

2023 Noyes Building Apartment Application & Information Packet

The **Dukes County Regional Housing Authority**, on behalf of the **Town of Oak Bluffs**, is currently accepting applications for **two new apartments** at the **Noyes Building, 82 Pennacook Ave, Oak Bluffs**.



The two apartments have **80% and 100% Income & Rent Maximums** (without utilities):

Studio @ 80% AMI (Area Median Income): 1-Person income maximum, \$66,250; Rent, \$1,492

1-Bedroom @ 100% AMI: 1-Person income maximum: \$75,200; 2-Person: \$85,900; Rent, \$1,900

Applications are available at DCRHA, 21 Mechanic St, Vineyard Haven,
on-line at oakbluffsma.gov and housingauthoritymarthasvineyard.org
or by phone request at 508-693-4419 or TTY/TTD at 711

Information & Application Meetings: Explanation and assistance with application materials, including Language Assistance, will be available on Wednesday, February 15 at 6:00 pm, 21 Mechanic St, Vineyard Haven and Saturday, February 25 at 10:00 am (location TBD).

Language Assistance, Portuguese Language Application, & Reasonable Accommodation are available by request throughout the application process.

Applications must be received at the DCRHA office, 21 Mechanic Street, Vineyard Haven or postmarked to DCRHA, P.O. 4538, Vineyard Haven, MA 02568 before 5:00 pm on **Friday, March 17, 2023**.



The Dukes County Regional Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, age, familial status, marital status, veteran status, public assistance, disability, genetic information, gender identity or any other class protected by state, federal or local law, in the access or admission to its housing program(s), or employment, or any other of its programs, activities, functions or services. The Dukes County Regional Housing Authority is committed to assuring that each individual has an equal opportunity to the use and enjoyment of the benefits of this offer.

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2023 Noyes Building Rental Application & Tenant Selection Process
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This packet contains specific information on the application process for initial rent-up of two newly constructed apartments at the Noyes Building, Oak Bluffs for households earning up to 80% and 100% of Dukes County Area Median Income (AMI).

The studio apartment is 428 square feet in size and will be offered to single-person households earning up to 80% AMI (\$66,250). The one-bedroom apartment is 455 square feet and will be offered to individuals and couples earning up to 100% AMI (\$75,700 and \$85,900, respectively). The two apartments include full kitchens and bathrooms and have access to the Noyes Building's newly provided laundry room. Each apartment is accessed by an exterior ramp and has interior features suitable for a range of tenants. Parking is limited to on-street public parking.

Please see the attached floor plan.

Fully completed applications with all supporting materials must be postmarked to the Dukes County Regional Housing Authority at P.O. 4538, Vineyard Haven, MA, 02568 or received at the office on 21 Mechanic Street, Vineyard Haven, by 5:00 pm, Friday, March 17, 2023.

Applications will be reviewed for entry into the qualifying lottery, the first of two steps towards tenancy. Each applicant will receive an emailed notification of the results of the review, lottery placement status, as well as information on the date and time of the lottery. Eligible applicants will be entered in the rent-up lottery and ranked on a list based on lottery drawing results. Ineligible applicants and applicants who question another aspect of their status will have a period of ten (10) days to discuss their status before final entrants into the lottery are determined. Ineligibility due to applicant submission of an incomplete application will not be reviewable.

The qualifying lottery will consist of separate drawings for the two apartments, each with multiple pools. Lottery drawings include Local Preference Pools for applicants who reside in or are employed in or by the Town of Oak Bluffs as well as Open Pools for all non-local-preference applicants. See page 6 for Local Preference definition and requirements.

The order that applicants are drawn in the lottery is the order that an applicant's information will undergo final review and verification. First chosen applicants will have forty-eight (48) hours to reply to notification of their post-lottery status, and additional verification forms will be supplied for completion within ten (10) days. Upon successful review, an applicant will be shown the unit and offered a one-year lease. Should either of the post-lottery deadlines be missed or final review result in ineligibility, the process will begin again with the alternates chosen in the lottery until such time as a qualified applicant is offered and accepts a lease to a Noyes Building Apartment.

Applications received after the closing date will be placed on the waitlist after applicants selected in the lottery, in the order received, for possible review, should the rent-up process require.

Potential applicants with a DCRHA rental application on file should note that initial rent-up of the new Noyes Building Apartments requires a separate application specific to this offer.

Due to the high volume of recent responses to ownership and rental offers, DCRHA cannot guarantee review of an application before the deadline for submission. Each applicant is responsible for completing their application. Please take advantage of the scheduled Application Meetings, review by a friend or association, and submit a completed application.

Best of luck to each applicant!

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APPLICATION

Fully Complete Applications including all required documentation must be received by the DCRHA No later than 5:00 pm, **Friday, March 17, 2023**

<p><i>FOR OFFICE USE ONLY</i> Date of Receipt: _____ Control No. _____</p>

PLEASE PRINT:

Name of Applicant(s) _____
 Street Address _____ Mailing _____
 City/Town _____ State _____ Zip _____
 Phone(s) _____ Work Phone(s) _____
 Email Address(es) _____

HOUSEHOLD INFORMATION

Please list each member of an applicant household.

First, Middle, Last Name	Relationship	Gender	Birth Date	Employed	SS#
1.	Primary Applicant			Y/N	
2.				Y/N	

Is either of the above listed household members a full-time student? Yes No

If yes, please list below: (documentation of enrollment will be required)

Name _____ Institution _____

Please note that response to the questions below is optional but may assist with the offer of a unit most appropriate to an applicant's needs.

- Do you need a wheelchair accessible apartment, an adaptable apartment, or a first-floor apartment because of a disability of any type? Yes No
- Do you need another type of reasonable accommodation based on an impairment? Yes No

Please specify: _____

Please indicate if you are applying for any Local Preference: Yes No

See page 6 for definition of local preference and related requirements.

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INCOME INFORMATION

Gross Income is the combined pre-tax income for everyone in the household* which includes job earnings; benefit payments, support payments, and income from assets. If you are self-employed, please list your net income (after deducting businesses expenses).

Please list all income of any household member received from self-employment, wages/salaries, overtime pay, commissions, fees/tips, and bonus before taxes for the last 12 months. Applications must include two most recent Federal income tax returns, including all corresponding W2's and attached schedules.

If you are self-employed (full or part-time), submit a year-to-date profit/loss statement AND the previous two years of federal income tax returns including all attached schedules.

Household Member	Type of Income	Name & Address of Employer or Source of Income	Gross Income for last 12 Months
1.	Salaries, wages, including overtime/tips		
2.	Salaries, wages, including overtime/tips		
	Net income from business or profession (Schedule C)		
	Trust income interest and dividends		
	Pensions and annuities		
	Regular unemployment or disability compensation		
	Regular Social Security benefits and/or SSI or V.A. Disability		
	AFDC or Public Assistance		
	Full Time Student Income (18 & over only)		
	Other Income:		
TOTAL GROSS INCOME:			

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ASSET INFORMATION

List below the assets of household members to live in the apartment, including, but not limited to, all bank accounts, stocks and bonds, trust agreements, real estate, 401k, Keogh, etc. Do not include the value of personal property such as clothing, furniture, or cars.

Household Member	Type of Asset	Cash Value
	Checking Account #:	
	Savings Account #:	
	Stocks, Bonds, Mutual Funds:	
	401k, IRA, Keogh:	
	Real Estate: (owned or sold within past 3 years)	
	Monetary Gift:	
Other:		

Household Member	Type of Asset	Cash Value
	Checking Account #:	
	Savings Account #:	
	Stocks, Bonds, Mutual Funds:	
	401k, IRA, Keogh:	
	Real Estate: (owned or sold within past 3 years)	
	Monetary Gift:	
Other:		

Total Household Assets _____

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Preferences, Demographics, and Affirmative Marketing

Local Preference Category Information:

Applicants who wish to be entered in the Local Preference categories detailed below are required to submit documentation that supports the applicant’s current status for that preference category.

- Current resident of Oak Bluffs:
 Provide documentation of current Oak Bluffs residency, such as rent receipts, utility bills, street listing, or voter registration listing.
- Employee of a business located in Oak Bluffs.
 Provide documentation of current employment, such as pay stubs or employment contract. A copy of a contracted and specific offer of employment will be reviewed for inclusion as an employee preference.
- Municipal employee of the Town of Oak Bluffs:
 Provide documentation of current employment by the Town of Oak Bluffs such as pay stubs, wage reports, or an employment contract. Contracted offers of employment by the Town will be included as a municipal employee preference.

Demographics & Affirmative Marketing

Please check off all applicable categories for each household member.

	Applicant	Co-Applicant
Asian/Pacific Islander		
Black or African American		
Native American/Alaskan Native		
White/Non-Minority		
Hispanic/Latino		
Other Race/Ethnicity (specify)		
Disabled		
Senior Citizen		
Veteran		

This information will be used only in accordance with federal and state guidelines to ensure affirmative marketing.

This information may also assist with inclusion in a Local Preference category.

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APPLICATION CHECKLIST

Application, First Stage:

Before submitting your completed application, please review and affirm completion of all sections including all required documents, as listed below. Only submit photocopies of your documents and not originals, as the DCRHA will not be responsible for any future use or need.

- Completed and Signed Application
- Two most recent years Federal Tax Returns (all household members)
- Most recent 5 weeks of Paystubs (for all *employed* household members)
- Any other source of income such as Social Security, Child Support, Alimony, etc.
- Copies of any Local Preference documentation (*if applicable*; see previous page)

Application, Second Stage (*after lottery selection of order*)

Important Note: The Verification Forms and other materials listed below will be presented and required for completion by first applicants chosen in the lottery, as well as to next chosen alternates should there be a need during final verifications.

Following the lottery, first chosen applicants will have forty-eight (48) hours for initial response to notification, followed by ten (10) days for completion and submission of verification forms and other materials. If either time requirement is missed, the next applicant selected will be reviewed, and so on, until a verified applicant signs a lease.

Please review the forms below and consider what advance effort you might have to make should your application be selected in the lottery for the required final review and verification.

- Employment Verification (for each *employed* household member aged 18 or older)
- Bank Verification (complete a form for each bank where accounts are held)
- Self-Employment Income Affidavit and supporting documentation (*if applicable*)
- Tip/Gratuity Income Affidavit (*if applicable*)
- Seasonal Worker Affidavit (*if applicable*)
- Unemployment Income Verification (*if applicable*)
- Child Support / Alimony Income Verification (*if applicable*)
- Pension verification (*if applicable*)
- Certification of Zero Income (*if applicable*)
- Bank Accounts & Asset Account Statements: checking, savings, investment accounts, retirement accounts, etc.
- Landlord References: Two completed landlord reference forms
- Personal References: Two completed personal reference forms
- CORI Acknowledgement (complete a form for each household member)

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CERTIFICATION & ACKNOWLEDGEMENT

It is the policy of the Dukes County Regional Housing Authority to verify all information contained in this application. In acknowledgement of this policy, all household members eighteen (18) years of age or older who would be living in the apartment must sign below.

- I/We certify that the information contained in this application is true, accurate, and complete to the best of my/our knowledge and belief. I/We understand that any inaccuracy, incompleteness, or misrepresentation will result in disqualification of my application and, if discovered at a later date, may result in the voiding of any subsequent lease agreement.
- I/We authorize representatives of the Dukes County Regional Housing Authority to supply and receive information to/from my/our employer(s), my/our financial institution(s), other housing assistance programs, and/or other organizations (Criminal History Board, Credit Bureaus, etc.) to verify the information contained in this application and to confirm my eligibility for rental opportunities.
- I/We understand that completion of this application is the sole responsibility of the applicant and is for placement through lottery on a list to rent an affordable apartment at the Noyes Building. I/We understand that completion and submission of an application does not guarantee my/our eligibility under the terms of the program and/or an offer of an apartment lease.

Print Name _____ Signature _____

Date _____

Print Name _____ Signature _____

Date _____



The Dukes County Regional Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, gender identity, age, familial status, children, marital status, veteran status, or membership in the armed services, the receiving of public assistance, or physical or mental disability, in the access or admission to its programs or employment, or in its programs' activities, functions, or services. The Dukes County Regional Housing Authority is committed to assuring that each individual has an equal opportunity to the use and enjoyment of the benefits of this program.

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