



# Amherst Community Homes – Amherst, MA FCFS Homeownership Application

## Section 1. Instructions and Required Documents

This is an important document. If you require language interpretation, please call the management agent for this development directly.

Este es un documento importante. Si usted requiere interpretación de idioma, por favor llame directamente al agente de gestión para la propiedad.

这是一份重要文件，如果您需要翻译，请直接致电该物业的代理。

Este é um documento importante. Se precisar de interpretação de linguagem, favor chamar diretamente o agente de administração da propriedade.

Este é um documento importante. Caso você precise de interpretação de idiomas, por favor, ligue diretamente para o agente responsável por gerenciar a propriedade.

"Это важный документ. Если Вам необходима интерпретация языка, обратитесь, пожалуйста, непосредственно к административному агенту по поводу данного объекта."

Se yo dokiman enpòtan. Si ou bezwen sèvis entèpretasyon, tanpri rele ajan jesyon an, pou pwopriyete an, dirèkteman.

Questo è un documento importante. Se si ha bisogno di un interprete per la lingua, chiamare l'agente responsabile, per la proprietà, direttamente.

Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng gọi trực tiếp cho đại lý bất động sản.

នេះជាឯកសារសំខាន់។ ប្រសិនបើអ្នកត្រូវការការបកប្រែភាសា,

សូមទូរស័ព្ទទៅភ្នាក់ងារគ្រប់គ្រងសម្រាប់ការអភិវឌ្ឍន៍នេះដោយផ្ទាល់។

Please submit the **195 Montague Road (Amherst Community Homes)** Lottery Application and all supporting documentation (listed on page 2).

Applicants are **strongly encouraged** to submit all required documents via the Google Drive upload.

- Google Drive Upload (preferred):** Access to your Google Drive folder is provided after a completed application has been shared with DVM Housing Partners
  - [Click the hyperlink to watch a video on how to use this preferred feature](#)
- Email Submission:** Please send all the required documents in PDF format to [amhersthomes@dvmconsult.com](mailto:amhersthomes@dvmconsult.com) for review.
- USPS Submission:** Please send all pages of documents to the address listed below for review:  
DVM Housing Partners  
c/o Amherst Community Homes  
35 Batchelder Street  
Roxbury, MA 02119
- Fax Submission:** Please fax all the required documents to our fax number at [857.800.8261](tel:857.800.8261)
- In-Person Submission:** Drop off documentation Monday – Friday between 9:30am - 4:30pm at:
  - DVM Housing Partners' office at 35 Batchelder Street, 2nd Floor, Roxbury MA, 02119, or
  - Valley Community Development office at 256 Pleasant St, Northampton, MA 01060
- Would you like DVM Housing Partners to keep you updated on future housing opportunities.**

☐

Yes, keep me updated via email or USPS Mail

☐

No, I am not interested.





# Amherst Community Homes – Amherst, MA

## FCFS Homeownership Application

### APPLICATION CHECKLIST

Please note that the completed and signed application, with copies of all the requested documentation, should be submitted in PDF format electronically (preferred) or hard copies.

**Incomplete applications may affect your eligibility for this housing opportunity.**

- ☐ **195 Montague Road (Amherst Community Homes) Homeownership Application**
- ☐ **Income documentation** for all sources of income for all household members age 18 and over. Documentation includes, but may not be limited to, copies of the most recent two (2) months of pay stubs, child support payments, social security income, and unemployment income payment history (if applicable).
  - ☐ If self-employed, a year-to-date profit & loss statement prepared by an accountant or notarized, as well as a Self-Employment Certification form (*From Provided by DVM Housing Partners*).
  - ☐ Verification of Termination of Employment for all jobs worked within the last 12 months.
- ☐ **Asset documentation** for all household members age 18 and over. This includes copies of statements for the most recent three (3) months for all asset accounts (savings, checking, retirement accounts, 403(b), 401(k), IRA accounts, Investment accounts, Savings Bonds, etc.).
  - ☐ Explanation and documentation regarding the source of funds for any regular and consistent cash deposits, large deposits and large withdrawals (*Form Provided by DVM Housing Partners*).
- ☐ **Provide a pre-approval letter** dated within 90 days of this application. The pre-approval letter must be provided by a mortgage lender for a single-, two-family, or condo home for a 30-year fixed-rate mortgage loan with a Loan to Value (LTV) ratio of less than or equal to 97%. The pre-approval must be for an amount sufficient to the average **195 Montague Road (Amherst Community Homes)** purchase price.
- ☐ **Tax Returns** for the most recent three (3) years of signed federal and state tax returns (including all forms, schedules, W-2s and 1099s) for all household members age 18 and over.
  - ☐ If taxes were not filed, provide a statement of Non-Filing from the IRS
  - ☐ If a business owner, copies of the last two (2) years of business tax returns (including all schedules, forms and W-2s)
- ☐ Provide certification or confirmation that Applicant has completed a CHAPA Approved homebuyer class, such as Homebuying 101 (aka “HB101”) before closing.



# Amherst Community Homes – Amherst, MA

## FCFS Homeownership Application

### Definitions

Below are the definitions of terms used throughout this application.

**Household Income:** The Household Income is the combined income of all persons who intend to live with the Applicant in the dwelling. Income shall include all source(s) of income and current annualized gross amounts of income from any source, both taxable and non-taxable income, including, but not limited to: pay or earnings, overtime, IRA or 401K distributions, part-time employment, bonuses, dividends, interest, annuities, pensions, Veterans Administration (VA) Compensation, gross rental or lease income, commissions, deferred income, welfare payments, Social Security benefits, disability payments, alimony, child support payments, public assistance, sick pay, unemployment compensation, and income received from trusts, business activities, and investments.

For any household that includes a child under the age of 18 for whom the Applicant and/or Co-Applicant is not receiving child support, and for any household member aged 18 or older with no income, **DVM Housing Partners** will provide required affidavits for completion and notarization.

**Asset Limitation:** As of September 2024, the Commonwealth Builder Program guidance states homebuyers must have assets less than \$150,000 (at the time eligibility is determined), which is adjusted annually in subsequent years for inflation using the CPI-W index, excluding up to \$250,000 in any IRS-recognized retirement plan (such as IRAs, Roth IRAs, 401(k) Plans, 403(b) Plans, and other IRS-recognized private and government employer retirement plans, and retirement plans for self-employed individuals).

Current recipients of HUD assistance are exempt from the asset limit.

Further, the buyer must be able to pay the closing costs and provide a down payment of at least 3% of the purchase price, 50% of which must come from the buyer's own funds. If gift money is being provided to the buyer, a notarized gift letter is required and must be dated within 90-days of submission. All assets, whether in cash, equity in real estate, investment funds or any other item of value will be included in the determination of assets, excluding up to \$250,000 in any IRS-recognized retirement plan as explained above.

Only if a retirement account or college savings plans are to be liquidated to support the home purchase will it be added to the asset calculation. If an asset is necessary to the buyer's primary source of income, such as a business owned by the buyer, some or all the assets may be exempted from the calculation only to the degree necessary to maintain the buyer's income stream.

If closing does not occur within:

- a. 60 days – The Monitoring Agent, Citizens' Housing & Planning Association (CHAPA), requires the buyer and co-buyer to sign a statement indicating that there have been no substantive material changes to household income or assets.
- b. 90 days – The Monitoring Agent, Citizens' Housing & Planning Association (CHAPA), requires the buyer and co-buyer to update and submit household income and asset documents for review

**First-Time Homebuyer:** A First-time homebuyer is defined as a household that has not owned a home within three years preceding the lottery application, except for:

1. Displaced homemakers, where the displaced homemaker (an adult who 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), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
2. Single parents, 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 the individual has custody or joint custody, or is pregnant);
3. Households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
4. Households 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.



# Amherst Community Homes – Amherst, MA

## FCFS Homeownership Application

### ***Definitions (continued)***

**Household Member:** Is defined at the time of the application submission as:

- Persons regularly, or
- who are not so related but share income and resources and intend to occupy the income-restricted unit as their permanent primary residence.

Legally married couples shall both be considered part of a household. However, if an individual is “separated”, the spouse will not be considered part of the household if the applicant can sufficiently document that the spouse is living separately. Individuals purchasing together (i.e., co-buyers) who are currently living in separate households, will be considered household members.

**DVM Housing Partners** will consider other circumstances that do not meet this definition if sufficient documentation and/or notarized affidavits are provided.

**Participating Lenders:** First-time homebuyers who also want to participate in the MassHousing Down Payment Assistance Program, will need to use a Participating Mortgage Lender. Visit the [Buyer Resource Page at www.amherstcommunityhomes.com](http://www.amherstcommunityhomes.com) to review information on first time homebuyer classes, down payment assistance and mortgage lenders. Visit <https://www.mymasshome.org/masshousing-down-payment-assistance> to learn about MassHousing’s homebuyer resources. Applicant and/or Co-Applicant do not need to use a Participating Lender if they are not applying for MassHousing down payment assistance and/or One Mortgage.

**Maximum Program Income Limit by Median Income:** Program Income Limits are established by the US Department of Housing and Urban Development (HUD) and are subject to change. The maximum Income Limit for participation in the **195 Montague Road (Amherst Community Homes)** lottery is **80% AMI and 100% AMI** of the median income.

**DVM's housing policies are subject to change; policies in place at the time of a lottery application will apply.**





# Amherst Community Homes – Amherst, MA FCFS Homeownership Application

## Section 2. Household Data

Please provide the information below for each and every person who will live with the Applicant and Co-Applicant at the new property.

### Buyer Information:

Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
First MI Last

US Citizen? ☐ Yes ☐ No ITIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Contact Information: \_\_\_\_\_  
Cell Phone Number Other Phone Number

\_\_\_\_\_  
Email

Co-Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
First MI Last

US Citizen? ☐ Yes ☐ No ITIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Contact Information: \_\_\_\_\_  
Cell Phone Number Other Phone Number

\_\_\_\_\_  
Email

Are any household members ages 18 and older a full-time student? ☐ No ☐ Yes If Yes, complete section below:

| HOUSEHOLD MEMBER NAME | NAME OF EDUCATIONAL INSTITUTION | ENROLLMENT STATUS (FT or PT) |
|-----------------------|---------------------------------|------------------------------|
| 1.                    |                                 |                              |
| 2.                    |                                 |                              |
| 3.                    |                                 |                              |
| 4.                    |                                 |                              |



# Amherst Community Homes – Amherst, MA

## FCFS Homeownership Application

### Section 2. Household Data (continued)

PROVIDE THE INFORMATION BELOW FOR ALL PERSONS WHO INTEND TO RESIDE IN THE PROPERTY. ALL INCOME MUST BE LISTED FOR HOUSEHOLD MEMBERS AGES 18 AND OVER.

| A. HOUSEHOLD MEMBER NAME | B. AGE | C. RELATIONSHIP TO APPLICANT | D. PLACE OF EMPLOYMENT AND JOB TITLE | E. OTHER SOURCE OF INCOME* | F. ANNUAL INCOME |
|--------------------------|--------|------------------------------|--------------------------------------|----------------------------|------------------|
| 1.                       |        | APPLICANT                    |                                      |                            | \$               |
| 2.                       |        |                              |                                      |                            | \$               |
| 3.                       |        |                              |                                      |                            | \$               |
| 4.                       |        |                              |                                      |                            | \$               |
| 5.                       |        |                              |                                      |                            | \$               |
| 6.                       |        |                              |                                      |                            | \$               |

\*Example of other income source Child Support, SSI, SSP, SSDI, Unemployment, Other.

I certify that my household size is (total column A) \_\_\_\_\_ and my combined Household income is (total column F) \$ \_\_\_\_\_

| ASSET TYPE                                  | APPLICANT | HHM2 OR CO-APPLICANT | HHM3 | HHM4 |
|---------------------------------------------|-----------|----------------------|------|------|
| 1. Cash on Hand                             | \$        | \$                   | \$   | \$   |
| 2. Stocks/Bonds                             | \$        | \$                   | \$   | \$   |
| 3. Certificate of Deposit                   | \$        | \$                   | \$   | \$   |
| 4. Checking Account #1                      | \$        | \$                   | \$   | \$   |
| 5. Checking Account #2                      | \$        | \$                   | \$   | \$   |
| 6. Savings Account #1                       | \$        | \$                   | \$   | \$   |
| 7. Savings Account #2                       | \$        | \$                   | \$   | \$   |
| 8. Retirement Plan #1 (401k, Pension, etc.) | \$        | \$                   | \$   | \$   |
| 9. Retirement Plan #2 (401k, Pension, etc.) | \$        | \$                   | \$   | \$   |
| 10. Monetary gifts to assist with purchase  | \$        | \$                   | \$   | \$   |
| 11. Other: _____                            | \$        | \$                   | \$   | \$   |
| 12. Other: _____                            | \$        | \$                   | \$   | \$   |
| 13. Other: _____                            | \$        | \$                   | \$   | \$   |
| 14. Other: _____                            | \$        | \$                   | \$   | \$   |
| 15. Other: _____                            | \$        | \$                   | \$   | \$   |
| 16. Other: _____                            | \$        | \$                   | \$   | \$   |
| 17. Other: _____                            | \$        | \$                   | \$   | \$   |
| 18. Other: _____                            | \$        | \$                   | \$   | \$   |
| <b>TOTAL ASSETS</b>                         | \$        | \$                   | \$   | \$   |

Initials



### Section 2. Household Data (continued)

**[Optional]** Please complete the following section to assist us in fulfilling affirmative marketing requirements. Check as many of the following items which apply. **(Your response is voluntary).**

#### Race of Applicant:

|                                                        |                                                                    |
|--------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian                                     |
| <input type="checkbox"/> Black or African-American     | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White                         | <input type="checkbox"/> Other _____                               |

Are you Hispanic or Latino? ☐ Yes ☐ No

Gender: ☐ Female ☐ Male ☐ Non-Binary ☐ Other \_\_\_\_\_

#### Homebuyer Education and Requirements

Have you taken an approved Homebuyer Education class? ☐ Yes ☐ No  
**If Yes,** provide Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ **If No,** provide Class Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you registered for an HB101 class, if applicable? ☐ Yes ☐ No  
**If Yes,** provide Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ **If No,** provide Class Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you a First Time Homebuyer? ☐ Yes ☐ No

# Amherst Community Homes – Amherst, MA FCFS Homeownership Application

## Section 3. Income Limits and Unit Selection

| # of Units | # of bedrooms | # of stories | Estimated Square Feet | Price     | Monthly Condo Fee | Maximum Income Limit | # built out for mobility impairments | # adaptable for mobility impairments build out |
|------------|---------------|--------------|-----------------------|-----------|-------------------|----------------------|--------------------------------------|------------------------------------------------|
| 3          | 2             | 1            | 995 sf                | \$246,000 | \$342             | 100%                 | -                                    | <b>3</b>                                       |
| 6          | 2             | 1.5          | 1,091sf               | \$260,000 | \$361             | 100%                 | -                                    | -                                              |
| 4          | 3             | 2            | 1,222sf               | \$275,000 | \$382             | 100%                 | -                                    | -                                              |

| MASSHOUSING WORKFORCE HOUSING<br>(OPPORTUNITY FUND) PROGRAM<br><b>(Effective 5/1/2026)</b><br>AMHERST TOWN-NORTHAMPTON, MA MSA |                         |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| HOUSEHOLD SIZE                                                                                                                 | 100% AMI MAXIMUM INCOME |
| 1                                                                                                                              | \$87,100                |
| 2                                                                                                                              | \$99,550                |
| 3                                                                                                                              | \$112,000               |
| 4                                                                                                                              | \$124,400               |
| 5                                                                                                                              | \$134,400               |
| 6                                                                                                                              | \$144,350               |

**Which of the following are you applying for? (please select all that apply)**

*Please select all that apply. You may select more than one unit type; however, your current mortgage pre-approval must be sufficient to purchase each unit type you select.*

- ☐ 2-Bedroom ADA Adaptable
- ☐ 2-Bedroom
- ☐ 3-Bedroom



# Amherst Community Homes – Amherst, MA

## FCFS Homeownership Application

### **Section 4. Limited Equity Acknowledgement**

Please read each item below carefully before you sign.

The Town of Amherst and MassHousing have provided funding for **Amherst Community Homes** with the goal of creating housing that will remain affordable for the long term. Certain homeownership restrictions are in place to ensure **Amherst Community Homes** remains accessible to a wide range of individuals and families, now and in the future. Affordable homeownership restrictions are designed to keep housing costs manageable, helping to foster a vibrant and, mixed-income neighborhood.

By applying for **Amherst Community Homes**, I acknowledge that:

- a) This is an application to be entered into a lottery for the opportunity to purchase an income restricted unit.
- b) If I am selected to purchase an income restricted unit, the deed will include certain obligations that will be enforced by Citizens' Housing & Planning Association (CHAPA). These obligations include but are not limited to:
  - 1. Resell for the Maximum Resale Price, as defined in the Restriction Deed Rider.
  - 2. Resell to an eligible buyer in the 80% AMI & 100% AMI income category.
  - 3. The condominium must be the primary residence of the Owner. This means the condominium cannot be rented and must be owner occupied.
  - 4. Owners must obtain approval from the Monitoring Agent before they refinance.
  - 5. Owners must obtain approval from the Monitoring Agent for capital improvements in order to be considered in the resale price.
- c) I understand that as with any housing unit, the cost of maintaining this condominium unit will increase over time and my income will need to increase in order to cover the costs.
- d) I understand that I should have my attorney review the Affordable Housing Covenant with me prior to purchasing an income restricted unit.

I hereby attest that I have read and acknowledge the foregoing:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Print Applicant Full Name

\_\_\_\_\_  
Print Co-Applicant Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials



### Section 5. Application Affidavit and Certifications

(Please note, the use of the singular “I” or “my” below, shall include the plural in the case of more than one “Homebuyer”).

I, as an applicant for the **195 Montague Road (Amherst Community Homes)** homeownership opportunity, do hereby certify and warrant as follows:

The information in this Affidavit and Disclosure is true, correct, accurate, and complete in all respects, and incorporated herein and made part of this affidavit.

The Household Income Information includes all persons who intend to reside in the Property which I will occupy. I am including their age(s), relationship to me, their source(s) of income, and current annualized gross amounts of income from all sources, both taxable and non-taxable income, including, but not limited to: earnings, overtime, IRA distributions, part-time employment, bonuses, dividends, interest, annuities, pensions, Veterans Administration (VA) Compensation, gross rental or lease income, commissions, deferred income, welfare payments, social security benefits, disability payments, alimony, support payments, public assistance, sick pay, unemployment compensation, and income received from trusts, business activities, and investments.

I have attached documentation of my household income, including among other appropriate documentation, Federal and State Income Tax Returns, weekly (or other periodic) pay stubs, or receipts for each Household Member who has reached the age of 18.

I am a first-time homebuyer as defined on page 8 of this Homeownership Application. I have not had an ownership interest in a residential property.

I understand that the eligible buyers for the **195 Montague Road (Amherst Community Homes)** homeownership opportunity were included in the **195 Montague Road (Amherst Community Homes)** lottery and ranked based on my self-selection of preferences applicable to my household. I understand that the unit is being sold to households at or below **80%** and **100%** of the area median income (AMI). The income limits are attached.

I understand if closing does not occur within:

- c. 60 days – I will need to sign a statement indicating that there have been no substantive material changes to the household income or assets.
- d. 90 days – I will need updated and submit household income and asset documents for review.

I understand I must occupy the property as my primary residence within 60 days after the closing of the mortgage and continually occupy the residence as my primary residence.

I understand that certain conditions are placed on the use and resale of these properties. I understand that the properties are subject to an Income-Restricted Housing Covenant.

I have never been convicted of real property arson, tenant harassment in Housing Court or violating Fair Housing Laws. I am not presently in mediation with the Massachusetts Commission Against Discrimination. I am not presently a defendant in a criminal complaint in Housing Court for a Fair Housing violation or in an arson case.

I do not presently, nor have I in the past, owe (d) any past due real estate taxes to the Town of Amherst.

**I hereby attest that I have read and acknowledge the foregoing:**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Print Applicant Full Name

\_\_\_\_\_  
Print Co-Applicant Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Amherst Community Homes – Amherst, MA FCFS Homeownership Application

## Section 6. Application Affidavit and Certifications (continued)

Please read each item below carefully before you sign.

(Please note, the use of the singular “I” or “my” below, shall include the plural in the case of more than one “Homebuyer”.)

By signing below, you declare under penalties of perjury that the information provided in this application is true, correct, accurate and complete in all respects.

1. If questions remain regarding this application or any of the following statements, please contact **DVM Housing Partners** for further clarification. The contact details can be found at the start of this application.
2. I hereby certify that the information provided in this preliminary application is correct to the best of my knowledge.
3. I understand that this is a preliminary application and the information provided does not guarantee housing. Additional information and verifications will be necessary to complete the income certification process, which will take place if **DVM Housing Partners** offers me a unit for which I am eligible, that I find acceptable.
4. I understand that should any material change occur in the household size, income, or assets after the submission of this application may cause me to be re-ranked in the applicant pool or make me ineligible for the income restricted housing opportunity.
5. I understand that no cosigners or guarantors on a mortgage are permitted. Guarantors include persons who are not members of the applicant household, but who make regular and substantial monetary contributions to members of the household.
6. I understand that approval from any source other than CHAPA does not guarantee income certification approval.
7. I understand that I may submit only one application per household and that submitting duplicate applications will disqualify my household from the lottery.
8. I understand that if it is determined that all of my income and assets were not disclosed at the time of application, I can be denied approval.
9. I understand that I should not give notice on my existing unit until I've signed the purchase and sale agreement for this property.

I hereby attest that I have read and acknowledge the foregoing:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Print Applicant Full Name

\_\_\_\_\_  
Print Co-Applicant Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

