



May 15th , 2024

Dear Applicant,

Thank you for your interest in becoming a Habitat Homeowner! Habitat for Humanity Nantucket, Inc. is excited to be developing Waitt Drive Village, a complex of six affordable homes on Waitt Drive. This project will add six affordable homes for ownership to Nantucket's affordable housing stock.

The homes will be offered in two phases: four single family homes in 2024 followed by two duplex townhomes in mid to late 2025. The Open Application period for the four single family homes will run from May 15 to July 15, 2024. Please refer to the Applicant Checklist provided in this packet to make sure that all the necessary paperwork is included with your application before you submit your Family Application.

To be eligible to be included in the Lottery for the first four homes you must meet certain criteria as further explained in this application packet. The key requirements are:

- All Applications MUST be accompanied by a mortgage pre-approval letter from a residential mortgage lender.
- A completed Application form.
- Household income and assets below the limits described on page 5.
- Applicants must be US Citizens or permanent residents in the US.

Qualified applicants will be entered into the Lottery drawing expected to be scheduled for early August 2024. The top four entrants selected in the Lottery will be required to supply additional information to Habitat, including tax returns, bank statements, proof of employment and other information as outlined .Lottery winners are NOT guaranteed a home until after all elements of the review are completed.

Applications must be received by **5pm on July 15, 2024**, or, if sent by mail, must be postmarked July 15 and arrive within five business days, July 22. Applications can be submitted:

- By mail to Habitat for Humanity Nantucket, Inc., Box 1022, Nantucket, MA 02554
- Drop of at: 75 Old South Road (the Habitat Office)

Habitat Nantucket will be offering four Information Meetings (attendance can be in person or via Zoom) and we encourage interested applicants to attend at least one session. These Sessions are your opportunity to have your questions answered and learn more about the application and lottery processes. The dates are:

- **IN PERSON May 20th - 6:30PM Nantucket Atheneum**
- **IN PERSON June 10th - 6:30 PM Nantucket Atheneum**
- **VIRTUAL June 1st - 10AM**
- **VIRTUAL June 15TH - 10AM**

Please contact Gennifer Costanzo at gennifer@habitatnantucket.org for the Zoom login information and any other questions about the Information Sessions.

After reviewing all the complete Applications, Habitat will inform all the applicants in writing whether or not they qualify for the Lottery. Qualified applicants will be entered in the Lottery which is moderated according to Massachusetts Executive Office of Housing and Livable Communities' guidelines. The top Lottery selections will be notified immediately after the drawing to begin the final review process.

Please contact the Habitat Nantucket office if you have any questions at 508-325-8912 or by emailing habitatnantucket@comcast.com or gennifer@habitatnantucket.org.

Habitat Nantucket would like to thank the Town of Nantucket, the Affordable Housing Trust, The Tuppancy-Harris Foundation, the Community Foundation for Nantucket, and many private contributors for their consistent support of Habitat Nantucket's mission on Nantucket.

Kind regards,

Gerard Keneally
President

Joe Grause
Chair, Family Selection Committee

Affordable Home Ownership Opportunity
Applying For 4 Habitat for Humanity Homes
On Waitt Drive, Nantucket, MA 02554

You may be eligible for a Habitat home if:

- ✓ You are in critical need of year-round affordable housing, *and*
- ✓ You are willing to complete the required “sweat equity” on your home or other Habitat projects (350 hours)
- ✓ You are eligible under the income and asset limits, *and*
- ✓ You are able to make monthly housing payments of approximately **\$980-\$1113**
- ✓ You are unable to qualify for conventional mortgage financing for a market rate home, *and*
- ✓ You are a first-time home buyer (some exceptions apply; see application packet for more information)
- ✓ You are a U.S. Citizen or Permanent Resident.

Application period: Applications will be available beginning May 15, 2024. We will accept applications during a 60-day period, until July 15, 2024. The completed Application packet with required documentation, must be received in the Nantucket Habitat office; or postmarked on or before July 15th, 2024. A mailed application must be received no later than 5 business days after the postmark. Applications may not be submitted by fax or email.

Applications will be available at public locations in the Town of Nantucket, at the Habitat office located at 75 Old South Rd. , online at the Habitat website, and by mail. Call Habitat at 508-325-8912 when the application period opens, to request an application to be mailed to you.

Check www.habitatnantucket.org for more information, or contact: Gennifer Costanzo, Development & Communications Coordinator gennifer@habitatnantucket.org 508-221-2534

Information about Habitat for Humanity Homes

How many? What size? What else should I know?

- This phase of the Waitt Drive project will be comprised of four homes:
- 2 three-bedroom, three and a half baths with 1650 sqft. of livable area.
 - 2 two-bedroom, two and a half-bath with 1300 sqft. of livable area.

We anticipate home construction to take about 10 to 12 months .

There will be a homeowners’ association for the Waitt Dr. homes to provide for the common maintenance of the access drive and common landscaping.

All the homes will share paved driveway(s), full basements, front porch, and come equipped with kitchen appliances (stove, refrigerator, dishwasher), laundry appliances, and air-source heat pumps for heating, cooling and hot water.

Sample House Price and Monthly Payment – Estimated*

	3-bedroom Single Family	2-bedroom Single Family
House Price	\$301,000	\$254,000
Principal Payment	\$836.11	\$705.56
Escrow Payment*	\$277.00	\$277.00
Total Monthly Payment*	\$1,113.11	\$982.56

*These are sample **estimates** for monthly principal, property taxes, insurance and homeowners' association \$60/month fee. Actual costs will vary.

Because we cannot accurately project an occupancy date, we urge applicants to maintain the best housing circumstances possible until the new houses are ready.

Reasonable Accommodation: If, because of the disability of a household member your family needs consideration of a modification to the home or some aspect of our program, please add this request to your application.

What You Should Know About Building a Home with Habitat for Humanity

Income Eligibility

Maximum income eligibility is household income at 80% of area median income by household size for four homes,

80% of Area Median Income by Family Size **Effective April 1, 2024 (Adjusted annually by HUD/FHLBB)**

Family Size	80%
2	\$87,750
3	\$98,700
4	\$109,650

***This is the maximum *gross*, current and anticipated, annual income your household may earn and be eligible for consideration for a Habitat for Humanity home on Nantucket.

ASSET LIMITATION: Total of all household assets must be under **\$75,000**.

Sweat Equity and Unique Habitat for Humanity Partnership Requirements

1. You will be building your own home alongside community volunteers! Habitat for Humanity Nantucket expects construction to take 8-12 months. The sweat equity requirement is 350 hours per household. Sweat equity must be completed before we will close on your home.

Affordability: To keep our homes affordable, we rely on cash donations, grants, land donations, volunteerism, and gifts of materials and professional services. Our homes are deed restricted to continue as affordable homes in perpetuity. In your application packet, be sure to review the "Important Information" sheet for some details about eligibility and affordable housing restrictions.

Application Review Process:

1. Your complete application will be evaluated on a preliminary basis for your financial eligibility.
2. Applicants who clear the preliminary review and who receive the requisite Mortgage Pre-Approval letter from a financial institution will be included in the Lottery.
3. The first four names drawn in the Lottery will move to final review. You will be contacted for an appointment for Habitat volunteers to visit your family in your home, to interview you and evaluate your family's housing needs and "willingness to partner with Habitat" - including fulfilling requirements such as sweat equity. At that point, there will be a final review of your application and supporting documentation.
4. Lottery winners who complete this final review will be awarded a Habitat home. If any of the Lottery winners are disqualified, Habitat will replace them with the next-highest ranked applicant from the Lottery.

More about Habitat for Humanity: HHN is a 501(c)3 non-profit organization , with a mission to build homes, hope, lives and community on Nantucket. We work to provide the opportunity of affordable home ownership on Nantucket. Homes are built in partnership with families who have a need for decent, affordable housing and do not have the financial means to build or purchase a home through conventional financing.

Habitat for Humanity of Nantucket does not discriminate in the selection of applicants. Habitat for Humanity Nantucket is a not-for-profit organization and we do business in accordance with Federal and Massachusetts Fair Lending Laws.



Important Information

Affordable Home Deed Rider: Each home will be sold with an Affordable Deed Rider that **preserves** it as an affordable home in the future. This rider will limit the sales price of the house in the future so that it will remain affordable to an income eligible household. The rider will also require the home to be used as your primary residence. Renting of the home is not allowed. Any additional financing or capital improvements will need the approval of the Town, Habitat and the Executive Office of Housing and Livable Communities (EOHLC). A copy of the deed rider may be viewed at:

<http://www.mass.gov/hed/docs/dhcd/hd/liprider.pdf>

NON DISCRIMINATION: Habitat for Humanity of Nantucket does not discriminate in the selection of applicants on the basis of race, color, national origin, disability, ancestry, children, familial status, genetic information, material status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

FINANCIAL INTEREST: Individuals who have a financial interest in the development and their families shall not be eligible.

PRIVACY NOTICE is enclosed in the packet.

HABITAT FOR HUMANITY HOME MORTGAGE POLICY: All applications **MUST** be accompanied by a mortgage pre-approval letter from a residential mortgage lender to qualify for the final lottery.

“FIRST TIME HOMEBUYER” DEFINITION EXPLAINED- To qualify you must be a “first time home buyer.” However, there are several important EXCEPTIONS. If any of these expectations describe YOUR situation, you may still be considered a qualified “first time homebuyer” for the purchase of this application.

First time homebuyer means: The household shall not have owned a home within three years preceding the application.

Exceptions to this rule include:

1. displaced homemakers , where the displaced homemaker (an adult who 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), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner.
2. single parents , 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 one or more children of whom the individual has custody or joint custody , or is pregnant);
3. households where at least one household member is 55 or older;
4. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
5. households that owned a property that was not in compliance with state, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.

Please note: Even if you qualify for the exception, *your previously owned home must be sold* before the date of your application.

FINAL LOTTERY preferences: In the final lottery of eligible candidates there are certain preferences that will be applied, including,

1. households that need the number of bedrooms being offered will have priority over smaller families.
2. Then, for two of the homes, a preference for local applicants (as defined on checklist form) over non-local applicants.

The information on the "Government Monitoring Form" as to minority / non-minority status will be used to ensure that Local Preference does not create a discriminatory consequence in the lottery.

REPORTING OF ALL INCOME AND ASSETS:

INCOME

- **All income of all adults 18 or older** who are members of the household to live in the Habitat home (even if temporarily away) must be reported.
- Most of **the income of full-time students over 18**, other than head of household or spouse, will be disregarded for eligibility purposes as long as their student status is documented (but it still must be reported and documented).
- Adult household members with **zero income** must sign a certification of zero income.
- There **are a very few sources of income that are not counted as income**. You should report all income. Our credit reviewers have the list of excluded income, and will disregard any income on that list. If you have a question whether a source should be counted, list and document it, and put that question in your cover note. (Examples may include certain one-time payments, or compensation specifically for medical expenses)
- Habitat for Humanity of Nantucket uses **the standards of HUD 24 CFR 24 5.609 and LIP guidelines** in considering what income to count, and the required methodology of the Federal Home Loan Bank of Boston Affordable Housing Program.

ASSETS

All assets of all household members, including minor children, should be listed in the application with their value, and documented. **There is a \$75,000** asset limitation to qualify as an affordable home ownership applicant under the EOHLC Ch. 40B program (which governs the homes you are applying for with Habitat. Habitat's **reference for what assets shall be considered is HUD Handbook (6/07) Exhibit 5-2: Assets**. Common assets are cash (including the cash from lump sum payments, even if not counted as income) held in bank accounts or in other ways, revocable trusts, rental or capital investment income, stocks, bonds, treasury bills, C.D.s, retirement accounts, if the holder has access to the funds (even with a penalty), face value of whole (not term) life insurance, and others. Excluded from the limit is certain personal property (such as car, furniture, wedding ring, and other) that is not held as an investment, and assets (other than owned rental property) that are part of an active business. All assets should be reported. Habitat's credit reviewers will reference the list of what is included/excluded if this may make a difference in an applicant's eligibility for our program.

REASONABLE ACCOMMODATION: persons with disabilities have the right to request a reasonable accommodation related to the home, or to some aspect of the Habitat process. Please see the bottom of Application, Page 1, asking if a modification will be needed to the home, and the Sweat Equity Form, where we ask about restrictions to your participation and what you *will* be able to do. You must document that you/a household member has a disability, and the relevant restrictions for the accommodations you are requesting.



Habitat for Humanity of Nantucket

Habitat for Humanity of Nantucket, Inc. Privacy Statement and Notice

At Habitat for Humanity of Nantucket, we are committed to keeping your information private. We recognize the importance applicants, program families, tenants, and homeowners place on the privacy and confidentiality of their information. While new technologies allow us to more efficiently serve our customers, we are committed to maintaining privacy standards that are synonymous with our established and trusted name.

When collecting, storing, and retrieving applicant, program family, tenant, and homeowner data – such as tax returns, pay stubs, credit reports, employment verifications and payment history – internal controls are maintained throughout the process to ensure security and confidentiality.

We collect nonpublic personal information about you from the following sources:

- Information we receive from you on applications or other forms;
- Information about your transactions with us, our affiliates, or others; and
- Information we receive from a consumer reporting agency. Credit reports are not used to screen out applicants.

We may disclose the following kinds of non-public personal information about you:

- Information we receive from you on applications or other forms, such as your name, address, social security number, income and assets, and sources of income
- Information about your transactions with us such as your loan balance and payment history
- Information we receive from a consumer reporting agency such as your creditworthiness and credit history.

Habitat for Humanity of Nantucket employees and volunteers are subject to a written policy regarding confidentiality and access to applicant data is restricted to staff and volunteers on an as-needed basis. Information is used for lawful business purposes and is never shared with third parties without your consent, except permitted by law.

As permitted by law, we may disclose nonpublic personal information about you to the following types of third parties:

- Financial service providers, such as mortgage servicing agents.-
- Nonprofit organizations or governments; and related entities authorized to oversee grant compliance.
- Consumer Reporting Agencies

Please note that if Habitat for Humanity of Nantucket would be disclosing your nonpublic personal information to *non-affiliated third parties* – other than those permitted by law listed above – you would be given the opportunity to “opt out” of these disclosures by calling our office at 508-325-8912. **However, we do not disclose your information .**





Applicant Checklist and Guide to Answering Questions For All Applicants:

Applicant Name _____

The following materials are needed to complete your application for a Habitat home. Please complete this checklist, keep it, and return a copy with your application.

PRESENT HOUSING CONDITIONS:

- All landlord contact info is provided on page 1 of application (information for the past two years).
Housing Need Statement/Letter: Why do you need a Habitat home? Describe any circumstance about your current housing that relates to your serious need for an affordable home: poor condition of current residence, overcrowded living conditions, high rent compared to income, being homeless or at high risk of being homeless, or other. Be specific. Include eviction notices, notice of possible sale of property you are renting or other information to support your statement. Describe efforts to find other, more suitable housing. Document whatever the interviewers will not be able to see during a home visit.

LOCAL PREFERENCE:

There is local preference for 2 of the 4 homes for households who currently live, or are employed in the Town of Nantucket and/or persons with a bona fide job offer in the Town, or whose children attend public school in the Town of Nantucket. If that applies to you, please provide documentation.

ASSETS & DEBT:

See the "Required Protected Information" sheet (Page 5) of application. This must be filled out completely. Attach additional sheets, if needed to list all assets for all household members, as well as listing all debt for Applicant #1 and #2.

Debt means any money that you owe to someone else: credit card charges, retail store credit charges, car loan, personal loan, student loan, charge-offs.

INCOME INFORMATION & DOCUMENTATION:

- All income of all adults 18 or older, who will be members of the household in the Habitat home (even if they are temporarily away) must be reported on Pg. 2 of the application. Add an extra page if needed.
- Documentation of full-time student status for dependent household members between the ages of 18 and 25. Up-to-date receipts of payment of registration or a letter provided by the high school or college are examples.

CITIZENSHIP or U.S. PERMANENT RESIDENCY STATUS:

- Submit a copy of one of the following: U.S. birth certificate, OR U.S. certification of birth abroad, or US passport, OR certificate of naturalization, OR permanent resident.

Applicants must be U.S. citizens OR have secured their permanent residency status and provide documentation at the time of submitting the application.

AUTHORIZATION TO RELEASE INFORMATION:

- Return the signed form. All household members, age 18 and over, must sign a Release.

CLOSING COSTS:

- Explanation of source of closing costs and insurance. Where will you be getting the money to pay the closing costs? It is important to describe the plan you will develop for meeting this obligation. You will need to have it when you actually purchase the home.

If any part of the closing costs is a gift, provide a signed statement from the individual donor, stating that it is a gift.

MORTGAGE PRE-APPROVAL LETTER

- Applications MUST be accompanied by a mortgage pre-approval letter from a residential mortgage lender.

WILLINGNESS TO PARTNER—SWEAT EQUITY FORM:

- Signed statement about Sweat Equity: Answer the questions and sign it--- use the back or attach another paper if necessary.
- If you, or a household member, needs specialized care from others in the household, for medical or safety reasons, please provide documentation of the disability from the physician.
- **Complete the “Information for Government Monitoring Purposes Form”**
- **APPLICATION IS SIGNED AND DATED BY APPLICANT AND CO-APPLICANT.
Don’t forget to do this step!**

