



TOWN OF AQUINNAH

955 State Road, Aquinnah, Massachusetts 02535
Tel. (508) 645-2300 - Fax (508) 645-7884
www.aquinnah-ma.gov

Thank you for your interest in purchasing one of the homes located at **Smalley's Knoll** at **801 State Road** that are for sale by the **Island Housing Trust**. The Dukes County Regional Housing Authority will serve as lottery agent and assist prospective applicants.

The Town of Aquinnah is pleased to announce that two two-bedroom houses being constructed at **Smalley's Knoll** are being sold for **\$255,000.00** to household earning 100% or less of the Dukes County median income. See Selection Criteria for specific household income limits.

Preference will be given to household size minimum of two. Aquinnah residents will be given preference.

The houses will be sold to an income-qualified homebuyer and the land will be ground leased with restrictions at the time of purchase insuring long-term affordability (see Summery, page 17). The IHT will assess a monthly ground lease fee of \$50.

Since it is anticipated that there will be a number of interested applicants, the Island Housing Trust will be sponsoring an application process and lottery to determine eligibility for this home buying opportunity. The application and lottery process dates, and eligibility requirements are contained in this Information Packet.

A **complete application** with supporting documents (see attachments) must be submitted to the Dukes County Regional Housing Authority by **5:00 PM Wednesday April 6th, 2018**.

Allow at least 7-days to secure the required pre-qualification letter and a signed Lender Criteria review sheet from a mortgage lender.

Applicants are encouraged to attend a **Smalley's Knoll, 801 State Road site visit on March 14th at 5:00 pm** followed by a **Homebuyer Information Meeting at 6:00pm** on the same evening at the **Aquinnah Town Hall**. Please contact the DCRHA at 508-693-4419 to sign-up for the Homebuyers Information Meeting.

The **Lottery** for the Smalley's Knoll houses is scheduled for **June 5th, 2018**.

Please contact the **Dukes County Regional Housing Authority at 508-693-4419** with any questions pertaining to the application or the Information Meeting. We recommend that each applicant call or visit for a preliminary review of their completed application prior to the close of the application period.

Best of luck to each applicant!

DUKES COUNTY REGIONAL HOUSING AUTHORITY

PO BOX 4538, VINEYARD HAVEN MA 02568 PH. 508-693-4419 FAX 508-693-5710

DCRHA@HOUSINGAUTHORITYMV.ORG

Information Packet Smalley's Knoll

A Community Home Ownership Opportunity
offered by the **Town of Aquinnah** and
developed by the **Island Housing Trust**

The Dukes County Regional Housing Authority is acting as lottery agent.

This packet contains specific information on the application process for two two-bedroom homes, being offered to households earning 100% or less of the area median income at being developed at Smalley's Knoll off State Road by the Island Housing Trust for the Town of Aquinnah. The houses are scheduled to be sold by the Island Housing Trust by August 2018. Please review the enclosed information on the eligibility requirements, selection priority categories and lottery process for this affordable homeownership opportunity.

Applications are available at the Aquinnah Town Hall and the Dukes County Regional Housing Authority, on the Aquinnah Town website (www.aquinnah-ma.gov) & the Island Housing Trust website (<http://www.ihmv.org/>) and by phone or mail request to the DCRHA at 508-693-4419. The Smalley's Knoll application can also be submitted by mail.

Application is the first step in a process that does not assure any applicant a house.

APPLICATIONS DUE BY April 6, 2018



Dukes County Regional Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, age, familial status, marital status, veteran status, public assistance, disability, genetic information, gender identity or any other class protected by state, federal or local law, in the access or admission to its housing program(s), or employment, or any other of its programs, activities, functions or services. 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.

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GENERAL OVERVIEW AND SALES PRICES

The homes at **Smalley's Knoll** in Aquinnah are being constructed by Williams Building Company for the Island Housing Trust within a two-acre building envelope on a six-acre property at 801 State Road. The two-bedroom, one-bathroom first floor homes are designed and built to meet high-energy efficiency standards, with super insulated walls, triple-glazed casement windows, high efficiency heating and ventilation systems, kitchen appliances, full basements, parking, and shared wells septic systems. The homes have pre-insulated unfinished attic and basement spaces that, when finished by the homeowner in accordance with all building codes, will offer an affordable way to expand living space. The true affordability of these homes will be seen over time in their low monthly utilities and maintenance bills additional to their initial purchase prices.

The homes are scheduled to be sold by the Island Housing Trust in **August 2018**.

This Information Packet details the process specific to the two two-bedroom homes at Smalley's Knoll being sold for **\$255,00** to income eligible households earning 100% or less of the Dukes County median income as follows:

Maximum incomes of \$60,900 for 1 person, \$69,600 for a 2-person household, \$78,300 for a 3-person household and \$87,000 for a 4-person household. See Selection Criteria for details.

These homes will have a long-term affordability restriction at the time of purchase in the form of a Ground Lease through the Island Housing Trust. The Ground Lease limits the future sale price for the home and requires that it be resold to another income-qualified homebuyer, thereby ensuring that the home stays affordable. We recommend that prospective homebuyers review the Ground Lease with their attorney to fully understand the terms and conditions. For more information on the Ground Lease and resale restrictions please see the Ground Lease Summary attached to the back of this packet or refer to the Island Housing Trust's website at www.ihmv.org

In accordance with the provisions of the Equal Opportunity Act and Island Housing Trust policies, there will be no discrimination against an applicant for these benefits on the basis of age, gender, race, color, marital status, sexual orientation, having minor children, national origin, religion, ethnic background, physical or mental disability, or being a recipient of public assistance. Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing. The Island Housing Trust is committed to assuring that each individual has an equal opportunity to the use and enjoyment of the benefits of this program.

<h2>GENERAL ELIGIBILITY REQUIREMENTS</h2>

Q: Who is eligible to apply for these community homes?

A: To qualify for the Smalley's Knoll offer, households must be able to meet each of the four following criteria:

- 1.) Everyone in the household must qualify as a "first time homebuyer".
- 2.) The entire household's income and assets must be below the maximum allowable income and asset limits (see pg. 6)
- 3.) The household must be pre-approved for a mortgage (see pg. 9)
- 4.) The households must be of appropriate size (see pg. 10)

Those individuals who have a financial interest in the development and their families are not eligible.

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:
 - a) 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.
 - b) Owned a home with his or her partner or resided in a home owned by the partner.
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.

Smalley's Knoll – Homebuyer Application

Q: What are the income and asset eligibility requirements?

A: To be eligible to purchase a community home, annual household income must be within a particular range, set by maximum and minimum income levels and household assets may not exceed a set value. All details are on the following pages.

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 this affordable home 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 Step 5 in 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 this affordable home 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 Step 5 in 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 proof of legal agreement must be presented before you are given the opportunity to sign a Purchase and Sale Agreement (see Step 5). The terms specifying the allocation of assets and custody of children must be under agreement so that your income and asset eligibility can be accurately reviewed.

Q: Do I have to be a resident of the Town of Aquinnah to apply?

A: No. All qualified applicants will be entered into the lottery.

HOUSEHOLD SIZE AND COMPOSITION

Household size priority is in effect for the lottery of this house. Household sizes of 2 or more persons will be given priority.

MAXIMUM INCOME AND ASSET LIMITS

Q: How is a household's income determined?

A: Gross household income includes ALL SOURCES OF INCOME including, but not limited to, gross wages and salaries, Social Security, alimony, child support, overtime pay, bonuses, unemployment, net business income, severance pay, part-time employment, matured bonds, monies to be received in court settlements and imputed interest and dividends on bank accounts and other assets during the most recent 12-month period. There are some exceptions that will not be counted, most notably income from employment of children under the age of 18 years.

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 two (2) most recent tax returns, five (5) pay stubs and three (3) most recent bank statements. In addition to assisting with a comprehensive income certification, this information serves to verify that an applicant has not owned a house within the past three years.

Maximum Allowable Income

To be eligible to apply for purchasing an affordable unit, the combined gross annual income for all income sources of all income-earning members in the household must be at or below one hundred percent of median income for the local area (Dukes County MSA). The maximum incomes allowed for this program are:

<u>HOUSEHOLD SIZE</u>	<u>INCOME LIMIT</u>
1	\$60,900
2	\$69,600
3	\$78,300
4	\$87,000

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. The following incomes are therefore *approximations* of the minimum income a household must have to carry a mortgage. For simplicity's sake, calculations were performed using a rate of 5% for 30 years, although rates will invariably change due to various factors. According to program standards, a household must have a down payment of at least 3%, half of which must come from their own funds.

Down-Payment Amount	Approximate Income Needed to Qualify for a Mortgage <i>2 bedrooms</i>
3% or \$7,650	\$66,063
5% or \$12,750	\$65,000
10% or \$25,500	\$63,000
20% or \$51,000	\$56,000

For more information on mortgages, see pg. 10

Asset Limits

All households shall not have total gross assets exceeding \$100,000 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, 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: No. For the purposes of this offer, dedicated, non-liquid retirement funds will not be counted as an asset.
- 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.
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Age Qualified Households, Displaced Homemaker and Single Parent Exception:

Only households qualifying under the exceptions listed on page 5 may own a home when applying. This home must be sold before they purchase an affordable unit (see Step 5 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. Their asset total must still be below \$100,000.

- 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 sign a Purchase and Sale Agreement on the 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 Unit Selection 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.) Households will not be allowed to purchase the affordable unit until the home is sold. Please see the Step-By-Step Process for more details.

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 institutional lender of their choosing but the pre-approval must meet the following 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 Mass Housing rate*)
- The loan can have no more than two points.
- The buyer must provide a down payment of at least 3% - half of which must come from the buyer's own funds. *Mass Housing: (617) 854-1000 or www.masshousing.com

We encourage households to apply through local banks & USDA Rural Development where the resale restrictions and guidelines for affordable housing programs are understood. These banks and USDA will likely be aware of additional first-time homebuyer programs, soft-second programs or lower interest USDA 502 Home Ownership loans that may be of great assistance. The following lenders are familiar with the process and the mortgage requirements and should be happy to help you with questions or pre-approvals:

- Patti Young, Martha's Vineyard Savings Bank (508-627-4266)
- Michelle Oteri, Sovereign Bank (508-696-4463)
- Dee Lander, Rockland trust (508-696-0964)
- Tammy King, Cape Cod Five Cents Savings (508 693-9236)
- USDA Rural Development (508 295-5151 ext. 203)

Households will need to bring the copy of the EXAMPLE Ground Lease to their lender. A summary is included in this packet and a full copy can be obtained from the DCRHA upon request. *In addition, the attached Island Housing Trust's Lender Criteria Checklist must be completed and signed by you and your lender and submitted with your application.*

All lenders will be made aware of the resale restrictions regardless of whether you tell them up-front or not. The Ground Lease 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 Ground Lease 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 Ground Lease fees are \$50/month. The 2018 tax rate for Aquinnah is \$5.35 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
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Q: What is the application, selection and move-in process for the house being offered at Smalley's Knoll?

A: The following steps outline the entire process of applying for and purchasing an affordable unit. The following pages explain each step in greater detail.

(Completed with the assistance of Dukes County Regional Housing Authority)

Step 1: Making Application	+ 45 days	2/23/18 – 4/6/18
(Information Meeting on Wednesday, March 14. See below)		
Step 2: Applicant certification	+ 4 weeks	4/9/18 – 5/9/18
Step 3: Lender & Preference Review	+ 1 day	5/10/18
Step 4: Notification of Application Status	+ 1 day	5/11/18
Step 5: Appeals Review as needed	+ 1 week	5/22/18
Step 6: The Lottery	+ 1 week	6/5/18
Step 7: Notification of Lottery Results	+ 1 week	6/12/18

(Completed with the Guidance of the Island Housing Trust)

Step 8: Sign Purchase & Sale Agreement	+ 1 week	6/19/18
Step 9: Obtain Mortgage Commitment	+ 3 weeks	7/13/18
Step 10: Closing and Move-in	+ 2-4 weeks	8/14/18

The **Information Meeting** for any interested applicants on **Wednesday, March 14, 2018** will begin with a **site visit between 5:00 and 6:00 pm** before convening at **6:00 pm at the Aquinnah Town Hall**.

Step 1: Making Application

From February 22, 2018 thru April 6, 2018, the Town, the Trust and the Housing Authority will be advertising and publicizing the availability of the homes at Smalley's Knoll in Aquinnah and distributing applications and this Information Packet to all interested citizens throughout the community and the region.

Once an applicant reads this Information Packet in its entirety, they will need to fill out a Program Application. The applicant must list all income and asset information for every person that will be residing in the unit. The Program Application must be signed and dated by all heads-of-household.

Additionally, the applicant must submit with their application all required income, asset and if applicable, local preference documentation for every claim made in the Program Application. The Program Application will guide applicant through the documentation submission process.

All applicants must also submit a copy of their mortgage pre-approval.

The Program Application, required documentation and mortgage pre-approval must be received (not postmarked) by the Dukes County Regional Housing Authority by **April 6, 2018**. All applications should be dropped off at the offices of the DCRHA at 346 State Rd. Vineyard Haven or sent to:

The Dukes County Regional Housing Authority
P.O. Box 4538
Vineyard Haven, MA 02568

To ensure applications are complete, the DCRHA recommends submitting applications at least a week prior to the deadline. Late applications may be accepted for review at a later date but will not be entered into the lottery. If you want to ensure your application is received, we recommend dropping it off at our office or sending it by certified mail. We are not responsible for lost or late applications.

Once a completed Program Application is received with all required documentation and mortgage pre-approval, eligible households will be assigned an Application Number by the Lottery Agent (see Step 2).

The Dukes County Regional Housing Authority is available to review your application materials prior to final submittal. A call or visit to our office at your convenience at least a week before the application period closes can help to insure a smoother application process.

Step 2: Application Certification

Once the Dukes County Regional Housing Authority has received the Program Application, required documentation and mortgage pre-approval, an Application Number will be assigned in the order completed applications are received.

Once declared eligible, Application Numbers will be entered in the Lottery. (See Step 3).

Eligibility for the Lottery does not ensure eligibility for the Program (see Steps 5 to 8).

Applicants that are deemed ineligible by the Dukes County Regional Housing Authority will be notified by phone and mail.

Q: What happens if I don't submit all necessary documentation or fail to correctly complete my Affordable Housing Program Application?

A: Applicants that submit incomplete documentation will be called and 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. Applicants with applications in the Incomplete Application Pool that do not provide the requested information by the close of the application period will not be entered into the Lottery.

Step 3: Lender Review

Applicant certification will include review of a completed Lender Criteria form included in your application packet by the Island Housing Trust.

Step 4: Notification of Application Status

On April 11, 2018, the day following completed reviews by the Island Housing Trust and the Dukes County Regional Housing Authority will notify each applicant by phone and in writing as to their status for the upcoming lottery.

Step 5: Appeals Review

If an applicant is deemed "not eligible", he/she will have ten days from the receipt of notification of such status to appeal this decision to the Town of Aquinnah and the Island Housing Trust stating why he/she disagrees with the decision. An appeals committee will reconsider any appeals and will issue a final written decision.

A finding of ineligibility shall not preclude a subsequent re-application to future affordable housing lotteries.

Step 6: The Lottery Day Procedure

The Lottery will be held on June 5, 2018 at 5:30 at the Aquinnah Town Hall. Households do not have to attend the lottery to remain eligible. After the Lottery all lottery participants will be notified of the results by phone and mail.

There will be two, four-part lottery drawings for the homes at Smalley's Knoll.

Lotteries #1 & #2 for two 2-bedroom homes, 100% AMI

Drawing 1a: Local Preference Households – household size appropriate (2 or more)

Drawing 1b: Local Preference Households – small household size

Drawing 1c: Non-Local Preference Households – household size appropriate (2 or more)

Drawing 1d: Non-Local Preference Households – small household size

The Potential Minority Drawing

If the percentage of minority applicants who qualify for Local Preference is less than 13.7% (the Percent Minority for Dukes County MSA), there will be a Minority Lottery Drawing before any of the above Lottery Drawings. Minority households who do not qualify for Local Preference will be grouped into a Minority Pool and Application Numbers will be drawn and added to above Lotteries until the percentage of minorities in the Local Preference Pool is equal to at least 13.7%. Please see the Local Preference Information on pg. 24 for more details.

Households do not need to be present for the Lottery drawings. All Households will be notified of the results by the Lottery Agent (see step 7).

All Applicant Numbers will be entered into the Drawing for which they are eligible. A representative from the Town will pull Applicant Numbers from a box. They will begin by pulling all Application Numbers entered into Drawing A until all Application Numbers have been pulled. If there is a Drawing B, C, or D, they will then pull all Application Numbers entered into Drawing B, C, or D.

The order that an Application Number is pulled in the Lottery will be the position that the household has on the Selection List. The purpose of the Lottery is to establish the Selection Lists. It is the final positions on the Selection Lists that determine the order or opportunity that applicants will be given in the process of purchasing the house.

The first Application Number drawn from Drawing A for each Lottery will have the first position on that Unit Selection List. The second Application Number drawn from Drawing A will have the second position, and so on. If there is a Drawing B, C, or D the first Application Number drawn from Drawing B will have a position on the Unit Selection List that is behind the last Application Number drawn from Drawing A, then Drawing C, and then Drawing D.

Step 7: Notification of Lottery Results

The Dukes County Regional Housing Authority will call and mail the Lottery results to each applicant household entered in the Lottery.

Only the recipient in the top positions on each Unit Selection Lists are guaranteed the opportunity to purchase a home. Applicants with positions lower on the Unit Selection Lists will have to wait for the removal of applicants with a higher position than them before being given an opportunity to purchase a home. Applicants with lower positions on the Unit Selection List should maintain readiness as some applicants with an opportunity to purchase an affordable home do not finish the process for a variety of reasons.

Step 8: Sign Purchase and Sale Agreement

If a recipient decides to sign a Purchase & Sale Agreement (P&S) they will have 7 days to arrange with the Island Housing Trust after which the next household will be notified.

Before signing the Purchase and Sale Agreement, it is recommended that recipients obtain an attorney to review the Purchase and Sale Agreement and Ground Lease. Households may also have the bank that is offering their mortgage commitment review these documents. It is important that the lawyer (or bank) ensure that the taxes being assessed to the affordable unit are based on the affordable sales price and not the market-rate price of an equivalent unit. Documents can be provided by the Island Housing Trust.

Once a Purchase and Sale Agreement is signed, the household will have two months to close on units once they are ready for occupancy.

Step 9: Obtain Mortgage Commitment

Mortgage pre-approval does not ensure a mortgage commitment. Once a recipient 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. Homebuyers do not need to go back to the same lender that gave them their pre-approval letter, but it is recommended. 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 and the Ground Lease. 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 10: 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 steps 6 through 9. Once you have closed on your home, 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 homes will be first offered to households that qualify for Local Preference as established by the Town of Aquinnah. An applicant qualifies for local preference if the applicant or a member of their household is a current resident of Town of Aquinnah.

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

A: All non-local preference households will be placed in the second pool to be drawn from in order after all local preference households have been drawn from the first pool.

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 Island Housing Trust 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 Dukes County is 13.7%. 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: Native American or Alaskan Native, Asian or Pacific Islander, Black, Hispanic, and Cape Verdean