

**MASSACHUSETTS**  
 Department of Housing & Community Development  
**Local Initiative Program**  
**Application for Comprehensive Permit Projects**

**I. GENERAL INFORMATION**

Community: Foxborough  
 Name of Development: Morse Street Condominiums  
 Site Address: 119 Morse Street  
 Developer: 119 Morse Street Realty Trust

1. Type of Housing:  
 Single Family house       Rental  
 Condominium                       Age Restricted
  
2. Project Characteristics:  
 New Construction    Conversion  
 Rehabilitation                       Other
  
3. Total Acres 6.0 Density of Project (units/acre) 8.3
  
4. Unit Count:  
  
 Total Number of Units 52  
 Market Rate    \$39  
 Affordable     \$13
  
5. Unit Prices/Rents:  
 Market Rate    \$504,500 + 543,700  
 Affordable     \$272,900 + 299,300

Required Signatures for the  
 Comprehensive Permit Project Application  
 Chief Executive Official  
 of Municipality:

Chair, Local Housing Partnership  
 (if applicable):

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name:

Print Name:

Date:

Date:

## II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- Land donation (dollar value \_\_\_\_\_)
- Building donation (dollar value \_\_\_\_\_)
- Marketing assistance
- Other work by local staff
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify) \_\_\_\_\_
- Local funds (cash)  
Amount \$ \_\_\_\_\_ Source: \_\_\_\_\_
- HOME funds
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify) \_\_\_\_\_

Briefly explain the contributions: \_\_\_\_\_

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

See attached letter from the Planning Director in the Appendix



**IV. DEVELOPMENT TEAM INFORMATION (include all development members)**

Developer  
Name 119 Morse Street realty Trust/Foxstar Corporation  
Address 124 Washington Street, Foxboro, MA 02035  
Phone 508-698-4995  
Email msaegh@foxstarcorp.net  
Tax ID 04123913538

Contractor  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Architect  
Name Union Studio Architecture and Community Design  
Address 140 Union Street, Providence, RI, 02903  
Phone (401) 272-4724  
Email jeremy@unionstudioarch.com  
Tax ID 37-1416589

Engineer  
Name Bay Colony Group, Inc.  
Address 4 School Street Foxborough, MA 02035  
Phone 508.543.3939  
Email billbuckley@baycolonygroup.com  
Tax ID 04-2916622

Attorney  
Name Alan Schlesinger/Schlesinger & Buchbinder  
Address \_\_\_\_\_  
Phone 617-965-3500  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Housing Consultant  
Name Robert Engler, SEB LLC  
Address 257 Hillside Ave, Needham Heights, MA 02494  
Phone (617) 782-2300  
Email bob@s-e-b.com  
Tax ID \_\_\_\_\_

Marketing/Lottery Agent  
Name Brian Engler SEB LLC  
Address \_\_\_\_\_  
Email Brian@SEBHousing.com  
Tax ID \_\_\_\_\_

## TEAM EXPERIENCE – DEVELOPER/CONTRACTOR QUALIFICATIONS

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past five years. Include projects currently in construction. Provide owner references for each project, including a current phone number. Alternatively, a resume outlining the experience that covers the items listed on the chart below may be submitted.

1. Developer: \_\_\_\_\_

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:				
Community Address:				
Housing Type:				
Number of Units:				
Total Development Costs:				
Subsidy Program (if applicable):				
Date Completed:				
Reference: Name and Telephone #:				

2. Contractor: \_\_\_\_\_

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:				
Community Address:				
Housing Type:				
Number of Units:				
Total Development Costs:				
Subsidy Program (if applicable):				
Date Completed:				
Reference: Name and Telephone #:				

3. Other Chapter 40B Experience

Have you or any members of your team had previous Chapter 40B experience with DHCD and/or other subsidizing agencies?  Yes  No

If yes, please explain. Union Studio has been involved with 3 40B projects: Brewster Landing, Brewster (28 homes – built); Maritime Landing, Dennis (28 homes under construction); Fieldstone Way, Wellesley (44 single family home under construction).

- SEB Housing - Brian Engler

4. Bankruptcy / Foreclosure

Have you or any entities you control ever filed for bankruptcy or have had a property foreclosed?  Yes  No

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

DEVELOPER CERTIFICATION

The undersigned hereby certifies that he/she is Trustee (Title) of 119 Monsest Realty Trust (Legal Name of Applicant) and that the information requested below for the project known as \_\_\_\_\_ (Project Name) is complete and that all information contained in this application is true and correct to the best of his/her knowledge. The undersigned Developer agrees to execute DHCD model documents, as required. If the Developer is other than a non profit corporation or public entity, the Developer hereby certifies that it shall comply with all reporting requirements described in 760 CMR 56.00 and as set forth in the LIP Guidelines.

Signature of Developer M Saegh, Trustee

Print Name: M SAEGH

Date 5-24-21



**V. PROJECT INFORMATION**

1.	Type of Housing:	Total Number of Units
	Single-Family House	12
	Condo	40
	Rental	0
	Other	0

2. Total Number of Units      Affordable 13      Market 39

3.	Project Style:	Total Number of Units
	Detached single-family house	0
	Rowhouse/townhouse	0
	Duplex	12
	Multifamily house (3+ family)	40
	Multifamily rental building	0
	Other (specify)	0

4. Is this an age-restricted (55+) Development? Yes  No  X  
 If yes, please submit a marketing study that demonstrates an understanding of the region's demographics, market demand and the particular strategies necessary to attract buyers to both market and affordable units.

5. Estimate the percentage of the site used for:  
 Buildings 24%    Parking & Paved Areas 17%  
 Usable Open Space 35%    Unusable Open Space 24%

6. Is any portion of the project designed for non-residential use? Yes  
 If yes, explain the non-residential uses. Existing house on site to be converted into two additional units.

7. Sustainable Development Design and Green Building Practices

In accordance with the Sustainable Development Principles adopted by Governor Patrick's Administration in 2007, DHCD encourages housing development that is consistent with sustainable development design and green building practices. For more information, see Appendix VI.A-1 and VI.B-1 of the 40B Guidelines for a list of links to resources and opportunities related to sustainable development.

- A. How will this development follow Sustainable Development Principles? Project includes compact development, access to existing infrastructure, existing building reuse/adaptation, walkability/pedestrian friendly design, affordable housing, access to conservation lands, low impact development, and is near transit, jobs, and other services.
- B. How will the project maximize energy efficiency and meet Energy Star Standards? The units will meet Energy Star Criteria by utilizing high efficiency heating and cooling, windows, doors, lighting, appliances, thermostats, and fans.



C. What elements of "green design" are included in the project (e.g. reduction of energy and water consumption, increasing durability and improving health)? In addition to the above features, all units will include low-flow fixtures and durable materials such as cementitious siding. The community is designed around a series of sidewalks and interconnected open spaces, including trail connections to the adjacent conservation lands, that will promote an active lifestyle for residents.

8. Project Eligibility

A. Have you ever applied for a project eligibility letter involving any portion of the site, or are you aware of any prior application for a project eligibility letter involving any portion of the site?

Yes                      X No    If yes, explain.

---

---

---

B. Has the municipality denied a permit on another proposal for this site within the last 12 months?                       Yes                      X No

9. Outstanding Litigation

Is there any outstanding litigation relating to the site?    Yes                      X No  
If yes, explain.

---

---

---

10. Unit Composition

Complete the chart below. Include a separate entry for each unit type according to its square foot/age and/or sales price/rent.

Type of Unit	# of Units	# of Bdrms	# of Baths	Gross Sq. Ft.	# of Parking Spaces	Sales Price/Rent	Condo Fee	Handicap Accessible
Affordable	<u>10</u>	<u>2</u>	<u>2</u>	<u>1400</u>	<u>2</u>	<u>272900</u>	<u>tbd</u>	<input type="checkbox"/> # <u>2</u>
	<u>3</u>	<u>3</u>	<u>3.5</u>	<u>1900</u>	<u>2</u>	<u>299300</u>	<u>tbd</u>	<input type="checkbox"/> # <u>1</u>
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Market	<u>32</u>	<u>2</u>	<u>2</u>	<u>1400</u>	<u>2</u>	<u>504500</u>	<u>tbd</u>	<input type="checkbox"/> # _____
	<u>7</u>	<u>2</u>	<u>3.5</u>	<u>1900</u>	<u>2</u>	<u>543700</u>	<u>tbd</u>	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Other	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____

**VI. SITE INFORMATION**

1. Total Acreage 6.0 Total Buildable Acreage 5.8

2. Describe the current and prior uses of the subject site: single family house.

Existing buildings on site? Yes x No

If yes, describe plans for these buildings: 3,000 sf house to be renovated into 2 units.

3. Current Zoning Classification:

Residential \_\_\_\_\_ (minimum lot size) \_\_\_\_\_

Commercial \_\_\_\_\_ Industrial x Other \_\_\_\_\_

4. Does any portion of the site contain significant topographical features such as wetlands?

Yes x No  If yes, how many acres are wetlands? 0.2 acres

If yes, attach map of site noting wetland areas.

Is map attached? x Yes  No

5. Is the site located within a designated flood hazard area?

Yes  No x

If yes, please attach a map of the site with flood plain designations.

Is map attached?  Yes  No

6. Is the site or any building located on the site listed, nominated or eligible for listing on the National Register of Historic Places? Yes  No X

7. Is the site within a Historic District? Yes  No X

If yes, describe the architectural, structural and landscape features of the area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

8. In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

Yes  No  If yes, please explain: \_\_\_\_\_

9.  Indicate which utilities are available to the site:

Public Sewer	X	Private Septic	<input type="checkbox"/>	Public Streets	X
Public Water	X	Private Wells	<input type="checkbox"/>	Private Ways	<input type="checkbox"/>
Natural Gas	X	Electricity	X		
On-site Sewer Treatment Facility	<input type="checkbox"/>				
Other	<input type="checkbox"/>	Explain:	_____		

10. Describe any known or suspected hazardous waste sites on or within a 1/2 mile radius of the project site. \_\_\_\_\_

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing.  Yes  No

12. What waivers will be requested under the comprehensive permit? SEE ATTACHED

13. Describe the current status of site control and attach copies of relevant deeds or executed agreements.

A.  Owned by Developer \_\_\_\_\_

B.  Under Purchase and Sale Agreement \_\_\_\_\_

C.  Under Option \_\_\_\_\_

Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

Is there an identity of interest between the Buyer and Seller? If yes, please explain:

\_\_\_\_\_.

Date of Agreement \_\_\_\_\_ Expiration Date \_\_\_\_\_

Extensions granted? Yes  No  Date of Extension \_\_\_\_\_

Purchase Price \$\_\_\_\_\_



## VII. DESIGN AND CONSTRUCTION

### 1. Drawings

Please submit one set of drawings.

#### Cover sheet showing written tabulation of:

- Proposed buildings by design, ownership type, and size. Identity and describe affordable units and handicapped accessible units.
- Dwelling unit distribution by floor, size, and bedroom/bath number
- Square footage breakdown of commercial, residential, community, and other usage in the buildings
- Number of parking spaces

#### Site plan showing:

- Lot lines, streets, and existing buildings
- Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- Wetlands, contours, ledge, and other environmental constraints
- Identification of affordable units
- Identification of handicapped accessible units.
- Sidewalks and recreational paths
- Site improvements, including landscaping
- Flood plain (if applicable)

#### Utilities plan showing:

- Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- Typical building plan
- Typical unit plan for each unit type with square footage tabulation
- Typical unit plan for each accessible unit type with square footage tabulation
- Elevation, section, perspective, or photograph
- Typical wall section

2. **Construction Information**

<b><u>Foundations</u></b>	# Mkt. Units	# Aff. Units	Attic	# Mkt. Units	# Aff. Units
Slab on Grade	_____	_____	Unfinished	_____	_____
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	<u>26</u>	<u>4</u>	Other	_____	_____

*[For stacked flats, only lower units have access to basement. This math assumes all affordable units in flats are upper units – except for a single accessible unit – assuming single level living and basement access of ground floor units would be considered premiums. All cottages have basements. Basements not included in square footages. Assuming truss framing for roofs – no attic access for any units.]*

<b><u>Exterior Finish</u></b>	# Mkt. Units	# Aff. Units	Parking	# Mkt. Units	# Aff. Units
Wood	_____	_____	Outdoor	<u>39</u>	<u>13</u>
Vinyl	_____	_____	Covered	_____	_____
Brick	_____	_____	Garage	<u>39</u>	<u>13</u>
Fiber Cement	<u>39</u>	<u>13</u>	Bicycle	_____	_____
Other	_____	_____			

*[Each unit includes one garage and one outdoor driveway space. Assuming fiber cement siding for all new construction.]*

**Heating System**

Fuel:     Oil                      X Gas                       Electric                       Other

Distribution method (air, water, steam, etc.): \_\_\_\_\_

*[For this type of construction we typically include electric mini-split systems, but we should discuss your intentions for this.]*

**Energy Efficient Materials**

Describe any energy efficient or sustainable materials used in construction:

\_\_\_\_\_

**Modular Construction**

If modular construction will be used, explain here:

\_\_\_\_\_

**Amenities**

Will all features and amenities be available to market buyers also be available to affordable buyers? If not, explain the differences. Yes

## VIII. SURROUNDING AREA

1. Describe the land uses in the surrounding neighborhood:

The property is located in the General Business (GB) zoning district and in the Future Aquifer Area zoning overlay district. All of the abutting properties are also located in the GB zoning district. To the northeast of the site is a single-family home, to the north of the site is vacant land owned by the Town of Foxborough Conservation Commission, to the west is industrial land that houses various uses in several buildings.

2. What is the prevailing zoning in the surrounding neighborhood?

The property is located in the General Business (GB) zoning district and in the Future Aquifer Area zoning overlay district. All of the abutting properties are also located in the GB zoning district. To the northeast of the site is a single-family home, to the north of the site is vacant land owned by the Town of Foxborough Conservation Commission, to the west is industrial land that houses various uses in several buildings.

3. How does the project's proposed site plan and design relate to the existing development pattern(s) of the immediately surrounding area?

The proposed use is high density residential, which is a transition from the single-family and two-family homes found north of the site to the industrial uses found south of the site. The density is greater than found in single- and two-family areas but less than the industrial/commercial uses found to the south.

4. Describe and note distances to nearby amenities and services such as shopping, schools, parks and recreation, or municipal offices.

The closest school is the Burrell Elementary School located at 16 Morse Street, about 0.9 miles north of the site. The center of Mansfield, which contains mixed residential and commercial uses, including an MBTA commuter rail station, is located about 1.1 southwest of the site. The Town of Foxborough Town Hall is located at 40 South Street, about 2.8 miles by road from the site. The site is adjacent to the Rumford River Green Belt which encompasses about 400 acres, starts at the north property line and stretches about 2 miles to the north where it terminates behind Carmine Avenue in Foxborough.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development).

The site is on a lot that, until recently, housed a commercial facility and is in an area that contains adequate infrastructure: roadway, water, sewer, and gas. It will not require the development of untouched areas and the housing density will allow significantly more housing to be placed on land than if a similar number of homes were built under the standard R-40 zoning, which is the closest residential zoning to this property.

6. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service.

The site is located near the Mansfield MA MBTA commuter rail station, which is about 1.1 miles from the property. In addition, the site is also served by GATRA Go Connect,

**IX. FINANCING**

1. Attach a letter of interest from a construction lender.

Are there any public funds to be used for this project? If yes, indicate the source, amount, use and status of funds:

Attached

No public funds

Describe the form of financial surety to be used to secure the completion of cost certification for this project

Letter of Credit from the construction lender



## X. PROJECT FEASIBILITY

The section is for developers of home ownership projects.

Developers of multi-family rental projects must use the One Stop Application at <http://www.mhic.com> and complete Section 3 Sources and Uses and Section 4 Pro Forma.

### Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$875000		\$	\$
<b>Hard Costs:</b>	\$	\$	\$	\$
Earth Work	\$378280	\$	\$	\$
Site Utilities	\$688555	\$	\$	\$
Roads & Walks	\$435361	\$	\$	\$
Site Improvement	\$207725	\$	\$	\$
Lawns & Planting	\$77111	\$	\$	\$
Demolition	\$35000	\$	\$	\$
Unusual Site Conditions	\$	\$	\$	\$
(b) Total Site Work	\$1822032	\$	\$	\$
Concrete	\$	\$	\$	\$
Masonry	\$	\$	\$	\$
Metals	\$	\$	\$	\$
Carpentry	\$	\$	\$	\$
Roofing & Insulation	\$	\$	\$	\$
Doors & Windows	\$	\$	\$	\$
Interior Finishes	\$	\$	\$	\$
Cabinets & Appliances	\$	\$	\$	\$
Plumbing & HVAC	\$	\$	\$	\$
Electrical	\$	\$	\$	\$
(c) Total Construction	\$15015000	\$	\$	\$
(d) General Conditions	\$	\$	\$	\$
(e) <b>Subtotal Hard Costs (a+b+c+d)</b>	<b>\$16837032</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
(f) Contingency	\$841852	\$	\$	\$
(g) <b>Total Hard Costs (e+f)</b>	<b>\$17678884</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Soft Costs:</b>	\$	\$	\$	\$
Permits/Surveys	\$325000	\$	\$	\$
Architectural	\$250000	\$	\$	\$
Engineering	\$150000	\$	\$	\$
Legal	\$115000	\$	\$	\$
Bond Premium	\$	\$	\$	\$
Real Estate Taxes	\$100000	\$	\$	\$
Insurance	\$60000	\$	\$	\$
Security	\$35000	\$	\$	\$
Developer's Overhead	\$144000	\$	\$	\$
General Contractor's Overhead	\$	\$	\$	\$
Construction Manager	\$175000	\$	\$	\$
Property Manager	\$	\$	\$	\$
Construction Interest	\$600000	\$	\$	\$
Financing/Application Fees	\$100000	\$	\$	\$
Utilities	\$15000	\$	\$	\$
Maintenance (unsold units)	\$	\$	\$	\$
Accounting	\$70000	\$	\$	\$
Marketing	\$16000	\$	\$	\$
<b>(h) Subtotal Soft Costs</b>	\$	\$	\$	\$
<b>(i) Contingency</b>	\$226059	\$	\$	\$
<b>(j) Total Soft Costs (h+i)</b>	<b>\$2376059</b>	\$	\$	\$
<b>(k) Total Development Costs (g+j)</b>	<b>\$20929942</b>	\$	\$	\$

Profit Analysis (should conform to the pro forma)

Sources:

Affordable projected sales \$3624900  
Market sales \$19949900  
Public grants \$ \_\_\_\_\_  
**(A) Total Sources \$23574200**

Uses:

Construction Contract Amount \$ \_\_\_\_\_  
**(B) Total Development Costs \$20929942**

Profit:

**(C) Total Profit (A-B) \$2622258**  
**(D) Percentage Profit (C/B) \$12.6**

Cost Analysis (should conform to the pro forma)

Total Gross Building Square Footage 77000

Residential Construction Cost per Sq. Ft. \$195

Total Hard Costs per Sq. Ft. \$229.60

Total Development Costs per Sq. Ft. \$271.82

Sales per Sq. Ft. \$306.15  
(do not include proceeds from public grants)

## XI. DEVELOPMENT SCHEDULE

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	Phase 1	Phase 2	Phase 3	Total
Number of affordable units	<u>5</u>	<u>5</u>	<u>5</u>	<u>15</u>
Number of market units	<u>12</u>	<u>12</u>	<u>13</u>	<u>37</u>
Total by phase	<u>17</u>	<u>17</u>	<u>18</u>	<u>52</u>

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	<u>12/21</u>	<u>8/22</u>	<u>4/23</u>	_____
Construction start	<u>3/22</u>	<u>10/22</u>	<u>5/23</u>	_____
Marketing start – affordable units	<u>1/22</u>	<u>1/22</u>	<u>1/23</u>	_____
Marketing start – market units	<u>6/22</u>	<u>1/23</u>	<u>8/23</u>	_____
Construction completed	<u>1/23</u>	<u>8/23</u>	<u>5/24</u>	_____
Initial occupancy	<u>12/22</u>	<u>7/23</u>	<u>4/24</u>	_____



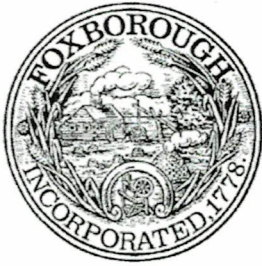
# **ATTACHMENTS**

### **XIII. CHECKLIST OF ATTACHMENTS**

The following documentation must accompany each application:

1.  Letter of support signed by Chief Elected Officer of municipality
2.  Letter of support from local housing partnership (if applicable)
3. x Signed letter of interest from a construction lender
4. x Map of community showing location of site
5. x Check payable to DHCD
6. x Rationale for calculation of affordable purchase prices or rents (see Instructions)
7. x Copy of site control documentation (deed or Purchase & Sale or option agreement)
8.  21E summary (if applicable)
9. x Photographs of existing building(s) and/or site
10. x Site Plan showing location of affordable units
11. x Sample floor plans and/or sample elevations
12. x Proposed marketing and lottery materials

N. B.: Appraisal: DHCD will commission an appraisal, for which the sponsor of the project will pay. We will not issue a Project Eligibility Letter until that appraisal has been completed and accepted by DHCD.



**TOWN OF FOXBOROUGH**  
**Office of the Planning Director**

40 South Street  
Foxborough, Massachusetts 02035  
Phone: 508-543-1250  
Fax: 508-543-6278

May 4, 2021

Michael Saegh, President  
Foxstar Corporation  
124 Washington St  
Foxborough, MA 02035

Re: 119 Morse Street

Dear Mr. Saegh:

With respect to housing need in Foxborough, the community has been engaged in a robust and interactive *Conversation on Housing* since April 2019. We began the discussion by conducting a survey and holding a focus group discussion on housing in the Spring of 2019. Then in September 2019, we began formal work on a new Housing Production Plan (“HPP”) with MAPC as our consultant. Our expired 2012 HPP focused primarily on obtaining safe harbor from 40B. Our vision for our current HPP is a process that is not focused on 40B compliance, but rather on developing realistic, market-wise and practical strategies and solutions to meet the actual housing needs of our community. Residents are frustrated by the high cost of housing in Foxborough and yet are oftentimes not supportive of increasing supply due to NIMBY concerns. Presently, providing housing for seniors is our most pressing housing concern but increasing choices and opportunities for all would be a benefit to increasing senior housing.

The April 2019 survey yielded the following results:

- 61% of respondents feel Foxborough is facing a social and economic challenge as a result of its current housing options.
- When asked if current housing options make it possible for all age groups and socio economic groups to live in Foxborough, 73% said no.
- Respondents feel the groups facing the greatest housing challenges are seniors (39%) and young families (35%). The breakdown of responses is:
  - Seniors 39%
  - Singles 9%
  - Couples 2%
  - Young families 35%

Below are excerpts from our (current) Draft HPP (<https://tinyurl.com/HPP040121>), Comprehensive Housing Needs Assessment section:

- Foxborough has experienced consistent, moderate population growth over the past two decades. Seniors are the fastest-growing age group in town, and this trend is expected to continue in the coming years. Currently, 17% of Foxborough residents are seniors, up from

12% in 2000. By 2030, the share of seniors is expected to increase to 23% of the population. This projected change – from 2,963 seniors today to 4,079 seniors in 2030 – represents an increase of 38%.

- More than half (58%) of Foxborough households are small (one or two people). Household size is expected to decrease in the coming years due to an increasing number of aging households without children, smaller family sizes, and an increasing number of young households without children; smaller housing options will be needed to accommodate this change.
- Foxborough's housing supply is more varied than many communities in the area, including a larger share of renters and a higher share of multifamily buildings of all sizes. However, this still does not necessarily align with household sizes. Most of Foxborough's homes (67%) are single-family houses; 45% of homes are two-bedroom or smaller.
- Foxborough is an income-diverse community. The Town's median household income in 2017 was \$98,199, about \$24,000 higher than Massachusetts overall. At the same time, about 34% of Foxborough households (2,180 households) are low-income. Seniors and renters are more likely to have lower incomes; the average Foxborough homeowner's income (\$123,295) is nearly double the average renter's income (\$62,212).
- Home prices and rents are increasing. In 2019, the median rent for a 2-bedroom apartment was \$2,349, and the median home cost was \$453,000. In both cases, this is an increase of about 14% from 2014 prices. Based on these prices, the average Foxborough household could not afford to purchase the average Foxborough home, though it could afford the average rent in town. *[Note: These amounts represent pre-COVID numbers. Foxborough, like many suburban communities, has recently seen an increase in prices due to high demand and limited supply.]*
- Many Foxborough residents pay more than they can afford for housing. In Foxborough, 30% of households are cost burdened, meaning they pay more than 30% of income on housing. Low-income residents and seniors are more likely to be over-burdened by housing costs: 71% of low-income households are cost burdened. In other words, there are 1,539 households in town that are both low-income and cost-burdened. Additionally, 59% of moderate-income households experience cost burden.
- Foxborough has surpassed the state's goal of 10% affordable housing, but need is still strong. The Town has 878 homes on the State's Subsidized Housing Inventory (SHI) approximately 12.8% of all its housing. However, there are two and a half times more eligible households than there are units on the SHI, demonstrating how much housing need persists, despite the Town reaching safe harbor.

The (current) Draft HPP identifies a set of goals informed by both data analysis and extensive public engagement, which defines the Town's housing priorities:

1. Encourage housing production that is unsubsidized but is affordable to the typical Foxborough household.
2. Establish a regulatory environment that will enable market conditions to support the creation of varied housing options.



3. Promote a range of housing opportunities in Foxborough to be accessible to families, those without children, single income households, first-time homebuyers, seniors, and those interested in multi-generational living.
4. Encourage deed-restricted Affordable Housing for low- and moderate-income households to ensure long-term housing affordability consistent with Foxborough's roots and character.
5. Maintain a balance of housing versus other land uses. Protect Foxborough's environmental resources, community character, and fiscal health while promoting housing opportunities in Foxborough.

To advance these goals, the (current) Draft HPP recommends seven priority strategies. These strategies were selected to maximize impact on housing goals and minimize costs to the Town, while considering community input received throughout the planning process. The process for selecting strategies was tailored to Foxborough specifically, and the strategies respond to real needs articulated by members of the public.

The priority strategies of the (current) Draft HPP are:

1. Redevelop historic buildings to create new housing options. Foxborough has numerous historic buildings, many of which currently sit empty or are underutilized. Many historic buildings can be thoughtfully restored and redeveloped as housing. This kind of "adaptive reuse" can help create more diversity of housing options while honoring Foxborough's heritage.
2. Write and pass "cottage housing" zoning and design guidelines. Many people in Foxborough—from seniors looking to downsize, young families looking for a starter home, or small households looking for a housing option they can afford—have expressed a desire for housing options that would better meet their current or future needs, including smaller homes that could be less expensive than current market-rate developments. "Cottage housing," small single-family homes around shared open space, is one creative solution to meet these needs.
3. Plan for and pass a Smart Growth Overlay District. Another mechanism to address the desire for smaller housing options is through a state program that directly incentivizes communities to plan for and permit compact, mixed-income housing. These "Smart Growth Overlay Districts" allow a certain amount of housing density and include at least 20% affordable units. Projects that meet comprehensive development and design standards are approved with limited review. As an incentive, the state makes payments directly to towns that have successfully adopted a 40R district, as well as additional payments after new housing is built in the area.
4. Amend the Accessory Apartment Bylaw to enable more production of Accessory Apartments. Accessory or "in-law" apartments are relatively small apartments that are added to an existing single-family home, such as in a basement or above a garage. Foxborough currently allows accessory apartments, but under limited conditions. Making the bylaw more flexible could allow more homeowners the option to create this type of housing.
5. Develop duplex design guidelines. Generally, two-family homes or "duplexes" are considered a clear method of producing smaller, lower-cost homes in a style that can easily

blend into single-family neighborhoods. However, many of the newer duplexes in Foxborough are perceived as being too large and expensive. The Town can encourage more compact and context-sensitive designs through design guidelines. Duplexes that conform to design guidelines will better match the existing character of Foxborough, and duplexes will better provide more diverse housing options in town.

6. Increase the Housing Authority's capacity to provide mixed-income housing. Like many towns in the area, there are more Foxborough residents who are in need of affordable housing than there are affordable housing units in town. To help address this need, the Town and the Housing Authority have been working towards adding affordable housing on the 16 acres of land located at the corner of Route 140 (Commercial Street) and Walnut Street. By preparing the site and continuing to plan for and eventually build additional housing authority units, the town will create an important new opportunity for affordable housing for seniors struggling with high housing costs.
7. Secure a stable source of funding for housing programs. Throughout the planning process, Foxborough residents expressed support for housing programs that would require ongoing funding. A stable funding source outside the Town's general fund would expand the Town's ability to address housing need. Many area towns use the Community Preservation Act for such purposes; alternatively, Foxborough could consider how to leverage stadium-related development.

It is our understanding that you are proposing a project consisting of smaller housing units, as well as preserving a historic home, on a six acre site that has been identified in our (current) Draft HPP as a "Site Suitable for Housing" (page 87, Site #6). The Draft describes the site as follows:

Opportunities: This site is a mile from the commuter rail station in Mansfield. The property owner has expressed interest in pursuing a friendly 40B, which would provide a high level of affordability. As a friendly 40B, the Town would retain control over the housing composition and design, including preservation of the existing house. The property is on a sewer connection and abuts approximately 180 acres of conservation land.

Many participants in our *Conversation on Housing* have expressed a strong need for smaller homes in town. Most homes built in Foxborough today are large (>2,000 sf) which results in a higher price tag. Building smaller homes with the resultant smaller price tag in an area served by both water and sewer, and in relative proximity to a commuter rail station (Mansfield) is consistent with the goals of the (current) Draft HPP.

Very truly yours,



Paige E. Duncan, AICP  
Foxborough Planning Director

cc: Planning Board  
Town Manager





March 12, 2021

Michael Saegh  
119 Morse Street Realty Trust  
8 Kendall Drive  
Foxboro, MA 02035

Dear Mike,

Thank you for the opportunity to provide the letter of support relative to your proposed multi-family housing project to be located in Foxboro, MA. We would be please to further expand our existing business relationship with you and your partner Paul for a quality project.

Based on the preliminary information you've provided, Bristol County Savings Bank would be interested in reviewing your application for construction and/or permanent financing when the time is right.

As discussed, the underwriting and approval process will require full submission of plans, specifications, budgets, a project schedule, permits and other information typically needed to assess the project and the financing opportunity it presents.

Please continue to update us as your process matures, and please let us know of any way in which we can be of assistance.

Very truly yours,

Paul A. Camille  
Senior Vice President/Team Leader  
Bristol County Savings Bank  
130 Pleasant Street  
Attleboro, MA 02703  
[Paul.camille@bcsbmail.com](mailto:Paul.camille@bcsbmail.com)  
508-223-5213



119 Morse St  
Foxborough, MA 02035





**ATTACHMENT A**

May 17, 2021

119 Morse Street  
Foxborough, MA 02035  
Page 1 of 3

**119 Morse Street Foxborough, MA  
Waiver List**

Information of Town regulations taken from Zoning By-Laws of the Town of Foxborough  
Massachusetts Dated May 13, 2019

Project Location: 119 Morse Street  
Assessors MaP 137, Parcel 024

Zoning District: General Industrial

Overlay District: Water Resource Protection District

Locus Area: 276.360± s.f./6.00± Acres  
200' Frontage

Zoning Exemptions: On behalf of the project proponent we hereby request that this project shall be exempt from all the provisions of the Town of Foxborough Zoning By-Laws, including and without limitation to the items listed.

<b>Regulation</b>	<b>Requirement</b>	<b>Provided</b>
Section 3.1		
Table of Use 3-1		
Section G-4	Multi-Family (not permitted)	40 Units – Exemption Requested
Section G-5	Two-Family (not permitted)	12 Units – Exemption Requested
Section 4.0		
Table of Use 4-1 and subsequent notes	Residential uses (Note #2)	
Section 4.0	Non-Residential districts	Exemption Requested
Table of Use 4-2 and subsequent notes		
Section 4.2	Accessory structures	Exemption Requested
Table of Use 4-2 and subsequent notes		
Section 6.0 Off-Street Parking and Loading		Exemption Requested
Section 6.1.2	Residential or Multi-Family use	
Section 6.1.4 and subsequent sections including standards, design screening and location		Exemption Requested
Section 8.0 Special Residential Regulations		
Section 8.1	Accessory Apartments	Exemption Requested
Section 8.2	Residential Compounds	Exemption Requested
Section 8.3	Open Space Residential	Exemption Requested
Section 8.4	Planned Development Housing	Exemption Requested
Section 8.5	Innovative Residential Development	Exemption Requested
Section 9.3		
Flood Plain Overlay District		Exemption Requested

May 17, 2021

119 Morse Street  
Foxborough, MA

Section 9.4		Exemption Requested
Water Resource Protection District and Subsequent Sections		
Section 10.3		
Planning Board and Subsections	Special Permit Granting Authority, Site Plan Review, Rules and Regulations, Sub-Division Control	Exemption Requested

**2 Bedroom Affordable Unit 80% AMI****Purchase Price Limits****Housing Cost:**

Sales Price	\$272,600
5% Down payment	\$13,630
Mortgage	\$258,970
Interest rate	3.38%
Amortization	30
Monthly P&I Payments	\$1,145.61
Tax Rate	\$14.74
monthly property tax	\$335
Hazard insurance	\$91
PMI	\$168
Condo/HOA fees (if applicable)	\$250
Monthly Housing Cost	\$1,990
Necessary Income:	\$79,586

**Household Income:**

# of Bedrooms	2
Sample Household size	3
80% AMI/"Low-Income" Limit	\$90,950
Target Housing Cost (80%AMI)	\$2,274
10% Window	\$79,581
Target Housing Cost (70%AMI)	\$1,990



<b>3 Bedroom Affordable Unit 80% AMI</b>	
<b>Purchase Price Limits</b>	
<b>Housing Cost:</b>	
Sales Price	\$299,300
5% Down payment	\$14,965
Mortgage	\$284,335
Interest rate	3.38%
Amortization	30
Monthly P&I Payments	\$1,257.82
Tax Rate	\$14.74
monthly property tax	\$368
Hazard insurance	\$100
PMI	\$185
Condo/HOA fees (if applicable)	\$300
Monthly Housing Cost	\$2,210
Necessary Income:	\$88,402
<b>Household Income:</b>	
# of Bedrooms	3
Sample Household size	4
80% AMI/"Low-Income" Limit	\$101,050
Target Housing Cost (80%AMI)	\$2,526
10% Window	\$88,419
Target Housing Cost (70%AMI)	\$2,210

FY 2021 Rate

# 119 MORSE STREET | FOXBOROUGH

PRELIMINARY SITE AND ARCHITECTURE PACKAGE

APRIL 27, 2021



UNION STUDIO

ARCHITECTURE & COMMUNITY DESIGN

[www.unionstudioarch.com](http://www.unionstudioarch.com)

140 Union Street Providence, RI 02903

401.272.4724 | 401.272.4825



TOWN  
CONSERVATION  
LAND

BLEACHERY  
POND

RUMFORD  
RIVER

MORSE STREET

# 119 MORSE STREET | FOXBOROUGH

EXISTING CONDITIONS - AERIAL

APRIL 27, 2021

SCALE: 1"=60'-0"

PAGE 2



UNION STUDIO  
ARCHITECTURE & INTERIOR DESIGN





# 119 MORSE STREET | FOXBOROUGH

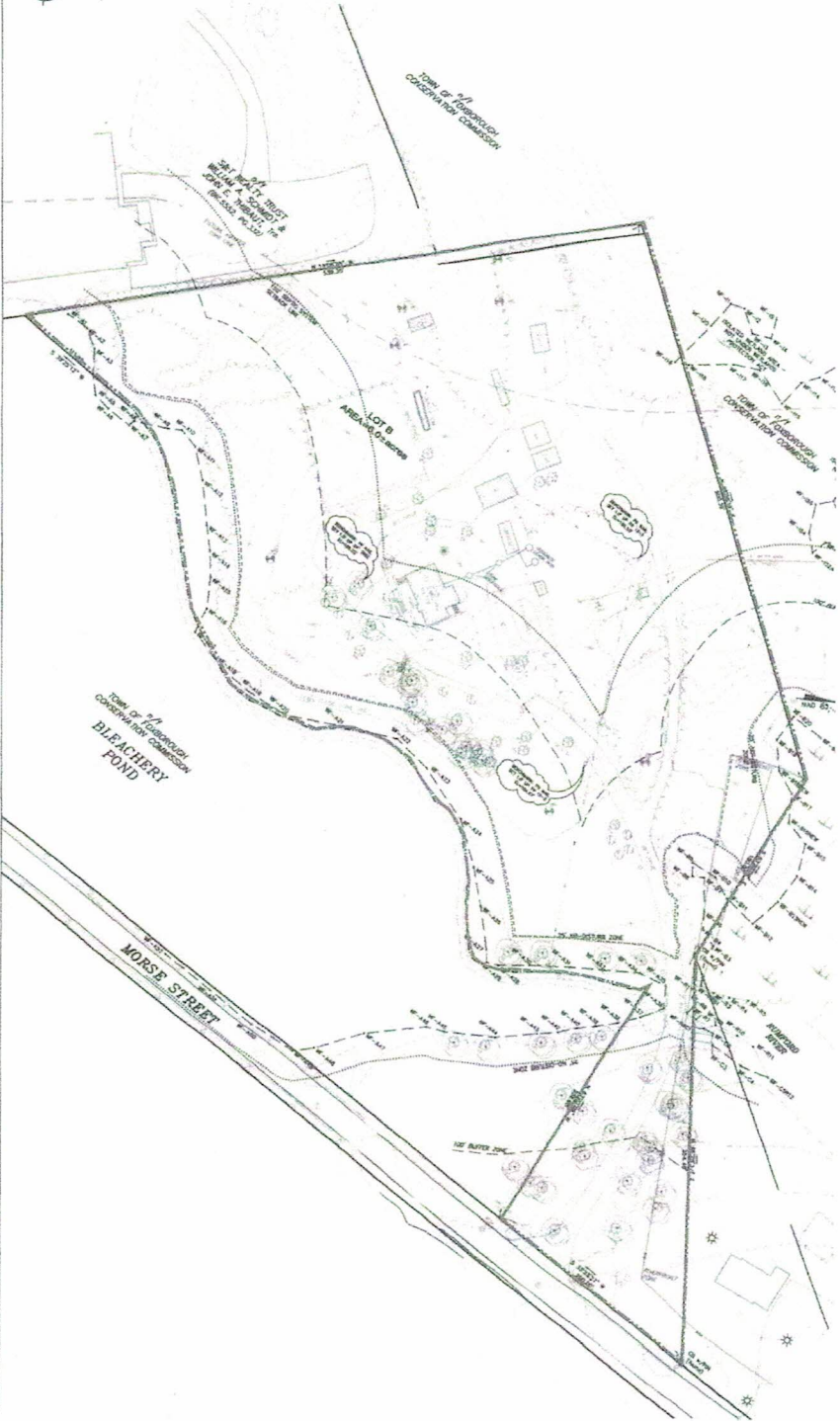
EXISTING CONDITIONS - SURVEY

APRIL 27, 2021

SCALE: 1"=80'-0"

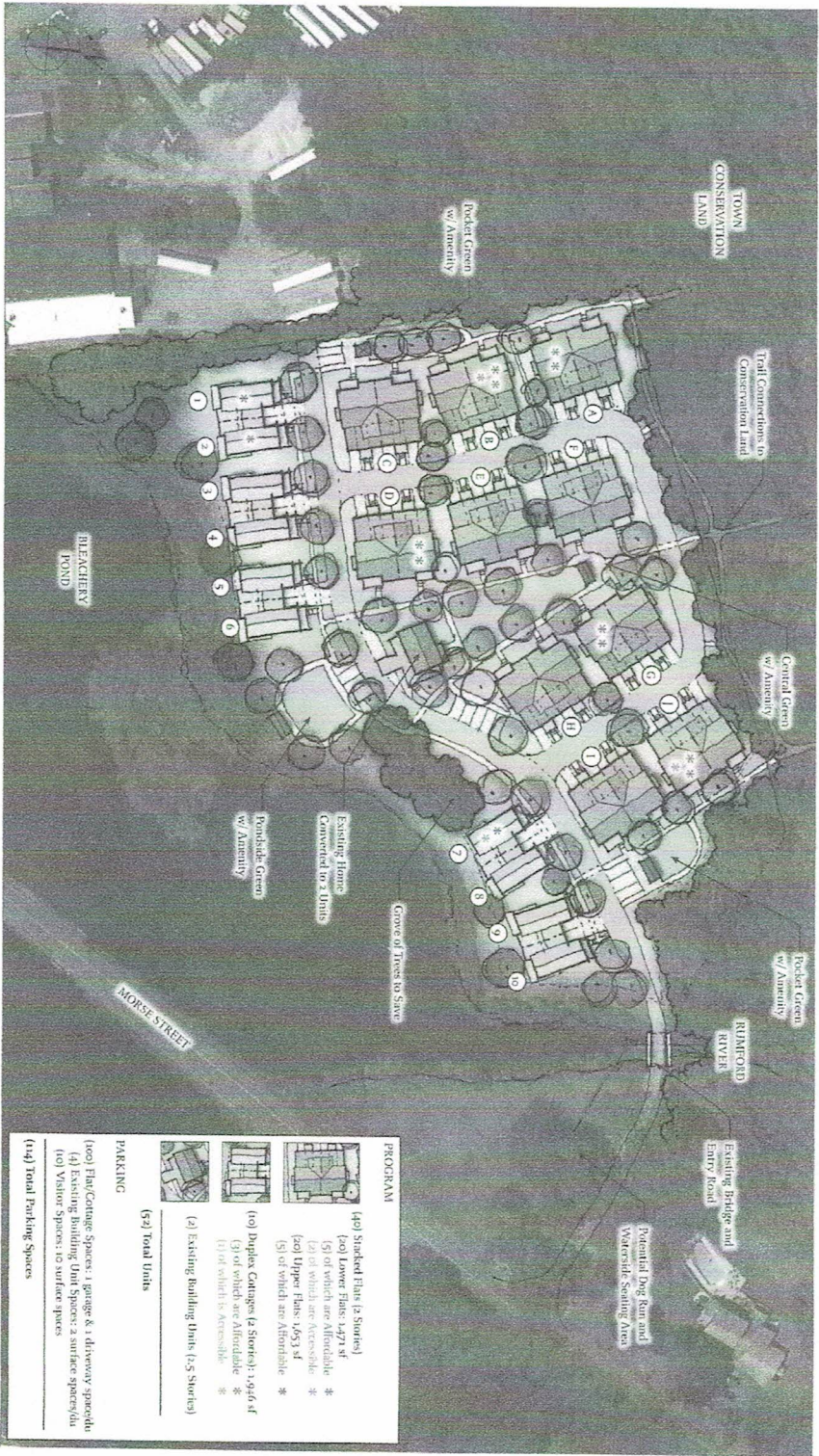


PAGE 3



UNION STUDIO  
ARCHITECTS, PLANNERS & ENVIRONMENTAL DESIGNERS





# 119 MORSE STREET | FOXBOROUGH

PRELIMINARY SITE PLAN  
APRIL 27, 2021

SCALE: 1"=80'-0"  
0 20 40 60 80 100

PAGE 4

**PROGRAM**

- (40) Stacked Flats (2 Stories)
- (50) Lower Flats: 1471 sf
  - (5) of which are Affordable \*
  - (2) of which are Accessible \*
- (60) Upper Flats: 1653 sf
  - (5) of which are Affordable \*
- (10) Duplex Cottages (2 Stories): 1,916 sf
  - (3) of which are Affordable \*
  - (1) of which is Accessible \*
- (2) Existing building Units (2.5 Stories)
- (52) Total Units

**PARKING**

- (100) Flat/Cottage Spaces: 1 garage & 1 driveway space/du
- (4) Existing building Unit Spaces: 2 surface spaces/du
- (10) Visitor Spaces: no surface spaces
- (144) Total Parking Spaces

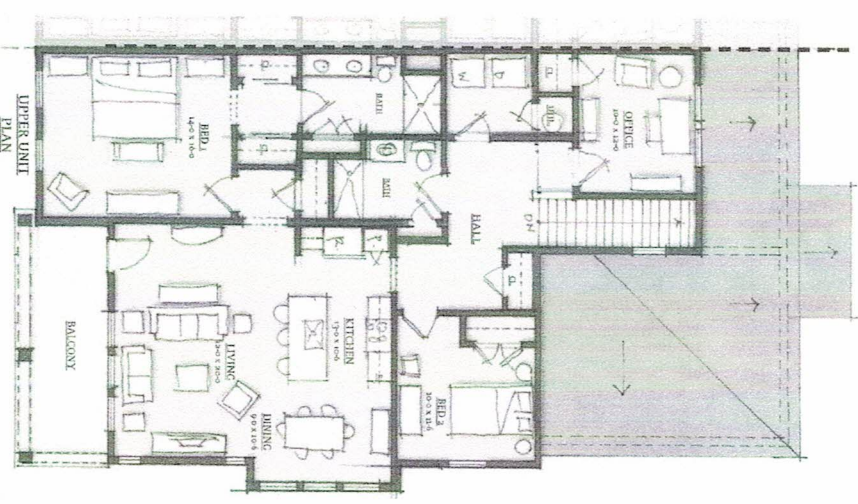
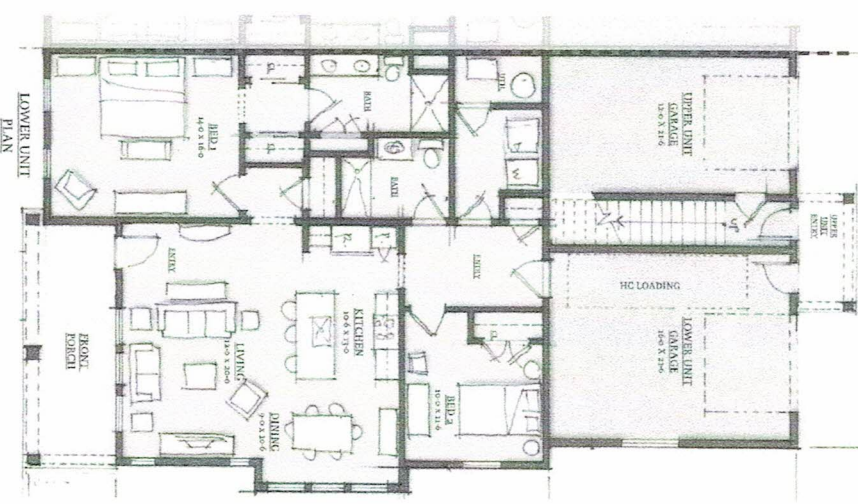


UNION STUDIO  
ARCHITECTURE & CONCEPT DESIGN

**STACKED FLATS -  
2BR/2 BATH**

**LOWER UNIT**  
1,471 sf Heated  
357 sf Garage  
150 sf Porch

**UPPER UNIT**  
1,653 sf Heated  
252 sf Garage  
150 sf Balcony



**119 MORSE STREET | FOXBOROUGH**

PRELIMINARY ARCHITECTURE - STACKED FLATS

APRIL 27, 2021

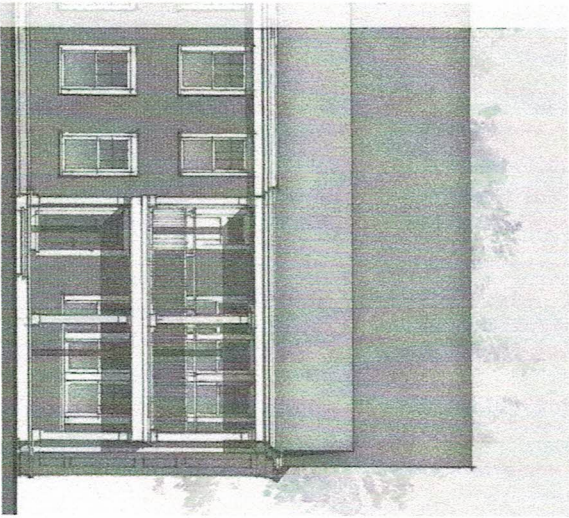
SCALE: 1/8" = 1'-0"

PAGE 5

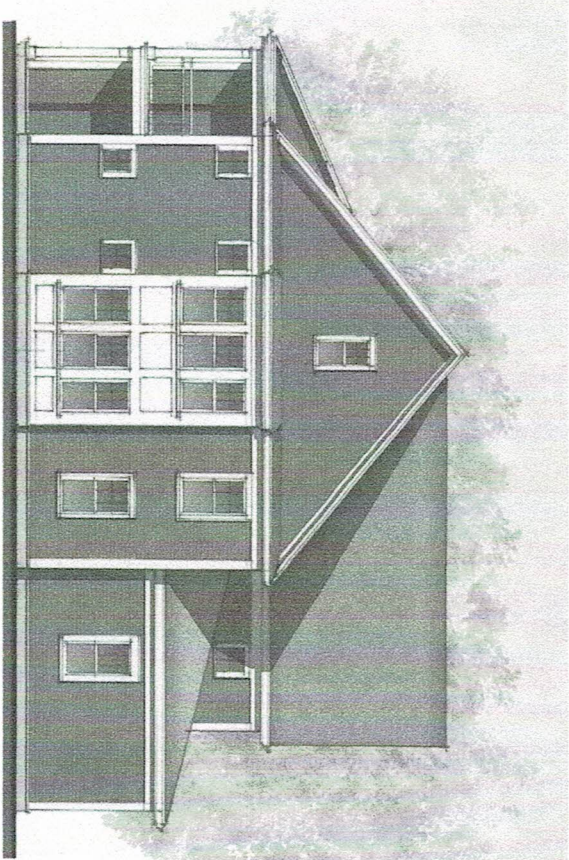


**UNION STUDIO**  
ARCHITECTURE & COMMUNITY DESIGN





FRONT ELEVATION



SIDE ELEVATION

# 119 MORSE STREET | FOXBOROUGH

PRELIMINARY ARCHITECTURE - STACKED FLATS

APRIL 27, 2021

SCALE: 1/8" = 1'-0"

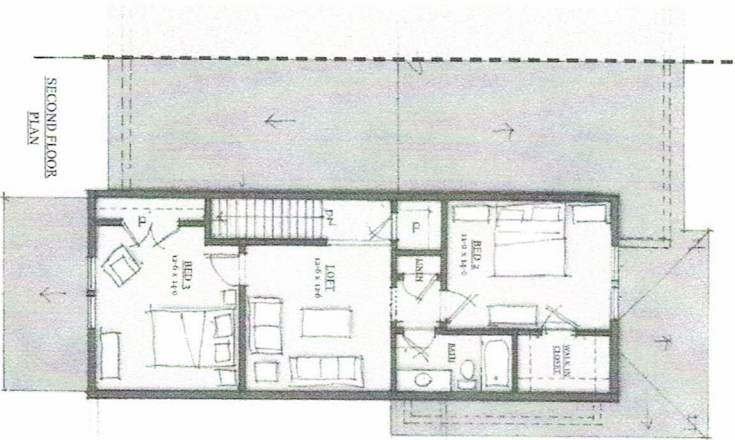
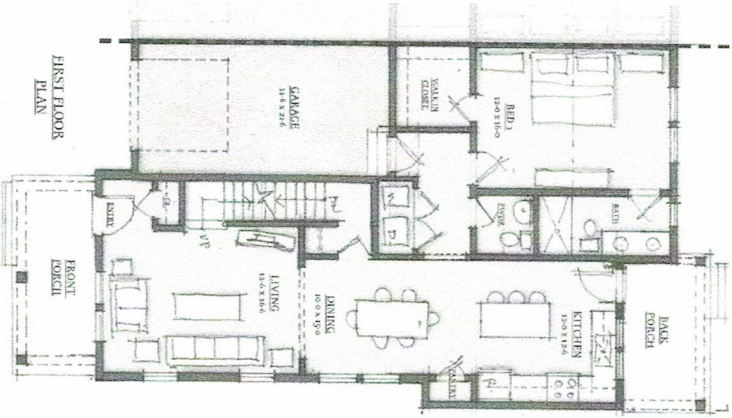
0' 1' 2' 3' 4' 5' 6' 7' 8' 9' 10'

PAGE 6



UNION STUDIO  
ARCHITECTURE & COMMUNITY DESIGN

**COTTAGES:**  
**3 BR/2.5 BATH**  
 1,946 sf Heated  
 1,136 sf Basement  
 264 sf Garage  
 207 sf Porch



# 119 MORSE STREET | FOXBOROUGH

PRELIMINARY ARCHITECTURE - COTTAGES

APRIL 27, 2021

SCALE 1/8"=1'-0"



PAGE 7



**UNION STUDIO**  
 ARCHITECTURE & CONSTRUCTION



# 119 MORSE STREET | FOXBOROUGH

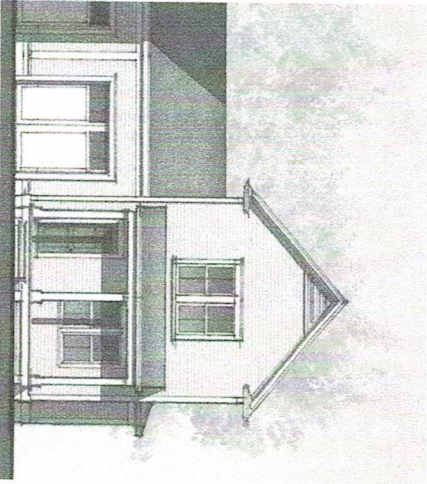
PRELIMINARY ARCHITECTURE - COTTAGES

APRIL 27, 2021

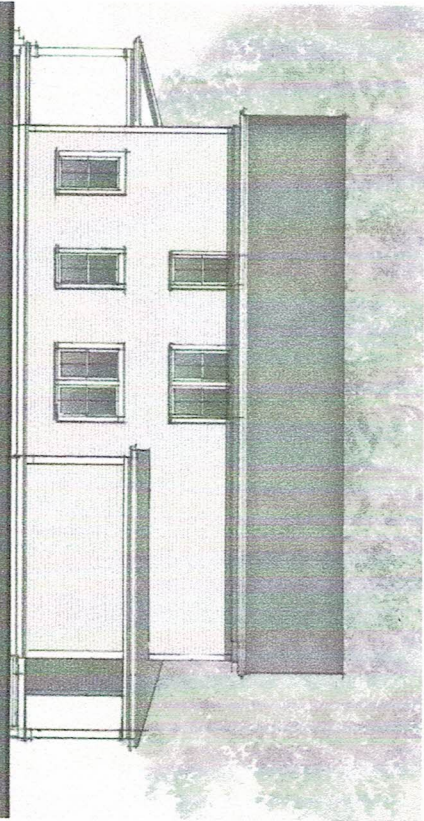
SCALE 1/8"=1'-0"



PAGE 8



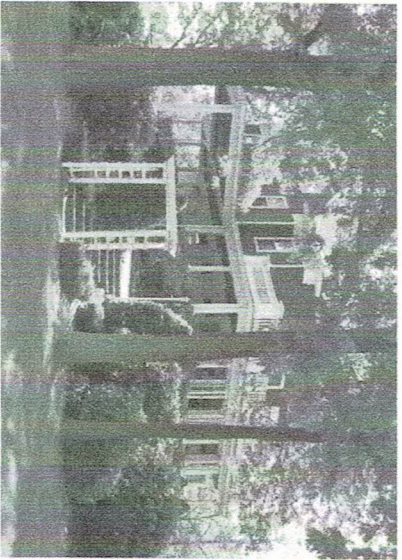
FRONT ELEVATION



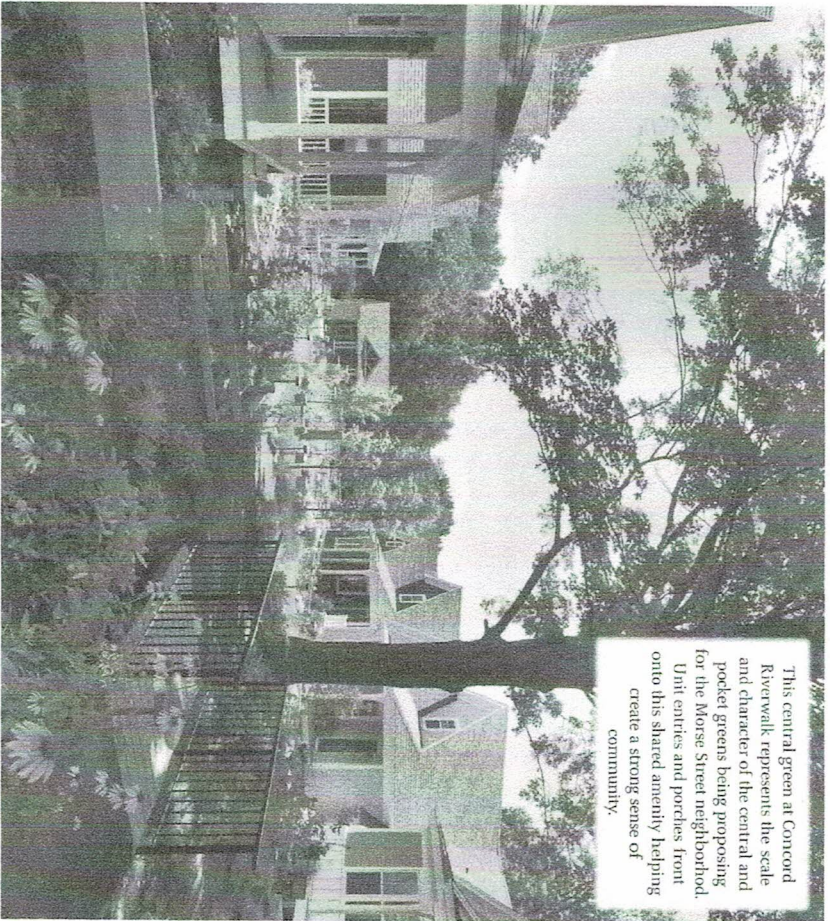
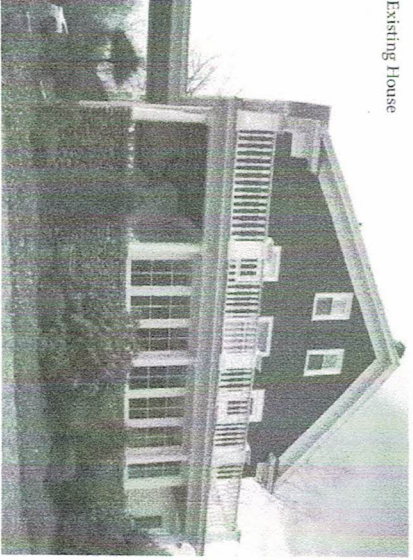
SIDE ELEVATION



UNION STUDIO  
ARCHITECTURE & CONSTRUCTION DESIGN



Existing House



This central green at Concord Riverwalk represents the scale and character of the central and pocket greens being proposing for the Morse Street neighborhood. Unit entries and porches front onto this shared amenity helping create a strong sense of community.

# 119 MORSE STREET | FOXBOROUGH

EXISTING HOUSE, AND CENTRAL GREEN PRECEDENT  
April, 27, 2021



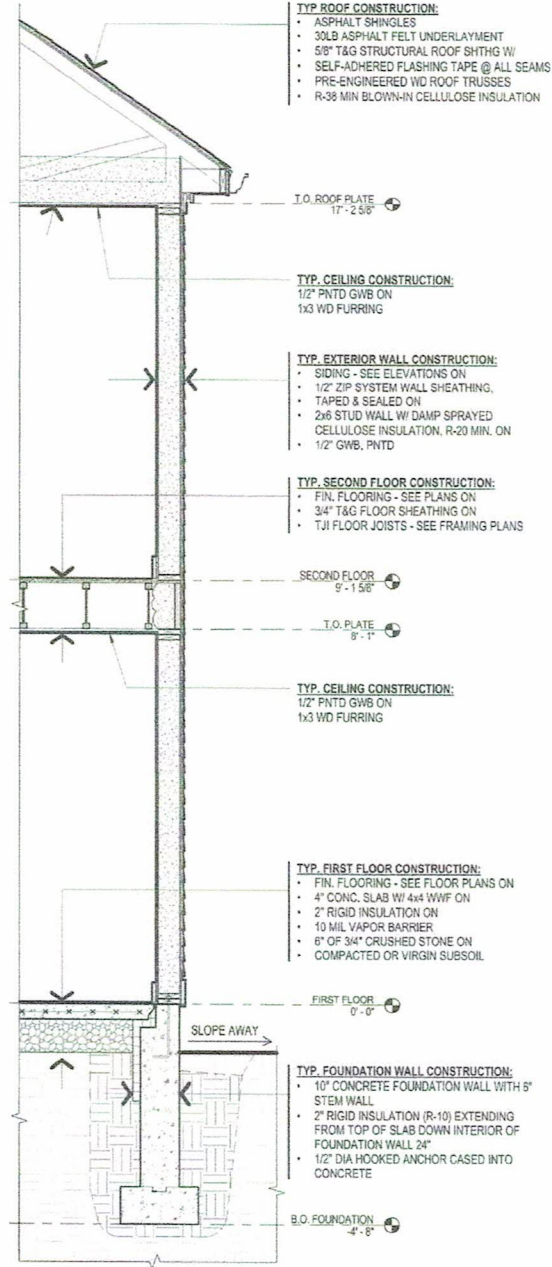


# 119 MORSE STREET | FOXBOROUGH

TYPICAL WALL SECTION

APRIL 27, 2021

NOT TO SCALE



As with this sample wall section, the Morse Street units will be wood frame construction, including some combination of wood trusses, TJI floor joists, and/or dimensional lumber. This example shows a slab on grade condition, but we expect to also include poured concrete basements where feasible. Nine foot ceiling heights in lieu of eight foot as shown are also being considered.



119 Morse Street  
Foxborough, MA

## Affirmative Marketing Plan

Affirmative fair marketing of all the affordable units shall be conducted to provide maximum opportunity for moderate-income households, including minority households, to apply for the lottery. Print Ads will run at least twice within the 60 day marketing period in the newspapers listed.

Once the Buyer Selection and Marketing Plan has been approved by DHCD, SEB Housing will begin placing ads online on the websites listed on the following pages. The 60 day marketing period will start upon the publication of the first online ad. A detailed timeline starting with the first placements of ads is included in the Information Packet.

SEB Housing will also contact all the print advertisers and set up the first ad insertions in each paper so that the first print ads are placed as quickly as possible in each publication. The second print ad will be run in each paper approximately 2 to 3 weeks after the first print ad.

Within a week of the online ads being posted, notices will also be sent to the organizations and social service groups listed herein. Additional community contact groups can be added to the marketing plan as directed by the City.

CHAPA no longer posts developments on their website unless they are the monitoring agent but the affordable units will be placed on the Massachusetts Affordable Housing Registry (operated by CHAPA).

Interested households can respond to the ad by contacting SEB Housing via phone or email and having materials mailed or emailed to them, depending on request. Information Packets and Applications will also be available for download directly from the SEB Housing website.

Notices will also be sent to the organizations and social service groups listed on the following page. Information Packets and Applications will also be made available at the Foxborough Public Library (if open and distributing materials).



## Newspapers and Websites

Name	Area	Racial/Ethnic Identification
CNC Weekly Papers South Zone C (Stoughton Journal, Easton Journal, Canton Journal, Holbrook Sun, Mansfield News, Norton Mirror, Randolph Herald, Sharon Advocate)	8 cities and towns	Mixed
Brockton Enterprise  Annette Harding 508-638-5577 774-270-3249 aharding@wickedlocal.com aharding@enterpriseneews.com	23 cities and towns South of Boston	Mixed
El Mundo Tel: 617.522.5060 <a href="mailto:doris@elmundoboston.com">doris@elmundoboston.com</a>	Greater Boston	Hispanic
The Bay State Banner Tel: 617.261.4600 Fax: 617.261.2346 <a href="mailto:Rachel@bannerpub.com">Rachel@bannerpub.com</a>	Greater Boston	African-American
Sampan Tel: 617.426.9492 <a href="mailto:ads@sampan.org">ads@sampan.org</a>	Greater Boston	Asian
MassAccess Website	MA	Mixed
MetroList <a href="mailto:Metrolist@cityofboston.gov">Metrolist@cityofboston.gov</a>	Greater Boston	

## Organizations, Businesses and Community Contact Groups

Foxborough Housing Authority Margaret M. Hurd executive director 90 North Carl Annon Court Foxborough, MA 02035	508-543-5960	
Town Clerk Robert E Cutler, Jr., Town Clerk and Board of Registrars 40 South Street Foxborough, MA 02035	508-543-1208	
Board of selectman Mark Elfman, chairman 40 South Street Foxborough, MA 02035	508-543-1219	
Veteran Services Ally Rodriguez 40 South Street Foxborough, MA 02035	508-543-1204	<a href="mailto:arodriguez@foxboroughma.gov">arodriguez@foxboroughma.gov</a>

Foxborough Cultural Council Town Hall 40 South Street Foxborough, MA 02035	508-543-1200	<a href="mailto:foxborocc@gmail.com">foxborocc@gmail.com</a>
Mansfield Housing Authority 22 Bicentennial Ct Mansfield, MA 02048	508-338-6890	
Walpole Housing Authority 8 Diamond Pond Terrace Walpole, MA 02081	781-894-3357	
South Middlesex Opportunity Council (SMOC) 300 Howard Street, Framingham, MA. 01702	508-620-2645	

Norfolk Housing Authority 33 Rockwood Road Norfolk, MA 02056	508-528-4800	
Wrentham Housing Authority 1 Garden Lane Wrentham, MA 02093	978-937-3500	
Walpole Housing Authority 8 Diamond Pond Terrace Walpole, MA 02081	508-668-7878	
St. Mark's Church 116 South Street Foxboro, MA 02035	508-543-8191	<a href="mailto:office@stmarksfx.org">office@stmarksfx.org</a>
St. Mary's Church Rectory 83 Central Street Foxborough, MA 02035		<a href="mailto:St.Maryfox@verizon.net">St.Maryfox@verizon.net</a>
Foxborough Universalist Church 6 Bird Street Foxborough, MA 02035-2301	508-543-4002	<a href="mailto:office@uufoxborough.org">office@uufoxborough.org</a>
Bethany Congregational Church 3 Rockhill Street Foxboro, MA 02035	508-543-5678	<a href="mailto:office@bethanychurch.org">office@bethanychurch.org</a> <a href="mailto:haney@bethanychurch.org">haney@bethanychurch.org</a>
Church of Emmanuel 106 Central Street Foxboro, MA 02035	508-543-2120	
Boyden Library 10 Bird Street Foxboro, MA 02035	508-543-1245	
Igo Elementary School 70 Carpenter Street Foxborough, MA 02035	508-543-1680	

Foxborough High School 120 South Street Foxborough, MA 02035	508-543-1616	<a href="mailto:martesc@foxborough.k12.ma.us">martesc@foxborough.k12.ma.us</a> <a href="mailto:spinellid@foxborough.k12.ma.us">spinellid@foxborough.k12.ma.us</a>
Taylor Elementary School 196 South Street Foxborough, MA 02035	508-543-1607	
Ahern Middle School 111 Mechanic Street Foxborough, MA	508-543-1610	
Burrell Elementary School 16 Morse Street Foxborough, MA 02035	508-543-1605	978-640-7862
Wheaton College 26 East Main Street Norton, MA 02766-2322	508-286-8206	<a href="mailto:info@wheatoncollege.edu">info@wheatoncollege.edu</a> <a href="mailto:hr@wheatoncollege.edu">mailto:hr@wheatoncollege.edu</a>
Foxboro Art Association PO Box 440 Foxboro, MA 02035	508-668-5052	<a href="mailto:fxquinn@yahoo.com">fxquinn@yahoo.com</a> <a href="mailto:president@foxboroartassociation.com">president@foxboroartassociation.com</a>
Foxboro Regional Charter School 131 Central St Foxboro, MA 02035	508-543-2508	<a href="mailto:mlogan@foxboroughrcs.org">mlogan@foxboroughrcs.org</a>
AARP Massachusetts State Office One Beacon Street, Suite 2301 Boston MA 02108		<a href="mailto:ma@aarp.org">ma@aarp.org</a>
Academic Support for College & Life Program 271 Huntington Avenue Boston, Ma 02115		



Brockton ACORN		<a href="mailto:maacornbrro@acorn.org">maacornbrro@acorn.org</a>
African Community Economic Development of New England 18 John Eliot Square Boston, MA 02119	617.933.7432	
AIDS Housing Corporation 13 Isabella Street Boston, MA 02116	617.927.0088	
Association of Haitian Women 330 Fuller Street Dorchester MA 02124		<a href="mailto:cdesire@afab-kafanm.org">cdesire@afab-kafanm.org</a>
Boston Center for Independent Living 60 Temple Place 5th Floor Boston, MA 02111-1324		<a href="mailto:info@bostoncil.org">info@bostoncil.org</a>
Brockton Adult Learning Center 211 Crescent Street Brockton, MA 02302		<a href="mailto:webmasterbps@brocktonpublicschools.com">webmasterbps@brocktonpublicschools.com</a>
Homes for Families 14 Beacon Street Suite 615 Boston, MA 02108		<a href="mailto:info@homesforfamilies.org">info@homesforfamilies.org</a>
Immigrants Assistance Center 58 Crapo Street New Bedford, MA 02740		<a href="mailto:info@immigrantsassistancecenter.com">info@immigrantsassistancecenter.com</a>
Islamic Society of Worcester 57 Laurel Street Worcester, MA 01605		<a href="mailto:skhanani@yahoo.com">skhanani@yahoo.com</a>
Japan Society of Boston 420 Pond St Boston, MA 02130	617.451.0726	

Jewish Labor Committee 18 Tremont Street, Suite 320 Boston, MA 02108 Attn: Ari Fertig		<a href="mailto:BostonJLC@aol.com">BostonJLC@aol.com</a>
Metropolitan Council for Educational Opportunity 40 Dimock Street Roxbury, MA 02119	617.427.1545	617.541.0550 (Catherine Tang: ctang@metcoinc.org)
Metropolitan Housing Clearing Center/MetroList	617.635.4408 617.635.3321	617.635.3290 (sherma.simpson@cityofboston.gov)
Black Ministerial Alliance of Greater Boston 2326R Washington Street Roxbury, MA 02119	(T)617.445.2737	(F)617.445.3557
GBIO 594 Columbia Road, Suite 203 Dorchester, MA 02125	617 825-5600	617 825-5400

# SEB Housing LLC

257 Hillside Ave  
Needham, MA 02494

## 119 Morse Street Foxborough, MA Affordable Housing Lottery

Date

Dear Community Member;

SEB Housing is currently working with 119 Morse Street, DHCD and the Town of Foxborough to provide an affordable homeownership housing.

Enclosed is a flyer for this affordable housing opportunity. This lottery is being marketed through multiple affirmative and local newspapers in addition to mailings done to local churches and social organizations.

We hope you will be able to make this information available via any avenues of distribution that you see fit. If you'd like more information, have questions, or would like to receive an Information Packet and Application, you can call me 617.782.2300 x207. Information is also available on our website:

<https://sebhousing.com/affordable-housing-opportunities/>

Thank you for your help and participation

Jane Dembling  
SEB Housing Compliance Administrator  
[info@sebhousing.com](mailto:info@sebhousing.com)  
617.782.6900 x2

# *Information Packet*

## 119 Morse Street

Foxborough, MA

### An Affordable Housing Lottery

This packet contains specific information on the affordable housing program as well as background, eligibility requirements, selection priority categories, and application process for the affordable homeownership units being offered through this lottery for 119 Morse Street in the Town of Foxborough.

119 Morse Street and the Town of Foxborough invite you to read this information and submit an application if you think that you meet the eligibility requirements. This lottery is the first step in the application process and does not assure you a unit.

**The first affordable home should be ready for occupancy in TBD (see step-by-step process for scheduling).**

**APPLICATIONS MUST BE DELIVERED OR POSTMARKED BY 2PM ON TBD.**

**Applications postmarked on this date must be received within 5 business days.**

Please see the cover page of the application for the location where the application can be mailed, emailed or faxed. This information is also on the signature page of the application.

For Affordable Unit Information call: (617) 782-6900 x2 (voicemail)

Or email: [info@sebhousing.com](mailto:info@sebhousing.com)

For TTY Dial 711

Free Translation Available. **Traducción gratuita disponible**

Information Packet created by:

SEB Housing, 257 Hillside Ave, Needham, MA 02494





# Table of Contents

General Overview and Sales Prices.....	pg. 3
General Eligibility Requirements.....	pg. 4-7
<i>Maximum Income and Asset Limits.....</i>	<i>pg. 4-5</i>
<i>First Time Homebuyer.....</i>	<i>pg. 6</i>
<i>Exemptions &amp; Separation/Divorce Q&amp;A.....</i>	<i>pg. 7</i>
<i>Household Size and Composition.....</i>	<i>pg. 8-9</i>
Mortgage Pre-Approval Standards.....	pg. 10
Step-By-Step Process and Timeline.....	pg. 11
<i>Step 1a: Applying for the Program.....</i>	<i>pg. 12</i>
<i>Step 1b: The Lottery.....</i>	<i>pg. 13</i>
<i>Step 1c: The Waiting List.....</i>	<i>pg. 13</i>
<i>Step 1d: SEB and DHCD Review.....</i>	<i>pg. 14</i>
<i>Step 2a: Unit Selection and Reservation Agreement.....</i>	<i>pg. 15</i>
<i>Step 2b: Sign Purchase &amp; Sale Agreement.....</i>	<i>pg. 16</i>
<i>Step 2c: Obtain Mortgage Commitment.....</i>	<i>pg. 16</i>
<i>Step 1e: Final Review of Eligibility.....</i>	<i>pg. 17</i>
<i>Step 2d: Closing and Move-In.....</i>	<i>pg. 17</i>
Local Preference.....	pg. 19
Deed Rider Summary/Property Restrictions.....	pg. 20

# GENERAL OVERVIEW AND SALES PRICES

---

This is a lottery for the 13 affordable homeownership units being built at 119 Morse Street in Foxborough, MA. These 13 homes will be sold at an affordable price to households with incomes at or below 80% of the Area Median Income. The affordable units will consist of 3 new duplex cottages that have 2 stories, 3 bedrooms, 2.5 baths, 1,946 s.f. of heated space, a basement, a garage and a porch, as well as 10 stacked flats that have 2 bedrooms, 2 baths, between 1,471 and 1,653 of heated space, a garage, and either a porch or balcony. This development is nestled between Bleachery Pond and Conservation Land, while still being only minutes from Rte 95. The unit mix of the affordable units is as follows:

# of Affordable Units	Affordable Sales Price	Monthly Condo Fees*	Bedrooms	Bathrooms	Parking Spots	Square Footage <i>*(subject to change during construction)</i>	Allowable Income Limit
10	\$tbd	\$tbd/mo*	2	2	1-2	1,471-1,653 sq.ft.	80%
3	\$tbd	\$tbd/mo*	3	2.5	1-2	1,946 sq.ft.	80%

\*Monthly Condo fees cover the costs of tbd.

All affordable units 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 unit can be resold for and requires the resale to another income-eligible buyer. The Deed Rider ensures that the unit 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 units, the Developer will be sponsoring an application process and lottery 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. 119 Morse Street 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. To request a reasonable accommodation, please email [info@sebhousing.com](mailto:info@sebhousing.com) or call 617-782-6900 x2 or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494

# GENERAL ELIGIBILITY REQUIREMENTS

---

**Q: Who is eligible to apply for the affordable units?**

**A:** In order to qualify for an affordable unit, households must meet each of the following criteria:

- Everyone in the household must qualify as a “first time homebuyer”. Households who qualify for the homeowner exception (see below) must sell the home prior to closing on an affordable home at 119 Morse Street.
- 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 (see pg. 10)
- 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 Homes

To be eligible to apply for purchasing an affordable unit, the combined annual income for all income sources of all income-earning members in the household must be at or below eighty percent of Area Median Income for the local area (Boston HMFA). The maximum incomes allowed for this program are:

Household Size	80% Affordable Units Maximum Income Limit
1	\$70,750
2	\$80,850
3	\$90,950
4	\$101,050
5	\$109,150
6	\$117,250

## Approximate Minimum Income

While there is no specific minimum income, all households must qualify for a mortgage loan to purchase an affordable unit. 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. The mortgage requirements are listed on page 10 of this information packet.

*For more information on mortgages, see pg. 10.*



**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. 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**

All households shall not have total gross assets exceeding \$75,000 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 unit.

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. This home must be sold before they purchase an affordable unit (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 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 home and you haven't finalized your divorce, you will not be allowed to purchase a home at that time. Therefore, you may 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.

# 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 will be considered appropriate for the following apartment sizes:

**TYPE III**

*(Priority for a 3BR or 2BR Apartment)*

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

**TYPE II**

*(Appropriately sized for a 2BR unit and may apply for a 3BR unit, but will not receive a priority for a 3BR unit)*

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

**TYPE I**

*(May apply for a 2BR or 3BR unit, but will not receive a priority for a 2BR or 3BR unit)*

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

**In “The Lottery” in the Step-By-Step Process, 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 I Household apply for a two-bedroom unit?**

A: Yes, however, please see “The Waiting Lists” for how order will be given from the Lottery Results.

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

A: Yes, however, please see “The Waiting Lists” for how order will be given from the Lottery Results.

**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 an affordable 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 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\*)
- The loan can have no more than two points.
- The loan cannot be an FHA or VA loan (as FHA and VA will not accept the terms of the 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

\*MassHousing: (888) 843-6432 or [www.masshousing.com](http://www.masshousing.com)

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.

Any lenders found here: [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 downloaded directly off our website at [www.sebhousing.com](http://www.sebhousing.com). *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 unit.

The lender will ask you for association fees and taxes. The condo/HOA fees are on page 3 of this Information Packet and **taxes are assessed to the affordable price (not the market-rate equivalent).**

**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.

# STEP-BY-STEP PROCESS AND TIMELINE

---

**Q: What is the application, selection, and move-in process for the affordable units being offered in 119 Morse Street?**

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

**The first steps** all involve preliminarily qualifying for the Affordable Housing Program and being given a position on the Waiting Lists.

**The second steps** all involve the actual process of reserving and buying a home (and unit availability will be determined by your position on the Waiting Lists).

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

*Through tbd*

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

*tbd*

## **Step 1c: Waiting List**

*Within 3 days of the Lottery*

## **Step 1d: SEB and DHCD Review**

*Approximately 10 days*

## **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 units ready in TBD*

There will also be an Informational Workshop on tbd at 6:00pm via YouTube livestream and conference call where questions about the lottery and the development can be addressed directly.

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 the Lottery Agent by 2:00pm on TBD. All applications should be sent to:

SEB Housing  
Re: 119 Morse Street  
257 Hillside Ave  
Needham, MA 02494  
Fax: 617.782.4500  
Email: info@sebhousing.com

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

Once a completed Program Application is received with a Mortgage Pre-Approval, SEB will determine initial eligibility and compliance. If the applicant is determined to be eligible for the Lottery, they will receive an **Application Number** in the order in which their application was completed. The purpose of the Application Number is simply to keep all households' 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 mail (or by email if an email address is provided). 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 mailed 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 unit.



# Foxborough Affordable Housing Lottery

## 119 Morse Street

### [www.sebhousing.com](http://www.sebhousing.com)

\$tbd for a 2BR unit (condo/HOA fees are \$tbd/mo)

\$tbd for a 3BR unit (condo/HOA fees are \$tbd/mo)

**The affordable homes will be ready for occupancy in tbd 2022**

This is a lottery for the 13 affordable homeownership units being built at 119 Morse Street in Foxborough, MA. These 13 homes will be sold at an affordable price to households with incomes at or below 80% of the Area Median Income. The affordable units will consist of 3 new duplex cottages that have 2 stories, 3 bedrooms, 2.5 baths, 1,946 s.f. of heated space, a basement, a garage and a porch, as well as 10 stacked flats that have 2 bedrooms, 2 baths, between 1,471 and 1,653 of heated space, a garage, and either a porch or balcony. This development is nestled between Bleachery Pond and Conservation Land, while still being only minutes from Rte 95. Further Development descriptions are TBD

#### **Maximum Household Income Limits:**

\$70,750 (1 person), \$80,850 (2 people), \$90,950 (3 people)  
\$101,050 (4 people), \$109,150 (5 people), \$117,250 (6 people)

**The Maximum Household Asset Limit is \$75,000.**

**Completed Applications and Mortgage Pre-Approvals must be received or postmarked, by 2 pm on tbd. Applications and Pre-Approvals postmarked by the deadline must be received no later than 5 business days from the deadline.**

A Public Info Session will be held on tbd date at 6 pm via YouTube livestream and via Conference Call. The lottery will be on TBD at 6pm.

Applications and Information are available at the Foxborough Public Library, 10 Bird Street, Foxborough, MA. Library hours: (tbd)

For Lottery Information and Applications, or for reasonable accommodations for persons with disabilities, go to [www.sebhousing.com](http://www.sebhousing.com) or call (617) 782-6900 (x2) and leave a message, or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494. Free translation available. **Traducción gratuita disponible**





**119 MORSE STREET  
FOXBOROUGH, MA**

**LOTTERY SELECTION PROCESS**

**Foxstar Corporation** has worked with the Town of Foxborough in the development of 119 Morse Street.

119 Morse Street is a development being built with a Comprehensive Permit under the LIP Program as administered by DHCD. Thirteen (13) of the homes in this development will be marketed and sold through this lottery process.

The order in which units will be selected is detailed in the Step-By-Step process in the Information Packet. The affordable housing units will be sold to first-time homebuyers with incomes at or below 80% of the area's median income and with assets below \$75,000. The specifics on income, assets, and first-time homebuyer definitions can be found in the attached Information Packet and Application.

The first affordable homes are scheduled to be completed by TBD.

For more details on the units, the Lottery and Sales process for the affordable homes, please see the **Information Packet**.

**Local Preference**

If the Town requests and justifies local preference, then a local preference will be implemented through the lottery. The Info Packet and Application details how the local preference will be implemented. If no local preference is requested or justified, then all references to local preference will be removed from the informational materials and not implemented through the lottery.

**Sales Prices**

The sales price calculated and marketed are the maximum allowable sales prices. For calculations on the affordable sales prices, please see the **Sales Price Calculations**. These sales prices must be approved by DHCD as part of this Buyer Selection Plan prior to marketing.

**Lottery Marketing**

For details on how the affordable units will be marketed for this lottery, please see the **Affirmative Marketing Plan and the Sample Ad**.

**Affordable Unit Locations**

The thirteen (13) affordable units can be seen on the Unit Location Plan submitted with this Application.

# Foxborough Affordable Unit Application

## Property Name: 119 Morse Street

**Completed Applications and Mortgage Pre-Approvals must be delivered, or postmarked, by 2:00pm TBD.**

Applications and Pre-Approvals postmarked by the deadline must be received no later than 5 business days from the deadline.

**DO NOT SEND APPLICATIONS TO THE PROPERTY. SEND APPLICATIONS TO THE NEEDHAM ADDRESS BELOW.**

Sales Prices:     \$TBD for a 2BR unit (condo fees are \$TBD/mo)  
                       \$TBD for a 3BR unit (condo fees are \$TBD/mo)

The monthly condo fees cover the costs of TBD.

**Maximum Household Income Limits:**

\$70,750 (1 person), \$80,850 (2 people), \$90,950 (3 people), \$101,050 (4 people), \$109,150 (5 people), \$117,250 (6 people)

**The Maximum Household Asset Limit for the homes is \$75,000.** There are no MINIMUM Household Income requirements but households must submit mortgage pre-approvals. Please read the Information Packet for more details.

**Directions:**

**Applications and Pre-Approvals must be completed and submitted as specified by the date at the top of this page.**

**You must include mortgage pre-approvals as directed with this application.** The first section must be filled out entirely in order for your application to be processed. Every space 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:

SEB Housing  
Re: Morse Street  
257 Hillside Ave  
Needham, MA 02494  
Fax: 617.782.4500  
Email: [info@sebhousing.com](mailto:info@sebhousing.com)  
Phone: 617-782-6900 x2

If you fax or email, please be sure you send both sides of double sided pages!!!

*Este documento es muy importante. Favor de comunicarse con el SEB Housing en [info@sebhousing.com](mailto:info@sebhousing.com) o 617.782.2300 x207 o x209 y deja un mensaje para ayuda gratis con el idioma.*



**119 Morse Street. Please provide all the following contact information for the Head of Household:**  
*(please print clearly):*

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone:(\_\_\_\_\_) \_\_\_\_\_ Work Phone:(\_\_\_\_\_) \_\_\_\_\_

Cell Phone:(\_\_\_\_\_) \_\_\_\_\_ Employer: \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_

*Please note: We will only 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. We will not contact you about future lotteries unless requested.*

**Bedroom Size Information:** For which bedroom size are you applying (you can select more than one)

2 bedroom

3 bedroom

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

NAME	AGE	HEAD OF HOUSEHOLD OR DEPENDENT	RELATIONSHIP TO APPLICANT LISTED AT THE TOP OF THIS PAGE	IS THIS PERSON A FULL-TIME STUDENT OR WILL BE A FULL-TIME STUDENT IN THE NEXT 12 MONTHS?	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

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 dependents
- 3 person household: 2 heads-of-household plus one dependent, where heads of household *cannot be required to share a bedroom as a consequence of sharing would be a severe adverse impact on his or her mental or physical health*

**Type II**

- 3 person household: 2 heads-of-household plus 1 dependent
- 2 person household: 2 heads-of-household *who cannot be required to share a bedroom as a consequence of sharing would be a severe adverse impact on his or her mental or physical health*
- 2 person household: 1 head-of-household plus one dependent

**Type I**

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

**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 Foxborough or (B) an employee of a business located in Foxborough including Town employees or (C) a current student in the Foxborough school system (such as METCO students)

- Yes
- No

**Households who mark "Yes" will be required to submit supporting documentation after the lottery, as follows:**

If qualifying under definition (A) a Copy of two (2) utility bills 1 from each utility company in my 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 the Town Election Department

If qualifying under definition (B) copies of pay-stubs (these should already be submitted as directed in the Earnings section above) **AND IF THE PAY STUBS DO NOT SHOW THE ADDRESS OF THE JOB** I have submitted a signed statement from my employer on company letterhead the states the address of the job and the employees name.

If qualifying under definition (C) copies of Foxborough school transcripts AND proof of relation to the student (by birth certificate or legal guardianship or divorce decree)

- N/A
- Yes

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

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



The Documents Requirements Preparation Guide given to households entered into the Lottery will have the details on all the other documentation that will eventually be required.

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

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.

---

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 age 55 or older? YES NO

---

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, full 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 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.

---

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

Do you have 1 or more child of whom you have custody or 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* total net value of your assets?  
(Please see the Asset Table in the Application Below)

\$	Box 1
----	-------

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

\$	Box 2
----	-------

\$	Box 3
----	-------

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

If Box 3 is less than the sales price of the lowest price affordable unit(s) 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 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)** (*only applicable if there is local preference in the lottery*)

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):

- |   |  |
|---|--|
| <input type="checkbox"/> Alaskan Native and Native American                 | <input type="checkbox"/> Asian                               |
| <input type="checkbox"/> Black or African American (not of Hispanic origin) | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Hispanic or Latino                                 |  |
| <input type="checkbox"/> White (not of Hispanic origin)                     | <input type="checkbox"/> 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.

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:**

1. 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.
2. For self-employed applicants- include the contract or job name in the space provided. You will be directed to all the additional documentation you will need to submit in **Section 2**.
3. "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".
4. Households, or their families, cannot have a financial interest in the development and a household member cannot be considered a Related Party.





Household Member Name	Source of Income	Current GROSS Monthly Income
	Unemployment Compensation	
	Workman's Compensation	
	Severance Pay	
	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 (GMHI)</b>	\$ _____ /month
<b>GMHI x 12 =</b> <b>Gross Annual Household Income</b> \$ _____ /year		

# ASSETS

If a section doesn't apply, cross out or write NA. 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.

	Bank Name	Last 4 Digits of Acct Number	Amount	
<b>Checking Accounts</b>			Balance \$	
			Balance \$	
			Balance \$	
			Balance \$	
<b>Savings Accounts</b>			Balance \$	
			Balance \$	
			Balance \$	
<b>Money Transfer Applications</b>	<b>Circle all that apply in the next space →</b>	<b>Venmo PayPal</b>	<b>CashApp Other</b>	Balance \$
<b>Trust Account</b>				Balance \$
<b>Certificates (or CDs)</b>			Balance \$	
			Balance \$	
			Balance \$	
<b>Savings Bonds</b>	<b>Maturity Date:</b>			Value \$
	<b>Maturity Date:</b>			Value \$
<b>401k, IRA, Retirement Accounts (Net Cash Value)</b>	<b>Company Name:</b>			Value \$
	<b>Company Name:</b>			Value \$
	<b>Company Name:</b>			Value \$
	<b>Company Name:</b>			Value \$
<b>Mutual Funds</b>	<b>Name:</b>	<b># of Shares:</b>	<b>Interest/Dividends</b>	<b>Value</b>
			\$	\$
			\$	\$
			\$	\$
<b>Stocks</b>			\$	\$
			\$	\$
			\$	\$
<b>Bonds</b>			\$	\$
			\$	\$
<b>Investment Property</b>				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

*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 every one 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.
- The loan cannot be an FHA or VA loan (as FHA or VA will not accept the terms of the Deed Restriction)
- The buyer must provide a down payment of at least 3% - half of which must come from 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. A list of recommended lenders is in the Mortgage Pre-Approval section in the Information Packet:

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): \_\_\_\_\_

**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 119 Morse Street 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 under the listing on the SEB Housing website: <https://sebhousing.com/affordable-housing-opportunities/> and that if requested, a copy of this example Deed Rider can be mailed 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.**

Please read each item below carefully before you sign.

1. I hereby declare under pain 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 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, SEB Housing LLC 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 SEB Housing.
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, SEB Housing, LLC 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 SEB Housing.
11. I acknowledge that the determination of eligibility by SEB Housing is based upon the guidelines that govern the Affordable Housing Program for the development and, as such, barring any confirmed error by SEB Housing in applying the guidelines and/or calculating income, the decision is final and I further agree to hold harmless SEB Housing from any claim(s) related to this application.
12. The undersigned give consent to the Town of Foxborough, SEB Housing LLC, 119 Morse Street, and DHCD 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
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@sebhousing.com](mailto:info@sebhousing.com) or call (617) 782-6900**

This development 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.



---

## Step 1b: The Lottery

---

The Lottery will be held on TBD 2022 at 6:00pm. Households do not have to attend the lottery to remain eligible. All results will be mailed to every applying household after the Lottery.

There will be one lottery with two drawings\*, a **Local Preference Drawing** and an Open Lottery Drawing. For Local Preference households, Application Numbers are placed in both Drawings. For all other households, Application Numbers are placed only in the Open Lottery Drawing. Households asserting Local Preference will be required, as part of their application submission, to provide proof that they qualify for local preference. See page 3 of the application for details. Households who do not provide documentation demonstrating local preference with their application will not be entered into the Local Preference Drawing; rather, those households will be included in the Open Drawing.

*\*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 27.0% or higher. Please see the bottom of pg 18 for those details.*

For each Lottery Drawing, a representative from SEB Housing 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 drawn does not necessarily reflect the order that households will get to select units as Application Numbers of smaller households are mixed in with Application Numbers of appropriately sized households (see: Household Size and Composition). It is only how a household is drawn relative to other eligible households of the same TYPE that matters.**

**Note: The local preference applies only to the lottery. After the lottery, there will be no further preference for local households and only the general pool waitlists will be used.**

---

## 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

#### **Local Preference Units\***

##### **Waiting List for three (3) 3BR units for \$tbd**

- Top Tier: Type III Local Preference Households
- Second Tier: Type III Non-Local Preference Households
- Third Tier: Type II Local Preference Households
- Fourth Tier: Type II Non-Local Preference Households
- Fifth Tier: Type I Local Preference Households
- Sixth Tier: Type I Non-Local Preference Households

##### **Waiting List for six (6) 2BR units for \$tbd**

- Top Tier: Type II and Type III Local Preference Households
- Second Tier: Type II and Type III Non-Local Preference Households
- Third Tier: Type I Local Preference Households
- Bottom Tier: Type I Non-Local Preference Households

#### **Open/General Units**

##### **Waiting List for four (4) 2BR units for \$tbd**

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

Within two 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 every lottery will have a position on every Waiting List.

---

## Step 1d: SEB & DHCD Review

---

After the Lottery, the 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 five 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 SEB Housing's preliminary review of Program eligibility. When SEB Housing sends a household their Application Number prior to the lottery, SEB Housing will also send them a Documentation Requirement 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 SEB Housing 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 who inaccurately claimed local preference will be dropped to the bottom of the non-local preference waiting list. Those households contacted who complete the eligibility review and are deemed eligible by SEB Housing to move forward in the process will remain on the Waiting Lists.

All units are scheduled to begin occupancy by TBD. As many more households will be required to complete the SEB Preliminary Review of Program Eligibility than units available, some households may complete the SEB Preliminary Review of Program Eligibility and not be given the chance to move forward in the process of reserving one of the affordable units.

The top household on each Waiting List who completes all documentation submission by the given deadline and is deemed eligible by SEB Housing will be sent to DHCD for formal eligibility certification. It is ultimately DHCD who will determine if a household is eligible and can move forward to the next step of the process. SEB Housing goes through great lengths to ensure that files are complete when sent to DHCD but if the DHCD needs any additional documentation to complete their eligibility review, they will notify SEB Housing and SEB Housing will notify the applicant. The applicant must submit any documentation requested by DHCD within 5 business days. Applicants who do not provide additional documentation and applicants that the DHCD disqualifies will be removed from the Waiting List and lose their opportunity to move forward in this process. Once DHCD has certified a household as eligible, they will contact SEB Housing and SEB Housing will direct the household to the next step.

Households with positions lower on the Waiting List who were not asked to complete the SEB Housing 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 units.



---

## Step 2a: Unit Selection & Reservation Agreement

---

The top eligible household on each **Waiting List** who is certified by DHCD (as detailed in the previous step) will be notified by the Lottery Agent when they can move forward with the purchase of the available affordable unit. 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 Sales Office and they will have 3 business days to contact the Sales Office and complete a Reservation Agreement.

**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.

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, a refundable deposit of \$500 is required.** The deposit is refundable if the buyer is unable to secure a mortgage for the unit.

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 unit at 119 Morse Street 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 Sale Agreement for their current home to SEB Housing **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 1.5% of the sales price minus the \$500 deposited with the Reservation Agreement. The Purchase and Sale Agreement will have the actual closing date on it.

After the Reservation Agreement is signed, the 119 Morse Street 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. You may also have the bank that is offering your mortgage commitment 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 (ex: 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 is unable 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 as a guide through this process. Generally, the lender will want to see the Purchase and Sale Agreement, the Master Deed, the Condominium Documents and the Deed Rider. They will also do an appraisal of the property once the property is ready to move into. 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 affordable unit, SEB Housing must do a final review of the household's eligibility income and asset eligibility and DHCD must do a review of the household's mortgage 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 unit **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 SEB Housing. SEB Housing 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 unit.

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.

SEB Housing will forward the final package of documentation to DHCD 30 days prior to the closing date. They will review the P&S, Master Deed and mortgage. They will then mail and fax the Resale Price Certificate to the developer's closing attorney who will then complete the Deed Rider to record at the closing.

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 (formerly the HUD-1 form) (received at closing) to the Monitoring Agent along with all of the above documentation. The Monitoring Agent will then perform a final review of their eligibility to ensure that the household did not exceed the established limit of \$75,000 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, DHCD 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 unit, you may move in.

Additionally, once you have closed on the unit, there is NO future income or asset eligibility reviews.



## LOCAL PREFERENCE INFORMATION

---

**Q: What is Local Preference?**

A: The Town of Foxborough has established a local preference requirement for two of the four affordable homes. Please see the Waiting Lists in the step-by-step section. 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 Foxborough
- Employees of the Town of Foxborough
- Employees of Local Businesses (businesses located in Foxborough)
- Households with children attending a Foxborough school, such as METCO students

**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. A household that meets all Local Preference criteria will have the exact same chance of being drawn first as a similar household type that meets only one of the Local Preference criteria.

**Q: What if a household does not qualify for Local Preference?**

A: There are several homes that all appropriately sized households (Local Preference and Non-Local Preference) will be given an equal opportunity to purchase.

**Q: What if there are not enough local-preference households to buy all the local preference designated units?**

A: In the highly unlikely event that there are not sufficient local preference households in the lottery, the local preference homes will be made available to non-local preference households.

**Q: Does Local Preference take priority over household size/composition?**

A: No. For example, on the Waiting List for the 2BR 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 who would be over-housed in a 2BR unit. Please see the way the Waiting Lists are compiled in the section on Waiting Lists.

### 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 Metropolitan Statistical Area of Boston is 27.0%. 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 DHCD and the Closing Attorney and provided on the day of each home closing. A copy of an Example Deed Rider will be on the SEB Housing 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 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 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.

## **REFINANCING**

All requests to refinance must be approved by DHCD before the owner can close on a new loan.

## **CAPITAL IMPROVEMENTS**

Capital improvements must be approved by DHCD and the local community in order to be considered and added to the resale price. Capital improvements are defined as a necessary maintenance improvement, 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 Town and DHCD. This notice is referred to as the "Conveyance Notice" in the Deed Rider. The notice must include the Resale Price Multiplier (see below) and the maximum resale price, which DHCD must approve.

### MAXIMUM RESALE PRICE

The Maximum Resale Price is limited by the percentage change in the area median income, with credit for certain capital improvements that must be pre-approved by DHCD.

**As an example only**, the maximum resale price is calculated assuming a base number (most recent published Area Median Income as determined by HUD). At the time of initial sale the AMI is \$ 95,500 (A) and the initial sales price is \$ 200,000 (B) the Resale Price Multiplier would equal  $B/A = (C) = 2.094$ . Upon resale, assuming the base number has increased to \$ 99,300 (D).

**The Maximum Resale price (E) would then be:**

**Base number (D) x Resale Price Multiplier (C) = \$99,300 x 2.094= \$207,934 (E)**

If there have been capital improvements pre-approved by DHCD (ex. new roof, \$5,000), the Maximum Resale Price would be:

$(E) + \text{Approved Capital Improvements} = \$207,934 + \$5,000 = \$212,934$

Please note that the Deed Rider requires that the Maximum Resale Price must still be affordable!

### RESALE PROCESS

**Under no conditions can the home be sold for more than the Maximum Resale Price.**

Once the Town of Foxborough and DHCD receive the notice to sell, the Town has 90 days to find an eligible buyer (a homebuyer whose income is at 80% of the base area median income and who meets the asset limit). The Town/DHCD can also decide within those 90 days to purchase the home.

If the Town/DHCD finds an eligible buyer within the 90-day period, an Eligible Purchaser Certificate will be issued to the new buyer. The certificate states that the sale complies with the Deed Rider. If the Town/DHCD purchases your home, a Municipal Purchaser Certificate is issued.

If the Town/DHCD finds an eligible buyer within 90 days, but that buyer cannot obtain financing or is otherwise unable to purchase the home, the Town/DHCD can receive an extension of an additional 60 days.

If 120 days pass from the date of the Conveyance Notice, and the Town/DHCD cannot find an eligible buyer and the Town/DHCD does not want to purchase the home, you may sell your home for the Maximum Resale Price to an Ineligible Buyer who will also have to sign a Deed Rider, ensuring the home will still be subject to all the same rights and conditions.





### **Annual Updates and Future Marketing for 119 Morse Street**

As required by DHCD, one year after the lottery, new sales prices will be recalculated based on then-current AMI and interest rates. At that point, DHCD will also review the number of affordable and market rate units built, the number of units currently under construction, the number of units currently reserved by eligible households awaiting completion of their home and the number of households currently on the Waiting List for future affordable homes where the Waiting List will be populated by households who have not yet reserved an affordable home. DHCD will then determine if any continuing marketing efforts need to be made and if another affordable housing lottery has to be performed for any affordable units that are not currently reserved. If future marketing (or a lottery) is required, the new sales prices advertised will be applicable to all households who have not already reserved a unit.