

Information Packet

Sanctuary at Winchester (North and West)

Winchester MA

An Affordable Housing Lottery

Facilitated on behalf of FX Winchester PO, LLC & SLV River Street, LLC

This packet contains specific information on the affordable housing program and application process for the affordable rental apartments being offered at Sanctuary North and Sanctuary West in Winchester. These properties invite you to read this information packet and submit an application.

Please hold on to this packet until you have leased an apartment as it will be a useful guide throughout the entire process.

The first apartments will be ready for occupancy in the Summer/Fall of 2023.

YOU CAN COMPLETE AND SUBMIT A LOTTERY APPLICATION ONLINE HERE:

www.jotform.com/SEBHousing/SanctuaryAtWinchester



Application Deadline

May 31, 2023 at 2:00pm

Applications must be received by this date

For Affordable Unit Information call (617) 782-6900 x1

For TTY Dial 711

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Information Session

There will also be an Informational Workshop where questions about the lottery and the development can be addressed directly. It will be held on May 1, 2023 at 6:00 pm via Zoom. Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 818 9317 7595, Passcode: 088159

GENERAL OVERVIEW AND RENTS

Sanctuary West (416 Cambridge Street) and **Sanctuary North (25 River Street)** are new rental communities in Winchester. Sanctuary West will have 95 units total, and Sanctuary North will have 147 units total. Both properties are in close proximity to the Middlesex Fells Reservation, various shops and restaurants, and much more. Through this process, 61 apartments will be made available to households earning no more than 80% of the Area Median Income (24 at West and 37 at North). Affordable units will have thoughtful layouts and high end finishes, identical to the market rate units in these developments. Units will feature washers and dryers. The unit mix of the affordable units is as follows:

# of Units at Cambridge St	# of Units at River St	# of Bedrooms	# of Bathrooms	Ave. Size <i>(subject to change during construction)</i>	Rent**
1	0	Studio	1	630 sq. ft.	\$1,794
11 <small>(1 Disabled-Accessible Unit)</small>	8	1	1	756 -821 sq. ft.	\$1,910
10	24 <small>(One Disabled-Accessible Unit)</small>	2	2	943-1,288 sq. ft.	\$2,292
2	5 <small>(One Disabled-Accessible & One Hearing Impaired Unit)</small>	3	2	1,252-1,537 sq. ft.	\$2,645

** The rents are set annually using a calculation that determines the “affordable” rent, which is based on the Area Median Incomes for the Boston-Cambridge-Quincy HMFA, therefore the rents are subject to change. Tenants are responsible for paying the full amount of rent each month. Rents are not based on each applicant’s income (unless they already have a Section 8 voucher or similar). **Tenants will pay the costs of gas (heat, cooking, hot water), electricity, water and sewer. Tenants will have one free parking space. Two pets per apartment allowed, and breed restrictions apply.**

Since it is possible that there will be more interested and eligible applicants than available units, the Developer will conduct a lottery to rank the eligible applicants for the program. The application and lottery process as well as the eligibility requirements are described in this information packet. By completing an Application, eligible households will be placed in the lotteries for both properties, however, households will have the option to opt out of either property’s lottery if they so choose.

Sanctuary West and North do not discriminate in the selection of applicants on the basis of race, color, national origin, religion, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law. Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

Q: How long will the designated apartments remain affordable?

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 the current applicable income limit for a household of your size (*see Yearly Eligibility and Rent Review for more details*). If the Area Median Income decreases or the total utility allowance increases, rents may decrease. If the AMI increases or the utility allowances decrease, the rent may increase as further described in the Regulatory Agreement.

ELIGIBILITY REQUIREMENTS

Q: Who is eligible to apply for the affordable apartments in Sanctuary West and North?

A: In order to qualify for an affordable unit:

- 1.) Households must have income and assets that qualify within the parameters as highlighted in this section.
- 2.) Household priority will be given based on household composition. For questions on household size and composition, please read **“Household Size and Composition”**. **Also note that 1 person households cannot live in 2BR units, and 2 person households cannot reside in 3BR units (unless they have a disability that requires a reasonable accommodation for an extra bedroom).**
- 3.) Households cannot own a home upon move-in. All homes must be sold before leasing a unit.
- 4.) Households, or their families, cannot have a financial interest in the development and a household member cannot be considered a Related Party. (generally, a person who is related to or employed by the developer or management company, and any spouse, parent, grandparent, sibling, child or grandchild of that person.)

Additionally, several of the units will have features for persons with mobility or hearing impairment (see Waiting Lists for more details). All households may apply for these units but households in need of the unit features will get top priority, regardless if the unit is designated as local preference or not. For questions on priority by need of the unit features, please read **“Disabled-Accessible and Hearing-Impaired Unit Information.”**

Q: What are the Income eligibility requirements?

A: Household income must be at or below eighty percent (80%) of AMI. The combined annual income for ALL income sources of ALL income-earning members in the household are counted (please see details below). **See table on next page for Maximum and Minimum Income Limits.**

Maximum Income

Household Size	Maximum Income Limit 80%
1	\$78,300
2	\$89,500
3	\$100,700
4	\$111,850
5	\$120,800
6	\$129,750

**subject to change with HUD’s publication of 2023 AMI*

Minimum Income (and Assets)

Per the Leasing Office’s policy that is also in place for market-rate apartments, the rent to income ratio required to lease a unit is 40% (i.e. applicant’s monthly income must be approximately 2.5 times the monthly rent). 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 to be 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, and criminal background checks in accordance with DHCD’s requirements regarding same. Applicants with a housing subsidy are encouraged to contact the housing agency who issues their housing subsidy to confirm that the rents are within the agency’s payment standards to ensure that they will not be prohibited by the housing agency from using the housing subsidy at this property. Please see “Leasing Office Review” in the step-by-step process for more details. Again, these minimum incomes are not required by the affordable housing program, they are just estimations of minimum incomes required by the leasing office.

Unit Size	Approximate 80% Affordable Apartment Minimum Income and Assets <i>(for households without a housing subsidy)</i>
Studio*	\$53,820
1 BR	\$57,300
2 BR	\$68,760
3 BR	\$79,350

*Note that Studios are only available at Cambridge Street

Q: How is a household’s income determined?

A: A household’s income is the total anticipated amount of money received by ALL members of the household over the next 12 months (starting from the date of application and projecting forward 12 months) based on their current income and assets.

In an effort to provide as accurate an income estimation as possible, the Lottery Agent will also review historical income data to provide a basis for future income estimates. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 12 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 actual or imputed interest and dividends on bank accounts and other assets. **ALL SOURCES OF INCOME ARE COUNTED** with the exception of income from employment for household members under the age of 18 and any income over \$480/year for full time students who are dependents (but note that all such income must still be documented even if it is exempt from the household income calculation).

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. 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.

Allowable Assets

There is no asset limit for applying households for this development. However, the higher of the actual income earned from assets, or the imputed income of 0.06% of all assets, will be counted as income. Household Assets are calculated at the time of application. Assets may include cash, cash in savings and checking accounts, net cash value of stocks, net cash value of retirement accounts (such as 401k), real property, bonds, and capital investments.

If any household member currently owns property, the home must be sold before the household will be permitted to sign a lease, and the total amount of equity in the home shall be added to their total value of assets.

Example: A household has \$8,000 in savings, \$30,000 in a retirement account that they are not drawing down from (\$20,000 net cash value) and a home assessed at \$300,000 on which they currently have \$278,000 remaining on the mortgage (\$22,000 in equity).

<i>Their assets total is:</i>	$\$8,000 + \$20,000 + \$22,000 = \$50,000$
<i>Actual Income from assets is:</i>	$\$300 + \$0 + \$0 = \$300 (A)$
<i>Imputed Income at 0.06% is:</i>	$0.06\% \text{ of } \$50,000 = \$30 (B)$

For this household, \$300 would be added to their income they receive from all other income sources (employment, Social Security, Alimony etc.) as the program takes the greater of (A) actual income from assets OR (B) imputed income from assets.

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 apartment 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.

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

A: No. All households that meet the income guidelines specified above may apply for an affordable apartment, however, for some of the units, households who qualify for local preference will receive a priority as compared to similarly situated households who do not qualify for local preference. See the Waiting Lists for a further explanation.

HOUSEHOLD SIZE AND COMPOSITION

Q: How is appropriate household size determined?

A: According to the Massachusetts Department of Housing and Community Development guidelines:

Within an applicant pool, priority as set forth below, shall be given to households requiring the total number of bedrooms in the apartment based on the following **criteria**:

1. There is at least one occupant and generally no more than two occupants per bedroom (based on State Sanitary Code).
2. A married couple, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
3. A person described in the first sentence of (2) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.

The following household sizes and compositions will be given priority for the following apartment sizes (**occupancy restrictions may apply**). Please also note that households with disabilities must not be excluded from a priority/preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.

TYPE III

(Priority for a 3BR or 2BR Apartment)

- All 6 person households
- All 5 person households
- All 4 person households
- 3 person household: 1 head-of-household plus 2 members
- 3 person household: 2 heads-of-household under **criteria 3** (described above) plus 1 member
- A 2 or 3 person household where there is a disability or medical need for **three** bedrooms

TYPE II

(Appropriately sized for a 2BR unit and may apply for a 3BR unit, but will not receive a priority for a 3BR unit). Note that 2 person households are not permitted to occupy a 3BR unit unless an extra bedroom is required as a reasonable accommodation.

- 3 person household: 2 heads-of-household plus one member
- 2 person household: 2 heads-of-household under **criteria 3** (described above)
- 2 person household: 1 head-of-household plus one member
- A 1 or 2 person household where there is a disability or medical need for **two** bedrooms.

TYPE I

(Appropriately sized for a 1BR unit and may apply for a 2BR unit, but will not receive a priority for a 2BR unit). Note that 1 person households are not permitted to occupy a 2BR unit unless an extra bedroom is required as a reasonable accommodation.

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

Households with a total number of members which exceed the Massachusetts State Sanitary Codes for that particular sized apartment will not be allowed to rent an apartment. **In "The Lottery" in the Step-By-Step Process, you will find a detailed explanation on how priority is given to certain household sizes and compositions.**

Household Size and Composition Frequently Asked Questions

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

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: Can a Type I Household apply for a two-bedroom apartment?

A: Yes, however, they will not receive priority. Please see “The Lottery” in the Step-By-Step Process for how order will be given from the Lottery Results. Also note that 1 person households are not permitted to lease 2BR units unless an extra bedroom is needed as a reasonable accommodation.

Q: Can a Type II Household apply for a three-bedroom apartment?

A: Yes, however, they will not receive priority. Please see “The Lottery” in the Step-By-Step Process for how order will be given from the Lottery Results. Also note that 2 person households are not permitted to lease 3BR units unless an extra bedroom is needed as a reasonable accommodation.

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

A: You will need to provide proof that the divorce process has begun or has already been finalized. If no divorce has been initiated, then we would need you to certify and document that your spouse has a separate address. The Certification Application will guide you through the documentation that you will need to provide.

STEP-BY-STEP PROCESS AND TIMELINE

Q: What is the application, selection, and move-in process for the affordable units in Sanctuary West and North?

A: The process is essentially a **three-step** process.

The first step is to qualify for the Lottery, which includes being given a position on the Waiting Lists. The **Lottery Application** must be completed but no supporting documentation is required at this step (it will be required in later steps).

The second step is to be found Lease Eligible and reserve a unit (and unit availability will be determined by your position on the Waiting Lists).

The third step is to be found Affordable Housing Program eligible (which involves submitting all required income, asset and tax documentation).

The following pages explain each step in greater detail.

Step 1a: Applying for the Housing Program

through May 31, 2023 at 2:00 pm

Step 1b: The Lottery

June 14, 2023 at 6:00pm via Zoom

Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 857 2736 5609, Passcode: 276410

Step 1c: Waiting Lists and Lottery Results

Established night of the lottery

Step 2a: Leasing Office Review and Unit Selection

1-30 days after the Lottery

Step 3: SEB Housing Approval of Program Eligibility

Within 10 days of reserving a unit, applicants must submit all required income, asset and tax documentation

Yearly Eligibility and Rent Review

30-90 days prior to lease renewal

Information Session

There will also be an Informational Workshop where questions about the lottery and the development can be addressed directly. It will be held on May 1, 2023 at 6:00 pm via Zoom. Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 818 9317 7595, Passcode: 088159

Step 1a: Applying for the Affordable Housing Program

Applicants will need to fill out a Lottery Application that covers every person that will be residing in the unit. Supporting income and asset documentation is not required with the Lottery Application (but will be required later). The Program Application must be received by the Lottery Agent by the date on the Lottery Application. Applications must be filled out entirely as incomplete applications will not be accepted for the lottery. Please see the cover page of the Lottery Application for locations for drop off and mailing address.

Once the Lottery Agent has received the Lottery Application, they will determine initial compliance for the lottery. Households without housing subsidies who fall well below the minimum income limits and households who submit applications indicated they are above the maximum allowable income limits will not be entered into the lottery. **Entrance into the lottery does not guarantee final income certification approval (see the following steps).**

Once a Lottery Application is received and SEB Housing determines the household is eligible for the lottery, the applicant will receive an Application Number that solely designates the order that their application was received. The purpose of the Application Number is simply to keep all household names unknown when the Application Numbers are drawn at the lottery.

Step 1b: The Lottery

The Lottery will be held on June 14, 2023 at 6:00pm via Zoom. To join, go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 857 2736 5609, Passcode: 276410. Households do not need to be present for the Lottery drawing. All Households will be notified of the results by the Lottery Agent. There will be four drawings in the lottery, an Open/General Drawing and a Local Preference Drawing for each property. A representative from SEB Housing will pull Application Numbers from a box or, depending on the number of applications, will use Random.org to select the Numbers. The Application Numbers are randomly drawn/created and placed in the order drawn on a Lottery Result List.

The order drawn does not necessarily reflect the order that households will get to select units as Application Numbers of smaller households are mixed in with Application Numbers of appropriately sized households. Regardless of the order drawn, all households of appropriate size for each unit size will be given the opportunity to lease a unit before any smaller household.

For example: A one-person household is the first household drawn in the Lottery. They may be given the first opportunity to lease a one-bedroom unit. However, if they wish to lease a two-bedroom unit, they will have to wait until all appropriately sized households drawn after them in the Lottery are given the opportunity to lease a two-bedroom unit.

Additionally, households who qualify for disabled-accessible or hearing-impaired apartments will be given the opportunity to lease units with these features before any household who does not need the features. To help clarify the actual order that applicants will be given the opportunity to lease units, Waiting Lists will be created from the Lottery Results List (*see next step*).

Step 1c: The Waiting Lists and Lottery Results

The Waiting Lists for each property will be compiled immediately after the lottery and sent to all lottery applicants. **The separate Waiting Lists created from the Lottery Results List illustrate the order in which households will choose units based on unit size, household size, household composition, and need for a disabled-accessible or hearing-impaired unit.** The position each household has on the Waiting Lists is determined by the order in which their Application Number is drawn in the Lottery relative to households of similar qualifications (i.e. households of “appropriate size” will be added to the Waiting Lists in the order drawn in the Lottery and then smaller households will be added in the order originally drawn.) *Please see “Household Size and Compositions” for details on Household Types III, II and I shown below, and note that there will be separate drawings for each property.*

Sanctuary West (416 Cambridge Street) Waiting Lists

Local Preference Waiting Lists

Waiting List for FOUR 1BR Local Preference apartments

Top Tier: All Local Preference Households with no priority among Household Type

Bottom Tier: All Non-Local Preference Households with no priority among Household Type

Waiting List for TEN 2BR Local Preference apartments

Top Tier: All Type III and Type II Local Preference Households

Second Tier: All Type III and Type II Non-Local Preference Households

Third Tier: Eligible Type I Local Preference Households

Bottom Tier: Eligible Type I Non-Local Preference Households

Waiting List for TWO 3BR Local Preference apartments

Top Tier: All Type III Local Preference Households

Second Tier: All Type III Non-Local Preference Households

Third Tier: Eligible Type II Local Preference Households

Bottom Tier: Eligible Type II Non-Local Preference Households

Open Waiting Lists

Waiting List for ONE Studio apartment

Top Tier: All Households with no priority among Household Type

Waiting List for SIX 1BR apartments

Top Tier: All Households with no priority among Household Type

Waiting List for ONE 1BR Disabled Accessible apartment

Top Tier: All Households requiring the features of the unit

Sanctuary North (25 River Street) Waiting Lists

Local Preference Waiting Lists

Waiting List for TWELVE 2BR Local Preference apartments

Top Tier: All Type III and Type II Local Preference Households

Second Tier: All Type III and Type II Non-Local Preference Households

Third Tier: Eligible Type I Local Preference Households

Bottom Tier: Eligible Type I Non-Local Preference Households

Waiting List for THREE 3BR Local Preference apartments

Top Tier: All Type III Local Preference Households

Second Tier: All Type III Non-Local Preference Households

Third Tier: Eligible Type II Local Preference Households

Bottom Tier: Eligible Type II Non-Local Preference Households

Open Waiting Lists

Waiting List for EIGHT 1BR apartments

Top Tier: All Households with no priority among Household Type

Waiting List for ELEVEN 2BR apartments

Top Tier: All Type III and Type II Households

Bottom Tier: Eligible Type I Households

Waiting List for ONE 2BR Disabled Accessible apartment

Top Tier: All Type III & II Households requiring the features of the unit

Bottom Tier: Type I Households requiring the features of the unit

Waiting List for ONE 3BR Disabled Accessible apartment

Top Tier: Type III Households requiring the features of the unit

Second Tier: Type II Households requiring the features of the unit

Bottom Tier: Type I Households requiring the features of the unit

Waiting List for ONE 3BR Hearing Impaired apartment

Top Tier: Type III Households requiring the features of the unit

Second Tier: Type II Households requiring the features of the unit

Bottom Tier: Type I Households requiring the features of the unit

Step 2a: Lease Application Invitation and Unit Selection

Households with high enough positions on the Waiting List to warrant an immediate invitation to go to the Leasing Office to complete a Lease Application will be given at least 5 days to schedule an appointment and complete the Lease Application. The Leasing Office may contact the several applicants from a Waitlist simultaneously, in which case, even if a household lower on the Waiting List completes a Lease Application before a household higher on the Waiting List, **the Waiting List order will always be preserved in determining the order that units get selected and reserved.** Likewise, the unit households apply for must be an apartment size that corresponds to the Waiting List from which they were chosen (i.e. a household with an appointment for a 1BR apartment cannot reserve a 2BR apartment at that time, nor can a household invited from Property A reserve a unit at Property B if they haven't been invited yet for Property B).

The Lease Application review will be the same review that applicants for market-rate apartments undergo, where factors such as Employment history, Credit score/reports, Former lease history, Criminal Background Screening and sufficient income are considered. The Leasing Office can provide more details on their screening process during this step in the process. **Co-signers and/or guarantors are not allowed (see page 6).** Background checks will meet DHCD's Model Policy Regarding Applicant Screening on the Basis of Criminal Records. In any instance where policy and procedures in the Management Company's Policy differ from the policy and procedures in the Model Policy, the policy and procedures of the Model Policy will be followed. For specific questions about credit and background/criminal issues, households can contact the leasing office.

Failure to complete a Lease Application by the given appointment date will result in the removal of their Application Number from the Waiting List. Households with positions lower on the Waiting Lists will have to wait for the removal of households with a higher position than them before being given an opportunity to lease an apartment. Households with lower positions will be given at least a 5 day notice of their upcoming appointment dates if there is going to be an apartment available for them. Households are removed from the Waiting Lists if the Leasing Office deems that they are not eligible for a lease based on their Lease Application, if a household fails to meet future deadlines for documentation submittal and lease signing, or if a household notifies the Leasing Office that they are no longer interested in leasing an apartment.

The Leasing Office will make accommodations for any household who cannot physically go to the Leasing Office to complete a Lease Application due to a documented disability.

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 apartment can sign the lease. Tenants must be able to meet the income qualifications on their own. Please see pg. 4 and 5 for more details.

Step 2b: SEB Final Review of Program Eligibility

After a household has reserved an Affordable Unit, the Leasing Office will notify SEB Housing of the reservation. The household with an Affordable Unit reservation will then need to submit to SEB Housing all the income, asset and tax documentation to SEB Housing for Final Review and Approval.

Upon initially receiving their Application Number prior to the lottery, all households will want to review the Documentation Requirement Guide for details on everything that will be required to complete this final review of Affordable Housing Program Eligibility. Any household who is contacted but fails to submit all required documentation (and if their initial submission is incomplete, any and all missing documentation) within 10 days of reserving a unit will be removed from the Waiting List and will lose their reservation. Similarly, any household who is over the income limit will also be removed from the Waiting Lists.

SEB Housing will notify the households and the Leasing Office if the household is missing documentation, or if the household is ineligible or eligible for the Affordable Unit they reserved. Eligible households will be able to sign leases and move into their Affordable Unit on the date initially established with the Leasing Office.

YEARLY ELIGIBILITY AND RENT REVIEW

After a household has moved in, and approximately 90 days before lease renewal, tenants of affordable apartments will need to submit updated income and asset documentation to the Leasing Office so they can ensure continued eligibility under the affordable housing guidelines. Tenants will not be able to renew Leases until all required documentation has been submitted. Records of taxes, pay-stubs, bank statements and asset statements should be maintained while living in the affordable apartment.

Q: How long can I lease my Affordable 80% AMI apartment?

A: As a **current resident only**, you are considered income eligible for an affordable apartment as long as your household earns an income that does not exceed **140% of the current year's income limit** for a household of your size. *Using the Current Income Limits as an example:*

Household Size	Current Income Limit for New Applicants (80% AMI Units)	Income Limit for Current Tenants (140% of Current Income Limit)
1	\$78,300	\$109,620
2	\$89,500	\$125,300
3	\$100,700	\$140,980
4	\$111,850	\$156,590
5	\$120,800	\$169,120
6	\$129,750	\$181,650

Q: What happens if I exceed the Income Limit for Current Tenants in My Affordable Apartment?

A: If a household's income exceeds the Income Limit for Current Tenants at the time of their renewal, **their apartment shall still remain at the current rent until the end of their current lease term, at which point the rent of the unit will be changed to market-rate rent.** The over-income household can elect to stay in the unit, but would then have to pay the market rent during their next lease term.

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

A: Rents may increase a few percentage points if Boston-Cambridge-Quincy Area Median Income increases or the costs of utilities in Winchester decreases. Likewise, if the Boston-Cambridge-Quincy Area Median Income decreases and the costs of utilities increases, **rents may decrease.**

LOCAL PREFERENCE INFORMATION

Q: What is Local Preference?

A: The Town of Winchester has established a local preference for 70% of the affordable apartments at Sanctuary West, and 42% of the affordable apartments at Sanctuary North. Local Preference will be given as described in The Lottery in the step-by-step process. An applicant qualifies for local preference if the applicant or a member of their household fit into one of the following categories:

- Current resident of Winchester
- Employees of the Town of Winchester
- Employees of Local Businesses (businesses located in Winchester)
- Households with children attending a Winchester school, such as METCO students

Q: Do households which meet all Local Preference criteria get priority over households which meet only one?

A: No. As long as a household meets any one of the Local Preference criteria, they will qualify for Local Preference.

Q: Does Local Preference take priority over household size/composition?

A: No. For example, on the Waiting List for the 2BR Local Preference units, if there are not enough eligible Type II Local Preference Applicants, the units will be made available to a Type II Non-Local Preference household before being made available to a Type I Local Preference Household who would be over-housed in a 2BR unit. Please see the way the Waiting Lists are compiled in the section on Waiting Lists.

Q: What if a household does not qualify for Local Preference?

A: Households without Local Preference will be entered into the Open Lottery and will be given positions on the Waiting Lists based on where they are drawn in the Open Lottery drawing. Non-Local Preference households will also be given positions on the Local Preference Waiting List to ensure that need of a unit sizes get appropriately addressed (see question above, and the Waiting Lists).

Q: Does Local Preference get priority over a household in need of a disable-accessible (DA) or Hearing Impaired (HI) apartment?

A: No. The DA and HI apartments will be made available to all households in need of those apartments' features regardless of household composition and local preference.

Adjustments in the Local Preference Pool

As stated by the Massachusetts Department of Housing and Community Development, "If the percentage of minorities in the local preference pool is less than the percentage of minorities in the surrounding HUD (U.S. Department of Housing and Urban Development) defined area, the following adjustments will be made to the local preference pool. The Developer will hold a preliminary lottery comprised of all minority applicants who did not qualify for the local preference pool and rank the applicants in order of the drawing. Minority applicants should then be added to the local preference pool in order of their rankings until the percentage of minority applicants in the local preference pool is equal to the percentage of minorities in the surrounding HUD-defined area." The Percent Minority for the Metropolitan Statistical Area of Boston is 33.4%. This is the minimum percentage of minority applicants that is the goal for the local preference pool. Minority applicants are defined as a person who is a member of the following groups: Black or African American; Asian; Native American or Alaska Native; Native Hawaiian or Pacific Islander; or other (not White); and the ethnic classification Hispanic or Latino.

DISABLED-ACCESSIBLE AND HEARING-IMPAIRED UNIT INFORMATION

Q: Who qualifies for a disabled-accessible (“DA”) or hearing-impaired (“HI”) apartment?

A: According to *Mass Access: The Accessible Housing Registry*, “units that are barrier-free are accessible to people with disabilities that are wheelchair users, but could also be used by people of different types of disabilities. For example, a person of very short stature, a person with a brain injury or stroke, severe cardiac or respiratory problems, or a person with limited standing, walking, or reaching ability, may use the design features of a wheelchair accessible unit.” HI units are built with features for individuals who have hearing impairment and may need additional visual cues. Verification from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual’s disability may be requested.

Q: How are DA and HI apartments awarded?

A: There are separate Waiting Lists for the DA and HI apartments. The households with the top positions on those Waiting Lists will be given the first opportunity to lease the DA and HI apartments.

Q: Can households that qualify for a DA or HI apartment also apply for a non-DA or non-HI apartment?

A: Yes. Households that qualify for a DA or HI apartment will also have positions on the Waiting Lists for non-DA or non-HI apartments depending on what unit size they are applying for. If they reach the top position on a Waiting List for a non-DA or non-HI apartment before they reach the top position for a DA or HI apartment, they will have to decide if they want to lease a non-DA or non-HI apartment or wait until they have a top position on a Waiting List for a DA or HI apartment.

Q: What happens if there are fewer DA or HI qualified applicants than DA or HI apartments at the time of the Lottery?

A: If there are not enough qualified applicants on Waiting Lists for the Disabled-Accessible or HI units, the units will be made available to the top applicants on the Waiting List that have the same unit sizes.

Q: Who is entitled to request a reasonable accommodation?

A: Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing. To request a reasonable accommodation, please email info@sebhousing.com or call 617-782-6900 x1 or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494