

This is an important document. Please contact CHELMSFORD HOUSING AUTHORITY at (978) 256-7425 for free language assistance.

Este documento es muy importante. Favor de comunicarse con el _____ en _____ para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o _____ no número _____ para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte _____ la nan _____ pou asistans gratis nan lang. (Haitian Creole)

此文件為重要文件。如果您需要免費的語言翻譯幫助，請聯絡_____聯絡方式：_____。(Chinese, Traditional)

此文件为重要文件。如果您需要免费的语言翻译帮助，请联络_____联络方式：_____。(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником _____ на предмет оказания бесплатной помощи по переводу на иностранный язык (_____). (Russian)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង _____ តាមរយៈ _____ ដើម្បីទទួលបានជំនួយ ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ _____ tại _____ để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyoo muhiim ah. Fadlan _____ kala soo xiriir _____ si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ _____ بـ _____ للمساعدة اللغوية المجانية. (Arabic)
[Phone #] [LHA Name]

Ce document est très important. Veuillez contacter le _____ au _____ afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il _____ al _____ per avere assistenza gratuita per la traduzione. (Italian)

This is an important document. Please contact CHELMSFORD HOUSING AUTHORITY at (978) 256-7425 for free language assistance.

Το παρόν έγγραφο είναι σημαντικό. Παρακαλώ επικοινωνήστε με την _____ στο τηλέφωνο _____ για δωρεάν γλωσσική βοήθεια. (Greek)

Jest to ważny dokument. Proszę skontaktować się z _____ pod numerem _____ aby uzyskać bezpłatną pomoc językową. (Polish)

이것은 중요 문서입니다. 무료 언어 지원을 위해서는 _____ 에 연락하십시오. (Korean)

これは重要な文書です。無料の言語サービスについては、_____ の _____ までご連絡ください。 (Japanese)

Սա կարևոր փաստաթուղթ է: Խնդրում ենք կապվել _____ _____ եզրկալան ձրի օգնության համար: (Armenian)

ນີ້ແມ່ນເອກະສານທີ່ສໍາຄັນອັນຫຼັກ. ກະລຸນາຕິດຕໍ່ກັບ _____ ທີ່ _____ ເພື່ອຂໍຄວາມຊ່ວຍເຫຼືອທາງດ້ານການແປພາສາໂດຍບໍ່ໄດ້ເສຍຄ່າ. (Lao)

Ovo je važan dokumenat. Za besplatnu pomoć vezanu za jezik, molimo vas kontaktirajte _____ Chelmsford Housing na _____. (Serbo-Croatian)

یہ ایک اہم دستاویز ہے۔ زبان سے متعلق مفت مدد کیلئے براہ کرم _____ میں سے رابطہ کریں۔ (Urdu)

આ એક અગત્યનો દસ્તાવેજ છે. કૃપા કરીને મફત ભાષાકીય સહાય માટે _____ પર (978) 256-7425 ની સંપર્ક કરો. [Gujarati]

เอกสารนี้มีความสำคัญ โปรดติดต่อ _____ ที่ _____ สำหรับบริการช่วยเหลือด้านภาษาได้ฟรี (Thai)

این سند مهمی است. لطفا جهت دریافت خدمات رایگان زبان با _____ از طریق _____ (978) 256-7425 تماس حاصل فرمایید. (Farsi)

[Phone #] [LHA Name]

Information Package

The Village at Cricket Lane
55 Rear Pearson Drive
Newbury, MA 01951

This packet contains specific information on the affordable housing program as well as eligibility requirements, selection priority categories, and application process for 6 affordable homes being offered for purchase at less than market value at The Village at Cricket Lane in the Town of Newbury. Two 3-bedroom affordable homes will be made available via a lottery process in Phase I.

Three 3-bedroom homes and one 4-bedroom home will be made available in Phase II. Please note that this is a first-time homeownership opportunity. *

We invite you to read this information packet and submit an application if you think you meet the eligibility requirements.

The deadline to submit a complete application is November 21, 2025 at 4:30 p.m.

An information session will be held at Newbury Town Hall on October 8th at 6:00 p.m. Town Hall is located at 12 Kent Way, Byfield, MA 01922.

Attendance is not required in order to participate in the lottery, but this is an opportunity to learn more about the program, ask questions of the developer and receive information on mortgage products available for deed-restricted properties.

* Defined as not having owned a home within the past three years. Some exceptions apply.

General Overview and Sales Prices

Newbury comprises approximately 23 square miles just south of the coastal community of Newburyport. Much of the town land is made of marshes, protected by its inclusion in the [Parker River National Wildlife Refuge](#), Old Town Hill Reservation Area, Kents Island Wildlife Management Area, Downfall Wildlife Management Area and parts of the Mill River Wildlife Management Area and Crane Pond Wildlife Management Area.

[Interstate 95](#) passes through the western part of town, with two exits providing access to the town. The town is home to the [Plum Island Airport](#), a private general aviation airport; the nearest national service is at [Logan International Airport](#) in Boston. The [Newburyport/Rockport Line](#) of the [MBTA Commuter Rail](#) passes through town, with its northern terminus just over the Newburyport line. Plum Island beaches are minutes away, as are the quaint communities of Newburyport and Portsmouth, N.H.

Newbury Elementary School is available to students kindergarten through sixth grade. The Triton Regional School District is then an option through 12th grade. Newbury is also home to the private Governor's Academy for high schoolers.

With a population of just under 7,000, Newbury includes the villages of Old Town, Plum Island and Byfield. Each village is a precinct with its own voting district, various town offices, and business center. Newbury is also home to a vibrant arts and cultural scene.

The Village at Cricket Lane is a 24-unit homeownership development that will consist of six (6) affordable units and eighteen (18) market rate units.

The affordable homes will be made available to first-time* homebuyers who are income and asset eligible. All 3- and 4-bedroom homes will feature a kitchen, living room, dining area and 2-1/2 bathrooms. The development will feature all energy efficient units. Each home will have solar panels on the roof, and will feature energy efficient electric heat pumps, hybrid heat pump hot water heaters, and electric appliances. The homes will be rated better than energy star, with an anticipated HERS Rating of less than 45.

Other unit details include a small farmers porch, deck or patio, and a two-car garage.

The affordable sales prices are being set based upon **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area** for families earning no more than 80% of median income. The sales price for the two 3-bedroom homes offered in Phase 1 is \$330,300. Pricing for the homes to be made available in Phase II is to be determined. The monthly condo fee for all homes will initially be set at \$260.

The opportunity to purchase these homes will be done through a lottery process. Any household deemed eligible to participate in the lottery but does not have an initial opportunity to purchase will be placed on a waiting list, subject to final determination.

Unit Type	Bedroom Size	# of Units	Sales Price	Condo Fees	Baths	Square Footage	Parking
Single Family	3 (Phase I)	2	\$330,300	\$260	2 ½	2,300 sq. ft.	4 spaces
Single Family	3	3	TBD	\$260	2 ½	2,300 sq. ft.	4 spaces
Single Family	4	1	TBD	\$260	2 ½	2,400 sq. ft.	4 spaces

*Approximate square footage of total finished areas

Marketing and resident selection shall be in accordance with and adhere to all state fair housing laws. The developer and its representatives do not discriminate based on race, color, disability, religion, age, sex, familial status, sexual orientation, gender identity, national origin, genetic information, ancestry, children, marital status, or public assistance reciprocity. 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 persons with disabilities equal opportunity to use and enjoy the housing.

GENERAL ELIGIBILITY REQUIREMENTS

Maximum Allowable Income

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 median income for the **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area**. The maximum incomes allowed for this program are:

<u>HOUSEHOLD SIZE</u>	<u>INCOME LIMIT</u>
1	\$92,605
2	\$105,850
3	\$119,100
4	\$132,300
5	\$142,900
6	\$153,500
7	\$164,100
8	\$174,650

Approximate Minimum Income

While there is no specific minimum income, monthly housing costs (including principal, interest, property taxes, hazard insurance, private mortgage insurance, and condo or homeowner association fees) should not exceed 38% of monthly household income. The minimum income limits to qualify for a mortgage will be determined by an institutional lender. All applicants must receive a mortgage preapproval and submit it with their application in order to be considered for eligibility.

Asset Limits

No household is allowed to exceed total gross assets of \$75,000 in value.

Household assets are calculated at the time of application. Any money you would use as a future down payment on the home will still be counted as an asset. Assets may include cash, funds available 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.

FAQs

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 three 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.
- 3.) The household must be pre-approved for a mortgage in amount sufficient to cover the purchase price of the home.
- 4.) The household must put down 3% of the purchase price when signing the Purchase and Sale agreement, half of which must come from its own funds.

Q. Who is a “first-time homebuyer”?

A: A person is a “first-time homebuyer” if no person in their 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 adult individual who meets ALL the following criteria: Has not worked full-time 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 one or more children of whom the individual has custody or joint custody, or is pregnant).
- 3.) An age-qualified household (in which at least one member is age 55 or over) that 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 that 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.

Q: If someone in my household is age 55 or over, can I currently own a home?

A: Yes. You will not, however, be given the opportunity to purchase an affordable home until your current home is under a Purchase and Sale Agreement. 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 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 until your current home is under a Purchase and Sale Agreement. 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* but it must be finalized *before you sign a Purchase and Sale Agreement* (see Step 5). 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 should try to expedite

all divorce/separation hearings as your divorce/separation will need to be finalized in the next few months.

Q: Do I need to be a resident of Newbury to apply?

A: No. There is no residency requirement assigned to the purchase of an affordable unit at Villages at Cricket Lane. There is, however, a local preference meaning anyone who lives or works in the Town of Newbury will have a second ticket entered into the lottery.

MAXIMUM INCOME AND ASSET LIMITS

Q: How is a household's income determined?

A: The Chelmsford Housing Authority, in its capacity as the Lottery Agent, will calculate the income a household makes over the course of a 12-month period. In an effort to provide as accurate an income estimation as possible, the CHA must review all current and historical income data.

ALL SOURCES OF INCOME ARE COUNTED. Any monies you receive will be counted as 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 received in court settlements and imputed interest and dividends on bank accounts and other assets.

There are some exceptions under which income will not be counted, most notably income from employment of children under the age of 18.

It is not up to the household to determine what monies should and should not be counted as its calculated income. All monies, therefore, 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 will also be asked to submit their three most recent federal tax transcripts for all household members. State tax transcripts are not required.

Q: I cannot withdraw money from my 401K or retirement fund now. 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 is not based solely upon one or the other.

Age Qualified Households, Displaced Homemaker and Single Parent Exception:

Only households qualifying under the exceptions may own a home when applying. This home must be sold before they will be allowed to purchase an affordable unit. 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 \$75,000 after the sale of the home.

MORTGAGE PRE-APPROVAL STANDARDS

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 Freddie Mac's weekly published 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.

Once an applicant is ready to seek a mortgage, we strongly encourage households to apply through banks that are familiar with resale restrictions and guidelines for affordable housing programs. These banks will likely be aware of mortgage products designed especially for first-time homebuyers. Households will need to bring a copy of the EXAMPLE Deed Rider to their lender. A copy can be downloaded directly off our website at www.chelmsfordha.com. The Deed Rider is a document that details, among other things, the restrictions that will be placed upon the unit at the time of resale in order to preserve its affordability. It is in the buyer's best interest, therefore, to show all lenders a copy of the Deed Rider when applying for a mortgage. Otherwise, they may find a lender who grants a commitment for a mortgage, but backs out at the time of purchase once they are made aware of the restrictions.

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 assets.

HOUSEHOLD SIZE AND COMPOSITION

Q: How is appropriate household size determined?

A: 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 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 has received reliable medical documentation as to such impact of sharing.

Household size shall not exceed state sanitary code requirements for occupancy of a unit.

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.

Q: 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 but it must be finalized before you sign a Purchase and Sale Agreement. 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.

STEP-BY-STEP PROCESS AND TIMELINE

Q: What is the application, selection and move-in process for the affordable units being offered at Villages at Cricket Lane?

A: The following steps outline the entire process of applying for and purchasing an affordable unit.

Step 1: The Program Application

Once a household reads this Information Packet in its entirety, applicants will need to fill out a Program Application. The applying household 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 household must submit their mortgage preapproval with the application

If your ticket is drawn as a winner in the lottery, you will be asked to submit **WITHIN 48 HOURS** all required documentation for every claim made in the Program Application. You must also submit copies of 2022, 2023 and 2024 federal tax returns, W2s, 1099s, etc. within this time frame. Please be prepared for this eventuality before entering this lottery as this is a strict deadline.

All applications should be sent to:

Chelmsford Housing Authority
Re: Villages at Cricket Lane
10 Wilson St.
Chelmsford, MA 01824

You may also submit your application by fax at 978-256-1895 or via email lottery@chelmsfordha.com. We will accept only scanned documents. Photos will not be accepted.

Once a completed Program Application is received with a mortgage pre-approval, households will be reviewed for eligibility and compliance.

Step 2: Lottery Ticket Assigned

Once the CHA has received the Program Application and mortgage pre-approval, it will determine initial eligibility and compliance.

If the household is determined to be eligible for the lottery, it will receive one or more Lottery Tickets in the order in which their completed application was received. This ticket will be entered into each Lottery for each affordable unit for which the applicant is eligible.

Households that are deemed ineligible by the CHA will be notified by email.

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 a Lottery Ticket(s) 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.

Step 3: The Lottery

The Lottery will be held at a date set after the application deadline has passed. Applicants are welcome, but do not have to attend the Lottery to remain eligible; results will be sent via email to all participants. A representative from the Town of Newbury will pull the tickets and the “winners” will be determined in the order in which the tickets are drawn and then ranked according to household size. For example, a household in need of a two-bedroom home will NOT be given the opportunity to purchase a three-bedroom home all households of appropriate size for a three-bedroom have been given the opportunity to purchase.

Step 4: Unit Selection

The Sales Office will set up a time for the lottery winners to select a unit. At this selection, households will receive a copy of the Condominium Documents, the Master Deed, Deed Rider, and the Reservation Form. Households will have to sign the Reservation Form and provide a \$1,000 deposit (this will be considered as part of the 3% down payment) in the form of a certified or bank check.

After unit selection is complete, the Sales Office will prepare the Purchase and Sale agreement; this agreement must be signed by the applicant within 7 business days of receipt. It is highly recommended that the household retain an attorney to review the P&S. The remainder of the 3% down payment in the form of a certified or bank check must also be paid at this time.

Households that currently own a home when they applied will need to provide a copy of a signed P&S Agreement to the Chelmsford Housing Authority showing that their current residence is under agreement to be sold before being allowed to select a unit.

Applicants who are in the process of being separated/divorced when they applied must provide a copy of their Divorce Decree/ Separation Agreement before being allowed to select a unit.

Q: Can I buy upgrades from the developer?

A: Yes, but with the stipulation that these upgrades cannot change the purchase price of the home.

Step 4: Obtain Mortgage Commitment

Mortgage pre-approval does not ensure a mortgage commitment. Once a household has signed a P&S Agreement, it will need to obtain a mortgage commitment prior to the closing date. In order to move toward the mortgage commitment, the lender will want to see the P&S Agreement, Condominium Documents, Master Deed, and Deed Rider. The lender may also order an appraisal of the property once the Town of Newbury issues an occupancy permit. Upon completion of a satisfactory appraisal, the household will be able to close on the home.

Step 5: Final Review of Eligibility

Three weeks prior to the closing date, households must submit the following documentation to the Chelmsford Housing Authority (CHA):

- A copy of the Purchase and Sale Agreement.

- A copy of the Mortgage Commitment Letter from the buyer's lender, including interest rates, points, length of loan and annual percentage rate.
- A signed Homeowner Disclosure Form.
- Contact information for the loan closing attorney including name, address, and phone and fax numbers.

The CHA will forward this documentation to Community Teamwork Inc., which is the Affordability Monitoring Agent for this development. The agency will review the P&S and mortgage commitment, then provide the Resale Price Certificate, Deed Rider and a copy of the non-financial mortgage to be recorded at the closing.

If more than 60 days lapses between the lottery and the closing, the CHA must perform another review of the household's income and asset eligibility as well as its mortgage eligibility.

It is essential that allseholds continue to maintain records of all income and assets until they close on their affordable unit.

Age-Qualified Households, Displaced Homemakers and Exempt Single Parents who are current homeowners will not be able to close until they have sold their home. Once the home is sold, the households will need to send the HUD-1 Settlement Statement Certificate (received at closing) to the CHA. The CHA will then perform a final review of eligibility to ensure that the household does not exceed the established limit of \$75,000 once the net proceeds from the sale of the home are considered.

Step 6: Closing and Move-in

The P & S 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 through the process.

Once you have closed on the unit, you may move in.

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

DEED RIDER SUMMARY/ PROPERTY RESTRICTIONS

The Deed Rider will be prepared for your specific unit in time for the closing. A copy of an example Deed Rider will be available on the CHA's website, www.chelmsfordha.com.

The purpose of the following summary of the deed rider is intended to be informational only and 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.

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. In exchange for this opportunity, the purchaser must agree to the following:

PRINCIPAL RESIDENCE

To occupy the home as a principal residence, where you regularly live, eat, sleep, are registered to vote, etc.

LEASING AND REFINANCING

You may not rent, lease or refinance your home without the prior written consent from the monitoring agent.

NOTICES WHEN SELLING YOUR HOME

When you wish to sell your home, you must notify Community Teamwork, Inc. in writing. This notice is referred to as the "Conveyance Notice" in the Deed Rider. Community Housing will set the Maximum Resale Price in accordance with the terms outlined in the Deed Rider.