

# **SALE OF AN AFFORDABLE ONE-BEDROOM CONDOMINIUM (LOTTERY)**

(661 sq. ft.) ("As is condition") – 1 parking space (# 21), Storage area 40 sq. ft.

**275 Cypress Street, Unit # 201, Brookline, MA  
Sewall Residences Condominium**



Application package available at:

- at <http://www.brooklinema.gov/231/Affordable-Housing-Opportunities> --
- at the Brookline Public Library, 361 Washington Street - -
- Town Hall, 333 Washington Street, Room 309 --
- by calling (617) 730-2091 – Leave a message with your name, address and phone number

For more information:  
David Guzman, Housing Planner  
MA Real Estate License # - 9561302  
(p) 617-730-2091  
(e) [dguzman@brooklinema.gov](mailto:dguzman@brooklinema.gov)

It is unlawful to discriminate against any person 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 law.



## INCOME AND OCCUPANCY REQUIREMENTS

This unit will be offered as follows, only to a “first time homebuyer”<sup>1</sup> drawn in a lottery, who meets the following income and occupancy qualifications:

Number of Persons in Household <sup>3</sup>	Maximum Income	Discounted Affordable Price	<i>Estimated Monthly</i> Real Estate Taxes and Condo Fees <sup>2</sup>
1	\$ 62,450	\$164,422. <sup>60</sup>	R.E. Taxes \$12 Condo Fee \$121
2	\$ 71,400		
3	\$ 80,300		

- <sup>1</sup> With few exceptions, applicant(s) should not have had an ownership interest in residential property within the past 3 years.  
<sup>2</sup> Monthly real estate taxes and condominium fee are estimates and are subject to change.  
<sup>3</sup> Occupancy standard cannot be more restrictive than the State Sanitary Code.

### HOW TO APPLY

1. Qualified household must complete a Preliminary Application  
(Included in the Application Package on page 3)
2. Applicants must pre-qualify for a 30-year, fixed interest loan in advance of submitting an Application (**A pre-approval letter must accompany your application, and must reflect a 30-year fixed-interest loan and loan to value ratio (LTV) of less than or equal to 97% and a monthly housing debt ratio of no greater than 30%, assuming the monthly costs shown above.**)

The application and the mortgage pre-approval letter must be mailed to or dropped off at:

Town of Brookline, MA  
 Department of Planning and Community Development  
 Attn: Housing Lottery  
 333 Washington Street, Room 309  
 Brookline, MA 02445

Each applicant who, on the basis of the information provided on the Preliminary Application, appears to qualify, will be included in a lottery. Successful applicants will be given the opportunity to document their household eligibility, qualification for financing and cash for closing, and to review condominium documents and long-term affordability covenants. The successful applicant must be a ready buyer.

**APPLICATION DEADLINE: 12 pm – Wednesday, September 25<sup>th</sup>, 2019 for inclusion in lottery.**  
**LOTTERY: Wednesday, October 16, 2019 at 6:00pm. Brookline Town Hall, Room 310.**

APPLICATION ON NEXT PAGE

# Preliminary Application – Page 1 of 2

## Affordable 1-bedroom condominium at 275 Cypress Street, #201, Brookline

Prior to completing this application please read the Eligibility Criteria & Application Process attachment

**Please print clearly**

**A. Name of Head of Household:** \_\_\_\_\_  
last first middle initial

**B. Address:** \_\_\_\_\_  
number & street city/town zip code

**C. Telephone (with area code):** \_\_\_\_\_  
home daytime contact (work/cell/other)

**D. Email Address:** \_\_\_\_\_

**E. Gross Household Income:** \$\_\_\_\_\_ For all household members 18 years of age & older, include gross income from employment, including overtime, bonuses & commissions; pensions; annuities; dividends; interest on assets; social security; social security supplement; alimony & child support; veterans' benefits; unemployment & disability compensation; welfare assistance; regular gifts; etc.. (Exclude from income student financial assistance; foster child/adult payments; reimbursements of medical expenses; earnings over \$480 of full-time student over 18 except if student is household head & spouse; temporary, non-recurring or sporadic income or gifts.)

**F. What are your total family assets?** \$\_\_\_\_\_ Include, for example, the current value of all savings, checking & investment accounts (including retirement & educational accounts), real estate, investment property etc., but exclude automobile(s) & other personal property.

**G. What mortgage amount have you been pre-approved for?** \$\_\_\_\_\_

Name of lending institution: \_\_\_\_\_ Date of pre-approval (no more than 90 days ago) \_\_\_\_\_ Please attach copy.

**H. Have you or any member of your household owned a home or residential property during the past 3 years?** \_\_\_\_\_  
yes/no

**I. Please check which of these applies to your household.** (Your response is voluntary):  Native American or Alaskan Native  
 Asian or Pacific Islander  Black  Hispanic  Cape Verdean  Caucasian/White

**J. List all permanent members of your household, starting with head, who will live with you at this address:**  
 Occupancy standard cannot be more restrictive than the State Sanitary Code.

name:	first	last	relationship to head of household	age	current status – employed, retired, homemaker, student, etc.
1.			head		
2.					
3.					

**- Continue in next page -**

# Preliminary Application – Page 2 of 2

## Affordable 1-bedroom condominium at 275 Cypress Street, #201, Brookline

Prior to completing this application please read the Eligibility Criteria & Application Process attachment

**K. Certification:** I certify the above information and attachments are true to the best of my knowledge and understand that I will be accepted or rejected for inclusion in a lottery on the basis of that information. I understand that if I am selected as a high-ranking applicant;

1. all of the above statements will be verified, and the intentional falsification of any information will result in the rejection of my application. In addition, inaccurate information may jeopardize my opportunity to qualify for the lottery;
2. I will have to attend an orientation session and immediately submit a final application, including complete copies of 2017, 2018 & 2019 IRS 1040 forms with all schedules, W-2's, eight most recent pay stubs, six months of bank statements and other relevant documentation;
3. if I purchase the unit, I must live in the unit; when I move, the price of my unit and the process for selling it will be restricted in order to keep the unit affordable to future income-eligible buyers; and
4. the Town and DHCD reserves the right to determine final eligibility on the basis of acceptable financing, housing ratio and total debt ratio.

I have been provided a copy of the Eligibility Criteria & Application Process, and have had the opportunity to review and understand the eligibility requirements and agree to the terms and conditions as stated therein.

\_\_\_\_\_  
applicant's signature

\_\_\_\_\_  
date

received on:	prelim-eligible:	reviewed by:	notification:	app. no.:
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**APPLICATION, WITH MORTGAGE PRE-APPROVAL LETTER, MUST BE RECEIVED IN OUR OFFICES  
NO LATER THAN 12:00 NOON, Wednesday, September 25th, 2019 FOR INCLUSION IN LOTTERY.**

Mail to: Housing Lottery, c/o Dept. of Planning and Community Development, Housing Division, 333 Washington Street, Room 309, Brookline, MA 02445  
or drop off at our offices at 333 Washington Street, Room 309, Brookline, MA.



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# *Town of Brookline*

## *Massachusetts*

**275 Cypress Street, #201 Brookline, MA**

## **Sale of 1-Bedroom Affordable Condominium**

### **ELIBILITY CRITERIA & APPLICATION PROCESS**

**Please read carefully prior to filling out the preliminary application.**

1. Eligible households are individuals or households related by blood, marriage, instrument of law or an established inter-dependent relationship of up to two persons with total household incomes that do not exceed: for 1-person \$62,450, for 2-persons \$71,400, and for 3-persons \$80,300, and total gross household assets within the maximum allowable limit of \$75,000.
2. Occupancy requirements are subject to provisions established in the State Sanitary Code 410.400. This is a Local Initiative Program deed-restricted affordable condominium subject to the Local Initiative Program 40B Guidelines of the Massachusetts Department of Housing and Community Development.

Applicants must be credit worthy, have sufficient income to afford an appropriate mortgage, and sufficient cash resources for down payment and closing costs. Each preliminary application must be accompanied by a bank pre-approval letter -- that is no greater than 90 days old -- for a fixed-interest 30-year amortizing loan. The bank prequalification letter must show how much you may borrow, assuming a purchase price of \$164,422.<sup>60</sup> and monthly costs of \$133 for condominium fee and estimated real estate taxes, and provide the mortgage terms assumed. The applicant's maximum monthly housing debt ratio cannot exceed 33% of the applicant's gross household monthly income. Internet generated pre-approval letters are not acceptable and will be rejected.

3. Persons who have owned a home or residential property within the last three years may not qualify. (Certain exceptions may apply.)
4. Your household may file only one preliminary application, and no household member may appear on any other household's preliminary application or submit a separate preliminary application.
5. Be sure to complete and answer/check all sections that apply to you. Be as accurate as possible when calculating your **GROSS** household income and assets. Inaccurate calculations could result in a determination of ineligibility and disqualify you from the lottery or raise false expectations of your eligibility. All information will be verified if you are selected by lottery as a finalist.
6. Persons who fill out and **return the Preliminary Application (with their mortgage pre-approval letter) by mail or in person no later than 12:00 PM, Wednesday, September 25th, 2019** and who appear to qualify based upon the information provided will be included in the lottery. Incomplete preliminary applications, preliminary applications submitted without a mortgage pre-approval letter, applicants whose maximum housing debt ratio exceeds 33% and applicants who fail to meet any other requirement will be disqualified from the lottery.
7. The Town of Brookline, its employees or representatives do not assume any responsibility or liability as to misdirected, misplaced, late or lost mail, email, voicemail or facsimiles. It is the full and complete responsibility of the applicant to ensure his/her fully completed preliminary application, along with their mortgage pre-approval letter, is provided to the Housing Division office prior to the deadline specified above.

8. All information provided on the preliminary application and all subsequent applications will be treated as confidential, and is subject to third party verification.

## FREQUENTLY ASKED QUESTIONS

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

1. **What does lender pre-approval mean?** Being pre-approved means receiving from a lender an estimate of how much money you may be eligible to borrow to purchase a home, based upon a minimal amount of unverified information which you supply to the lender. This is not the same as being pre-approved, which entails providing detailed information to your lender, completing a Uniform Residential Loan Application, and sometimes paying an application fee. You are encouraged to seek a pre-approval letter, however, if you have concerns about your credit, check with a credit counselor. In either case, be sure the lender knows that the condominium fee, including estimated real estate taxes are \$134 monthly and the purchase price is \$164,422.<sup>60</sup>
2. **How do I get pre-approved?** Go to or call a local mortgage lender and speak with the loan officer about getting a mortgage pre-approval. We suggest that you bring these instructions with you so the lender has the necessary information to calculate your loan amount. Pre-approval does not obligate you to borrow from the particular lender. You are not required to obtain your pre-qualification letter from any particular lender. Internet generated pre-approval letters will not be accepted.  
  
As the Town is requiring 30-year, fixed rate financing, applicants are strongly discouraged from consulting unconventional lenders – including many internet-based lenders – who offer larger loans by requiring no down payment, allowing high debt/income ratios, and providing non-amortizing or no immediate interest loans. The Town reserves the right to reject financing which places the buyer and/or the Town’s security at risk. Instead, the Town encourages participants to inquiry about the Mass Housing Partnership One Mortgage program. Available information is found at <https://www.mhp.net/one-mortgage/why-one>
3. **May I submit a pre-approval letter at a later date?** No. Preliminary applications submitted without a pre-approval letter will be rejected and ineligible for the lottery.
4. **I am confused as to how to calculate my household’s gross income and/or gross household assets.** Each household is unique. Please reread sections *E. Gross Household Income* and *F. What are your total family assets?* of your Preliminary Application. These sections contain sufficient information for most applicants to calculate gross household income and/or gross household assets. If you have specific questions, call the number above. Before calling, have your household’s complete financial information available.
5. **May I apply for and use State funded homebuyer assistance programs?** Yes. the Massachusetts Housing Partnership One Mortgage ([//www.mhp.net/one-mortgage/why-one](https://www.mhp.net/one-mortgage/why-one)) Programs may be utilized in purchasing this unit. This program requires that you complete a homebuyer education course in order to qualify for their lower interest rate loans prior to closing.
6. **Why do you ask for race/ethnicity?** Identifying your race/ethnicity is not required, but is encouraged. For fair housing purposes, in compliance with Federal and State requirements, the Town needs to assure that it does not unduly limit housing opportunities.
7. **How quickly do I need to submit my Preliminary Application?** Applications, along with the mortgage pre-approval letter, should be submitted as soon as possible but no later than **12:00 Noon, Wednesday, September 25th, 2019**. While it is more important to be accurate than early, the sooner you submit your application, the greater likelihood of resolving any ambiguities or misunderstandings prior to the application deadline.
8. **When will I know if I am eligible for the lottery?** Preliminary Applications will be reviewed as quickly as possible. All applicants will be notified by mail of receipt of their Application and their eligibility for the housing lottery. If qualified, you will be provided an identification number, which will identify you in the lottery. Your notification letter will provide the date, time and location of the lottery.

9. **Do I need to be present at the housing lottery?** No. The lottery is a process of selecting slips of paper with applicant identification numbers out of a container. The order of selection determines the order of application review. Space at the lottery drawing will be limited. All applicants will be mailed a notification within seven days from the date of the housing lottery. Your notification letter will include information regarding next steps.
10. **What if I am selected as a top candidate for this affordable unit?** The Housing Division will be in touch with you in the days following the lottery. **You will be required to attend an orientation session scheduled shortly after the lottery,** and begin the process of final determination of eligibility. **If you are one of the top candidates, you *must* be available (by phone/email or voice mail), on a daily basis following the lottery.** Failure to meet specific deadlines and objectives will jeopardize your ability to purchase this affordable unit. The candidate selected through this lottery must be able to provide proof that they are able to complete the purchase of the unit within 60 days from the lottery date.
11. **May I see the unit before applying?** No, but floor plans of the unit are available at the web address below: <http://www.brooklinema.gov/231/Affordable-Housing-Opportunities>  
Immediately following the lottery arrangements will be made with the top candidates to view the unit.
12. **This unit is being sold in “as is condition”.** Potential buyers will be provided an opportunity to view the unit before deciding if they wish to proceed with the purchasing process.
13. **Am I required to have a Homebuyer 101 Certificate?** Yes! If you do not have a valid homebuyer 101 certificate then you must take the homebuyer 101 class immediately. The Town will not make a commitment to any potential buyer until they provide a copy of their valid certificate. Go here for additional homebuyer 101 class information: [www.chapa.org](http://www.chapa.org)

In order to be considered for the lottery for this unit a completed preliminary application, along with your mortgage pre-approval letter, must be received in our office as soon as possible, but no later than: 12:00 pm, Wednesday, September 25, 2019

**If this unit is not taken through the lottery process, it will be made available on a first-come, first-served basis.**

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