

Applying for Homeownership with Habitat for Humanity MetroWest/Greater Worcester 2025

Dear Applicant(s),

Thank you for your interest in Habitat for Humanity MetroWest/Greater Worcester. Putting faith into action, Habitat for Humanity MetroWest/Greater Worcester partners with families in need and volunteers to transform lives through decent and affordable first time homebuyer homeownership.

PLEASE NOTE: This is for our **Home Build** located at
487 Main Street, Ashland, MA Middlesex County
Maximum bedroom need of **3** based on our household composition guidelines.
Applicants/households **must meet** current, annual area median income
(AMI) HUD guidelines for Middlesex County

Please read instructions carefully before returning your application. verifying documents are required to complete the application review.

Incomplete/unsigned applications will NOT be accepted.

THE PROCESS:

- Information Sessions – Participation in an information session is a requirement for partnership in Habitat's program.
- Info session date – Visit our website for all session dates and times.

At various location please visit our website for further information

<https://www.habitatmwgw.org/homeownership-application/>

APPLICATION PERIODS: *Application forms must be completed, signed, and received by: **DECEMBER 4TH 2025**

LOTTERY DATE: December 22th , 2025

APPLICATION PROCESS:

- I. Complete our Homeownership application.
- II. Application Can be downloaded/printed and or picked up at our Administrative Office, Restore including our **310 Pond Street Ashland, MA** and Available at our Info sessions.
- III. Return completed, signed application form (with verifying documents):

Mail to: Habitat for Humanity MetroWest/Greater Worcester, 640 Lincoln Street ,Suite 100, Worcester, MA 01605

Drop off: Outside our office in the "incoming" mailbox.

Schedule a time: During business hours (**10:00AM – 3:00PM, Monday & Friday**) to fill out a form in our office.



Habitat for Humanity MetroWest/Greater Worcester is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

I. COMPLETE APPLICATION FORM, continued:

- Complete all information honestly and accurately, including information about a co-applicant, if applicable.
- **DO NOT leave any empty spaces, put N/A if not applicable.**
- We strongly encourage you to attach a letter of statement explaining your interest and need to become a Habitat homeowner. Please account for any special circumstances or information not already included in the application statements. This story will be used if you are selected by lottery.
- Sign and date the application.

II. VERIFYING DOCUMENTS:

Homeowner Application Checklist of Required Habitat Verifying documents.

You must provide the following, verifying documents within **15 days to complete your application**. Habitat will review the verifying documents to determine eligibility within **30 days from the date we receive your application**.

If we do not receive ALL requested documents, your application will be denied as “incomplete.”

Habitat requests these documents to verify you meet Habitat’s preliminary residency, income/benefits, and asset guidelines.

Habitat will perform a soft credit check to ensure your eligibility. When you apply for a mortgage pre-approval or a mortgage loan, a third-party lender will do a hard credit check and require additional documentation (2-3 years) to verify you have a stable job history, stable income, good credit history/credit score/debt-to-income ratio enabling you to repay a mortgage loan.

All verification Required:

- ☐ Applicant and C/o applicant (if applicable) Must provide a copy of **social security card** to complete a soft credit.
- ☐ Legal Residency Documentation for each Applicant/Co-Applicant **ONLY**.
Please provide ONE of the following:
 - ☐ Driver’s license (copy, not original)
 - ☐ Birth certificate (copy, not original)
 - ☐ Current U.S passport (copy, not original)
 - ☐ Naturalization certificate, or original statement from a U.S consular officer verifying that you are U.S. citizen with a valid passport
 - ☐ If born outside the U.S., original Certificate of Citizenship, or FS-240 Form
- 2. Verifying Income Documents for **ALL household members 18years and older:**
W-2 income employees (whose employers deduct taxes from their paychecks) please provide
Either:
 - ☐ Most recent 2 month of 2025 pay stub, with year-to-date gross pay
 - ☐ 2023 and 2024 W-2 (2 year sustainable employment required)**Or:**
 - ☐ Payroll registers to include both most recent, 2024 year-to-date gross pay, and 2023 year-end gross pay**For W9/1099 self-employed** (for earnings over \$400/year) please provide both:
 - ☐ 2024 year-to-date Profit or Loss Statement (in the format of an IRS 1040 Schedule “C” showing year-to-date NET/after expenses income

PENSION INCOME:

- ☐ Most recent, year-to-date 2024 statement
- ☐ Year-end total 2023 statement

SOCIAL SECURITY INCOME (SSI) (you can obtain a copy of your benefit statement at www.ssa.gov):

- ☐ Most recent statement noting monthly, gross benefits
- ☐ 2024 year-end statement noting monthly, gross benefits

SOCIAL SECURITY DISABILITY INCOME (SSDI):

- ☐ Most recent statement noting monthly, gross benefits
- ☐ 2024 year-end statement noting monthly, gross benefits

VETERANS ADMINISTRATION (VA) BENEFITS (pension/disability):

- ☐ Most recent statement noting monthly, gross benefits
- ☐ 2024 year-end statement noting monthly, gross benefits

UNEMPLOYMENT BENEFITS (DUA) /TANF (must be “sustainable” to count as mortgage-eligible income):

- ☐ Most recent statement noting monthly, gross benefits
- ☐ 2024 year-end statement noting monthly, gross benefits

ALIMONY/CHILD SUPPORT (if you choose to disclose you receive this income):

- ☐ Documentation (such as a bank statements) to verify you received “full, regular, and timely payments.”
- ☐ Payments for the last, six months
- ☐ Documentation, such as a copy of a court order, to verify this income will be “sustainable” for at least three more years

PROOF OF PAID RENT (*If applicable*)

- ☐ Copy of your most recent rent payment, e.g. a cancelled rent check or money order receipt

ASSET/VERIFICATION/HOUSEHOLD BANK STATEMENTS. *Please include all for household:*

- ☐ Last two month’s bank statements for all household members’ bank accounts (checking & savings)

APPLICANT (S) VETERAN STATUS:

- ☐ Copy of DD214 (you may obtain this through the Veteran’s Administration: www.va.gov/records/get-military-service-records)

VERIFYING DOCUMENTS ARE DUE 15 DAYS FROM APPLICATION SUBMISSION DATE

You may hand-deliver during open house hours or utilize the secure drop box outside our office or mail documents to:

**Habitat for Humanity MetroWest/Greater Worcester
640 Lincoln St, Suite 100, Worcester, MA, 01605**

C/O Norma M. Tyznik, Family Services Administrator

ELIGIBILITY CRITERIA:

Program applicants *must* meet the following three criteria:

1. **NEED:** An applicant has a need for the program. The applicant's current housing is overcrowded, structurally/environmentally unsafe, exceeds 30% of the applicant's monthly gross income, is temporary, etc. Need is unique to each applicant.
2. **WILLINGNESS TO PARTNER:** To be considered for a Habitat home, you and your family must be willing to be a long-term partner with Habitat for Humanity. Being a long term partner means completing all partner requirements during the construction of your home (including 300 hours' "Sweat Equity" and making monthly prepayments toward down payment and closing costs, being a good homeowner and neighbor once you move into your home, and continuing to support the Habitat for Humanity mission long after your home is built.
3. **ABILITY TO PAY:** Habitat is a hand up, not a hand out. We sell the homes we build at an affordable price to qualified applicants. Their gross annual income* is at least 30% and - their combined, household, gross annual income* no more than 60% - of the current, annual area median income for the same-sized household as the build community.

*(Income = gross benefits (such as SSI, SSDI) + gross W-2 income + net 1099 (after expenses/ losses income))

*Applicants cannot have declared bankruptcy in the previous 7 years, or owned a foreclosed property.
(Certain exceptions apply. Please ask for additional details.)*

**Applicants must fall within the following income guidelines.
Household income must not exceed 60% Area Medium Income (AMI):**

***FY 2025 Middlesex County HUD
Annual Area Median Income guidelines
Household Size 30-60% AMI***

1. \$34,750 - \$69,480
2. \$39,900 - \$79,440
3. \$44,650 - \$89,340
4. \$49,600 - \$99,240
5. \$53,600 - \$107,220
6. \$57,550 - \$115,140
7. \$61,550 - \$123,060
8. \$65,500 - \$131,040

PRELIMINARY ELIGIBILITY:

Habitat for Humanity MetroWest/Greater Worcester is an affordable housing organization. Each of our housing developments must follow applicable local and state housing regulations and the application selection process can vary due to these laws. Additionally, Habitat for Humanity International sets affiliate policy and procedure for homeowner selection and support.

RESIDENCY:

An applicant must be a US citizen or legal resident, and must live, work, or attend school within the 42 communities we serve in Worcester/Middlesex Counties.

Household Size/Makeup: Habitat for Humanity MetroWest/Greater Worcester builds homes to fit a family's need at the *current time, not for the possible needs of the future*. We offer homes that fit the household's current size. Bedroom need is determined by the household's specific makeup. Many of the properties we develop have been donated, and we are renovating and restructuring an existing building footprint. Our homes are built with volunteer labor and we often receive donated goods from corporations; we must be able to build within the volunteers' ability and the provided materials.

SELECTION PROCESS:

Home Visits are conducted with the lottery selected applicants. Habitat for Humanity MetroWest/Greater Worcester Committee members meet applicants and verify need for housing. Home Visits are scheduled at a time that is mutually agreed upon, and convenient for both Habitat staff and the qualified applicant (they may be virtual).

Eligible Applicants: 1. who meet, 2. need, 3. ability to repay criteria, and willingness to partner are selected by a regulated, random lottery, with a household size preference.

UNIT SALE PRICE:

Each Unit will be sold as a single family home (or condo, if applicable) with an affordability deed rider recorded to preserve affordability which limits the future sale price of the home.

Sale price will be set after a future homeowner is selected. It is based on the buyers' income – not building costs. It is determined by multiplying annual principal payment by years of the mortgage term.

Annual principal payment is calculated by assessing 30% of the applicants' annual gross income, and by deducting from that the calculated costs of mortgage interest homeowner's insurance premium and property taxes at the time of estimation.

Our program goal is to set the maximum purchase price at a price affordable for an applicant earning 30–60% of AMI (Area Median Income) for their family size. No profit from the sale is permitted under Habitat for Humanity MetroWest/Greater Worcester policy.

TERMS OF FINANCING:

Financing will be through a Third-party lending Partner with a low interest rate and the term will be approximately, 30 years. During the life of the mortgage, the mortgagor, will act as escrow agent for the buyer, collecting regular monthly payments calculated to accumulate adequate sums to pay for insurance and property taxes and adjust as needed.