



**Information and Application for
Affordable Housing Lottery
5 Southgate Rd. #10, Westford, MA 01886
2 Bedroom Unit - \$225,700**

This packet contains specific information for the purchase of 5 Southgate Road, #10 in Westford, MA, including the eligibility requirements, the selection process, and a lottery application form.

The key milestones for this housing opportunity:

- Application Period opens Monday, October 27, 2025
- Open House Saturday, November 1, 2025, 1pm – 2pm
- Application Deadline Tuesday, November 11, 2025, 2pm
- Lottery Tuesday, November 25, 2025, 11:30am, *via online meeting – details for joining meeting provided to eligible applicants via email*

This application is a first step in the lottery process and does not assure you a home. Applicants must secure preapproval for a mortgage loan, submit evidence of such approval together with the application, and be ready to buy.

Please contact Jenicia Pontes at the Regional Housing Services Office for any questions or to submit your application:

Jenicia Pontes
Regional Housing Services Office
37 Knox Trail, Acton, MA 01720
(978) 287-1091
JenP@rhsousing.org

Project description

Southgate Condominiums is a community of 42 units built in 2008. Eleven of the units are affordable and restricted to buyers earning 80% or less of the area median income (AMI). The Southgate Condominiums community is tucked into a serene, wooded enclave just minutes from commuter routes, shopping and recreation in Westford.

There is one affordable unit being offered by way of a lottery- **5 Southgate Rd., Unit #10**. This affordable and spacious 2-bedroom, 2.5 bath condominium contains 1,676 square feet of living space on two levels. The first floor offers a chef-style kitchen with stainless steel appliances, granite laminate countertops and a breakfast bar or dining nook, living room, a gas fireplace, built-in shelves and master bedroom w/ private bathroom. A second bedroom and full bath complete the upper level. The main level is hardwood throughout, master bath has tile floor, and the second floor has carpet throughout with laminate flooring in bathroom.

There is a front porch, rear deck, one car garage, driveway with an additional parking space, and a full unfinished basement.

The heating system is gas forced air and there is central A/C. The condo is being sold 'as-is' with refrigerator, stove, dishwasher and microwave. The washer & dryer are not included in the sales price.

The purchase price is **\$225,700**. Owners are required also to pay property taxes, and the 2025 Maynard tax rate is \$13.47 per \$1,000 of valuation or an estimated monthly amount of \$253. The condominium fee is currently \$232 per month, and the Condominium Association has rules and regulations for all owners that describe the operation of the condominium. The home's association covers exterior maintenance, landscaping, snow removal, trash and sewer, offering you more time to enjoy life and less time on upkeep.

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The property is being offered at a discounted rate and, as such, this and all future sales of the property will be in accordance with the guidelines in the Deed Rider that is attached to the unit. The deed restriction will protect the property in perpetuity using resale price limitations.

We invite you to read this information and submit an application, with the supplemental information. **This application can be downloaded from the RHSO website- <https://www.rhsohousing.org/looking-housing> and can be sent to you upon request.**

The Regional Housing Services Office (RHSO) will act as the resale lottery agent for this unit on behalf of the Town of Maynard. Please return the application to the RHSO at 37 Knox Trail, Acton, MA 01720 and/or contact the RHSO with any questions.

Lottery Description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at the Regional Housing Services Office (RHSO), and sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications are to be submitted with all required information by the **deadline – 2pm on November 10, 2025**. Applications can be emailed to JenP@rhsohousing.org, mailed to or dropped off at 37 Knox Trail, Acton MA 01720. Applications that are dropped off should be placed in the big black metal USPS mailbox outside the RHSO office building. You may also contact Jen at JenP@rhsohousing.org for a SharePoint link where you can upload your documents.
3. The applicant's household size will be determined from the application, and the required number of bedrooms as indicated on the application. Priority shall be given to households requiring two bedrooms first, followed by one bedroom.
4. The applicant's income will be verified and compared to the income limits published by HUD for the Boston Metropolitan Statistical Area. Income includes all income prior to any deductions from all adult household members, and are determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609. An imputed income amount of 0.4% of assets will be added to income for assets over \$50,000. The most recent income limits will be used, currently the 2025 limits:

1 person- \$92,650, 2 person- \$105,850, 3 person- \$119,100, 4 person- \$132,300
5. 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, the cash value of retirement accounts, all Gift amounts, value of real estate holdings and other capital investments. Equity from the sale of any home will be included with other household assets that cannot exceed the household asset value limits noted above. The value of necessary personal property (furniture, vehicles) is excluded from asset values.
6. Eligible applicants must be a First-time Homebuyer. This is further defined as a household that has not owned a home within three years, including in trust, preceding the application, with the exception of displaced homemaker, single parents and senior households (at least one household member is 55 or over). Eligible applicants cannot own residential property, whether for primary, secondary or investment purposes.

A displaced homemaker is an individual who is an adult, who has owned a home only with a spouse, who is legally separated from a spouse, and who does not currently own the home previously owned with a spouse.

Single parents are individuals who 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);

Additional exceptions are made for households that owned a principal residence not permanently affixed to a permanent foundation.
7. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination.

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8. Once the Resale Agent has verified the information contained in the application and confirmed eligibility, a lottery number will be issued, and the applicant will move forward to the lottery.
9. A final lottery eligibility letter will be emailed to each applicant indicating their final eligibility determination and the lottery specifics (date/time).
10. The lottery will be conducted via an online meeting using the Zoom online meeting tool. All eligible applicants will be given the information required to join the Zoom meeting if they would like to do so. Lottery tickets will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing Lists.
11. Once the tickets have been randomly drawn and listed in the drawn order, the units are then ranked based on bedroom size. The top ranked household needing at least the number of bedrooms in the unit will be offered the opportunity to purchase the unit. The household size preference shall be given to households based on the following criteria.
 - There is at least one occupant 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.
12. Letters with the lottery results will be emailed within three business days to the winners and all applicants.
13. The resale agent shall maintain all Lottery Drawing Lists. Applicants will be given 2 days to agree to purchase the unit before the next person can be offered the opportunity. In the event that any of the applicants withdraw for any reason, or do not comply with the guidelines, the next qualified applicants in the lottery pool ranked by bedroom size need, will be offered the unit.
14. After a buyer has indicated that they want to proceed, Sudbury Housing Trust, as the monitoring agent, will review the buyer's income, assets and other criteria before the buyer can proceed to purchase the unit.
15. Upon the satisfaction of the qualification requirements of both the Resale and Monitoring Agent, the qualified buyer is then able to move forward and execute the Purchase and Sale with the seller.
16. The winners will sign a reservation form and provide a \$1,000 deposit in the form of a certified or bank check within a mutually agreed upon timeframe. This is applied to the overall purchase amount.
17. All potential buyers are encouraged to attend a First Time Homebuyer Class prior to closing. Organizations offering these classes can be found at www.chapa.org.
18. There are specific closing and financing requirements for loans on these units, which are listed below. We strongly encourage households to apply through banks who are aware of the resale restrictions and guidelines for affordable housing programs. These banks will likely have access to additional first-time homebuyer programs that may be of great assistance and increase your buying power such as the Massachusetts Housing Partnership's ONE Mortgage Program or MassHousing no-MI product.
 - The loan must have a fixed interest rate through the full term of the mortgage, with a fair market interest rate.
 - The interest rate must be locked in – not floating.
 - The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer's own funds.
 - The loan can have no more than 2 points.
 - The buyer may not pay more than 38% of their monthly income for monthly housing costs.
 - Mortgage co-signers are not accepted, and Loans from non-institutional lenders will not be accepted.
19. The Fair Housing Act prohibits discrimination on the basis of race, creed, color, sex, age, disability, marital status, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and is specifically prohibited in the sale of these units. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.

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20. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
21. Resale process: The Monitoring Agent has up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing, or for lack of cooperation on your part. If you attempt to sell or transfer the home without complying with the Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.

AFFORDABLE HOUSING APPLICATION

Applicant Legal Name _____ Phone Number _____

Address _____ City _____ State/Zip _____

Email (please write legibly*) _____

Applicant Legal Name _____ Phone Number _____

Address _____ City _____ State/Zip _____

Email (please write legibly*) _____

***Note: Email will be main method of communication. Please provide an email address and remember to write clearly.**

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

Website: _____ Letter: _____ Advertisement: _____ Other: _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

_____ Completed application signed by all individuals over the age of 18.

_____ Copy of 2022, 2023, 2024 Federal tax returns, as filed, with W-2's and schedules for 2024 tax return, for every current or future person living in the household over the age of 18. State returns are not required.

- ***If you do not have copies of your Federal tax returns, you must complete form 4506-T & submit to the IRS for transcripts of your tax return or verification of non-filing. Obtain a copy of the form at irs.gov.***

_____ Copy of five most recent consecutive pay stubs for all over age 18.

_____ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as family support, alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income. Equivalent of IRS form Schedule C for self-employment income for 2025.

_____ Current & consecutive statements (last 3 consecutive months) of all assets, including international assets, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts etc. for all household members:

- ***On financial institution letterhead, Include all pages***
- ***Please explain any non-payroll deposits over \$500 by notation on the statement.***

_____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs. These units are not eligible for family loans. Applicants cannot spend more than 38% of their monthly income toward monthly housing costs.

_____ Documentation regarding current interest in real estate, if applicable.

_____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, **if applicable**, containing the language "Under penalties of Perjury."

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

_____ Gift Letter, signed by donor, **if applicable**, indicating that there is no expected repayment of the gift.

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Household Information - List all members of your household including yourself. Number of Bedrooms Needed: _____

Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)		Relation to Head	Age	Date of Birth	Social Security Number
1					
2					
3					
4					
5					
6					

Property - Do you own or have an interest in any real estate, land and/or mobile home? Yes () No ()

Address: _____ Current Value: _____

If Yes: Current assessment is \$ _____ [provide statement from Town]

Outstanding mortgage is \$ _____ [provide statement from Lender]

Have you sold real estate or other property in the past three years? Yes () No () If yes, attach settlement statement

When: _____ Address: _____

Sales Price: _____, [Provide sales settlement form]

Purchase Price plan: **Purchase price is \$225,700**

- Amount and source of Down Payment: _____
- Amount and source of Gift: _____
- Amount of Mortgage: _____
- Available funds for Closing Costs: _____

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Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

Please include a copy of last consecutive three months of pay stubs, for all salaried employed household members over 18.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
TOTAL			

Assets - List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

Please include copies of last consecutive three months statements of all assets showing current value including all bank accounts, investment accounts, retirement accounts, on organization letterhead with all pages

#	Type of Asset	Bank/Credit Union Name	Account No	Value, Balance
1	Checking account			
2	Savings account			
3	Retirement account			
4	Other: _____			
5	Other: _____			
6	Other: _____			
7	Other: _____			
TOTAL				

APPLICANT(S) CERTIFICATION

I/We certify that our household size is _____ persons, as documented herein.

I/We certify that our total household income equals \$_____, as documented herein.

I/We certify that our household has assets totaling \$_____, as documented herein.

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

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 that if I/we do not obtain a mortgage commitment and sign a purchase and sale agreement within forty-five days after the lottery, the unit will be offered to the next eligible applicant on the waiting list.

I/We understand the provisions regarding resale restrictions and agree to the restriction. You must notify the Monitoring Agent when you wish to sell. The unit cannot be refinanced without prior approval of the Sudbury Housing Trust, as Monitoring Agent, no capital improvements can be made without 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 Deed Rider is available from the RHSO, and can be accessed by clicking on the following: [Affordable Housing Restriction \(Deed Rider\) – MassHousing](#).

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/Resale 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/Resale Agent makes no representation on the availability or condition of the unit. Your signature(s) below gives consent to the Lottery/Resale Agent or its designee to verify information provided in this application. The applicant agrees 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 by the Applicant/Co-Applicant.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THESE SPECIFIC UNITS.