local Preference Pool.

Time Frames

If you are selected and have the opportunity to purchase the unit, you will speak the Lottery Agent representative to review your application to verify all information. An Applicant selected for a home will start working with their lender immediately to finalize the necessary mortgage loan. Please be advised that the final income verification will be done at the time you have an opportunity to purchase a unit. All applicants must be determined income/asset eligible BEFORE they are entered into the lottery. If the closings are more than 3 months after the lottery the buyers will need to update their information for submission to the Monitoring Agent to determine eligibility prior to closing. Applicants must be eligible at time of application and before they close on the unit.

Approved applicants have approximately two weeks to sign a Purchase and Sale Agreement, when received.

Acceptance of Home

If you choose not to purchase the property, you will go to the bottom of the list and will likely NOT have another opportunity.

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.

SAMPLE AFFORDABILITY ANALYSIS

	One Bedroom	Two Bedroom
Home Price	\$ 271,200.00	\$ 301,300.00
<i>Interest Rate</i>	6.60%	6.60%
<i>Down Payment (%)</i>	5%	5%
Down Payment (\$)	\$ 13,560.00	\$ 15,065.00
Mortgage Amount	\$ 257,640.00	\$ 286,235.00
Monthly Expenses		
<i>Principal & Interest</i>	\$ 1,648.00	\$ 1,831.00
<i>Real Estate Taxes</i>	224.00	248.00
<i>Private Mortgage Insurance</i>	167.00	186.00
<i>Hazard Insurance</i>	90.00	100.00
<i>HOA Monthly Fee</i>	150.00	200.00
TOTAL Monthly Expenses	\$ 2,279.00	\$ 2,565.00

NOTES:

ALL values are estimates and are subject to change.

Canton 2025 Residential Tax Rate = \$9.89 per thousand

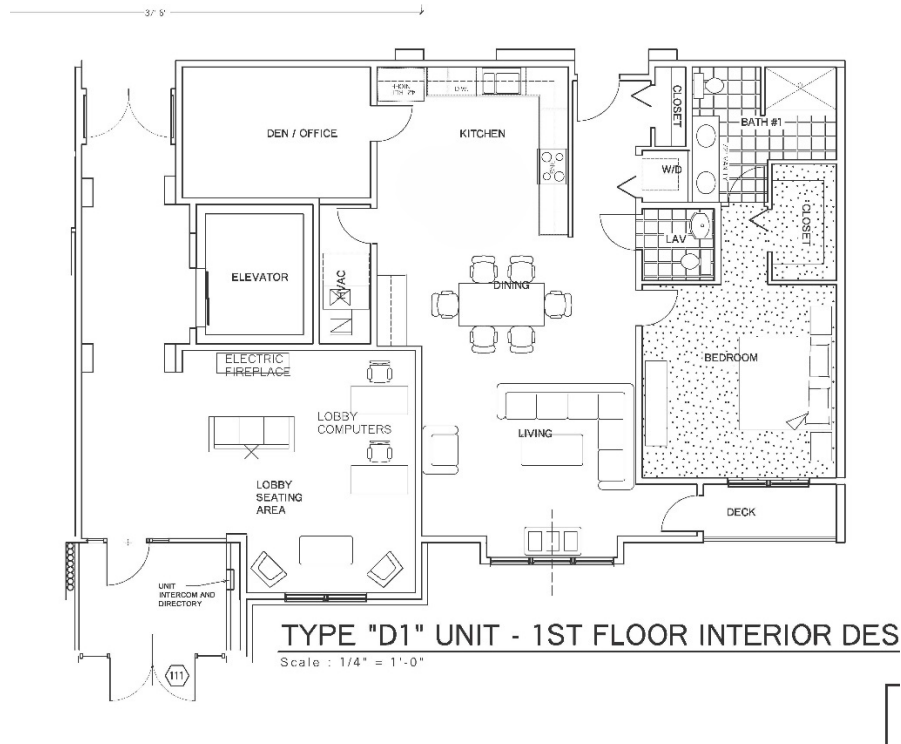
Unit Availability and Distribution

Includes all unit numbers.

Unit #	Unit Address		Home Style	Bedroom Size	# of Baths	Sq. Ft.	Parking
106	20 Audubon Way	Condominium	Alton	2	2.5	1,421	Surface
110	20 Audubon Way	Condominium	Lenox	1	1.5	1,212	Surface
209	20 Audubon Way	Condominium	Alton	2	2.5	1,421	Surface
304	20 Audubon Way	Condominium	Alton	2	2.5	1,421	Surface

Monthly Condo Fees includes:

Insurance studs out
Landscaping
Snow removal
Street Maintenance
Trash Removal
Common Areas
Maintenance
Reserve Fund
Administrative Fees



Alton

WASHINGTON STATION

A Brendon Properties Signature Community

ALTON

Units 104 | 105 | 109 | 204 | 205 | 206 | 305 | 306 | 309 | 404 | 405 | 406 | 409

2 Bedrooms | 2.5 Bathrooms | 1,421 SF

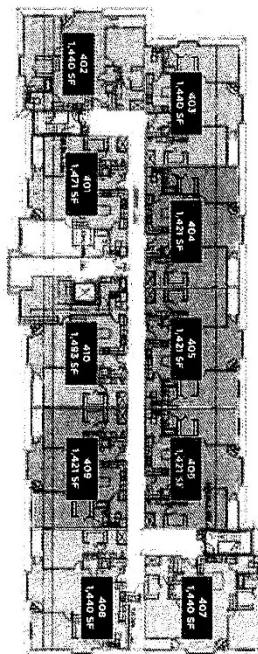
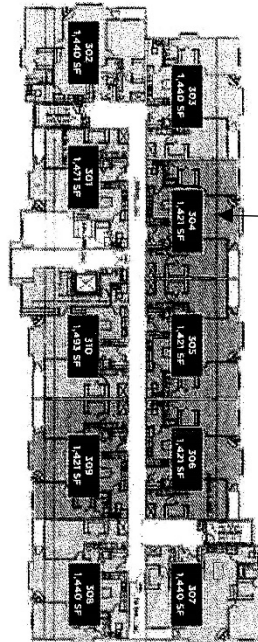
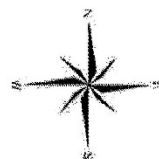


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304

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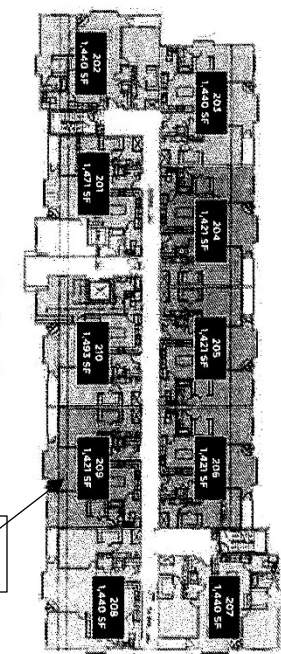
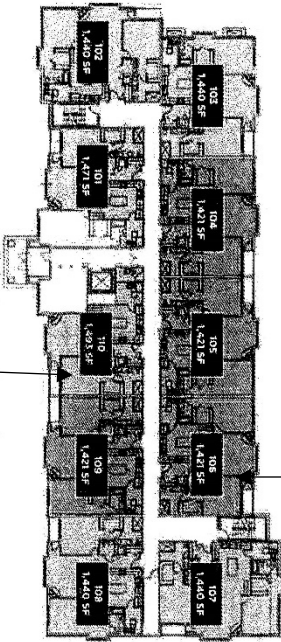
Lenox
ZBR/2.5BA



3rd Floor

106

4th Floor



1st Floor

110

2nd Floor

209

11

Washington-Station.com



JD ADVISORS



Washington Station

LOTTERY APPLICATION

APPLICATION DEADLINE: August 25, 2025

For Office Use Only:

Date Appl. Rcvd: _____

Local: Y / N

Household Size: _____

Lottery Code: _____

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Cell/Home: _____ Work: _____

Email: _____

Have you or any member of your household ever owned a home? _____ If so, when did you sell it? _____

You must meet one of the Local Preference Eligibility Criteria established by the Town of Canton to be in the Local Preference Pool. Please check the appropriate category(s) that applies to your household*:

- ☐ Current Canton Resident
- ☐ Employed by the Town of Canton or the Canton Public Schools
- ☐ Employee working in the Town of Canton or with a bonafide offer from an employer located in the Town of Canton.
- ☐ Parents of children attending Canton Public Schools

Bedroom Size: _____ One _____ Two

Household Composition:

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

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

Employer: _____

Street Address: _____

Town/State/Zip: _____

Date of Hire (Approximate): _____

Annual Wage - Base: _____

Additional: _____ (Bonus, Commission, Overtime, etc.)

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.)

Borrowers Monthly Base Income (Gross) _____
Other Income _____
Co-Borrowers Monthly Base Income (Gross) _____
Other Income _____

TOTAL MONTHLY INCOME: _____

Household Assets: (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Checking _____
Savings _____
Stocks, Bonds, Treasury Bills, CD or
Money Market Accounts and Mutual Funds _____
Individual Retirement, 401(k) and Keogh accounts _____
Retirement or Pension Funds _____
Revocable trusts _____
Equity in rental property or other capital investments _____
Cash value of whole life or universal life insurance policies _____
Downpayment Gift _____

TOTAL ASSETS _____

ABOUT YOUR FAMILY: 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 home. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Black or African American	_____	_____	_____
Asian	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Native Hawaiian / Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Other, Not White	_____	_____	_____

The total household size is _____

ADDITIONAL INFORMATION:

Please be advised that the income to be used should include income for all members of the household that are to be residing in the home. Applicants will be responsible for all closing costs associated with the purchase of a home. The down payment must be a minimum of 3%, 1.5% or half of which must come from the buyer's own funds, based upon standard underwriting procedures. Some of this may be in the form of a gift depending on the lending institution.

SIGNATURES:

The undersigned warrants and represents that all statements herein are true. Income and assets must be verified and a pre-approval letter from a bank, along with all required financial documentation, must be submitted and will be reviewed for program eligibility to have an opportunity to purchase the affordable home at Washington Station in Canton, MA. Incomplete applications will not be included in the lottery. I/we understand, if selected, all information provided shall be verified for accuracy at the time of bank application prior to closing.

Applicant Name _____

Applicant Signature _____ Date: _____

Co-Applicant Name _____

Co-Applicant Signature _____ Date: _____

See page 21 for submission information

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the allocation of affordable homes at Washington Station in Canton, MA.

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

Household Size	1	2	3	4	5
Max Allowable Income	\$92,650	\$105,850	\$119,100	\$132,300	\$142,900

Income from all family members must be included. Income limits subject to change based on HUD updates.

2. I/We have not individually or jointly owned a single-family home, town home, condominium or co-op within the past three (3) years, including homes in a trust. We understand the exceptions that apply.
3. I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. I/We understand that assets divested at less than full market value at least two years prior to application will be counted at full market value in determining eligibility.
4. The household size listed on the application form includes all the people that will be living in the residence.
5. 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.
6. I/We understand that being selected in the lottery does not guarantee that I/we will be able to purchase a home. I/We understand that all application data will be verified, and additional financial information may be required, reviewed in detail, and verified prior to purchasing a home.
7. I/We understand that it is my/our obligation to submit the required mortgage pre-approval for the home purchase from a bank experienced with Deed Restricted housing. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. I/We further authorize MCO Housing Services to verify 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 and consequently the project's Monitoring Agency, for the purpose of determining income eligibility.
9. I/We understand that if selected I/we may be offered a specific home. I/We will have the option to accept the available home, or to reject the available home. If I/we reject the available home I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home at this development.
10. Program requirements are established by the Executive Office of Housing and Livable Communities (EOHLC) and the Town of Canton. 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 the Monitoring Agent is final.
11. I/We certify that no member of our family has a financial interest in the project.
12. I/We understand there may be differences between the market and affordable units and accept those differences.

13.I/We understand these are Deed Restricted units and acknowledge that it is recommended we consult an attorney.

14. I/We understand no changes to your application or new information will be accepted after the application deadline.

I/We have completed an application and have reviewed and understand the process that will be utilized to allocate the available homes at Washington Station. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date:

See page 21 for submission information

APPLICATION TIPS

PLEASE READ THE FOLLOWING CAREFULLY

1. Please take the time to read the application and submit all required documentation. It is your responsibility to provide the correct documentation. If any documentation is missing we will move to the next applicant on the list.
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, income and assets, are required from all household adults aged 18 or older. No exceptions.
4. All Asset statements must include your name, account number and Institution name. Do not take photos or copy a statement from your phone. If you provide any asset statements without the above information your application is an automatic incomplete.
5. DO NOT ASSUME you do not need to provide a certain document. When in question call or email BEFORE you submit your application.
6. We will not use the amount listed on your paystubs or W2's regarding your retirement account i.e. 401K, 403B, IRA, Roth IRA etc. Your paycheck and W2's tells us you have a retirement account only. You must provide the last statement from whoever is managing the account in order for MCO to determine the account's value.
7. 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 a statement whether there are any funds in the account or not.
8. 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.
9. 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.
10. You can fax your information, but it is not recommended. If all pages are not received your application would be considered incomplete.

I/We have read the above Application Tips.

Applicant Signature

Date

Co-Applicant Signature

Date

**Required Personal Identification and Income Verification Documents
TO BE RETURNED WITH APPLICATION**

Provide **one copy** of all applicable information. Complete financial documentation and a mortgage pre-approval 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. If you have any questions on what to provide it is **YOUR** responsibility to ask prior to application submission.

Initial each that are applicable and provide the documents. Return this sheet with your application.

1. _____ Mortgage Pre-approval – FHA, Rocket Mortgage and Quicken loans are not accepted. Pay attention to the mortgage guidelines and Additional Mortgage specifics on page 4.
2. _____ Proof of Local Preference – i.e. utility bill, voter registration, lease, etc.
3. _____ If you require reasonable accommodation you must request at time of application and provide any supporting documentation, i.e. letter from doctor, at the same time.
4. _____ The most recent last five (5) **consecutive** pay stubs for all jobs (check/direct deposit stubs). For unemployment DOR verification stating benefits received and pay history. Benefit letter 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, semi-weekly or monthly.
5. _____ Current year Benefit letter providing full amount of gross periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
6. _____ Child support and alimony: court document indicating the payment amount and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support.
7. _____ If you are self-employed you **MUST** provide a detailed expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts.
8. _____ Federal Tax Returns –2022, 2023, 2024 (NO STATE TAX RETURNS) Transcripts are accepted.
 - **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 have not filed tax returns, in the required years, you must submit a letter from the IRS verifying you have not filed. To obtain the letter submit form 4506-T, located at [irs.gov](https://www.irs.gov), to the IRS and they will mail you the letter or create an account at [irs.gov](https://www.irs.gov) and print out the Verification of Non-filing letter for the tax years needed.

- **NOTE:** If you are unable to locate your tax returns you can submit a Tax Transcript of your tax return. To obtain a Tax Transcript complete Form 4506-T, located at irs.gov, and submit to the IRS or create an account at irs.gov and print out the Tax Transcripts for the year needed.

9. _____ W2 and/or 1099-R Forms: 2022, 2023, 2024

NOTE: If you are unable to locate your W2/1099's you can submit a Wage Transcript of your W2/1099's. To obtain a transcript complete Form 4506-T, located at irs.gov, and submit to the IRS or create an account at irs.gov and print out the required Wage Transcripts.

10. _____ Interest, dividends and other net income of any kind from real or personal property.

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

GENERAL NOTE: ALL ASSETS STATEMENTS MUST INCLUDED YOUR NAME, ACCOUNT NUMBER AND INSTITUTION NAME FOR ALL CHECKING, SAVINGS, INVESTMENT ACCOUNTS AND RETIREMENT ACCOUNTS. ANY ACCOUNTS PROVIDED WITHOUT THIS INFORMATION IS AN AUTOMATIC INCOMPLETE APPLICATION.

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

NOTE: Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non payroll or other income deposits you MUST identify where the funds have come from. For example only, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts but your accounts, etc. There is no way we can list all sources.** If you fail to explain they will be counted as income, which may put you over the income limit.

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

- _____ 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/>.

- _____ Saving accounts – last three months of full statements

NOTES: Direct deposits from Payroll, SS, tax refund, transfers between your accounts, DOR, DTA etc. we can identify. If you have cash deposits, payroll or non payroll or other income deposits you MUST identify where the funds have come from. For example only, **VENMO, EBAY, POSHMARK, PAYPAL, CASH APP, ATM and MOBILE deposits, ZELLE and other transfers between any accounts but your accounts, etc. There is no way we can list all sources.** If you fail to explain they will be counted as income, which may put you over the income limit.

- _____ Last three months statements for Venmo, CashApps, PayPal etc. with deposits identified.
- _____ Revocable trusts

- _____ Equity in rental property or other capital investments
- _____ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds, Money Market, Robinhood and all online accounts etc.
- _____ Retirement including, i.e. IRA's, Rollover IRA's, Roth IRA's, 401K, 403B, Keogh accounts, Pensions etc. from current and past employment.
- _____ Cash value of Whole Life or Universal Life Insurance Policy.
- _____ Personal Property held as an investment
- _____ Lump-sum receipts or one-time receipts

12. _____ Proof of current student status for dependent household members 18 or older and full-time or part-time students. Letter from High School or College providing student status, full time or part time for current **and** next semester. Income for full time college students who are working and dependent on the parent tax return will only add \$480 to the household qualifying income.

13. _____ 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.

14. _____ If the applicant is in the process of a divorce, the applicant must provide legal documentation the divorce or separation agreement has been finalized or child support, asset distribution has been determined. Information must be provided regarding the distribution of family assets, child support, alimony etc. If you are unable to provide then both parties income/assets and first-time homebuyer status will be used in determining eligibility even if the individual will not be living in the home.

15. _____ If you will be receiving a gift for down payment and/or closing costs the giftee needs to provide a letter stating the gift amount. All gifts count toward the asset limit. All applications will be checked for down payment at time of application. We must see proof of those assets to be included in the lottery. If we do not see the funds you will not be included in the lottery.

NOTE: If your deposit is cash and you have in your home you must deposit in your bank statement to show evidence of available funds.

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

Return the following to MCO Housing Services:

1. Completed, signed and dated application
2. Read, signed and dated Affidavit and Disclosure Form
3. Read, signed and dated Application Tip Sheet
4. Completed, signed and dated Required Personal Identification and Income Verification Documents
5. All required financial documentation and personal identification information
6. Proof of Local Preference
7. Special Accommodation Documentation, if needed
8. Mortgage pre-approval

Application Deadline: August 25, 2025

Return by email or fax to be in MCO Housing Services office by 11:59 p.m. on or before the above application deadline or mail postmarked on or before the above application deadline to be received in MCO's office on or before September 8, 2025 to:

MCO Housing Services, LLC
P.O. Box 372
Harvard, MA 01451
Overnight mailing address: 206 Ayer Road, Harvard, MA 01451
Phone: 978-456-8388
FAX: 978-456-8986
Email: lotteryinfo@mcohousingservices.com
TTY: 711, when asked 978-456-8388

NOTE: If you are mailing your application, we suggest you mail your application using certified mail as there will be a tracking number you can use if we do not receive your application in a timely manner. If you are mailing your application it **MUST** be postmarked on or before the application deadline and received in our office on or before September 8, 2025.