

Affordable First-time Homebuyer Information
First Come, First Served
Squannacook Hill
Groton, Massachusetts



Squannacook Hill is a condominium community made up of 18 townhouses in Groton Massachusetts. The townhouses are located on Bradley Lane which is off 160 Townsend Road. Five of the townhouses are affordable.

One of the affordable townhouses is a three-bedroom, one and one-half bath townhouse with a two car garage and 1,992 square feet of living area. The estimated property tax is \$230 per month, the condominium fee is \$150 per month and the purchase price is \$175,000.

The four two bedroom, one and one-half bath affordable townhouses have a one car garage and contain 1,227 square feet of living area. The estimated property tax is \$206 per month, the condominium fee is \$140 per month and the purchase price is \$165,500.

The homes will have either a patio or deck, forced hot air heating fueled by natural gas and central air conditioning. Kitchen and bath floors will be of ceramic tile and all other floors will be carpeted. The stairs to the bedroom level will be oak hardwood. Armstrong cabinetry will be used in kitchen and baths. The countertops in the kitchen and main bath will be granite. A Frigidaire stainless steel range, microwave and dishwasher will be provided. All homes are built to meet Energy Star standards.

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The anticipated completion dates for the homes is November 2011 for one of the two bedroom townhouses and June 2012 for the three bedroom townhouse and the other three two bedroom townhouses. .

The five affordable homes will be sold to income and asset eligible first time homebuyers on a first come, first served basis.

This packet contains specific information on eligibility requirements, the application process and the affordable housing program that is part of the development. The application must provide verification of your income and assets and must include a mortgage preapproval letter from a bank or lending institution for a fixed rate, fixed term mortgage. The application is the first step in the application process and does not assure that you will be eligible to purchase a house.

Deed Restriction

The five affordable homes will have a Deed Rider that will be filed with the mortgage at the time of purchase. This deed restriction limits the resale price of the homes and requires that it be sold to a program eligible buyer. The deed restriction insures that the homes remain affordable in perpetuity. The deed rider also requires the owner receive town and state pre-approval to refinance or to make capital improvements that would be credited at time of resale, that the owner must live in the unit as his, her or their primary residence. The applicant is strongly encouraged to review the deed rider with an attorney to ensure that they understand its restrictions and their obligations. A copy of the Deed Rider will be available for review at the Groton Public Library and on the MassHousing website: www.masshousing.com and type in B-010 in the upper right search box.

First-time Homebuyer

All purchasers of an affordable home at Squannacook Hill must be first-time homebuyers. First-time homebuyers are individuals who have not held an ownership interest in residential real estate for three years prior to purchasing the affordable home. All members of the household must be first-time homebuyers, except for the households described below.

First-time homebuyer exception applies to:

- Displaced homeowners, where the displaced individual (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;
- Single parents, 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

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legally separated from a spouse and either has one or more children of whom the individual has custody or joint custody, or is pregnant);

- Households where at least one household member is 55 or older;
- Households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
- 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 constructing a permanent structure.

The \$75,000 asset limit applies.

Maximum Income

To be eligible to apply to purchase an affordable house, the combined annual income from all income sources of all income-earning members in the household must be at or below eighty percent of median income, by household size, for the Lowell Metropolitan Statistical Area as currently published by the Department of Housing and Urban Development. Household income is projected for the one-year period following the application date. The 2012 maximum income allowed for this program is:

<u>Household Size</u>	<u>Income Limit</u>
1	\$45,550
2	\$52,000
3	\$58,500
4	\$65,000
5	\$70,200
6	\$75,400

Income limits are subject to change without notice.

Mortgage Requirements

- The mortgage must have a fixed interest rate through the full 30-year 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, which can be found at www.masshousing.com or by calling 617-854-1000.)
- The buyer must provide a down payment of at least 3%, 1.5 % of which must come from the buyer's own funds.
- The loan can have no more than 2 points.
- Non-household members are not permitted to be co-signers of the mortgage.

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Asset Limits

Household asset limits shall not exceed \$75,000. Cash in checking or savings accounts, stocks, bonds, certificates of deposit, Treasury bills, money market accounts, mutual funds, whole life insurance policies, revocable trusts, equity in real estate and other forms of capital investments, excluding equity accounts in homeownership programs or state assisted public housing escrow accounts are considered assets. Retirement accounts and pensions funds, IRA, 401K, Keogh Accounts are considered assets. While a person is employed, only the amounts the applicant can withdraw without retiring or terminating employment less any penalties or transaction costs are included. At retirement, termination of employment or withdrawal, lump-sum receipts from pension and retirement funds are counted as assets. Personal property such as furniture and automobiles not held as investments are excluded. Divestment of an asset for less than full and fair cash value within one year preceding the purchase must be declared and the full and fair cash value of the asset will be included in calculating eligibility.

Household Size

Household size shall not exceed state sanitary code requirements for occupancy of a three bedroom single house.

Squannacook Hill does not discriminate against applicants based upon race, color, religion, national origin, ancestry, sex, age, disability, sexual orientation, marital status or familial status in the selection of applicants.

Disabled persons are entitled to request reasonable accommodation.

Persons having a financial interest in the development and their families are not eligible.

**PLEASE DETACH THIS INFORMATION PACKET AND
RETURN ONLY THE FIRST-TIME HOMEBUYER APPLICATION TO:**

**Housing Resource Group, LLC
Four Raymond Street
Lexington, MA 02421**

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Your application must include:

- **Copies of the last five most recent current consecutive pay stubs for all household members age 18 or older**
- **Verification of self-employment income received during the preceding 12 months for all household members age 18 or older, if applicable**
- **Verification of unemployment income received during the preceding 12 months for all members age 18 or older, if applicable**
- **Copies of statements for all assets (checking, savings, stocks, bonds, money-market accounts and certificates of deposit) for three months prior to the application date for all household members age 18 or older**
- **Copies of IRA, social security, pensions and retirement account statement(s), and whole life insurance policies for the current year for all household members age 18 or older**
- **Copies of 2009, 2010 and 2011 federal tax returns, including W2 and 1099 forms for all household members age 18 or older**
- **Supporting documentation for child support and/or alimony amounts, if applicable**
- **Supporting documentation for age 55 elderly first-time homebuyer exception, such as birth certificate and appraisal and/or mortgage statement of currently owned real estate, if applicable**
- **Supporting documentation for displaced homeowner first-time homebuyer exception, such as divorce decree, if applicable**
- **Supporting documentation for a residence not permanently affixed to a permanent foundation first-time homebuyer exception, if applicable**
- **Supporting documentation for residence not in compliance with building codes first-time homebuyer exception, if applicable**
- **Documentation of all other sources of income**
- **A notarized No Income Statement signed by any household member over the age of 18 who has no source of income**
- **A letter and supporting documentation explaining any unusual employment income or household circumstances**
- **Mortgage pre-approval letter from lending institution for a mortgage with a current fair market fixed rate through the 30-year term of the mortgage.**

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- **The mortgage can have no more than 2 points and it must be sufficient to purchase the house. The purchaser must provide a downpayment of at least 3%, 1.5% of which must come from the borrower's own funds.**
- **Signed application form**
- **Signed authorization for consent to release information form for all household members age 18 or older**
- **Supporting documentation of local preference, if applicable**

Submission of an application does not mean that your household is guaranteed an offer to purchase a townhouse at Squannacook Hill.

Please complete all sections.
Write N/A is it does not apply to your household.

Applicant Name _____ Home Phone # _____

Address _____ Work Phone # _____

City _____ State _____ Zip _____

E-mail _____ Cell Phone # _____

Social Security # _____

Co-applicant Name _____ Home Phone # _____

Address _____ Work Phone # _____

City _____ State _____ Zip _____

E-mail _____ Cell Phone # _____

Social Security # _____

HOUSEHOLD MEMBERS

Please list **ALL** household members who will occupy the affordable unit:

Name	Date of Birth	Occupation	SS#	Relationship to Purchaser
1. _____	_____	_____	_____	self _____
2. _____	_____	_____	_____	_____

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3. _____
4. _____
5. _____
6. _____

FIRST-TIME HOMEBUYER

Are all members of your household “first-time homebuyers” as defined in the Information Packet? YES NO

If you answered no, please name the household member who is not a first-time homebuyer:

If you, or any member of your household, are not a first-time homebuyer, please refer to the exceptions to the first-time homebuyer requirement in the Information Packet and explain and document your response.

MINORITY INFORMATION (Optional)

Please name any household member who is a member of any of the following minority groups.

Black or African American _____
Hispanic/Latino _____
Asian, Native Hawaiian or Pacific Islander _____
Native American or Alaskan Native _____

CURRENT EMPLOYMENT STATUS

Applicant’s Name _____
Occupation _____
Name and Phone Number of Current Employer _____
Business Address of Current Employer _____
Name and Title of Supervisor _____

If self-employed, name and address of business _____
Annual Gross Salary _____

Co-applicant’s Name _____
Occupation _____
Name and Phone Number of Current Employer _____
Business Address of Current Employer _____
Name and Title of Supervisor _____

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If self-employed, name and address of business _____
Annual Gross Salary _____

If other adult household members are employed, please attach a separate sheet with each household member's current employment information.

FULL-TIME STUDENT

Is any household member 18 years of age or older a dependent and a full-time student?

Name of full-time student: _____

School where enrolled: _____

If yes, provide documentation from school supporting full-time enrollment.

Income of full-time dependent students who are age 18 or older is included in the household income up to \$480 and should be listed below.

EMPLOYMENT HISTORY

If you or anyone in your household has had more than one job listed above in CURRENT EMPLOYMENT STATUS section (full-time or part-time) during the previous 12 months, please list ALL places employed during the previous 12 month below. Also note any breaks you have had in your employment and state if you received unemployment checks at that time.

Name	Date Started	Date Stopped	Employer	Occupation	Total Income During Tenure
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

INCOME INFORMATION

Please complete the following information for the year 2010 for all household members.

APPLICANT _____
Gross Annual Salary (before deductions) _____
Annual self-employment income _____
Interest and Dividends _____
Veteran's Benefits _____
Alimony/Child Support _____
Social Security _____
Trusts _____
Other Income _____
Total Income _____

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CO-APPLICANT _____
Gross Annual Salary (before deductions) _____
Annual self-employment income _____
Interest and Dividends _____
Veteran's Benefits _____
Alimony/Child Support _____
Social Security _____
Trusts _____
Other Income _____
Total Income _____

Please attach a separate sheet for other household members.

VALUE OF ASSETS

Cash in checking or savings accounts, stocks, bonds, certificates of deposit, Treasury bills, money market accounts, mutual funds, whole life insurance policies, revocable trusts, equity in real estate and other forms of capital investments, excluding equity accounts in homeownership programs or state assisted public housing escrow accounts are considered assets. Retirement accounts and pensions funds, IRA, 401K Keogh Accounts are considered assets if the applicant has access to these funds.

Name on Account _____
Bank Name _____
Address _____
Savings Account Number _____
Checking Account Number _____
Other Account Number _____
Retirement Account _____
Balance in Account as of today's date _____

Name on Account _____
Bank Name _____
Address _____
Savings Account Number _____
Checking Account Number _____
Other Account Number _____
Retirement Account _____
Balance in Account as of today's date _____

Securities Account: Name and Value _____
Securities Account: Name and Value _____

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Whole Life Insurance Policy: Name and Value _____
Whole Life Insurance Police: Name and Value: _____

Trust: Name and Value _____

Real Estate Owned/property address _____
Real Estate Owned/name on deed _____
Date Purchased _____ Date Sold _____
Net Value of Real Estate (after outstanding mortgage amount) _____

Please attach an additional sheet if needed.

WE WISH TO BE CONSIDERED FOR (Please check all that apply):

Three bedroom townhouse: _____ **Two bedroom townhouse** _____

FUNDS TO PURCHASE A THREE BEDROOM TOWNHOME

Purchase price: \$ 175,000
Amount of mortgage preapproval: \$ _____
Estimate needed for closing costs: \$ _____
Estimate needed for down payment: \$ _____

FUNDS TO PURCHASE A TWO BEDROOM TOWNHOME

Purchase price: \$ 165,500
Amount of mortgage preapproval: \$ _____
Estimate needed for closing costs: \$ _____
Estimate needed for down payment: \$ _____

Please specify source of down payment and closing costs (savings, gift, sale of assets, grant, other):

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PLEASE READ, COMPLETE AND CHECK ALL THE FOLLOWING ITEMS

- _____ I/We certify that our household size is _____ persons.
- _____ I/We certify that our household income is \$ _____ and does not exceed the income limits provided in the Information Packet.
- _____ I/We certify that our household assets total \$ _____ and do not exceed the asset limits provided in the Information Packet.
- _____ I/We certify that the information contained in this application and filed in support hereof is true and correct to the best of my/our knowledge and belief. I/We understand that perjury will result in disqualification from further consideration.
- _____ I/We understand that the use of this application is for income and asset eligibility And does not does mean I/we are guaranteed an offer to purchase a home at Squannacook Hill.
- _____ I/We understand that the deed rider will require the resale to an income eligible buyer at a maximum resale price which limits the profit.
- _____ I/We agree that all issues pertaining to this lottery process will be resolved by the Housing Resource Group, LLC in coordination with the Groton Housing Authority and all decisions are final.

Your signature(s) below give consent to the Housing Resource Group, LLC and the Groton Housing Authority to obtain and verify information regarding my/our household's eligibility for affordable housing. This consent includes information about my/our income, assets, present and former tenancies and credit history from any parties having information, including any agency or housing authority managing any housing subsidy for which I/we are eligible. I/We authorize and authorize all parties from whom this information is requested to release it to the Housing Resource Group, LLC and/or the Groton Housing Authority. No application will be considered complete unless signed and dated by the Applicant/Co-Applicant. The information given in this application will be used to determine that I/we are income and asset qualified.

Applicant Signature

Date

Co-Applicant Signature

Date