

JUST-A-START CORPORATION

**MAIN STREET CONDOMINIUMS
HOMEOWNERSHIP
QUALIFYING GUIDELINES**

PLEASE READ BEFORE COMPLETING YOUR APPLICATION

Completed Homeownership Applications must be returned to Just-A-Start Corporation no later than **Wednesday, January 28th 2009 at 5:00 p.m.** along with all of the required documentation listed in the application. Incomplete applications will not be considered. Applications should be submitted to:

Just-A-Start Corporation
1035 Cambridge Street #12
Cambridge, MA 02141.
Attention: Sharon Cowan

Step 1: All households must meet the following minimum eligible criteria:

1. Applicant household size must be appropriate for the unit. (Please see Occupancy Standards on page 5.)
2. Household income must be at or below the 80% of Area Median Income adjusted for household size.

Your total household income cannot exceed the following:

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Maximum Income	\$46,300	\$52,950	\$59,550	\$66,150	\$71,450	\$76,750

The income chart is based on federal, state, and Cambridge income limits for housing programs and are subject to change.

3. Applicant must generally not have owned a home for the past three years.
4. Total assets of all household members must be less than \$75,000.
5. Applicant must have sufficient income to buy the unit given the income and credit requirements of mortgage lenders. A household's monthly housing expense* should generally not exceed 30% of their total gross monthly income. The estimated annual income needed to purchase these units is:
 - \$45,000 income needed to purchase a 1 BR priced at **\$145,000** (Est. monthly cost: \$1,090*)
 - \$51,000 income needed to purchase a 2 BR priced at **\$175,000** (Est. monthly cost: \$1,310*)
 - \$58,000 income needed to purchase a 3 BR priced at **\$200,000** (Est. monthly cost: \$1,490*)

* Estimated monthly cost includes mortgage, taxes, insurance and condo fee.
6. Applicants must show that they have sufficient cash or available savings required for the down payment (3% of sales price) and closing costs for the purchase of a condominium.

Step 2: Required Income & Household Documentation:**A. Employment Income:**

All employed household members must provide recent income documentation.

- Four (4) most recent paystubs for weekly payrolls.
- Two (2) most recent paystubs for bi-weekly payrolls
- One (1) most recent paystub for monthly payrolls

B. Self-Employed:

If you or a member of your household is self-employed, you must provide the following information:

- A copy of the 2007 Federal Income tax forms including all schedules (including Schedule C), and a statement of current income and expenses and all related documents to verify income information. Additional income verification may be required.

C. Income from other sources:

Complete the section regarding income from other sources and provide documentation, if applicable to your household.

D. Federal Tax Return Documentation:

All household members must submit a copy of the three most recent federal tax returns, including all W-2's, 1040's, 1099's and all associated forms for each household member over the ages of 18. If a household member is not listed on the federal tax return and has not submitted an individual tax return, provide an explanation and appropriate documentation.

E. Savings & Checking accounts:

Submit six months' worth of the most recent statements for all bank accounts for all members of the household or a statement from your bank of the average balance of each account over the last 6 months. Provide the same documentation for all Retirement Accounts, 401K's and Money Markets.

F. Household Assets:

A household with assets (including property and savings) of \$75,000 or more is not eligible. (We will count 60% of the total value of retirement funds/plans when we calculate your assets). Households where all members are aged 62 or over, and households where all members are disabled, may be eligible for special consideration.

G. No Income Documentation:

Any household member over 18 years of age who has no source of income (no employment or financial benefits) must contact Just-A-Start Corporation for a "Zero Income Affidavit" form and explanation of circumstances. (Additional documentation may be requested.)

H. Social Security Card:

A copy of a Social Security Card must be provided for all household members.

I. Birth Certificate:

Certificate must be provided for all household members under 18 years of age.

J. Full time students:

Any household member over 18 years of age who is a full-time student must provide documentation from the school describing enrollment status.

K. IF THERE ARE ANY UNUSUAL CIRCUMSTANCES IN YOUR HOUSEHOLD, PLEASE DOCUMENT THEM IN WRITING AND SUBMIT WITH YOUR APPLICATION.

Examples include, but are not limited to:

- Part-year employment,
- Adult household members without income or who are full-time students,
- Dependents not on your tax forms.

Step 3: Selection Priority:

All Applicants will be reviewed for household size and income requirements. Those households that meet the household size and income eligibility requirements will be ranked in order by the following priorities:

- **For all units:**
Priority for households with children under 6 years old
Priority for households with children under 18 years old
- **For the accessible unit:**
Priority will be given to any appropriately sized household in which a member has a mobility impairment requiring the accessibility features of the unit.
- **For one of the 1-bedroom units and two of the 2-bedroom units and four of the 3-bedroom units only:**
Priority for Cambridge Residents and Second Priority for Current Employment in Cambridge.

Households with children under 6 years old will have a higher priority than households with children under 18 years old but older than 6 years old.

Households with children under 18 years old will have a higher priority than households with no children.

Household with a member with accessibility needs

Additional documentation may be requested.

Cambridge Residence

A household currently living in Cambridge will need evidence of residency from two of the following options (additional documentation may be requested):

- A rental lease signed and dated within the last year in your name.
- A utility bill in the applicant's name: original gas, electric, phone or cable. We will need to see the entire bill before payment and it must be dated within thirty days.
- A car registration or driver's license with your current address that is listed on application.

Current Employment in Cambridge

Second priority will be given to Applicants who are not presently living in Cambridge but are employed in Cambridge. These applicants are required to provide documentation of one full year of full-time employment in the City of Cambridge at the time of application. Contact Just-A-Start Corporation if you need further information.

Step 4: Complete Application Submitted to Just-A-Start Corporation:

Upon receipt of the completed Application and all associated documentation, JAS staff will review and notify all applicants of their eligibility status by mail. The application review process will take a minimum of **6-8 weeks** from the Application due date.

If an application is incomplete or indicates that a household does not meet the minimum eligibility criteria, the applicant will be sent a letter indicating the missing information or the reason the applicant is not eligible and offered the opportunity to provide any additional information that would affect their eligibility within the application period.

At any point in the application review process that an applicant household is determined not to qualify for this housing, the applicant will be sent a letter, indicating the reasons why they have not qualified. That letter will include a notice of their rights to pursue any claim of discrimination in the selection process.

Step 5: Ranking/Open House:

All income and household size qualified applicants will be grouped according to their need for an accessible unit, a one-bedroom unit, a two-bedroom unit or a three-bedroom unit, and ranked based on the Selection priority system. Those with the highest number of points will be invited to attend an Open House to view the units.

Step 6: Lottery:

In a situation where two or more applicants have the same priority point total and are applying for the same bedroom size, a lottery will be held to determine the numerical order in which those households will be placed on the list for the appropriate bedroom size unit. In the event that the Applicant chosen to purchase the unit does not purchase the unit, the second Applicant will be provided the opportunity to purchase the property, and so on. Any applicants included in a lottery will be sent a notice of their number in the pool for which they are eligible.

Step 7: Complete First-Time Home buyer Class:

Buyers who have not already taken a first-time homebuyer workshop will be required to attend a workshop to be scheduled by the Community Development Department prior to closing. You should register for this class as soon as possible by contacting Michelle Moran at mmoran@cambridgema.gov or by calling 617-349- 4622

If you have any questions, we are happy to provide the assistance you may need at any stage of the application process.

**Please call Sharon Cowan at (617) 494-0444 Ext. 340
and leave your name and daytime phone number.**



OCCUPANCY STANDARDS FOR HOMEOWNERSHIP UNITS

(Based on Federal Section 8 regulations)

To Determine Unit Size

1. To determine appropriate unit size for an applicant, the following criteria shall be used:
 - a) No more than two persons shall occupy the same bedroom.
 - b) Persons of the opposite sex (other than a couple) shall not be required to share a bedroom.
 - c) Two children of the same sex shall share a bedroom unless the difference in their ages is 10 years or more.
2. Families may choose to under-house themselves based on the following:
 - a) Children of the same sex may occupy the same bedroom regardless of age.
3. Eligible household size is based on all current, full-time and permanent household members at the time of application.
 - a) All household members must have had the same address as the applicant for at least 3 months prior to the time the application is submitted.
 - b) Only children that are born before the Application deadline or are expected within two months of the application deadline (as documented by a medical professional) will be counted as household members.
 - c) Children of Applicants, who are full-time students age 18 years and over and living in a college dormitory, will be considered part of the household if they are listed as dependents on their parent's tax return.
4. Applicants must be able to document, to the satisfaction of Just-A-Start Corporation, that any recent additional members to their household are permanent, full-time members.
5. Those household members not listed as dependents of the Applicant on the most recent year's federal tax return, will be required to document that they have resided with the applicant for at least 3 months from the date of Application.
 - a) Household members not listed as dependents may be required to sign a notarized affidavit stating their intention to remain as a permanent full-time member of the applicants' household for the foreseeable future.