

八（8）套廉租公寓

市长Katjana Ballantyne很高兴地宣布在Ennea推出八（8）套廉租公寓，地址为7-9 Central Street



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引言

The Mayor's Office of Strategic Planning and Community Development（市长战略规划和社区发展办公室，OSPCD）与Maloney Properties, Inc.和7-9 Central Street LLC通力合作，宣布将通过该市的Inclusionary Housing Program（包容性住房计划），以低于市场价的价格向符合条件的家庭出租八（8）套廉租公寓。这些单元将提供给R1级家庭（即其总收入等于或低于地区收入中位数（AMI）的50%）、R2级家庭（即其总收入介于51%-80%的AMI）和R3级家庭（即其总收入介于81%-110%的AMI）。收入条件表参见第5页。关于优先权，请参见第6-7页。

这些公寓永远只面向符合条件的家庭，并且必须进行年收入证明流程。租户必须签署一份同意这些限制条件的租约和租约附加条款，并且每年向市政府提供一份副本。有关租约附加条款和限制的更多信息，请参见第12页。

请访问www.EnneaLottery.com，了解有关此机会的更多信息。如需了解更多关于Somerville Inclusionary Housing Program（萨默维尔包容性住房计划机会）的信息，请访问：www.somervillema.gov/inclusionaryhousing。

直接向Maloney Properties员工咨询问题（资格要求、申请流程等）：致电（617）639-3064转794 | US Relay 711或发送邮件至Ennea@MaloneyProperties.com，以更快获得回复。

您能够在以下地址或者网页获取纸质版或电子申请书：

- <http://www.EnneaLottery.com>
- 纸质版申请书可在以下位置获取：市政厅附属大楼入口处（50 Evergreen Ave., Somerville）；市政厅（93 Highland Ave., Somerville）；以及所有萨默维尔公共图书馆的分馆。

建筑/单元描述

Ennea位置便利，就坐落在马萨诸塞州萨默维尔Spring Hill社区的中心。在Ennea，您将在LEED白金级的节能建筑大楼中享受到萨默维尔的一切优势。我们的地段很理想，就处在Union Square和Porter Square之间，临近哈佛大学、塔夫茨大学、莱斯利大学、剑桥和波士顿市中心。

单元数量	单元面积	平方英尺	AMI	租金*
1	单间单元	573	50%	800美元
1	一居室	722	50%	923美元
1	两居室	960	50%	1,030美元
1	三居室	1,375	50%	1,151美元
1	单间单元	623	51%-80%	1,472美元
2	两居室	640	51%-80%	1,926美元
1	三居室	1,375	81%-110%	3,167美元

*租户支付所有的公用事业费。租金包含一个免费车位，如需额外车位，可选择按市场价付费获得。

该房产的适用费用和要求包括（包含在租金中）：

启动成本：第一个月的租金和相当于一个月租金的保证金。

租户筛选要求：

- 如果符合以下任何标准，申请人将遭到拒绝：

- 自动失去资格：租金收入超过1,500美元（2年）
- 有条件：租金收入高于500美元但低于1,500美元（2年）
- 租金收入比：2.0x
 - 驱逐
 - 案件：> 4 =有条件
 - 判决：败诉（不包括0美元）
 - 终结诉讼：驳回
 - 时间条件：2年
- 租赁记录：逾期租金> 3 =有条件

获得批准的申请人将支付500美元的保证金。获得有条件批准的申请人将支付相当于一个月租金的保证金。

租户保险： 虽然不强制要求购买，但建议租户购买该保险。保险价格可能会有所不同，但通常在200美元/年以下，保额范围约为20,000-30,000美元。

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 18th, 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 (3rd) trimester, verification of full-time student status, custody arrangements or documentation of separation/separate residencies will be required at the time of income certification.

收入资格要求是什么？

为了符合通过Inclusionary Housing Program（包容性住房计划）租赁公寓的收入要求，一个家庭的总收入必须在下方家庭总收入范围要求表格所列的指导范围内，并根据家庭规模进行调整。收入低于50% AMI的家庭或收入低于80% AMI且通过Section 8等方案领取租金补贴的家庭可以免除最低收入要求。家庭必须在申请书中注明拥有租金补贴券，并且必须在进行收入证明时提供补贴券的有效验证。请参见下页的收入资格要求表：

总收入范围要求* 根据家庭规模调整				
家庭规模	最低收入		R1级	R2级
	R1级 (50% AMI)		(50% AMI)	(80% AMI)
1	单间单元	21,499美元	51,950美元	51,951 – 82,950美元
2			59,400美元	59,401 – 94,800美元
3	一居室	25,082美元	66,800美元	66,801 – 106,650美元
4	两居室	28,665美元	74,200美元	74,201 – 118,450美元
5			80,150美元	80,151 – 127,950美元
6	三居室	32,248美元	86,100美元	86,101 – 137,450美元

*拥有电子租金补贴券的家庭可以免除最低收入要求 (Section 8、MRVP、VASH等)

总收入范围要求* 根据家庭规模调整	
家庭规模	R3级 (81%-110% AMI)
1	82,951 – 114,268美元
2	94,801 – 130,592美元
3	10,6651 – 146,976美元
4	118,451 – 163,240美元
5	127,951 – 176,299美元
6	137,451 – 189,358美元

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.

申请截止日期和提交方式

为了参加摇号，提交完整且符合条件的申请书的截止时间是2023年10月18日（星期三）下午5点。可在截止日期前通过以下方式提交申请书：

- 发送电子邮件至：Ennea@MaloneyProperties.com或者
- 邮寄至Maloney Properties, 地址：

Maloney Properties, Inc.,

收件人：Ennea Lottery

27 Mica Lane

Wellesley, MA 02481

如果您选择邮寄申请书，请至少留出一（1）周的邮寄时间，以确保在截止日期前送达申请书（非邮戳时间）。

注意：

- 发送到Ennea@MaloneyProperties.com以外的电子邮箱的申请书将不被受理。
- 不接受零碎发送或以截图形式发送的申请书。不要多次提交相同的申请书。
- Maloney Properties的工作人员将按照收到的顺序审查申请书。家庭有责任确保提交填写完整且准确的申请书，并在截止日期前提供完整的文件。
- 在申请截止日期前5个工作日内收到的申请书可能没有机会在审查后进行更新。
- 一旦得到受理，工作人员将按照收到的顺序确认您的申请书状态。

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 (1st) 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 income¹ 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 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

¹/该市对Inclusionary Zoning Program采用了24 cfr 5.609第5部分中对“年收入”的定义。

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, 1st 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.

摇号时间安排

重要日期		
	日期和时间	位置
信息说明会议	2023年9月27日星期三中午 12点 2023年10月4日星期三下午 6点	https://maloneyproperties.zoom.us/j/84871148984?pwd=aEN1NUpOanNGYVNpRm5zNEUxNUVOUT09 会议ID: 848 7114 8984 密码: 648894 One tap mobile +16469313860, , 89425238407#, , , *802113# US
申请截止日期	2023年10月18日星期三下午5点	申请书必须在 下午5点 前完成并送达至: Maloney Properties: 收件人: Ennea Lottery 27 Mica Lane, Wellesley, MA 02481 发送电子邮件至: Ennea@MaloneyProperties.com
迟交、不完整或零碎提交或通过截图提交的申请书，将不会进入摇号环节。 发送到其他电子邮箱或传真发送的申请书将不被受理。		
摇号和通知	申请截止日期后1-2周	选好摇号日期后，我们将会通过电子邮件通知所有申请人。

Maloney Properties必须在2023年10月18日（星期三）下午5点之前通过第8页列出的方法之一收到以下申请书。如果您邮寄的申请书在截止日期后才收到，它将不会被受理。如果邮寄申请书，请在申请截止日期前至少1周邮寄，以确保及时送达。

在摇号中被选中的家庭需完成收入证明流程，并提交必要的收入、资产和税务文件，以核实符合收入资格条件。

**请保留此信息包（第1-13页），因为您之后可能会有疑问需要参考。
 信息包到此结束**

残障人士如果需要辅助工具和服务来实现有效沟通、替代格式的书面材料或政策和程序的合理修改，以便参加萨默维尔市的项目和活动或参加会议，请联系ADA协调员Adrienne Pomeroy，电话：617-625-6600 x2059或发送邮件至apomeroy@somervillema.gov。

萨默维尔包容性住房计划
THE PROSPECT UNION SQUARE
ENNEA

户主姓名 _____

总收入范围要求* 根据家庭规模调整				
家庭规模	最低收入		1级	2级
	1级 (50% AMI)		(50% AMI)	(80% AMI)
1	单间单元	21,499美元	51,950美元	51,951 - 82,950美元
2			59,400美元	59,401 - 94,800美元
3	一居室	25,082美元	66,800美元	66,801 - 106,650美元
4	两居室	28,665美元	74,200美元	74,201 - 118,450美元
5			80,150美元	80,151 - 127,950美元
6	三居室	32,248美元	86,100美元	86,101 - 137,450美元

*拥有电子租金补贴券的家庭可以免除最低收入要求 (Section 8、MRVP、VASH等)

总收入范围要求* 根据家庭规模调整	
家庭规模	3级 (81%-110% AMI)
1	82,951 - 114,268美元
2	94,801 - 130,592美元
3	10,6651 - 146,976美元
4	118,451 - 163,240美元
5	127,951 - 176,299美元
6	137,451 - 189,358美元

摇号前申请书说明

摇号前申请书必须通过以下方式之一提交给Maloney Properties:

- 发送电子邮件至: Ennea@MaloneyProperties.com; 或者
- 亲自递交或邮寄至: Maloney Properties, Inc. 收件人: Ennea Lottery

27 Mica Lane

Wellesley, MA 02481

(必须在截止日期前送达, 不得以邮戳为凭)

发送到Ennea@MaloneyProperties.com以外的电子邮箱的申请书将不被受理。不接受零碎发送或以截图形式发送的申请书。

- 1) 不得让任何问题留空。如果某个问题不适用，请写不适用；
- 2) 确保所有成年人都在最后一页签名；
- 3) 如果您需要更多的空间来提供回复，请另附纸张。

家庭有责任确保提交完整的申请书。如果您通过电子邮件发送申请书，您将收到一封电子邮件通知，确认收到您的申请书。

申请截止日期：2023年10月18日星期三下午5点

第一部分：家庭信息

提供户主的以下联系信息。

户主的法定姓名： _____

户主的首选姓名（如果与上述姓名不同）： _____

当前地址： _____

邮寄地址： _____

主要电话： (____) _____ 备用电话： (____) _____

电子邮箱： _____

提供每个打算入住该单元的家庭成员的以下信息

家庭成员姓名	与户主的关系	年龄	此人是否为全日制学生或者将在未来12个月内成为全日制学生？是/否
	户主		

1. 是否有家庭成员预计在2023年10月18日前进入妊娠晚期或分娩？

是 否

请注意： 如果是，这个未出生的孩子必须作为家庭成员包括在上表中，并且在进行收入证明流程时必须提供主治医生开具的妊娠晚期证明。

2. 以上所列的任何家庭成员是否与申请书上未列出的人合法结婚？

是否 如果“是”，请在下面列出姓名和地址，并说明您目前的婚姻状况。根据回复，此人可能需要作为家庭成员包括在本申请书中： _____

3. 是否有任何家庭成员与非家庭成员拥有共同账户，财产，或共同拥有房产权益（无论是在美国还是国外）？ 是否 如果“是”，请将这些资产包括在第17-18页的资产表中。如果摇中号，这部分就需要详细讨论。列出共同资产的所有名称，并描述与家庭成员的关系： _____

本人特此证明家庭的总人数为： _____

第二部分： 一般信息

1. 您希望Maloney Properties用什么语言与您沟通？ _____。可以提供尼泊尔语、葡萄牙语、西班牙语、海地克里奥尔语、普通话和粤语的口译服务。

2. 您是否需要合理的便利设施？：是否

如果是，请在申请截止日期前将医疗保健提供者出具的需求证明与本申请书一起提交。

请描述合理的便利设施需求： _____

3. 户主是否为全日制学生或者注册下学期成为全日制学生？

是否

请注意： 户主不能都是全日制学生；申请人必须提供机构直接出具的证明。

4. 您的家庭成员是否受雇于Maloney Properties或7-9 Central Street, LLC？ 是否

如果您本人或您的家庭成员为其中一家公司工作，在摇号中不会获得任何优先权。这只是进行披露。

5. 您是如何得知这个机会的？ Inclusionary Housing Listserv 城市网站 传单报纸 家人/朋友 社交媒体网页搜索 其他 _____

6. 您是否有信用卡？ 是否 如果“是”，请说明您的信用评分： _____

信用要求由开发商制定，作为租赁申请筛选流程的一部分。

7. 您目前每月支付多少租金（不包括公用事业费）？： _____

有几间卧室？： _____

8. 您是否希望自己的电子邮箱被储存在Inclusionary Housing Listserv，以便接收未来萨默维尔市包容性住房计划提供的廉租和自有住房机会通知？ 是否

如果您已经收到电子邮件提醒，请对上述问题选择“否”。

以下问题为可选题，不作为摇号强制问题：

您是否有机动车辆？ 是 否

是否需要住宅停车证？ 是否

如果您对上述两个问题的回答都为“是”，请解释为什么需要住宅停车证。 _____

户主的民族是什么？ 西班牙裔/拉丁裔 非西班牙裔/拉丁裔

户主/联合户主的种族是什么？请勾选所有适用的方框：

- 非裔美国人 土著美国人/阿拉斯加土著 亚洲人 中东/北非人
 夏威夷土著/其他太平洋岛民 白人 黑人 棕色人种 两个或多个种族
 其他： _____

户主/联合户主的原籍国是哪个国家？： _____

第三部分：收入和资产

收入信息——列出所有收入，如工资、薪金、小费、自雇收入、福利/TAFDC福利、社会保障、TANF、SSI、养老金、伤残补偿、失业补偿、赡养费、子女抚养费、军人薪金、养老金、死亡抚恤金、季节性/一次性工作和演出收入等。

请思考并指出您的家庭在未来12个月的所有预期收入变化，因为这可能会影响您的收入资格。如果您不确定，您应该向人力资源/办公室经理/工会代表咨询预期的加薪、奖金、加班、工作时间变化、生活费用调整等。

家庭成员	收入来源（添加雇主/合同）	总收入
	雇主名称	
	雇主名称	
	雇主名称	
	雇主名称	
	雇主名称	
	雇主名称	
	雇主名称	
	自雇（姓名/合同）：	
	自雇（姓名/合同）：	
	自雇（姓名/合同）：	
	自雇（姓名/合同）：	

2) 家庭成员目前是否拥有Section 8补贴券或任何其他类型的电子租金补贴券 (MRVP、VASH等)? 是 否
如果“是”，需要在收入证明流程中进行核实。

****您必须回答此问题，申请书才算填写完整。如果您预计收入不会有任何变化，您可以回答不适用**
资产信息——在下面列出所有家庭成员的资产。包括所有银行账户（储蓄和支票）、人寿保险、股票和债券、信托、退休账户、教育储蓄账户、房地产、数字货币（比特币等）、支付应用（PayPal、Venmo等），无论是在美国国内还是国外。

申请人必须披露与不在家中的配偶/家庭成员共同持有的所有联名账户。

家庭成员姓名 (谁拥有账户)	资产类型 (支票、退休金等) 和账号的最后4位数字	金融机构名称	资产价值或当前余额
受限制资产总额 (IRA、401(k) 403(b)等) :			
所有家庭资产总额:			
<p>1) 家庭成员是否在其他国家拥有资产或账户? <input type="checkbox"/>是 <input type="checkbox"/>否 如果是, 请在上表中披露这些资产。</p> <p>2) 在过去12个月内, 是否有家庭成员关闭任何账户? <input type="checkbox"/>是 <input type="checkbox"/>否 如果是, 请在此处披露账号和银行名称 _____</p> <p>3) 是否有家庭成员在国外或任何其他国家拥有房产或财产的共同权益? <input type="checkbox"/>是 <input type="checkbox"/>否 如果是, 请提供地址: _____ 也请提供个人姓名、金融机构名称、任何联合账户和/或财产的账号和地址</p> <p>4) 您的家庭中是否有人预计会从家庭之外的其他人处得到金钱类礼物, 例如启动费? <input type="checkbox"/>是 <input type="checkbox"/>否 如果是, 请披露预期金额: \$ _____</p> <p>5) 在过去三 (3) 年内, 您是否在美国或国外出售、转让或赠送过任何房产或资产? <input type="checkbox"/>是 <input type="checkbox"/>否 如果是, 请提供销售/转让的金额和日期: _____</p> <p>6) 您是否预期会在未来12个月内收到一大笔现金礼物或一笔钱? <input type="checkbox"/>是 <input type="checkbox"/>否</p>			

如果是，收到的金额和原因是什么：

如有必要，请另附纸张。

第四部分：优先权

是否有家庭成员住在萨默维尔？ 是 否

家庭成员是否在萨默维尔全职工作（每周32小时以上）？ 是 否

在进行收入证明时需要提供核实文件，并且必须是基于收入证明日期的有效日期（在收入证明日期前30天之内）。以下为申请萨默维尔优先权的合格证明文件。

提供有效证明（日期为收入证明日期前30天内）的家庭将获得优先权，证明其在萨默维尔生活或全职工作（每周32小时以上）。证明文件（如账单、租约等）必须完整，包括所有页面。

居住证明可能包括：

- 有效签署的租约；或者
- 经公证的房东确认信，确认房产所有权和申请人对该房产的租赁关系；或者
- 具有有效结单日期的公用事业账单。不要使用账单到期日；或者
- 带有萨默维尔地址和有效结单日期的银行/信用卡/有线电视账单结算单；或者
- 有效选民登记，显示申请截止日期前30天内的登记日期。

在萨默维尔的工作证明可能包括：

- 雇主以公司信头出具带有签名并注明日期的信函，写明您在萨默维尔的工作地址和您在萨默维尔工作的每周小时数；或者
- 有效工资条，显示您在萨默维尔的工作地址和每个工资周期的工作小时数。

在萨默维尔拥有一家企业并不意味着您在那里工作。企业所有者必须提供所有权证明、将所有者姓名与萨默维尔企业地址联系起来的有效账单和显示工作小时数的有效工资条，或者如果没有工资条，则提供公证宣誓书，确认在萨默维尔企业的每周工作小时数。

萨默维尔工作优先权可能不会授予提供联合办公空间作为萨默维尔就业证明的家庭。

第五部分：单元选择

根据家庭规模和收入要求，说明您希望加入的摇号池（您可以选择多个单元面积）。请注意，每个卧室至少需要一个人，除非您有残疾或医疗需求，需要额外的卧室，而这必须在摇号后提供证明文件。如果您声称因为医疗需求需要额外的卧室，但无法提供证明文件，您将被排在所有候选名单的最后。

单间单元：_____ 一居室：_____ 两居室：_____ 三居室：_____

_____（至少2人的家庭规模）（至少3人的家庭规模）

如果您拥有电子租金补贴券，您可以选择进入拥有最多您正在申请并且有资格获得的单元的摇号池。* 如果您想要进入这个摇号池，选择“是”。是 否

*如果所有等级提供的单元数都相同，您将默认进入您符合收入资格的等级中。

假设收入和家庭规模都符合条件，家庭将被分配到指定的摇号池中。如何家庭不符合希望加入的摇号池条件，该家庭将被加入他们符合条件的所有摇号池。

Maloney Properties将根据申请书中提供的信息通知申请人是否符合摇号参与条件。Maloney Properties将在收到申请书后的两（2）周内通过电子邮件或普通邮件通知申请结果。参与摇号的申请人将在摇号日期之前收到唯一标识符。

第六部分：摇号前申请书检查清单

您是否……

1. 回答所有问题，没有让申请书的任何问题留空？ 是 否

2. 在申请书中包括了所有成年家庭成员？ 是 否

3. 披露在美国和海外的所有收入和资产来源？ 是 否

如果您回答“否”，请在申请书的第三部分列出这些资产。

4. 包括并描述未来12个月的预期收入变化？ 是 否

如果回答“否”，请描述预期收入变化。

第七部分：上诉

Maloney Properties基于以下几点判定摇号前的资格：1）有完整的申请书；2）具有适合特定单元的家庭规模；3）家庭在申请书中自陈报告的收入落在单元资格要求的范围内。住房部采用了美国住房和城市发展部（HUD）24 CFR 5.609 Part 5中“年收入”的定义，即预计未来12个月的总收入，包括资产收入。工作人员将按年计算家庭自陈报告的月收入，然后对比单元对应的收入资格范围。

申请人有责任披露准确的信息，并在截止日期前完成整个申请。如果发生了影响申请人摇号资格的任何错误，申请人有五（5）个工作日（自发送电子邮件之日起）/八（8）个工作日（自发出信函之日起）通过回复电子邮件/信函来联系Maloney Properties更正错误/矛盾。更正必须包括具体说明（例如，包括了不再有效的收入来源、被遗忘的家庭成员、留空的问题或在计算中进行的假设）。家庭也可以通过提供更新后的申请书来进行更正，更改的地方要进行小签并注明日期。

第八部分： 通知

您在此提供的所有信息都将进行保密处理，我们的办公室将使用这些信息来确定您是否有资格通过萨默维尔包容性住房计划获得此次廉租机会。申请人理解，如果被选中，Maloney Properties将需要完整的收入和资产证明。这意味着申请人（如果被选中）必须向Maloney Properties提供文件，进一步核实所有有关收入，资产和家庭成员的信息。申请人保证本申请书中的所有信息都是真实和准确的。我认可并同意在必要时与Office of Housing Stability（住房稳定办公室）、Health and Human Services Department（卫生与公共服务部）以及萨默维尔市的其他部门共享我的家庭信息。我授权Maloney Properties联系第三方来核实萨默维尔的优先权和收入，以确定相应的摇号池选择。

我已经阅读并理解上述申请要求和截止日期。我保证所提供的信息都是真实和准确的，违者将被处以伪证罪。我理解，根据萨默维尔市的包容性住房计划，提供虚假信息和陈述将会造成失去资格。

户主正楷姓名	户主签名	日期
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联合户主户主正楷姓名	联合户主户主签名	日期
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其他成年人正楷姓名	其他成年人签名	日期
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其他成年人正楷姓名	其他成年人签名	日期
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