



## **Lottery Application Package for Sandpiper Place, Phase II Affordable and Workforce Homeownership Application Deadline: 2:00 pm on December 19, 2022 Submit to: Housing Nantucket @ 75 Old South Road**

This is a lottery application for the SIX (6) Affordable homes and ONE (1) Workforce home being built in Phase II of the Sandpiper Place development off Old South Road in Nantucket, Massachusetts. The Affordable homes will be sold at prices accessible to households with incomes at or below 80% of the Area Median Income. The Workforce home will be sold to households with incomes at or below 175% of the Area Median Income. The first homes will be ready for occupancy in early 2023.

- 4 (80% AMI) 3BR Affordable Single-Family Homes (approx. 1,900 sqft) with 1.5 bath: \$306,500**
- 2 (80% AMI) 3BR Duplex Homes (one half of Duplex) with 1.5 bath (approx. 1,900 sqft): \$306,500**
- 1 (175% AMI) 3BR Single-Family Home with 2.5 bath (approx. 1,900 sqft): \$881,750**

All Affordable homes will be heated by a high efficiency ducted Samsung Heat Pump. There will be vinyl flooring throughout with the exception of the bathrooms, which will be fitted with ceramic tile. The kitchens will be equipped with granite countertops and 4" backsplash, custom flat panel cabinetry, and stainless steel GE appliances including electric range, microwave, dishwasher, and refrigerator. Washer and dryer hookups are also included.

The Workforce home will be heated and cooled by a high efficiency ducted Samsung Heat Pump. There will be vinyl flooring throughout with the exception of the bathrooms and laundry room, which will be fitted with ceramic tile. The kitchens will be equipped with quartz countertops and 4" backsplash, custom flat panel cabinetry, and stainless steel GE appliances including electric range, microwave, dishwasher, and French door refrigerator. LG washer and dryer are also included.

For AFFORDABLE units, the MAXIMUM Household Income Limits are as follows:

\$65,950 (1 person), \$75,350 (2 people), \$84,750 (3 people)  
\$94,150 (4 people), \$101,700 (5 people), \$109,250 (6 people)

**Households cannot have more than \$75,000 in assets to be eligible to purchase an Affordable home.**

For the WORKFORCE unit, the MAXIMUM Household Income Limits are as follows:

\$167,825 (1 person), \$191,800 (2 people), \$215,775 (3 people)  
\$239,750 (4 people), \$260,400 (5 people), \$278,460 (6 people)

**Households cannot have more than \$450,000 in assets to be eligible to purchase a WORKFORCE home.**

**An open house information session and meet-and-greet with the developer will be held on November 15th, 2022 from 3:00 PM - 6:00 PM at Housing Nantucket's 75 Old South Road office and on-site at Sandpiper Place. Attendees can tour a home at this time.**

**Completed Applications and Required Income Documentation must be delivered to Housing Nantucket's 75 Old South Road office by 2:00 pm on December 19, 2022.** Applications postmarked by the deadline must be received no later than 5 business days from the deadline. The Lottery for eligible households will be held on January 9, 2023 at 5:00 PM in the Community Room at 4 Fairgrounds Road.

For Lottery Applications and more information, go to [www.housingnantucket.org/sandpiper](http://www.housingnantucket.org/sandpiper). Any questions should be directed to [info@housingnantucket.org](mailto:info@housingnantucket.org) or call (508) 228-4422. Reasonable accommodations for persons with disabilities and free translations available. Applications also available at the Nantucket Atheneum Library located at 1 India Street.





# *Lottery Information Packet*

## Sandpiper Place, Phase II

Nantucket, MA

### An Affordable and Workforce Homeownership Housing Lottery

This packet contains specific information on the Sandpiper Place, Phase II development as well as background, eligibility requirements, selection priority categories, and application process for the Affordable and Workforce homes being offered through this lottery.

The development of the Affordable and Workforce Homes at Sandpiper Place, Phase II is a joint venture between Capital Hall Partners and KEMS Corp. Together with monitoring agent Housing Nantucket, the Builders invite you to read this information and submit an application if you think that you meet the eligibility requirements. Please note this lottery is the first step in the application process and does not assure you the opportunity to purchase a home in Sandpiper Place. All homes should be ready for occupancy within a few months of the lottery.

**APPLICATIONS MUST BE RECEIVED BY HOUSING NANTUCKET BEFORE**

**2:00 PM ON December 19, 2022**

**Housing Nantucket**  
75 Old South Road, Nantucket  
Phone: (508) 228-4422  
Email: [info@housingnantucket.org](mailto:info@housingnantucket.org)

Information Packet created by  
Housing Nantucket  
[www.housingnantucket.org](http://www.housingnantucket.org)



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# GENERAL OVERVIEW AND SALES PRICES

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This is a lottery for the 6 Affordable homes and 1 Workforce home being built in Phase II of the Sandpiper Place development in Nantucket MA. The Affordable homes home will be sold at an affordable price to households with incomes at or below 80% of the Area Median Income. The Workforce homes will be sold at a Workforce price to households with incomes at or below 175% of the Area Median Income.

All Affordable homes will be heated by a high efficiency ducted Samsung Heat Pump, will have vinyl flooring throughout with the exception of the bathrooms which will be fitted with ceramic tile. The kitchens will be equipped with granite countertops and 4" backsplash, custom flat panel cabinetry, and stainless steel GE appliances including electric range, microwave, dishwasher, and refrigerator. Washer and dryer hookups are also included.

All Workforce homes will be heated and cooled by a high efficiency ducted Samsung Heat Pump, will have vinyl flooring throughout with the exception of the bathrooms and laundry room which will be fitted with ceramic tile. The kitchens will be equipped with quartz countertops and 4" backsplash, custom flat panel cabinetry, and stainless steel GE appliances including electric range, microwave, dishwasher, and French door refrigerator. LG washer and electric dryer are also included.

# of Units	Type	Sales Price	Monthly Condo Fees	Bedrooms	Bathrooms	Parking Spots	Square Footage <i>(subject to change during construction)</i>	Income Limit
4	Single-Family	\$306,500*	\$50/mo**	3	1.5	1-2 spots	1,878 sqft	80%
1	Single-Family	\$881,750*	\$50/mo**	3	2.5	2 spots	1,878 sqft	175%
2	Duplex	\$306,500*	\$50/mo**	3	1.5	2-3 spots	1,878 sqft	80%

\*For details on property taxes and other mortgage related questions, please read page 12

\*\*Monthly Condo fees cover maintenance of the development's common areas and sidewalks.

All Affordable and Workforce homes will have a Deed Rider that will be filed with the deed at the time of purchase. This Deed Rider limits the amount that the home can be resold for and requires the resale to another income-eligible buyer, ensuring the home stays affordable in perpetuity. We recommend that potential buyers review the Deed Rider with an attorney so as to fully understand its provisions. For more information on the Deed Rider and resale restrictions please see the Deed Rider Summary in the last section of this Information Packet.

Since it is anticipated that there will be more interested and eligible applicants than available homes, an application process and lottery will be conducted to rank the eligible applicants for the program. The application and lottery process, dates, and eligibility requirements can all be found within this Information Packet.

Sandpiper Place does not discriminate in the selection of applicants on the basis of race, color, national origin, 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.

# BUILDER PROLOGUE

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Capital Hall Partners, LLC and KEMS Corporation (the “Builders”) are pleased to provide much needed worker and affordable ownership housing for the community of Nantucket.

The Sandpiper Place development was designed as a community with healthy living features, including a common area playground and walking paths/sidewalks. Each home will include three bedrooms, full kitchen and eating and living room areas. The home construction consists of traditional “stick-built” framing, with 400 series Anderson Windows. Each home will have ample, lush landscaping and a separate designated backyard area. The homes are also designed to meet the latest energy codes, resulting in lower heating costs.

The Builders behind the Sandpiper Place homes are self-performing the construction and have over 30 years of experience in developing, financing, permitting, selling, marketing, designing for-sale communities throughout Massachusetts. In total, they have collectively been involved in over 2,000 units of housing. Two of the Partners, Ed Doherty (KEMS Corporation) and Christos Kuliopulos (Capital Hall), are born and raised in Massachusetts and Ed is also building a residence on Nantucket. The third Partner, Brad Hall (Capital Hall), lived and worked in Massachusetts for a number of years, vacationing on Nantucket a number of times over the last 20 years.

KEMS Corporation ([www.KemsCorp.com](http://www.KemsCorp.com)) is a boutique Boston-area premier real estate development firm. Since 2009 they have been a leader in top-tier residential living and boast premier projects both in the private and multi-family residential space. Capital Hall Partners ([www.CapHall.com](http://www.CapHall.com)) has offices in Los Angeles, Phoenix and Boston and has been involved in over \$3 billion in residential and commercial real estate developments and transaction over the last 30 years.

In addition to the Builder team, a very experienced regionally based-team of architects, designers, and engineers have been assembled, consisting of O’Sullivan Architects ([www.osullivanarchitects.com](http://www.osullivanarchitects.com)); Verdant Landscape Architecture ([www.VerdantLandscapeArchitecture.com](http://www.VerdantLandscapeArchitecture.com)); Hayes Engineering ([www.HayesEng.Com](http://www.HayesEng.Com)); and Morr Interiors ([www.morrinteriors.com](http://www.morrinteriors.com)). Collectively the team has won a number of awards in the home building industry and is excited to deliver high quality and well-designed worker and affordable housing to Nantucket.

Furthermore, the Builders are active supporters of the arts. They have created a specialized partnership with the Artist Association of Nantucket (“AAN”), where each new homeowner of a Sandpiper Affordable or Workforce Home will be granted a \$1,000 voucher to apply towards the purchase of art from an AAN member(s).

# NEIGHBORHOOD MAP

# AFFORDABLE (80% AMI) SINGLE-FAMILY HOMES



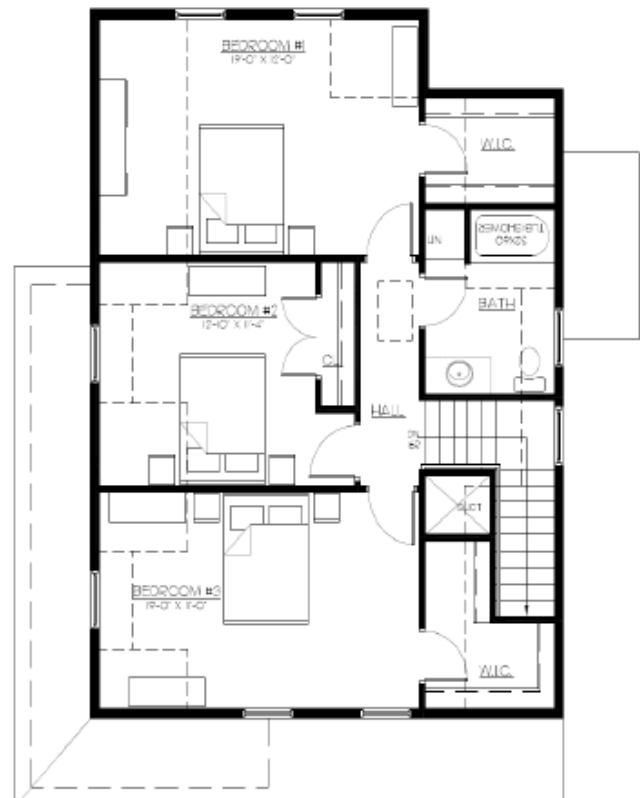
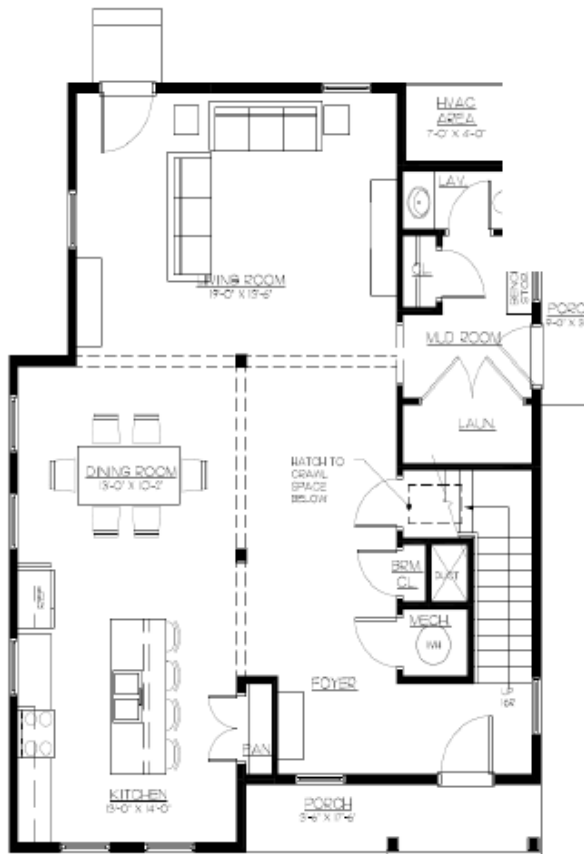
SANDPIPER PLACE  
nantucket



## Phase II- Affordable Housing

1,878 sf | 3 Bed | 1.5 Baths

Enjoy Modern Island Living at Sandpiper Place, a new community of custom-built homes. Offering over 1,800 square feet of living, this home boasts a bright open floor plan with large kitchen island and dedicated pantry. 1<sup>st</sup> floor laundry, half bath, and mudroom complete the first floor. The second floor has a primary suite, two guest bedrooms, and full bathroom. Every exterior in Sandpiper Place is generously appointed with lush landscaping, making it the ideal Nantucket home.



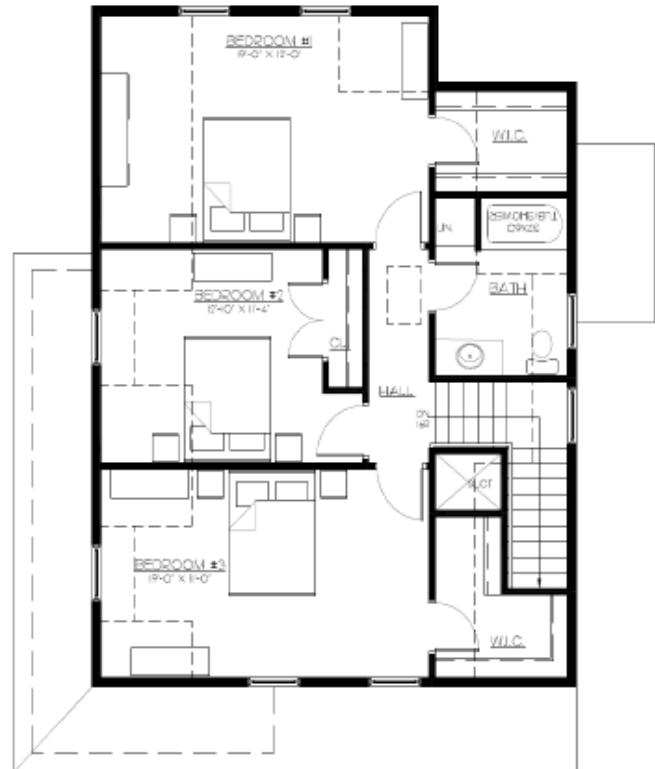
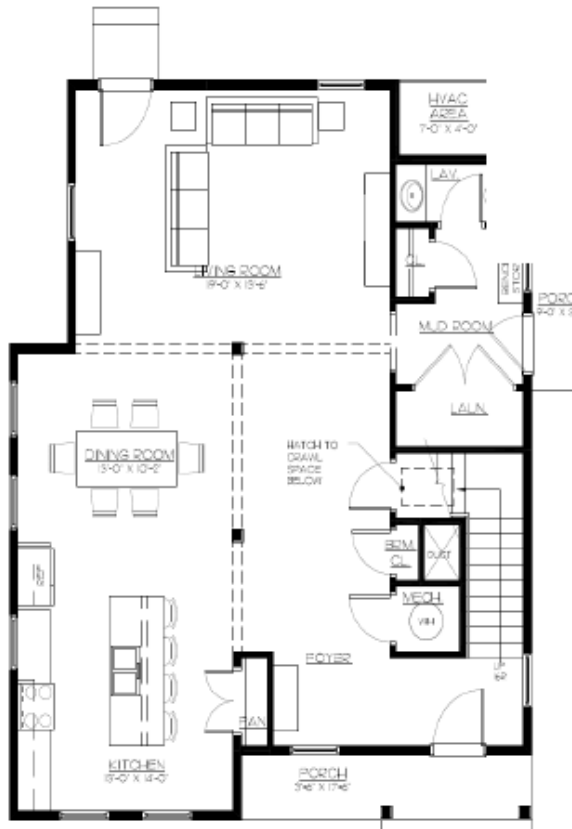
# AFFORDABLE (80% AMI) DUPLEX HOMES



## Phase II- Affordable Housing

1,878 sf | 3 Bed | 1.5 Baths

Enjoy Modern Island Living at Sandpiper Place, a new community of custom-built homes. Offering over 1,500 square feet of living, this duplex home boasts a bright open floor plan with large kitchen island, dining, and comfortable living room. Laundry, half bath, and mudroom complete the first floor. The second floor has a primary suite, two guest bedrooms, and full bathroom. Every exterior in Sandpiper Place is generously appointed with lush landscaping, making it the ideal Nantucket home.



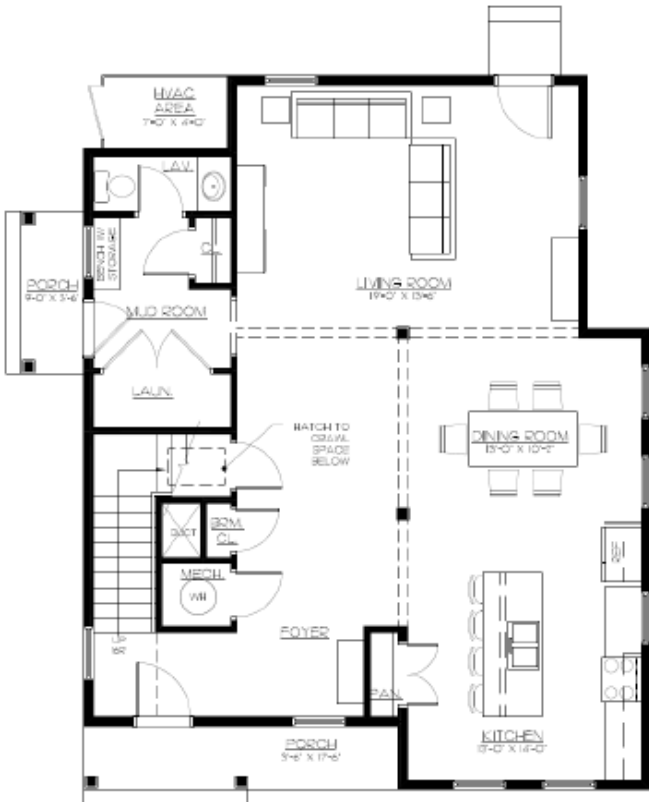
# WORKFORCE (175% AMI) SINGLE-FAMILY HOMES



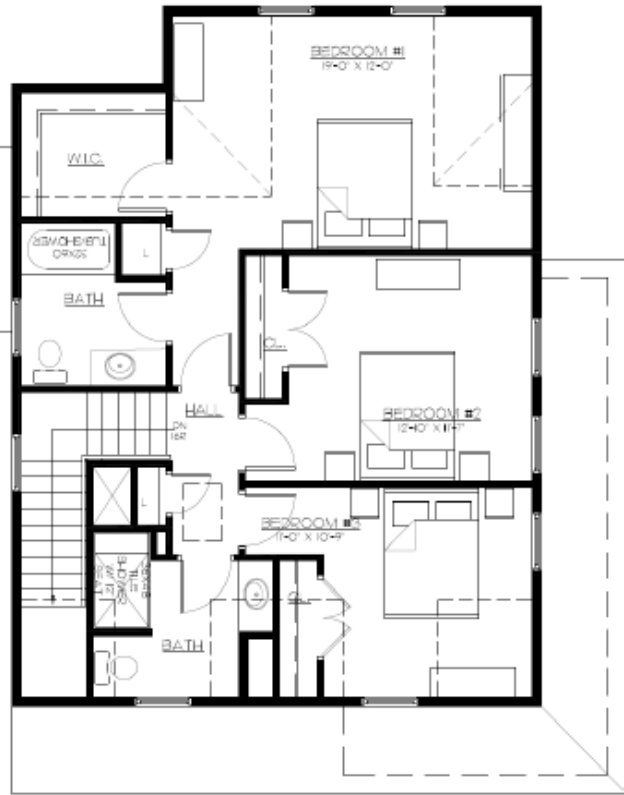
## Phase II- Workforce Housing

1,878 sf | 3 Bed | 2.5 Baths

Enjoy Modern Island Living at Sandpiper Place, a new community of custom-built homes. Offering over 1,800 square feet of living, this home boasts a bright open floor plan with large kitchen island and dedicated pantry. 1<sup>st</sup> floor laundry, half bath, and mudroom complete the first floor. The second floor has a primary bedroom with en suite, two guest bedrooms, and full bathroom. Every exterior in Sandpiper Place is generously appointed with lush landscaping, making it the ideal Nantucket home.



First Level



Second Level

# GENERAL ELIGIBILITY REQUIREMENTS

## Q: Who is eligible to apply for the Affordable and Workforce homes?

A: In order to qualify for an Affordable or Workforce home, households must meet each of the following criteria:

- The entire household's income and assets must be below the maximum allowable income and asset limits (see below)
- Households must be pre-approved for a mortgage
- Everyone in the household must qualify as a "first time homebuyer" for the Affordable homes. Households who qualify for the homeowner exception (see below) must sell the home prior to closing on an affordable home at Sandpiper Place. For the Workforce homes, first time homebuyers will get priority, but being a first-time buyer is not required.
- Households, or their families, cannot have a financial interest in the development and a household member cannot be considered a Related Party.

### Maximum Income for Affordable and Workforce Homes

To be eligible to purchase an Affordable or Workforce home, the combined annual income for all income sources of all income-earning members in the household must be at or below eighty percent (80%) of Area Median Income for the local area (Nantucket HMFA) for the Affordable homes, and at or below one-hundred-seventy-five percent (175%) AMI for the Workforce homes. The maximum incomes allowed for this program are:

Household Size	80% Affordable Unit Maximum Income Limit For \$306,500 Units	175% Workforce Unit Maximum Income Limit For \$881,750 Units
1	\$65,950	\$167,825
2	\$75,350	\$191,800
3	\$84,750	\$215,775
4	\$94,150	\$239,750
5	\$101,700	\$260,400
6	\$109,250	\$278,350

### Approximate Minimum Income

While there is no specific minimum income, all households must qualify for a mortgage loan to purchase an Affordable or Workforce home. The minimum income limits to qualify for a mortgage will be determined by a lender/bank. All applicants must receive mortgage pre-approval and submit it with their application to be considered eligible for this lottery.

**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 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 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. This includes seasonal employment! **Income received from seasonal employment over the past 12 months will be assumed to be earned over the next 12 months unless the household provides a signed affidavit from their former employer confirming that they will not be hired again for at least 12 months.** 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. Households must submit their 3 most recent tax returns for proof that they have not owned a house within the past three years.

**Asset Limits**

**For the Affordable homes, all households shall not have total gross assets exceeding \$75,000 in value. For the Workforce homes, all households shall not have total gross assets exceeding \$450,000 in value.** Household Assets are calculated at the time of application. Any monies you would use as a future down payment on the home will still be counted as assets. 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.

**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 or don't 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 but considerably under the asset limit (or vice versa)?**

A: No. All households must be under BOTH the income limit and the asset limit. Eligibility isn't based on only one or the other.

## **Q: Who is a “first-time home buyer”?**

A: A person is a “first-time homebuyer” if no person in his or her household has, within the preceding three years, either owned the house they lived in or owned an interest in one or more other houses, such as through joint ownership. Exceptions may be made in the following instances:

1. A displaced homemaker: A displaced homemaker is an individual who is an adult who meets ALL the following criteria:
  - 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
  - Owned a home with his or her partner or resided in a home owned by the partner
  - Does not own the home previously owned with a partner
  - Is unmarried to or legally separated from the spouse
2. A single parent, 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 1 or more children of whom they have custody or joint custody, or is pregnant).
3. An age-qualified household (in which at least one member is age 55 or Over) which is selling a home in order to purchase an affordable home.
4. A household that owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.
5. A household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.

*Age Qualified Households, Displaced Homemaker and Single Parent Exception:* Only households qualifying under the exceptions listed above may own a home when applying for an Affordable Home (applicants for the Workforce homes do NOT need to be first-time homebuyers). The current home must be sold before they purchase an affordable home (see the “Unit Selection” step in the Step-by-Step process). The amount that the household will retain in equity from the sale of the house will be added to their asset total.

## **Q: If I qualify for the lottery as an age-qualified household or Displaced Homemaker or Single Parent, how much time will I be given to sell the home?**

A: Before you are allowed to reserve a new affordable home, your current home must already be under a P&S Agreement. After the lottery, households will be able to estimate how much time they will have before they need to sell their home based on the lottery results and their positions on the Waiting Lists (i.e. Households near the top of the lists will need to find a buyer immediately, households lower on the lists will have a few more weeks.) Please see the Step-By-Step Process for more details.

## **Q: If someone in my household is age 55 or over can I currently own a home?**

A: Yes. However, you will not be given the opportunity to purchase an Affordable home here until your current home is under a Purchase and Sale Agreement. For more information on how much time you will be given to sell your home see the Step-By-Step Process. For how much equity you are allowed to have in your current home, please see the Asset Limits in the following pages.

**Q: Can I apply for this lottery as a displaced homemaker or single parent if I currently own a home?**

A: Yes. However, you will not be given the opportunity to purchase an Affordable home here until your current home is under a Purchase and Sale Agreement. For more information on how much time you will be given to sell your home see the Step-By-Step Process. For how much equity you are allowed to have in your current home, please see the Asset Limits in the following pages.

**Q: Does my separation or divorce have to be finalized when I apply?**

A: Your separation or divorce does not need to be finalized when you *apply for the lottery* but it must be finalized *before you reserve a home*. You will not be allowed to purchase an Affordable OR Workforce home until your separation or divorce is complete because the terms specifying the allocation of assets and custody of children must be finalized so that your income and asset eligibility can be accurately reviewed. If you have only filed for separation when it comes time to purchase an Affordable or Workforce home and you haven't finalized your divorce, you will not be allowed to purchase a home at that time. Therefore, you should try to expedite all divorce/separation hearings as your divorce/separation will need to be finalized in the next few months.

**Q: If I reserve a home and then a home that was not available when I was selecting my home becomes available, can I "switch" my home for this newly available home?**

A: No. If you are given the opportunity to reserve a home, you are allowed to pick from all the available homes at that time. It does not entitle you to pick any home that may become available at any point in the future (specifically because another household was unable to close). Once you have reserved your home, you may not swap that home for another home.

**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@housingnantucket.org](mailto:info@housingnantucket.org) or call 508-228-4422 or postal mail Housing Nantucket, P.O. Box 3149 Nantucket, MA 02584.

## **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, first priority shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

- a. There is at least one occupant and no more than two occupants per bedroom.
- b. 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.
- c. A person described in the first sentence of (b) 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.

Household size shall not exceed state sanitary code requirements for occupancy of a unit. 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.

The following household sizes and compositions are given priority for 3BR units (occupancy restrictions may apply):

**Type III** (*Priority for a 3-Bedroom Unit*)

- All 6 person households
- All 5 person households
- All 4 person households
- 3 person household: 1 head-of-household plus 2 members/dependents
- 3 person household: 2 heads-of-household under criteria c. (described above) plus one member/dependent

**Type II** (*by program guidelines, only in need of a 2BR home, but may still apply for a 3BR home*)

- 3 person household: 2 heads-of-household plus one member/dependent
- 2 person household: 2 heads-of-household under criteria c. (described above)
- 2 person household: 1 head-of-household plus one member/dependent

**Type I** (*by program guidelines, only in need of a 1BR home, but may still apply for a 3BR home*)

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

In “The Lottery” of the Step-By-Step Process later in this section, 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?**

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 II Household apply for a three-bedroom unit?**

A: Yes. However, *every applying Type III Household within the same pool will be given the opportunity to buy an affordable three-bedroom unit first.* A Type II Household will be given the opportunity to buy an affordable three-bedroom unit if there are not enough eligible households from Type III in their same lottery pool.

**Q: Can a Type I Household apply for a three-bedroom unit?**

A: Yes. However, *every applying Type III and Type II Household within the same pool will be given the opportunity to buy an affordable unit first.* A Type I Household will be given the opportunity to buy an affordable unit if there are not enough eligible households from Type III and Type II in their same lottery pool.

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

A: Your separation or divorce does not need to be finalized when you *apply for the lottery* but it must be finalized *before you sign a Purchase and Sale Agreement* (see the Step-by-Step details). You will not be allowed to purchase a home until your separation or divorce is complete because the terms specifying the allocation of assets and custody of children must be finalized so that your income and asset eligibility can be accurately reviewed. If you have only filed for separation when it comes time to purchase a home and you haven't finalized your divorce, you will not be allowed to purchase a home at that time.

## **MORTGAGE PRE-APPROVAL STANDARDS**

Immediately after reading this entire Information Packet, all households should apply for mortgage pre-approval. *Mortgage pre-approval is required with the application.* Households can apply with any lender but the pre-approval must meet the following standards:

### **Mortgage Standards**

- The loan must have a fixed interest rate through the full term of the mortgage.
- The loan must have a current fair market interest rate. *(No more than 2 percentage points above the current MassHousing rate, contact: (617) 854-1000 or [www.masshousing.com](http://www.masshousing.com))*
- The loan can have no more than two points.
- For AFFORDABLE homes, the loan cannot be an FHA or VA loan (as FHA and VA will not accept the terms of the Affordable Deed Restriction)
- The buyer must provide a down payment of at least 3% - half of which must come from the buyer's own funds.
- If Heads of Household are not married, the names of all Heads of Household must be on the Mortgage

We strongly encourage households to apply through banks who are aware of the resale restrictions and guidelines for affordable housing programs. These banks will likely be aware of additional first-time homebuyer programs that may be of great assistance such as the Massachusetts Housing Partnership's ONE Mortgage. The following lenders are familiar with the process and the mortgage requirements and should be happy to help you with questions or pre-approvals: [www.mhp.net/one-mortgage/why-one#find-lender](http://www.mhp.net/one-mortgage/why-one#find-lender)

Households will need to bring the copy of the EXAMPLE Deed Rider to their lender. A copy can be found at [www.housingnantucket.org/sandpiper](http://www.housingnantucket.org/sandpiper) *All lenders will be made aware of the resale restrictions regardless of whether you tell them up-front or not.* The Deed Rider is a document that will be signed at the closing. Therefore, it is in all household's best interest to show all lenders a copy of the Deed Rider when applying for a mortgage. Otherwise, they may find a lender who grants pre-approval but backs out at the time of purchase once they are made aware of the resale restrictions, thus eliminating the opportunity to obtain an affordable home.

**Taxes are assessed to the affordable price (not the market-rate equivalent) and subject to the Residential Tax Exemption (see next question).**

**Q: What will be my monthly property tax, and what is the Nantucket residential (real-estate) tax exemption?**

A: If the purchase price of a home is less than \$541,019 (which is the residential exemption for FY2022), then you derive the (monthly) tax burden by dividing 10% of the Purchase Price by 1,000, multiplying that by the tax rate (\$3.74), and dividing by 12 months. *So (for example only), if the purchase price of a home is \$306,500, the monthly tax would be approximately \$10/mo.* If the purchase price is greater than \$541,019 (for FY2022), then you derive the monthly tax burden by subtracting the full amount of the exemption from the Purchase Price, divide by 1,000, multiply by \$3.74, and divide by 12 months. *So (for example) a home at \$881,750 will have monthly property taxes of approximately \$105/mo.*

**Q: Can a non-household member co-sign on the mortgage?**

A: No. Only members of the applying household can sign on the mortgage. All monies gifted to household members to assist in down-payment or other costs will be counted as household assets. Co-signers are NOT allowed for either the Affordable or Workforce homes.

## STEP-BY-STEP PROCESS AND TIMELINE

**Q: What is the application, selection, and move-in process for the affordable homes being offered in Sandpiper Place, Phase II?**

A: The process is a two-step process. The following pages explain each step in greater detail.

The first steps all involve qualifying for the Program, being given a position on the Waiting Lists, and certifying eligibility for the Program. The second steps all involve the actual process of reserving and buying a home (and home availability will be determined by your position on the Waiting Lists).

**Step 1a: Applying for the Housing Program**

*Thru December 19, 2022*

**Step 1b: The Lottery**

*January 9, 2022*

**Step 1c: Waiting List**

*Within 3 days of the Lottery*

**Step 1d: Monitoring Agent Review**

*Approximately 3-4 weeks*

**Step 2a: Unit Selection and Reservation Agreement**

*Households given approx. 3 days after Monitoring Agent Approval*

**Step 2b: Sign Purchase & Sale Agreement**

*Takes approximately 10 days after the Reservation Agreement has been signed*

**Step 2c: Obtain Mortgage Commitment**

*Most banks take approx. 30 days to provide a mortgage commitment*

**Step 1e: Final Review for Program Eligibility**

*This is done 3 weeks prior to the closing date*

**Step 2d: Closing and Move-in**

*First homes ready in early 2023*

An open house, information session, and a meet and greet with the developer will be held on November 15<sup>th</sup>, 2022 from 3:00 PM -6:00 PM at Housing Nantucket's office. Attendance at the Info Session is not required for participation in the lottery.

### Step 1a: Applying for the Lottery

Once a household reads this Information Packet in its entirety, they will need to fill out a Program Application. The applying household MUST include a Mortgage Pre-Approval (a pre-qualification is not

sufficient). The Program Application must be signed and dated by all heads of household. The Program Application and Mortgage Pre-Approval must be received by Housing Nantucket before 2:00 PM on December 19, 2022. All applications should be hand-delivered or mailed to:

Housing Nantucket  
Re: Sandpiper Place, Phase II  
75 Old South Road  
P.O. Box 3149  
Nantucket, MA 02584  
Email: info@housingnantucket.org

If you are mailing your application, we recommend mailing it at least a week prior to the application deadline to ensure your application arrives in time. **Late applications will not be accepted- NO EXCEPTIONS!** If you want to ensure your application is received, we recommend sending it by certified mail. Housing Nantucket and other affiliated entities are not responsible for lost or late applications.

Once a completed Program Application is received with a Mortgage Pre-Approval, Housing Nantucket will determine initial eligibility and compliance. If the applicant is determined to be eligible for the Lottery, they will receive an **Application Number** via email (or by mail if noted on the application). The purpose of the Application Number is simply to keep all household names unknown at the lottery. **The Application Number has no bearing on a household's final Waiting List position.**

Households that are deemed ineligible by the Lottery Agent will be notified by email (or by mail if noted on the application). Entrance into the Lottery does not guarantee that a household is eligible to buy a home. Please read all of the following steps for further details on the review process.

### **Q: What happens if I don't submit all necessary documentation or fail to correctly complete my Affordable Housing Program Application?**

A: Households that submit incomplete documentation will be emailed a notice detailing the additional documentation that is needed to make their application complete. Their application will remain in an "Incomplete Application Pool" until all requested materials have been received. Households with applications in the Incomplete Application Pool will not be entered into the Lottery.

*Age-Qualified Households, Displaced Homemakers and Single Parents* that have yet to sell their homes and/or finalize their divorce/separations will be given conditional approval and will be given an Application Number to be entered into the lottery like all other eligible households. They will be required to submit all additional documentation verifying their claims later in the process if they wish to purchase a home.

## **Step 1b: The Lottery**

The Lottery will be held on January 9<sup>th</sup>, 2023 at 5:30 PM in the Community Room at 4 Fairgrounds Road. Households do not have to attend the lottery to remain eligible. The results will be emailed to every applying household after the Lottery. There will be two lotteries\*, a Local Preference Lottery and an Open Lottery. For Local Preference households, Application Numbers are placed in both Lotteries. For all other households, Application Numbers are placed only in the Open Lottery.

*\*A third minority lottery drawing will be required to add non-local preference minority households into the local preference pool if the minority representation in the local preference pool is not 30.6% or higher. Please see the bottom of pg. 23 for those details.*

For Local Preference households, Application Numbers are placed in both Lotteries. For Non-Local Preference households, Application Numbers are placed only in the General Lottery.

For each Lottery, a representative from the Town of Nantucket will pull Application Numbers from a box. The Application Numbers are randomly drawn for both of the lotteries and placed in the order drawn on two **Lottery Result Lists**.

**The order for this lottery will actually reflect the order that households will get to move forward in the process as all households entered into each drawing will be the same Household Type.** To help clarify the actual order that applicants will be given the opportunity to buy homes, Waiting Lists will be created from the Lottery Results Lists (*see next step*).

## Step 1c: The Waiting List

The Waiting Lists will be compiled immediately after the lottery. **The separate Waiting Lists created from the two Lottery Results Lists illustrate the order households will be offered the unit designated for each Waiting List.** The position each household has on the Waiting Lists is determined by the order in which their Application Number is drawn. *Please see "Household Size and Compositions" for details on Household Types.*

### The Waiting Lists

#### **Waiting List for Seven 3BR 80% AMI Homes (Local Preference\*)**

- Top Tier: Type III Local Pref. Households
- Second Tier: Type III Non-Local Pref. Households\*
- Third Tier: Type II Local Pref. Households
- Fourth Tier: Type II Non-Local Pref. Households\*
- Fifth Tier: Type I Local Pref. Households
- Bottom Tier: Type I Non-Local Pref. Households\*

#### **Waiting List for Three 3BR 80% AMI Homes (Open Pool)**

- Top Tier: All Type III Households
- Second Tier: All Type II Households
- Bottom Tier: All Type I Households

#### **Waiting List for One 3BR 175% AMI Homes (Open Pool)**

- Top Tier: All Type III Households who are First-Time Homebuyers
- Second Tier: All Type II Households who are First-Time Homebuyers
- Third Tier: All Type I Households who are First-Time Homebuyers
- Fourth Tier: All Type III Households who are NOT First-Time Homebuyers
- Fifth Tier: All Type II Households who are NOT First-Time Homebuyers
- Bottom Tier: All Type I Households who are NOT First-Time Homebuyers

Within four days of the lottery, the Waiting Lists will be sent to every household who was entered into the lottery. The Lottery Results establish the Waiting Lists. Every household with an Application Number will have a position on at least one Waiting List. Households that qualify for multiple lotteries will have a position on multiple Waiting Lists.

## Step 1d: Monitoring Agent Review

After the Lottery, Housing Nantucket as Lottery Agent will notify all the lottery applicants of the results and their positions on the Waiting Lists. The Lottery Agent will contact up to ten times as many households as units available on each Waiting List and inform them that they have until a given date (which will be approximately 1 week from the date of notification) to submit all required documentation for Housing Nantucket's preliminary review of Program eligibility.

When Housing Nantucket sends a household their Application Number prior to the lottery, they will also send them a [Required Document Guide](#) that details everything that will be required after the lottery for households invited to move forward in the process. Any household who is contacted but fails to submit all required documentation (and if their initial submission is incomplete, any and all missing documentation) by the 1-week deadline given by Housing Nantucket will be removed from the Waiting List. Similarly, any household who is over the income or asset limit or is unable to verify all claims in their application will also be removed from the Waiting Lists. Households in the Local Preference Drawing will need to supply all required Local Preference documentation along with all other documentation. Failure to provide the required local preference documentation by the given deadlines will result in the removal of their application from ALL Waiting Lists. Those households contacted who complete the eligibility review and are deemed eligible by Housing Nantucket to move forward in the process will remain on the Waiting Lists.

All units are scheduled to have occupancy within 18 months of the lottery date. As many more households will be required to complete Housing Nantucket's Preliminary Review of Program Eligibility than units available, some households may complete Housing Nantucket's Preliminary Review of Program Eligibility and not be given the chance to move forward in the process of reserving one of the affordable homes.

The top household on each Waiting List who completes all documentation submission by the given deadline and is deemed eligible by Housing Nantucket will undergo formal eligibility certification. If additional documentation is needed to complete their eligibility review, Housing Nantucket will notify the applicant. The applicant must submit any documentation requested by Housing Nantucket within 5 business days. Applicants who do not provide additional documentation and applicants that Housing Nantucket disqualifies will be removed from the Waiting List and lose their opportunity to move forward in this process. Once a household is certified as eligible, Housing Nantucket will direct the household to the next step.

Households with positions lower on the Waiting List who were not asked to complete Housing Nantucket's Preliminary Review of Program Eligibility and submit missing documentation will keep their place on the Waiting List (behind the top households who went through the documentation update process) and may be contacted in the future if more affordable applicants are needed to fill all the affordable homes.

## Step 2a: Unit Selection & Reservation Agreement

The top eligible household on each **Waiting List** will be notified by Housing Nantucket when they can move forward with the purchase of the available affordable home. When a household is notified, they will be put "on the clock". When they are "on the clock", they will be given the contact information for the Sales Office. They will have 3 business days to contact the Sales Office and complete a Reservation Agreement.

The Reservation Agreement is a contract between the applicant and the developer which details the unit that will eventually be purchased, and the time and date when a Purchase and Sale Agreement must be

executed (*see next step*). **When a Reservation Agreement is signed for an Affordable home or a Workforce home, a refundable deposit of \$1,000 is required.** The deposit is refundable if the buyer is unable to secure a mortgage for the unit.

**When a household is at the top or near the top of a Waiting List (and is therefore about to be put “on the clock”), it is recommended that they obtain an attorney** who can assist with the review and execution of the Purchase and Sale Agreement.

A household that is “on the clock” will be able to reserve the unit available to them based on the Waiting List on which they have the top position. The date that a Purchase and Sale Agreement will be executed will be approximately 10 business days from the day the Reservation Agreement fully executed.

The next applicant on a Waiting List (who is not in the top position) will only be notified that the unit is still available if the applicant ahead of them fails to reserve the unit or fails to close on the unit.

If an applicant fails to sign a Reservation Agreement, their Application Number will be removed from the top of the Waiting List and will be dropped to the bottom. This applicant will not get a chance to sign a Reservation Agreement again until all other applicants on the Waiting List are given a chance. Once the applicant who was dropped to the bottom is given a second chance, they must sign a Purchase and Sale Agreement or they will permanently lose their opportunity to purchase an affordable home at Sandpiper Place through this lottery.

***Age Qualified Households, Displaced Homemaker and Single Parent Exception:*** Based on the lottery results and their positions on the Waiting List, households will be able to estimate when they are about to reach the top of the Waiting List and will therefore know how much time they will have to sell their home or finalize their divorce/separation. **Households who currently own a home when they applied for the lottery** will need to provide a copy of a signed Purchase and Agreement for their current home to Housing Nantucket (the Lottery Agent) **before** reaching the top of a Waiting List. **Applicants who were in the process of being separated/divorced when they applied for the lottery** will need to provide a copy of their Divorce Decree or Separation Agreement **before** reaching the top of a Waiting List.

If the above households fail to provide the required documentation before reaching the top of a Waiting List, they will not be put “on the clock” (meaning they will not be able to purchase a unit) and they will be dropped from all Waiting Lists.

## **Step 2b: Sign Purchase and Sale Agreement**

Once a household signs a Reservation Agreement, they will have approximately 10 business days to sign a Purchase & Sale Agreement (P&S) and put down the required deposit. This deposit will be 3.5% of the sales price for the Affordable Homes. The deposit for the Workforce Homes will be 5% of the sales price. The Purchase and Sale Agreement will have the actual closing date on it.

After the Reservation Agreement is signed, the Sandpiper Place Sales Team will give the applicant the Purchase and Sale Agreement, the Deed Rider (which should be attached to the P&S), and the Master Deed. The bank that is offering your mortgage commitment will need to review these documents.

If the applicant fails to sign the Purchase and Sale Agreement by the agreed upon date (or chooses not to sign it), they will be dropped from the Waiting Lists and the next applicant in line will then be notified that they are “on the clock” to sign a Reservation Agreement.

**Q: If I reserve a unit (through the Reservation Agreement and/or P&S) and then a unit that was not available when I was selecting my unit becomes available (eg: a household who had reserved a unit with a Reservation Agreement never signs their P&S, or a household fails to close on a unit), can I “switch” my unit for this newly available unit?**

A: No. If you are given the opportunity to reserve a unit, you are allowed to pick from all the available units at that time. It does not entitle you to pick any unit that may become available at any point in the future (specifically because another household was unable to close). Once you have reserved your unit, you may not swap that unit for another unit.

## **Step 2c: Obtain Mortgage Commitment**

Mortgage pre-approval does not ensure a mortgage commitment. Once a household has a signed Purchase and Sale Agreement, they will need to go back to their lender that issued them their pre approval letter and obtain a Mortgage Commitment. This process will begin immediately after signing the P&S. Households do not need to go back to the same lender that gave them their pre approval letter but it is recommended.

If a household fails to obtain a Mortgage Commitment by the mortgage contingency date in their Purchase and Sale Agreement, their deposit will be refunded and they will be dropped from all Waiting Lists.

Please note that each lender will handle the Mortgage Commitment differently and this packet only serves at a guide through this process. Generally, the lender will want to see the Purchase and Sale Agreement, the Master Deed, the Homeowners’ Association (HOA) Documents and the Deed Rider. They will also do an appraisal of the property once the property is move-in ready. Once the appraisal is complete, the household will be able to close on the home.

## **Step 1e: Final Review for Program Eligibility**

Before a household can close on their Sandpiper Place home, Housing Nantucket must do a final review of the household’s eligibility income and asset eligibility in order to prepare the Resale Price Certificate and Deed Rider that must be recorded at the closing. It is therefore essential that all households continue to maintain records of all income and assets until they close on their affordable home **and maintain program eligibility!**

One month prior to the closing date, households will need to complete a Final Review Application and submit all recent income and asset documentation to Housing Nantucket. Housing Nantucket will review the Final Review Application and determine if the household is still eligible according to affordable housing program guidelines. If a household is no longer eligible (over the allowable income and asset limits), the household will not be able to purchase an affordable home.

Additionally, approximately 1 month prior to closing, households must submit a copy of the MORTGAGE COMMITMENT LETTER from the buyer’s lender including interest rate, points, length of loan, and annual percentage rate.

Approximately 30 days prior to the closing date, Housing Nantucket will review the P&S, Master Deed and mortgage. They will then email the Resale Price Certificate to the developer’s closing attorney who

will then complete the Deed Rider to record at the closing.

Households who qualified as first-time homebuyers (Age Qualified Households, Displaced Homemakers and Exempt Single Parents that are current homeowners) will not be able to receive a Resale Price Certificate until they have sold their home. Once their home is sold, they will need to send their Closing Disclosure Form to Housing Nantucket along with all of the above documentation. Housing Nantucket will then perform a final review of their eligibility to ensure that the household did not exceed the established asset limit in net proceeds from the sale of their home. If the household remains asset eligible, and all the above documentation is in order and meets program guidelines, Housing Nantucket will issue a Resale Price Certificate.

## **Step 2d: Closing and Move-in**

The Purchase and Sale Agreement will set the Closing Date. If all the steps above are followed, the closing should go smoothly. Your lender and lawyer will be able to guide you with all the steps starting with the Reservation Agreement.

Once you have closed on the home, you may move in. Additionally, once you have closed on the home, there is NO future income or asset eligibility reviews.

# LOCAL PREFERENCE INFORMATION

## (Only Applicable For Initial Sales)

### **Q: What is Local Preference?**

A: A local preference has been established for 70% of the Affordable homes **for the initial sales only**. There is no local preference for the Workforce home because the number of Workforce units does not meet the minimum for the program. Local Preference will be given as described in Step 1b. The Lottery of the preceding 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 Nantucket
- Employees of the Town of Nantucket
- Employees of Local Businesses (businesses located in Nantucket)
- Households with children attending a Nantucket school

### **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 3BR 80% Affordable 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. For more information, please see the 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 the need for a particular unit size gets appropriately addressed.

## **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 Core-Based Statistical Area of Nantucket is 30.6%. This is the minimum percentage of minority applicants that must be in 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.

# DEED RIDER SUMMARY/ PROPERTY RESTRICTIONS

**This is not the Deed Rider. The actual Deed Rider will be prepared by the Monitoring Agent and the Closing Attorney and provided on the day of each home closing. A copy of an Example Deed Rider will be on the Housing Nantucket website.**

The purpose of this *summary* is intended to be informational only and it is not a substitute for independent legal advice. It is intended to highlight some of the obligations a purchaser will have upon resale. The Deed Rider is an especially important legal document; in part it ensures that the home remains affordable for future buyers of your property. Purchasers are encouraged to read carefully and to seek legal counsel to have a full understanding of their obligations of the Deed Rider in its entirety.

All of the deeds for the homes designated as Affordable or Workforce will have a Deed Rider, which you will be required to sign. The rider in part will ensure that the home will stay affordable in perpetuity.

Assuming you qualify, you will be given an opportunity to purchase a home at a substantial discount (“the Affordable or Workforce price”) of the property’s fair market value. However, significant deed restriction provisions must be observed.

## **PRINCIPAL RESIDENCE**

To occupy the home as a principal residence, where you regularly live, eat, sleep, are registered to vote, etc. You may not rent or lease your home without prior written approval from the Monitoring Agent, Housing Nantucket. Responding to an Annual Residency Verification is required as proof of principal residence.

## **REFINANCING**

All requests to refinance must be approved by the Monitoring Agent, Housing Nantucket, before the owner can close on a new loan.

## **CAPITAL IMPROVEMENTS**

In order to be considered and added to the resale price, capital improvements must be pre approved by the Monitoring Agent, Housing Nantucket. Capital improvements are defined as necessary maintenance improvements, not covered by a condominium or homeowner association fee, that if not done would compromise the structural integrity of the property. Examples of necessary capital improvements include new roof, heating or plumbing replacement, repair due to termite or water damage, etc. Improvements such as the installation of outdoor decks, flooring (except in cases of replacement due to damage or long-term wear), additions, garages, landscaping, and other items identified by the owner that are upgraded or luxury improvements will not be considered capital improvements and cannot be added to the resale price when the property is sold.

## **NOTICES WHEN SELLING YOUR HOME**

When you wish to sell your home, you must notify the Monitoring Agent, Housing Nantucket. This notice is referred to as the “Conveyance Notice” in the Deed Rider. Housing Nantucket will then calculate the Resale Price Multiplier (see below) and the Maximum Resale Price.

## **MAXIMUM RESALE PRICE**

The Monitoring Agent will set the Maximum Resale Price according to the formula in your deed rider, designed to be affordable to a household earning at or below 80% or 175%, respectively, of the Area Median Income. The Maximum Resale Price of your home will be set assuming that the home is in the same or comparable condition as when you purchased the home. However, there is no guarantee that you will be able to receive the Maximum Resale Price.

## **RESALE PROCESS**

Once the Maximum Resale Price and income requirements have been set by the Monitoring Agent, marketing efforts may begin. You and the Monitoring Agent will try to find an Eligible Purchaser (a homebuyer whose income is at 80% or 175%, respectively, of the Base Area Median Income and who meets the asset limit) within 90 days. Alternatively, the Town of Nantucket may elect to purchase the home at the Maximum Sales Price within those 90 days.

If an Eligible Purchaser is found within the 90-day period, a Compliance Certificate will be issued to the new purchaser. The certificate states that the sale complies with the Deed Rider.

If an Eligible Purchaser is found within 90 days, but that buyer cannot obtain financing or is otherwise unable to purchase the home, the sale time frame can be extended an additional 60 days.

If 120 days pass from the date of the Conveyance Notice, and an Eligible Purchaser cannot be found, and the Town of Nantucket declines to purchase the home, the home may be sold for the Maximum Resale Price to an Ineligible Buyer at the Maximum Resale Price, who will also have to sign a Deed Rider, ensuring the home will still be subject to all the same rights and conditions.

# Nantucket Affordable & Workforce Homeownership Lottery Application for Sandpiper Place, Phase II

Completed Applications and Mortgage Pre-Approvals must be delivered by 2pm on December 19, 2022

**Sales Prices:** \$306,500 for a 3BR Home at 80% AMI  
\$881,750 for a 3BR Home at 175% AMI

HOA fees: \$50/mo for ALL homes: covers maintenance of the development's common areas and sidewalks.

**Maximum Household Income Limits for 80% AMI homes (AFFORDABLE)\*:**

\$65,950 (1 person), \$75,350 (2 people), \$84,750 (3 people),  
\$94,150 (4 people), \$101,700 (5 people), \$109,250 (6 people)

**Maximum Household Income Limits for 175% AMI homes (WORKFORCE)\*:**

\$167,825 (1 person), \$191,800 (2 people), \$215,775 (3 people),  
\$239,750 (4 people), \$260,400 (5 people), \$278,460 (6 people)

*\*subject to change with annual HUD publication of AMI*

**The Maximum Household Asset Limit for the 80% AMI homes is \$75,000**

**The Maximum Household Asset Limit for the 175% AMI homes is \$450,000.**

There are no MINIMUM Household Income Requirements but households must submit mortgage pre-approvals. Please read the Information Packet for more details.

## Directions:

**Lottery Applications must be completed and delivered by the date at the top of this page.** Each of the following pages 27-37 must be filled out entirely and submitted in order for your application to be processed. **Mortgage Pre-Approvals are required with ALL Lottery Applications. If applying for Local Preference, you MUST include Local Preference documentation as specified in this Lottery Application.** Every line given to initial must be initialed, even if you answer "N/A". If a question does not apply to you, check "N/A". LEAVE NOTHING BLANK. Send or drop off all applications and documentation by the date at the top of this page to:

Housing Nantucket  
Re: Sandpiper Place, Phase II  
75 Old South Road  
P.O. Box 3149  
Nantucket, MA 02584  
Email: [info@housingnantucket.org](mailto:info@housingnantucket.org)  
Phone: 508-228-4422



**Sandpiper Place, Phase II. Please provide all the following contact information for the Head of Household:**

Applicant's Name:

Address:

City, State, Zip:

Home Phone:

Work Phone:

Cell Phone:

Email address:

Employer:

*Please note: We will primarily use your email address to contact you about this application. Providing your email should facilitate the process of completing your application as you will be notified of missing documentation faster than if we can only send notifications via postal mail. If you would prefer communication via postal mail, please check here.*

**Please circle the home for which you are applying:**

**3BR 80% Home (\$306,500)**

**3BR 175% Home (\$881,750)**

Please fill out the chart below for everyone who will be occupying the home:

<b>NAME A.</b>	<b>AGE B.</b>	<b>HEAD OF HOUSEHOLD OR DEPENDENT C.</b>	<b>RELATIONSHIP TO APPLICANT LISTED AT THE TOP OF THIS PAGE D.</b>

I certify that my Household Size is (total number of entries in column A) \_\_\_\_\_.

Initial(s): \_\_\_\_\_ Initial(s): \_\_\_\_\_

**HOUSEHOLD TYPE** (please check one, read the Information Packet for more details).

**Type III**

- 6 person household: all types
- 5 person household: all types
- 4 person household: all types
- 3 person household: 1 head-of-household plus 2 members/dependents
- 3 person household: 2 heads-of-household under criteria c. (described above) plus one member/dependent

**Type II** (by program guidelines, only in need of a 2BR home, but may still apply for a 3BR home)

- 3 person household: 2 heads-of-household plus one member/dependent
- 2 person household: 2 heads-of-household under criteria c. (described in Information Packet)
- 2 person household: 1 head-of-household plus one member/dependent

**Type I** (by program guidelines, only in need of a 1BR home, but may still apply for a 3BR home)

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

**PREFERENCE INFORMATION**

Do you or any member of your household qualify for Local Preference? An applicant qualifies for local preference if the applicant or a member of their household fit into one of the following categories (A) a current resident of Nantucket or (B) an employee of a business located in Nantucket including Town employees or (C) a current student in the Nantucket school system

- Yes
- No

***If yes, you MUST provide the following:***

**Required Documentation:**

If qualifying under definition (A) as detailed above: please submit a copy of two (2) utility bills, one from each utility company in your name dated within the last 60 days, e.g., (1) electric, (1) oil, (1) cable, (1) gas, or (1) telephone landline (not cell phone). If utility bills cannot be provided, the following documentation must be provided: current signed lease AND proof of voter registration from Town of Nantucket.

If qualifying under definition (B) as detailed above: please submit copies of pay stubs **AND IF THE PAY STUBS DO NOT SHOW THE ADDRESS OF THE JOB** please submit a **signed statement** from the Town of Nantucket or Nantucket employer on official letterhead that states the employer, address of the job and the employee's name.

If qualifying under definition (C) as detailed above: please submit copies of Nantucket school transcripts AND proof of relation to the student (by birth certificate or legal guardianship or divorce decree).

**HOMEOWNERSHIP (CIRCLE "YES" OR "NO")**

Households must qualify as first-time homebuyers to be eligible for the Affordable 80% AMI homes. First-time homebuyers will be given priority for the Workforce 175% AMI homes but it is not a requirement.

Has anyone listed on this application owned a home in the past 3 years or does anyone on this application currently own a home?      YES      NO

If you answered NO, please move on to the next page.

If you answered YES, please answer all the following questions.

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To qualify as an **age-qualified household**, please answer the following question about the person that has owned a home in the past 3 years or who currently owns a home:

Are they 55 or older? YES NO

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To qualify as a **displaced homemaker**, please answer the following questions about the person that has owned a home in the past 3 years or currently owns a home:

Are they an adult? YES NO

Have they owned a home only with a partner? YES NO

While married, did they not work full-time, all year in the labor force but worked primarily without remuneration to care for the home or family? YES NO

Are they currently legally separated from a spouse? YES NO

Has the home in question already been sold? YES NO

If you answered NO to either of the last two questions, you must finalize your separation and/or sell your home before you can be placed on the Waiting List. **Please read the Information Packet for more details.**

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To qualify as a **single parent**, please answer the following questions:

Do you have one or more children of whom you have custody, joint custody, or are you pregnant? YES NO

Did you own a home with your partner or reside in a home owned by your partner? YES NO

Has the home in question already been sold? YES NO

Are you unmarried or legally separated from your spouse? YES NO

If you answered NO to the last two questions, you must finalize your separation and/or sell your home before you can be placed on the Waiting List. **Please read the Information Packet for more details.**

**MORTGAGE QUALIFICATIONS**

1. What is the estimated value of your net assets?  
*(please refer to Asset table below)*

**BOX 1**

\$

2. What is the size of the loan if your mortgage pre-approval?

**BOX 2**

\$

3. What is the total of Box 1 + Box 2?

\$

If the above total is less than the sales price of the lowest price unit for which you are income eligible, you will not be allowed to move forward in this application process for that unit. Please speak to your lender for more details.

**DATABASE INFORMATION**

How did you find out about this affordable housing opportunity?  
*(please be as specific as possible, if found "online" please provide platform or web address)*

**REASONABLE MODIFICATION OR ACCOMMODATION**

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.

**RACE (OPTIONAL)**

You are requested to complete the following optional section in order to assist in determining preference. Completing this section may qualify you for additional lottery pools. (Please check all boxes that apply):

- Alaskan Native and Native American
- Asian
- Black or African American (not of Hispanic origin)
- Native Hawaiian or Pacific Islander
- Hispanic or Latino
- White (not of Hispanic origin)
- Other (please specify)\_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE FOLLOWING INCOME TABLE**

Please complete the Income Table on the following two pages. You will later be asked to attach supporting documentation in the form of the **five most recent consecutive pay stubs and/or income statements for all sources of income, W-2 statements** and the **THREE most recent federal income tax returns** (including all attachments and amendments) for each member of the household.

**If you are Self-Employed**, you must indicate the average monthly income you expect to earn over the next 12 months. You will later be asked to submit a Self-Employment Income Affidavit and Profit & Loss statements. You will also be required to submit additional supporting documentation including current **financial statements, accountant statements, quarterly tax returns (if you file quarterly), and income and expense receipts.**

**For seasonal employment**, you must indicate the average monthly income you expect to earn over the next 12 months. FOR EXAMPLE: if you have a job where you make \$3,000/mo for 4 months and do not work that job the rest of the year, you would earn \$12,000 in a year at that job, which is an average of \$1,000/mo. So if you are going to work that job sometime in the next 12 months, you would list the job in the Income Table on the next page with a monthly income of \$1,000/mo **EVEN IF YOU ARE NOT CURRENTLY WORKING THERE.**

For the purpose of **income determination**, **“Household”** shall mean all persons who intend to occupy the housing unit as their permanent primary residence, even if they are not included on the mortgage. Legally married couples shall both be considered part of the household, even if separated. The incomes of *all* household members will be included, with the exception of income from employment for household members under the age of 18 or any income over \$480/year of full time students who are dependents (but please note that documentation of income for those dependents still needs to be supplied).

**Please note:**

- Gross income from current wages, salaries, tips, etc. is the full amount, before any deductions, and is the amount used to determine estimated current annualized income.
- For self-employed applicants- include the contract or job name in the space provided.
- Interest Income refers to any amount that you receive from any asset except for amounts drawn down from a retirement account or 401K as those go on the lines for pension or retirement funds.
- Households, or their families, cannot have a financial interest in the development and a household member cannot be considered as they are a Related Party.

# INCOME

Household Member Name	Source of Income	Gross Monthly Income <i>(for seasonal jobs, put the total annual income earned divided by 12)</i>
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Employer (name)	
	Seasonal Employer (name)	
	Seasonal Employer (name)	
	Seasonal Employer (name)	
	Seasonal Employer (name)	
	Seasonal Employer (name)	
	Self-Employed (contract/job name)	
	Self-Employed (contract/job name)	
	Self-Employed (contract/job name)	
	Child Support/Alimony	
	Child Support/Alimony	
	Social Security Income	
	Social Security Income	
	Social Security Income	
	Social Security Income	
	SSDI	

	SSDI	
	Pension (list source)	
	Pension (list source)	

	Unemployment Compensation	
	Workman's Compensation	
	Severance Pay	
	Retirement Funds	
	Title IV/TANF	
	Full-Time Student Income (18 & Over Only)	
	Full-Time Student Income (18 & Over Only)	
	<b>Periodic payments from family/friends &amp; Recurring Gifts</b> <i>(i.e. monthly/weekly money from family/friends)</i>	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Interest Income (source)	
	Other Income (name/source)	
	Other Income (name/source)	
	<b>Gross Monthly Household Income</b>	<b>\$ /month</b>
	<b>(GMHI)</b>	

**GMHI x 12 =**                      **Gross Annual Household Income**    \$                      /year

## ASSETS

If a section doesn't apply, cross out or write N/A. In the next section you will be directed to submit detailed bank/balance statements for EVERY ASSET listed here. If any household member has divested themselves of an asset for less than full and fair present cash value of the asset within two years prior to this application, the full and fair cash value of the asset at the time of its disposition must be listed below.

Checking Accounts	Bank Name	Last 4 Digits of Acct Number	Amount	
			Balance \$	
			Balance \$	
			Balance \$	
Savings Accounts			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
Venmo/Payp al/ Cash-Apps			Balance \$	
			Balance \$	
Trust Account			Balance \$	
Certificates (or CDs)			Balance \$	
			Balance \$	
			Balance \$	
Savings Bonds	Maturity Date:		Value \$	
	Maturity Date:		Value \$	
401k, IRA, Retirement Accounts (Net Cash Value)	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
	Company Name:		Value \$	
Mutual Funds	Name:	# of Shares:	Interest/ Dividends	Value

			\$	\$
			\$	\$
Stocks			\$	\$
			\$	\$
			\$	\$
Bonds			\$	\$
			\$	\$
Investment Property			Appraised Value \$	
<b>Down-Payment Assistance</b> <i>(An anticipated one-time gift from family/friends to help with the mortgage down-payment)</i>			\$	

### REAL ESTATE

*For the AFFORDABLE homes, you may only currently own a home if one of your household members is over the age of 55 or if you qualify as a displaced homemaker or single parent. Please read the Info Packet for more details.*

Do you, or anyone on this application, own any property or have owned property in the past 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you, or anyone on this application, entitled to receive any amount of money from the sale of any property? (currently or thru an upcoming court settlement)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes to either question, type of property:</i>	
Location of property:	\$
Appraised Market Value:	\$
Mortgage or outstanding loans balance due:	\$

## **MORTGAGE PRE-APPROVAL**

**Applications without mortgage pre-approvals will not be accepted for the lottery.**

1. I have attached a mortgage pre-approval that meets each and everyone of the following standards for this affordable housing program:

- The loan must have a fixed interest rate through the full term of the mortgage.
- The loan must have a current fair market interest rate. *(No more than 2 percentage points above the current*

MassHousing rate, (617) 854-1000 or [www.masshousing.com](http://www.masshousing.com))

- The loan can have no more than two points.
- For the AFFORDABLE homes, the loan cannot be an FHA or VA loan (as FHA or VA will not accept the terms of the Affordable Deed Restriction).
- The buyer must provide a down payment of at least 3% - half of which must come from the buyer's own funds.

I understand that I can go to any lender of my choosing as long as the pre-approvals abide by the above standards but it is strongly recommended that I talk to a lender that has familiarity with affordable housing in Massachusetts as they will be more familiar with the process, mortgage requirements, and Deed Restrictions than a lender with no experience in affordable housing.

I understand that the mortgage pre-approval process should be my first step in documentation gathering as this entire process and program depends on my ability to eventually get a mortgage so I can purchase a home.

I also understand that I should make copies of all the documentation I give to my bank as I may need copies to submit with this application.

Initial(s): \_\_\_\_\_ Initial(s): \_\_\_\_\_

Again, applicants can go to any lender that can provide a pre-approval, and ultimately a mortgage, that meets the terms above.

## **You must now read, sign and date the following question AND read, sign and date the following page.**

### **DEED RIDER SIGNATURE OF UNDERSTANDING:**

I/We have read the resale restrictions for Sandpiper Place, Phase II and agree to the restrictions. I/We understand that the Deed Rider Summary in the Information Packet is not the actual Deed Rider and it is only intended to provide general information about Property Restrictions in typical Affordable Housing Programs. I/We understand that a full copy of the example Deed Rider is available on Housing Nantucket's website and that if requested, a copy of this example Deed Rider can be emailed to me. I/We also understand that, if selected to purchase this unit, a full copy of the Deed Rider will be provided.

Full Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Full Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please be sure to fully sign the lines above and not just initial them.**

**If you are applying for Nantucket resident preference, you must also attach the documentation as directed by the question on page 3.**

**ALL Lottery Applications for Sandpiper Place, Phase II must have a**

# Mortgage Pre Approval attached.

**Please read each item below carefully before you sign.**

1. I hereby declare under pains and penalty of perjury that the information provided on every page of this application is true and correct. I understand that if any sources of income or assets are not disclosed on this application, or any information provided herein is not true and accurate, this application may be removed immediately from further consideration and I will no longer be allowed to reserve a unit.
2. I understand that this application will be incomplete if I do not sign and date this page and initial at all indicated points in the application and that the failure to timely and/or fully supply information in accordance with the application may result in the denial of my application and loss of position on all Waiting Lists.
3. The undersigned certify that none of the people listed in this application, or their families, have a financial interest in the development and none of the people listed in this application can be considered a Related Party by the affordable housing guidelines that govern this property.
4. The undersigned certify that the affordable unit will be undersigned's principal residence and the undersigned cannot own a home elsewhere or in trust while living in an affordable unit.
5. I understand that while previous years' tax transcripts and documentation are required, Housing Nantucket does not use income reported on the previous years' tax documentation to calculate current annualized income.
6. I understand that the Purchase and Sale Agreement for the units to be occupied through this affordable housing program may be subject to cancellation if any of the information above is not true and accurate.
7. I understand that this is a preliminary application and the information provided **does not** guarantee housing.
8. I understand that any material change in the income or assets of my household that occurs after the submission of this application may make me ineligible for affordable housing. I understand that any changes to income or assets that may put my household into another income tier must be reported to Housing Nantucket.
9. Mortgage Co-signers **are not** permitted unless they are co-tenants who will reside in the unit.
10. I acknowledge that if my email address is provided in this application, Housing Nantucket will correspond with me by email instead of postal mail unless I make a written request otherwise. I understand that any changes to my contact information must be reported to Housing Nantucket.
11. I acknowledge that the determination of eligibility by Housing Nantucket is based upon the guidelines that govern the Affordable Housing Program for the development and, as such, barring any confirmed error by Housing Nantucket in applying the guidelines and/or calculating income, the decision is final and I further agree to hold harmless Housing Nantucket from any claim(s) related to this application.
12. The undersigned give consent to the Town of Nantucket, Housing Nantucket, DHCD, and the Developers to verify the information provided in this application. The undersigned authorize the release of information necessary in determining income and assets from third-party references.

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Applicant's Signature

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Date

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Applicant's Signature

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Date

**You MUST ATTACH YOUR MORTGAGE PRE-APPROVAL WITH THIS LOTTERY APPLICATION. Attach all documentation as directed on the cover page of this application. For questions contact [info@housingnantucket.org](mailto:info@housingnantucket.org) or call (508) 228-4422.** Sandpiper Place does not discriminate in the selection of applicants on the basis of race, color, national origin, 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.