

Elizabeth Stone House Rental Income-Restricted Housing Lottery

*Conducted + Recorded Remotely
Tuesday, December 15, 2020*



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Elizabeth Stone House, Roxbury

32 unit building with 32 Income-restricted units

These 15 units are filled directly by HomeStart.

# of Units	# of bedrooms	Rent	Maximum Income Limit (% AMI)
3	Studio*	30% HH Income	30% AMI
3	1-Bedroom		30% AMI
9	2-bedroom**		30% AMI

*One unit built out for persons with mobility impairments, one unit built out for persons deaf/hard of hearing

**One unit built out for persons with mobility impairments

- Fifteen (15) units are Homeless Set-asides filled through direct referral from HomeStart. For more information, please visit <https://www.homestart.org/bostonhsa>.

Minimum Incomes: based on # of bedrooms (set by owner)

# of bedrooms	Minimum Yearly Income (30%)
Studio	No minimum
1-bedroom	
2-bedroom	

Maximum Income: based on # of people in the household (set by DND)

Household Size	30% AMI
1	\$26,850
2	\$30,700
3	\$34,500
4	\$38,350
5	\$41,450
6	\$44,500

Asset Limit***
\$75,000

Minimum incomes do not apply to households receiving housing assistance like Section 8, MRVP, VASH

Elizabeth Stone House, Roxbury

32 unit building with 32 Income-restricted units

# of Units	# of bedrooms	Rent	Maximum Income Limit (% AMI)
3	1-bedroom*	30% HH Income	50% AMI
8	2-bedroom*		50% AMI
6	3-bedroom**		50% AMI

*Two units built out for persons with mobility impairments

**One unit built out for persons with mobility impairments

Minimum Incomes: based on # of bedrooms (set by owner)

# of bedrooms	Minimum Yearly Income (50%)
Studio	No minimum
1-bedroom	
2-bedroom	

Minimum incomes do not apply to households receiving housing assistance like Section 8, MRVP, VASH

Maximum Income: based on # of people in the household (set by DND)

Household Size	50% AMI
1	\$44,800
2	\$51,200
3	\$57,600
4	\$63,950
5	\$69,100
6	\$74,200

Asset Limit***
\$75,000

The Lottery

Pre-lottery

Before the lottery can be scheduled, the agent + the BFHC review a log of all applications to look for duplicates, incomplete applications. Once the log is approved, the City assigns the BFHC Application Number and the agent sends all eligible applicants a notice of scheduled lottery that contains the BFHC Application Number

Random.org

The City uses a cloud based randomizer for the lottery. We assign the application # to protect applicant privacy.

The lottery is conducted so that these income-restricted housing opportunities are not offered on a first-come-first serve basis

Post-lottery

BFHC will send the results to the agent today.

The agent will then sort into different pools of applicants based on # of bedrooms applied for (1 BR, 2 BR) and maximum income limits, then sort by preferences

Sorting + Ranking

1) Boston Residents

Applicants who self-certified that they are residents of the City of Boston, checked the box to indicate the neighborhood in which they live, and who can provide the documentation listed in the application have the highest ranking preference for this development

2) Minimum 1 Person per Bedroom

Households who have at least one person per bedroom listed on their application have the second highest ranking for this development

3) Lottery Number

The lottery number is the number assigned at the lottery through the electronic randomization program the City uses. This is the number, if you attended the lottery, that was distributed to you by the BFHC. If you did not attend, this is the number the owner/agent will send to you within one week of the lottery.

Post-lottery, Next Steps and (estimated) Timeline

Sorting + Ranking List

The agent will sort the results of today's lottery by # of bedrooms + maximum income then rank by preferences followed by lottery number
(agent sends to BFHC **within 5 days**)

Agent Contacts the Highest Ranked

Agent reaches by email, if provided, or by mail if not. Top ranked are contacted to come to a showing of the property **within a week** of BFHC approval of the sort + ranking

BFHC Reviews Sort + Rank

Before the agent can begin processing applications, the Boston Fair Housing Commission (BFHC) reviews the list for accuracy (BFHC requests **10-business days** to review each time its submitted)

Submitting Paperwork

After viewing the unit(s), applicants are given a minimum of **5-days** to provide the supporting paperwork for the application.

INVITATION TO MOVE FORWARD

Once the Boston Fair Housing Commission (BFHC) approves the sorted + ranked list of applicants, the developer or her agent will contact the highest-ranked applicants.

- The agent will invite the 7 applicants per available unit to move forward in the process.
 - These will be the 7 people ranked highest in the list based on preferences + lottery number.
 - This is because it often takes this many to find an eligible or interested applicant.
- What will you do to show the units to the highest ranked applicants, under the COVID-19 protocol?
 - We will have in person meetings with mandatory mask wearing and physical distancing.

Utilities, Amenities, + Fees

- **Utilities**
 - All utilities are included in the rent.
- **What is due at lease signing?**
 - Security deposit and one month's rent.
- **Amenities:**
 - Central a/c,
 - On site laundry,
 - Community meeting space (meeting spaces are not currently open due to COVID),
 - Computer lab,
 - Limited off street parking,
 - 24/7 professional management
- **What fees are associated with the property?**
 - There are no other fees associated with the property.

Tenant Screening (the owner's standard + the Program requirements)

- *What type of tenant screening will be done:* Income eligibility
- Maloney Properties, Inc. and the owner will abide by the [City of Boston's Fair Chance Tenant Selection Policy](#).
- Once the income eligibility has been approved, Maloney Properties, Inc. will work with applicants through the third-party verification process. There are preferences for homeless households and for those fleeing or attempting to flee domestic violence. These will be based on your responses from the application.

The Paperwork

Proof of Residency

Financial Documents

Statement of non-filing

Applicants must submit the two (2) of following options:

- *A dated letter from transitional housing or a homeless shelter located in the City of Boston*
 - *Signed lease (At-will lease counts)*
 - *Car registration / insurance*
 - *Renters Insurance*
 - *Heating bill (Gas, Electric, Oil)*
 - *Cable / Data / Internet bill*
 - *City of Boston voter registration / Resident listing*
 - *Cell / Landline phone bill*
- *Financial Documents are required for every employed household member who is 18 years old and older*
 - *Most Recent Pay-stubs*
 - *Most Recent Bank Statements*
 - *Tax Returns (Federal, State, W2 Forms/1099 Forms.*
- *If, for whatever reason, members of your household who are 18 and older were not required to submit taxes during the last two years, you must submit a statement of non-filing. This is a document obtained from the IRS.*

Verification + Certification

The agent

- *The agent will review all of your documentation to make sure you're in fact eligible to lease a unit in this program*
 - Not over income
 - Not over asset
 - That what you've self-certified matches the documents provided

Third Party Verification

- *Once the agent verifies your eligibility, they'll send your file for third-party verification.*
- *This process can take 6-8 weeks.*
- *If you have questions or concerns, the Agent is still your point of contact*

The Determination

- *Once the determination has been made about your status, the owner/agent will tell you if you've been approved or if there was an issue with your application.*

Best Practices

- Don't ever give notice on your existing unit until you've actually signed the lease
- Pay careful attention to deadlines!
- If you're deemed ineligible and feel it was in error you have the opportunity to appeal. You must put that in writing by the deadline stated by the agent.
 - **The agent cannot offer the unit you were in line for to someone else until you've had the opportunity to have your appeal heard.**
- *If you have questions, by all means ask. The contact details for the agent are on the last slide.*
 - **You can call with questions but always follow up in writing to confirm your conversation.**
- *You will need supporting documents for everyone in the household who is 18+*

Fees & Charges

- Developers or their agents may not charge a holding or reservation fee for these units.
- Nor can they pass along the cost of credit screening or criminal background checks.
- Pet fees are illegal in Massachusetts. Per the AG's office, wear + tear should be covered under the security deposit.
- When you first move in, your landlord may only charge you: A **security deposit, 1st month's rent, last month's rent, and the cost of a new lock and key**. The security deposit cannot be more than the amount of your 1st month's rent.
- For more information visit: [Mass-legal help](#) and [Landlord tenant guide](#)
- These issues are beyond our Office's purview but, for further guidance of these issues please contact the Massachusetts Attorney General's Office .

Thank you



City of Boston

Boston Fair Housing Commission

This is a long process.

*It can take a few months.
Please don't ever give notice
on the home that you're in
until you've signed the lease.*

**Finding out about other Affordable and
Income Restricted Housing Opportunities**

Sign up for the Metrolist Newsletter at:

<https://www.boston.gov/metrolist/subscribe>



Maloney Properties, Inc.

Lottery results will be sent via email (if you shared an email address) or by mail within the next 10 days.

For questions about your status, the property itself, or to change your contact details, please email

onestminsterrentals@maloneyproperties.com or call

617-209-5434 Relay #711.

Throughout the process, If you believe you have been discriminated against in seeking housing, you should contact the **Boston Fair Housing Commission** at **617-635-2500** or do so online by visiting

<https://www.boston.gov/departments/fair-housing-and-equity/how-file-housing-discrimination-complaint>

You may also contact the Massachusetts Commission Against Discrimination at 617-727-3990; or the US Dept of Housing and Urban Development at 617-994-8300.

