

# YWIT (8) APATMAN POU MOUN KI GEN YON REVNI LIMITE

Majistra Katjana Ballantyne kontan pou l anonse lokasyon ywit (8) apatman pou moun ki gen yon revni limite nan Ennea, ki sitye nan 7-9 Central Street



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## Entwodiksyon

Biwo Lameri de Planifikasyon Estratejik ak Devlopman Kominotè (OSPCD) an kolaborasyon ak Maloney Properties, Inc. ak 7-9 Central Street LLC kontan pou anonse lokasyon ywit (8) apatman pou moun ki gen yon revni limite bay fanmi ki elijib nan yon pri ki pi ba pase pri sou mache a atravè **Pwogram Lòjman Enklizif vil la**. Yo pral ofri inite sa yo bay fanmi ki gen yon revni brit anyèl nan kategori R1 ki pa depase 50 % nan montan Revni Medyàn Rejyon an (AMI), ki ant 51% ak 80% nan AMI la nan yon kategori pri R2 oswa ki ant 81% ak 110% pri AMI la nan kategori R3. Gen yon tablo elijibilite selon revni ki nan Paj 5. Gade paj 6 ak 7 pou preferans yo.

Apatman sa yo gen restriksyon sou pri yo pou tout tan pou fanmi ki elijib yo epi yo soumèt ak sètifikasyon revni anyèl. Lokatè yo dwe siyen yon liberasyon ak yon kalifikasyon sou lokasyon an pou aksepte restriksyon sa yo epi yo dwe founi yon kòpi bay Vil la chak ane. Gen plis enfòmasyon sou kalifikasyon lokasyon an ak restriksyon yo nan Paj 12.

Konsilte [www.EnneaLottery.com](http://www.EnneaLottery.com) pou w jwenn plis enfòmasyon konsènan opòtinite sa a. Pou plis enfòmasyon konsènan opòtinite ki genyen nan kad Pwogram Lòjman Enklizif vil Somerville la, konsilte : [www.somervillema.gov/inclusionaryhousing](http://www.somervillema.gov/inclusionaryhousing).

Acheminen kesyon w genyen sou pwogram nan bay Pèsonèl Maloney Properties yo (kritè elijibilite yo, pwosedi demann yo, elatriye) : **(617) 639-3064 Ekstansyon 794 | Relè Etazini 711** oswa [Ennea@MaloneyProperties.com](mailto:Ennea@MaloneyProperties.com) pou yon repons ki pi rapid.

Gen fòmilè demann ki disponib sou papyè epi sou fòm elektwonik nan lokal sa yo :

- <http://www.EnneaLottery.com>
- Pral gen kòpi fòmilè demann sou papyè disponib nan Anèks Lameri ki sitye nan 50 Evergreen Ave., Somerville ; Lameri a ki sitye nan 93 Highland Ave., Somerville ; epi tout branch Bibliyotèk Piblik Somerville yo.

## Deskripsyon Batiman/Inite yo

Ennea sitye nan yon bon lokal nan kè katye Spring Hill nan vil Somerville, Massachusetts. Nan Ennea, w ap ka pwofite de tout sa Somerville ofri a nan yon batiman LEED Platinum ki pral ede w fè anpil ekònomi sou itilizasyon enèji w. Nou gen yon bon lokal ki sitye ant Union Square ak Porter Square epi l pa lwen Inivèsite Harvard, Inivèsite Tufts, Kolèj Leslie, Cambridge, ak santrevil Boston.

kantite inite	Tay inite yo	Kantite pye kare	AMI	Lwaye*
1	Stidyo	573	50 %	\$800
1	1 chanm	722	50 %	\$923
1	2 chanm	960	50 %	\$1,030
1	3 chanm	1,375	50 %	\$1,151
1	Stidyo	623	51 % - 80 %	\$1,472
2	2 chanm	640	51 % - 80 %	\$1,926
1	3 chanm	1,375	81 %-110 %	\$3,167

**\*Tout fakti yo se lokatè a ki pou peye yo. Nou pral ba w yon espas pou pakin machin ou nan garaj la gratis ansanm ak kòb lwaye a san w pa peye anyen anplis, epi w gen dwa peye pou jwenn plis espas pakin nan pri nòmal ki egziste sou mache a.**

Gen frè ak egzijans aplikab pou pwopriyete sa a (ki enkli ansanm ak lwaye a) :

**Kou inisyal :** Premye mwa lwaye a ak depo garanti a ki egal premye mwa lwaye a.

**Egzijans depistaj pou lokatè :**

- Yo pral refize demandè yo si yo gen nenpòt nan kritè sa yo :
  - Echèk otomatik : Koleksyon lokasyon ki depase \$1,500 (2zan)
  - Kondisyonèl : koleksyon lokasyon ki depase \$500 epi ki mwens pase \$1,500 (2zan)
  - Lwaye pa rapò ak revni : 2.0x
    - Degèpisman
      - Ranplisaj : plis pase 4 = kondisyonèl
      - Jijman : echèk (ekskli \$0)
      - Ranvwa : inyore
      - Filt pou kalandriye a : 2zan
  - Istorik lokasyon : Plis pase 3 lwaye anreta = kondisyonèl

Demandè ki apwouve yo pral peye yon Depo Garanti de \$500. Demandè ki apwouve ak kondisyon pral peye yon

depi garanti ki egal ak kòb lwaye yon mwa.

**Asirans lokatè :** Menmsi se pa yon obligasyon pou achte asirans lokatè, nou rekòmande pou lokatè a achte yon plan asirans lokatè. Pri yo gen dwa varye men nòmman li mwens pase \$200 chak ane nan MA pou yon kouvèti ki rive nan montan \$20,000-\$30,000.

## What Eligibility Restrictions Apply?

- No households or incomes of convenience;
- Cannot own a home or interest in a home in the USA or abroad;
- Minimum household size;
- Minimum and maximum gross annual income limits;
- Maximum asset limit; AND
- All Head(s) of household cannot be a full-time student and status must be verified directly by institution at the time of an income certification; Student restrictions apply to PhD students.

## What is a Household?

- A “household” includes all persons who will reside in an apartment. A Household includes babies, children teenagers and adults, *regardless of their ability to earn or receive income*;
- At time of income certifying, unrelated household members applying together must provide verification of mutual residency with all household members leading up to **September 18<sup>th</sup>, 2023**;
- A household which consists of ONLY full-time students (including PhD) is not eligible to apply;
- Applicants may not submit multiple applications as a member of multiple households;
- An unborn child is considered a household member if the mother is in her third (3rd) trimester of pregnancy at the time of the lottery.
- Minors under shared custody are considered household members if they live with the applicant at least 50% of the year. Adult dependents attending college as full-time students are considered household members.

Legally married couples shall both be considered part of the household, even if separated. However, in situations where a household member is legally married to a spouse absent from the household (whether or not officially divorced or separated) and the absent spouse will not be moving into the inclusionary condo, the applicant must provide current verification: (1) if divorced, a copy of a divorce decree; (2) if not divorced, a copy of a separation agreement; (3) if the applicant does not have the documentation in #1 or #2, documentation of

residing in separate addresses (such as copies of leases). Where no such documentation exists of residing at separate addresses, a notarized affidavit from the parties (or party in the event it is not safe or possible for both parties to do so) that they are separating and will be residing at separate addresses as of a certain date. Without any of the above verification, the ex-spouse will be considered part of the household and their income and assets will be counted in determining income eligibility, even if they do not plan on residing there.

**Verification from a treating physician of being in the third (3<sup>rd</sup>) trimester, verification of full-time student status, custody arrangements or documentation of separation/separate residencies will be required at the time of income certification.**

### **Kisa egzijans elijibilite yo ye ?**

Pou w ka elijib sou baz revni w pou louwe yon apatman atravè Pwogram Lòjman Enklizif la, revni brit anyèl yon menaj dwe reponn ak liy direktris ki enimerè pi ba yo nan tablo Egzijans Nivo Revni Brit Anyèl, ajiste pou kantite moun ki nan kay la. Egzijans minimòm yo pa nesèsè pou menaj ki gen mwens ke 50% AMI oswa 80% AMI epi k ap resevwa sibvansyon lokasyon atravè pwogram tankou Seksyon 8. Menaj la dwe endike nan yon demann ke l gen yon bon pou lokasyon an epi li dwe founi yon verifikasyon de bon an nan moman sètifikasyon revni an. Tanpri gade tablo elijibilite revni a nan paj swivan an :

<b>Egzijans Revni Anyèl Brit* Ajiste selon tay menaj la</b>				
<b>Kantite moun ki nan kay la</b>	<b>Revni minimòm Kategori R1 (50% AMI)</b>		<b>Kategori R1 (50% AMI)</b>	<b>Kategori R2 (80% AMI)</b>
1	Stidyo	\$21,499	\$51,950	\$51,951 - \$82,950
2			\$59,400	\$59,401 - \$94,800
3	1 chanm	\$25,082	\$66,800	\$66,801 - \$106,650
4	2 chanm	\$28,665	\$74,200	\$74,201 - \$118,450
5			\$80,150	\$80,151 - \$127,950
6	3 chanm	\$32,248	\$86,100	\$86,101 - \$137,450

*\*Egzijans revni minimòm yo anile pou menaj ki gen yon bon lokasyon mobil (Seksyon 8, MRVP, VASH elatriye)*

<b>Egzijans Revni Anyèl Brit Ajiste selon tay menaj la</b>	
<b>Kantite moun ki nan kay la</b>	<b>Kategori R3 (81%-110% AMI)</b>
1	\$82,951 - \$114,268
2	\$94,801 - \$130,592
3	\$10,6651 - \$146,976
4	\$118,451 - \$163,240
5	\$127,951 - \$176,299
6	\$137,451 - \$189,358

### **What is Considered Income?**

Income is defined as all amounts, monetary or not, that goes to or is received on behalf of any household member, even if the family member is temporally absent. Income includes all amounts anticipated within the next 12 months going forward from the time of an income certification. Income information provided at the time of an income certification will be assumed to be true over the next 12 months unless there is source verification indicating otherwise. Income includes interest accrued from assets to which any household member has access. It is the applicant's responsibility to accurately divulge anticipated changes in income.

Examples of income include but are not limited to earnings from a job or self-employment including earnings from one-time events/gigs such as earnings from yard sales & art sales, childcare; Fundraising Campaigns (Go Fund me, Crowd Source, etc.); Unemployment Benefits; Pensions/Social Security/Disability Benefits; informal or formal Child Support (received or owed); Assistance from family/friends; Starting or closing of businesses.

Examples of anticipated income changes include but are not limited to seasonal work, changes in work hours, raises, bonuses, overtime pay, cost of living adjustments (COLAS), commissions, gain or loss of employment or income source, gain or loss of clients.

For self-employed household members: Self-employed household members (ride-share drivers, artists/musicians, business owners, etc.) must complete Profit/Loss Statements for each business at the time of an income certification. The Profit/Loss Statement must indicate month-by-month self-employment revenue and IRS allowable deducted business expenses for a 12-month period *preceding* the time of the income certification **AND** a Profit/Loss Statement for the 12 months *following* the date of the income certification showing month-by-month *anticipated* business revenue and IRS allowable deducted business expenses. For each claimed deductible business expense, back-up verification is required (contracts, receipts, payment verifications, paid invoices, etc.). Verifications must match the monthly deductions listed in the Profit/Loss Statements. The household member must explain or show how they arrived at their monthly deductions in writing.

## What is the Asset Limit?

The maximum asset limit is set at \$75,000 in liquid assets, excluding restricted retirement, health, and college savings plans. This asset limit applies to all household members and includes all assets or joint interests in assets held in the United States or abroad. **All assets for all household members must be disclosed in the pre-lottery application** and the most recent three (3) months of **complete statements for all accounts** must be provided at the time of an income certification. Assets which the applicant(s) hold and may not use or have access to are still considered assets and statements must be provided. In cases where an asset was recently closed, verification must be provided. **Applicants must disclose all joint accounts held with absent spouses/household members in the application.**

Examples of assets include but are not limited to: Saving/checking accounts; CDs; mutual funds; investment accounts; IRAs; 401Ks; 457B; 403Bs; bonds; digital currency (Bitcoin, etc.); payment apps (Venmo/Paypal, Square etc.); life insurance; community funds; fundraising campaign platforms (Go Fund Me etc.), cash on hand, real estate, any investments held abroad etc.

**Failure to disclose all current or anticipated income and assets may result in a determination of ineligibility at the time of the income certification.**

## Can I Apply if I Own a Home?

Applicants owning property or interest in property are ineligible for an income-restricted rental apartment unless they are in the process of selling their home and have sold it prior to the completion of an income certification. Proceeds from the sale of property will be counted towards the asset limit and must be documented during an income certification. Households are not permitted to rent an income-restricted unit if the sale of the home has not yet occurred by the date the income certification is completed, the household will not be eligible to receive a Proceed Letter and will be placed at the bottom of the lottery wait-list.

## What Is the Significance of a Preference & How Do I Qualify?

Living or working in Somerville full-time may qualify you for a preference in this lottery. **To receive a preference, a household must indicate in a pre-lottery application that they live or work full-time in Somerville** and current documentation for preference eligibility claims will be verified at the time of an income certification. Verification must be current (dated within 30 days) at the time of an income certification. Households that apply with a preference and are unable to provide necessary documentation to verify preference eligibility will be placed at the bottom of all waitlists.

If you are eligible for a preference, you will have a greater chance of being selected no. 1 for a unit in the lottery or be closer to the top of the waitlist for a unit. Households who either currently reside or are required to physically work full-time (32 hours or more) within the boundaries of the City of Somerville may receive a preference. Both live and/or work in Somerville preferences are co-equal. Applicants do not receive a greater preference if they both live and work in Somerville. The duration of your residency or employment in Somerville does not impact preferences.

Households that are ineligible for a preference may still apply and they will be placed on the waitlist behind households with preferences. Upon tenancy turnover, wait-listed households may have the opportunity to income certify for an apartment. Maloney Properties cannot determine the odds of moving into an apartment as the total number of applications received and the ratio of applicants with a preference is only known after the deadline. Households are encouraged to explore income-restricted housing opportunities in the city which they live or work to learn if these programs offer local live/work preferences.

Co-equal preference will be provided to eligible applicants providing current verification of *living or physically working full-time in Somerville (32+ hours/week)*. **Preference documentation must be dated within 30 days of an income certification**. Below includes acceptable documentation to receive a Somerville preference.

*Proof of residency* may include:

- Current signed lease; **OR**
- Notarized letter from landlord confirming ownership of property and applicant tenancy at property; **OR**
- Utility bill with current statement date. Do not use the bill due date; **OR**
- Bank/credit card/cable bill statement with Somerville address with a current statement date; **OR**
- Current voter registration, showing registration date within the last 30 days.

*Proof of employment in Somerville* may include:

- Signed and dated letter from employer on company letter head that includes the Somerville address where you work **AND** the number of hours you work per week in Somerville; **OR**
- A current paystub showing the Somerville address of where you work **AND** the number of hours you work per pay period.
- Ownership of a business *does not* mean you work there. Business owners must provide verification of ownership, a current bill connecting the owner's name with the address of the Somerville business **AND** a current paystub showing the number of hours worked **OR** if paystubs are not available, a notarized affidavit confirming the number of hours worked per week at the Somerville business.

*Somerville **work preferences may not be granted** for households providing **co-working spaces** as verification of employment in Somerville.*

**PREFERENCE VERIFICATIONS MUST BE COMPLETE AND INCLUDE ALL PAGES**

## **What Is a Complete Application?**

ONLY complete and eligible applications are included in the lottery. Maloney Properties staff may review applications for completion and provide assistance, however it is the applicant's responsibility to submit a

complete application. Applications that are submitted within one (1) week of the application deadline may not be reviewed or have an opportunity to update the application. A complete application includes:

1. All questions on the application are answered. Applicants must write "N/A" or cross out questions that are not applicable. No part of the application should be left blank. Correspondence will be via email if the household has an email address or via regular mail if the household does not have an email address. Applicants will be notified in writing in advance of the lottery if their applications are incomplete or otherwise ineligible. Only applicants that submit their applications more than 5 business days prior to the application deadline will have the opportunity to update their application if found incomplete or ineligible;
2. Household must disclose all assets and income (and changes) for the next 12 months;
3. The application must be signed on the last page by all adult household members age 18+;
4. The applicant's name, email and phone number must be printed and legible;
5. Households must indicate preference eligibility on the application. Preference to be verified at the time of income certification; And
6. Households must indicate having a rental voucher on the application. Verification will be required at the time of an income certification.

## **Dat limit la epi kòman pou soumèt yon demann**

**Dat limit pou soumèt yon demann konplè ak elijib pou patisipe nan tiraj osò a se 17h00 nan jou mèkredi 18 oktòb 2023. Demann yo dwe soumèt anvan dat limit la atravè youn nan manyè sa yo :**

- Imèl : [Ennea@MaloneyProperties.com](mailto:Ennea@MaloneyProperties.com) OSWA
- Voye l pa lapòs bay Maloney Properties ki sitye nan :

**Maloney Properties, Inc.,  
Attn: Ennea Lottery  
27 Mica Lane  
Wellesley, MA 02481**

*Si w ap voye yon demann pa lapòs, kalkile omwen yon (1) semèn pou l rive nan lapòs pou w ka asire w ke yo resevwa demann ou a anvan dat limit la (pa sèlman dat yo make l ak kache postal la, fòk li rive anvan dat la menm).*

### **AVI :**

- Si w voye yon demann nan yon lòt adrès ke [Ennea@MaloneyProperties.com](mailto:Ennea@MaloneyProperties.com) nou p ap ka aksepte l.
- Nou p ap aksepte demann ke w voye nan plizyè mòso oswa pa kapti ekran. Pa soumèt menm demann nan plizyè fwa.
- Pèsonèl Maloney Properties yo pral revize demann yo pou asire ke yo konplè nan lòd ke yo resevwa yo. **Se responsablite fanmi/menaj la pou asire ke demann yo konplè epi ke yo founi tout enfòmasyon ki nesèsè kòmsadwa nan moman yo soumèt li a, epi anvan dat limit la avèk tout dokiman ki nesèsè yo.**
- Si w soumèt yon demann ke mwens ke 5 jou travay anvan dat limit pou resevwa demann yo, ou gen dwa p ap gen posiblite pou mete yo ajou lè yo fin revize l.
- Pèsonèl la pral konfime eta yon fwa yo fin trete li, nan lòd ke yo resevwa li.

## **How Will I Know if My Application Has Been Received?**

Households to be included in the lottery will receive Unique Identifiers once an application has been reviewed and deemed eligible for the lottery. Unique Identifiers are used to keep applicant names confidential. Unique Identifiers will be provided via email to applicants providing emails and with a phone call to those without access to an email.



## When is the Lottery?

The lottery will be held virtually through Zoom approximately 1-2 weeks following the lottery application deadline. All participating applicants will receive unique identifiers and information to join the virtual lottery, prior to the drawing. Attendance of the lottery is not required. All unique identifiers will be called in the order in which they are drawn and placed on a lottery list. The lottery itself will be posted on Maloney Properties' website.

## How Will I Know of My Position on the Lottery Wait-List?

**The winner(s) in the lottery will be contacted by Maloney Properties within one (1) day to initiate an income certification. Households that have not been contacted by the Maloney Properties within one (1) day have not been selected no. 1 in the lottery.** The results of the lottery will be posted on the City of Somerville Inclusionary website. Participating applicants who did not win may learn of their positioning in the lottery by viewing the website.

## What Happens If I Am Selected No. 1 in the Lottery?

The applicant whose unique identifier is number one (1) in the lottery for each unit will be contacted immediately after the lottery by phone and email or regular mail. Households have 5 business days from the date of notification to submit all required preference, rental voucher, income, asset and Federal Tax documentation to Maloney Properties needed to verify a household's preference and eligibility status (more details on required documents under, What Does an Income Certification Require, below). This household must submit the income documentation listed below, including 2023 Federal Tax, W2s as well as complete income and asset documentation to Maloney Properties. **Maloney Properties reserves the right to request additional income and asset documentation as necessary to complete an income certification.**

Upon reviewing the initial information provided, Maloney Properties staff will contact the applicant with a first (1<sup>st</sup>) request for complete documentation which discloses and verifies all household income sources, assets and most recent Federal Tax Returns. This request will outline specific items needed to determine eligibility. The household will have five (5) business days from this notification date to submit the requested documentation. Maloney Properties will provide applicants with three (3) such requests thereafter. If the household is unable to provide requested documentation after three (3) additional requests are made and all required documentation to determine eligibility is not received, Maloney Properties staff may conclude that the requested information is not provided in a timely manner or in good faith effort. Maloney Properties reserves the right to discontinue the income certification and offer this opportunity to the next household on the lottery wait-list.

Household no. 2 will be notified if household No. 1 is determined ineligible or unable to lease-up. They will have five (5) business days from notification to submit initial income documents to Maloney Properties. Households participating in the lottery should set these documents aside prior to the lottery to facilitate timely submission to Maloney Properties after the lottery. Where there are two (2) apartments at the same income limit, household no. 1 and no.2 will be notified immediately to income certify.

## What Does an Income Certification Require?

*Income documents include but are not limited to:*

1. Preference verification that is within 30 days of initiation of an income certification;
2. Current verification of a rental voucher, if applicable;

3. 2023 Federal Tax Returns, all pages and schedules, including W2s and any 1099s or a letter from the IRS confirming that you did not file taxes. If 2023 taxes have not yet been filed, we will require proof of a tax extension and the previous year of tax returns. If your Federal Tax Return includes W2s from employer(s) you are no longer working for, termination of employment must be verified directly from the former employer. This letter must be on the company letterhead, signed, dated, including your last date of employment, whether there are any pending payments and the company's intent to rehire you within the next 12 months. **Do not provide State Tax Returns.**
4. Most recent three (3), consecutive months of paystubs and/or other income documentation (child support, pensions, Social Security benefits, pages 5-6 for more on income). Households selected no. 1 must provide statements for the months of August 2023, July 2023, June 2023.;
5. Employer Verification forms signed by the employee(s) with the employer's contact information (the form will be sent directly by the Maloney Properties to employers);
6. Most recent three (3), consecutive months of all asset statements for all household members including but not limited to all account types listed in the Asset Section of this Info. Packet on page 6. Households selected no. 1 must provide asset statements for the months of August 2023, July 2023, June 2023. For statements that are issued on a quarterly basis, the most recent quarterly statement should be submitted. Explanation of deposits (Maloney Properties to provide form) for all asset accounts including all unexplained deposits\*;
7. Signed and notarized affidavit disclosing the amount of cash on hand;
8. No Income Statements for adults in the household not receiving income signed and notarized by both the adult not receiving income and the head of household. Maloney Properties will provide you with this Statement;
9. Verification of student status directly from learning institutions for household members who are 18+ and full or part-time students;
10. Verification of business ownership;
11. Two (2) profit and loss statements for household members who are self-employed (Lyft & Uber included). One (1) profit and loss statement must disclose business revenue including IRS eligible deductions for the last twelve (12) months. The second profit and loss statement must disclose anticipated revenue including expenses for the next twelve (12) months;
12. Verification of having a history of living together if household members are unmarried and unrelated;
13. Verification of custody of a minor; Verification of divorce decree;
14. Verification of real estate under sales agreement;
15. Other documents may also be requested by the City at the time of the income certification.

*\*For each unclear deposit into bank/asset statements (cash deposits, transfers from persons outside of the household, etc.) households must explain the source and nature of each deposit.*

**DO NOT SUBMIT INCOME & ASSET DOCUMENTATION WITH YOUR PRE-LOTTERY APPLICATION.**

**Income assets and tax returns are only required if a household is selected in the lottery.**

## **Eligibility Determination**

Households will have the opportunity to select an apartment for which they are eligible based on their placement in the lottery drawing for that unit, income tier and preference pool. For example, a two (2)-person household applying for both 1BR and 2BR apartments, with a Tier 1 income (50% AMI) selected no. 1 in the lottery will have the first opportunity to choose an apartment amongst all available 1 and 2BR apartments available to households with incomes at Tier 1. When a household is found income eligible, Maloney Properties issues a Proceed Letter outlining the next steps. Once certified and after having received a Proceed Letter, the household will contact the property management which will then conduct their own credit and background screening. If approved by the property management a lease will be offered. Only after a lease is

offered and a move in date is agreed upon in a lease and lease rider, should the tenant give their current landlord notice. The Proceed Letter will provide further information regarding agencies that may provide start-up costs assistance if needed (up to \$3,000 in startup/moving costs assistance based on available funds).

### **DO NOT provide notice to a current landlord until a lease is offered.**

#### **Appeals**

Pre-lottery determination of eligibility by Maloney Properties is based upon the following: 1) having a complete application; 2) having the appropriate household size for the particular Unit; 3) having the appropriate income that falls within the Unit's stated eligibility range, based on what the households self-report for income in the application. The Housing Division has adopted the U.S. Department of Housing and Urban Development (HUD) 24 CFR 5.609 Part 5 definition of "Annual Income" which anticipates gross income, including income from assets, over the next 12 months. Staff annualize what households self-report as their monthly income and compare that against the income eligibility range the Unit is designated at. It is the applicant's responsibility to disclose accurate information and to complete the entire application before the deadline. If any errors were made which affected the applicant's eligibility to participate in the lottery, the applicant has five (5) business days from the date of an email/eight (8) business days from the date of a letter regarding ineligibility to correct the error/discrepancy with the Maloney Properties by replying to the email/letter. The correction must include specific terms (for example, inclusion of income sources no longer received, forgotten household members, questions left blank, or assumptions made in the calculation). Households can also make the correction by providing an updated application with the changes initialed and dated.

Post lottery/income certification determination: A household deemed ineligible upon the completion of the income certification process has the right to appeal the income<sup>1</sup> determination. To initiate the appeals process, the **applicant must send a written Appeal Request to Maloney Properties within one week of receipt of the ineligibility determination.** A written request includes one sent by email. In this written request to the Director of the Housing Division, the household must identify in specific terms (for example, inclusion of an income source no longer received, or assumptions made in the calculation) what about the determination is being appealed. If a household needs more time to identify in specific terms what about the determination is being appealed, the household must identify good cause for additional time, and still must send a notice of intent to submit a written appeal request within one week of the receipt of the ineligibility determination.

While it is the responsibility of the household to provide Maloney Properties with all of their current income documents and to disclose all reasonably anticipated income within the next 12 months upfront during the initial certification process, if there are other documents the household wishes to supply that are new, that provide clarifying information, or are unanticipated/unexpected, the household should state such in its written appeal, and either include the additional documents in the appeal request, or provide a timeline within which such documents can be provided. It is within the discretion of the Housing Director whether to accept/wait for additional documents; however, the documents should be provided without any unreasonable delay, with time being of the essence. The Housing Division Director will consider the appeal request and any new information or documentation provided and make a determination.

The household will be notified in writing by the Housing Director regarding the outcome of the appeals determination, including the reasons and supporting facts and documents relied upon. Such determination shall be made within 10 business days of receipt of complete appeal documents, and if such determination

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<sup>1</sup> / Vil la te adopte definisyon Pati 5 ki nan « Revni Anyèl la » nan kad 24 CFR 5.609 pou Pwogram zonaj enklizif la.

cannot be made within 10 business days, the Housing Director will provide a reason why additional time is needed, along with an estimate as to how much additional time is needed.

While an appeal is pending, Maloney Properties may proceed with income certifications of the next person(s) on the wait list but not to the point where the appealing applicant would be denied the opportunity to rent or purchase the subject unit (if the appeal were to be decided in his/her favor). The following agencies may be able to provide (free) assistance with the applicant's appeal:

Cambridge and Somerville Legal Services (CASLS)

60 Gore Street, Suite 203, Cambridge, MA 02141

Phone: (617) 603-2700

Community Action Agency of Somerville, Inc. (CAAS)

66-70 Union Square, Suite 104, Somerville, MA 02143

Phone: (617) 623-7370

City of Somerville Office of Housing Stability (OHS), Director Ellen Shachter

50 Evergreen Avenue, 1<sup>st</sup> floor, Somerville MA 02145

Phone: (617) 625-6600 x2580

A copy of this appeal process, including the name, mailing address, and email address of the Director of the Housing Division, shall be provided to the applicant with the OSPCD's Housing Division's written communication of its initial denial of income eligibility.

## What Restrictions Apply to These Units?

The opportunity to rent an income-restricted apartment at below market rent is offered through the City of Somerville's Inclusionary Housing Program. As an inclusionary (affordable/income-restricted) apartment, certain eligibility requirements and restrictions apply. You will sign a "Lease Rider" annually which describes the restrictions on the apartment and your responsibilities as a program participant. These restrictions will remain with the apartment permanently and will apply to you and all subsequent renters. The following is an overview of the most important aspects of the Lease Rider and is meant for informational purposes only.

- **Principal Residence:** The unit must be used as your primary principal residence;
- **Student Status:** Head of household cannot be full-time students;
- **Income Eligibility:** Income certifications are good for one (1) year. Annual income re-certifications are required in order to continue to lease an affordable unit. You must remain income eligible in order to occupy an affordable rental unit.
  - If your household occupies a Tier 1 (50% AMI) unit, your household can increase income up to 140% of 50% of the Area Median Income. If household income exceeds 140% of 50% AMI at the time of a re-certification and you wish to remain in the affordable unit, you will be charged a rent calculated as affordable to a household at 80% AMI. If your household occupies a Tier 3 (81%-110% Area Median Income) unit, your household can increase income up to 120% of Area Median Income. If your household exceeds 120% AMI, they will no longer be eligible for the unit and must vacate the unit upon the end of the current lease term.
  - Rents may increase annually.
- **Renting:** Households may not sublet, rent out or Airbnb the affordable unit or space in a unit under any circumstance.

## Kalandriye tiraj osò a

<b>DAT ENPÒTAN</b>		
	<b>Dat ak lè</b>	<b>Lokal</b>
<b>SESYON REYINYON ENFÒMASYON</b>	<p>Mèkredi 21 septanm 2023 a 12h00/midi</p> <p>Mèkredi 4 oktòb 2023 a 18h00</p>	<p><a href="https://maloneyproperties.zoom.us/j/84871148984?pwd=aENINUpOanNGYVNpRm5zNEUxNUVOUTO9">https://maloneyproperties.zoom.us/j/84871148984?pwd=aENINUpOanNGYVNpRm5zNEUxNUVOUTO9</a></p> <p>Identifyan reyinyon an : 848 7114 8984</p> <p>Kòd pas la : 648894</p> <p>Ak yon sèl touch sou telefòn mobil ou +16469313860,,89425238407#,,,,*802113# US</p>
<b>DAT LIMIT POU DEMANN YOI</b>	<p>Mèkredi 18 oktòb 2023 a 17h00</p>	<p><b>Ou dwe fini ak demann ou a epi soumèt li anvan 17h00 bay :</b></p> <p>Maloney Properties : Attention: Ennea Lottery 27 Mica Lane, Wellesley, MA 02481</p> <p><b>Soumèt li pa imèl bay : <a href="mailto:Ennea@MaloneyProperties.com">Ennea@MaloneyProperties.com</a></b></p>
<p><b>Demann ki soumèt anreta, ki pa konplè oswa ke w soumèt nan plizyè tranch oswa pa kapti ekran p ap ka patisipe nan tiraj osò a.</b></p> <p><b>Si w voye demann ou bay yon lòt imèl oswa pa telekòpi, nou p ap ka aksepte l.</b></p>		
<b>TIRAJ OSÒ AK NOTIFIKASYON</b>	<p>1-2 semèn aprè dat limit demann yo</p>	<p><b>Nou pral kontakte tout demandè yo pa imèl pou fè yo konnen dat tiraj osò a lè nou fin chwazi von dat.</b></p>

**Demann sa a dwe rive jwenn Maloney Properties atravè youn nan metòd ki dekri sou paj 8 la anvan 17h00 nan dat mèkredi 18 oktòb 2023. Si w voye fòmilè demann ou pa lapòs epi nou resevwa l aprè dat limit la, nou p ap ka aksepte l. Si w ap voye yon demann pa lapòs, tanpri voye l omwen 1 semèn anvan dat limit demann yo pou asire ke nou resevwa l atan.**

**Menaj/fanmi ki seleksyone nan tiraj osò a pral ranpli yon pakè enfòmasyon pou sètifikasyon revni yo epi yo pral soumèt dokiman ki nesèsè sou revni, byen ak taks pa yo pou verifye elijibilite pa yo.**

**Tanpri kenbe pakè enfòmasyon sa a (Paj 1 a 13) paske w gen dwa gen kesyon pandan pwosesis la.**  
**PAKÈ ENFÒMASYON AN FINI LA A**

**Moun ki gen andikap epi ki bezwen yon èd oswa sèvis ogzilyè pou kominike byen, materyèl ekri nan yon fòm altènatif, oswa yon modifikasyon rezònab onivo politik ak pwosedi yo, pou yo ka aksede pwogram ak aktivite Vil Somerville la oswa pou asiste reyinyon yo, ta dwe kontakte Kowodonatris ADA, Adrienne Pomeroy, nan 617-625-6600 x2059 oswa nan [apomeroy@somervillema.gov](mailto:apomeroy@somervillema.gov).**

**PWOGRAM LOJMAN ENKLIZIF SOMERVILLE**  
**DEMANN ANVAN TIRAJ OSO A POU**  
**ENNEA**

**NON CHÈF MENAJ/KAY LA** \_\_\_\_\_

<b>Egzijans Revni Anyèl Brit* Ajiste selon tay menaj la</b>				
<b>Kantite moun ki nan kay la</b>	<b>Revni minimòm Kategori 1 (50% AMI)</b>		<b>Kategori 1 (50% AMI)</b>	<b>Kategori 2 (80% AMI)</b>
1	Stidyo	\$21,499	\$51,950	\$51,951 - \$82,950
2			\$59,400	\$59,401 - \$94,800
3	1 chanm	\$25,082	\$66,800	\$66,801 - \$106,650
4	2 chanm	\$28,665	\$74,200	\$74,201 - \$118,450
5			\$80,150	\$80,151 - \$127,950
6	3 chanm	\$32,248	\$86,100	\$86,101 - \$137,450

*\*Egzijans revni minimòm yo anile pou menaj ki gen yon bon lokasyon mobil (Seksyon 8, MRVP, VASH elatriye)*

<b>Egzijans Revni Anyèl Brit Ajiste selon tay menaj la</b>	
<b>Kantite moun ki nan kay la</b>	<b>Kategori 3 (81%-110% AMI)</b>
1	\$82,951 - \$114,268
2	\$94,801 - \$130,592
3	\$10,6651 - \$146,976
4	\$118,451 - \$163,240
5	\$127,951 - \$176,299
6	\$137,451 - \$189,358

**ENSTRIKSYON POU FÒMILÈ DEMANN ANVAN TIRAJ OSÒ A**

Fòmilè demann anvan tiraj osò yo dwe soumèt bay Maloney Properties atravè youn nan metòd sa yo anvan :

- Soumèt li pa imèl bay : [Ennea@MaloneyProperties.com](mailto:Ennea@MaloneyProperties.com) ; OSWA
- Livre demann nan fizikman oswa voye l pa lapòs bay : **Maloney Properties, Inc. Attn: Ennea Lottery**  
**27 Mica Lane**  
**Wellesley, MA 02481**

(nou dwe resevwa l, kidonk se pa dat kache postal ki apoze sou anvlop la sèlman, anvan dat limit ki endike pi ba a)

Si w voye yon demann nan yon lòt adrès ke [Ennea@MaloneyProperties.com](mailto:Ennea@MaloneyProperties.com) nou p ap ka aksepte l. Nou p ap aksepte demann ke w voye nan plizyè mòso oswa pa kapti ekran.

- 1) Pa kite okenn kesyon vid san repons. Si kesyon an pa aplikab, tanpri ekri N/A ;
- 2) Asire w ke tout adilt yo siyen dènyè paj la ;
- 3) Si w bezwen espas adisyonèl pou bay repons ou, tanpri atache yon oswa plizyè fich adisyonèl.

Se responsablite menaj/fanmi an pou asire ke demann yo konplè lè yo fin soumèt yo. Si w ap soumèt demann ou pa imèl, ou pral resevwa yon avi pa imèl ki konfime resepsyon demann ou.

**DAT LIMIT POU SOUMÈT YON DEMANN : 17h00 nan jou mèkredi 18**

**SEKSYON A : ENFÒMASYON SOU MENAJ LA**

**Bay enfòmasyon kontak sa yo pou Chèf Menaj/Kay la.**

Non legal chèf menaj/kay la : \_\_\_\_\_

Non prefere chèf menaj/kay la (si l diferan de non ofisyèl li) : \_\_\_\_\_

Adrès aktyèl : \_\_\_\_\_

\_\_\_\_\_

Adrès postal : \_\_\_\_\_

\_\_\_\_\_

Nimewo telefòn prensipal : (\_\_\_\_) \_\_\_\_\_ Nimewo telefòn altènatif : \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

Adrès imèl : \_\_\_\_\_

**Ranpli epi founi enfòmasyon sa yo pou chak manm nan menaj/fanmi an ki konte viv nan kay la**

Non manm nan	Relasyon li avèk chèf menaj/kay la	Laj	Èske moun sa a se yon etidyan apentan oswa èske li pral yon etidyan apentan nan pwochen 12 mwa yo ? WI/NON
	Chèf menaj/kay la		

1. Èske yon manm nan menaj la pral nan twazyèm trimès gwosès li oswa pral akouche anvan dat 18/10/23 ?

Wi  Non

**Tanpri note :** Si wi, ti bebe sa a ki pòko fèt ta dwe enkli antanke yon manm nan menaj la nan tablo ki pi wo a epi w dwe enkli yon verifikasyon de yon doktè ki endike ke moun nan pral nan twazyèm trimès li nan moman ke yo pral fè sètifikasyon revni an.

2. Èske gen yon moun ki nan lis pi wo a ki marye legalman ak yon moun ki pa enkli nan demann nan ?

Wi Non Si Wi, ekri non moun nan, adrès li, epi esplike eta matrimonyal aktyèl ou pi ba a. An fonksyon de repons ou, ou gen dwa pral oblije enkli moun sa a antanke yon manm nan menaj/fanmi an pou demann sa a

3. Èske yon manm nan menaj/fanmi an gen yon kont anbank an komen, yon byen komen oswa yon enterè komen nan yon Byen Imobilye (swa se Ozetazini oswa aletranje) ak yon moun ki pa yon manm nan menaj la ? Wi Non Si Wi, **enkli byen sa yo nan tablo byen ki afiche nan paj 17-18.** Nou pral pale sou sa a avè w si w seleksyone nan tiraj osò a. **Afiche tout non ki parèt sou byen an komen an epi dekri relasyon an ansanm ak manm menaj/fanmi an :**

**Mwen sètifye ke kantite moun total ki genyen nan menaj mwen an se :** \_\_\_\_\_

### SEKSYON B : ENFÒMASYON JENERAL

1. Nan ki lang ou ta renmen pou Maloney Properties kominike avè w ? \_\_\_\_\_ . Sèvis entèpretasyon yo ka ofri nan lang Nepali, Pòtige, Panyòl, Kreyòl Ayisyen, ak Chinwa - Mandarin oswa Kantonè.

2. Èske w bezwen yon amenajman rezònab ? : Wi Non

*Si wi, soumèt yon verifikasyon bezwen de founisè swen sante w ansanm ak demann sa a **anvan** dat limit demann nan.*

Tanpri dekri bezwen w pou yon amenajman rezònab : \_\_\_\_\_

3. Èske chèf menaj/kay la se yon etidyan ap lentan oswa li enskri pou l kòmanse yon etid ap lentan nan pwochen trimès la ?

Wi Non

**Tanpri note byen :** Toulede chèf menaj yo pa kapab etidyan ap lentan ; Demandè yo dwe founi yon verifikasyon ki sòti dirèk nan etablisman an.

4. Èske gen yon manm nan menaj ou a ki anplwaye dirèkteman pa Maloney Properties oswa pa 7-9 Central Street, LLC ? Wi Non

*Pa gen okenn preferans nan tiraj osò a si ou menm oswa yon manm nan menaj ou ap travay pou youn oswa lòt nan konpayi sa yo. Nou jis mande w pataje enfòmasyon sa yo sèlman.*

5. Kòman w te fè tande pale de opòtinite sa a ? Listserv Lòjman Enklizif la Sit wèb Vil la Yon flyèz Yon journal Yon zanmi/fanmi Rezo sosyal yo Rechèch sou Entènèt Lòt \_\_\_\_\_

6. Èske w gen kredi finansyè ? Wi Non Si Wi, endike nivo « score » kredi w : \_\_\_\_\_

**Egzijans kredi yo fikse pa devlopè a kòm yon pati nan pwosesis depistaj pou demann lokasyon yo.**

7. Konbyen kòb ou peye pou lwaye w chak mwa (san w pa enkli fakti kouran, dlo, elatriye) ? : \_\_\_\_\_

Konbyen chanm akouche ou genyen ? : \_\_\_\_\_

8. Èske w ta renmen pou adrès imèl ou enkli nan Listserv Lòjman Enklizif la pou w ka resevwa notifikasyon konsènan opòtinite pou lokasyon an acha kay abòdab fiti atravè Pwogram Lòjman Enklizif Vil Somerville la ? Wi Non

*Tanpri kwoche Non pou kesyon sa a si w deja ap resevwa notifikasyon sa yo.*

**Kesyon sa yo opsyonèl epi ou pa oblije reponn yo pou w patisipe nan tiraj osò a :**

Èske w gen yon machin ? Wi Non

Èske w bezwen yon pèmi pakin rezidansyèl ? Wi Non

*Si w reponn Wi pou toulede kesyon pi wo yo, tanpri esplike poukisa w bezwen yon pèmi pakin rezidansyèl.*



Ki gwoup etnik chèf menaj/kay la ?  Ispanik/Latino  Pa Ispanik/Latino

Ki ras chèf menaj/kay la oswa ko-chèf menaj/kay la ? Tanpri kwoche tout repons ki aplike yo :

Afwo-Ameriken  Amerendyen/Endijèn Alaska  Azyatik  Mwayèn Oryan/Nò-Afriken

Endijèn Awayi/Yon lòt zile nan Oseyan Pasifik la  Blan  Nwa  Mawon  De (2)  
oswa plizyè ras

Lòt : \_\_\_\_\_

Ki peyi orijin chèf menaj/fanmi an oswa ko-chèf menaj/fanmi an ? : \_\_\_\_\_

### SEKSYON C : REVNI AK BYEN

**Enfòmasyon sou revni** – Ekri tout revni tankou Peman pa èdtan, Salè, Poubwa, revni endepandan, Antrèd/Avantaj TAFDC, Sekirite Sosyal, TANF, SSI, Pansyon, Reminerasyon pou Andikap, Reminerasyon pou Chomaj, Pansyon alimantè, Pansyon pou sipòte timoun, Peman militè, Pansyon, Avantaj pou lamò, Travay sezonyè/djòb ak evènman inik, elatriye.

*Konsidere epi endike tout chanjman nan revni menaj ou a antisipe genyen pandan pwochen 12 mwa yo paske sa a gen dwa gen yon enpak sou elijibilite w sou baz revni w. Si w pa fin asire, ou ta dwe pale ak Resous Imen/Manadjè Biwo a/Reprezantan Sendika a konsènan yon ogmantasyon, boni, lè anplis, chanjman nan orè travay ou, Ajisteman pou Kou Lavi a (COLAS), elatriye ke w pa t antisipe.*

Manm menaj/fanmi an	Sous revni an (Ajoute anplwayè/kontra a)	Revni brit anyèl
	Non anplwayè a	
	Non anplwayè a	
	Non anplwayè a	
	Non anplwayè a	
	Non anplwayè a	
	Non anplwayè a	
	Non anplwayè a	
	Anpwla endepandan (Non/kontra) :	

	Anpwla endepandan (Non/kontra) :	
	Anpwla endepandan (Non/kontra) :	
	Anpwla endepandan (Non/kontra) :	
	Anpwla endepandan (Non/kontra) :	
	Anpwla endepandan (Non/kontra) :	
	Sipò pou timoun	
	Sipò pou timoun	
	Sipò pou timoun	
	SS(DI)/TAFDC	
	SS(D)I/TAFDC	
	SS(D)I/TAFDC	
	SS(D)I/TAFDC	
	Asirans chomaj	
	Asirans chomaj	
	Asirans chomaj	
	Pansyon	
	Pansyon	
	Pansyon	
	Lòt	
	Lòt	
	Lòt	
	Enterè sou byen w	
	Enterè sou byen w	
	Enterè sou byen w	
<b>Revni brit anyèl total pou tout menaj la :</b>		

1) Dekri tout chanjman antisipe nan revni w pandan pwochen 12 mwa yo\*\* (travay sezonyè, chanjman nan èdtan w ap travay, ogmantasyon, boni, pèt travay, chanjman djòb, pwomosyon, ajisteman pou kou lavi a, elatriye.). Pou chak chanjman, esplike kantite lajan chanjman an pral reprezante epi dat antisipe a. Atache yon fèy anplis si nesèsè. Si w pa divilge yon chanjman antisipe nan revni w, sa a gen dwa gen yon enpak sou elijibilite w sou baz revni w nan moman sètifikasyon revni w. Atachi fèy adisyonèl si nesèsè.


2) Èske yon manm nan menaj/fanmi an gen yon Bon Seksyon 8 kounyeya oswa nenpòt lòt kalite bon pou lokasyon mobil (MRVP, VASH, elatriye) ? Wi Non

Si Wi, ou pral oblije bay yon verifikasyon nan moman sètifikasyon revni an fèt la.

**\*\*Ou dwe reponn kesyon sa a pou demann ou konsidere kòm konplè. Si w pa antisipe okenn chanjman nan revni w, ou ka ekri N/A**

**Enfòmasyon sou byen yo** - Dekri byen tout manm menaj/fanmi an pi ba a. Enkli tout kont anbank (epay ak kouran), asirans lavi, aksyon ak obligasyon, kont retrèt, kont epay pou etid, byen imobilye, deviz anliy (Bitcoin, elatriye), aplikasyon peman (PayPal, Venmo, elatriye), kit se Ozetazini oswa aletranje, elatriye.

**Demandè yo dwe divilge tout kont an komen yo genyen avèk yon konjwen/manm fanmi/menaj la ki absan.**

Non manm menaj/fanmi an/yo (Ki se yon pwopriyete de kont lan)	Kalite byen an (kouran, retrèt) ak dènye 4 chif nan Nimewo Kont li	Non etablisman finansye a	Valè byen an aktyèlman

<b>Montan total de byen sou restriksyon (IRA, 401(k) 403(b), elatriye.) :</b>	
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<b>Montan total pou tout byen menaj/fanmi an :</b>	
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1) Èske yon manm nan menaj/fanmi an gen byen oswa kont nan yon lòt peyi ? Wi Non

Si wi, tanpri divilge byen sa yo nan tablo ki pi wo a.

2) Èske nenpòt manm nan menaj/fanmi an te fèmen yon kont pandan 12 dènye mwa yo ? Wi Non

Si wi, tanpri pataje nimewo kont yo ak non bank yo isit la \_\_\_\_\_

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3) Èske yon manm nan menaj/fanmi an gen yon Byen Imobilye oswa yon enterè komen nan yon byen imobilye ke l genyen aletranje ?

Wi Non Si Wi, endike adrès la : \_\_\_\_\_

Tanpri endike non moun nan, etablisman finansyè a, nimewo kont yo ak adrès yo pou nenpòt kont ak/oswa byen imobilye ke w genyen an komen tou

4) Èske gen yon moun nan menaj/fanmi w ki konte resevwa yon don de yon moun ki andeyò menaj la, tankou pou kou lansman yon biznis ? Wi Non Si wi, tanpri endike montan lajan ke l panse resevwa a : \$ \_\_\_\_\_

5) Èske w te vann, transfere oswa fè kado nenpòt byen reyèl oswa byen finansyè pandan dènye twa (3) zan yo nan Etazini an **oswa** aletranje ? Wi Non Si wi, endike montan an ak dat vant/transfè a : \_\_\_\_\_

6) Èske w konte resevwa yon gran don finansyè oswa yon gran kantite lajan pandan pwochen 12 mwa yo ? Wi Non

Si wi, ki montan li ye epi pou ki rezon w ap resevwa lajan sa a : \_\_\_\_\_

Atachi fèy adisyonèl si nesèsè.

#### SEKSYON D : PREFERANS

Èske yon manm nan menaj/fanmi an ap viv Somerville ? Wi Non

Èske yon manm nan fanmi/menaj la ap travay apentan (omwen 32èdtan pa semèn) nan Somerville ? Wi Non

Ou pral oblije bay yon verifikasyon nan moman sètifikasyon revni an epi li dwe ajou (pa plis ke 30 jou) nan moman sètifikasyon revni a fèt. Pi ba a w ap wè dokiman ki akseptab pou w ka resevwa yon preferans nan Somerville.

Nou pral bay yon preferans pou menaj ki founi yon verifikasyon ajou (dat la dwe mwens ke 30 jou anvan dat sètifikasyon revni a fèt) ki endike ke l ap viv oswa travay apentan fizikman nan vil Somerville (omwen 32èdtan pa semèn). Verifikasyon (tankou fakti, kontra lokasyon, elatriye) **dwe konplè epi tout paj yo dwe la.**

Prèz rezidans lan gen dwa enkli :

- Yon kontra lokasyon aktyèl ki siyen ; **OUBYEN**
- Yon lèt notarye nan men yon pwopriyetè ki konfime ke l posede kay la epi ke demandè a se yon lokatè nan kay la ; **OUBYEN**
- Yon fakti dlo, kouran, gaz, elatriye avèk yon dat aktyèl. Pa itilize dat fakti a dwe peye a ; **OSWA**
- Yon relve bankè/kat kredi/fakti televizyon ki gen yon adrès Somerville sou li ak yon dat aktyèl ; **OUBYEN**
- Yon prèz anrejistreman pou vote ki aktyèl, ki montre dat enskripsyon an fèt pa plis ke 30 jou anvan dat limit pou soumèt demann yo.

Prèz anlwa nan vil Somerville gen dwa enkli :

- Yon lèt nan men anplwayè ou ki siyen epi ki gen yon dat sou li ki ekri sou antèt konpayi a ki enkli adrès Somerville kote w ap travay la EPI kantite èdtan w ap travay chak semèn nan Somerville ; OUBYEN
- Yon fich peman ki montre adrès Somerville kote w ap travay EPI kantite èdtan w te travay pandan peryòd peman an.

Menm si w gen yon biznis nan Somerville, sa a pa vle di ke w ap travay la. Mèt biznis yo dwe founi yon verifikasyon ke yo se mèt biznis la, yon fakti resan ki konekte non pwopriyetè a ak adrès biznis ki nan Somerville la **EPI** yon fich peman resan ki endike kantite èdtan w te travay **OUBYEN** si fich peman yo pa disponib, yon afidavi notarye ki konfime kantite èdtan w ap travay chak semèn nan biznis Somerville la.

**Preferans pou yon travay nan Somerville pa gen dwa fèt pou yon menaj/fanmi ki founi yon espas ko-travay antanke verifikasyon anplwa yo a nan Somerville.**

#### SEKSYON E : SELEKSYON INITE A

Endike nan ki tiraj osò ou ta renmen enkli (yo), sou baz kantite moun ki genyen nan menaj/fanmi w epi egzijans revni yo (ou ka seleksyone plis pase yon tay inite). Tanpri note byen ke w dwe gen omwen yon moun pou chak chanm akouche sòf si w gen yon andikap oswa yon bezwen medikal pou w gen yon chanm akouche anplis ki dwe dokimante aprè tiraj osò a. Si w di ke w gen yon bezwen medikal pou w jwenn yon chanm akouche anplis men w pa ka dokimante l, nou prale mete w anba nan tout lis atant yo.

Stidyo : \_\_\_\_\_ 1 chanm : \_\_\_\_\_ 2 chanm : \_\_\_\_\_ 3 chanm : \_\_\_\_\_  
 (Tay menaj la dwe omwen 2 moun) (Tay menaj la dwe omwen 3 moun)

**Si w gen yon bon lokasyon mobil, ou gen opsyon pou yo mete w nan gwoup ki gen plis apatman disponib kote w ap fè demann nan epi ke w elijib pou li a. \* Seleksyone « Wi » si w ta renmen yo mete w nan gwoup sa a.  Wi  Non**

*\*Si gen menm kantite apatman disponib nan tout nivo yo, yo pral mete w nan yon nivo selon elijibilite w ak revni w otomatikman.*

Menaj yo pral òganize nan tiraj osò ki endike yo sou baz revni ak elijibilite a parapò ak tay menaj la. **Menaj ki endike yon tiraj osò ke yo pa elijib pou patisipe ladan an pral ajoute nan tout tiraj osò ke yo elijib pou yo patisipe ladan.**

Maloney Properties pral mete demandè yo okouran de elijibilite yo pou patisipe nan yon tiraj osò baze sou enfòmasyon ke yo founi nan demann nan. Maloney Properties pral bay yon avi resepsyon de demann nan pa imèl oswa lapòs estanda nan yon delè de (2) semèn apati dat yo resevwa yon demann. Demandè k ap patisipe nan tiraj osò a pral resevwa yon idantifyan inik anvan dat tiraj osò a.

#### SEKSYON F : LIS VERIFIKASYON DEMANN ANVAN TIRAJ OSÒ A

**Èske ou te...**

1. Reponn ak tout kesyon yo san w pa t kite okenn espas vid ?  Wi  Non

2. Enkli *tout adilt* ki fè pati menaj ou nan demann nan ?  Wi  Non

3. Divilge tout revni ak byen w nan Etazini epi aletranje ?  Wi  Non  
**Si w reponn Non, enkli byen sa yo nan Seksyon C de demann ou.**

4. Enkli epi dekri chanjman ke w atann onivo revni w pandan pwochen 12 mwa yo ?  Wi  Non  
**Si w reponn Non, dekri tout chanjman antisipe nan revni w.**

### SEKSYON G : APÈL

Detèminezon elijibilite a ki fèt anvan tiraj osò a pa Maloney Properties baze ou prensip swivan sa yo : 1) si w te soumèt yon fòmilè demann ki konplè ; 2) Si kantite moun ki fè pati menaj/fanmi w apwopriye pou Inite ke w ap mande a ; 3) Si w gen yon revni ki nan limit elijibilite estanda pou Inite sa a, baze sou rapò ke menaj/fanmi a endike sou fòmilè demann nan. Divizyon Lòjman an te adopte definisyon « Revni Anyèl » ki nan 24 CFR 5.609 Pati 5 de Depatman Lòjman ak Devlopman Iben Etazini an, ki antisipe revni brit, ki gen ladan l revni de tout kalite byen posede, pandan pwochen 12 mwa yo. Pèsònèl yo fè yon kalkil de done ke menaj/fanmi yo soumèt pou revni manysèl yo a pou yo ka detèminen revni anyèl la, epi yo konpare revni sa a ak limit revni ki elijib pou Inite a.

Se responsablite demandè a pou bay enfòmasyon ki korèk epi pou fin ranpli tout fòmilè demann nan anvan dat limit la. Si gen yon erè ki te fèt ki te afekte elijibilite demandè a pou patisipe nan tiraj osò a, demandè a gen senk (5) jou travay apati dat yon imèl/ywit (8) jou travay apati dat yon lèt konsènan inelijibilite a pou korije erè/divèjans lan ansanm ak Maloney Properties, epi pou fè sa a li dwe reponn ak imèl la oswa lèt la. Koreksyon sa a dwe gen ladan l kèk tèms espesifik (pa egzanp, enklizyon sous revni ke w pa resevwa ankò, yon manm nan menaj la ke w te bliye enkli, kesyon ke w te bliye reponn, oswa yon move kalkil ke w te fè). Menaj yo gen dwa fè koreksyon an tou si yo founi yon demann ki mizajou ki gen chanjman yo avèk inisyal demandè a ak dat la.

### SEKSYON H : NOTIFIKASYON

Tout enfòmasyon ke w bay isit la pral trete nan yon manyè ki konfidansyèl epi biwo nou an pral itilize yo pou detèminen elijibilite w pou aksede opòtinite lokasyon abòdab sa a atravè Pwogram Lòjman Enklizif Somerville la. Demandè yo konprann ke, si yo seleksyone, Maloney Properties pral egzije yon verifikasyon revni ak byen ki konplè. Sa a vle de demandè yo, si yo seleksyone, dwe bay Maloney Properties dokiman ak lòt verifikasyon de tout enfòmasyon ki gen rapò ak revni pa yo, byen pa yo, ak manm ki nan menaj/fanmi yo a. Demandè sa a sètifye tout enfòmasyon ki nan demann nan kòm vre epi korèk selon meyè konesans ak kwayans li. Mwen rekònet epi m bay konsantman mwen pou m pataje enfòmasyon konsènan menaj/fanmi m nan ansanm ak Biwo Estabilite Lòjman an, Depatman Lasante ak Sèvis Imen yo epi lòt Depatman Vil Somerville yo si gen bezwen. Mwen otorize Maloney Properties pou l kontakte pati tyè pou verifike eta preferans Somerville mwen epi revni mwen pou detèmine nan ki tiraj osò pou yo mete m.

Mwen te li epi m konprann egzijans demann yo ak dat limit yo jan yo dekri pi wo a. Mwen sètifye sou pèn pèji ke tout enfòmasyon mwen te bay la vre epi korèk. Mwen konprann ke si m bay yon fo enfòmasyon oswa yon fo deklarasyon, yo gen dwa twouve m inelijib pou patisipe nan Pwogram Lòjman Enklizif Vil Somerville la.

\_\_\_\_\_  
 Ekri non chèf menaj/fanmi an      Siyati chèf menaj/fanmi an      Dat la

\_\_\_\_\_  
 Ekri non ko-chèf menaj/fanmi an      Siyati ko-chèf menaj/fanmi an      Dat la

Ekri non lòt adilt la      Siyati lòt adilt la      Dat la

Ekri non lòt adilt la      Siyati lòt adilt la      Dat la

Ekri non lòt adilt la      Siyati lòt adilt la      Dat la