



*your resource for Affordable Housing*



**703 Fellsway West  
Medford, MA  
Phase 1 Information Package and Lottery Application**

Attached is the information regarding the affordable rental units at 703 Fellsway West in Medford, Massachusetts. Potential Tenants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Fellsway West II is an affordable rental development offering one one-bedroom unit and two three-bedroom units, by lottery, for households earning up to 60% of the Area Median Income (AMI). Apartments include all major appliances. The building offers coin-operated laundry, free surface parking, and both smoke- and pet-free. Rents are based on 2025 income limits and Medford Housing Authority's utility allowances. All requirements are subject to reasonable accommodation.

The monthly rent for a one-bedroom is \$1,862, and the monthly rent for a three-bedroom is \$2,297. Tenants are responsible for all utilities except water and sewer which is included in the rent. Utilities gas heat and electric. A utility allowance has been deducted from the rent. All affordable units will be distributed by lottery as outlined in the attached package.

These rents are NOT income based. Applicants are responsible for the full rent as stated above. Section 8 or other housing vouchers will be accepted, and it is up to you to talk with your voucher holder to determine if they will approve the project and accept the rents. Generally, the minimum income needed to lease a unit, without a Section 8 or other housing voucher is \$55,860 for a one bedroom and \$68,910 for a Three bedroom. Income and assets may be taken into consideration when determining minimum income eligibility, if needed.

**\*\*\*ANNOUNCEMENT\*\*\***

MCO Housing Services is now accepting applications on-line. The application process will be in two phases. Phase 1 go to page 4 for information on how to apply on-line. You are self-certifying your eligibility.

Phase 2 is to provide your financial documentation, if you have the opportunity to lease, to determine program eligibility. This will happen post-lottery.

Paper applications will be accepted if you are unable to apply on-line.

**KEY DATES**

**Public Information Meeting via Zoom.com**

6:30 p.m., Monday, November 17, 2025

Go to Zoom.com and provide the following, when prompted:

Meeting ID: 821 7035 9186

Passcode: 418614

**Application Deadline**



December 10, 2025

**Electronic Lottery**

3:00 p.m., December 29, 2025

For those applicants who are unable to attend the live Zoom or otherwise want to review, the meeting will be recorded, with those portions not containing unauthorized sensitive personal information, and will be available for listening up to the application deadline, upon request on [mcohousing.com](http://mcohousing.com).

Thank you for your interest in affordable housing at **703 Fellway West**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at [lotteryinfo@mcohousing.com](mailto:lotteryinfo@mcohousing.com) if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.



This is an important document. Please contact [AGENCY NAME] at [PHONE #] for free language assistance.

Este documento es muy importante. Favor de comunicarse con el MCO Housing en 978-456-8388 para ayuda gratis con el idioma. (Spanish)

Este é um documento importante. Entre em contato com o MCO Housing Serv no número 978-456-8388 para obter assistência gratuita com o idioma. (Portuguese)

Dokiman sila a enpòtan. Tanpri kontakte MCO Housing la nan 978-456-8388 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 MCO Housing 聯絡方式：978-456-8388。  
(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 MCO Housing 联络方式：978-456-8388。  
(Chinese, Simplified)

Это весьма важный документ. Свяжитесь с сотрудником MCO Housing на предмет оказания бесплатной помощи по переводу на иностранный язык (978-456-8388). (Russian)  
(Phone #)

នេះគឺជាឯកសារសំខាន់។ សូមទំនាក់ទំនង MCO Housing តាមរយៈ 978-456-8388 ដើម្បីទទួលបានជំនួយ  
ផ្នែកភាសាដោយឥតគិតថ្លៃ។ [Mon-Khmer, Cambodian]

Đây là một tài liệu quan trọng. Vui lòng liên hệ MCO Housing tại 978-456-8388 để được hỗ trợ ngôn ngữ miễn phí. (Vietnamese)

Kani waa dukumentiyu muhiim ah. Fadlan MCO Housing kala soo xiriir 978-456-8388 si aad u hesho gargaar xagga luqadda oo bilaash ah. (Somali)

هذه وثيقة مهمة. يرجى الاتصال بـ MCO Housing بـ 978-456-8388 للمساعدة اللغوية المجانية.  
[Agency Name] [Phone #] (Arabic)

Ce document est très important. Veuillez contacter le MCO Housing au 978-456-8388 afin d'obtenir une assistance linguistique gratuite. (French)

Il presente è un documento importante. Si prega di contattare il MCO Housing al 978-456-8388 per avere assistenza gratuita per la traduzione. (Italian)

# Fellsway West II Housing Lottery Registration Link

## Let's Get Started with Pronto Housing

Now it's **easy**, **fast**, and **secure** to apply for affordable housing with **Pronto Housing**!

 Scan the QR code to begin.

- Make an account
- Answer some simple questions
- All online, from your phone or computer!

Need help? Just ask!

<https://prontohousing.io/accounts/registration/ae1e54e5-1e03-4943-a99c-6586e1b4197d/>



## Question & Answer

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Executive Office of Housing and Livable Communities (EOHLC) through its Local Action Unit (LAU) program.

### What are the qualifications required for Prospective Tenants?

- Qualify based on the following maximum income table, which is adjusted for household size:

| Household Size             | 1        | 2        | 3        | 4        | 5         | 6         |
|----------------------------|----------|----------|----------|----------|-----------|-----------|
| Max Gross Allowable Income | \$69,480 | \$79,440 | \$89,340 | \$99,240 | \$107,220 | \$115,140 |

### LOTTERY APPLICANT QUALIFICATIONS:

- Household income cannot exceed the above maximum gross allowable income limits. Income for adults 18 or older is required.
- Under HOTMA, households with total assets over \$51,600.01 must include either actual or imputed income calculated using HUD's current passbook rate of 0.45% in their income eligibility, while those with \$51,600.01 or less may exclude asset income. All financial accounts, digital wallets, lump-sum receipts, and recently disposed assets must be disclosed and verified. Assets divested at less than full market value within two years of application will be counted at full market value when determining eligibility.
- In addition to income and asset eligibility you will also be subject to a screening by the project and determined eligible based on that basis.
- Applicants may not own a home and lease an affordable unit, including homes in a trust.
- Persons with disabilities will be given first preference for such units regardless of what pool they are in based on the requested bedroom size. Where a person with a disability is awaiting an accessible unit and a unit with adaptive features becomes available, the owner/management agent must offer to adapt the unit.

### Are there units available for Local Preferences?

Yes, subject to certain fair housing and household size limitations herein, the initial occupancies of 2 units is given preference for households who meet at least one of the Local Preference Criteria as stated in the application.

### Are there Group 2 units?

There are no Group 1 or Group 2 units. There is not an elevator in the building. The units can be adapted to satisfy a reasonable accommodation request. 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. Such reasonable accommodation is not limited to Group 2 units.

### Are there preferences for Household Size?

Household Size Preferences are based on the following:

- There is at least one occupant per bedroom.
- A husband and wife, 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.
- A person described in the first sentence of (2) 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 receives reliable medical documentation as to such impact of sharing.
- A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
- If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

### Are there considerations for minorities?

If the percentage of minority applicants in the Local Preference Pool is less than the percentage of minorities in the Surrounding HUD-defined area, currently 33.4%, a preliminary lottery will be held comprising all the minority applicants who do not qualify for the Local Preference Pool. Minority applicants not otherwise qualifying for the Local Preference Pool would be drawn at random from the Open Pool until the percentage of minorities in the Local Pool is no longer below the percentage of minorities in the surrounding HUD-defined area. Applicants not selected for the Local Preference Pool would be in the Open Pool only.

#### **What happens if my household income exceeds the income limit?**

Annually you will be recertified for eligibility. Once your household income exceeds 140% of the maximum allowable income adjusted for household size, then after the end of your current lease you will have the option of staying in your unit and paying the market rent or not renewing your lease.

#### **Lottery Process**

Due to the nature of the affordable units' availability, it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in state or federal regulations.

#### **Lottery Pools**

Three (3) affordable units are available by lottery at 703 Fellsway in Medford MA . The lottery has two pools: Local Preference and Open. You must meet at least one of the Local Preference Criteria to be included in the Local Pool. The units' breakdown as follows:

| Unit Size     | # of Units | Local Pool | Open Pool |
|---------------|------------|------------|-----------|
| One Bedroom   | 1          | 1          | 0         |
| Three Bedroom | 2          | 1          | 1         |

Each eligible applicant will receive a confirmation email, prior to the lottery, which will include your lottery code. The lottery will be conducted electronically and will not be conducted through Zoom. Applicants in the Local Preference Pool would have two opportunities for a unit by also being included in the Open Pool.

All eligible applicants will be pulled electronically at the time of the lottery. Post lottery the ranking lists will be broken out by Local Pool and Open Pool. This will establish the lottery rankings for the distribution of units. If you have the initial opportunity to lease you will then upload your financial documentation online or provide by email, fax or mail within one week of notification. Unit distribution will be based on the lottery pool and will go to the highest ranked applicants meeting appropriate household size in either the Local Preference or Open Pool who uploads or submits their financial documentation on or before the designated deadline and is determined program eligible. For example, if we are filling a Local Preference Pool one-bedroom unit, the highest ranked household in the Local Pool that meets the Household Size Preference (see Page 5) for a two-bedroom unit and determined program eligible will be offered the one-bedroom unit first. This process will be identical for both the Local Preference Pool and Open Pool and will be used for all unit sizes until all units are leased or until the lottery list is exhausted.

**Please note:** Household size preference will override local preference. This means if we exhaust the applicants in the local pool that require one-bedroom unit we will move to the open pool for households requiring one bedrooms. Household size shall not exceed, nor may the maximum allowable household size be more restrictive than, State Sanitary Code requirements for occupancy of a unit (See 105 CMR 400). Applicants will not be approved for units larger than their household size allows.

Once the lottery rankings have been determined you will receive an email for the next step to provide your financial and other documentation to determine program eligibility. Once you are determined program eligible your information will be sent to the Leasing Office. You will then need to complete a Leasing Office application, and they may screen for credit, criminal, sex offender, judgement & summary processes, and landlord checks. If the Leasing Office determines you are eligible then you will be offered the unit. You need to be determined eligible by MCO Housing Services and the



Leasing Office. If either determines you do not meet the eligibility criteria, then you will not be able to lease a unit. If you have a Section 8 voucher or other housing voucher, the provider of the voucher will have its own approval process. If the provider does not accept the property or rent, then you will be unable to lease.

The lottery results and breakdown by bedroom size list will be emailed to all applicants included in the lottery usually the on day after the lottery.

You need to be determined eligible by MCO Housing Services, the Leasing Office, and if you have a Section 8 or other housing voucher, your Public Housing Authority (PHA). If the PHA determines you or the project do not meet the eligibility criteria, then you will not be able to lease a unit.

If there are lottery applicants remaining once the affordable units are leased then, based on the order in which such applicants were drawn from the Open Pool and subject to any applicable preferences for accessible units and household size, MCO Housing Services will establish a waiting list for future vacancies. Local preference will not be applied beyond the initial marketing and lease up.

### ***Time Frames***

The units are available for immediate occupancy.

### ***Acceptance of Units***

It is important for all applicants to understand that applicants may have an opportunity to select their unit if they meet all the deadlines, to be provided post lottery to all that have the initial opportunity to lease. The Local Pool applicants will select units first, based on the final lottery ranking list, if they are determined program eligible and pass the Leasing Office screening. Unit selection will be completed in ranking order, by lottery pool, post lottery for the initial 3 applicants that have the opportunity to lease based on the lottery results only. Unit Selection will happen after the Leasing Office application has been completed and approved. If the Leasing Office denies your application, then you will not be able to lease. For those with a Section 8 or another Housing Voucher, the voucher provider must approve the project and rent. If the voucher provides does not accept the rents or project, you will not be able to lease, even if you were approved by the Leasing Office. Applicants that miss the provided post lottery deadlines will lose the opportunity to lease as we will move to the next applicant on the lottery list.

### ***Summary***

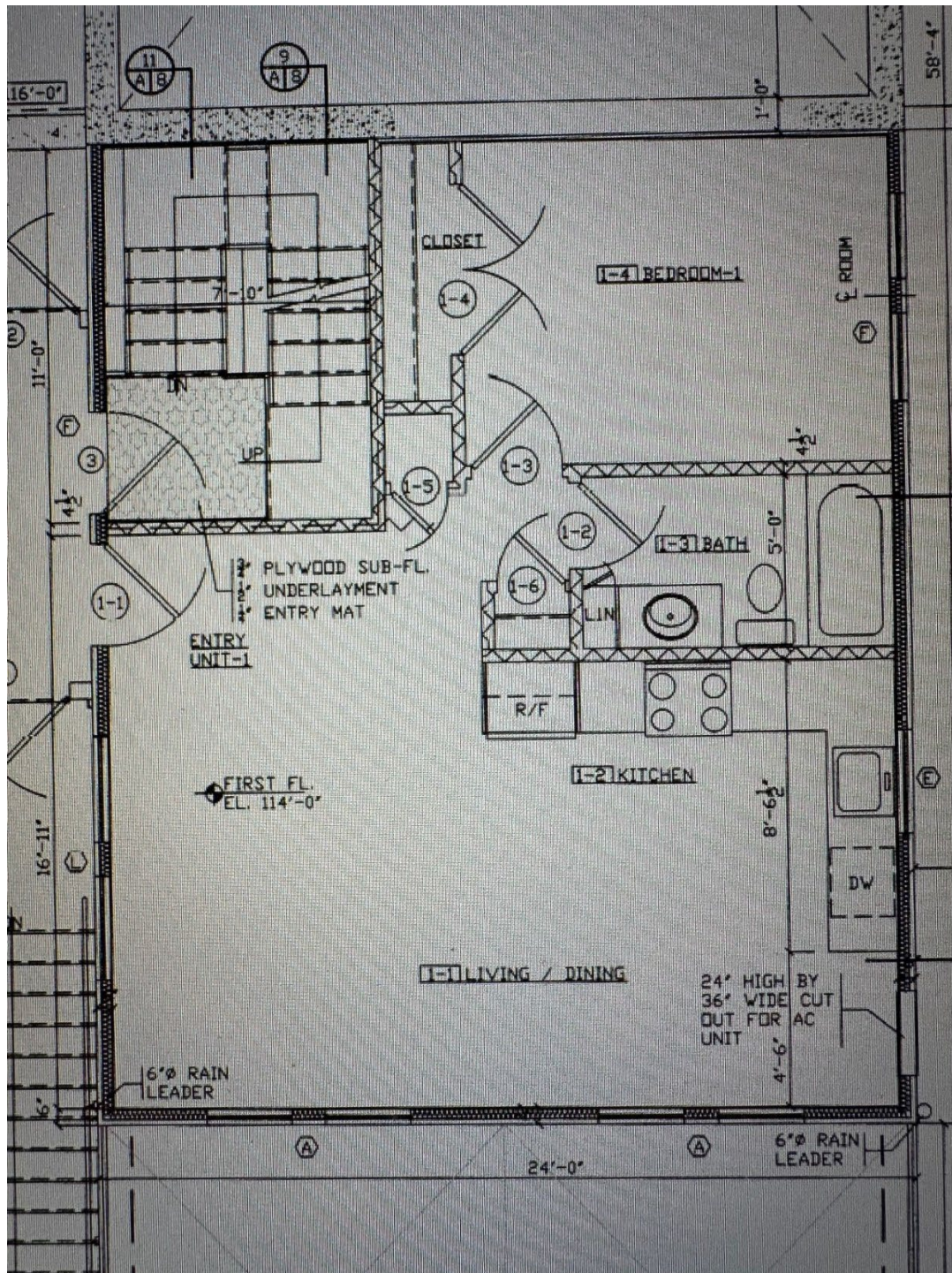
We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.

### **Affordable Unit Numbers**

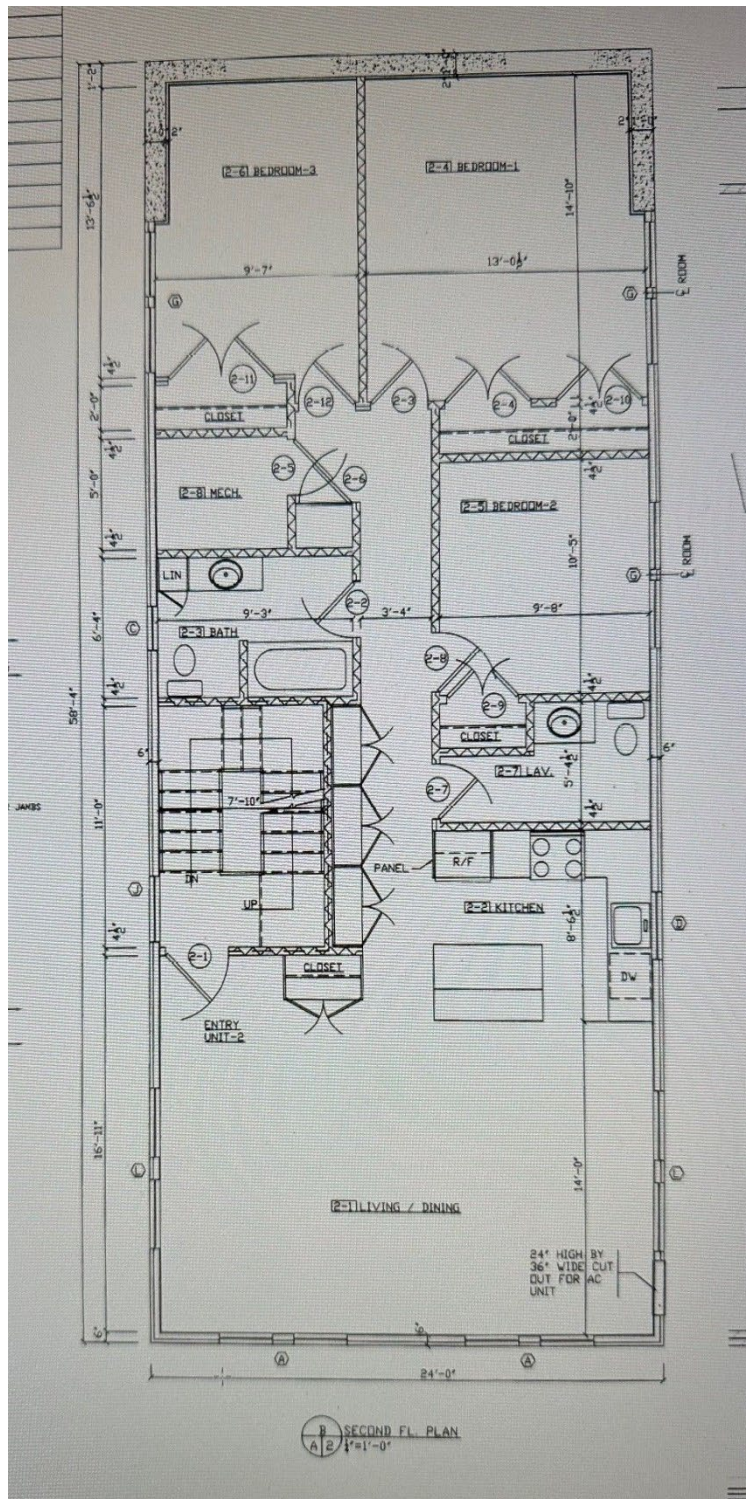
| <b>Unit Number</b> | <b>Bedroom Size</b> | <b># Bathroom</b> | <b>Estimated Square Ft.</b> |
|--------------------|---------------------|-------------------|-----------------------------|
| 1                  | 1                   | 1                 | 650                         |
| 2                  | 3                   | 1.5               | 1401                        |
| 3                  | 3                   | 1.5               | 1401                        |

All Units will be available for immediate move-in.

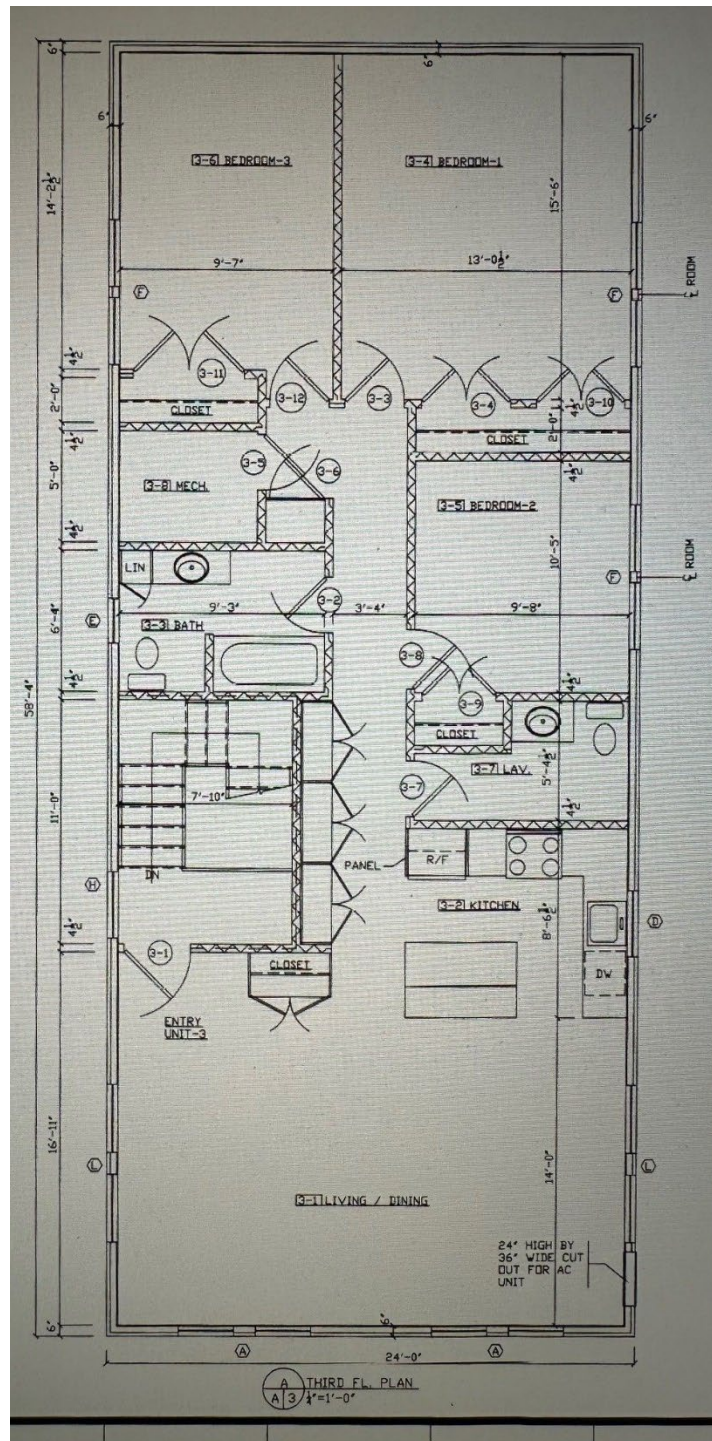




**FIRST FLOOR One Bedroom Unit**



**SECOND FLOOR Three Bedroom Unit**



**THIRD FLOOR Three Bedroom Unit**

# 703 FELLSWAY WEST

## LOTTERY APPLICATION

**Application Deadline: December 10, 2025**

**For Office Use Only:**

Date Appl. Rcvd: \_\_\_\_\_

Household Size: \_\_\_\_\_

Lottery Code: \_\_\_\_\_

Local: Yes/No

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Do you own a home? \_\_\_\_\_ If so, when will you sell it? \_\_\_\_\_

LOCAL PREFERENCE: (Check all that apply) Proof of Local Preference will be required if you have the opportunity to lease.

- ☐ Current Medford Resident
- ☐ City of Medford Municipal Employees
- ☐ Employees of local Medford businesses or with an offer of bonafide employment from a company located in the City of Medford
- ☐ Household with children attending the Medford School System, such as METCO students

Do you have a Section 8 voucher or other housing voucher: \_\_\_\_\_ Yes \_\_\_\_\_ No

Bedroom Size: One Bedroom \_\_\_\_\_ Three Bedroom \_\_\_\_\_

Do you need reasonable accommodation/modification due to a disability (optional)?? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please explain: \_\_\_\_\_

The total household size is \_\_\_\_\_

Household Composition - complete for everyone that will be living in the unit.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_



**FINANCIAL WORKSHEET:** (Include all Household Income, which includes gross wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.)

Applicants Monthly Base Income (Gross) \_\_\_\_\_  
Other Income, specify \_\_\_\_\_  
Co-Applicants Monthly Base Income (Gross) \_\_\_\_\_  
Other Income, specify \_\_\_\_\_

***TOTAL MONTHLY INCOME:*** \_\_\_\_\_

**Household Assets:** (This is a partial list of required assets. Complete all that apply with current account balances)

Checking \_\_\_\_\_  
Savings \_\_\_\_\_  
Debit Card \_\_\_\_\_  
Stocks, Bonds, Treasury Bills, CD or \_\_\_\_\_  
Money Market Accounts and Mutual Funds \_\_\_\_\_  
Individual Retirement, 401K and Keogh accounts \_\_\_\_\_  
Retirement or Pension Funds (amt you can w/d w/o penalty) \_\_\_\_\_  
Revocable trusts \_\_\_\_\_  
Equity in rental property or other capital investments \_\_\_\_\_  
Cash value of whole life or universal life insurance policies \_\_\_\_\_  
Gift Income \_\_\_\_\_

***TOTAL ASSETS*** \_\_\_\_\_

**EMPLOYMENT STATUS:** (include for all working household members. Attach separate sheet, if necessary.)

Employer: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Date of Hire (Approximate): \_\_\_\_\_  
Annual Wage - Base: \_\_\_\_\_  
Additional: \_\_\_\_\_ (Bonus, Commission, Overtime, etc.)

**ABOUT YOUR HOUSEHOLD: (OPTIONAL)**

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the apartment/unit. Please check the appropriate categories:

|                                     | Applicant | Co-Applicant | (#) of Dependents |
|-------------------------------------|-----------|--------------|-------------------|
| Black or African American           | _____     | _____        | _____             |
| Hispanic or Latino                  | _____     | _____        | _____             |
| Asian                               | _____     | _____        | _____             |
| Native American or Alaskan Native   | _____     | _____        | _____             |
| Native Hawaiian or Pacific Islander | _____     | _____        | _____             |
| Not White                           | _____     | _____        | _____             |

**SIGNATURES:**



The undersigned warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to lease an affordable unit at 703 Fellsway west . I (we) understand if selected all information provided shall be verified for accuracy at the time of lease.

Signature \_\_\_\_\_  
Applicant(s)

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
Co-Applicant(s)

Date: \_\_\_\_\_

**Refer to page 16 for submission information**



## 703 Fellsway West

### *Affidavit & Disclosure Form*

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at 703 Fellsway West, Medford MA through the Mass Executive Office of Housing and Livable Communities:

1. The gross annual household income for my family does not exceed the allowable limits as follows:

| Household Size             | 1        | 2        | 3        | 4        | 5         | 6         |
|----------------------------|----------|----------|----------|----------|-----------|-----------|
| Max Gross Allowable Income | \$69,480 | \$79,440 | \$89,340 | \$99,240 | \$107,220 | \$115,140 |

Income from all family members, over the age of 18, must be included.

2. I/We understand that if household assets exceed \$51,600.01 the calculation of income will include the greater of the actual income earned from those assets or imputed income based on HUD's current passbook rate of 0.45%, which will be added to the household's total income when determining eligibility.
3. The household size listed on the application form includes only all the people that will be living in the residence.
4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
5. I/We understand that being selected in the lottery does not guarantee that I/we will be able to lease a unit. I/We understand that all application data will be verified, and additional financial information may be required, verified and reviewed in detail prior to leasing a unit. I/We also understand that the Project's Owner will also perform its own screening to determine our eligibility to lease.
6. I/We understand that if selected I/we will be offered a specific unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to lease an affordable unit at 703 Fellsway West.
7. Program requirements are established by EOHLC and are enforced by the Project's Monitoring Agent and, as necessary, EOHLC. I/We agree to be bound by whatever program changes may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by the Monitoring Agent or, as necessary, EOHLC is final.
8. Affordable units may not be leased to individuals who have a financial interest\* in the development or to a Related Party,\*\* or to their families. I/we certify that no member of our household has a financial interest in this Project, is a Related Party, or is a family member of someone who has a financial interest or is a Related Party.

**\*"Financial interest"** means anything that has a monetary value, the amount of which is or will be determined by the outcome of the Project, including but not limited to ownership and equity interests in the Developer or in the subject real estate, and contingent or percentage fee arrangements; but shall not include third party vendors and contractors.

**\*\*Related Party means:**

1. any person that, directly or indirectly, through one or more intermediaries, controls or is controlled by or is under common control with the Developer, as well as any spouse of such person or "significant other" cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;



2. any person that is an officer of, member in, or trustee of, or serves in a similar capacity with respect to the Developer or of which the Developer is an officer, member, or trustee, or with respect to which the Developer serves in a similar capacity, as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
  3. any person that, directly or indirectly, is the beneficial owner of, or controls, 10% or more of any class of equity securities of, or otherwise has a substantial beneficial interest (10% or more) in, the Developer, or of which the Developer is directly or indirectly the owner of 10% or more of any class of equity securities, or in which the Developer has a substantial beneficial interest (10% or more) , as well as any spouse of such person or “significant other” cohabiting with such person, and any parent, grandparent, sibling, child or grandchild (natural, step, half or in-law) of such person;
  4. any employee of the Developer; and
  5. any spouse, parent, grandparent, sibling, child or grandchild (natural, step, half or inlaw) of an employee of the Developer or “significant other” cohabiting with an employee of the Developer.
9. I/We understand there may be differences between the market and affordable units and accept those differences.
10. I/We understand if my/our total income exceeds 140% of the maximum allowable income at the time of annual eligibility determination, after the end of my then current lease term I will no longer be eligible for the affordable rent.
11. I/We understand that changes will not be allowed to the application after the application deadline.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available units at 703 Fellsway West. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

**Refer to page 16 for submission information**

## **Return the following to MCO Housing Services:**

1. Completed, signed and dated application
2. Signed and dated Affidavit and Disclosure Form

**All information must be received by 11:59 p.m. on December 10, 2025. You may email, fax or mail (postmarked on or before deadline) or apply online to:**

MCO Housing Services, LLC

P.O. Box 372

Harvard, MA 01451

Overnight mailing address: 206 Ayer Road, Harvard, MA 01451

Phone: 978-456-8388

FAX: 978-456-8986

Email: [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com)

TTY: 711, when asked 978-456-8388

