

Falmouth Housing Authority
115 Scranton Avenue
Falmouth, MA 02540
508-548-1977
lottery@falmouthhousing.org

Falmouth Housing Trust, Inc.
P.O. Box 465
Falmouth, MA 02541

One Chancery Lane Apartments



To all Lottery Applicants,

Falmouth Housing Trust, Inc. is the owner of the One Chancery Lane Apartments. We are pleased to announce our offering of applications for a lottery for new rental housing in Falmouth.

One Chancery Lane Apartments will contain 4 studio units of rental housing, including 2 **visitable units** all of which will be available to qualified applicants through the lottery. These units are located in a historic building formerly known as Odd Fellows Hall in Falmouth. Units are available to applicants at or below 80% of the Barnstable County's area median income. There will be onsite laundry, trash and recycling space. Limited parking will be available for residents, one space per resident. One Chancery Lane Apartments are smoke free and pets are not allowed.

This package includes the Lottery Application Instructions and the Lottery Application. Please follow the instructions and mail your application, along with the required documentation. There is no need to wait until the application deadline of September 23, 2016 at 4:30pm! Please feel free to submit your completed application sooner. You are strongly encouraged to attend one of the Information Sessions on Monday, August 15, 2016 at 6:30pm or Saturday, September 10, 2016 at 1:00pm. Both sessions will be held at the Falmouth Public Library, lower level meeting room at 123 Katherine Lee Bates Road in Falmouth. You will learn more about the complex and the lottery process. Falmouth Housing Trust, Inc. and Falmouth Housing Authority staff will be present to answer any questions.

We look forward to meeting and working with you.

Falmouth Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to its programs or employment, or in its activities, functions or services. Disabled persons are entitled to request a reasonable accommodation of rules, policies, practices, or services, or to request a reasonable modification of housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy said housing.

Language Assistance services available
For more information or reasonable accommodations,
Call Falmouth Housing Authority 508-548-1977
TTY/TTD 800-545-1833 x18



One Chancery Lane Apartments Lottery Application Instructions



Application process

1. You must fill out the Lottery Application completely and return it with the required documentation no later than Friday, September 23, 2016 at 4:30PM. Answer all questions. Only complete and signed Lottery Applications (with necessary documentation) will be included in the lottery.

RETURN IN PERSON OR BY MAIL TO:	RETURN BY FAX TO:
Falmouth Housing Authority	508-457-7573 Attn: Diane Adler
115 Scranton Avenue	RETURN BY E-MAIL TO:
Falmouth, MA 02540	lottery@falmouthhousing.org

2. Please submit copies of 8 consecutive most recent paystubs and copies of 6 consecutive most recent bank statements for all bank accounts. Also include last year's tax return. These documents must be included with the lottery application. **DO NOT SEND ORIGINALS.**

3. Maximum gross income for the 80% units:

INCOME QUALIFICATIONS	RENT	80% GROSS INCOME LIMIT
<i>UNIT SIZE</i>		<i>1 PERSON</i>
0-BR - STUDIO	\$950 + electricity	\$47,550

4. Household Size Definition

A household shall mean an individual who will live in the apartment as their primary residence.

5. Information provided on this lottery application is confidential.



6. Applicants needing the accessibility of the Visitable Unit may request to be placed in that lottery pool.
7. Applicants can only file one application. Incomplete applications missing any information or required documents will not be processed. MAKE COPIES OF PAY STUBS AND BANK STATEMENTS AS ORIGINALS WILL NOT BE ACCEPTED.
8. Eligible applicants will be notified by mail of their lottery number. The notification letter will provide the date, time, and location of the lottery. Attendance is not mandatory, but eligible applicants are encouraged to attend. No units will be awarded at that time. The Falmouth Housing Authority will contact households in order of their ranking on the list created from the drawing.
9. Ineligible applicants will be notified in writing stating the reason(s) for being determined ineligible.
10. The application deadline is Friday, September 23, 2016 at 4:30PM. You are encouraged to attend one of the information sessions on Monday, August 15, 2016 at 6:30PM and Saturday, September 10, 2016 at 1:00PM. These sessions will be held at the Falmouth Public Library in the Hermann Meeting Room on 123 Katherine Lee Bates Road, Falmouth, MA.

Lottery Process

1. Lottery numbers for all eligible applicants will be pulled at random from the pools which they are eligible.
2. If the number of minority applicants in the local pool is less than the percentage of minorities in Barnstable County, a preliminary lottery comprised of all minority applicants who did not qualify for the local preference pool will be held and applicants will be added to the local pool in order of drawing until the percentage of minority applicants in the local preference pool is equal to the percentage of minorities in Barnstable County.
3. Every eligible applicant will be entered into the “open” pool.
4. Applicants who live or work in the Town of Falmouth will be entered in the “local” pool.
5. The Falmouth Housing Authority will send letters to each applicant with the results of the lottery.

Tenant Selection Process

The Falmouth Housing Authority is the lottery agent and will begin the Tenant Selection Process with the list of results from the lottery and all Lottery Applications. When your name is pulled from the list, you will complete a Rental Application. This will include verification of the information provided on the Lottery application as well as any other screening criteria defined in the Tenant Selection Plan.



ONE CHANCERY LANE APARTMENTS

PRELIMINARY RENTAL APPLICATION - EQUAL HOUSING OPPORTUNITY

FALMOUTH HOUSING AUTHORITY WILL PROVIDE HELP IN REVIEWING THIS DOCUMENT. IF NECESSARY, PERSONS WITH DISABILITIES MAY ASK FOR THIS APPLICATION IN LARGE PRINT TYPE, OR OTHER ALTERNATE FORMATS. LEP SERVICES ARE AVAILABLE.

SITE NAME	One Chancery Lane Apartments
ADDRESS	1 Chancery Lane
CITY, STATE	Falmouth, MA 02540
Phone #:	508-548-1977
FAX #:	508-457-7573
TDD #:	1-800-545-1883 x185

Note: Please fill in all sections completely. Failure to do so will result in processing delays or rejection of your application. Should you need help in completing this application, please contact the Falmouth Housing Authority.

Applicant: _____ Home Tel: _____

Present Address: _____

City

State

Zip

Race: (Optional Section: Information will be used for fair housing programs only, as required by State and Federal Laws.)

☐ American Indian/Alaskan Native

☐ Asian or Pacific Islander

☐ Black (not of Hispanic origin)

☐ Hispanic

☐ White(not of Hispanic origin)

Do you have any accessibility or reasonable accommodation requests or changes in a unit or development or alternate ways we need to communicate with you? If yes, please explain.



Do you require the accessibility of the visitable units? If yes, please explain.

Present Housing Cost Per Month \$ _____

Including Utilities? [] Yes [] No

How Long Have You Lived at Present Address? _____ Years.

What are the reasons for Moving? _____

FULL NAME OF EACH PERSON IN HOUSEHOLD	RELATIONSHIP TO HEAD OF HOUSEHOLD	AGE	SEX	SOCIAL SECURITY NUMBER	FULL TIME STUDENT
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1 _____ Yes / No

REFERENCES - Full name and address of Landlords or Officials at other places you have lived over the last five years. This can include shelters.

Name of PRESENT Landlord/Official _____ Telephone _____

Address _____

Name of PREVIOUS Landlord/Official _____ Telephone _____

Address _____

NOTE: If you are unable to furnish a landlord or other housing reference, please furnish character references. They must have known you for one (1) year or more and not be related to you.

Name of Character Reference _____ Telephone _____

Address _____

Name of Character Reference _____ Telephone _____

Address _____



**Please indicate the income received and assets held by each member of your household.
List each member by the corresponding number on the first page.**

EMPLOYMENT INCOME BY HOUSEHOLD MEMBER

Member # _____

Name of Present Employer _____ Telephone _____

Address _____

Years Employed _____ Position _____ Current Salary \$ _____

[] weekly [] bi-weekly [] monthly

OTHER SOURCES OF INCOME BY HOUSEHOLD MEMBER:

List all other income such as Welfare, Social Security, SSI, Pensions, Disability Compensation, Unemployment Compensation, Interest, Alimony, Child Support, Annuities, Dividends, Income from Rental Property, Military Pay, Scholarships, and/or grants.

Household Member	Type of Income	Gross Earnings
_____	_____	_____
	_____	_____
	_____	_____

Per... [] week [] month [] year

INCOME FROM ASSETS:

Assets include Checking Accounts, Savings Accounts, Term Certificates, Money Markets, Stocks, Bonds, Real Estate holdings and Cash Value of a Life Insurance Policy.

Household Member	Type of Income	Gross Earnings (Before Taxes)
_____	_____	_____
	_____	_____
	_____	_____

Per... [] week [] month [] year



CONFLICT OF INTEREST POLICY

Do you work for or have any immediate family members who work, or have any business or consulting relationship with the Falmouth Housing Authority or Falmouth Housing Trust? YES [] NO []

I hereby certify that the information furnished on this application is true and complete, to the best of my/our knowledge and belief. **Inquiries may be made to verify the statements herein.** All information is regarded as confidential in nature, and a **consumer credit report and a Criminal Offenders Record Information (CORI) report may also be requested.** I certify that I understand that false statements or information are punishable applicable under State or Federal Law.

I hereby certify that we have received a notice form the management agent describing the right to reasonable accommodations for persons with disabilities.

Signed under the pains and penalties of perjury.

Applicant

Date

Falmouth Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, familial status or physical or mental disability in the access or admission to its programs or employment, or in its programs, activities, functions or services. Disabled persons are entitled to request a reasonable accommodation of rules, policies, practices, or services, or to request a reasonable modification of housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy said housing

