

The Residences at Wayland Town Center

Affordable Rental Apartments



39 Andrew Avenue (Rt. 20/27 Wayland Town Center) Wayland, MA 01778

Wayland Town Center is a mixed-use project located at the confluence of Routes 20, 27 and 126. The Residences opened in 2013 and includes a new supermarket, restaurant, boutique, service, and small shop space and 12 affordable residential units. Retail tenants including: The Local, Giacomo's Ristorante, Middlesex Savings Bank, Takara, Town Center Orthodontics, Stop & Shop, Anton's Cleaners, more. The Residences adjoins the Mass Central Rail Trail. The trail is a Wayland to Waltham point-to-point trail that features beautiful wild-flowers and is good for all skill levels. The trail is primarily used for hiking, walking, running, and road biking.

Modeled after a traditional main street, the Town Center has maintained the traditional colonial character of the Town, featuring buildings with clapboards, decorative windows, and wide sidewalks.

The affordable rentals are spacious one-bedroom apartments ranging in size from 887 to 1,474 square feet. Apartments are handicapped adaptable with elevator access. The 2020 affordable rent is \$1,470 per month plus utilities for a household with maximum income of \$67,400 for a household with 1 person and \$77,000 for a household with 2 people.

Applications are available at the Wayland Housing Authority Office, 106 Main Street, Wayland, MA. For More Information Contact Katherine Provost at Wayland Housing Authority, Phone: 508-655-6310, ext. 14 or kprovost@waylandhousing.com



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WAYLAND TOWN CENTER GENERAL OVERVIEW

The Residences at Wayland Center is on the site of a Wayland Town Center on Boston Post Road. This development consists of a commercial downtown, a market rate housing development, and an affordable housing development.

Wayland Town Center is a 12-unit apartment building for individuals and families earning 80% or less of area median income (AMI).

The Wayland Housing Authority (WHA) is the Monitoring Agent in charge of marketing, tenant selection, and the ongoing monitoring of affordability compliance.

All units are one-bedroom units that range in size from 800 square feet to 1,474 square feet. Rent for 2020 is shown below:

Units type	One-Bedroom
	80% of AMI
Total Development Units	12
Size	800 to 1400 sq. ft.
Tenant Rent to Owner	\$1,470/month
Income Needed	\$3,675/mo. \$44,100/year

Utilities (electricity, heat) are not included in the rent. A monthly utility allowance is deducted from your monthly tenant rent to help you pay your utilities. Residents will have to pay for their own utilities, phone, internet, and cable television.

The Residences At Wayland Town Center, in compliance with federal and state law and with respect for the diversity among people involved with and affected residence, forbids discrimination on the basis of age, ancestry, class, color, creed, gender, genetic information, income, marital or family status (including the presence of children), national or ethnic origin, race, religion, sex, sexual orientation, or veteran status.

Persons with disabilities who require a reasonable accommodation in obtaining or completing an application may call the WHA to make special arrangements. The WHA uses Mass Relay (800-439-2370 for TTY and 800-439-0183 for voice) to communicate with applicants who may be speech or hearing impaired.

GENERAL ELIGIBILITY REQUIREMENTS

In order to qualify for an affordable unit, households must meet the following criteria:

- 1.) Households must have income and assets that qualify within the parameters as highlighted in this section.
- 2.) Households cannot own a home upon move-in. All homes must be sold before leasing a unit.



Maximum Allowable Income

To be eligible to apply for an affordable unit, the combined gross annual income for all household members must be at or below 80% of the Area Median Income. The maximum incomes allowed for this program are:

<u>HOUSEHOLD SIZE</u>	<u>2020 80% AMI</u>
1	\$64,400
2	\$77,000

To be eligible to apply to lease an affordable unit, the combined annual income for all income sources of all income-earning members in the household must be at or below eighty percent of median income for Boston PMSA. All sources of income are counted. This includes, but is not limited to, wages, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, and monies received in court settlements. It will be assumed that all applicants will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise. Additionally, 2% of the value of total household assets will be added to a household's income (see Allowable Assets below).

Applicants need to demonstrate sufficient income such that 40% of their monthly income is paid for rent.

Frequently Asked Questions – Maximum Income

Q: How is a household’s income determined?

A: The WHA will **calculate the income of a household based upon the current income the household is earning including actual or imputed income from assets.** In an effort to provide as accurate an income calculation as possible, the WHA must review all current and historical income data.

ALL SOURCES OF INCOME ARE COUNTED. As noted above, any monies you receive will be counted as income. This includes, but is not limited to, wages, Social Security, alimony, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements and imputed interest and dividends on bank accounts and actual or imputed income from assets.

The WHA will calculate the value of your assets pursuant to the formula set by the Department of Housing and Urban Development. This formula takes the greater of the actual income from an asset or the current market value of any asset multiplied by 2%. The amount derived from this calculation is then added to your income.

Households must submit their most recent tax returns and IRS W-2 forms for all household members age 18 and over.



Q: I have 401K or retirement fund and am not taking any withdrawals. Do I have to include it when I list my assets?

A: Yes. You need to include the net cash value of all your current retirement funds. We realize that most retirement funds assess large penalties for early withdrawal, but this does not technically mean that you cannot withdraw your funds or do not have access to them. The post-penalty amount is what you need to provide along with supporting documentation.

Q: Are there eligibility exceptions for households that are barely over the income limit?

A: No, there are no exceptions to the income limits.

Minimum Income

The WHA will determine if an applicant has enough monthly income to cover the rent using the same methodology for applicants applying to their market rate units. The required rent to income ratio is 40%.

Tenant Rent to Owner	\$1,470/month
Income Needed	\$3,675/mo. \$44,100/year

Applicants may make less than the minimum incomes shown below if they have sufficient savings from which they can draw down otherwise, applicants will not be found eligible for a lease if they make less than the incomes shown below. Applicants who receive a housing subsidy (like Section 8) are not subject to the minimum income requirements but, like all other applicants, will also have to pass reviews on credit scores, tenant history, etc.

The WHA will project a household's income over the next 12 months based on their current income and assets. In an effort to provide as accurate income estimation as possible, the WHA will also review historical income data to provide a basis for future income estimates.

ALL SOURCES OF INCOME ARE COUNTED. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 6 months will be analyzed to help estimate future income. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, monies to be received in court settlements and imputed interest and dividends on bank accounts and other assets.

As an example, if a household applies on October 1, 2019, the total anticipated amount of money received by all members of the household for the past year from August 2018 thru September 30, 2019 will be counted as income. There are some exceptions that will not be counted, most notably income from employment of children under the age of 18 years and income over \$450 from full-time students over 18 years old is not counted.

If a household claims that certain income will stop in the near future, all claims must be supported with documentation. It is also not up to the household to determine what monies received over the past year should and should not be counted as their calculated income. Therefore, all monies should be listed on the application and the inclusion of these monies in determining a household's eligibility will be based on affordable housing guidelines.

Asset Limits

There are no asset limits. However, income from the assets is counted as the greater of the actual income or 2% of the net value of the asset. Assets may include cash, cash in savings and checking accounts, a home, net cash value of stocks, net cash value of retirement accounts (such as 401K), real property, bonds capital investments, life insurance policies and foreign bank accounts.

Example: A household has \$10,000 in savings, \$20,000 in a retirement account (\$13,000 net cash value) and a home assessed at \$300,000 on which they currently have \$280,000 remaining on the mortgage (\$20,000 in equity).

Their total assets are:

$$\$10,000 + \$13,000 + \$20,000 = \$43,000$$

Imputed Income is:

$$(\$10,000 + \$13,000 + \$20,000 = \$43,000) \text{ times } 2\% = \$860$$

Frequently Asked Questions—Asset Limits

Q: I cannot withdraw money from my 401k or retirement fund, do I have to include it when I list my assets?

A: Yes. You need to include the net cash value of all your current retirement funds. We realize that most retirement funds assess large penalties for early withdrawal, but this does not technically mean that you "cannot" withdraw your funds. The post-penalty amount is what you need to provide along with supporting documentation.

Q: If I cannot qualify for a lease based on my own income or credit history, can I have a co-signer on my lease?

A: No. Only people who will live in the unit can sign the lease. Applying households must be able to meet the income qualifications on their own. If someone outside the household is going to help pay the rent, the amount to be paid must be listed as "Periodic Payments" on the Income Table in the Program Application. These payments will be counted towards the applying household's income. Guarantors will be allowed.

Q: Do I have to be a resident of the Town of Wayland to apply?

A: No. All households that meet the income guidelines specified above may apply for an affordable unit. There is a local preference being given for Wayland residents.



HOUSEHOLD SIZE AND COMPOSITION

The following criteria will be used:

- a. There is at least one occupant and no more than two occupants per bedroom.
- b. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom.
- c. Household size shall not exceed state sanitary code requirements for occupancy of a unit.

Only appropriate for a 1-Bedroom Unit

- 2-person household: 2 heads-of-household
- 1-person household: all types

Frequently Asked Questions – Household Size & Composition

Q: Does the unborn child of a currently pregnant household member count towards our household size?

A: Yes. A household may count an unborn child as a household member. You will have to submit proof of pregnancy with all the income and asset documentation that needs to be submitted with your application.

Q: Does the unborn child of a currently pregnant household member count towards our household size?

A: Yes. A household may count an unborn child as a household member. You will have to submit proof of pregnancy with all the income and asset documentation that needs to be submitted with your application.

Q: If I am currently going through a divorce/separation or planning on being divorced / separated soon, can I still apply?

A: For non-homeowners, you will need to provide proof that the separation or divorce process has begun or has already been finalized. Head of household must provide documentation filed with the court attesting to the fact that the divorce proceedings have been initiated. The Program Application will guide you through the documentation you will need to provide.

If you have only begun considering a divorce or separation, and no legal action has been taken, you cannot apply as a single head-of-household and your application will be reviewed as if your current spouse will be moving into the affordable unit with you. For homeowners going through a divorce, the home must be sold, or the divorce must be finalized (as you must be off the deed) before you move-in.

Step by Step Process

Step 1. Program Application

The Wayland Housing Authority will be advertising and publicizing the availability of this affordable housing opportunity in Wayland, and we will also be distributing applications and this Information Packet throughout the community and region.

Once a household reads this Information Packet in its entirety, they will need to fill out an application. The applying household must list all income and asset information for every person that will be residing in the unit. The application must be signed and dated by all heads of household and members over the age of 18.

All applications should be sent to:

**Wayland Housing Authority
Re: The Residents at Wayland Center
Wayland Housing Authority
106 Main Street
Wayland, MA 01778**

Once a completed application is received, initial eligibility will be determined, and households will be notified of their status.

Frequently Asked Questions

Q: What happens if I do not submit all necessary documentation or fail to correctly complete my housing application?

A: Households that submit incomplete documentation will be mailed a notice detailing the additional documentation that is needed to make their application complete. The application will remain ineligible for placement until all requested materials have been received.

The Waiting Lists

The Waiting Lists will be compiled immediately after initial occupancy. Applicants will be identified by number.

The purpose of the Waiting Lists is to illustrate the actual order that opportunity to rent a unit will be given to applicants.

Step 2. Formal Review of Eligibility

The WHA will forward all information for the Top Applicants on the Waiting Lists to the Leasing Office for review.

The household being reviewed will go to the Leasing Office to preview the property and fill out a Lease Application. If a household does not fill out a Lease Application within 2 weeks of notification, they will be removed from the Waiting Lists and will no longer be able to



immediately lease a unit. In turn, additional households on the Waiting Lists behind them will be sent to the Leasing Office for review.

Unlike the Marketing Agent, the Leasing Office will look at the following factors to evaluate a household's Lease eligibility:

- Sufficient Income to cover the cost of the affordable rent.
- Employment history
- Credit score/reports
- Former lease history
- Criminal background screening

Therefore, households can be found eligible by the Marketing Agent in Step 2 (under income limits) but not eligible for a Lease in Step 6 (inadequate income/credit).

All households must submit all required income and asset documentation for every claim made in the application.

Before a household can move forward, they must provide complete information of their income and assets. Below is a list of some of the items that may be requested:

- All adults in the household, 18 years and older, must complete the application packet and sign the authorization for release of information. They must also provide proof of any and all assets and income. If the adult is a full-time student, then proof of current *student status* must also be provided.
- Copies of *birth certificates and social security cards* must be provided for each member of the household.

Income:

- **Wages:** Verify gross earnings by submitting five (5) pay stubs or a letter from the employer on company letterhead with information stating the number of hours per week and pay rate per hour. Also, include name, address, and contact person of employer.
- **Social Security or Supplemental Income:** A statement letter from the Social Security Administration less than one month old. This can be obtained online: www.socialsecurity.gov or by calling 1-800-772-1213.
- **VA Pension or other Retirement Benefits:** Current statement letter from the VA department, or other retirement funds company, less than one month old.
- **VA Compensation or Benefits:** Current statement letter less than one month old.
- **AFDC:** Statement letter less than one month old. TAFDC: 1-800-632-8095
- **Food stamps & Fuel Assistance:** Statement letter less than one month old.
- **Alimony/Child Support:** You must submit four (4) copies of payment checks or a copy of your court settlement.
- **Unemployment Benefits:** Current statement, or five (5) pay stubs from the unemployment department



- **No Income:** If an adult family member does not have any income at all then a “**Zero Income Self Affidavit**” **must be completed and notarized**. Please contact Wayland Housing Authority for this affidavit.

Assets:

- **Checking and Savings accounts:** You must submit 3 of the most recent bank statements of any checking account statements and savings account passbooks or statements held by any household member (local or foreign). Statements must be less than one month old.
- **Current Value of Assets:** Most current three-month statement letter for any stocks, bonds, CD’s, IRA’s, etc. including current rate of interest and dividends, including foreign accounts
- **No Bank Accounts: If any member of your household over the age of 18 years does not have a bank account, each person must complete, and have notarized, a “No Bank Account” certificate.** Please contact Wayland Housing Authority for this certificate. If you do open an account, you must notify the WHA immediately.

ANY OTHER INCOME AND ASSETS FOR ALL MEMBERS OF HOUSEHOLD 18 YEARS OR OLDER.

If it is determined that incomplete or misleading information was provided in the application, the WHA reserves the right to withdraw the application based upon the applicant’s failure to disclose information.

NOTE:

The WHA may require copies of up to the last three years tax returns to determine eligibility.

Frequently Asked Questions on Formal Review

Q: If a household gets reviewed by the Leasing Office based on their position on one Waiting List and they get approved, can they choose any size unit available?

A: No. They may only select a unit type that corresponds to the Waiting List on which they have the top position. In Step 4 above you can find the separate Waiting Lists and see how they are based on the household type and need for a disabled-accessible unit. Position within each Waiting List will also be determined by household type.

Step 3. Tenant Briefing

All applicants that are offered a unit are required to attend one or two briefings. Some of the items that will be discussed are the tenant rules and regulations (i.e., no smoking policy, pet policy, lease requirements, tenant responsibilities, etc.), program rules and requirements, fraud, etc.

The briefing may take up to two hours and will be conducted in a group setting. If you require special accommodations, our staff will work with you.



Step 4. Unit Assignment

Units will be designated to residents in the order in which they were drawn. Every effort will be made to accommodate residents who require a reasonable accommodation and may request a general area within the building.

Step 5. Lease Signing and Rent Payment

Residents will be required to sign leases prior to moving in. A copy of the lease will be made available to you at the tenant briefing.

If a household is found to be lease eligible by the Leasing Office, they will have 48 hours to put down a security deposit on their unit. If they do not put down a security deposit within 48 hours of being found lease eligible, they will be removed from the Waiting List and will no longer be able to immediately lease a unit.

The required security deposit is \$500 and all households, including This holding deposit will also act as the security deposit when the applicant moves into their unit

Upon move-in, the resident pays their first month's and a \$500 security deposit

Q: If I cannot qualify for a Lease based on my own income or credit history, can I have a co-signer on my Lease?

A: No. Only people who will live in the unit can sign the lease. Applying households must be able to meet the income qualifications on their own. If someone outside the household is going to help pay the rent, the amount to be paid must be listed as "Periodic Payments" on the Income Table in the Program Application. These payments will be counted towards the applying household's income.

Rent is due on the first of every month. We offer electronic debiting of your bank account to facilitate the rent payment process.

Step 6. Move-In

Arrangements are made with the landlord to move in. You may take up to two months to physically move into your unit as long as you are paying the rent.

Yearly Eligibility and Rent Review

Approximately 90 days before lease renewal, you will need to submit updated income and asset documentation to the Leasing Office so they can ensure that you are still under the maximum income guidelines. You will not be able to renew your Lease until you have submitted all required documentation. You should maintain records of your taxes, pay-stubs, bank statements and asset statements while living in the affordable unit. Maintaining records makes this yearly review very simple.

Q: How long can I lease my affordable unit?



A: As a current resident only, you are considered income eligible for an affordable unit as long as your household earns an income that does not exceed 140% of 80% of Area Median Income (AMI) for a household of your size. Total Income for all new applying households must still always be below 80% of AMI.

Q: Will my rent increase each year, and if so, by how much?

A: Rents may increase a few percentage points if Boston Area Median Income increases or the costs of utilities decreases. Likewise, if the Boston Area Median Income decreases and the costs of utilities increases, rents will decrease.

Q: Are pets allowed?

A: Pets are not allowed.



APPLICATION FOR ADMISSION
Please Print and fill in all information

Note: Please fill in all sections completely. Failure to do so will result in processing delays or rejection of your application. Should you need help in completing this application, please contact Katherine Provost, Wayland Housing Authority 508-655-6310 x14.

Applicant: _____ Home Tel _____

Present Address _____
street city state zip

Mailing Address _____
(if different) street city state zip

Race: (Optional Section: Information will be used for fair housing programs only, as required by State and Federal Laws.)

- American Indian/Alaskan Native
- Black (not of Hispanic origin)
- White (not of Hispanic origin)
- Asian or Pacific Islander
- Hispanic

SIZE OF APARTMENT NEEDED: ~~UNIT TYPE REQUESTED:~~
 1 BR 2 BR 3 BR 4 BR

Does any member of the household have any accessibility or reasonable accommodation requests or changes in a unit or development or alternate ways we need to communicate with you?? Yes No
If yes explain. _____

Present housing cost per month \$ _____ Including utilities? Yes No
How long have you lived at present address? _____ years.
What are your reasons for moving? _____
How did you hear about this housing development _____

HOUSEHOLD COMPOSITION
List all those who will occupy the apartment. INCLUDE YOURSELF

FULL NAME OF EACH PERSON IN THE HOUSEHOLD	RELATIONSHIP TO HEAD OF HOUSEHOLD	AGE	SEX	SOCIAL SECURITY NUMBER	FULL TIME STUDENT (circle one)
1.					Yes or No
	Birth date (for head of household only):				
2.					Yes or No



REFERENCES

Provide the full name and address of Landlords or Officials at other places you have lived over the last five years or past two residences, whichever is more inclusive (include shelters)

Name of Present Landlord/Official _____ Telephone _____
Address _____

Name of Previous Landlord/Official _____ Telephone _____
Address _____

Are you or any member of your household currently receiving federal (HUD) or state (DHCD) housing assistance? _____
If yes, list the household members and type of assistance being received.

Household Member	Type of Housing Assistance	Location

NOTE: If you are unable to furnish a landlord or other housing reference, please furnish alternative references. They must have known you for one (1) year or more and not be related to you.

Name of Reference _____ Telephone _____
Address _____

Name of Reference _____ Telephone _____
Address _____

INCOME

It is necessary for the WHA to verify the information provided on this form. For wages, interest, dividends, annuities, pensions, or recurring lottery winnings, please provide us with copies of your prior year’s tax-reporting forms (i.e. W-2 forms, W-2G forms, and 1099 forms). For wages, you may provide 5 pay periods of paystubs from your employer. For income from a fiduciary you must submit a copy of the prior year’s K-1 form. For self-employment income you must submit a copy of the prior year’s Schedule C of US Form 1040. Please also provide up-to-date Social Security Benefit statements (if applicable), three recent bank statements for all accounts for all persons in your household, as well as documentation of any other forms of assistance (alimony, child support, transitional assistance, etc.).

EMPLOYMENT INCOME BY HOUSEHOLD MEMBER

Please indicate the income received and assets held by each member of your household. List each member by corresponding number on the first page.

Member # _____
Name of Present Employer _____ Telephone _____
Address _____

Years Employed _____ Position _____ Current Salary \$ _____
[] weekly [] bi-weekly [] monthly

Member # _____
Name of Present Employer _____ Telephone _____
Address _____

Years Employed _____ Position _____ Current Salary \$ _____
[] weekly [] bi-weekly [] monthly



OTHER SOURCES OF INCOME BY HOUSEHOLD MEMBER

List all other income such as Welfare, Social Security, SSI, Pensions, Disability Compensation, Unemployment Compensation, Interest, Alimony, Child Support, Annuities, Dividends, Income from Rental Property, Military Pay, Scholarships, and/or grants. Use extra pages as needed.

Household Member	Type of Income	Gross Earnings (Before Taxes)
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ per _____ (week, month, year)

INCOME FROM ASSETS

Assets include Checking Accounts, Savings Accounts, Term Certificates, Money Markets, Stocks, Bonds, Real Estate holdings and Cash Value of a Life Insurance Policy. Please enclose the last three months account statements for each asset. The higher actual income or income imputed from assets is used. Use extra pages as needed.

Household Member	Type of Asset	Gross Earnings (Before Taxes)
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ per _____ (week, month, year)

PLEASE RESPOND TO THESE QUESTIONS IF YOU WISH TO BE CONSIDERED FOR PRIORITIES OR SPECIAL CONSIDERATIONS:

- Does your current housing cause any accessibility or other problems for any member of the household who has a disability? Yes ___ No ___
If so, please describe:

Additional Required Information

Are you or any member for your household required to register as a sex offender under Massachusetts or any other state law? _____. If yes, list the name of the persons and registration requirements (i.e. place where registration needs to be filed, length of time for which registration is required). _____

NOTE: A failure to respond fully to these questions may result in rejection or denial of this application

I/We hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. Inquires may be made to verify the statements herein. **All information is regarded as confidential in nature, and a consumer credit report and a Criminal Offenders Record Information (CORI) report or other criminal background check may also be requested.** I/We certify that I/We understand that false statements or information are punishable under State and Federal Law.

I/We hereby certify that we have received a notice from the WHA describing the right to reasonable accommodations for persons with disabilities.

Signed under the pains and penalties of perjury.

_____	_____	_____	_____
Head of Household/Applicant	Date	Co-Applicant	Date

The Wayland Housing Authority, Acting as Marketing Agent for the Residences at Wayland Center, (the "Development") does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to the Development, its employment, or in its programs, activities, functions or services.



Consent for Release of Information

Development: The Residences at Wayland Center

Agent: Wayland Housing Authority

Name: _____

Phone: _____

Address: _____

I, the above-named individual, have authorized the above-named Agent to verify the accuracy of the information which I have provided, from the following sources (specify):

I hereby give you my permission to release this information to the WHA, subject to the condition that it be kept confidential. I would appreciate your prompt attention in supplying the information requested on the attached page to the WHA within five (5) day of receipt of this request.

I understand that a photocopy of this authorization is as valid as the original.

Thank you for your assistance and cooperation in this matter.

Signed under the pains and penalties of perjury.

Signature

Date

THIS CONSENT IS VALID FOR A PERIOD OF
FIFTEEN MONTHS FROM THE DATE NOTED ABOVE



COMMONWEALTH OF MASSACHUSETTS
SEX OFFENDER REGISTRY BOARD

REQUEST FOR SEX OFFENDER REGISTRY INFORMATION

All requests for sex offender information must be made on this form and mailed to the Sex Offender Registry Board, Attn: SORI Coordinator, P.O. Box 4547, Salem, MA 01970, along with a self-addressed stamped envelope. The Board will provide a report that includes the following information: whether the person identified is a sex offender with an obligation to register, the offense(s) for which the offender was convicted or adjudicated, and the date(s) of the conviction(s) or adjudication(s). *Please be advised that the law only permits the public to receive information on sex offenders required to register and finally classified by the Board as a level 2 (moderate risk) or level 3 (high risk) offender. Therefore, information is not available to the public if the identified individual is a level 1 (low risk) offender or if he/she has not yet been finally classified by the Board.*

All requests shall be recorded and kept confidential, except to assist or defend in a criminal prosecution.

Requestor's name: _____ Date of birth: _____

Address: _____ Telephone number: _____

I swear under the pains and penalties of perjury that I am the above-named person, at least 18 years of age, and I am requesting information for my own protection, the protection of a child under 18 years of age, or for the protection of another person for whom I have responsibility, care or custody.

Requestor's signature: _____ Date: _____

I hereby request that the following information be used to determine whether the identified individual is a sex offender required to register in Massachusetts.

Subject's name (PLEASE PRINT): _____

Date of birth or approximate age: _____

Address: _____

Personal identifying characteristics:

Sex: _____ Race: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Other information (e.g. license plate number, parents' names, etc.): _____

*****WARNING*****

SEX OFFENDER REGISTRY INFORMATION SHALL NOT BE USED TO COMMIT A CRIME OR TO ENGAGE IN ILLEGAL DISCRIMINATION OR HARASSMENT OF AN OFFENDER. ANY PERSON WHO USES INFORMATION DISCLOSED PURSUANT TO M.G.L. C. 6, § 178C – 178P FOR SUCH PURPOSES SHALL BE PUNISHED BY NOT MORE THAN TWO AND ONE HALF (2 1/2) YEARS IN A HOUSE OF CORRECTION OR BY A FINE OF NOT MORE THAN ONE THOUSAND DOLLARS (\$1000.00) OR BOTH (M.G.L. C. 6, § 178N). IN ADDITION, ANY PERSON WHO USES REGISTRY INFORMATION TO THREATEN TO COMMIT A CRIME MAY BE PUNISHED BY A FINE OF NOT MORE THAN ONE HUNDRED DOLLARS (\$100.00) OR BY IMPRISONMENT FOR NOT MORE THAN SIX (6) MONTHS (M.G.L. C. 275, § 4).