



**CITY OF WALTHAM  
AND MUNICIPAL HOUSING TRUST  
ELDERLY RENTAL HOUSING  
AFFORDABLE UNITS**



**NAHUM HARDY RESIDENCES  
51 LAKE STREET  
WALTHAM, MA 02451**

# **AFFORDABLE HOUSING ELDERLY APARTMENTS**

**2-BEDROOM UNITS (each approx. 650 sq. ft.)**

**1-BEDROOM UNITS (1 approx. 380 sq. ft., and 3 approx. 400 sq. ft.)**

## **NAHUM HARDY RESIDENCES 51 LAKE STREET, WALTHAM, MA**

**APPLICANTS MUST BE 62 YEARS OF AGE OR OLDER  
Certain exceptions apply to Eligible Tenants Definition**

### **AFFORDABLE UNIT RENTS**

**One-bedroom units - \$1,084 PER MONTH (includes utility allowance)(based upon 1 person occupancy)**

**Two- bedroom units - \$1,227 PER MONTH (includes utility allowance)(based upon 2 person occupancy)**

**Must be income eligible at or below the following  
income level:**

**1 person \$47,150   2 person \$53,900   3 person \$60,650**

**APPLICATIONS ARE AVAILABLE AT THE CITY OF WALTHAM HOUSING  
DIVISION OFFICE LOCATED AT GOVERNMENT CENTER BUILDING, 119  
SCHOOL STREET, WALTHAM.**

**FOR QUESTIONS CONTACT THE HOUSING DIVISION  
AT 781-314-3380**



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**AAFORDABLE UNIT APPLICATION**

I am applying for :    One Bedroom      
   Two Bedroom   

Single persons cannot apply for a two bedroom units.

Name \_\_\_\_\_ Home Tel. # \_\_\_\_\_  
Address \_\_\_\_\_ Work Tel. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Social Security # \_\_\_\_\_ Number in Household \_\_\_\_\_

**HOUSEHOLD MEMBERS:**

Please list **ALL** household members who will occupy the affordable apartment:

Name	SS#	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- **APPLICANTS MUST BE 62 YEARS OF AGE OR OLDER**
- **PETS ARE NOT PERMITTED**
- **THIS IS A NON-SMOKING FACILITY & GROUNDS**
- **SINGLE PERSONS ARE NOT ELIGIBLE FOR A TWO BEDROOM APARTMENT**



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Do you rent?  Yes  No If yes, complete below:

**Current Landlord**

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

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

Contact Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Dates you have lived at present address? From \_\_\_\_\_ To: Present

Monthly Rent \$ \_\_\_\_\_ Utilities \$ \_\_\_\_\_

**Previous Rental History**  
**(this information must be completed)**

1. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Dates you have lived there? From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

2. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Dates you have lived there? From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Have you ever been evicted or considered for eviction proceedings?  Yes  No

If yes, when and please explain

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Have you owned a home or joint interest in a home in the past three years?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Please explain

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**EMPLOYMENT STATUS:**

**Applicant's Name** \_\_\_\_\_

Occupation \_\_\_\_\_

Name & Tel. # of Present Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Annual Gross Salary \_\_\_\_\_

**Co-Applicant's Name** \_\_\_\_\_

Occupation \_\_\_\_\_

Name & Tel. # of Present Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Annual Gross Salary \_\_\_\_\_

If other adult household members are employed, please attach a separate sheet with their current employment information.



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**INCOME INFORMATION:**

Income information (for you and any other person occupying the apartment):  
Documents will need to be provided with your information if you wish to enter the lottery.

**USE MONTHLY AMOUNTS ONLY**

	You	Other Applicant
Salary	\$ _____	\$ _____
Social Security (gross)	\$ _____	\$ _____
Pension	\$ _____	\$ _____
S.S.I. (Disability Payments)	\$ _____	\$ _____
Dividends	\$ _____	\$ _____
Interest	\$ _____	\$ _____
Other (alimony, veterans Child support, etc.)	\$ _____	\$ _____
Other (alimony, veterans Child support, etc.)	\$ _____	\$ _____
Other (alimony, veterans Child support, etc.)	\$ _____	\$ _____
<b>Total Monthly Income</b>	<b>\$ _____</b>	<b>\$ _____</b>

**ASSETS**

**a. Bank Accounts**

	<u>Bank Name</u>	<u>Acct #</u>	<u>Address</u>	<u>Current balance</u>
Checking	_____			\$ _____
Savings	_____			\$ _____



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CD(s) \_\_\_\_\_ \$ \_\_\_\_\_

IRA(s) \_\_\_\_\_ \$ \_\_\_\_\_

**b. Real Estate**

Most recent assessed value \$ \_\_\_\_\_ Mortgage Balance \$ \_\_\_\_\_

Other Liens \$ \_\_\_\_\_

**c. Life Insurance** term? \_\_\_\_\_ whole life? \_\_\_\_\_

Cash Value \$ \_\_\_\_\_

**d. Have you disposed of any assets** for less than fair market value during the two years? preceding this application? Yes  No

If yes, the date you disposed of assets \_\_\_\_\_ . The amount you received \$ \_\_\_\_\_ .

The market value of assets at the time of disposition \$ \_\_\_\_\_ .

**e. Have you ever been convicted of a misdemeanor within the past 5 years or a felony in the past 10 years?** No  Yes

If yes, when and explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the crime relevant to the housing being sought? \_\_\_\_\_

**Unless prohibited by law a criminal record will not automatically disqualify an applicant.**

\_\_\_\_\_



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**PLEASE CHECK THE FOLLOWING ITEMS THAT APPLY TO YOU:**

- I/We certify that our household is \_\_\_\_\_ persons
- I/We certify that we are 62 years of age or older
- I/We certify that we qualify as eligible tenants as defined in this application packet
- I/We certify that our household income does not exceed the income limits provided in the Packet.
- I/We certify that I/We have read the foregoing and that the information in this application and in support of this application is true and correct to the best of My/our knowledge and belief. I/We understand that perjury will result in disqualification from further consideration.
- I/We further understand that it is my/our responsibility to notify the Waltham Housing Division of any change in address which would prevent delivery of any correspondence from the Housing Division.
- I/We understand if I/We do not respond to correspondence, my/our application will be removed from the Lottery List and or wait list.

My/Our signature(s) below gives consent to Robert Waters, City of Waltham Housing Supervisor and Kirsch Real Estate to verify all income information. No applications will be considered complete unless signed and dated by the Applicant/Co-Applicant. This form must be signed by all household members age 18 years or older.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





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**Supporting Documents Needed to Prove Qualification if they apply to you**

1. Copies of last 4 weeks of pay stubs
2. Copies of most recent years signed Federal tax returns with all schedules and w-2's
3. Copies of last two months of checking, savings, and asset account Statements
4. Copy(s) of Social Security Benefits Statement
5. Copy(s) of Social Security Disability Benefits Statement
6. Copy(s) of Pension Statement
7. Copy(s) of Unemployment Compensation award
8. Copy(s) of a utility bill proving your address if you are requesting a local preference unit.

You may provide any additional information you feel is applicable to you and your household and attach with this application for review.

The City reserves the right to ask for additional information regarding income if necessary.

If selected, additional information will be requested at a later date to complete processing your application. Full background checks are done on each applicant, which include credit reports, references, C.O.R.I. and S.O.R.I. checks. Your signature gives consent to the management to verify any and all information contained in this application. Please see C.O.R.I. Policy attached to this application.



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**IT IS THE DEVELOPER'S OBLIGATION NOT TO DISCRIMINATE IN THE  
SELECTION OF APPLICANTS**

The City of Waltham will not discriminate in the selection of applicants on the basis of race, color, national origin, disability, 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.

**ALL DISABLED PERSONS ARE ENTITLED TO A REASONABLE  
ACCOMODATION OF THE HOUSING. SELECTED APPLICANTS WITH  
DISABILITIES ARE ENTITLED TO REASONABLE ACCOMODATIONS.**

SUBMIT COMPLETE APPLICATIONS TO:

CITY OF WALTHAM  
HOUSING DIVISION  
GOVT. CENTER BLDG, TOP FLOOR  
119 SCHOOL STREET  
WALTHAM, MA 02451



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The developer, City of Waltham and Waltham Municipal Affordable Housing Trust is working to provide this affordable housing opportunity in Waltham through the Local Action Units Program through the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD). In this project, eleven affordable apartments have been constructed in Waltham and will be rented to tenants with incomes that shall not exceed 80% of the Boston Massachusetts-NH PMSA area median income. The rent for the affordable units will be: \$1,084.00 per month for a one-bedroom unit based upon one-person occupancy and \$1,227.00 per month for a two-bedroom unit based upon two-person occupancy and includes a utility allowance. These eleven apartments are part of a 19-unit elderly housing development called Nahum Hardy Residences. All tenants must be 62 years of age or older.

Nahum Hardy Residences is a former school building converted into graduate student housing and then elderly housing with 19 individual apartments and a community room. Ten units are one-bedroom and nine units are two-bedroom units. Eleven of the units are available as affordable units through the Local Action Units Program. These units are identical in outward appearance to the market rate units. The square footage of the affordable units is (2) 380, (3) 400, and (6) 650 square feet.

All affordable units must be occupied as a primary residence and will have a lease. There is also a regulatory agreement on the property that limits the amount that the unit can be leased for and requires an income eligible tenant. The regulatory agreement insures that the unit stays affordable in perpetuity.

Applications are available at the Waltham Housing Division or online at [www.city.waltham.ma.us/housing](http://www.city.waltham.ma.us/housing) or by request at (781) 314-3380



## ELIGIBILITY REQUIREMENTS

### Affordable Housing in Waltham

**Q: Who is eligible to apply for the affordable apartments in Waltham?**

A. Households who meet income set by the Department of Housing and Urban Development (HUD) and DHCD.

**Q: What are the eligibility requirements?**

A. To be eligible to rent an affordable apartment, annual income must be within a particular range, set by maximum and minimum income levels as follows:

### Household Income Limits

To be eligible to apply for renting 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 (80%) of median income for the Boston Massachusetts-NH PMSA area. The maximum income allowed for this program is:

<u>Household Size</u>	<u>Income Limit</u>
1 person	\$ 47,150
2 person	\$ 53,900
3 person	\$ 60,650



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**Allowable assets**

There is no asset limit for applying households for this development. However, the higher of the actual income earned from assets, or the imputed income of 1% of all assets, will be counted as income. 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), real property, bonds, and capital investments.

If any household member currently owns property (to be sold for eligibility for this lottery), the total amount of retained equity after the sale of their current home shall be added to their total value of assets.

*Example: A household has **\$10,000 in savings**, , \$20,000 in a retirement account that they are not drawing down from (**\$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 1% is:  $1\% \text{ of } \$43,000 = \$430$  (B)*

*For this household, \$430 would be added to their income they receive from all other income sources (employment, Social Security, Alimony etc). as the program takes the greater of (A) actual income from assets OR (B) imputed income from assets.*



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**Definition of Assets**

The value of necessary items of personal property, such as furniture or automobiles shall be excluded. Determination of assets shall be based upon a full and fair present cash value of the asset at the time of application to the program. If a potential purchaser divests himself or herself of an asset for less than full and fair present cash value of the asset within one year prior to application, the full and fair cash value of the asset at the time of its disposition must be declared and shall be included for purposes of calculating eligibility.

Household Assets include the following:

1. Cash held in savings and checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average balance for the last six months. Assets held in foreign countries are considered assets.
2. Revocable trusts: The cash value of any revocable trust available to the applicant.
3. Equity in rental property or other capital investments: The current fair market value less (a) any unpaid balance on any loans secured by the property and (b) reasonable costs that would be incurred in selling the asset (e.g., penalties, broker fees, etc.).
4. Stocks, bonds, Treasury bills, certificates of deposit, mutual funds, and money market accounts: The value of stocks and other assets vary from one day to another and should be determined within a reasonable time in advance of the applicant's submission of an application to participate in the subject housing program.
5. Individual retirement, 401K, and Keogh accounts: When the holder has access to the funds, even though a penalty may be assessed. If the applicant is making occasional withdrawals from the account, determine the amount of the asset by using the average balance for the previous six months. (Do not count withdrawals as income.)
6. Retirement and pension funds.
  - a. While the person is employed: Amounts the applicant can withdraw without retiring or terminating employment. Count the whole amount less any penalties or transaction costs.
  - b. At retirement, termination of employment, or withdrawal: Periodic receipts from pension and retirement funds are counted as income. Lump-sum receipts from pension and retirement funds are counted as assets. Count the amount as an asset or as income, as provided below. If benefits will be



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received in a lump sum, include the lump-sum receipt in net household assets. If benefits will be received through periodic payments, include the benefits in annual income. Do not count any remaining amounts in the account as an asset.

If the applicant initially receives a lump-sum benefit followed by periodic payments, count the lump-sum benefit as an asset as provided in the example below and treat the periodic payment as income. In subsequent years, count only the periodic payment as income. Do not count the remaining amount as an asset.

NOTE: This paragraph assumes that the lump-sum receipt is a one-time receipt and that it does not represent delayed periodic payments. However, in situations in which a lump-sum payment does represent delayed periodic payments, then the amount would be considered as income and not an asset.

7. Cash value of life insurance policies available to the applicant before death (e.g., the surrender value of a whole life policy or a universal life policy): It would not include a value for term insurance, which has no cash value to the applicant before death.
8. Personal property held as an investment: Gems, jewelry, coin collections, or antique cars held as an investment. Personal jewelry is NOT considered an asset.
9. Lump-sum receipts or one-time receipts: Inheritances, capital gains, one-time lottery winnings, victim's restitution, settlements on insurance claims (including health and accident insurance, worker's compensation, and personal or property losses), and any other amounts that are not intended as periodic payments.
10. A mortgage or deed of trust held by an applicant: Payments on this type of asset are often received as one combined payment of principal and interest with the interest portion counted as income from the asset. This combined figure needs to be separated into the principal and interest portions of the payment. (This can be done by referring to an amortization schedule that relates to the specific term and interest rate of the mortgage.)

To count the actual income for this asset, use the interest portion due, based on the amortization schedule, for the 12-month period following the certification. To count the imputed income for this asset, determine the asset value at the end of the 12-month period following the certification.

11. A life estate: A life estate is an interest in real property which entitles the life tenant to benefit from the property until his or her death. Usually, the life tenant is entitled to the use of a house for life and may be entitled to sell his or her interest. This right is of value to the life tenant, but it is rarely sold on an open market. (Purchasers of real property would typically not be tempted by such an uncertain term of ownership.) The value of



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an applicant's life estate is included when calculating his or her assets based upon the Internal Revenue Service's latest guidance to determine the value of life estates (see Internal Revenue Service Publication 1457, "Actuarial Values, Book Aleph," (7-1999).

Household Assets DO NOT include the following:

1. Personal property (clothing, furniture, cars, wedding ring, other jewelry that is not held as an investment, vehicles specially equipped for persons with disabilities).
2. Interests in Indian trust land.
3. Term life insurance policies (i.e., where there is no cash value).
4. Equity in the cooperative unit in which the applicant lives.
5. Assets that are part of an active business: "Business" does NOT include rental of properties that are held as investments unless such properties are the applicant's main occupation.
6. Assets that are NOT effectively owned by the applicant: Assets are not effectively owned when they are held in an individual's name, but (a) the assets and any income they earn accrue to the benefit of someone else who is not the applicant, and (b) that other person is responsible for income taxes incurred on income generated by the assets.





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**MODEL POLICY REGARDING APPLICANT SCREENING ON THE BASIS OF  
CRIMINAL RECORDS**

Consistent with CORI reform in Massachusetts, to the extent criminal offender record information will be accessed to screen applicants for housing, such access will be utilized for rental or lease of housing only and will generally be limited to: felony convictions for 10 years following the disposition thereof, including termination of any period of incarceration or custody; misdemeanor convictions for 5 years following the disposition thereof, including termination of any period of incarceration or custody; and pending criminal charges as provided under M.G.L. c. 6, § 172 as amended, and implementing regulations at 803 CMR 2.00 et seq. Such limitations will not apply to convictions for murder, voluntary manslaughter, involuntary manslaughter, and sex offenses as defined in M.G.L. c. 6 § 178C that are punishable by a term of incarceration in state prison. Entities that are required to obtain a CORI for the housing or portion of such housing by a statutory or regulatory provision may be eligible to obtain additional CORI information for the housing, or portion of such housing, pursuant to M.G.L. c. 6, § 172 as amended, and implementing regulations at 803 CMR 2.00 et seq.

Where criminal record checks are part of a general background screening of applicants for housing, the following practices and procedures will generally be followed.

- I. All applicants for housing will be notified that a criminal record check will be conducted. If requested, they will be provided with a copy of this applicant screening policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review records of criminal activity in the decision-making process must be thoroughly familiar with criminal records and this applicant screening policy.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy. Records of criminal activity not resulting in a conviction (i.e., records of arrests, arraignments, dismissals, etc.) are not reliable evidence of criminal activity and, without more, shall not form the basis of a denial of housing. Records of criminal activity gleaned from newspaper articles or internet searches are not inherently reliable and should not be the sole basis for a denial of housing. Records of convictions obtained from a state agency responsible for maintaining and disseminating criminal records are the most reliable, preferred source of information concerning records of criminal activity. In Massachusetts, those agencies are



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the Department of Criminal Justice Information Services (“DCJIS”) (formerly the Criminal History Systems Board) and the Sex Offender Registry Board.

IV. If a record of criminal activity is revealed through a background check, the organization’s applicant selector will closely compare the record provided by the background check with the identifying information provided by the applicant, to ensure that the record relates to the applicant.

V. If the (organization name) is inclined to make an adverse decision based on the results of the background check concerning criminal records, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's applicant screening policy, advised of the part(s) of the record that make the individual unsuitable for housing, and given an opportunity to dispute the accuracy and relevance of the criminal record. If the applicant denies that the record is accurate or that he is the person to whom it pertains, then the (organization name) shall allow the applicant a reasonable amount of time to seek to have the record corrected.

VI. If the (organization name) reasonably believes the record belongs to the applicant and that it is accurate, then the determination of suitability for housing will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- a) Relevance of the crime to the housing sought;
- b) The nature of the housing for which the applicant is applying;
- c) Time since the conviction;
- d) Age of the applicant at the time of the offense;
- e) Seriousness and specific circumstances of the offense;
- f) The number of offenses;
- g) Whether the applicant has pending charges;
- h) Whether the applicant is still on probation or parole;
- i) Any relevant evidence of rehabilitation or lack thereof;
- j) Any other relevant information, including information submitted by the applicant or requested by the organization.

VII. (Organization name) will notify the applicant of the decision and the basis of the decision in a timely manner.

