

Information Packet

Atwood

728 Broadway
Saugus, MA

An Affordable Housing Lottery

Facilitated on behalf of Toll Brothers

This packet contains specific information on the affordable housing program and application process for the affordable rental apartments being offered at Atwood in Saugus, MA. Atwood invites you to read this information and submit an application.

Please hold on to this packet until you have leased an apartment as it will be a useful guide throughout the entire process. The first apartments are expected to be ready for occupancy in August 2024.

YOU CAN COMPLETE AND SUBMIT A LOTTERY APPLICATION ONLINE HERE:



<https://form.jotform.com/SEBHousing/atwood>

Application Deadline

July 16, 2024 at 2:00pm

Applications must be received by this date.

Applications can be sent to: SEB Housing, Re: Atwood, 257 Hillside Ave, Needham, MA 02135; Fax: (617) 782-4500; or Email: info@sebhousing.com.

Additional Applications available at:

www.sebhousing.com

For Affordable Unit Information call (617) 782-6900 x1

For TTY Dial 711

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Information Session

There will be a Public Information Session on June 25, 2024 at 6:00 pm via Zoom where questions about the lottery and the development can be addressed directly.

Go to zoom.com/join, or call (646) 558-8656 and enter Meeting ID: 818 9317 7595, Passcode: 088159.

Attendance is not required at Info or Lottery sessions. To view the recorded sessions at a later date, please search for Atwood on the SEB Housing YouTube channel.

GENERAL OVERVIEW AND RENTS

Atwood is a brand-new, 300-unit apartment community located off Route 1 in Saugus, featuring high end Studio, 1BR, 2BR, and 3BR apartments. Through this process, 75 apartments will be made available to households earning no more than 80% of the Area Median Income. All apartments feature stainless steel appliances, in unit laundry machines, and quartz countertops. The building amenities include an outdoor pool, fitness center, resident lounges, grilling stations, pet spa, and more. The building is located on Route 1 and provides easy access to Boston and many local businesses and restaurants. Units are expected to be ready for occupancy in August 2024. The unit mix of the affordable units is as follows:

# of Units	# of Bedrooms	# of Bathrooms	Ave. Size <i>(subject to change during construction)</i>	Rent*
7	Studio	1	568 sq. ft.	\$2,050
34 (1 unit is Disabled-Accessible)	1	1	723 sq. ft.	\$2,154
26 (1 unit is Hearing-Accessible)	2	2	1,113 sq. ft.	\$2,566
8 (1 unit is Disabled-Accessible)	3	2	1,323 sq. ft.	\$2,949

* The rents are set annually using a calculation that determines the “affordable” rent, which is based on the Area Median Incomes for the Boston-Cambridge-Quincy HMFA, therefore the rents are subject to change. Tenants are responsible for paying the full amount of rent each month. Rents are not based on each applicant’s income (unless they already have a Section 8 voucher or similar). **Tenants will pay the costs of electricity (cooking, heating, hot water heating) water, and sewer. Pets are permitted and there is a maximum of two pets per unit. Tenants will have one free parking space. Additional spaces can be rented for a fee.**

Since it is possible that there will be more interested and eligible applicants than available units, the Developer will conduct a lottery to rank the eligible applicants for the program. The application and lottery process as well as the eligibility requirements are described in this information packet.

Atwood does not discriminate in the selection of applicants on the basis of race, color, national origin, religion, 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. 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.

Q: How long will the designated apartments remain affordable?

A: As a **current resident only**, you are considered income eligible for an affordable unit 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 for more details*). If the Area Median Income (“AMI”) decreases or the total utility allowance increases, rents may decrease. If the AMI increases or the utility allowances decrease, the rent may increase as further described in the Regulatory Agreement.

ELIGIBILITY REQUIREMENTS

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

A: In order to qualify for an affordable unit:

- 1.) Households must have income and assets that qualify within the parameters as highlighted in this section.
- 2.) Household priority will be given based on household composition. For questions on household size and composition, please read **“Household Size and Composition”**. **Also note that 1 person households cannot live in 2BR units, and 2 person households cannot reside in 3BR units (unless they have a disability that requires a reasonable accommodation for an extra bedroom).**
- 3.) Households cannot own a home upon move-in. All homes must be sold before leasing a unit. The affordable unit must be the household members’ primary residence.
- 4.) Households, or their families, cannot have a financial interest in the development and a household member cannot be considered a Related Party (generally, a person who is related to or employed by the developer or management company, and any spouse, parent, grandparent, sibling, child or grandchild of that person).

Q: What are the Income eligibility requirements?

A: Household income must be at or below eighty percent (80%) of AMI. The combined annual income for ALL income sources of ALL income-earning members in the household are counted (please see details below). **See table on next page for Maximum and Minimum Income Limits.**

Maximum Income

Household Size	Maximum Income Limit 80%
1	\$91,200
2	\$104,200
3	\$117,250
4	\$130,250
5	\$140,700
6	\$151,100

Minimum Income Plus Assets

Per the Leasing Office's policy that is also in place for market-rate apartments, the rent to income ratio required to lease a unit is 40% (i.e. applicant's monthly income must be approximately 2.5 times the monthly rent). Applicants may make less than the minimum incomes shown below if they have sufficient savings from which they can draw down otherwise, applicants will not be found to be eligible for a lease if they make less than the incomes shown below. **Applicants who receive a housing subsidy (like Section 8) are not subject to the minimum income requirements** but, like all other applicants, will also have to pass reviews on credit scores, tenant history, and criminal background checks in accordance with EOHLC's requirements regarding same. Applicants with a housing subsidy are encouraged to contact the housing agency who issues their housing subsidy to confirm that the rents are within the agency's payment standards so as to ensure that they will not be prohibited by the housing agency from using the housing subsidy at this property. Please see "Leasing Office Review" in the step-by-step process for more details. Again, these minimum incomes are not required by the affordable housing program, they are just estimations of minimum incomes required by the leasing office.

Unit Size	Approximate 80% Affordable Apartment Minimum Income and Assets <i>(for households without a housing subsidy)</i>
Studio	\$61,500
1 BR	\$64,620
2 BR	\$76,980
3 BR	\$88,470

Q: How is a household's income determined?

A: A household's income is the total anticipated amount of money received by ALL members of the household over the next 12 months (starting from the date of application and projecting forward 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. Any monies you anticipate receiving in the next 12 months will be counted as income and monies received over the previous 12 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 actual or imputed interest and dividends on bank accounts and other assets. ALL SOURCES OF INCOME ARE COUNTED with the exception of income from employment for household members under the age of 18 and any income over \$480/year for full time students who are dependents of a household member who is also occupying the unit (but note that all such income must still be documented even if it is exempt from the household income calculation).

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. 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 affordable housing guidelines.

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 0.06% 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, the home must be sold before the household will be permitted to sign a lease, and the total amount of equity in the home shall be added to their total value of assets.

Example: A household has \$8,000 in savings, \$30,000 in a retirement account that they are not drawing down from (\$20,000 net cash value) and a home assessed at \$300,000 on which they currently have \$278,000 remaining on the mortgage (\$22,000 in equity).

<i>Their assets total is:</i>	$\$8,000 + \$20,000 + \$22,000 = \$50,000$
<i>Actual Income from assets is:</i>	$\$300 + \$0 + \$0 = \$300 (A)$
<i>Imputed Income at 0.06% is:</i>	$0.06\% \text{ of } \$50,000 = \$30 (B)$

For this household, \$300 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.

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. 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: No. Only people who will live in the apartment can sign the lease. Applying households must be able to meet the income qualifications on their own. If 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 the Town of Saugus 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: According to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) 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 generally no more than two occupants per bedroom (based on State Sanitary Code).
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 and the lottery agent receives reliable medical documentation as to such impact of sharing.

The following household sizes and compositions will be given priority for the following apartment sizes (**occupancy restrictions may apply**). Please also note that households with disabilities must not be excluded from a priority/preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.

TYPE III

(Priority for a 3BR or 2BR Apartment)

- All 6 person households
- All 5 person households
- All 4 person households
- 3 person household: 1 head-of-household plus 2 dependents
- 3 person household: 2 heads-of-household under **criteria 3** (described above) plus 1 member
- 2 person household where this is a disability or medical need for three bedrooms

TYPE II

(Appropriately sized for a 2BR unit and may apply for a 3BR unit but will not receive a priority for a 3BR unit). Note that 2 person households are not permitted to occupy a 3BR unit unless an extra bedroom is required as a reasonable accommodation.

- 3 person household: 2 heads-of-household plus one dependent
- 2 person household: 2 heads-of-household under **criteria 3** (described above)
- 2 person household: 1 head-of-household plus one dependent
- 1 or 2 person household where there is a disability or medical need for two bedrooms.

TYPE I

(Appropriately sized for a Studio and 1BR unit and may apply for a 2BR unit, but will not receive a priority for a 2BR unit). Note that 1 person households are not permitted to occupy a 2BR unit unless an extra bedroom is required as a reasonable accommodation.

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

Households with a total number of members which exceed the Massachusetts State Sanitary Codes for that particular sized apartment will not be allowed to rent an apartment. **In "The Lottery" in the Step-By-Step Process, you will find a detailed explanation on how priority is given to certain household sizes and compositions.**

Household Size and Composition Frequently Asked Questions

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 have to submit proof of pregnancy with all the income and asset documentation that needs to be submitted with your application.

Q: Can a Type I Household apply for a two-bedroom apartment?

A: Yes, however, they will not receive priority. Please see “The Lottery” in the Step-By-Step Process for how order will be given from the Lottery Results. Also note that 1 person households are not permitted to lease 2BR units unless an extra bedroom is needed as a reasonable accommodation.

Q: Can a Type II Household apply for a three-bedroom apartment?

A: Yes, however, they will not receive priority. Please see “The Lottery” in the Step-By-Step Process for how order will be given from the Lottery Results. Also note that 2 person households are not permitted to lease 3BR units unless an extra bedroom is needed as a reasonable accommodation.

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

A: You will need to provide proof that the divorce process has begun or has already been finalized. If no divorce has been initiated, then we would need you to certify and document that your spouse has a separate address. The Certification Application will guide you through the documentation that you will need to provide.

STEP-BY-STEP PROCESS AND TIMELINE

Q: What is the application, selection, and move-in process for the affordable units in Atwood?

A: The process is essentially a **three-step** process.

The first step is to qualify for the Lottery, which includes being given a position on the Waiting Lists. The **Lottery Application** must be completed but no supporting documentation is required at this step (it will be required in later steps).

The second step is to be found Lease Eligible and reserve a unit (and unit availability will be determined by your position on the Waiting Lists).

The third step is to be found Affordable Housing Program eligible (which involves submitting all required income, asset and tax documentation).

The following pages explain each step in greater detail.

Step 1a: Applying for the Housing Program

through July 16, 2024 (application deadline)

Step 1b: The Lottery

August 6, 2024 at 6:00pm via Zoom. Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 857 2736 5609, Passcode: 276410

Step 1c: Waiting Lists and Lottery Results

Established night of the lottery

Step 2a: Leasing Office Review and Unit Selection

1-30 days after the Lottery

Step 3: SEB Housing Approval of Program Eligibility

Within 10 days of reserving a unit, applicants must submit all required income, asset and tax documentation

Yearly Eligibility and Rent Review

30-90 days prior to lease renewal

Information Session

There will be a Public Information Session on June 25, 2024 at 6:00 pm via Zoom where questions about the lottery and the development can be addressed directly.

Go to zoom.com/join, or call (646) 558-8656 and enter Meeting ID: 818 9317 7595, Passcode: 088159.

Attendance is not required at Info or Lottery sessions. To view the recorded sessions at a later date, please search for Atwood on the SEB Housing YouTube channel.

Step 1a: Applying for the Affordable Housing Program

Applicants will need to fill out a Lottery Application for every person that will be residing in the unit. Supporting income and asset documentation is not required with the Lottery Application (but will be required later). The Program Application must be received by the Lottery Agent by the date on the Lottery Application. Applications must be filled out entirely as incomplete applications will not be accepted for the lottery. Please see the cover page of the Lottery Application for locations for drop off and mailing address.

Once the Lottery Agent has received the Lottery Application, they will determine initial compliance for the lottery. Households without housing subsidies who fall well below the minimum income limits and households who submit applications indicated they are above the maximum allowable income limits will not be entered into the lottery. **Entrance into the lottery does not guarantee final income certification approval (see the following steps).**

Once a Lottery Application is received and SEB Housing determines the household is eligible for the lottery, the applicant will receive an Application Number that solely designates the order that their application was received. The purpose of the Application Number is simply to keep all household names unknown when the Application Numbers are drawn at the lottery.

Step 1b: The Lottery

The Lottery will be held on August 6, 2024 at 6:00 pm via Zoom. Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 857 2736 5609, Passcode: 276410. Households do not need to be present for the Lottery drawing. All Households will be notified of the results by the Lottery Agent. There will be one drawing in the lottery, an Open/General Drawing. A representative from SEB Housing pulls Application Numbers from a box or uses a computer to digitally randomize an order of application numbers. The randomly drawn Application Numbers are then placed in the order drawn on a Lottery Result List.

The order drawn does not necessarily reflect the order that households will get to select units as Application Numbers of smaller households are mixed in with Application Numbers of appropriately sized households. Regardless of the order drawn, all households of appropriate size for each unit size will be given the opportunity to lease a unit before any smaller household.

For example: A married couple (Type I) is the first household drawn in the Lottery. They may be given the first opportunity to lease a one-bedroom unit. However, if they wish to lease a two-bedroom unit, they will have to wait until all appropriately sized households drawn after them in the Lottery are given the opportunity to lease a two-bedroom unit.

To help clarify the actual order that applicants will be given the opportunity to lease units, Waiting Lists will be created from the Lottery Results List (*see next step*).

Step 1c: The Waiting Lists and Lottery Results

The Waiting Lists will be compiled immediately after the lottery and sent to all lottery applicants. **The separate Waiting Lists created from the Lottery Results List illustrate the order in which households will choose units based on unit size, household size, household composition, and need for a unit with features for mobility impairment.** The position each household has on the Waiting Lists is determined by the order in which their Application Number is drawn in the Lottery relative to households of similar qualifications (i.e. households of “appropriate size” will be added to the Waiting Lists in the order drawn in the Lottery and then smaller households will be added in the order originally drawn.) *Please see “Household Size and Compositions” for details on Household Types III, II and I shown below.*

The Waiting Lists

Waiting List for SEVEN Studio apartments

Top Tier: All Households with no priority among Household Type

Waiting List for THIRTY-THREE 1BR apartments

Top Tier: All Households with no priority among Household Type

Waiting List for TWENTY-FIVE 2BR apartments

Top Tier: All Type III and Type II Households

Bottom Tier: Eligible Type I Households

Waiting List for SEVEN 3BR apartments

Top Tier: All Type III Households

Bottom Tier: Eligible Type II Households

Disabled and Hearing Accessible Unit Waiting Lists

Waiting List for ONE 1BR Disabled Accessible Unit

Top Tier: All Households requiring the features of this unit

Waiting List for ONE 3BR Disabled Accessible Unit

Top Tier: All Type III Households requiring the features of this unit

Second Tier: All Type II Households requiring the features of this unit

Bottom Tier: All Type I Households requiring the features of this unit

Waiting List for ONE 2BR Hearing Accessible Unit

Top Tier: All Type II and Type III Households requiring the features of this unit

Bottom Tier: All Type I Households requiring the features of this unit

Step 2a: Lease Application Invitation and Unit Selection

Households with high enough positions on the Waiting List to warrant an immediate invitation to go to the Leasing Office to complete a Lease Application will be given at least 5 days to schedule an appointment and complete the Lease Application. The Leasing Office may contact the several applicants from a Waitlist simultaneously, in which case, even if a household lower on the Waiting List completes a Lease Application before a household higher on the Waiting List, **the Waiting List order will always be preserved in determining the order that units get selected and reserved.** Likewise, the unit households apply for must be an apartment size that corresponds to the Waiting List from which they were chosen (i.e. a household with an appointment for a 1BR apartment cannot reserve a 2BR apartment at that time).

The Lease Application review will be the same review that applicants for market-rate apartments undergo, where factors such as Employment history, Credit score/reports, Former lease history, Criminal Background Screening and sufficient income are considered. The Leasing Office can provide more details on their screening process during this step in the process. **Co-signers and/or guarantors are not allowed (see page 6).** Background checks will meet EOHLC's Model Policy Regarding Applicant Screening on the Basis of Criminal Records. In any instance where policy and procedures in the Management Company's Policy differ from the policy and procedures in the Model Policy, the policy and procedures of the Model Policy will be followed. For specific questions about credit and background/criminal issues, households can contact the leasing office.

Failure to complete a Lease Application by the given appointment date will result in the removal of their Application Number from the Waiting List. Households with positions lower on the Waiting Lists will have to wait for the removal of households with a higher position than them before being given an opportunity to lease an apartment. Households with lower positions will be given at least a 5 day notice of their upcoming appointment dates if there is going to be an apartment available for them. Households are removed from the Waiting Lists if the Leasing Office deems that they are not eligible for a lease based on their Lease Application, if a household fails to meet future deadlines for documentation submittal and lease signing, or if a household notifies the Leasing Office that they are no longer interested in leasing an apartment.

The Leasing Office will make accommodations for any household who cannot physically go to the Leasing Office to complete a Lease Application due to a documented disability.

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: No. Only people who will live in the apartment can sign the lease. Tenants must be able to meet the income qualifications on their own. Please see pg. 4 and 5 for more details.

Step 2b: SEB Final Review of Program Eligibility

After a household has reserved an Affordable Unit, the Leasing Office will notify SEB Housing of the reservation. The household with an Affordable Unit reservation will then need to submit to SEB Housing all the income, asset and tax documentation to SEB Housing for Final Review and Approval.

Upon initially receiving their Application Number prior to the lottery, all households will want to review the Documentation Requirement Guide for details on everything that will be required to complete this final review of Affordable Housing Program Eligibility. Any household who is contacted but fails to submit all required documentation (and if their initial submission is incomplete, any and all missing documentation) within 10 days of reserving a unit will be removed from the Waiting List and will lose their reservation. Similarly, any household who is over the income limit will also be removed from the Waiting Lists.

SEB Housing will notify the households and the Leasing Office if the household is missing documentation, or if the household is ineligible or eligible for the Affordable Unit they reserved. Eligible households will be able to sign leases and move into their Affordable Unit on the date initially established with the Leasing Office.

YEARLY ELIGIBILITY AND RENT REVIEW

After a household has moved in, and approximately 90 days before lease renewal, tenants of affordable apartments will need to submit updated income and asset documentation to the Leasing Office so they can ensure continued eligibility under the affordable housing guidelines. Tenants will not be able to renew Leases until all required documentation has been submitted. Records of taxes, paystubs, bank statements and asset statements should be maintained while living in the affordable apartment.

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 the current year's income limit** for a household of your size. *Using the Current Income Limits as an example:*

Household Size	Current Income Limit for New Applicants (80% AMI Units)	Income Limit for Current Tenants (140% of Current Income Limit)
1	\$91,200	\$127,680
2	\$104,200	\$145,880
3	\$117,250	\$164,150
4	\$130,250	\$182,350
5	\$140,700	\$196,980
6	\$151,100	\$211,540

Q: What happens if I exceed the Income Limit for Current Tenants in My Affordable Apartment?

A: If a household's income exceeds the Income Limit for Current Tenants at the time of their renewal, **their apartment shall still remain at the current rent until the end of their current lease term, at which point the rent of the unit will be changed to market-rate rent.** The over-income household can elect to stay in the unit, but would then have to pay the market rent during their next lease term.

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

A: Rents may increase a few percentage points if Boston-Cambridge-Quincy Area Median Income increases or the costs of utilities in Saugus decreases. Likewise, if the Boston-Cambridge-Quincy Area Median Income decreases and the costs of utilities increases, rents may decrease.

DISABLED-ACCESSIBLE AND SENSORY UNIT INFORMATION

Q: Who qualifies for a disabled-accessible (“DA”) or hearing/vision-impaired (“Sensory”) apartment?

A: According to *Mass Access: The Accessible Housing Registry*, “units 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 unit.” Sensory units are built with features for individuals who have hearing/vision impairment and may need additional visual/audio cues. Verification from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual’s disability may be requested.

Q: How are DA and Sensory apartments awarded?

A: If this property has affordable units that are also either DA or Sensory, then there will be separate Waiting Lists for the DA and Sensory apartments. The households with the top positions on those Waiting Lists will be given the first opportunity to lease the DA and Sensory apartments.

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

A: Yes. Households that qualify for a DA or Sensory apartment will also have positions on the Waiting Lists for non-DA or non-Sensory apartments depending on what unit size they are applying for. If they reach the top position on a Waiting List for a non-DA or non-Sensory apartment before they reach the top position for a DA or Sensory apartment (assuming property has any such units), they will have to decide if they want to lease a non-DA or non-Sensory apartment or wait until they have a top position on a Waiting List for a DA or Sensory apartment.

Q: What happens if there are fewer DA or Sensory qualified applicants than DA or Sensory apartments at the time of the Lottery?

A: If there are not enough qualified applicants on Waiting Lists for the Disabled-Accessible or Sensory units (assuming this property has such units), the units will be made available to the top applicants on the Waiting List that have the same unit sizes.

Q: Who is entitled to request a reasonable accommodation?

A: 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. To request a reasonable accommodation, please email info@sebhousing.com or call 617-782-6900 x1 or postal mail SEB Housing, 257 Hillside Ave, Needham MA 02494