

Concord Housing Authority

34 Everett St.
Concord, Ma 01742
978-369-8435 (p)
978-369-4269 (f)
www.concordha.org

AFFORDABLE HOUSING LOTTERY

**1 - One-Bedroom Rental Unit - \$1,400 per month
(Age (60+) and Income restrictions apply)**

***Old Bedford Meadows- Senior Apartments
405 Old Bedford Road
Concord, MA 01742***

Anticipated Occupancy –NOVEMBER 1, 2019

This packet contains specific information for the lottery for one affordable rental units at the Old Bedford Meadows Senior Apartments in Concord, MA, including eligibility requirements, the lottery and selection process, and a lottery application.

The key milestones for this housing opportunity:

- Application Period opens September 16, 2019
- **Application Deadline October 2, 2019 - 2 p.m.**
- Lottery October 7, 2019 - 2 p.m.
CHA Office – 34 Everett St, Concord MA

This application is a first step in the lottery process and does not assure you an apartment.

Please contact the Concord Housing Authority for any questions or to submit your application.

Project Description:

Owned and managed by the Concord Housing Authority this 640-square foot, one bedroom with one bath unit features a full kitchen, bathroom with walk-in shower and carpeting in living room and bedrooms. There are generous closets throughout the unit. Electric oven, microwave, refrigerator and stackable washer/dryers are included in the unit. The unit is assigned one parking space with limited unassigned space for guests. Gas for heat and hot-water are included in the rent. Electricity (general and for oven) is metered separately and is the responsibility of the tenant. Cable and DSL service hook-ups are provided.

Concord Housing Authority

Eligibility Requirements:

1. **Minimum Age** - 60 years old (at least one member of household)
2. **Maximum Household size** - 2 persons
3. **Maximum Household Income Limit** – Gross household income must be at or below 80% of area median income as determined by HUD and adjusted for household size. An imputed income amount of 0.06% of assets will be added to income for assets over \$5,000. Current limits (Effective 4/24/2019) are:

1 person - \$62,450; 2 person - \$71,400

LOTTERY AND SELECTION PROCESS:

Applications will be available in Concord at the following locations:

- Concord Housing Authority offices at 34 Everett Street
- Concord Town House, 22 Monument Square, Concord, MA
- The Concord Free Public Library (open evenings)
- Council on Aging Harvey Wheeler Center
- Electronically on the Concord Housing Authority (CHA) and Regional Housing Services Office (RHSO) websites (concordha.org and RHSOhousing.org)
- Call the Concord Housing Authority (978-369-8435) to request these materials to be mailed to potential applicants, family members or caregivers.

Application must be submitted to the Concord Housing Authority by the application deadline– All applications must be received in hardcopy and 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. Email or fax submission of applications are not accepted.

Lottery Process:

1. All applicants who, have submitted complete applications and based on application, meet eligibility requirements will enter the lottery.
2. Applicants will be notified of their applications have been received and their eligibility status and given a lottery number
3. The Lottery will be held in a public setting and ballots will be randomly drawn and placed in the order drawn.
4. The Lottery results will be posted and letters to the winners will be sent within three business days.
5. Top ranked applicant will be contacted by the Concord Housing Authority to complete final landlord screening and approval. If approved the applicant will be offered the unit. Applicants who require special accessibility or reasonable accommodations features or modification will be given the opportunity to request such modifications. If the top ranked applicant does not sign a lease or is otherwise disqualified, the next applicant will be contacted by the Concord Housing Authority.
6. If an applicant passes on the unit, they will be moved to the bottom of the list, unless there are extenuating circumstances regarding hardship. A general list will be created through this lottery

Concord Housing Authority

and maintained with ranking, contact information. This list will then retained and used to fill vacancies for up to one year.

Tenants are required to recertify annually. Annual income must be below 140% of the 80% income limits to remain eligible. Ineligible tenants may be required to pay market rent.

The Fair Housing Act and other federal and state laws and regulations prohibit discrimination on the basis of race, creed, color, sex, age, disability, marital status, religion, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and which is specifically prohibited. An applicant who believes that they have been discriminated against in the selection process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.

Qualified persons with disabilities are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing, when accommodation is necessary to ensure equal access to the building and individual unit, amenities and services.

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APPLICATION FOR CONCORD HOUSING AUTHORITY LOCAL PROGRAM OLD BEDFORD MEADOWS

PLEASE CHECK 1 BDRM _____ 1 BDRM HC _____

Name _____

Address _____

Phone _____ (home) _____ (cell)

Email _____

Information for individuals who will be on the lease (including applicant) **Please Print**

Name	Relationship To Head	DOB	Sex	SS #
(1) Head	_____	_____	_____	_____
(2)	_____	_____	_____	_____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

- _____ **Completed application** - signed by all individuals over the age of 18 who will be residing in the unit.
- _____ **3 Years of Tax Returns** - Copy of 2015, 2016, and 2017 Federal tax returns, as filed, with W-2's and schedules for 2018 tax return, for every current or future person living in the household over the age of 18. State returns are not required. Include 2018 W2.
- _____ **Recent Pay stubs** - Copy of five most recent consecutive pay stubs, and last paycheck of 2017.

Concord Housing Authority

_____ **All Other Income Statements** - Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income

_____ **Current statements of all assets** (all pages), on financial institution letterhead, showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts. Include copy of last three months of each asset statement. Provide explanation for non-income deposits.

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

_____ Documentation regarding Rental Assistance, if applicable.

_____ Documentation regarding need for reasonable accommodations, 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" (request form if applicable)

_____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury" (request form if applicable)

List all addresses for the past five years:

Current Address Dates _____ to _____

Name of Landlord _____

Landlord Address _____

Landlord Phone _____

Previous Address: _____

Dates _____ to _____

Name of Landlord _____

Landlord Address _____

Landlord Phone _____

Concord Housing Authority

Previous Address: _____

Dates _____ to _____

Name of Landlord _____

Landlord Address _____

Landlord phone _____

REFERENCES. These should not be relatives or household member. Please print.

(1) Name _____

Address _____

Phone _____

(2) Name _____

Address _____

Phone _____

Concord Housing Authority

INCOME INFORMATION - List **all** sources of income for all members listed on application to reside in the unit. Include all wages, Social Security, Child support, alimony, unemployment, disability compensation, public assistance, pensions, and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement.

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

ASSETS

List all assets include checking accounts, saving accounts, retirement accounts, certificates, money markets, stocks, bonds and real estate. Please attach documentation of assets to this application. Documentation must include the total asset value, any regular occurring distribution and taxable interest.

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

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RENTAL ASSISTANCE:

Have you or any member of your household currently or ever received housing assistance from this agency or any housing agency. This includes rental assistance programs (Section 8) (circle one) **yes no**

If yes: Head of Household _____

Name of Agency _____

Do you have a current voucher? (circle one) **Yes No**

If yes, attach benefit statement

If no, did you leave in good standing? (circle one) **yes no**

APPLICANT(S) CERTIFICATION

I/We understand that this lottery application is not an offer of housing and does not guarantee housing.

I/We understand that additional information and verifications will be necessary to complete the standard application process.

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 no member of the household owns a home, including in Trust.

I/We certify that the information in this lottery application and in support of this application is true and complete 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, or our family, are not related to the Developer of the property, the Lottery Agent, the Monitoring Agent or any party of this project.

I/We agree to provide additional information on request to verify the accuracy of all statements in this application.

I/We consent to the disclosure of such information for the purpose of income, asset and any other verification related to my/our application. I/We grant permission for all of the above information to be verified by the owner/agent.

Concord Housing Authority

I authorize the Concord Housing Authority to make inquiries to verify the information I have provided in the application. I certify that the information I have given is true and correct. I understand that any false statement or misrepresentation may result in denial of my application. **I understand the Housing Authority will request Criminal Offender Information from the Criminal History Systems Board and perform credit checks and internet searches of all adult members of the household.**

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.

No lottery application will be considered complete unless signed and dated by the Applicant/Co-Applicant.