

SAMPLE APPLICATION

MP Rentals

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**

**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 lesser 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
East Lyme, Connecticut**

A. NAME AND ADDRESS OF APPLICANT AND ALL CO-APPLICANTS (AGE 18 AND OLDER):

Name: _____ Phone Number: _____

Address: _____

Email Address: _____

Name: _____ Phone Number: _____

Address: _____

Email Address: _____

Name: _____ Phone Number: _____

Address: _____

Email Address: _____

Name: _____ Phone Number: _____

Address: _____

Email Address: _____

B. LIST ALL INDIVIDUALS, INCLUDING YOURSELF, WHO WILL BE LIVING IN THE HOME FOR WHICH YOU ARE APPLYING:

1.)	_____	_____	_____	_____
	Name	Current Address	Age	Male/Female
2.)	_____	_____	_____	_____
	Name	Current Address	Age	Male/Female
3.)	_____	_____	_____	_____
	Name	Current Address	Age	Male/Female
4.)	_____	_____	_____	_____
	Name	Current Address	Age	Male/Female

C. ALL MEMBERS OF THE HOUSEHOLD OVER THE AGE OF 18 MUST ACKNOWLEDGE AND ATTEST TO: APPLICANT AND CO-APPLICANT (S) CERTIFY THAT THEY INTEND TO OCCUPY THE INCOME RESTRICTED HOUSING UNIT ON A FULL-TIME BASIS, EXCEPT DURING REASONABLE PERIODS FOR VACATION AND ILLNESS.

SIGNATURE _____ DATE: _____

SIGNATURE _____ DATE: _____

SIGNATURE _____ DATE: _____

SIGNATURE _____ DATE: _____

D. HOUSEHOLD INCOME

“Household Income” means all income from all sources earned or unearned, taxable, non-taxable, and potential income generated from assets, for all persons eighteen (18) years or older who will live in the home.

Income from Employment: **Copies of paystubs (8 pay periods), clearly outlining income, overtime, and any other benefits paid by the employer or employee contributions**

1.) Name of Wage Earner _____

Gross Pay: \$ _____ Paid: Hourly _____ Weekly _____ Monthly _____ Overtime _____

Name of Employer: _____

Please identify the hourly wage, if applicant is entitled to overtime, bonus pay, or any other income:

2.) Name of Wage Earner _____

Gross Pay: \$ _____ Paid: Hourly _____ Weekly _____ Monthly _____ Overtime _____

Name of Employer: _____

Please identify the hourly wage, if applicant is entitled to overtime, bonus pay, or any other income:

3.) Name of Wage Earner _____

Gross Pay: \$ _____ Paid: Hourly _____ Weekly _____ Monthly _____ Overtime _____

Name of Employer: _____

Please identify the hourly wage, if applicant is entitled to overtime, bonus pay, or any other income:

4.) Name of Wage Earner _____

Gross Pay: \$ _____ Paid: Hourly _____ Weekly _____ Monthly _____ Overtime _____

Name of Employer: _____

Please identify the hourly wage, if applicant is entitled to overtime, bonus pay, or any other income:

Please explain any variations to your income if necessary: _____

E. ASSETS and INCOME FROM INTEREST (all assets including stocks, bonds IRA's, and securities must be listed and the last three months of statements must be provided with all pages attached).

	Name of Depository (Bank)	Type of Account (Checking, Savings, etc.)	Current Balance	Interest Rate	Interest Earned Year- to-date (for current year)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

F. INCOME FROM DIVIDENDS – Stocks, bonds, retirement accounts, copy of accounts and statements need to be submitted

- 1.) Source: _____
Dividends Earned Year-to-date (for current year) \$ _____
- 2.) Source: _____
Dividends Earned Year-to-date (for current year) \$ _____
- 3.) Source: _____
Dividends Earned Year-to-date (for current year) \$ _____
- 4.) Source: _____
Dividends Earned Year-to-date (for current year) \$ _____

G. INCOME FROM OTHER SOURCES

- 1.) Alimony \$ _____ per month (must show payments received and include copy of divorce decree)
- 2.) Child Support \$ _____ per month (must show payments received and copy of agreement)
- 3.) Other _____ \$ _____ Supply backup information
- 4.) Other _____ \$ _____

H. OTHER ASSETS. NOTE: If you have a 401k plan or a retirement plan, the money in these assets must be listed. LIST THE VALUE OF ANY PERSONAL AND REAL PROPERTY ASSETS (i.e.; car, jewelry, antiques, etc.)

401K: \$ _____ Other Retirement Plan: \$ _____

Statements of Accounts must be provided

IRA: \$ _____ Other: \$ _____

Statements of Accounts must be provided

Automobile 1: \$ _____ Automobile 2: \$ _____

I. SALE OF REAL ESTATE

- 1.) If you own your own home and you will be selling it before you
Purchase / rental of this home, please answer the following:

Address: _____

Current Market Value of home: \$ _____

Balance owed on mortgage and other liens (statements required) \$ _____

If it is listed with a real estate agency, please provide copy of listing agreement

- 2.) If you sold a home within the past 24 months, please answer the following and provide a copy of the
closing statement: Sales price: \$ _____

Balance remaining after paying off mortgage and/or other liens: \$ _____

Is this balance reflected in the interest-bearing accounts listed in Section E? ____ Yes ____ No

J. YOUR PRESENT HOUSING

Do you currently rent? ____ Yes ____ No What is your current rent? \$ _____ per month

Do you currently own? ____ Yes ____ No

How many persons currently reside in your home? _____

How many are under eighteen (18) years of age? _____

**K. ARE THERE ANY INDIVIDUALS IN YOUR HOUSEHOLD WHO HAVE TRANSFERRED TITLE OR
HAVE GIVEN CASH OR PROPERTY IN EXCESS OF \$2,500 AS A GIFT TO ANY PERSON WITHIN
THE LAST TWO (2) YEARS? IF SO, PLEASE DESCRIBE THE TRANSACTION(S).**

**L. IF YOU ARE CERTIFIED AS AN ELIGIBLE PURCHASER, WHERE WILL YOU OBTAIN THE
FUNDS FOR DOWN PAYMENT AND CLOSING COSTS (i.e.; sale of stock, savings, gift, etc.)?**

PURCHASER CERTIFICATION AND DECLARATION

I hereby certify that the statements and information made in this application are accurate, true and complete to the best of my knowledge. Furthermore, I am aware that willfully false or misleading information or statements made in this application may subject me to sanctions as permitted by law, and may disqualify me from purchasing a Workforce Home Unit / Affordable Housing Unit / Set Aside Unit Home at Seaside Village, East Lyme, Connecticut. The Affordable Housing Administrator is not responsible for information that is provided via electronically and becomes compromised. The undersigned should BLACK OUT all but last four digits of any account information, social security numbers and privileged information. The information should be delivered in person, or by mail. Electronic submissions are not suggested

Applicant (Print Name)	Applicant Signature	Date
------------------------	---------------------	------

Applicant (Print Name)	Applicant Signature	Date
------------------------	---------------------	------

Applicant (Print Name)	Applicant Signature	Date
------------------------	---------------------	------

Applicant (Print Name)	Applicant Signature	Date
------------------------	---------------------	------

ALL REQUIRED DOCUMENTATION MUST BE MAILED TO PROTECT CONFIDENTIALLY.

PLEASE ATTACH THE FOLLOWING DOCUMENTATION, IF RELEVANT. TO ASSURE A SPEEDIER PROCESSING TIME, LABEL EACH ITEM WITH TITLE OF DOCUMENT AND YOUR NAME. BLACK OUT ALL BUT LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBERS.

- 1.) Prior 2 years' tax returns (with all attachments), if filed. If not yet filed, please explain.
- 2.) If salaried, 8 most recent pay stubs.
- 3.) If self-employed, documentation as to current years' earnings.
- 4.) If receiving Social Security, provide a copy of check. You may also provide a letter from the social Security Administration or (if direct deposit) a letter from bank stating amount.
- 5.) If receiving pension, see "4" above.
- 6.) If divorced, copies of the divorce decree stating alimony and/or child support payments.
- 7.) Statements from all depositories (banks) in which you have accounts stating current balance, interest rate, and interest (if any) received year-to-date. Last three months with all pages included.
- 8.) If you sold property this year, provide a) copy of settlement statement; b) statement as to actual or anticipated disposition of equity.
- 9.) If you currently own your home and will be selling it prior to the purchase of this home, provide: a) statement from realtor as to fair market value of your home, or a copy of your current listing; b) copy of your current monthly mortgage bill or statement from lender.
- 10.) If you own income-producing property, provide a statement as to net income. If income/assets have changed this year, or over the last three (3) years, please explain. All income information should be consistent.

Before returning this application, please verify that it has been completed in its entirety. Your application will not be accepted for consideration unless all areas are completed!

If you should have any questions, you may contact the Housing Opportunity Administrator. Otherwise, mail the above referenced items with your completed application to:

CONDITIONS:

I agree that a photocopy of this authorization may be used for the purpose stated above. The original of this authorization is on file with NP Rentals & Management, LLC and will stay in effect for a year and a month from the date signed. All adult members of my household who reside with me (age 18 and older, including full-time students) have signed this release waiver.