

Information Packet

the COMMONS

AT SOUTHFIELD HIGHLANDS

Rent Discount Housing Opportunity South Weymouth, MA

www.TheCommonsAtSouthField.com

This packet contains specific information on Rent Discount housing program and application process for the Affordable and Workforce rental apartments being offered at The Commons at SouthField Highlands.

Applicants must first complete a Leasing Office Application. Once found eligible for a Lease and an apartment has been reserved, Applicants will then complete the Affordable/Workforce Housing Application that this Information Packet addresses.

Please hold on to this packet until you have leased a apartment as it will be a useful guide throughout the entire process.

Applicant eligibility shall not be based on race, color, religion, national origin, gender, age, disability, ancestry, marital status, family status, veteran or military status, sexual orientation, genetic characteristics, or status as a person who is a recipient of federal, state or public assistance.

Phone: (781) 849-0011

Information Packet created by SEB



Table of Contents

General Overview and Rents.....	pg. 3
Application Process.....	pg. 5
Application Timeline.....	pg. 6
Application Frequently Asked Questions.....	pg. 7
Eligibility Requirements.....	pg. 8
Affordable Apartment Income (Maximum and Minimum)....	pg. 8
Workforce Apartment Income (Maximum and Minimum)....	pg. 9
Assets.....	pg. 10
Household Size and Composition.....	pg. 12
Disabled-Accessible Apartment Information.....	pg. 14
Yearly Eligibility and Rent Review.....	pg. 15

GENERAL OVERVIEW AND RENTS

SouthField is an exciting new master planned live-work-shop-play community located in the former South Weymouth Naval Air Station (NAS), in the towns of Abington, Rockland and Weymouth, MA. Plans for this award-winning, 1,400-acre Smart Growth community anticipate at full build-out five residential neighborhoods, an 18-hole golf course, a village center with homes, shops, offices and restaurants, a recreation complex and a commercial campus.

The Commons at SouthField Highlands is a 226 apartment community located in SouthField. There will be 23 Affordable apartments which will be rented to households with incomes at or below 80% of the area median income. There will also be 23 Workforce apartments which will be rented to households with incomes between 80% and 120% of area media income.

The apartment mix is as follows:

# of Apartments	# of Bedrooms	# of Bathrooms	Approximate Size in sq ft	Rent* <i>(does not include any utilities)</i>	Estimated Monthly Utilities	Maximum Allowable Income
2	Studio	1	560	\$1,035	\$103	80% AMI
7	1	1	700 to 784	\$1,159	\$141	80% AMI
8	2	2	948 to 1053	\$1,252	\$211	80% AMI
1	3	2	1356	\$1,349	\$276	80% AMI
3	1-DA**	1	784	\$1,159	\$141	80% AMI
2	2-DA**	2	1053	\$1,252	\$211	80% AMI
2	Studio	1	560	\$1,145	\$103	120% AMI
10	1	1	700 to 784	\$1,385	\$141	120% AMI
10	2	2	948 to 1053	\$1,600	\$211	120% AMI
1	3	2	1356	\$1,935	\$276	120% AMI

***RENTS DO NOT CHANGE BASED ON INCOME. This is not subsidized housing. Tenants are responsible for paying the full amount of rent each month. Rents are also subject to change, please see details on the following page.**

****DA designates a Disabled-Accessible apartment**

The rents are set annually using a calculation that determines the “affordable” and “workforce” rent, which is based on the Area Median Incomes for the Boston MSA and the Weymouth utility allowance.

Q: What is the difference between a Workforce and an Affordable Apartment?

A: The Workforce and Affordable Apartments are indistinguishable from the outside and the same floor plans are represented in both apartment types. The Workforce apartments may have slightly different interior finishes. The main difference is in the eligibility criteria. Households must make under 80% AMI to move into an Affordable Apartment and they must make between 80% and 120% AMI to move into a Workforce Apartment.

Q: How long will the designated apartments have rents set at Affordable and/or Workforce levels?

A: Maximum Allowable Rents change yearly based on changes in Area Median Income and Local Utility Allowances. However, once you move into your apartment your rent will only change at the time of your lease renewal. If the Area Median Income decreases or the total utility allowance increases, Maximum Allowable Rents will drop at the time of your lease renewal. If the AMI increases or the utility allowances decrease, the Maximum Allowable Rent will increase a few percentage points. As a **current resident only**, you are considered income eligible to stay in your apartment and pay the new Affordable or Workforce Rent as long as your household earns an income that does not exceed 140% of the current applicable income limit for a household of your size (*see Yearly Eligibility and Rent Review*). Please note: while the affordable rents are currently set at the Maximum Allowable Rent level for the affordable housing program, the Workforce rents are currently below the Maximum Allowable Rent level for the Workforce program. Therefore, these workforce rents can also increase as a result of market conditions (ex: even if there is no increase in AMI or utility allowances but there is an overall increase in the market-rate rents, the Workforce rents may be increased up to the Maximum Allowable Rent level for the Workforce Program). However, once you move into your apartment your rent will only change at the time of your lease renewal.

APPLICATION PROCESS

Q: What are the steps in leasing an Affordable/Workforce apartment?

Step 1: Fill out a Waiting List Application at the Leasing Office

If there is a waiting list for apartments, you will need to be added to the Waiting List first. Once apartments are available, the Leasing Office will contact the households at the top of the Waiting List who qualify for the apartment type and size available. If there is no Waiting List, go straight to Step 2.

Step 2: Fill out a Lease Application at the Leasing Office

The top households on the waiting list will need to go to the Leasing Office and complete a **Lease Application**. All Applicants must pay a \$40 non-refundable Lease Application processing fee per applicant over the age of 18. During the Lease Application, criteria such as credit scores, references, and current employment income will be reviewed. If a household is found to be eligible for a lease, they must choose an apartment and put down a holding deposit within 48 hours. The holding deposit is \$500. All households, including Section 8 voucher holders, need to provide this deposit. If they do not put down a holding deposit within 48 hours of being found lease eligible, they will be removed from the Waiting List and will no longer be able to immediately lease a apartment. This holding deposit will be applied towards their move-in costs (such as first month's rent or security deposit). They may then fill out the Affordable/Workforce Housing Program Application.

Step 3: Fill out the Affordable/Workforce Housing Program Application

Households must complete the Program Application (which includes submitting all required documentation) in entirety within 4 weeks of submitting their holding deposit or by their scheduled move-in date (whichever is earlier). Failure to complete the Program Application (which includes submitting all required income, asset and tax documentation) will result in the loss of the holding deposit. If an application is completed but a household is deemed ineligible for the Affordable/Workforce housing program, the holding deposit is returned.

Step 4: Notification of Affordable/Workforce Housing Program Approval

If the applicant is found eligible for an Affordable/Workforce apartment according to program guidelines, they will be notified by phone and/or by email and postal mail. The applicant will then need to go to the Leasing Office, fill out a **Lease Agreement and an Affordable/Workforce Lease Addendum**, and move into their affordable/workforce apartment by the scheduled move-in date. If the scheduled move-in date is more than six months from the completion of the Affordable/Workforce Application, the applicant will need to resubmit all updated income, asset and tax documentation prior to move-in. Upon move-in, the resident pays their first month's rent.

APPLICATION TIMELINE

Q: What is the schedule for applications and the selection of renters for the Affordable and Workforce apartments at The Commons at SouthField Highlands?

A: This process can be no longer than 4 weeks. To ensure the fastest approval possible, carefully complete all sections of the Program Application and send in copies of everything required. Below is an approximation of the time needed for each step:

Step 1: Now The applicant completes a Waiting List Application. They will remain on the Waiting List until appropriate apartments are available.

Step 2: Applicant is contacted by Leasing Office to complete Lease Application. Applicant must pay a non-refundable \$40 Application processing fee. All applicants that are found to be lease eligible (based on the review of credit scores, references, and adequate income) must put down a holding deposit within 48 hours. They can then fill out an Affordable/Workforce Housing Program Application.

Step 3: +0-4 weeks: **Applicants who fail to complete this step within 4 weeks of reserving a unit will lose their holding deposit and will not be allowed to move forward.** The applicant fills out the Affordable/Workforce Housing Program Application and gathers all required documentation listed on the checklist and sends it to the Lottery Agent. Applications and *copies* of all income and asset documentation should be mailed to:

SEB, 165 Chestnut Hill Ave, Apartment 2, Brighton, MA 02135

Based on information in the application, the Lottery Agent requests that the applicant mail in additional documentation that was missing from their application. *(This step happens with approximately 90% of all applications. If you want to expedite the time it takes to process your application, send in ALL documentation up-front. Do not wait for the Lottery Agent or Monitoring Agent to request a piece of documentation you probably knew was missing).*

The Lottery Agent processes the completed application. If an applicant is deemed ineligible, this process is over. If they are deemed eligible, the Lottery Agent contacts the applicant and notifies them that they may now proceed to the Leasing Office to fill out a Lease Agreement.

Step 4: Move-in Date: Applicants must move into their affordable/workforce apartment by the date determined when they put their deposit down on an apartment in Step 2 above. If the move-on date is more than six months from the completion of Step 3, the applicant will need to re-submit all updated income, asset and tax documentation prior to move-in to keep the file current and eligible. If the applicant fails to move-in on time, their application may be canceled and their deposit will not be refunded.

Q: How is the Affordable/Workforce Housing Program Application different from a Lease Application?

A: The Affordable/Workforce Housing Program Application is used to determine if applicants make less than the maximum income allowed to be eligible for an Affordable/Workforce apartment. The Lease Application is used to determine if applicants have ENOUGH INCOME to *afford* the affordable/workforce rent and have enough income remaining for other costs of living. The Lease Application uses criteria including employment history, credit score or reports, former lease history etc.

Q: What happens if I don't submit all necessary documentation or fail to correctly complete my Affordable/Workforce Housing Program Application?

A: Households that submit incomplete documentation will be mailed a notice detailing the additional documentation that is needed to make their application complete. If the household submits all additional documentation their application will be processed in the order the application was completed. If a household fails to submit all required documentation, their application will remain in an "Incomplete Application Pool" and will only begin being processed once all requested materials have been received. Households who fail to complete the Affordable/Workforce Application within 4 weeks from putting down a holding deposit or by the move-in date (whichever is earlier) will lose the holding deposit and lose their chance to lease an apartment.

Q: What information is required when an application is submitted?

A: For an application to be considered complete it must be filled out in entirety, signed and dated. **In addition, all required income, asset and tax documentation (and if applicable, disability documentation) must be submitted.** If any documentation is missing the application will not be processed but a notice will be sent stating what documentation is missing. If you are following the application closely, it should guide you through everything you need to include.

Q: After I am found eligible for a lease by the leasing office (Step 2 above), can I choose from any of the apartments being built for which I am eligible or can I only choose from the apartments that are currently available?

A: You can put down your deposit and hold one of the apartments you are eligible for, regardless of when that apartment is completed. The different buildings that make up The Commons at SouthField Highlands will be completed in phases throughout 2012. Therefore, affordable and workforce apartments will be finished and available at various times in 2012. If you have been found eligible for a particular apartment size but wish to move at a later date or into a later phase, you can put your deposit down and hold an apartment of that size which will be available at a later date or in a later phase. Please note that if you are found eligible for the program but eventually decide not to move into the apartment, you will lose your holding deposit.

ELIGIBILITY REQUIREMENTS

Q: Who is eligible to apply for the Affordable and Workforce apartments in The Commons at SouthField Highlands?

A: In order to qualify for an affordable/workforce apartment, households must meet each of the following criteria:

- 1.) Households must have incomes that qualify within the parameters as highlighted in this section.
- 2.) Households must also be between 1 and 6 persons, but priority is given based on household composition. For questions on household size and composition, please read "**Household Size and Composition**".

Additionally, some of the apartments will be disabled-accessible. All households may apply for the disabled-accessible apartments but households in need of an accessible apartment will get top priority. For questions on priority by need of a disabled accessible apartment, please read "**Disabled-Accessible Apartment Information**".

Q: What are the Affordable Apartment income eligibility requirements?

A: To be eligible to lease an affordable apartment, annual household income must be within a particular range, set by maximum and minimum income levels. To be eligible to apply to lease an affordable apartment, 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 Boston PMSA.

Maximum Income for Affordable Apartments	
Household Size	Maximum Income Limit 80% AMI
1	\$45,500
2	\$52,000
3	\$58,500
4	\$65,000
5	\$70,200
6	\$75,400

All sources of income are counted. This includes, but is not limited to, Social Security, alimony, child support, overtime pay, bonuses, unemployment, severance pay, part-time employment, matured bonds, and monies received in court settlements. **It will be assumed that all applicants will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise.** Additionally, 2% of the value of total household assets will be added to a household's income (*see Allowable Assets below*).

Minimum Income for Affordable Apartments

The Leasing Office will use the same criteria for the affordable apartments as they use on the market rate apartments. The criteria for qualifying for the Affordable/Workforce Applicants will not exceed that of market rate applicants.

Q: What are the Workforce Apartment income eligibility requirements?

A: To be eligible to lease a Workforce apartment, the combined annual income for all income sources of all income-earning members in the household must be greater than 80% of Area Median Income and less than 120% of Area Median Income for Boston PMSA. **All sources of income are counted.** It will be assumed that all applicants will continue to receive any monies they have received over the past 12 months unless supporting documentation proves otherwise. Additionally, 2% of the value of total household assets will be added to a household's income (*see Allowable Assets below*).

Minimum and Maximum Income for Workforce Apartments		
Household Size	Minimum Income Limit 80% AMI	Maximum Income Limit 120% AMI
1	\$45,500	\$82,150
2	\$52,000	\$93,880
3	\$58,500	\$105,620
4	\$65,000	\$117,360
5	\$70,200	\$126,740
6	\$75,400	\$136,130

Q: Can I apply for both a Workforce and an Affordable Apartment?

A: No. The way the income guidelines are set up, a household will be eligible for one or the other, but not both. If a household has an income that is just above 80% AMI, they will only qualify for a workforce apartment. If a household has an income just below 80% AMI, they will only qualify for an affordable apartment.

Q: How is a household's income determined?

A: The Lottery Agent will **project a household's income over the next 12 months** based on their current income and assets. In an effort to provide as accurate an income estimation as possible, the Lottery Agent will also review historical income data to provide a basis for future income estimates.

ALL SOURCES OF INCOME ARE COUNTED. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 6 months will be analyzed to help estimate future 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 to be received in court settlements and interest and dividends on bank accounts and other assets. Additionally, 2% of the value of total household assets will be added to a household's income (*see Allowable Assets below*).

For example, if a household applied for this opportunity on March 15th, 2012, the total anticipated amount of money received by all members of the household from March 15th 2012 thru March 15th, 2013 will be counted as income. There are some exceptions that will not be counted, most notably income from employment of children under the age of 18 years or income from a household member who is 22 years of age or younger and who is a fully matriculated college student (although documentation still needs to be provided for these household members whose income is exempt).

If a household claims that certain income will stop in the near future, all claims must be supported with documentation. It is also NOT up to the household to determine what monies received over the past year should and should not be counted as their calculated income. Therefore, all monies should be listed on the application and the inclusion of these monies in determining a household's eligibility will be based on South Shore Tri-Town Development Corporation housing guidelines.

Allowable Assets

There is no asset limit for the Affordable or Workforce apartments but all assets must be listed as actual interest and dividends from assets or 2% of all assets (whichever is greater) is added to household income.

If any household member currently owns property, the total amount of equity in the property shall be added to their total value of assets. Household Assets are calculated at the time of application. Assets may include cash, cash in savings and checking accounts, net cash value of stocks, net cash value of retirement accounts (such as 401K accounts), appraised value of real property, bonds, and capital investments.

Example: A household has \$10,000 in savings, \$20,000 in a retirement account (\$13,000 net cash value) and a home assessed at \$300,000 on which they currently have \$280,000 remaining on the mortgage (\$20,000 in equity).

Their assets total is: \$10,000 + \$13,000 + \$20,000 = \$43,000
Actual Income from assets is: \$300 + \$0 + \$0 = \$300 (A)
Imputed Income at 2% is: 2% of \$43,000 = \$860 (B)

For this household, \$860 would be added to their income (as the program takes the greater of (A) actual income from assets or (B) imputed income from assets. As \$860 is greater than \$300, \$860 is added to the income they receive from all other income sources (employment, Social Security, Alimony etc).

Q: I cannot withdraw money from my 401K or retirement fund, 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: If I cannot qualify for a Lease based on my own income or credit history, can I have a co-signer on my Lease?

A: Co-Signers are allowed if an applicant has insufficient credit to qualify for a lease. If a household has insufficient income and someone outside the household is going to help pay the rent, the amount to be paid must be listed as "Periodic Payments" on the Income Table in the Program Application. These payments will be counted towards the applying household's income.

Q: Do I have to be a resident of Abington, Rockland or Weymouth to apply?

A: No. All households that meet the income guidelines specified above may apply for an affordable apartment.

HOUSEHOLD SIZE AND COMPOSITION

Q: How is appropriate household size determined?

A: This section may not apply to you if you have already been found eligible by the leasing office and have already put down a deposit on a apartment. But, if you are on the Waiting List, you should know which households get priority for which apartments. According to the South Shore Tri-Town Development Corporation guidelines, "within an applicant pool, priority as set forth below, shall be given to households requiring the total number of bedrooms in the apartment based on the following **criteria**":

1. There is at least one occupant and no more than two occupants per bedroom.
2. 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.
3. 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. Reliable medical documentation as to such impact of sharing must be submitted to SEB.

The following household sizes and compositions will be considered appropriate for the following apartment sizes and therefore priority for certain apartment sizes will be given to the housing types considered "appropriate":

TYPE A (*Only appropriate for a 3-Bedroom Apartment*)

- All 6 person households
- All 5 person households

TYPE B (*Appropriate for a 3-Bedroom Apartment and/or a 2-Bedroom Apartment*)

- All 4 person households
- 3 person household: 1 head-of-household plus 2 members
- 3 person household: 2 heads-of-household under criteria 3 (described above) plus 1 member

TYPE C (*Only appropriate for a 2-Bedroom Apartment*)

- 3 person household: 2 heads-of-household plus one member
- 2 person household: 2 heads-of-household under criteria 3 (described above)

TYPE D (*Appropriate for a 2-Bedroom Apartment and/or a 1-Bedroom/Studio Apartment*)

- 2 person household: 1 head-of-household plus one member

TYPE E (*Only appropriate for a 1-Bedroom/Studio Apartment*)

- 2 person household: 2 heads-of-household
- 1 person household: all types

Households with a total number of members which exceed the Massachusetts State Sanitary Codes for the particular sized apartment will not be allowed to rent an apartment. CMC occupancy guidelines limit maximum occupancy to two people per bedroom max, regardless of age or gender.

Household Size and Composition Frequently Asked Questions

Q: If there are no households on the Waiting List for the apartment size I am applying for, does Household Size and Composition have any bearing on my application?

A: No, it does not. Household Size and Composition is relevant if there are more interested applicants than apartments available (and thus a Waiting List), as priority will be given to households considered appropriately sized for the apartment. The section above defines appropriately sized households.

Q: Does the unborn child of a currently pregnant household member count towards our household size for income eligibility purposes?

A: Yes. A household may count an unborn child as a household member. You will be asked to provide a note from your health care provider confirming your pregnancy.

Q: Can a Type C or D Household apply for a three-bedroom apartment?

A: Yes. But if there are Type A or B households on the Waiting List, they will be given priority over a Type C or D household.

Q: If I am currently going through a divorce/separation or planning on being divorced/separated soon, can I still apply?

A: You must have at least filed for separation or divorce upon applying for an apartment. If you currently have joint assets or property, your divorce or separation must be completed and you must submit your divorce decree/legal separation agreement so that your income and asset eligibility can be accurately evaluated.

Q: Can a five or six person household apply for the two-bedroom apartment?

A: No. Households with a total number of members which exceed the Massachusetts State Sanitary Codes for the particular sized apartment will not be allowed to rent an apartment. CMC occupancy guidelines limit maximum occupancy to two people per bedroom max, regardless of age or gender.

DISABLED-ACCESSIBLE (DA) APARTMENT INFORMATION

Households who require a Disabled-Accessible apartment will be given priority for the Disabled-Accessible apartments at The Commons at SouthField Highlands. The DA apartment sizes and types can be found on the table on page 3.

Q: Who qualifies for a disabled-accessible (DA) apartment?

A: According to *Mass Access: The Accessible Housing Registry*, “apartments that are barrier-free are accessible to people with disabilities that are wheelchair users, but could also be used by people of different types of disabilities. For example, a person of very short stature, a person with a brain injury or stroke, severe cardiac or respiratory problems, or a person with limited standing, walking, or reaching ability, may use the design features of a wheelchair accessible apartment. There are other kinds of accessible apartments for people who do not necessarily need a barrier-free apartment. People with disabilities are eligible for these types of apartments if they need the particular design features of the apartment.” Verification of need of a DA apartment must be provided in the form of a doctor’s note or equivalent if applicant is selected to rent one of these apartments.

Q: Can households that qualify for a DA apartment also apply for a non-DA apartment?

A: Yes. Households that qualify for a DA apartment can also have positions on the Waiting Lists for non-DA apartments. If they reach the top position on a Waiting List for a non-DA apartment before they reach the top position for a DA apartment, they will have to decide if they want to lease a non-DA apartment or wait until they have a top position on a Waiting List for a DA apartment.

Q: What happens if there are fewer disabled-accessible qualified applicants than disabled-accessible apartments at the time of the Lottery?

A: If there are not enough qualified applicants on the Waiting Lists for the DA apartments, the apartments will be made available to the highest applicants on the Waiting Lists still waiting for apartments of the size available.

YEARLY ELIGIBILITY AND RENT REVIEW

120 days prior to your lease expiring, the Leasing Office will send you a Program Renewal Application to complete. **At least 60 days prior to your lease expiring**, you will need to complete this Renewal Application and submit updated income and asset documentation to the Leasing Office so they can ensure that you are still under the maximum income guidelines. You will not be able to renew your Lease until you have submitted all required documentation. You should maintain records of your taxes, pay-stubs, bank statements and asset statements while living in the Affordable or Workforce apartment. Maintaining records makes this yearly review very simple.

If you have not cooperated with the yearly program eligibility review 60 days prior to your lease expiring, you will not be allowed to renew a lease for your current apartment. If you wish to stay in the Commons at SouthField Highlands, you will have to rent another apartment at full market-rate rent.

Q: How long can I lease my Affordable apartment?

A: As a **current resident only**, you are considered income eligible for an **Affordable apartment** as long as your household earns an income that does not exceed **140% of 80% of Area Median Income (AMI)** for a household of your size. Total Income for all *new* applying households must still always be below 80% of AMI.

Using the 2012 Income Limits as an example:

Household Size	2012 Affordable Income Limit	2013 Income Limit for Current Tenants of Affordable Apartments (140% of 2012 Affordable Income Limit)
1	\$45,500	\$63,700
2	\$52,000	\$72,800
3	\$58,500	\$81,900
4	\$65,000	\$91,000
5	\$70,200	\$98,280
6	\$75,400	\$105,560

According to the table above for the years shown, if a household's income exceeds the 2013 Income Limit for Current Tenants of Affordable Apartments at the time of their renewal, their apartment shall still remain an Affordable apartment until the next available Workforce or Market-Rate apartment with the same or greater number of bedrooms is available. The household with earnings exceeding the Income Limit for Current Tenants of Affordable Apartments but with earnings below the Income Limit for Current Tenants of Workforce Apartments (see below), can choose to either move into the next available Workforce apartment with the same or greater number of bedrooms and pay the Workforce Rent or choose to move out of the development. The household with earnings exceeding the Income Limit for Current Tenants of Workforce Apartments can choose to move into the next available Market-Rate apartment with the same or greater number of bedrooms and pay Market-Rate Rent or choose to move out of the development. Once the household moves into a Workforce or Market rate apartment, their previous apartment will be rented again to someone who qualifies for an Affordable apartment.

Q: How long can I lease my Workforce apartment?

A: As a **current resident only**, you are considered income eligible for a Workforce **apartment** as long as your household earns an income that does not exceed **140% of 120% of Area Median Income (AMI)** for a household of your size. Total Income for all *new* applying households must still always be below 120% of AMI.

Using the 2012 Income Limits as an example:

Household Size	2012 Workforce Income Limit	2012 Income Limit for Current Tenants of Workforce Apartments (140% of 2011 Workforce Income Limit)
1	\$82,150	\$115,010
2	\$93,880	\$131,432
3	\$105,620	\$147,868
4	\$117,360	\$164,304
5	\$126,740	\$177,436
6	\$136,130	\$190,582

According to the table above for the years shown, if a household’s income exceeds the Income Limit for Current Tenants of Workforce Apartments at the time of their renewal, their apartment shall still remain a Workforce apartment until the next available Market-Rate apartment with the same or greater number of bedrooms is available, The household with earnings exceeding the Income Limit for Current Tenants of Workforce Apartments can choose to move into the next available Market-Rate apartment with the same or greater number of bedrooms and pay Market-Rate Rent or choose to move out of the development, Once the household moves into a Market rate apartment, their previous apartment will be rented again to someone who qualifies for a Workforce apartment. If at the time of renewal, the income of a tenant in a Workforce Apartment is below 80% AMI, that tenant has the option of staying in their Workforce Apartment and continuing to pay the Workforce rent or transferring to the next available Affordable Apartment with the same number of bedrooms and paying the affordable rent.

Q: Will my rent increase each year, and if so, by how much?

A: Maximum Allowable Rents change yearly based on changes in Area Median Income and Local Utility Allowances. However, once you move into your apartment your rent will only change at the time of your lease renewal. If the Area Median Income decreases or the total utility allowance increases, Maximum Allowable Rents will drop at the time of your lease renewal. If the AMI increases or the utility allowances decrease, the Maximum Allowable Rent will increase a few percentage points. As a **current resident only**, you are considered income eligible to stay in your apartment and pay the new Affordable or Workforce Rent as long as your household earns an income that does not exceed 140% of the current applicable income limit for a household of your size (*see*

Yearly Eligibility and Rent Review). Please note: while the affordable rents are currently set at the Maximum Allowable Rent level for the affordable housing program, the Workforce rents are currently below the Maximum Allowable Rent level for the Workforce program. Therefore, these workforce rents can also increase as a result of market conditions (ex: even if there is no increase in AMI or utility allowances but there is an overall increase in the market-rate rents, the Workforce rents may be increased up to the Maximum Allowable Rent level for the Workforce Program) at lease renewal.

Q: What if I don't cooperate with the Lease Renewal Application Process 60 days before my current lease expires?

A: You will not be allowed to renew your lease for your current apartment. Not completing your Lease Renewal Application Process 60 days prior to your lease expiration is, for all intents and purposes, the same as giving the Leasing Office a 60 day notification that you will not be renewing.