

## **Lottery Information and Application**

### **Paradise Place Condominium**

### **Tewksbury, MA**

Located at 2131 Main Street in Tewksbury, Paradise Place Condominium is a new 15-unit development offering 2 four-bedroom affordable townhomes, by lottery, to eligible first-time homebuyers.\* These homes have 3 ½ bathrooms, a 1-car garage and 1 off-street parking spot, and are approximately 1,915 SF. Features include large and stunning open concept layouts and high-end amenities including gleaming hardwood floors, granite countertops, stainless steel appliances, and more!

These deed-restricted homes are priced at \$259,900 and will be offered via lottery process as outlined in the attached Information Packet. The monthly HOA fee is \$200 and taxes will be approximately \$290 a month based on the 2024 tax rate of \$13.39 per thousand. In exchange for the opportunity a home such as this at less than its fair market value, you must agree to certain use and transfer restrictions. These restrictions are described in detail in a Local Initiative Program (LIP) Deed Rider that will be attached to the deed to your home and recorded at the Registry of Deeds. Please review the Information Packet for more details, and complete the application and disclosure statement at the rear of the packet if you are interested in applying for this opportunity.

Applicants will not be discriminated against 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. Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing.

\*A first-time homebuyer is defined as not having owned a home within the past three years. Certain exceptions apply. Please refer to the Information Packet for a list of exceptions.

***PLEASE NOTE: All applicants must include a mortgage pre-approval from an institutional lender. FHA, VA, Rocket Mortgage and Quicken Loans will not be accepted, however, because these institutions do not provide mortgages for deed-restricted properties. If you are requesting a reasonable accommodation, you must provide documentation verifying the need for the accommodation. If you are exempt from the first-time homebuyer requirement as outlined in the Information Packet, you will be asked to provide documentation. An application will be considered incomplete - and therefore not included in the lottery - if all documentation is not received on or before the application deadline. In addition, the application must be completed in its entirety. Do not just sign the required pages, you MUST fill them out completely. We are collecting financial documentation as part of the initial***



***application. If you have the opportunity to purchase, additional documentation may be requested post lottery.***

***Applicants may submit documents in person, by mail, email, or fax. Photos of documentation via email, however, will not be accepted. Instead, you must scan the emailed documents. If your application is incomplete, you will be notified and given the opportunity to complete the application to the best of our ability. For this reason, you are encouraged to submit your application package as early as possible.***

**KEY DATES**

**Public Information Meeting**

5:00 p.m., Wednesday, October 2, 2024  
Tewksbury Public Library, 300 Chandler Street  
Tewksbury, MA 01876

**Application Deadline**

November 15, 2024 at 4:30PM

If you have questions and cannot attend the Public Information Meeting, please contact Chelmsford Housing Authority at (978) 256-7425 x21 or email us at [lottery@chelmsfordha.com](mailto:lottery@chelmsfordha.com).



This is an important document. Please contact **Chelmsford Housing Authority (CHA)** at **(978) 256-7425** for free language assistance.

Este documento es muy importante. Favor de comunicarse con el CHA en 978.256-7425 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o CHA no número 978.256-7425 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte CHA la nan 978.256-7425 pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡 CHA 聯絡方式：978.256-7425。  
(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助，请联络 CHA 联络方式：978.256-7425。  
(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником CHA на предмет оказания бесплатной помощи по переводу на иностранный язык (978.256-7425). (Russian)

នេះគឺជាឯកសារសំខាន់ៗ សម្រាប់នាក់ទំនង CHA តាមរយៈ 978.256-7425 ដើម្បីទទួលបានជំនួយ  
ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ CHA tại 978.256-7425 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyu muhiim ah. Fadlan CHA nc. 978.256-7425 kala soo xiriir 978.256-7425 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ CHA بـ 978.256-7425 للمساعدة اللغوية المجانية.  
[Phone #] [LHA Name] (Arabic)

Ce document est très important. Veuillez contacter le CHA au 978.256-7425 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il CHA al 978.256-7425 per avere assistenza gratuita per la traduzione. (Italian)



This is an important document. Please contact Chelmsford Housing Authority (CHA) at (978) 256-7425 for free language assistance.

To παρόν έγγραφο είναι σημαντικό. Παρακαλώ επικοινωνήστε με την \_\_\_\_\_ στο τηλέφωνο 978.256-7425 για δωρεάν γλωσσική βοήθεια. (Greek)

Jest to ważny dokument. Proszę skontaktować się z \_\_\_\_\_ pod numerem 978.256-7425 aby uzyskać bezpłatną pomoc językową. (Polish)

이것은 중요 문서입니다. 무료 언어 지원을 위해서는 \_\_\_\_\_ 에 연락하십시오. (Korean)

これは重要な文書です。無料の言語サービスについては、\_\_\_\_\_ の \_\_\_\_\_ までご連絡ください。 (Japanese)

Սա կարևոր փաստաթուղթ է: Խնդրում ենք կապվել \_\_\_\_\_ 978.256-7425 եզվալուսն ձրի օգնության համար: (Armenian)

ນີ້ແມ່ນເອກະສານທີ່ສຳຄັນອັນໜຶ່ງ. ກະລຸນາຕິດຕໍ່ກັບ \_\_\_\_\_ ທີ່ \_\_\_\_\_ ເພື່ອຂໍຄວາມຊ່ວຍເຫຼືອທາງດ້ານການແປພາສາໂດຍບໍ່ໄດ້ເສຍຄ່າ. (Lao)

Ovo je važan dokument. Za besplatnu pomoć vezanu za jezik, molimo vas kontaktirajte \_\_\_\_\_ na 978.256-7425. (Serbo-Croatian)

یہ ایک اہم دستاویز ہے۔ زبان سے متعلق مفت مدد کیلئے براہ کرم \_\_\_\_\_ میں \_\_\_\_\_ سے رابطہ کریں۔ (Urdu)

આ એક અગત્યની દસ્તાવેજ છે. કૃપા કરીને મફત ભાષાકીય સહાય માટે \_\_\_\_\_ પર 978.256.7425 ની સંપર્ક કરી. [Gujarati]

เอกสารนี้มีความสำคัญ โปรดติดต่อ \_\_\_\_\_ ที่ \_\_\_\_\_ สำหรับบริการช่วยเหลือด้านภาษาได้ฟรี (Thai)

این سند مهمی است. لطفا جهت دریافت خدمات رایگان زبان با \_\_\_\_\_ از طریق 978.256.7425 تماس حاصل فرمایید. (Farsi)

[Phone #]

[LHA Name]



# Paradise Place Condominium

## Information Packet

AFFORDABLE HOMES through the Executive Office of Housing and Community Development  
(EOHLC) Local Initiative Program  
Question & Answer

### What are the qualifications required for Prospective Buyers?

- Qualify based on the following maximum income table, which is adjusted for household size. Please note these figures are gross, not net.

Household Size	1	2	3	4	5	6	7	8
Max Allowable Income	\$68,500	\$78,250	\$88,050	\$97,800	\$105,650	\$113,450	\$121,300	\$129,100

Income limits subject to change based on HUD updates.

### LOTTERY APPLICANT QUALIFICATIONS:

- 1. Household income cannot exceed the above maximum allowable income limits. Income from all adults 18 or older will be counted towards income eligibility.**
- 2. Household must be a first-time homebuyer defined as not having owned a residential property for three years, including a home in a trust.** \*\* The following exceptions apply:
  - a. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
  - b. single parent, where the individual 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 who the individual has custody or joint custody, or is pregnant);
  - c. households where at least one household member is 55 or over;
  - d. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
  - e. households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of construction of a permanent structure.\*\* A home owned by one of the above exceptions must be sold prior to closing on the affordable unit.
- 3. Total household assets shall not exceed \$75,000. Liquid retirement assets are counted.**
  - a. Individual retirement, 401K and Keogh accounts are included at 100% of the account value.
  - b. The value of Retirement and Pension Funds differ if you are employed or are no longer working. If still employed the value is determined using the amount you can withdraw less any penalties or transaction costs. At retirement, termination of employment or withdrawal periodic receipts from pension and retirement funds are counted as income. Lump sum receipts are counted as assets.
  - c. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.
- 4. Individuals with a financial interest in the development are not eligible to purchase these affordable homes. Families of those individuals are also ineligible to purchase these homes.**

### If someone in my household is age 55 or over, can I currently own a home?

Yes. You will not, however, be allowed to complete the purchase of an affordable home at Paradise Place until your current home is sold and you remain under the asset limit of \$75,000 The proceeds from the sale



of your home will be considered an asset.

**5. Can a family member give me money toward the purchase of this home?**

Yes, a member of your immediate family may “gift” you money to help with the purchase of the home. This money will be counted toward your assets, which cannot exceed \$75,000. You will be asked to submit a letter from this family member stating how much money they are giving you and that they do not expect repayment. You must also submit proof that they have funds available to make this gift.

**6. Can I apply as a displaced homemaker or single parent if I currently own a home?**

Yes. You will not, however, be allowed to complete the purchase of an affordable home here until your current home is sold and you remain under the asset limit of \$75,000. The proceeds from the sale of your home will be considered an asset.

**7. Can a family member give me money toward the purchase of this home?**

Yes, a member of your immediate family may “gift” you money to help with the purchase of the home. This money will be counted toward your assets, which cannot exceed \$75,000. You will be asked to submit a letter from the family member stating how much money they are giving you and that they do not expect repayment. You must also submit proof that they have funds available to make this gift.

**8. Does my separation or divorce have to be finalized when I apply?**

Your separation or divorce does not need to be finalized when you *apply* but it must be finalized *before you sign a Purchase and Sale Agreement*. You will not be allowed to purchase an affordable home until your separation or divorce is complete because the terms specifying the allocation of assets and custody of children must be finalized so that your income and asset eligibility can be accurately reviewed and your household size accurately portrayed. If you have only filed for separation when it comes time to purchase an affordable home and you haven’t finalized your divorce, you will not be allowed to purchase a home at that time. Therefore, you should try to expedite all divorce/separation hearings as your divorce/separation will need to be finalized in the next few months.

**9. Do I need to be a resident of Tewksbury to apply?**

No. There is no residency requirement assigned to the purchase of an affordable unit at Paradise Place Condominium.

**MAXIMUM INCOME AND ASSET LIMITS**

**How is a household’s income determined?**

The Chelmsford Housing Authority, in its capacity as the Lottery Agent, will calculate the income a household makes over the course of a 12-month period. In an effort to provide as accurate an income estimation as possible, the CHA must review all current and historical income data.

**ALL SOURCES OF INCOME ARE COUNTED.** Any monies you receive will be counted as income. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part- time employment, matured bonds, monies received in court settlements and imputed interest and dividends on bank accounts and other assets.

There are some exceptions under which income will not be counted, most notably income from employment of children under the age of 18.

It is not up to the household to determine what monies should and should not be counted as its calculated income. All monies, therefore, should be listed on the application and the inclusion of these monies in determining a household’s eligibility will be based on affordable housing guidelines.



**I cannot withdraw money from my 401K or retirement fund. Do I have to include it when I list my assets?**

Yes. You need to include the net cash value of all your current retirement funds. We realize that most retirement funds assess large penalties for early withdrawal, but this does not technically mean that you cannot withdraw your funds or don't have access to them. The post-penalty amount is what you need to provide along with supporting documentation.

**Are there eligibility exceptions for households that are barely over the income limit but considerably under the asset limit (or vice versa)?**

No. All households must be under BOTH the income limit and the asset limit. Eligibility is not based solely upon one or the other.

**Are there mortgage guidelines that we need to follow? Yes, they are:**

- 1) Must secure a 30-year fixed rate mortgage.
- 2) The loan must have a current fair market interest rate. No more than 2% points above the current MassHousing Rate.
- 3) The buyer must provide a down payment of at least 3%, half of which must come from the buyer's own funds.
- 4) The loan can have no more than 2 points.
- 5) The sales price of the unit is set by EOHLC to be affordable to an income-eligible household using a 5% down payment and putting no more than 38% of their monthly income toward housing costs. The buyer may not pay more than 38% of their monthly income for housing costs.
- 6) Non-household members are not permitted to be co-signers on the mortgage.

**Additional Mortgage Specifics:**

1. Your mortgage pre-approval **MUST** cover the purchase price unless you have sufficient assets to cover the shortfall. In rare instances, lenders will issue a pre-qualification based on information that you report vs. a pre-approval based on their review of your income, asset and tax documents. Be sure you are submitting a pre-approval as it is a better indicator of your ability to secure a mortgage. A pre-qualification will not be accepted.
2. Your pre-approval must be issued by an institutional lender and be based on your credit score and current financial information. Pre-approvals from FHA, VA, Rocket Mortgage or Quicken Loans, however, will not be accepted, however, as these agencies are unable to write loans for deed-restricted properties.
3. At minimum, your pre-approval must show purchase price and financing amount. If it does not, you will not be included in the lottery.
4. If your mortgage pre-approval does not have an expiration date, it will be considered expired after 60 days from date of issue. If your pre-approval expires after your application submission, we will accept it, but should you have a chance to purchase, the pre-approval will need to be updated prior to final eligibility determination. If it expires prior to your application submission, you will not be included in the lottery.
5. If you plan on using a down payment assistance program, such as a Mass housing downpayment assistance program, this assistance must be noted in the pre-approval. If a specific downpayment assistance program is not reflected in the pre-approval it will not be taken into consideration.
6. Your downpayment can be more than 3% but not less. Also remember you are responsible for closing costs.
7. Preapprovals with information that has been crossed out or whited out will not be accepted.
8. Non-household members cannot be co-signers on your mortgage.

When securing your mortgage, it is highly recommended that you use a lender who is familiar with writing loans for deed-restricted homes. We caution you specifically against using FHA, VA, Rocket Mortgage and Quicken Loans as these agencies are unable to write loans for deed-restricted properties. Applicants are encouraged to consider the One Mortgage Program through MHP or MassHousing. For a list of some recommended lenders offering this program, please visit this page:

<https://www.masshousing.com/home-ownership/homebuyers/lenders>

**There are five people in my family: myself, my spouse and three children. Is my household composition suitable for a 4-**



### **bedroom home?**

Yes. Household size preferences are based on the following unit preferences:

- a) There is at least one occupant per bedroom.
- b) A married couple, 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.
- c) A person described in (b) shall not be required to share a bedroom if the consequence of sharing would be a severe adverse impact on his or her mental or physical health and reliable medical documentation is provided substantiating the adverse impact.
- d) A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- e) If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

### **Are there any restrictions associated with this property?**

Yes. Deed restrictions are in place to ensure the units remain affordable for future buyers. The deed rider requires principal residency, affordability for perpetuity and prior approval from the Town and EOHLC for capital improvements and refinancing. If you choose to sell your unit you must notify the town and EOHLC in writing. There is a limit on the resale price. The maximum resale price is determined by EOHLC using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. **For example**, the price is \$259,900 and the current area median income is \$132,900. The Resale Price Multiplier would be  $\$259,900 / \$132,900 = 1.96$ .

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price. **For example**, if the new area median income at time of resale is \$150,000, the 1.96 multiplier would be applied resulting in maximum resale price of \$294,000 ( $\$150,000 \times 1.96 = \$294,000$ ). If however, that price is determined to be unaffordable for the next purchaser, EOHLC will have the right to lower maximum resale price. You will, however, not be asked to sell for less than the original purchase price of \$259,900.

All selected applicants are urged to review the deed restrictions with an attorney. All buyers will be provided with a copy of the sample deed restrictions at the time of Purchase and Sale Agreement. The sample deed restrictions are also available by email request to [lottery@chelmsfordha.com](mailto:lottery@chelmsfordha.com).

### **How much money do I need to make to afford the unit?**

The minimum income required to purchase is based upon an applicant's ability to secure a mortgage. Please see the "Sample Affordability Analysis" on Page 1. This is based upon current interest rates and anticipated real estate taxes and related housing expenses and provides an estimate of the monthly expenses associated with the purchase of this home.





## **Lottery Process**

**Due to the nature of the affordable units' availability, it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.**

### ***Lottery Pools***

The lottery has one pool, the Open Pool, open to all eligible applicants. Each eligible applicant will receive a lottery code and will be included in the lottery. All eligible applicants will be pulled, and their lottery code announced at the time of the lottery. Applicants will then be ranked according to household size with preference given to households in need of a 4-bedroom home. Smaller households will be not be able to purchase unless the list of larger households is exhausted.

### ***Time Frames***

If you are selected and have the opportunity to purchase the unit, you will need to provide all the required financial documentation within the timeframe provided post lottery. Once received and reviewed, your information will be forwarded to the Monitoring Agent for final eligibility determination. Once you have been determined eligible by the Monitoring Agent, you will be shown the units, and your information will be forwarded to the sellers' attorney to prepare the Purchase and Sale Agreement. Failure to provide all the required documentation within the timeframe will mean the buyer will not move forward with the purchase and we will move onto the next buyer on the list.

### ***Acceptance of Home***

The top-ranked household will have the first choice of units. The second-ranked household will have the opportunity to purchase the second home. If an applicant chooses not to move forward, they will go to the bottom of the list and will likely lose the opportunity to purchase a home at Paradise Place.

### ***Summary***

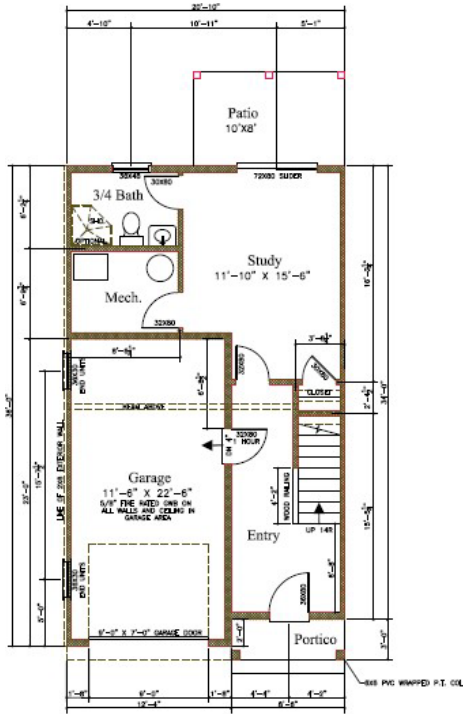
We hope this helps explain the process by which the units will be awarded. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.



AVAILABLE UNITS

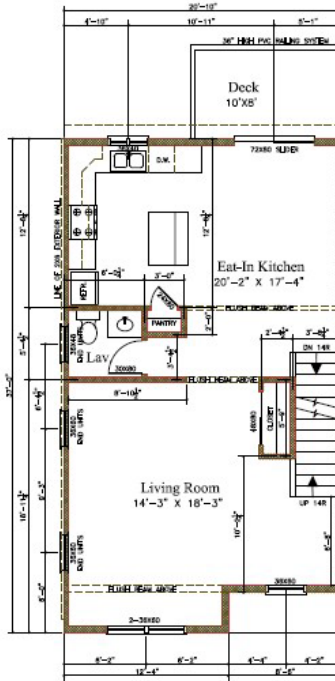
Unit #	# of BED	# of BATHS	Sq. Ft.	Availability
Unit 220	4	3 ½	1,915	March 2025
Unit 320	4	3 ½	1,915	March 2025

FOUR BEDROOM FLOORPLAN



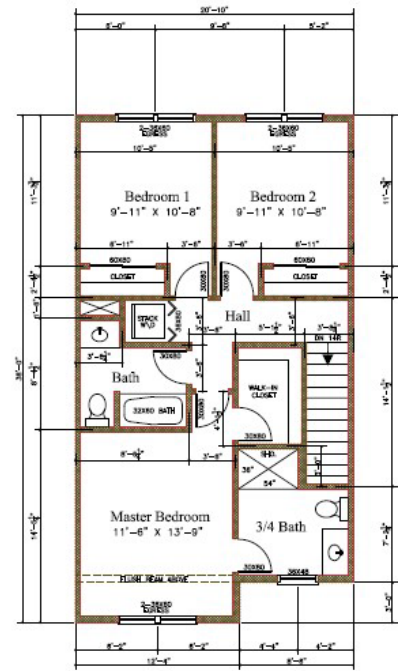
Lower Floor Plan

SCALE: 1/8"=1'-0"  
LOWER FLOOR UNITS AREA: 404 SF



Main Floor Plan

SCALE: 1/8"=1'-0"  
MAIN FLOOR UNITS AREA: 740 SF



Second Floor Plan

SCALE: 1/8"=1'-0"  
SECOND FLOOR UNITS AREA: 768 SF



# AFFORDABILITY ANALYSIS

## Four Bedroom

<b>Home Price</b>	\$ 259,900.00
<i>Interest Rate</i>	6.60%
<i>Down Payment (%)</i>	5%
<b>Down Payment (\$)</b>	\$ 12,975.00
<b>Mortgage Amount</b>	\$ 246,525.00
<b>Monthly Expenses</b>	
<i>Principal &amp; Interest</i>	\$ 1,574.45
<i>Real Estate Taxes</i>	290.00
<i>Private Mortgage Insurance</i>	160.00
<i>Hazard Insurance</i>	87.00
<i>Monthly HOA Fee</i>	200.00
<b>TOTAL Monthly Expenses</b>	<b>\$ 2,311.45</b>

### NOTES:

ALL values are estimates and are subject to change.

Tewksbury 2024 Residential Tax Rate = \$13.39 per thousand

### Monthly HOA Fees cover:

Landscaping – Common Area Only  
Snow Removal – Roadway Only  
Street Maintenance  
Street Lighting  
Common Areas  
Wetland and Basin Repairs, Replacement and Maintenance

**HOMEOWNERS ARE RESPONSIBLE FOR HOMEOWNERS INSURANCE AND MAINTENANCE ON THEIR PROPERTY**



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# Paradise Place Condominium

## LOTTERY APPLICATION

**APPLICATION DEADLINE: November 15, 2024**

<b>For Office Use Only:</b> Date Appl. Rcvd: _____ Household Size: _____ Lottery Code: _____
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**PERSONAL INFORMATION:** **PRINT LEGIBLY** Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell # \_\_\_\_\_

Email: \_\_\_\_\_

Have you or any member of your household ever owned or currently own a home? \_\_\_\_\_ If so, when did you or will you sell it? \_\_\_\_\_

**Bedroom Size Requested:** \_\_\_ Four The  
total household size is \_\_\_\_\_

**Household Composition:** Include all Applicant(s)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

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Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_



**FINANCIAL WORKSHEET:** (Include all Household Income which includes gross wages, retirement income (if drawing on it for income), business income, veterans benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplement second income and dividend income.)

Borrower's Monthly Wages (Gross)	
Other Monthly Income	
Co-Borrower's Monthly Wagers (Gross)	
Other Monthly Income	
<b>Total Monthly Income:</b>	

**Household Assets:** (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase. Complete all that apply with current account balances)

Asset Type	Balance/Value
Checking	\$
Savings	\$
Stocks, bonds, treasury bills, CDS, Money Market and Mutual Funds	\$
Individual Retirement, 401(k) and Keough accounts	\$
Retirement or pension funds	\$
Revocable trusts	\$
Equity in rental property or other capital investments	\$
Cash value of whole life or universal life-insurance policies	\$
Down payment gift	\$
<b>Total Assets</b>	\$

**EMPLOYMENT STATUS:** (include for all working household members. Attach separate sheet, if necessary.)

Name of Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Date of Hire (Approximate): \_\_\_\_\_

Annual Wage - Base: \_\_\_\_\_

Additional: \_\_\_\_\_ (Bonus, Commission, Overtime, etc.)



**ABOUT YOUR FAMILY: OPTIONAL**

You are being asked to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members who will be living in the home. Please check the appropriate categories:

	Applicant	Co-Applicant	Dependents (If checked, also list # of Dependents)
Black or African American	_____	_____	_____
Asian	_____	_____	_____
Hispanic/Latino	_____	_____	_____
Native Hawaiian / Pacific Islander	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Other, Not White	_____	_____	_____

**ADDITIONAL INFORMATION:**

Please be advised that reported income should reflect income for everyone who will be residing in the home.

**SIGNATURES:**

The undersigned warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to purchase an affordable condominium at Paradise Place. I/We understand(s) if selected we will then be asked to provide all financial documentation to corroborate the information I/we have reported.

Signature \_\_\_\_\_

Applicant

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Co-Applicant

Date: \_\_\_\_\_



# Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of affordable homes at Paradise Place Condominiums in Tewksbury, MA.

1. The annual household income for my family does not exceed the allowable limits as follows:

Household Size	1	2	3	4	5	6	7	8
Max Allowable Income	\$68,500	\$78,250	\$88,050	\$97,800	\$105,650	\$113,450	\$121,300	\$129,100

Income from all family members, 18 or older, must be included. Income may change based on HUD updates.

2. I/We have not individually or jointly owned a single-family home, town home, condominium or co-op within the past three (3) years, including homes in a trust. I/we understand the exceptions that apply.
3. I/We certify that my/our total household assets do not exceed the \$75,000 asset limit and understand additional asset guidelines will be provided if we have an opportunity to purchase. I/We understand that assets divested at less than full market value at least two years prior to application will be counted at full value in determining eligibility.
4. The household members listed on the application form includes all and the only people who will be living in the residence.
5. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief. I/We understand that providing false information will result in disqualification from further consideration.
6. I/We understand that being selected in the lottery does not guarantee that I/we will be able to purchase a home. I/We understand that all application data will be verified, and additional financial information will be required, verified and reviewed in detail in order to determine final eligibility, post lottery.
7. I/We understand that it is my/our obligation to secure the necessary mortgage pre-approval for the home purchase. I/We understand all expenses, including closing costs and down payments, are my responsibility.
8. I/We acknowledge that we have been advised to secure a mortgage through a lender experienced with deed-restricted mortgage products.
9. I/We further authorize Chelmsford Housing Authority (CHA) to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to the CHA and consequently the project's monitoring agency, for the purpose of determining income eligibility.
10. I/We understand that if I/we am/are offered the opportunity to purchase and decide against moving forward, I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable home at Paradise Place.
11. Program requirements are established by the Executive Office of Housing and Livable Communities (EOHLC) and the Town of Tewksbury. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by EOHLC is final.
12. I/We certify that no member of our family has a financial interest in the project.
13. I/We understand there may be differences between the market and affordable units and accept those differences.





14. I/We understand these are deed restricted units and acknowledge that it is recommended we consult an attorney to review the restrictions and the terms of the Purchase and Sale agreement.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available homes at Paradise Place Condominium. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

Date: \_\_\_\_\_

**See page 18 for submission information**



**Required Documentation Form  
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. A mortgage pre-approval is required and must be sent with your application to participate in the lottery. Incomplete applications will not be included in the lottery and the applicant will be notified after the application deadline if this is the case. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

**Initial each that are applicable and provide the documents. Return this sheet with your application.**

1. \_\_\_\_\_ Mortgage Pre-approval – FHA, VA, Rocket Mortgage and Quicken Loans are not accepted. Your pre-approval must follow the mortgage guidelines. (Please see additional mortgage tips as listed on Page 7 of this information packet.)
  
2. \_\_\_\_\_ If you require a reasonable accommodation, you must request this at time of application and provide any supporting documentation, if needed, such as a letter from a doctor, at the same time.
  
3. \_\_\_\_\_ If you meet one of the first-time home buyer exceptions as stated on Page 5 you must provide documentation.

We understand if we do not provide the above applicable documentation, we will not be included in the lottery, receive reasonable accommodation or be considered as an exception to the first-time homebuyer definition.

Print Applicants Name(s): \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Co-Applicants Signature

\_\_\_\_\_  
DATE

**ALL FINANCIAL DOCUMENTATION WILL BE REQUESTED AFTER THE LOTTERY AND ONLY TO THOSE THAT HAVE THE INITIAL OPPORTUNITY TO PURCHASE.**

**See page 19 for submission information**



## **Return the following to Chelmsford Housing Authority (CHA):**

1. Completed, signed and dated Application
2. Signed and dated Affidavit and Disclosure Form
3. Completed, signed and dated Required Documentation Form and documentation:
  - A copy of your 2023, 2022 and 2021 federal – not state -- tax returns including all 1099s, W-2s and schedules;
  - Completion of Request for Transcript of Tax Return form (Form 4506-T) for all adult household members;
  - A copy of five most recent pay stubs from all household members currently employed;
  - A current letter from all sources of income including but not limited to Public Assistance, Social Security, pensions and annuities showing the gross amount received, child support and alimony;
  - The three most current monthly statements from all banking accounts, including digital wallets) for all household members;
  - A copy of all assets showing current value of pre-paid debit cards, investment accounts, life insurance policies, retirement accounts, etc.
4. Mortgage Pre-approval
5. Reasonable Accommodation documentation, if needed
6. Exception to first-time homebuyer rule, if applicable

**ONLY SUBMIT ONE APPLICATION PER HOUSEHOLD**

**Application Deadline: November 15, 2024 at 4:30 p.m.**

**Return in person, by email or fax to the Chelmsford Housing Authority (CHA) office on or before the above application deadline or mail postmarked on or before the above application deadline to:**

Chelmsford Housing Authority  
c/o Paradise Place  
10 Wilson ST  
Chelmsford, MA 01824  
Phone: (978) 256-7425 X21 FAX: ( 978) 418-3081  
Email: [lottery@chelmsfordha.com](mailto:lottery@chelmsfordha.com) TTY: 711 or (800) 439-0183

**NOTE:** If you are mailing your application close to the application deadline, make sure you go to the Post Office and ask that they date, stamp and mail the application. Mail can be sent to a central sorting facility that uses bar codes instead that do not indicate the true date and time of your mailing. This process may also delay delivery to the CHA. If we receive an application after the deadline with a barcode it will be counted as a late application and will not be included in the lottery.



**Request for Transcript of Tax Return**

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit [www.irs.gov/form4506t](http://www.irs.gov/form4506t).

OMB No. 1545-1872

**Tip: Get faster service:** Online at [www.irs.gov](http://www.irs.gov), **Get Your Tax Record** (Get Transcript) or by calling 1-800-908-9946 for specialized assistance. We have teams available to assist. **Note:** Taxpayers may register to use **Get Transcript** to view, print, or download the following transcript types: **Tax Return Transcript** (shows most line items including Adjusted Gross Income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules), **Tax Account Transcript** (shows basic data such as return type, marital status, AGI, taxable income and all payment types), **Record of Account Transcript** (combines the tax return and tax account transcripts into one complete transcript), **Wage and Income Transcript** (shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498), and **Verification of Non-filing Letter** (provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you request).

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 Customer file number (if applicable) (see instructions)	

**Note:** Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New** under **Future Developments** on Page 2 for additional information.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ \_\_\_\_\_

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . . . . .

c **Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . .

7 **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . . . . .

**Caution:** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the end date of the tax year or period requested in mm/dd/yyyy format. This may be a calendar year, fiscal year or quarter. Enter each quarter requested for quarterly returns. Example: Enter 12/31/2018 for a calendar year 2018 Form 1040 transcript.

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ | \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Caution:** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

**Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.**

Signature (see instructions)	Date
Title (if line 1a above is a corporation, partnership, estate, or trust)	
Spouse's signature	Date

Phone number of taxpayer on line 1a or 2a



Section references are to the Internal Revenue Code unless otherwise noted.

**Future Developments**

For the latest information about Form 4506-T and its instructions, go to [www.irs.gov/form4506t](http://www.irs.gov/form4506t). Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

The filing location for the Form 4506-T has changed. **Please see Chart for individual transcripts or Chart for all other transcripts** for the correct mailing location.

**What's New.** As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced that in July 2019, it will stop all third-party mailings of requested transcripts. After this date masked Tax Transcripts will only be mailed to the taxpayer's address of record.

If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contract with an existing IVES participant or become an IVES participant themselves. For additional information about the IVES program, go to [www.irs.gov](http://www.irs.gov) and search IVES.

**General Instructions**

**Caution:** Do not sign this form unless all applicable lines have been completed.

**Purpose of form.** Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

**Note:** If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

**Customer File Number.** The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, are shown on the transcript.

An optional Customer File Number field is available to use when requesting a transcript. This number will print on the transcript. See Line 5 instructions for specific requirements. The customer file number is an optional field and not required.

**Tip.** Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

**Automated transcript request.** You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

**Where to file.** Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart shows two different addresses, send your request to the address based on the address of your most recent return.

**Line 1b.** Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 3.** Enter your current address. If you use a P.O. box, include it on this line.

**Line 4.** Enter the address shown on the last return filed if different from the address entered on line 3.

**Note:** If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

**Line 5.** Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number **should not** contain an SSN. Completion of this line is not required.

**Note.** If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of "9999999999" on the transcript.

**Line 6.** Enter only one tax form number per request.

**Signature and date.** Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

**Individuals.** Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Corporations.** Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

**Partnerships.** Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

**All others.** See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Note:** If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

**Signature by a representative.** A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service  
Tax Forms and Publications Division  
1111 Constitution Ave. NW, IR-6526  
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.

**Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)**

If you filed an individual return and lived in:	Mail or fax to:
Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301  855-587-9604
Delaware, Illinois, Indiana, Iowa, Kentucky, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, Vermont, Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999  855-821-0094
Alaska, Arizona, California, Colorado, Connecticut, District of Columbia, Hawaii, Idaho, Kansas, Maryland, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wyoming	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409  855-298-1145

**Chart for all other transcripts**

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409  855-298-1145
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999  855-821-0094

