Homeownership Program Pre-Application

Dear Applicant,

Thank you for your interest in applying for Habitat for Humanity Greater Boston's affordable homes at 1-11 Wellesley Street in Weston! We are a Massachusetts nonprofit organization, and we build homes using volunteer labor and donated materials to sell to buyers who have low-to-moderate incomes.

If you believe you qualify for a home according to the guidelines detailed in this packet, we encourage you to fill out and return the enclosed pre-application. Please review ALL attached information carefully to understand the eligibility qualifications and application process. Applicants who submit incomplete applications or do not meet the guidelines will be ineligible for the program.

For translation assistance in completing the pre-application, please refer to the recommended resources below:

- **Community Interpreter Services: (617) 464-8100**
- **Found in Translation: (617) 326-6600**

We appreciate the time and effort it takes on your part to go through the application process. If you have any questions or need assistance with submitting your pre-application, please do not hesitate to contact us at homeownership@habitatboston.org **or 617-423-2223 ext. 21.**

Sincerely,

Chloe Amaya

Associate Director of Homeowner Services

Habitat for Humanity Greater Boston, Inc. | 434 Massachusetts Avenue, Suite 201, Boston, MA 02118 | p: (617) 423-2223 | habitatboston.org

Eligibility Requirements

General Eligibility Requirements

Habitat Greater Boston's Selection for the Homeownership Program is based on the following criteria:

1) **Ability to Pay** – Your household meets the income guidelines established by the U.S. Department of Housing and Urban Development (HUD) (see below for income guidelines). You have reliable income, a credit score of 640 or higher, legal residency, and can pay an affordable home mortgage. Your debt-to-income ratio is less than 43%.

2) **Need** – Your current housing is substandard or inadequate (overcrowded, too expensive, or unsafe, for example), or your family income is not enough to afford a conventional mortgage.

3) **Willingness to Partner** – You agree to partner with Habitat Greater Boston by completing 200 hours of "sweat equity," which can include volunteering at one of our construction sites or working in our ReStore. Each household member over the age of 18 who will be living in the house can contribute sweat equity hours on the construction site. No prior construction skills are necessary. Household members over the age of 16 can contribute sweat equity hours at the ReStore. Exceptions may be made for individuals with disabilities or those needing special accommodation. You also agree to attend first-time home buying classes to prepare for all aspects of homeownership.

Additional Eligibility Requirements

In addition to the criteria above, applicants selected for the six homes in Weston must:

1) Be eligible according to the $100,000 asset limit (detailed on the following page)
2) Be a first-time homebuyer (you haven't owned a home in the past 3 years)
3) Be a U.S. Citizen or legal resident
4) Live or work in our Greater Boston Service area (Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Dedham, Dover, Everett, Lexington, Lincoln, Malden, Medford, Melrose, Needham, Newton, Revere, Somerville, Stoneham, Waltham, Watertown, Wellesley, Weston, Winchester, Winthrop, and Woburn)

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Income Qualification Guidelines

The combined annual income for all income sources of household members over 18 years old must be within 50-80 percent of area median income as established by HUD for the Boston-Cambridge-Newton, MA-NH Metropolitan Statistical Area. The following is a summary of those guidelines by household size.

Household Size*	Minimum Income Guidelines	Maximum Income Guideline
	50% area median income (AMI)	*80% area median income (AMI)*
1 person	$60,000	$96,000
2 people	$68,600	$109,700
3 people	$77,150	$123,400
4 people	$85,700	$137,100
5 people	$92,600	$159,050
6 people	$113,150	$181,000
7 people	$106,300	$170,050
8 people	$113,150	$181,000

Asset Limits

Eligible households cannot have more than $100,000 in total gross assets. Any money you would use as a future down payment on the home will still be counted as assets. Assets include:

- Savings and checking accounts
- Stocks
- Bonds
- Gifted money
- Roth IRAs
- Real property
- Other capital investments

Excluded assets include:

- Other retirement accounts such as 401(k), 403(b), and traditional IRA accounts
- A government approved college savings plan

General Overview and Sales Price

Habitat Greater Boston is building six condominiums at 1-11 Wellesley Street in Weston. Please see the chart below for details related to the homes:

Total number of affordable homes = 6

Beds/Baths:

# of affordable homes	Bedrooms	Bathrooms	Parking	Estimated Condo Fees	Lottery Preference
2	3	1	One spot per unit	$588/month	One is the ADA unit
4	3	1.5	One spot per unit	$588/month	

All units will have in-unit laundry hookups and private porches.

An affordable home deed rider will be recorded with the deed at the time of purchase of each home. The rider outlines restrictions related to use of the property, limits the amount that the home can be resold for, and requires the property to be resold as an affordable unit to a buyer who meets specific eligibility criteria. The deed rider ensures that the home stays affordable in the future. Please contact Habitat Greater Boston if you would like to receive a copy of the deed rider.

<u>One of the units will be designed to meet Americans with Disabilities Act (ADA) standards.</u>

The homes will be sold at a price calculated so that the mortgage payments, real estate taxes, property insurance, and condo association fees are no more than 30% of the combined household's gross income.

These homes will all be part of a condo association, with three buildings and two homes in each building.

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How to Submit this Pre-application:

If Submitting Your Pre-application ONLINE:

- Once you have completed the pre-application, fill out the form on the “Apply” page of our website (https://habitatboston.org/apply/) to receive an email from Habitat Boston with a secure Dropbox link.

- Within 2 business days, you will receive a request from Habitat Greater Boston with step-by-step instructions. Upload all required documents to this folder. An email confirmation will be sent when your documents are successfully submitted.

Options to scan your documents:

- If you DO have a Dropbox account: The **Dropbox mobile app** on your smartphone allows you to directly scan and upload your documents to your folder. Please make sure your documents are cropped and labeled correctly (ex. 2025 Tax Returns, Bank Statement, etc.)

- If you have an iPhone, you can use the “Notes” App to scan documents and save them in your device’s files. Just tap the camera icon and select “Scan Documents”

- Your nearby Staples can also convert your application and supporting documents to digital. You will have the option to scan directly to your email or upload files to a USB. You can NOT scan directly from Staples to Dropbox.

If Submitting Your Pre-application IN-PERSON:

Once you have completed your pre-application, submit it along with all required documentation during ONLY the drop off times below. When you arrive at our office, please select “Homeowner Services” under Habitat for Humanity Greater Boston on the directory by the front door to be let into the building. The Habitat Greater Boston office is located on the second floor. Pre-applications will not be accepted in-person outside of these times:

- Tuesdays: 8am - 6pm
- Wednesdays: 9am - 5pm
- Thursdays: 9am - 5pm

If Submitting Your Pre-application via MAIL:

Materials must be postmarked by **Tuesday, September 22, 2026** and received no more than five business days after the postmark.

You may send your pre-application and required documentation to:

Habitat Greater Boston c/o Homeowner Services

434 Massachusetts Ave. Suite 201

Boston, MA 02118

<u>Please note: We will not accept pre-applications sent via email</u>

Selection Process

If you <u>meet</u> all the eligibility criteria based on the pre-application, you will be sent a full application three weeks after pre-applications close on **September 22, 2026.** You will be asked to submit more documentation and complete the full application. **If you <u>do not meet</u> the eligibility criteria based on the pre-application,** you will receive a letter explaining why you do not qualify for our program at this time. The full application can be submitted in the same manner as the pre-application, and the deadline to submit the full application will be 30 days after it is first available.

Eligible applicants will be invited to participate in a brief interview with Habitat Greater Boston staff and volunteer members of our Homeowner Selection Committee to provide clarification to their application if needed and to ask any questions about the program. The eligible applicants will then be entered into a lottery, and 6 applicants will be offered opportunities to participate in the Homeownership Program and purchase an affordable home.

Lottery Preferences

The lottery to select applicants to purchase the six homes will incorporate the following preferences:

1. Household size – Preference is given to households with one to two people per bedroom.
2. Local preference – Three homes are designated to the local preference pool.
3. Minority preference – The information on the "Information for Government Monitoring Purposes" form as to minority/non-minority status will be used to ensure that local preference does not create a discriminatory consequence in the lottery.
4. ADA accessibility preference – Preference for the accessible unit will be given to an applicant who requires a home with these accommodations.

If you are determined <u>ineligible</u> based on the pre-application, you will receive a letter explaining the reason your pre-application was denied. You are welcome to reapply to a future project.

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