

# FIRST-TIME HOMEBUYER APPLICATION QUALIFYING GUIDELINES

### FOUR AFFORDABLE HOMEOWNERSHIP UNITS

# PLEASE READ THIS BEFORE COMPLETING APPLICATION

Households interested in purchasing an affordable unit at Emerson Loft Condominiums and Linear Park Homes must complete the attached application and submit <u>all</u> required documentation. Completed applications should be submitted to the Community Development Department.

Applications should be submitted to the City of Cambridge, Community Development Department, 344 Broadway, 3<sup>rd</sup> floor, Cambridge, MA 02139 by August 12, 2013 by 7:00 p.m. Incomplete applications will not be considered.

# **Step 1:** Minimum Eligibility Criteria:

All households must meet the following minimum eligible criteria:

- 1. Applicant household size must be appropriate for the unit (view Occupancy Standards attached).
- 2. Household income must be at or below City 80% Area Median Income adjusted for household size (Please see attached income limits).
- 3. Applicant must not have owned a home in the past three years.
- 4. Applicant must have sufficient income to buy the unit given the income and credit requirements of mortgage lenders. A household's monthly housing expense (principal, interest, taxes, and condo fee) shall, in general, not exceed 30% of its gross monthly income. The estimated income needed to purchase these units with 97% financing:

Two bedroom - Estimated income needed \$50,000 Estimated monthly cost: \$1,256

Three bedrooms - Estimated income needed \$56,000 Estimated monthly cost: \$1,400

\*Households whose income does not meet the estimated income needed may qualify with a larger down payment and/or City assistance.

5. Applicant must demonstrate access to sufficient cash as may be required for the down payment and closing costs.

# **Step 2: Required Income & Household Documentation:**

#### A. Employment Income:

All employed household members must provide recent income documentation either:

- Four (4) most recent paystubs for weekly payrolls,
- Two (2) paystubs for bi-weekly payrolls or
- Verification from your employer through the payroll department on company letterhead verifying your annual gross salary.

# B. Self-Employed:

If you are a self-employed household, you must provide the following information to be considered:

- Self-employed applicants must provide the Community Development Department with a copy of their 2011 & 2012 Federal Income tax forms, all schedules (including Schedule C), and a statement of income expenses and all related tax documents to verify income information. The Community Development Department reserves the right to request additional income verification.

#### C. Income from other sources:

Complete this section on the CDD application if applicable to your household

#### D. Federal Tax Return Documentation:

All household members must submit a copy of the most recent **federal tax return**, **including all** W-2's and 1040s, 1099s and all associated forms for each household member over the age of 18. If a household member is not listed on the federal tax return and has not submitted an individual tax return, provide an explanation and appropriate documentation.

# E. Savings & Checking accounts:

Submit <u>three</u> months worth of the most recent statements for all bank accounts for all members of the household. Include all Retirement Accounts, 401K and Money Market.

# F. Household Assets:

A household with assets of \$75,000 or more at the time of application is not eligible for City of Cambridge homeownership units. Funds held in restricted retirement accounts (i.e. 401K, 403B, 457 plans) will be counted at 60% of the current balance. Households where all members are 62 or over, and households where all members are disabled, may be eligible for special consideration.

### **G.** No Income Documentation:

Any household member over 18 years of age who has no source of income (No employment or financial benefits) you must contact CDD for a "Statement of No Income" form and explanation of circumstances (additional documentation may be requested).

# H. Full time students:

Any household member over 18 years of age who is a full-time student must provide documentation from the school describing enrollment status.

- **I. Social Security Card:** Social Security Card must be provided for all household members.
- **J. Birth Certificate:** Certificate must be provided for all household members under 18 years of age.

# **K.** IF THERE ARE ANY UNUSUAL CIRCUMSTANCES IN YOUR HOUSEHOLD, PLEASE DOCUMENT THEM IN WRITING AND SUBMIT WITH YOUR APPLICATION

Examples include, but are not limited to:

- part-year employment,
- adult household members without income or who are full-time students,
- dependents not on your tax forms.

### **Step 3:** Priority Point System:

All applications will be reviewed for household size and income eligibility and then ranked in order by the priority point system.

# **First Priority**

- A. Current Cambridge Resident
- B. Household with children under 18
- C. Household with at least one child under 6

### A. Cambridge Resident Definition:

If you are currently living in Cambridge, please provide evidence of residency from **two** of the following options (additional documentation may be requested):

- the City's voting records
- a rental lease signed and dated within the last year in your name
- a utility bill in the applicant's name: original gas, electric, phone, cable. We will need to see the entire bill before payment and it must be dated within thirty days.
- a car registration or driver's license with your current address that is listed on application.
- a current school registration record with current address

If you are a former Cambridge resident who has been involuntarily displaced since January 1, 1995 as a result of the end of rent control, you must show proof of prior Cambridge residency & displacement due to rent control (contact CDD to verify documentation required).

# B. Households with children under 18

#### C. Households with children under 6

\*Please note: Second priority will be given to applicants who are not presently living in Cambridge but are employed in Cambridge. These applicants will follow the same priority point system as Cambridge residents and are required to provide documentation of one full year of full-time employment in the City of Cambridge at the time of application. Contact CDD for further information.

# **Step 4:** Complete Application Submitted to the Community Development Department:

Upon receipt of the completed application <u>and</u> all associated documentation, CDD staff will review and notify all applicants of their eligibility status by mail. The application review process may take a minimum of <u>6-8 weeks</u> from the application due date.

# **Step 5:** Lottery

In the case of a tie in ranking, the top ranked applicants will be entered into a lottery system designed to randomly select a first place applicant. In the event that the applicant chosen to purchase the unit does not purchase the unit, the second applicant will be provided the opportunity to purchase the property. Should the second ranked applicant not proceed, the third applicant will be provided the opportunity, etc.

# **Step 6:** Letter of Intent:

Within 72 hours of viewing the unit, buyers interested in being considered will be required to submit a completed Letter of Intent provided by Community Development Department. The Letter of Intent indicates the purchaser's interest in moving forward with the process. The buyer will also be required to obtain a mortgage commitment at this time. Buyers who have not already taken a first-time homebuyer workshop will be required to attend a workshop to be scheduled by the Community Development Department prior to closing.

# **Step 7:** Purchase & Sale Agreement:

The Purchase and Sale Agreement will be drafted and needs to be reviewed by buyer and buyer's attorney signed and returned within <u>ten days</u> of receipt. Failure to sign and return the Purchase and Sale Agreement within the ten-day period will result in forfeit of the opportunity to purchase the unit. Selected buyers are expected to engage the services of a qualified Home Inspector and Attorney to assist in the transaction. The chosen applicant will be expected to purchase the unit within forty-five days of the execution of the Purchase and Sale Agreement.

If you have any questions about this process, there will be an Information Session held on Thursday, July 25, 2013 at 344 Broadway, 2<sup>nd</sup> floor conference room @ 6:00 p.m.

Questions can also be answered by Antonia Finley at <u>afinley@cambridgema.gov</u> or call 617-349-4643 before the application deadline.

# Occupancy Standards for Homeownership Units

(Based on Federal Section 8 regulations)

#### **To Determine Unit Size**

- 1. To determine appropriate unit size for an applicant, the following criteria shall be used:
- a) No more than two persons shall occupy the same bedroom.
- b) Persons of the opposite sex (other than a couple) shall not be required to share a bedroom.
- c) Two children of the same sex shall share a bedroom unless the difference in their ages is 10 years or more.
- 2. Families may choose to under-house themselves based on the following:
  - a) Children of opposite sexes may share a bedroom if the sum of their ages is 15 or less.
  - b) Children of the same sex may occupy the same bedroom regardless of age.
- 1. Eligible household size is based on all current, full-time and permanent household members at the time of application.
  - a) All household members must have had the same address as the applicant for at least 3 months from the time the application is submitted.
  - b) Only children that are born before the application deadline or are expected within two months of the application deadline (as documented by a medical professional) will be counted as household members.
  - c) Children of applicants, who are full-time students age 18 years and over and living in a college dormitory, will be considered part of the household if they are listed as dependents on their parent's tax return.
- 2. Applicants must be able to document, to the satisfaction of the City of Cambridge, that any recent additional members to their household are permanent, full-time members.
- 3. Those household members not listed on the most recent year's federal tax return as dependents of the applicant will be required to document that they have resided with the applicant for at least 3 months from the date of application.
  - a) Household members not listed, as dependents will be required to sign a notarized affidavit stating their intention to remain as a permanent full-time member of the applicants' household for the foreseeable future.

#### **How to Determine Income Eligibility**

### Your total household income can not exceed the following:

# Income Guideline for Families with Incomes at or below City 80% Area Median Income

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Maximum Income:	N/A	\$60,480	\$68,000	\$75,520	\$81,600	\$87,680

The income chart is based on federal, state, and Cambridge income limits for housing programs. These limits are determined by the US Dept. of Housing and Urban Development and are subject to change.



# City of Cambridge

Community Development Department, Housing Division 344 Broadway, Cambridge, MA 02139 Tel: 617-349-4622 TTY 617-349-4621

Check Appropriate Category (Please review occupancy standards):

# First-Time Homebuyer Application- Emerson Lofts Condominiums and Linear Park Homes

 $\square$  2 bedroom  $\square$  3 bedroom **Applicant Name:** Date: Head of Household Co-Applicant Name: ☐ Married ☐ Single ☐ Divorced ☐ Widowed **Marital Status: Home Address:** City Apt.# State Zip Code Number & Street Mailing Address: \_\_\_\_ Number & Street or P.O. Box City Zip Code State \_\_\_\_\_ Evening Telephone #: \_ **Email Address:** Day No. of people in household: How long have you lived at current address? What is your present rent? How many bedrooms are in your present unit? Current Property Management Co. or Landlord: Name Address Phone **How did you hear about this marketing?** □ Newspaper □ Web Site □ Flyer □ Direct Mailing Have you completed a certified Homebuyer Training Program? If yes, when? \_\_\_\_ where? \_\_\_\_ city or town Have you received individual counseling through CDD?

If yes, when? Are you currently or were you ever an owner or part owner of any real estate? If yes, when? Have you or any members of your household ever filed bankruptcy?

If yes, when?

### HOUSEHOLD MEMBERS

Beginning with Head of household, list the legal names, Social Security numbers, birth dates, and relationship to head of household of each person who will reside in the unit:

Name	SS#	DOB	Relationship to Applicant
			Head of Household

# EMPLOYMENT INFORMATION FOR ALL HOUSEHOLD MEMBERS

List the current Sources of all household income: This includes but not limited to, full and/or part-time employment.

Household Member	Job title/ Employer/Address/Telephone #	Length of employment	Gross income	Hrs./ Wk	Weekly	Bi-weekly	Semi- monthly

You MUST provide documentation for all income you have declared. Copies only.

### **DOCUMENTATION REQUIRED:**

#### 1. EMPLOYMENT INCOME VERIFICATION:

All full-time and part-time employed household members must provide income documentation from all employers:

- Four (4) most recent paystubs for weekly payrolls,
- Two (2) paystubs for bi-weekly payrolls or verification from your employer through the payroll department on company stationery verifying your annual gross salary.
- Any other income received since the beginning of the current year. (FOR EXAMPLE: BONUS, INHERITANCE ETC.)

### 2. SELF-EMPLOYED INDIVIDUAL:

If you are a self-employed household, you must provide the following information to be considered:

Self-employed applicants must provide us with copies of 2011 & 2012 Federal Income tax forms and all related tax documents and all associated schedules (includes Schedule C) and a statement of income expenses, such as, Profit and Loss Statement (Schedule C) and all related tax documents to verify income information.

The Community Development Department reserves the right to request additional information.

# 3. <u>INCOME SOURCES OTHER THAN EMPLOYMENT:</u>

a) RETIREMENT INCOME	E OR DISABILITY AWARD:
Name of Recipient:	
Name of Company:	Amount of Monthly Income: \$
	letter from the source of retirement or disability income stating your been receiving them or a copy of your most recent check.
b) SOCIAL SECURITY INC	
Required Documentation: A recent check or a bank statemen	letter from Social Security stating your benefits or a copy of your most at.
c) VETERAN'S ASSISTANCE	CE:
Name of Recipient:	
Gross Monthly Amount: \$	
<b>Required Documentation:</b> A layour most recent check or a ban	etter from Veteran's Administration stating your benefits or a copy of ak statement.
d) PUBLIC ASSISTANCE:	
Name of Recipient: Gross Monthly Amount: \$	
Required Documentation: A long you have been receiving the	letter from the Public Assistance Office stating your benefits and how nem.
e) UNEMPLOYMENT:	
Name of Recipient:	
	When did benefits start?:When do they expire:?
<b>Required Documentation:</b> You stating amount of benefits and the	ur most recent unemployment check stubs or a letter from unemployment he date benefits began.
f) INTEREST/DIVIDEND:	(In excess of \$100.00)
Name of Recipient:	
	Annual Interest: \$
<b>Required Documentation:</b> A lin the last twelve months.	letter from the source of the income stating the amount of interest earned
g) CHILD SUPPORT/ALIM	IONY: Payment(s): Monthly: Weekly: Bi-weekly

**Required Documentation:** A copy of most recent check(s) for one month's alimony/child support or a copy of the court order or a letter from your lawyer stating the amount received, frequency you receive payment, and the date you started receiving that amount.

#### 4. FEDERAL TAX RETURN DOCUMENTATION:

All household members must submit a copy of their 2012 Federal tax return, and include copies of all 2012's W-2's and 1040s, 1099s and all associated forms for each household member over the age of 18. If a household member is not listed on the federal tax return and has not submitted an individual tax return, provide an explanation and appropriate documentation.

#### 5. FULL TIME STUDENTS:

If you have any household member over 18 years of age and is a full-time student, you must provide documentation from the school describing enrollment status.

#### **6.** No Income Documentation:

If you have any household member over 18 years of age who has no source of income (No employment or financial benefits) contact CDD for a "Statement of no Income" form and explanation of circumstances and your last Federal Tax Forms (additional documentation may be requested).

- 7. Social Security cards for all household members (Copies only)
- **8.** Birth Certificates for all household members under 18 (Copies only)
- 9. Assets:

	List all Savings Account	ts of Applicants: (in	cludes financial ins	stitutions, 401K, Money Market)				
	Attach three months wor	th of your most rece	ent financial statem	nents for all account.				
	Institution:	(	Current Balance: \$					
	Institution:	(	Current Balance: \$ _					
	List all Checking Accou	nts of Applicants:						
	Institution:	C	urrent Balance: \$ _					
	Institution:	C	urrent Balance: \$ _					
10.	Debtors:							
	List all loans with outstanding balances including car loans, personal loans and student loans:							
	Name of Lender:	]	Balance Due:	Monthly Payment:				
	Name of Lender:	]	Balance Due:	Monthly Payment:				
11.	Credit Cards:							
	Card Name:	Balance:	Minimu	m Monthly Payment:				
	Card Name:	Balance: _	Minimu	m Monthly Payment:				
	Card Name:	Balance:	Minimu	m Monthly Payment:				

#### **CERTIFICATIONS**

I/We certify, under penalty of perjury, all information on this application to the best of my/our knowledge is true. I/We understand that false information given is sufficient grounds for rejection of this application. Furthermore, verification may be obtained from any source herein.

# Penalty for False or Fraudulent Statement, U.S.C.

"Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies.... Or makes any false fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years or both."

**Community Development Department, Housing Division** 



344 Broadway

Cambridge, MA 02139

The City of Cambridge Community Development Department does not discriminate on the basis of disability. The Department will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request.





# **APPLICATION CHECKLIST**

Please make sure that you have attached all of the required documentation along with your application. <u>Incomplete applications will not be considered.</u>

# All Households members must submit the following documentation:

Fully completed and signed application
Please review Occupancy Standards to determine appropriate bedroom size.
SIGNED COPY OF 2012 FEDERAL INCOME TAX RETURN WITH ALL ASSOCIATED SCHEDULES AND W-2 FORMS
4 weekly pay stubs, <i>if you are paid weekly <u>or</u></i>
2 bi-weekly pay stubs, if you are paid every 2 weeks or twice a month or
1 monthly pay stub, if you are paid monthly
Three months of current Bank Statements for Savings/Checking
Copies of statements for any other assets such as retirement accounts, stocks, etc.
Proof of Residency, provide two forms of proof (rental lease, utility bills, voter registration, etc.)
Birth Certificate for all children under 18
Social Security Cards for all household members
Statement of no income form for unemployed adults. Please call (617) 349-4622 to request form.



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