



Affordable Home Ownership Opportunity **Applying For Eight Habitat for Humanity Homes** **On Paul Hush Way in Brewster**

You may be eligible for a Habitat home, if:

- ✓ You are in critical need of year round affordable housing, *and*
- ✓ You are willing to complete the required “sweat equity” on your home and other Habitat projects (500 hours for a two adult household – 250 hours for a one adult household), *and*
- ✓ You are eligible, under the income and asset limits, *and*
- ✓ You are able to make housing payments of approximately **\$670 - \$750/month**, *and*
- ✓ You are unable to qualify for conventional mortgage financing for a market rate home, *and*
- ✓ You are a first time home buyer (some exceptions apply; see application packet for more information)
- ✓ You are a U.S. Citizen or Permanent Resident.

Application period: Applications will be available beginning Tuesday, January 22, 2019. We accept Brewster applications during a 60-day period, until Friday, **March 22, 2019**. Completed applications, with required documentation, must be received at the Yarmouth Port Habitat office by the deadline listed on the application.



Applications will be available at public locations in the town of Brewster, at the Habitat office, online at the Habitat website, and by mail. Call Habitat at 508-362-3559 when the application period opens, to request an application mailed to you.

Check www.habitatcapecod.org for more information, or contact: Mary Ann Mills-Lassiter, Family Programs Manager at 508-362-3559 X21 or maryann@habitatcapecod.org

Information about Habitat for Humanity Homes

How many? What size? What else should I know?

We will be building eight homes: Ranch style homes will be two 2-bedroom and four 3-bedroom; and Cape style will be two 3-bedroom size.

- We anticipate home construction to take about 10 to 12 months from wall raising day.
- There will be a home owners association of 14 homes, as the homes will have a shared access road to enter their driveways. The Association will provide for the common maintenance of the access road and related drainage and bit of landscaping.
- Each home will have town water with private individual septic systems.
- Pending funding commitments, we hope to have photovoltaic solar panels on the eight homes.

Sample House Price and Monthly Payment – *Estimated**

	2-bedroom	3-Bedroom
House Price	\$133,750	\$150,000
Principal Payment	\$430	\$482
Escrow Payment*+ HOA fee	\$240	\$268
Total Monthly Payment*	\$670	\$750

*These are sample **estimates** for monthly principal, property taxes, insurance and home owner association fees. Actual costs will vary.

Because we cannot accurately project an occupancy date, we urge applicants to maintain the best housing circumstances possible until their new house is ready.

Reasonable Accommodation: If, because of the disability of a household member your family needs consideration of a modification to the home or some aspect of our program, please add this request to your application.

What You Should Know About Building a Home with Habitat for Humanity

Maximum income eligibility is household income, by household size at 60% or 65% of area median income. A qualifying household for five homes must have an income at or below 60%; and at or below 65% for three homes.

60% and 65% of Area Median Income by Family Size Effective April 1, 2018 (Adjusted annually by HUD/FHLBB)

Family Size	60%	65%	Family Size	60%	65%
1	\$36,240	\$39,260	5	\$55,860	\$60,515
2	\$41,400	\$44,850	6	\$60,000	\$65,000
3	\$46,560	\$50,5400	7	\$64,140	\$69,485
4	\$51,720	\$56,030			

***This is the maximum *gross*, current and anticipated, annual income your household may earn and be eligible for consideration for a Habitat for Humanity home on Cape Cod.

ASSET LIMITATION: Total of all household assets must be under \$75,000.

Sweat Equity and Unique Habitat for Humanity Partnership Requirements

You will be building your own home alongside community volunteers! From the date of wall raising, construction typically takes 10-12 months. During this period, you will be dedicating nearly one day/week, (on **Tuesday or Saturday**) to building your home. You will also attend pre-purchase education courses. The sweat equity requirement is 250 hours per adult in your household, with a maximum of 500 hours. Habitat has set aside a certain number of those hours, that friends and family volunteer- work may count towards your sweat equity. Sweat equity must be completed before we will close on your home. You will be assigned a volunteer partner to mentor and support you during the construction period and the first year of homeownership.

Affordability: To keep our homes affordable, we rely on cash donations, grants, land donations, volunteerism, and gifts of materials and professional services. For these Habitat homes in the Town of Brewster, purchasers will need to qualify for, and close with an affordable mortgage. Usually the United States Department of Agriculture will be the mortgage lender; occasionally Habitat. Our homes are deed restricted to continue as affordable homes in perpetuity. In your application packet, be sure to review the "Important Information" sheet for some details about eligibility and affordable housing restrictions.

Application Review Process: Your complete application will be evaluated for your financial eligibility. If it receives a preliminary approval, it moves to a family interview committee. You will be contacted for an appointment, for two volunteers to visit your family in your home, to interview you and evaluate your family's housing need and "willingness to partner with Habitat" - including fulfilling requirements such as sweat equity. At that point, there will be a final review of your application, and if qualified, your application number is entered into a lottery. If your application is rejected at any step, you will also be notified. Successful applicants and other finalists will be notified after the lottery.

More about Habitat for Humanity: HHCC is a 501(c)3 non-profit ecumenical housing ministry, with a mission to build homes, hope, lives and community on Cape Cod. We work to provide the opportunity of affordable home ownership in all 15 Cape towns. Homes are built in partnership with families who have a need for decent, affordable housing and do not have the financial means to build or purchase a home through conventional financing.

Habitat for Humanity of Cape Cod does not discriminate in the selection of applicants. Habitat for Humanity of Cape Cod is a not-for-profit organization and we do business in accordance with Federal and Massachusetts Fair Lending Laws.



Habitat for Humanity of Cape Cod

411 Main Street, Suite 6, Yarmouth Port, MA 02675

Phone: 508-362-3559 Fax: 508-362-3569

www.habitatcapecod.org





HABITAT FOR HUMANITY OF CAPE COD

411 Main Street (Route 6A), Suite 6, Yarmouth Port, MA 02675
Phone: 508-362-3559 FAX: 508-362-3569

Dear Applicant,

Jan/Feb 2019

Thank you for your interest in applying for the two Habitat for Humanity homes that will be built on Paul Hush Way in the **Town of Brewster**. Habitat for Humanity homes are built in partnership with families who have a need for decent, affordable housing and do not have the financial means to purchase a home through conventional financing. *Habitat does not discriminate in the selection of applicants.*

Please review our brochure and all enclosed information carefully to understand our eligibility qualifications, our application process, basic Habitat requirements for participating in the building of the home you will purchase, and other aspects of owning an affordable home through Habitat.

If you have questions or need assistance, please attend one of the information sessions listed on the enclosed flyer. Also, every Tuesday, volunteers from the Family Selection Office Team will be available at our office, by telephone or walk-in, from 10:00 to 11:30 AM to assist you with any questions about the application and documentation. Or, if you would like to schedule an appointment at a time convenient to you, please call Mary Ann Mills-Lassiter, Family Programs Manager, at 508-362-3559 X 21.

Deadline: The completed Brewster application must be received at the Habitat office, at 411 Main Street (Rte. 6A), Suite 6, Yarmouth Port, MA 02675 by Friday, March 22, 2019 to be considered. This is not a postmark deadline. Applications cannot be faxed or emailed. Late applications will not be considered. (Note: there is a mail box for hand delivery by our office door, so hand delivery at any time on March 22, 2109 is possible. When driving to our office – watch for the large “Fountain Place” sign. The parking lot and access to our office is in the rear.)

Please do not submit original documentation to Habitat; instead provide *copies* of these documents. We suggest you keep a copy of your application materials, if you wish. We do not return submitted materials. Habitat keeps applications for 25 months after the final lottery, and then we destroy them. Habitat’s copy machine *is not available for use by the general public.*

We are not set up to receive or respond to texting and e-mail communications about applications. Texting and Email communications will not be acknowledged.

The application process can take four months from the application deadline date. We appreciate the effort it takes on your part to go through the application process to benefit your family. Unsuccessful applicants are always welcome to reapply in the future.

Sincerely,
The Family Selection Committee

Habitat for Humanity of Cape Cod does not discriminate in the selection of applicants. Habitat for Humanity of Cape Cod is a not-for-profit organization and we do business in accordance with Federal and Massachusetts Fair Lending Laws.



**HABITAT HOME APPLICATION PACKET
IMPORTANT INFORMATION**

AFFORDABLE HOME DEED RIDER: This home will be sold with deed rider that preserves it as an affordable home in the future. This rider will *limit* the sales price of the house in the future so that it will be affordable again to an income eligible household. The rider will also require the home to be used as your primary residency. Renting of the home is not allowed; any refinancing or capital improvements will need the approval of the Town, Habitat and the Department of Housing and Community Development (DHCD). A copy of the deed rider may be reviewed at:

<http://www.mass.gov/hed/docs/dhcd/hd/lip/lipdeedrider.pdf> A summary may be viewed here:

http://habitatcapecod.org/images/uploads/LIP_Disclosure_Statement_2015_w_RH.pdf

NON DISCRIMINATION: Habitat for Humanity of Cape Cod does not discriminate in the selection of applicants on the basis of race, color, national origin, disability, 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.

FINANCIAL INTEREST: Individuals, who have a financial interest in the development, and their families shall not be eligible.

PRIVACY NOTICE is enclosed in this packet

HABITAT FOR HUMANITY HOME MORTGAGE POLICY: All applicants will receive preliminary qualification for a Habitat for Humanity no-interest mortgage as part of determining eligibility for the final lottery. However, we now **require** all successful applicants to apply for a "USDA (United States Department of Agriculture) 502" low-interest mortgage – once they have entered into an agreement to purchase their Habitat home – and to utilize the USDA mortgage (rather than a loan from Habitat) if qualified.

APPRAISAL DISCLOSURE: If you are selected to purchase a home, we may order an appraisal to determine the property's value, and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

"FIRST TIME HOMEBUYER" DEFINITION EXPLAINED --- To qualify you must be a "first time homebuyer." However, **there are several important EXCEPTIONS.** If any of these exceptions describe YOUR situation, you may still be considered a qualified "first time home buyer" for the purposes of this application.

First time homebuyer means: The household shall not have owned a home *within three years preceding* the application.

Exceptions to this rule include:

1. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
2. single parents, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has one or more children of whom the individual has custody or joint custody, or is pregnant);
3. households where at least one household member is 55 or over;
4. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and

5. households that owned a property that was not in compliance with state, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.

Please note: Even if you qualify for the exception, *your previously owned home must be sold* before the date of your application.

FINAL LOTTERY preferences: In the final lottery of eligible candidates there are certain preferences, including, first, for households that need the number of bedrooms being offered above smaller families. Then, for 5 of the homes, a preference for local residents (as defined on checklist form) over non-local applicants.

The information on the **“Government Monitoring Form” as to minority / non-minority status will be used to ensure that Local Preference does not create a discriminatory consequence in the lottery.** It is important that you fill this in.

REPORTING OF ALL INCOME AND ASSETS:

INCOME

- **All income of all adults 18 or older** who are members of the household to live in the Habitat home (even if temporarily away) must be reported.
- Most of **the income of full time students over 18**, other than head of household or spouse, will be disregarded for eligibility purposes as long as their student status is documented (but it still must be reported and documented).
- Adult household members with **zero income** must sign a certification of zero income.
- There **are a very few sources of income that are not counted as income.** You should *report all income.* Our credit reviewers have the list of excluded income, and will disregard any income on that list. If you have a question whether a source should be counted, list and document it, and put that question in your cover note. (Examples may include certain one-time payments, or compensation specifically for medical expenses)
- Habitat for Humanity of Cape Cod uses **the standards of HUD 24 CFR 24 5.609 LIP Guidelines** in considering what income to count, and the required methodology of the Federal Home Loan Bank of Boston Affordable Housing Program.

ASSETS

All assets of all household members, including minor children, should be listed in the application with their value, and documented. **There is a \$75,000** asset limitation to qualify as an affordable home ownership applicant under the Department of Housing and Community Development Ch. 40B program (which governs the homes you are applying for with Habitat. Habitat’s **reference for what assets shall be considered is HUD Handbook (6/07) Exhibit 5-2: Assets.** Common assets are cash (including the cash from lump sum payments, even if not counted as income) held in bank accounts or in other ways, revocable trusts, rental or capital investment income, stocks, bonds, treasury bills, C.D.s, retirement accounts, if the holder has access to the funds (even with a penalty), face value of whole (not term) life insurance, and others. Excluded from the limit is certain personal property (such as car, furniture, wedding ring, and other) that is not held as an investment, and assets (other than owned rental property) that is part of an active business. All assets should be reported. The Habitat’s credit reviewers will reference the list of what is included/excluded if this may make a difference in an applicant’s eligibility for our program.

REASONABLE ACCOMODATION: persons with disabilities have the right to request a reasonable accommodation related to the home, or to some aspect of the Habitat process. Please see the bottom of Application, Page 1, asking if a modification will be needed to the home, and the Sweat Equity Form, where we ask about restrictions to your participation and what you *will* be able to do. You must document that you/a household member has a disability, and the relevant restrictions for the accommodations you are requesting.





Habitat for Humanity of Cape Cod

411 Main Street – Suite 6 • Yarmouth Port, MA 02675

508-362-3559 • fax 508-362-3569 • www.habitatcapecod.org

Habitat for Humanity of Cape Cod, Inc. Privacy Statement and Notice

At Habitat for Humanity of Cape Cod, we are committed to keeping your information private. We recognize the importance applicants, program families, tenants, and homeowners place on the privacy and confidentiality of their information. While new technologies allow us to more efficiently serve our customers, we are committed to maintaining privacy standards that are synonymous with our established and trusted name.

When collecting, storing, and retrieving applicant, program family, tenant, and homeowner data – such as tax returns, pay stubs, credit reports, employment verifications and payment history – internal controls are maintained throughout the process to ensure security and confidentiality.

We collect non-public personal information about you from the following sources:

- Information we receive from you on applications or other forms;
- Information about your transactions with us, our affiliates, or others; and
- Information we receive from a consumer reporting agency. Credit reports are not used to screen out applicants.

We may disclose the following kinds of non-public personal information about you:

- Information we receive from you on applications or other forms, such as your name, address, social security number, income and assets, and sources of income
- Information about your transactions with us such as your loan balance and payment history
- Information we receive from a consumer reporting agency such as your credit worthiness and credit history.

Habitat for Humanity of Cape Cod employees and volunteers are subject to a written policy regarding confidentiality and access to applicant data is restricted to staff and volunteers on an as-needed basis. Information is used for lawful business purposes and is never shared with third parties without your consent, except as permitted by law.

As permitted by law, we may disclose non-public personal information about you to the following types of third parties:

- Financial service providers, such as mortgage servicing agents- United States Dept. of Agriculture (USDA), Eastern Bank.
- Nonprofit organizations or governments; and related entities authorized to oversee grant compliance- Federal Home Loan Bank of Boston (FHLBB)
- Consumer Reporting Agencies

Please note that if Habitat for Humanity of Cape Cod would be disclosing your non-public personal information to *non-affiliated third parties* – other than those permitted by law listed above – you would be given the opportunity to “opt out” of these disclosures by calling our office at 508-362- 3559. **However, we do not disclose your information**

