

SAMPLE(S)
COVER LETTER FOR
INCOME ELIGIBILITY

**Seaside Village
38 Hope Street
East Lyme, Connecticut**

Workforce Home Unit – Affordable Housing Unit

**APPLICATION FOR CERTIFICATION
AS AN ELIGIBLE PURCHASER**

(Please Print or Type Clearly)

Deed Restrictions: The Project will meet the definition of an “affordable housing development” under Section 8-30g of the Connecticut General Statutes (“Section 8-30g”), and will be a “set-aside development”, as defined in that statute.

This development and the certification of the undersigned applicant(s) is subject to Connecticut General Statute (CGS) Section 8-30g, as amended from time to time, which limits the household annual income. These limits are outlined below. If your family exceeds the applicable income limits, the application will be denied. The income limits for this development are the lessor of the Area Median Income or the State Median Income. The effective date of the Income Limits for FY 2019 is April 26, 2019. This amount will change annually based on the US Department of Housing and Urban Development guidelines.

The WHU will be for sale to person (s) or families with incomes of less than or equal to sixty to eighty percent (60% - 80%) of the lower of the State of Connecticut or Area Median Income. At this time the Area Median Income of New London will prevail.

Norwich-New London, CT FY 2019 Median Family Income (“MFI”): \$94,500*
State of Connecticut 2019 Median Family Income \$100,400

The effective date of the FY 2019 figure is April 26, 2019.

HOUSEHOLD SIZE	One Person	Two People	Three People	Four People
Maximum income for 60% units	\$39,690	\$45,360	\$51,030	\$56,700
Maximum income for 80% units*	\$52,920	\$60,480	\$68,040	\$75,600

Your household’s combined gross annual income must not exceed the allowable limits. The figures represent the Household 2019 Annual Income Limits. For household size, count the total number of people who will reside in your home. A fee of \$500 is required to submit an application for consideration to NP Rentals and Management, LLC, which covers administration costs to process the application, review the information requested and discuss any questions the applicant(s) may have.

STATEMENT OF CONFIDENTIALITY: The information in this application and any other information required by the Affordable Housing Administrator will be kept in strictest confidence in accordance with Connecticut State Law. No part of this application will be given to any person, entity, or business, other than the Town of East Lyme or its Administrator without your written request or consent.

Seaside Village
38 Hope Street
East Lyme, Connecticut

Workforce Home Unit Application

Dear Interested Applicant:

Attached please find an **Application for Certification as an Eligible Purchaser for Seaside Village, Workforce Home Unit, (WHU), aka, Affordable Housing Unit.** If you are interested in consideration for a workforce home, you must complete this application to determine eligibility and meet the income guidelines outlined below based on family size.

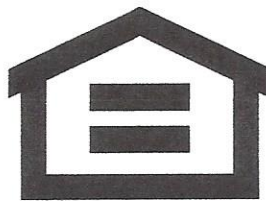
All information provided will remain in strict confidence. All questions must be answered. Your family income must be within the allowed income range as determined by the affordability plan.

There is a processing fee of \$500 (non-refundable) for the review of the information and determination of eligibility. The check should be made payable to NP Rentals and Management, LLC and submitted with the application.

If you have any questions before submitting the application, please feel free to call Mark J. Nolan.

ALL REQUIRED DOCUMENTATION MUST BE MAILED TO PROTECT CONFIDENTIALLY.

N P Rentals & Management, LLC
Attention: Mark J. Nolan
323 Main Street
Danbury, Connecticut 06810
Cell 203-994-6031
Fax 203-797-8104



**EQUAL HOUSING
OPPORTUNITY**

**COVERED BRIDGE
TOWN of NEWTOWN
INCENTIVE HOUSING UNIT**

**APPLICATION FOR INCOME ELIGIBILITY AND CERTIFICATION
AS AN ELIGIBLE OCCUPANT**

An Incomplete application will not be accepted.
(Please Print or Type Clearly)

Name of Applicant(s): _____ Unit # _____

- I. The Town of Newtown, Fairfield County, Connecticut, has an *Affordability Plan* which promotes the availability of housing to persons of low and moderate income complying with Federal Fair Housing Acts and related Federal Regulations.
- II. Applicants should be advised that certain restrictions apply to the rental or purchase of an affordable housing (*known as Incentive Housing Unit*) pursuant to the Affordability Plan for Covered Bridge in the Town of Newtown.
 1. To assure that the *Incentive Housing Unit* at Covered Bridge Newtown remain in the Town of Newtown's pool of affordable homes, they are protected for a period of thirty (30) years by a deed restriction.
 2. For Rentals: The Administrator will review income and asset verification in conformance with the application requirements annually. Should an initially qualified renter disqualify in a subsequent year, the unit owner may extend the lease for one additional year during which time the renter shall make arrangements to move or submit information reestablishing compliance. Applications be reviewed in chronological order.
 3. For Sales: The Administrator will calculate the resale price based upon a ten (10) step calculation which utilizes the area median income for Newtown at the time of resale as determined by HUD. The Administrator will also publish a notice of availability for your home. In any case, you may still use a real estate agent to sell your home, as long as the resale price has been calculated by the Administrator and all of the resale affordability requirements are adhered to.

STATEMENT OF CONFIDENTIALITY: The information in this application and any other information required by the Incentive (Affordable) Housing Administrator will be kept in strictest confidence in accordance with Connecticut State Law. No part of this application will be given to any person, entity, or business, other than the Town of Newtown or its Administrator without your written request or consent. The information will be destroyed within a year of receipt.

N P Rentals & Management, LLC
323 Main Street
Danbury, Connecticut 06810
Phone: 203-994-6031
Fax: 203-797-8104
Mark@NolanRealEstate.Org

COVERED BRIDGE NEWTOWN
INCENTIVE HOUSING UNIT

Dear Interested Applicant:

Attached please find an **Application For Income Eligibility And Certification as an eligible tenant of an incentive housing unit**. If you are interested in consideration for an incentive housing opportunity unit you must complete this application to determine eligibility. All household members 18 years and older must sign the application and include their income and asset information.

All information provided will remain in strict confidence. All questions must be answered. Your family income must be within the allowed income range as determined by the affordability plan. An application fee of Two Hundred Fifty Hundred Dollars (\$250.00) is required with the submission of the application. Please make check payable to NP Rentals and Management, LLC and include it with your application.

Maximum Income Limit

Max Income Limit	\$93,040
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If you have any questions, please feel free to call Mark J. Nolan, at the above number.

Definitions

"Community" – means the Covered Bridge Newtown, a 180 unit development in a common interest ownership community, approved by the Newtown Planning and Zoning Commission.

"Unit" – means a residential unit within the Covered Bridge Newtown development. Each Unit shall be designated as either an "Incentive Housing Unit" or a "Market-Rate Unit".

"Incentive Housing Restriction" – Restriction defined in the Newtown Zoning Regulations as the Incentive Housing Overlay Zone (IHOZ-10). IHOZ-10 requires that for this development at least twenty percent (20%) of the dwelling units must be conveyed subject to an incentive housing restriction requiring that for at least thirty (30) years after their initial occupancy, such dwelling units shall be sold or rented at, or below, prices which will preserve the units as housing for which persons pay thirty percent (30%) or less of their annual income where such income is less than or equal to eighty percent (80%) of the area median income as determined by the United States Department of Urban Development (HUD) for the Newtown area.

"Affordability Period" - Each Incentive Housing Unit shall be designated as price-restricted for thirty (30) years. This thirty-year period shall be calculated separately for each Incentive Housing Unit, and the period shall begin on the date of conveyance of each Incentive Housing Unit from the Developer or its successors or assigns to an eligible purchaser, as hereinafter defined.

REGENCY AT PROSPECT AFFORDABLE HOUSING UNITS

APPLICATION FOR CERTIFICATION AS AN ELIGIBLE PURCHASER

An Incomplete application will not be accepted.

(Please Print or Type Clearly)

Name of Applicant(s): _____

Are you currently a municipal employee of the Town of Prospect? ____ Yes ____ No

Are you currently employed by the Prospect Board of Education? ____ Yes ____ No

Regency at Prospect, a housing development located within the Town of Prospect, New Haven County, Connecticut, includes housing units that are subject to an *Affordability Plan* contained within the Public Offering Statement for Regency at Prospect (the *Affordability Plan*). The *Affordability Plan* promotes the availability of housing to persons of low and moderate income regardless of the individual's race, color, religion, sex or national origin.

Applicants should be advised that certain restrictions apply to the purchase of affordable housing (known as Affordable Housing Units) pursuant to the *Affordability Plan*. In addition to income and age restrictions, additional restrictions are highlighted as follows:

1. **Resale Restriction:** In order to assure that the Affordable Housing Units at Regency at Prospect remain in the Town of Prospect's pool of affordable homes, they are protected for a period of Forty (40) years by a deed restriction, which limits the resale price you can receive when you sell your home. Please consult your attorney for an understanding of the deed restriction.

Like you, each subsequent buyer during the Forty (40) year period will be required to demonstrate his or her income eligibility to the Administrator of the *Affordability Plan* (the Administrator). The Administrator will calculate the resale price based upon a "resale index" that is calculated from the change in the area median income for a household of four, as increased pursuant to Section IX.B. of the *Affordability Plan*. Whether you sell your home yourself, or use a real estate agent, you must limit the resale price to that calculated by the Administrator, and adhere to all of the resale affordability requirements, including particular requirements pertaining to publishing notice of availability of your affordable unit in a local newspaper. You should consult the *Affordability Plan* for additional requirements and restrictions.

2. **Leasing Restriction:** Affordable Housing Units maybe leased to income qualified occupants. An owner must notify the Administrator to determine income eligibility and maximum rent. Additionally, the Owner should refer to *Affordability Plan* for additional requirements and restrictions.
3. **Income Restriction:** Applicants total family income must be within the allowed income range as determined by the affordability plan and as follows (as of April 1, 2018):

Area Median Income: Town of Prospect \$68,300

	Three Bedroom Home
Maximum income for 80% units	\$54,591

STATEMENT OF CONFIDENTIALITY: The information in this application and any other information required by the Administrator will be kept in strictest confidence in accordance with Connecticut State Law. No part of this application will be given to any person, entity, or business, other than the Town of Prospect or the Administrator without your written request or consent.