



TOWN of FRANKLIN
MASSACHUSETTS

Affordable Property Resale Pre-Lottery Application

Property Address: _____

Head of Household Name: _____

2026 Income and Asset Limits					
No. of persons in household:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons
80% Area Median Income:	\$92,650	\$105,850	\$119,100	\$132,300	\$142,900
Asset Limit: \$75,000 55+ AND purchasing 55+ unit: \$275,000					

PRE-LOTTERY APPLICATION INSTRUCTIONS

Pre-lottery applications must be submitted to the Town of Franklin Dept. of Planning & Community Development (DPCD) through one of the following methods by:

- Dropped off in person or mailed to 355 East Central Street, Franklin MA 02038 (must be received, not postmarked by below deadline) OR
- Emailed to: housing@franklinma.gov

Applications sent to email addresses other than housing@franklinma.gov will not be accepted. Applications sent by piecemeal or in screen shots will not be accepted.

1. Do not leave any questions blank. If a question is not applicable, please write N/A;
2. Make sure all adults sign the last page;
3. If you need additional space to provide an answer, please attach additional sheet(s).

It is the household's responsibility to ensure that applications are complete upon submission. If emailing an application, do not contact DPCD to confirm the application is received. If you are emailing in applications, you will receive an email notification confirming the receipt of your application. DPCD will confirm the receipt and status of your application once it is processed in the order in which it is received.

Application Deadline: _____

The Town of Franklin is an Equal Opportunity Housing Supporter. The Town does not discriminate against or exclude any person from participation herein on grounds of race, religion, color, sex, age, handicapped status, or national origin.



If "Yes", list the name, address and explain your current marital status below. Depending on the response this person may need to be included as a household member for the purpose of this application:

3. Does any household member have joint accounts, own property or joint interest in Real Estate (whether in the USA or abroad) with somebody who is not a household member?

Yes No

If "Yes", include these assets in the asset table listed under "Asset Information". This will be discussed if selected in the lottery. List all names on joint asset & describe the relationship to household member:

I certify that the total number of people in my household is: _____

Section 2: General Information

1) Do you require reasonable accommodation?

Yes No

If yes, submit verification of need from your health care provider with this application before the application deadline.

Please describe reasonable accommodation need:

2) The Town of Franklin is an Equal Opportunity Housing Supporter. **The following questions are optional and not required to participate in the lottery.**

• What is the head of household's ethnicity?

Hispanic/Latino Non-Hispanic/Latino

• What is the head of household's race? Please check all boxes that apply:

African American/Black American Indian/Alaskan Native Asian Middle Eastern/North African

Native Hawaiian/Other Pacific Islander Two or More Races White/Caucasian Other: _____

Section 3: Income & Assets

Income Information – List all income such as Wages, Salaries, Tips, Self-Employment income, Welfare/TAFDC Benefits, Social Security, TANF, SSI, Pensions, Disability Compensation, Unemployment Compensation, Alimony, Child Support, Military Pay, Pensions, Death Benefits, Season/One-time Jobs and Gigs, etc.

Please complete the following Income Information Worksheet for **all household members**. Income is from all sources. If you are self-employed you **MUST** provide a detailed expense and income spreadsheet for the last 12 months and three months of business checking and savings accounts. If you have obtained a new job within the last 12 months, you must provide a copy of the Employment Offer Letter. If you are no longer working for an employer you worked for in the past year, you must provide a letter from the employer with your separation date. Copy or use additional sheets if necessary.

Applicants must remain eligible with regard to family size, income, and asset limitations throughout the entire process up until, and including, the closing on the property.

Consider & indicate all changes in income your household anticipates over the next 12 months as this may impact your income eligibility. If you are uncertain, you should speak with your HR/Office Manager/Union Rep. about anticipated raises, bonuses, OT, changes in work hours, Cost of Living Adjustments (COLAS) etc.

Household Member	Income Source (Add Employer/Contract)	Yearly <u>Gross</u> Earnings
	Employer Name:	
	Self-Employment:	
	Self-Employment:	
	Self-Employment:	

	Self-Employment:	
	Self-Employment:	
	Self-Employment:	
	Child Support	
	Child Support	
	Child Support	
	SS(DI)/TAFDC	
	SS(DI)/TAFDC	
	SS(DI)/TAFDC	
	Unemployment	
	Unemployment	
	Unemployment	
	Pension	
	Pension	
	Pension	
	Other	
	Other	
	Other	
	Interest from Assets	

Restricted Assets Total (IRA, 401(k) 403(b), etc.):

All Household Assets Total:

1) Does any household member have assets or accounts in any other country? If yes, please disclose these assets in the above table.

Yes

No

2) Does anyone in your household own any real estate or have joint interest in property abroad? *If yes, please provide name of individual, financial institution, account numbers and addresses of any joint account and/or property.*

Yes

No

3) Is anyone in your household expecting a monetary gift from someone outside your household, such as for down payment? If you, for how much? _____

Yes

No

4) What is the total amount of your down payment? _____

SECTION 4: PRE-LOTTERY APPLICATION CHECKLIST

Answer "yes" or "no" to the questions below. Did you...

1. Answer all questions and leave no parts of the application blank? _____
2. Make sure all adult household members signed the application? _____
3. Disclose all income & asset sources in the USA & abroad? _____
 - a. If you answer "No", include these assets in Section 3 of your application.
4. Include & describe expected changes in income for the next 12 months? _____
 - a. If you answer "No", describe anticipated changes in income.
5. Did you provide a mortgage pre-approval letter? _____
 - a. Is the pre-approval letter for a 30-year fixed mortgage? _____
 - b. Does the pre-approval letter include an interest rate or range? _____
 - c. Is the pre-approval letter valid through the date of the lottery? _____

If you answer "No" to any of the above, your application is incomplete.

SECTION 5: APPLICANT(S)' CERTIFICATION

All information you provide here will be treated as confidential and used by our office to determine eligibility in this affordable homeownership opportunity. Applicants understand that, if selected, DPCD will require complete income and asset verification. This means that applicants, if selected, must provide DPCD with documentation and further verification of all information related to income, assets, and household members. The applicant certifies all information in this application is true and accurate to the best of his or her knowledge and belief. The applicant acknowledges and consents to the sharing of their household's information with the Commonwealth of Massachusetts Executive Office of Housing and Livable Communities as needed.

I have read and understand the application requirements and the deadlines as described above. I have received and fully reviewed the information packet for this opportunity. I certify under penalty of perjury that the information I have provided is true and accurate. I understand that the provision of false information and statements are grounds for ineligibility for affordable housing resale opportunities with the Town.

Print Head of Household's Name	Head of Household's Signature	Date
Print Co-Head of Household's Name	Co-Head of Household's Signature	Date
Print Other Adult's Name	Other Adult's Signature	Date
Print Other Adult's Name	Other Adult's Signature	Date
Print Other Adult's Name	Other Adult's Signature	Date

