



**Affordable
Homeownership
Opportunities**

Norfolk, MA

Seven Affordable Units Offered
Two, Three and Four bedroom units - \$ 95,000 to \$165,000

<i>Address</i>	<i>Price</i>	<i>Address</i>	<i>Price</i>
24 Mirror Lake, 2BR	\$ 95,000	6 Medway Branch, 4BR	\$155,000
7 Old Populatic, 3BR	\$120,000	18 Medway Branch, 4BR	\$162,500
82 Main Street, 3BR	\$130,000	25 Boardman, 4BR	\$165,000
47 Rockwood, 3BR, \$140,000			

Information Session: Thursday, May 17, 2012,
7:30pm, Norfolk Public Library

Applications accepted: April 25 through June 28, 2012 1PM
Housing Lottery: Tuesday, July 24, 2012

Applicant Qualifications Include

Maximum Income - 80% area median income
 Household of 1 - \$45,000, Household of 2 - \$52,000, Household of 3 - \$58,000, Household of 4 - \$ 65,000
 Household of 5 - \$ 70,200, Household of 6 - \$ 75,400, Household of 7 - \$80,600, Household of 8 - \$85,800

Maximum Asset limit for this development - \$75,000

Mortgage Pre-Approval

Other Restrictions Apply

To apply, please contact:

Beth Rust, Sudbury Housing Trust, *Lottery Agent*
 278 Old Sudbury Road, Sudbury MA 01776
 978-639-3388, Housing@sudbury.ma.us

Applications can be found at www.sudbury.ma.us, keyword *Norfolk Housing*



Use and Resale restrictions apply



Norfolk Municipal Affordable Housing Trust – Housing Application



Information and Application for Gumps Property Housing Lottery Norfolk, MA

This packet contains specific information for the affordable housing units offered by the Norfolk Municipal Affordable Housing Trust (Trust).

There are seven (7) homes to be offered in this lottery - six new construction units: four at Gumps Farm, one at Mirror Lake and the other at 82 Main Street; and one existing home at 7 Old Populatic.

1. 24 Mirror Lake – 2 bedroom new construction \$ 95,000
2. 7 Old Populatic – 3 bedroom existing home \$120,000
3. 82 Main Street - 3 bedroom new construction \$130,000
4. 47 Rockwood – 3 bedroom new construction \$140,000
5. 6 Medway Branch – 4 bedroom new construction \$155,000
6. 18 Medway Branch – 4 bedroom new construction \$162,500
7. 25 Boardman – 4 bedroom new construction \$165,000

We invite you to read this information, which contains information regarding the eligibility requirements, the selection process, and lottery application, and submit an application. The key milestones for these housing opportunities:

- Application Period opens Wednesday, April 25, 2012
- Information Session Thursday, May 17, 2012 7:30 at the Norfolk Public Library
- Open House Saturday, May 19, 2012, 2-4pm at all properties
- Application Deadline Thursday, June 28, 2012
- Lottery Tuesday, July 24, 2012

This application is a first step in the lottery process and starts the process. Applicants must secure approval for a mortgage loan and submit evidence of such approval together with the application.

This application can be downloaded from the website at: <http://www.sudbury.ma.us/> using keyword Gumps Farm, and are available at the Norfolk Town Hall, and Norfolk Library 139 Main Street, Norfolk, MA 02056 or by calling the Lottery Agent. Applications with the required components must be returned to our office by the deadline. The office is available to assist you in this process.

Please return the application to, or contact the Lottery Agent below for any questions.

Beth Rust, Sudbury Housing Trust
278 Old Sudbury Rd, Sudbury, MA 01776
(978) 639-3388, housing@Sudbury.Ma.US

Project description

The Trust is offering seven homes in this affordable housing lottery.

1. 4 homes at Gumps Farm – There are two properties involved with the Gumps Farm for 4 units of new construction. The Trust acquired 47 Rockwood in February 2011 and is building a new home on the property. The other part of the project was property acquired by the Town of Norfolk through the November 2010 Town Meeting. Three lots have been created on that property, and new construction is underway.

Norfolk Municipal Affordable Housing Trust – Housing Application

2. 1 home at Mirror Lake: The Trust purchased the property at 24 Mirror Lake in February 2011, demolished the existing home and is constructing a new 2BR house.
3. 1 home at 82 Main Street: The Trust purchased this vacant property in December 2010, and is constructing a new 3BR house.
4. 1 home at 7 Old Populatic: The Trust purchased this existing home in 2012, and is offering it as an affordable unit after completing the required maintenance and renovation. This unit is the first to be offered under the Trust's Scattered Site Program. In this Program, the Trust plans to purchase existing single family home, and then sell them to qualified buyers as affordable homes with perpetual deed restrictions. The Trust plans to offer more homes in this Program, and will use the ranked eligible buyer list from this marketing effort for this and future homes for the next 18 months.

All homes will be sold with their land, and are not condominiums. The parcels are of varying sizes, as shown below:

Address	#BR	\$Price	Lot Size	Living Space (Sq Ft)
24 Mirror Lake	2	\$ 95,000	11,145 square feet	1,174
7 Old Populatic	3	\$120,000	7,485 square feet	1,444
82 Main Street	3	\$130,000	15,000 square feet	1,200
47 Rockwood	3	\$140,000	30,500 square feet	1,632
6 Medway Branch	4	\$155,000	71,102 square feet	1,981
18 Medway Branch	4	\$162,500	64,458 square feet,	1,981
25 Boardman	4	\$165,000	30,500 square feet	1,981

The construction for first two homes at 47 Rockwood and Mirror Lake is underway, and it is expected that the units will be ready for occupancy in the Fall of 2012. The three additional 4-bedroom homes – 6 and 18 Medway Branch, 25 Boardman – will be built in the Spring of 2013. The expected occupancy for 82 Main Street is Fall 2012, and Old Populatic will be available for purchase after the lottery.

All units ready for occupancy before December 2013 will be offered through this lottery, and it is assumed that this applies to all seven homes. However, should the construction schedule be delayed past that date, a new lottery will be conducted – with a new application period – for the remaining or newly acquired units.

All homes will be public ways; with Town water and each unit has its own private septic, water and electric meter.

The unit at Mirror Lake has 1174 gross living square feet with 2BR with 1.5 tiled baths. It is well 1981 gross living square feet designed with living area on two floors, with a basement with sliding glass doors. The first floor has an open plan with living area and kitchen, half bath, the second floor has two bedrooms and the full bath. The unit has driveway parking for 2 cars, and is directly across the street from Mirror Lake, with access to the lakeside.

The Gump Farm units have the first floor with dining room, living room and kitchen with tiled half bath. The second floor has the bedrooms and two tiled full baths. The units are unique and have some variations between the units. All the Gumps Farm units have a one car garage, deck and unfinished basement.

In all these five properties, the heating system is forced hot air heating systems and there is a digital thermostatic control within the unit. There will be Energy Star rated appliances including stove, refrigerator, dishwasher, microwave, disposal, washer and dryer. The units will promote sustainable living being built to Energy Star standards, and the Town's adopted Stretch Building Code.

The unit at 82 Main Street has three bedrooms, and 1.5 baths. The first floor has an open floor plan with DR/LR area and half bath. The second floor has three bedrooms and a full bath. It has a front and rear porch. It has a gas heating system, energy efficient appliances (stove, refrigerator, microwave, and washer/dryer).

Norfolk Municipal Affordable Housing Trust – Housing Application

The unit at 7 Old Populatic has three bedrooms, and 2 full baths. The first floor has an open floor plan that includes the dining area, kitchen and living room, and one bedroom and full bath. The second floor has two bedrooms and a bath with a shower toilet and sink. The home has a screened-in porch and deck. There will be Energy Star rated appliances including stove, refrigerator, dishwasher, microwave, disposal, washer and dryer, and new furnace.

These units are the first to be offered under the Trust's Scattered Site Program. In this Program, the Trust plans to purchase existing single family homes, or construct new single family home on vacant parcels and then sell them to qualified buyers as affordable homes with perpetual deed restrictions. The Trust plans to offer more homes in this Program, and will use the ranked eligible buyer list from this marketing effort for this and future homes for the next 18 months or through December 31, 2013.

These units will be sold under the DHCD Local Initiative Program, and in accordance with those Guidelines, initial purchase prices were established so that a household earning 70% of the Boston Area Median Income (AMI) is not required to spend more than 30% of their gross income for housing costs. These properties are sold below the market prices with deed restrictions. These restrictions protect the property in perpetuity using resale price limitations.

Lottery description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at Norfolk offices and Library, 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 received will be checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided. Applicants are encouraged to complete the checklist as an aide to the process.
3. For all units, the applicant's household size will be determined from the application, and required number of bedrooms as indicated on the application. Within each lottery pool, priority shall be given to households requiring at least the number of bedrooms for that unit. There may be no more than two occupants per bedroom. Smaller households are encouraged to apply.
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. The 2012 limits will be used:
 - 1 person household - \$45,500, 2 person household- \$52,000, 3 person household- \$58,500
 - 4 person household - \$65,000, 5 person household - \$70,200, 6 person household - \$75,400,
 - 7 person household - \$80,600, 8 person household - \$85,800
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, cash value of retirement accounts, value of real estate holdings and other capital investments. Include the value of the asset, with a deduction for the reasonable cost of selling the asset. The value of necessary personal property (furniture, vehicles) is excluded from asset values. Equity from the sale of any home will be included with other household assets that cannot exceed a total of \$75,000.
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 preceding the application, with the exception of displaced homemaker, single parents and senior households (at least one household member is 55 or over). Any previously or currently owned home must be sold prior to purchase of the affordable unit.

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.

Norfolk Municipal Affordable Housing Trust – Housing Application

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, and households that owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

7. Persons must submit all the necessary information by the application deadline. No faxed applications will be accepted. Late applications (applications mailed and/or received after the above date) and applications that are incomplete will not be accepted.
8. 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.
9. Four units in the lottery are being offered to local applicants with a connection to Norfolk. These are 82 Main Street (2BR), 47 Rockwell (3BR), 6 Medway Branch (4BR) and 25 Boardman (4BR). Applicants will be entered into all the pools for which they qualify; and a local resident will be included in both general and local pools. The local pool will be adjusted with increased opportunities for minorities if the representation of the local pools is less than 27%. This is done by selecting, by lottery if necessary, as many minority applicants from the general pool as needed to augment the local pool. Local resident includes:
 - Current residents of Norfolk,
 - Families with children attending the Norfolk schools,
 - Employees of the King Philip Regional Schools
 - Employees who work in Norfolk,
 - Employees who work for the Town of Norfolk.
10. There will be five lottery pools maintained for this lottery. Applicants will be placed in all pools they are eligible for:

Pool	Unit/s
One – General 2BR	24 Mirror Lake
Two – Local 3BR	7 Old Populatic, 47 Rockwood
Three – General 3BR	82 Main Street
Four – Local 4BR	6 Medway Branch, 25 Boardman
Five – General 4BR	18 Medway Branch

11. Once the Lottery Agent has verified the information contained in the application and confirmed eligibility, eligible applicants are entered into the appropriate lottery pools and are given the corresponding lottery numbers. Applicants are notified of the lottery pools they are placed in, the number of bedrooms the household is entered for and told the date, time and place of the lottery. Applicants are encouraged, but not required, to attend.
12. At the lottery, the lottery numbers will be pulled for the lottery pool by an independent third party and witnessed by representatives of the Town in a public setting. The Lottery Drawing List will be created from the lottery numbers in the sequence in which they are drawn. All applicants will be informed of their ranking.
13. Once the tickets have been randomly drawn and listed in the drawn order, the units are then awarded based on bedroom size within each lottery pool. The top ranked household needing at least four bedrooms will be offered the opportunity to purchase that specific unit. Then the top ranked household needing at least three bedrooms will be offered the opportunity to purchase that specific unit, and then households needing two

Norfolk Municipal Affordable Housing Trust – Housing Application

bedrooms, followed by household needing one bedroom. The household size preference shall be given to households based on the following criteria.

- There is at least one occupant and no more than two occupants 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.
14. If there remain four bedroom units after all households on both the local and general four bedroom Lottery Drawing Lists have been offered them, these larger units will be offered to households on the 3BR list in ranked order, and so on. That is, if there are no more applicants for a larger local unit, then it will be offered to the next general applicant of the same bedroom size, and after that offered to the next local applicant for one less bedroom, and then to the next general applicant.
 15. The lottery coordinator shall maintain the Lottery Drawing Lists until the unit is closed. In the event that any of the applicants are unable to obtain financing, withdraw for any other reason, or do not comply with guidelines, the next qualified applicant will be offered that particular unit.
 16. The winners will sign a reservation form within 15 calendar days of the lottery with \$100 deposit.
 17. The Purchase and Sale Agreement will be completed as the unit is constructed. Applicants will be required to recertify eligibility prior to signing the Purchase and Sale agreement if more than 6 months has elapsed since the lottery.
 18. The State programs and bank products have specific closing and financing requirements. Current mortgage requirements include:
 - The loan must have a fixed interest rate through the full term of the mortgage.
 - The loan must have a current fair market interest rate, no more than 2 percentage points above the current MassHousing rate.
 - The loan can have no more than 2 points.
 - No family loans or FHA mortgages can be accepted.
 - The buyer must provide a down payment of at least 3%; half of which must come from the buyer's own funds.
 - The buyer may not pay more than 38% of their monthly income for housing costs
 - Non-household members shall not be permitted as co-signers of the mortgage.
 19. The Norfolk Community Preservation Committee offers a Down Payment Assistance program for Norfolk residents for up to \$10,000.
 20. The Fair Housing Act prohibits discrimination in housing because of Race or color, National origin, Religion, Sex, Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18. 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.
 21. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
 22. Resale process: The Monitoring Agents have 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 LIP 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 LIP Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.

Norfolk Municipal Affordable Housing Trust – Housing Application

AFFORDABLE HOUSING APPLICATION
Must Be Completed and Returned By Thursday June 28, 2012 1PM

Applicant Legal Name _____ Phone Number _____ E-mail _____
Address _____ City _____ State/Zip _____

I learned of this lottery from (check all that apply):

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

I am applying for the following specific unit (or all):

Specific Unit Address: _____, or all: _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

- _____ Completed application signed by all individuals over the age of 18
- _____ Copy (not originals) of 2009, 2010, and 2011 Federal tax returns, as filed, with 2011 1099's, W-2's and schedules, for every current or future person living in the household over the age of 18
- _____ Copy (not originals) of last consecutive three months of pay stubs, for all salaried employed household members over 18. Six months of income for hourly and seasonal workers.
- _____ Copy (not originals) of last consecutive three months statements and documents from all other sources of income of all members listed on the application, on organization letterhead.
- _____ Copy (not originals) of last consecutive three months statements of all assets showing current value including all bank accounts, investment accounts, retirement accounts, on organization letterhead.
- _____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs. Note FHA and family mortgages are not accepted for this project.
- _____ Documentation regarding current or past interest in real estate, if applicable
- _____ Minority Self Declaration, if applicable
- _____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable
- _____ Copy of school registration for any full time student for any household member over 18, if applicable
- _____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury"

Norfolk Municipal Affordable Housing Trust – Housing Application

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	Minority Category * (Optional)
1						
2						
3						
4						
5						
6						
7						
8						

*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

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

Address: _____ Current Value: _____

[Provide current assessment information, and current mortgage statement]

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]

Norfolk Municipal Affordable Housing Trust – Housing Application

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.

#	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.

#	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: _____			
TOTAL				

Norfolk Municipal Affordable Housing Trust – Housing Application

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/we have no legal proceedings in our past which would disqualify me/us from public housing under the rules and regulations of the Department of Housing and Community Development and/or disqualify me/us from obtaining a mortgage.

I/We certify that I am/we are not related to any member of the Norfolk Municipal Affordable Housing Trust.

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 the provisions regarding resale restrictions and agree to the restriction. You must notify DHCD and the Monitoring Agent when you wish to sell. The unit can't be refinanced without prior approval of DHCD and/or the Monitoring Agent, no capital improvements can be made without DHCD and/or 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 DHCD Universal Deed Rider is available with the Lottery Agent and on the DHCD website - <http://www.mass.gov/Ehed/docs/dhcd/hd/lip/lipdeedrider.pdf>

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 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 Agent makes no representation on the availability or condition of the unit.

Your signature(s) below gives consent to the Lottery 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 THIS SPECIFIC DEVELOPMENT.