Riverside Woods
Andover, MA

Located at 459 River Road in Andover, Riverside Woods is a new 186-unit community being offered by Pulte Homes of New England, LLC. The units are available for households where at least one household member is 62+ years old. The development consists of 186 low rise, townhome and detached single family home units. Two units are available for eligible 62+ homebuyers at 120% of median income. All affordable units are garden style. The units are in Building 4. Surface parking is available at no charge.

The units are priced as follows:

<table>
<thead>
<tr>
<th>Median Income Limit</th>
<th>Up to 120%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bedroom</td>
<td>$321,600</td>
</tr>
</tbody>
</table>

The monthly condo fees are $150 for the two bedroom units. The 2019 Andover tax rate is $15.27. All remaining affordable units are available on a first come first serve basis. Please review the enclosed information packet in detail and complete the application and disclosure statement at the rear of the packet.

PLEASE NOTE: All applicants must include a mortgage pre-approval letter, from an institutional lender familiar with affordable deed restrictions and complete financial documentation with the application. All complete applications will be reviewed first for the remaining units. The FHA and VA will not close on deed restricted properties so pre-approvals using those programs will not be accepted.

Thank you for your interest in affordable housing at RIVERSIDE WOODS. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Potential applicants will not be discriminated against on the basis of race, color, religious creed, marital status, military status, disability, national origin, sex, age, ancestry, sexual preference, source of income, presence of children, or any other basis prohibited by local, state or federal law.
What are the qualifications required for Prospective Buyers?

1. The maximum allowable gross income guidelines, adjusted for household size, as follows:

<table>
<thead>
<tr>
<th>Max Income Limits/HHS</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Up to 120%</td>
<td>$85,800</td>
<td>$98,040</td>
<td>$110,280</td>
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(Note: This assumes a household size of 1-4 people. The income limits are subject to change based upon DHCD updating.)

2. At least one household member must be 62 years of age or older and the remaining household members must be 18 years of age or older.

3. The Asset limit is $275,000 which includes all equity from home sale and other assets. If you have a home to sell it must be sold and closed prior to closing. If you do not have a home to sell the asset limit is still $275,000.

   a. Individual retirement, 401K and Keogh accounts: When the holder has access to the funds, even though a penalty may be assessed. If the applicant is making occasional withdrawals from the account, determine the amount of the asset by using the average balance for the previous six months. (Do not count withdrawals as income.) Regular withdrawals will be counted as income and the balance of the account will not count towards the asset limit.

   b. Retirement and Pension Funds

   i) While the person is employed:

   • Amounts the applicant can withdraw without retiring or terminating employment. Count the whole amount less any penalties or transaction costs.

   ii) At retirement, termination of employment, or withdrawal:

   • Periodic receipts from pension and retirement funds are counted as income. Lump-sum receipts from pension and retirement funds are counted as assets. Count the amount as an asset or as income, as provided below. If benefits will be received in lump sum, include the lump-sum receipt in net household assets. If benefits will be received through periodic payments, include the benefits in annual income. Do not count any remaining amounts in the account as an asset.

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

   NOTE: This paragraph assumes that the lump-sum receipt is a one-time receipt and that it does not represent delayed periodic payments. However, in situations in which a lump-sum payment does represent delayed periodic payments, then the amount would be considered as income and not an asset.
c. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.

Other program highlights for applicants:
- Units must be owner occupied. They cannot be rented or leased.
- Non-household members are not permitted to be co-signers on the mortgage.
- A mortgage pre-approval letter is required, although you may pay cash for the 80% units.
- All household members must be 18 years old or older with at least one member 62+ years of age.

Are there specific mortgage guidelines?
Yes, they are:
1. Be a fully amortizing fixed rate mortgage with a down payment of at least 3%, at least half of which must come from the buyer’s own funds.
2. Be made by an institutional lender.
3. Have a fixed interest rate through the full term of the mortgage that is a current fair market interest rate.
4. No more than 2 points.
5. Monthly housing (inclusive of principal, interest, property taxes, hazard insurance, private mortgage insurance and condominium or homeowner association fees) may not exceed 38% of the buyers monthly income for the mortgage.
6. Non-household members shall not be permitted as co-signers of the mortgage.
7. FHA and VA loans will not be accepted as the programs will not close on deed restricted properties that survive foreclosure.

You can use any lender for the pre-approval. We do recommend you consider the One Mortgage Program first as we think it is the best program for affordable buyers. You can research the program and find the list of approved lenders at www.mhp.net.

Are there any restrictions?
YES. Deed restrictions are used to protect the affordability of the units for future buyers. The deed restrictions encumber the property in perpetuity, with certain exceptions. If you choose to sell your unit, there is a limit on the resale price. The maximum resale price is determined using a Resale Price Multiplier, a figure calculated by taking the initial sales price and dividing it by the area median income. For example, the initial 2 bedroom affordable condominium unit price at 80% is $196,600 and the current area median income is $102,100, the Resale Price Multiplier would be $196,600/$102,100 = 1.92.

Upon resale, the Resale Price Multiplier is multiplied by the updated area median income number to determine the maximum resale price. A resale fee up to 2% of the resale price may be added onto the resale price to be paid by the buyer to the Monitoring Agent.

Applicants are strongly encouraged to review the restrictions in the deed rider with their attorney.

How much money do I need to make to afford the condominiums?
The minimum income required to purchase is based solely upon an applicant’s ability to secure a mortgage. Attached is an “Affordability Analysis” based upon current interest rates and anticipated real estate taxes and related housing expenses.

Time Frame

The remaining units are available for immediate occupancy.

If you are selected and have the opportunity to purchase a unit you will speak or meet with a representative to review your application to verify all information.
Resale of Units

The resale of the affordable units will be coordinated by the Monitoring Agent. If you have an opportunity to purchase you will receive a copy of the LIP Homebuyer Disclosure Statement which outlines the limitation on profit, steps to resell the unit, time allowed to sell, and capital improvements etc. If you would like to receive a copy of this document send an email to maureen@mcohousingservices.com and a copy will be emailed to you.

AFFORDABILITY ANALYSIS

(FOR ILLUSTRATION PURPOSES ONLY)

120%

2 Bed

<table>
<thead>
<tr>
<th>Home Price</th>
<th>$321,600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Rate</td>
<td>4.07%</td>
</tr>
<tr>
<td>Down Payment (%)</td>
<td>5%</td>
</tr>
<tr>
<td>Down Payment ($)</td>
<td>$16,080</td>
</tr>
<tr>
<td>Mortgage Amount</td>
<td>$305,520</td>
</tr>
<tr>
<td>Monthly Expenses</td>
<td></td>
</tr>
<tr>
<td>Principal &amp; Interest</td>
<td>$1,471</td>
</tr>
<tr>
<td>Real Estate Taxes</td>
<td>409</td>
</tr>
<tr>
<td>Private Mortgage Insurance</td>
<td>199</td>
</tr>
<tr>
<td>Insurance</td>
<td>107</td>
</tr>
<tr>
<td>Estimated Association Fee</td>
<td>150</td>
</tr>
<tr>
<td>TOTAL Monthly Expenses</td>
<td>$2,336</td>
</tr>
</tbody>
</table>

NOTES:

ALL Values are estimates and are subject to change.
Andover 2019 Residential Tax Rate = $15.27 per thousand

Unit Availability and Unit Distribution

<table>
<thead>
<tr>
<th>Unit #</th>
<th>Income Limit</th>
<th>Unit Style</th>
<th>Bedrooms/Baths</th>
</tr>
</thead>
<tbody>
<tr>
<td>305</td>
<td>Up to 120%</td>
<td>Fairdale</td>
<td>2/2</td>
</tr>
<tr>
<td>311</td>
<td>Up to 120%</td>
<td>Hinsdale</td>
<td>2/2</td>
</tr>
</tbody>
</table>
For this application, the company does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed.
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Riverside Woods
Application

PERSONAL INFORMATION:

Name: __________________________________________
Address: ________________________________________
Town: ___________________ Zip: ________________
Home Telephone: ______________ Work Telephone: ______________
Cell: ______________________
Email: ______________________

Have you ever owned a home? ______ If so, when did you sell it? ______

Bedroom size: _____ 1 Bedroom _____ 2 Bedroom

The total household size is ______.

Household Members:

Name________________________________________ Relationship________________ Age____

Name________________________________________ Relationship________________ Age____

Name________________________________________ Relationship________________ Age____

Name________________________________________ Relationship________________ Age____

FINANCIAL WORKSHEET: (Include all Household Income, which includes gross wages, retirement income (if drawing on it for income), business income, veterans’ benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.)

Borrowers Monthly Base Income (Gross) __________________________
Other Income, specify __________________________
Co-Borrowers Monthly Base Income (Gross) _________________________
Other Income, specify __________________________

TOTAL MONTHLY INCOME: __________________________
**Household Assets:** (This is a partial list of required assets. A complete list will be provided should you have an opportunity to purchase or you can view online at www.mcohousingservices.com. Complete all that apply with current account balances)

- Checking (avg balance for 3 months)
- Savings
- Stocks, Bonds, Treasury Bills, CD or Money Market Accounts and Mutual Funds
- Individual Retirement, 401K and Keogh accounts
- Retirement or Pension Funds (amt you can w/d w/o penalty)
- Revocable trusts
- Equity in rental property or other capital investments
- Cash value of whole life or universal life insurance policies
- Down Payment Gift

**TOTAL HOUSEHOLD ASSETS**
____________________________

**EMPLOYMENT STATUS:** (include for all working household members. Attach separate sheet, if necessary.)

- Employer: ___________________________
- Street Address: ________________________
- City/State/Zip: ________________________
- Date of Hire (Approx): __________________
- Annual Wage - Base: ____________________
  Additional: ____________________________ (Bonus, Commission, Overtime, etc.)

**ABOUT YOUR FAMILY:** (OPTIONAL)
You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the condominium. Please check the appropriate categories:

<table>
<thead>
<tr>
<th>Non-Minority</th>
<th>Applicant</th>
<th>Co-Applicant</th>
<th>(#) of Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black or African American</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Asian</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Native American or Alaskan Native</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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**ADDITIONAL INFORMATION:**
Applicants will be responsible for all closing costs associated with the purchase of a home. A copy of the deed rider can be found at www.mcohousingservices.com or you can email lotteryinfo@mcohousingservices.com for a copy.
SIGNATURES:
The undersign warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements to have an opportunity to purchase an affordable condominium at Riverside Woods. I (we) understand if selected all information provided shall be verified for accuracy at the time of bank application.

Signature ___________________________ Date: ____________________________
Applicant(s)

Signature ___________________________ Date: ____________________________
Co-Applicant(s)

Return the complete application, Signed Affidavit and Disclosure Form, Signed and completed Required Financial Documentation Form and a mortgage pre-approval to:

MCO Housing Services
P.O. Box 372
Harvard, MA 01451
Drop Off: 206 Ayer Road, Harvard, MA
Email: lotteryinfo@mcohousingservices.com
978-456-8388
Riverside Woods
Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable condominiums at Riverside Woods through the LAU program in Andover, MA:

1. The annual household income for my family does not exceed the allowable limits as follows:

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<td>$110,280</td>
<td>$122,520</td>
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Income from all family members must be included.

2. I/We certify that my/our total assets do not exceed the $275,000 asset limit and the full value or a portion of our retirement assets will be included. I/We understand any equity we earn if we have a home to sell will be counted as part of the $275,000 asset limit. Assets divested within the last two years at below market value will be counted at full market value in determining eligibility.

3. The household size listed on the application form includes only and all the people that will be living in the residence. All household members must be at least 18 years of age and at least one homebuyer must be 55 years of age.

4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that perjury will result in disqualification from further consideration.

5. I/We understand that by being selected does not guarantee that I/we will be able to purchase a unit. I/We understand that all application data will be verified and additional financial information will be required, verified and reviewed in detail prior to purchasing a unit.

6. I/We understand that it is my/our obligation to secure a mortgage for the unit purchase through a bank familiar with deed restricted properties, if a mortgage is necessary. All expenses, including closing costs and down payments, are my responsibility. We also understand a deed rider is attached to the unit which restricts the resale price.

7. I/We further authorize MCO Housing Services to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services and consequently the project’s monitoring agency, for the purpose of determining income eligibility for Riverside Woods.

8. I/We understand that if selected I/we will be offered a specific unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to purchase an affordable unit at Riverside Woods.

9. Program requirements are established by DHCD and the Town of Andover. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by DHCD or the Monitoring Agent is final.

10. I/We certify that no member of our family has a financial interest in Riverside Woods.

11. I/We understand that there may be differences between the affordable and market rate unit and accept those differences.
12. I/We understand this is a deed restricted unit and it is recommended we consult an attorney prior to purchase,

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available condominiums at Riverside Woods. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

__________________________________________________________________________
Applicant Co-Applicant Date

Return the complete application, Signed Affidavit and Disclosure Form, Signed and completed Required Financial Documentation Form and a mortgage pre-approval to:

MCO Housing Services
P.O. Box 372
Harvard, MA 01451
Drop Off: 206 Ayer Road, Harvard, MA
Email: lotteryinfo@mcohousingservices.com
978-456-8388
Required Financial Documentation Form
TO BE RETURNED WITH APPLICATION

Provide one copy of all applicable information. Complete financial documentation and a mortgage pre-approval is required and must be sent with your application to be reviewed. You may drop off your application at MCO Housing Services Harvard Office. If you drop off and wait while we review your application. If you have any questions on what to provide it is YOUR responsibility to ask prior to application submission.

Initial each that are applicable, and provide the documents, or write N/A if not applicable and return this sheet with your application.

1. _____ Proof of Age: i.e. Birth Certificate, Drivers License, Passport for each household member

2. _____ Mortgage Pre-approval. You may pay cash for the unit.

3. _____ If you require a reasonable accommodation you must request at time of application and provide any supporting documentation, if needed, i.e. letter from doctor.

   • NOTE: Provide all pages that are submitted to the IRS. For example, if a Schedule C is submitted to the IRS and not part of your application, your application will be considered incomplete.

5. _____ W2 and/or 1099-R Forms: 2016, 2017, 2018 and 2019

6. _____ The most recent last five (5) consecutive pay stubs for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker’s compensation and/or severance pay.
   • NOTE: You need to provide 5 pay stubs whether you are paid weekly, bi-weekly or monthly.

7. _____ Current year Benefit letter providing full amount of gross periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.

8. _____ Child support and alimony: court document indicating the payment amount and/or DOR statement. If you do not receive child support provide a letter stating, that you are not receiving child support or complete the attached form.

9. _____ Interest, dividends and other net income of any kind from real or personal property.

10. Asset Statement(s): provide current statements of all that apply, unless otherwise noted:
    • _____ Checking accounts – Last three (3) months of statements – EVERY PAGE – FRONT AND BACK.
NOTE: If you have cash deposits or non payroll or income deposits you MUST identify where the funds have come from. If you fail to explain they will be counted as income, which may put you over the income limit.

NOTE: Do NOT provide a running transaction list of activity. You must provide the individual statements.

- Pre-paid debit card statements – current month.

NOTE: This is NOT your ATM/Debit card. This is usually a separate debit card statement showing income deposited directly onto the debit card, i.e. Social Security or other regular income.

NOTE: If Social Security payments are deposited on a Direct Express card it is your responsibility to provide proof. You can print a statement from the Direct Express website at https://www.usdirectexpress.com/.

- Saving accounts – last three months of full statements
- Revocable trusts
- Equity in rental property or other capital investments
- Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds and Money Market Accounts including all individual retirement accounts, 401K, Keough accounts and Retirement and Pension funds.
- Cash value of Whole Life or Universal Life Insurance Policy.
- Personal Property held as an investment
- Lump-sum receipts or one-time receipts

11. Proof of current student status for dependent household members over age of 18 and full-time students. Letter from High School or College providing student status, full time or part time for current and next semester.

12. If the applicant is in the process of a divorce or separation, the applicant must provide legal documentation the divorce or separation has begun or has been finalized. Information must be provided regarding the distribution of family assets. If you are unable to provide then both parties income/assets and first time homebuyer status will be used is determining eligibility.

13. If you are self-employed you MUST provide a detail expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts. Lyft, Uber etc are considered self employment.

14. If you will be receiving a gift for down payment and closing costs you need to provide a letter stating who is providing the gift and the amount. All applications will be checked for downpayment and closing costs funds at time of application. We must see proof of those assets at time of application.

15. If you have a home to sell you need to provide a copy of your last mortgage statement and a market analysis with the anticipated sale price. If you sold your home within the last two years you need to provide a copy of your HUD settlement statement or closing statement.
We understand if we do not provide all applicable financial documentation we will not have an opportunity to purchase. We also acknowledge that MCO Housing Services will not make any changes to our application, before the deadline date unless we came to the Harvard office to make the necessary changes.

Print Applicants Name(s): ___________________________________________________________

<table>
<thead>
<tr>
<th>Applicants Signature</th>
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<th>Co-Applicants Signature</th>
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