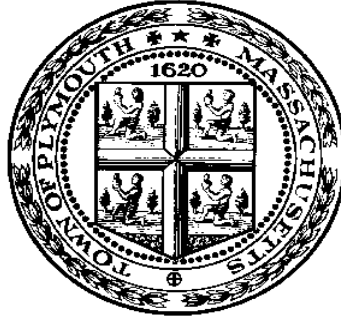


574 State Road

23 Affordable Rental Units

Plymouth, MA



PLYMOUTH REDEVELOPMENT AUTHORITY
MARKETING AGENT

EIGHTEEN 1-Bedroom, 1 Bath, 700 SF, \$1,735/month
FIVE 2-Bedrooms, 1 Bath, 902-1197 SF, \$1,952/month
PLUS UTILITIES

Applications due or postmarked no later than Friday, January 8, 2021.

Delivered to:

Plymouth Redevelopment Authority

26 Court Street

Plymouth, MA 02360

The Developer and the Lottery Agent do not discriminate 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.



APPLICATION CHECKLIST RENTAL

Due or postmarked no later than
January 8, 2021 at 12 Noon.

(Do not enclose originals – **SINGLE SIDED COPIES ONLY**)

- Signed Application
- Proof of Rental Subsidy such as Section 8 rental voucher or MRVP Voucher
- All Household income is used in calculation unless proof of Full Time Student Status for Any household member who is over 18 but enrolled in school full time
- Employment Income, **5** most recent pay stubs or salary verification letter on Employer letterhead signed by an authorized individual
- If applicable, proof of Social Security, Disability, SSI, TANF, Veterans Benefits, Unemployment Compensation or other government benefits in the form of a Letter from the appropriate agency
- Signed** Federal Tax Return (**please do not include the state tax return**) for the Past Year Including W2's, 1099's You can visit www.irs.gov if you cannot find your tax return and get Copies there, sign using the current date
- If Self Employed submit a profit and loss statement certified by an independent Accountant for the past 2 quarters along with Schedule C of tax return
- Statements of Assets owned by all household members such as stocks, bonds Mutual funds, pensions, IRA's, or 401K If any assets were sold or transferred For less than full market value in the last year we will count the full value as an asset
- 3** Most recent copies of Savings and Checking **ALL** pages even if blank, no Computer screenshots only complete statements
- Evidence of funds available for Lease Deposits----may be identified in Savings Or Checking or a notarized gift letter from a person or organization providing funds

PLEASE INCLUDE THIS CHECKLIST WITH YOUR APPLICATION

574 State Road, Plymouth, MA

Procedures, Process, and Requirements

DEVELOPMENT PROJECT OVERVIEW

574 State Road is a unique development just 15 minutes away from historic downtown Plymouth, MA, 3 minutes from White Horse Beach. It is less than five minutes to restaurants, nightlife, entertainment attractions, and historical interest and includes two buildings set in on alongside other residential homes. It is in close to all these amenities and also location set nicely back from the road and offers peace and quiet as it backs up to conservation land. One building has two floors and sixteen 1-bedroom units and the other building has two 1 bedroom units and five 2 bedroom units.

574 State Road hosts a Five 2-bedroom and Eighteen 1 -bedroom affordably priced rental units, featuring a newly built development with state-of-the-art fixtures and fittings. One hundred percent of the units in the development are affordable units. Residential tenants enjoy one on-site reserved parking space per unit.

The 1-bedroom (700 SF) and 2-Bedroom affordable units (902-1197 SF) are air-conditioned units with a fully applianced kitchen (stove/oven, microwave, refrigerator) set into new cabinetry and countertops. Each unit has ample closets and storage plus access to a washer/dryer.

The tenant is responsible for all utilities except trash, water, and sewer. The unit is all electric, and the tenants will be responsible for paying the electricity bills. The 1-bedroom unit will rent for \$1,735 with an estimated average monthly utility charges of \$165, and the 2-bedroom unit will rent for \$1,952 with estimated average monthly utility charges of \$214 to be paid for by the tenant.

LOTTERY OVERVIEW

Marketing, outreach, and collection of applications for this unit of affordable rental housing in Plymouth MA will begin on November 8, 2020.

Households submitting a complete application prior to the deadline of Noon on January 8, 2021 will be pre-screened for completeness, income and asset eligibility, appropriate household size, and placed in a category for consideration through the lottery process.

Eligible applicants will be assigned a registration number to be used in the lottery.

Two (2) public information sessions will be held, to discuss the available unit and explain eligibility, application procedures, the lottery, the selection process, and other details to members of the public. Applications are due no later than noon on Friday, January 8, 2021.

Informational meetings on Saturday, December 5, 2020 at 11 am will be held Via Zoom:
<https://us02web.zoom.us/j/88459704646?pwd=NnZNenVZVzZCRGNNWS9yR01IUW9hQT09>
Meeting ID: 884 5970 4646
Passcode: 893993

and Monday, December 14, 2020 at 6 pm Via Zoom:
<https://us02web.zoom.us/j/81730638702?pwd=Y3pjRVl1RGo1Vld4bjNwYUV4eFRpZz09>
Meeting ID: 817 3063 8702
Passcode: 688187

Applications may be obtained at the following locations:

- Plymouth Redevelopment Authority, 26 Court Street, Plymouth
- Town of Plymouth Public Library, 132 South Street, Plymouth
- Town of Plymouth Clerk's Office, 26 Court Street, Plymouth

Applications may also be obtained by mail, e-mail or online:

- Call the Plymouth Redevelopment Authority at (508) 747-1620, ext. 10147 to request an application package.
- E-mail request to redvelopment@townhall.plymouth.ma.us
- Online at www.plymouthredevelopment.org (click affordable housing)

The Lottery will be held on Tuesday, January 19, 2021 at 12 pm via Zoom Meeting:
<https://us02web.zoom.us/j/89812426080?pwd=QWpHdlZCb3pmWVJyRWlQa0RQbmR2dz09>
Meeting ID: 898 1242 6080
Passcode: 873808

You do not need to be present to be selected.

For questions and assistance in preparing an application, please contact the marketing agent, Plymouth Redevelopment Authority, 26 Court Street, Plymouth MA 02360.

Phone: 508-747-1620 ext. 10147

Fax: 508-830-4028

E-mail: redvelopment@townhall.plymouth.ma.us

ELIGIBILITY REQUIREMENTS

Applicants must meet specific requirements to qualify for the affordable rental unit. Individuals who have a financial interest in the development and their families are not eligible. Disabled persons are entitled to request reasonable accommodations of rules, policies, or services or to request a reasonable modification of the housing.

Income Eligibility

In order to be eligible to rent an affordable unit at 574 State Road, annual income and the derived income from assets must be within the guidelines listed below. **For information regarding the definition of income and assets please see the attached, APPENDIX I:**

Maximum Income

Eligible applicants must have a combined annual household income from all sources, for all income-earning members of the household, of **not more** than 80% of area median income, as defined by HUD and adjusted for household size. Income limits are subject to change and will be updated whenever HUD issues new limits. According to the 2020 HUD Income Guidelines, 80% of the area median income for Plymouth, MA, and therefore the maximum allowable household income is as follows*:

Household Size	Maximum Income
1	\$67,400
2	\$77,000
3	\$86,650
4	\$96,250
5	\$103,950

*Income limits are subject to change

Minimum Income

The household income must be sufficient for the unit to be affordable to the household. Specifically, the monthly rent plus utilities must not equal more than 30% of the household’s gross income. When utilities are paid for by the tenant, a factor approved by the Massachusetts Department of Housing and Community Development is assigned. The utility factor for this 2-BR unit is \$248. The landlord is responsible for trash, water and sewer, and hot water. The tenant is responsible for heat, cooking, and electricity.

Assets

Although there is no specific asset limit, assets are given an imputed income value that is used in calculating the applicant’s income. The higher of the actual income from the assets or an imputation at .06% of the assets exceeding \$5,000 is counted towards the income limit.

In addition, if any member of the household owns a home, that home must be sold prior to entering into this lease according to the time schedule listed below. An applicant cannot own another home, including in trust.

LEASE PROVISIONS

The form of lease for the unit is attached. **Please read it carefully.** The lease is for 1 year and stipulates:

- The tenant may not be evicted for any reason other than substantial violation of a material provision of the lease.
- The tenant shall be given a minimum of 60 days written notice that the lease will not be renewed.
- The tenant is required to furnish annual information sufficient to determine and document continued compliance with the income eligibility requirements.
- The tenant shall furnish the names and the number of people in the household and their relationship to one another annually and whenever a change to the household occurs.
- The first month’s rent will be due at lease signing. The last month’s rent will be due at occupancy. The security deposit may be paid in over the first 5 months of the lease term.

HOUSEHOLD SIZE

Household size should be appropriate for the number of bedrooms in the home.

A "household" shall mean two or more persons who will live regularly in the unit as their primary residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

Household size shall not exceed the Massachusetts State Sanitary Code requirements. (105 CMR 400).

APPLICANTS SELECTED TO RENT THE AFFORDABLE UNIT

Applications will be drawn for the unit at the lottery and will be numbered in the order that they are selected and used to create a master list. The unit will be offered to the first applicant on the list. The list will be retained and used as a waiting list with the unit being offered to households in that order if the initial tenants falls through.

Upon final approval notification, the applicant will have **two weeks** to sign the Lease with an occupancy date of no more than **30 additional days** from the signing. **Selected applicants who are unable to proceed within those time frames will forfeit their right to lease and the next applicant in the order selected by the Lottery will be offered the unit.**

APPENDIX I

DEFINITION OF INCOME

Annual gross income means all amounts, monetary or not, which go to, or on behalf of, the family head or spouse or to any other family member received from a source outside the family during the 12-month period following application.

Annual income includes but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses, and other compensation for personal services.
2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted as provided by the Internal Revenue Service regulations.
4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount that is the delayed start of a periodic payment.
5. Payment in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.
6. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
7. All regular, special pay, and allowances of a member of the Armed Forces.
8. Income derived from assets to which any member of the family has access.

Annual Income Does NOT include the following:

1. Income from employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults. (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone)
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses.

4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in-aid.
6. The full amount of student financial assistance paid directly to the student or to the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Temporary, nonrecurring, or sporadic income such as gifts.
9. Deferred periodic amounts from Supplemental Social Security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
10. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
11. Amounts specifically excluded by any other Federal statute from consideration as income for the purpose of determining eligibility or benefits under a category of assistance program.

DEFINITION OF ASSETS

The value of necessary items of personal property, such as furniture or automobiles shall be excluded. Determination of assets shall be based upon a full and fair cash value of the asset at the time of application to the program. If a potential purchaser divests himself or herself of an asset for less than full and fair present cash value of the asset within two years prior to application, the full and fair cash value of the asset at the time of its disposition must be declared and shall be included for the purpose of calculating eligibility.

Household Assets include the following:

1. Cash held in savings and checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average balance for the last six (6) months.
2. Revocable trusts: The cash value of any revocable trust available to the applicant.
3. Equity in rental property or other capital investments: The current fair market value less (a) any unpaid balance on any loans secured by the property, and (b) reasonable cost that would be incurred in selling the asset (e.g., penalties, broker fees, etc.).
4. Stocks, bonds, treasury bills, certificates of deposit, mutual funds, and any money market accounts: The value of stocks and other assets vary from one day to another and should be determined no more than one month in advance of the applicant's submission to participate in the subject housing program.
5. Individual retirement, 401K, and Keogh accounts: When the holder has access to the funds, even though a penalty may be assessed. If the applicant is making occasional withdrawals from the account, determine the amount of the asset by using the average balance for the previous six (6) months. (Do not count withdrawals as income.)
6. Retirement and pension funds:

- a. While the person is employed: Amounts the applicant withdraws without retiring or terminating employment. Count the whole amount less any penalties or transaction costs.
- b. At retirement, termination of employment, or withdrawal: Periodic receipts from pension and retirement funds are counted as income. Lump sum receipts from pension and retirement funds are counted as assets. Count the amount as an asset or as income, as provided below. If benefits will be received in a lump sum, include the lump sum receipt in net household assets. If benefits will be received through periodic payments, include the benefits in annual income. Do not count any remaining amounts in the account as an asset.

If the applicant initially receives a lump-sum benefit followed by periodic payments, count the lump-sum benefit as an asset and treat the periodic payment as income. In subsequent years, count only the periodic payment as income. Do not count the remaining amount as an asset.

NOTE: This paragraph assumes that the lump-sum receipts is a onetime receipt and the it does not represent delayed periodic payments, then the account would be considered as income and not an asset.

7. Cash value of life insurance policies available to the applicant before death (e.g.; the surrendered value of whole life policy or a universal policy): Do not include a value for term insurance, which has no cash value to the applicant before death.
8. Personal property held as an investment: Gems, jewelry, coin collections, or antique cars held as investment. Personal jewelry is NOT considered an asset.
9. Lump-sum receipts or one-time receipts: Inheritance, capital gains, one-time lottery winnings, victim's restitution, settlement on insurance claims (including health and accident insurance, worker's compensation, and personal or property losses), and any other amounts that are not intended as periodic payments.
10. A mortgage or deed of trust held by an applicant: Payments on this type of asset are often received as one combined payment for principal and interest with the interest portion counted as income from the asset. This combined figure needs to be separated into the principal and interest portions of the payment. (This can be done by referring to an amortization schedule that relates to the specific term and interest rate of the mortgage.)
11. A life estate: A life estate is an interest in real property which entitles the life tenant to benefit from the property until his or her death. Usually, the life tenant is entitled to the use of a house for life and may be entitled to sell his or her interest. This right is of value to the tenant, but is rarely sold on an open market. (Purchasers of real property would typically not be tempted by such an uncertain term of ownership.)

The value of an applicant's life estate is included when calculating his or her assets based on the Internal Revenue Service's latest guidance to determine the value of life estates. (See Internal Revenue Service Publication 1457, "Actuarial Values, Book Aleph," (7-1999).)

Household Assets DO NOT include the following:

1. Personal property (clothing, furniture, cars, wedding rings, other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities).

2. Interests in Indian trust land.
3. Term life insurance policies (i.e., where there is no cash value).
4. Equity in the cooperative unit in which the applicant lives.
5. Assets that are part of an active business: "Business" does NOT include rental of properties that are held as investments unless such properties are the applicant's main occupation.
6. Assets that are NOT effectively owned by the applicant: Assets are not effectively owned when they are held in an individual's name but (a) the assets and any income they earn accrue to the benefit of someone else who is not the applicant, and (b) that other person is responsible for income taxes incurred on income generated by the assets.

APPLICATION INSTRUCTIONS

To enter the Lottery for an affordable rental unit located at 574 State Road in Plymouth, MA an applicant must submit a complete Application Package prior to the deadline.

Complete Application Package:

A complete Application Package shall consist of the following:

- ◆ Completed and signed Application Form
- ◆ Signed General Authorization for Release of Information Form
- ◆ All Required Documentation listed in the Application Checklist (if applicable)

The following provides guidance in completing and submitting an eligible application.

Applications that are not complete or not eligible will not be entered in the Lottery. For this reason, applicants are strongly urged to contact the Plymouth Redevelopment Authority for guidance if there are any requirements you do not understand.

The Plymouth Redevelopment Authority can be reached by phone at 508-747-1620 ext. 10147 or via e-mail at reddevelopment@townhall.plymouth.ma.us.

Instructions:

Application Form – Page 1

Part 1 of the application form collects information about the Applicant Household. Please provide the requested information. Applicant is the Head of Household. Co-Applicant is the spouse/partner. Additional Household members include every person who will live in the affordable unit as a member of the household, including children. Birth-dates are required for each household member. Describe the relationship to the Applicant for each household member (for example: Wife, Son Daughter, Mother).

Part 2 Intentionally omitted

Part 3 of the application is optional and designed to capture racial data on applicant households.

Part 4 Intentionally omitted

Part 5 of the application captures income data for the applicant household. Please fill in the requested information in the appropriate spaces. A section for the full-time occupation and income for the applicant and co-applicant is provided, as well as an additional section, to capture additional income from part-time jobs, alimony, child support, disability, retirement or investment income, etc. You must provide documentation of all income (see the application form and the checklist for guidance). Please provide documentation that is current with the application date (most recent time period). Should you have any questions, please contact the Plymouth Redevelopment Authority for guidance before submitting your application.

Part 6 of the application captures information about household assets. Assets include liquid assets such as cash in savings and checking accounts, real estate owned, investment accounts (stocks, bonds, mutual funds, etc...). You must include all retirement accounts. Please indicate in whose name(s) each account is held and name of the bank or brokerage. If it is an interest-bearing account (such as a savings account) show the interest rate (example: if your savings account pays 2.5% interest, list 2.5 in the column for interest rate). The current balance should include the principal balance (or value if a non-cash asset) as of the most recent statement. Please include documentation as outlined in the application package and checklist.

Part 7 of the application should be filled out regarding members of the applicant household who are over 18 years of age and registered as full-time students in a school or college. Please include a letter from the educational institution showing that the household member is a full-time student(s), and the anticipated graduation date(s).

Part 8 of the application is for signatures and certifications by the Applicant and Co-Applicant. Please read the certification statement and sign this page.

General Authorization for Release of Information Form

All household members over the age of 18 must sign and date this form. This form will be used to verify information provided with the application.

Plymouth Redevelopment Authority Application for: 574 State Road, Plymouth, MA 02360 Deadline: 12 Noon on January 8, 2021	For Office Use Only: Date Rcvd: _____ Household Size: _____ Lottery Code: _____
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Part I – Applicant Information

Applicant's Name			
	Mr./Mrs. Etc.	First Name	Last Name

Co-Applicant's Name			
	Mr./Mrs. Etc.	First Name	Last Name

Applicant's Mailing Address			
	Street / Apt. # / PO Box		
	City	State	ZIP

Phone / Email			
	Home Phone	Cell Phone	Email

Household Members (List all household members, regardless of age, who will occupy the affordable unit).

Name	Date of Birth		Relationship to Applicant
			Applicant
			Co-Applicant

<ul style="list-style-type: none"> • Total Number of People in Household _____ Is anyone over Age 55 (yes/no) _____ • Does a member of the household own a home? (yes/no) _____ • Does the household have a Section 8 or other housing voucher (the units are NOT subsidized or income based): (yes/no) _____ • Does the household require a wheelchair accessible unit? (yes/no) _____ • Does the household require a hearing-impaired unit? (yes/no) _____ • Is anyone in the household disabled? (yes/no) _____
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Part II

NO LOCAL PREFERENCE – INTENTIONALLY OMITTED

Part III – Minority Information for Applicant's

***Optional: Please check the appropriate Race Category for each Household Member**

Household Member	Native American/ Alaskan	Native Hawaiian / Pacific Islander	African American	Hispanic / Latino	White / Non-Minority	Other / Non-White

Part IV – Intentionally Omitted

Part V (A) – Applicant's Household Income

Applicant's Full Time Occupation				
Employer Name				
Employer Address	Street	City/Town	State	Zip
Supervisor	Name	Phone #	EXT.	

Total income before any deductions:

If paid Weekly (attach 5 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3	\$ Period #4	\$ Period #5
If paid B-Weekly (attach 3 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3		
If paid Monthly (attach 2 most recent pay stubs)	\$ Period #1	\$ Period #2			

Applicant's Total Gross Income:

Part V (B) – Co-Applicant’s Household Income

Co-Applicant’s Full Time Occupation					
Employer Name					
Employer Address					
	Street	City/Town	State	Zip	
Supervisor					
	Name	Telephone #	Ext.		
Total income before any deductions:					
If paid Weekly (attach 5 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3	\$ Period #4	\$ Period #5
If paid B-Weekly (attach 3 most recent pay stubs)	\$ Period #1	\$ Period #2	\$ Period #3		
If paid Monthly (attach 2 most recent pay stubs)	\$ Period #1	\$ Period #2			
Co-Applicant’s Total Gross Income:					

Part V (C) – Other Household Income

Household Member	Type of Income	Monthly Gross Amount

Part VI – Assets

Name on Account	Bank/Brokerage Name	Account Type/Interest Rate	Balance
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL ASSETS:			\$

Part VII – Adult Full-Time Students

Is any member of the Owner’s Household over 18 years a full-time student?

If yes, list name of full-time student(s) and school attending:

Name	School

***Attach a letter from each school verifying the student is enrolled full-time.**

Part VIII - Certification

I/We certify that the information contained in this application is true and accurate to the best of my/our knowledge.

I/We understand that only applications that are complete and eligible under the guidelines and contain all necessary documentation and certifications will be entered into the lottery.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Received by Plymouth Redevelopment Authority:

Date	Time	Received by Deadline	PRA Signature

Please submit this application along with ALL of the listed documents to:

**PLYMOUTH REDEVELOPMENT AUTHORITY
26 Court Street
Plymouth, MA 02360**

PLEASE MARK ENVELOPE: “574 State Road”

Submission to Redevelopment@townhall.plymouth.ma.us in **PDF Format** only is also acceptable.

General Authorization for Release of Information

Residences at the 574 State Road

I/We hereby authorize the Plymouth Redevelopment Authority to verify any and all income, assets and other financial information and I/we direct any employer, landlord, or financial institution to release any information to the Plymouth Redevelopment Authority for the purpose of determining income eligibility for the lottery of a unit at 574 State Road in Plymouth, MA.

Any information released will be kept confidential.

Applicant Signature

Social Security #

Date

Co-Applicant Signature

Social Security #

Date