

# Affordable Resale Frequently Asked Questions (FAQs)

**Q: I found an affordable unit for sale. Who do I contact and how do I complete an application?**

A: In order to begin the process of potentially purchasing an affordable unit, please contact the owner, realtor or owner's representative prior to contacting the NSC. In order to complete and submit an application for an available unit, your offer must be accepted by the owner or owner's representative. The fully executed accepted offer, application and supporting documentation must be submitted to NSC by mail or by hand delivery (no emails accepted). Within ten business days of receipt of accepted offer, application and ALL supporting documentation, NSC will notify the parties if buyer is eligible.

**Q: What income levels qualify?**

A: Please refer to most recent income limits at <http://www.huduser.org/portal/datasets/il.html>  
Maximum Allowable Household Incomes for 2017 (effective April 14, 2017)

<b>Household Size</b> (persons in household)	<b>Income limits</b> <b>&lt;=80% HUD</b> <b>Area Median</b> <b>Income (4-14-17)</b>
1	\$54,750
2	\$62,550
3	\$70,350
4	\$78,150
5	\$84,450
6	\$90,700
7	\$96,950
8 or more	\$103,200

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

A: In addition to meeting the income limits, a buyer must meet the following requirements:

- Total assets\* must not exceed \$75,000
- Must be approved for a mortgage with a lender (no cash buyers)
- Must be a first time home buyer (or one who has had no homeownership interest in a principal residence during the past 3 years OR a displaced homemaker or single parent who has only owned a home with a former spouse while married)

Please contact NSC for any specific scenario questions.

**\*Assets include:**

- savings and checking accounts,
- stocks and bonds,
- gifted money, including gifts of equity
- other forms of capital investments,
- Roth IRAs,
- real property (whole or partial interest).

**Excluded assets:**

- retirement accounts such as 401(k), 403(b), 457 and IRA accounts,
- government approved college savings plan,
- municipally funded buy-downs,

- community, municipal or employer-funded down payment or closing cost assistance that meets Fannie Mae's definition of a Community Seconds Program.

**Q: Can I receive a monetary gift for the purchase of an affordable unit?**

A: Yes, affordable housing applicants may receive monetary gifts but all gifts are subject to the asset policy. Gift letter and proof of gift required.

**Q: Can my family or friends co-sign a mortgage or loan me money for the purchase of an affordable unit?**

A: Co-signors and Guarantors of mortgages or any lending instrument are not permitted unless they are co-buyers of the unit. In addition, the buyer must obtain arms-length financing. This means that the buyer may not borrow from a friend, family member or private source. A bank or mortgage company must be used. However gifted funds are acceptable.

**Q: I received a pay raise between the time I picked up an application and the time I was income certified and now I am over the income limit. What do I do?**

A: Income is calculated at the time the owner/owner's representative submits an applicant's information to the NSC. Eligibility must be maintained from the time of application submission until after income certification verification by the NSC. Unfortunately, if an applicant's income is over the income limit, the applicant will not be eligible to purchase the particular unit for which they applied.

**Q: What type of income is included in the Gross Income calculation?**

A: Gross Income must be disclosed for all individual members living in the unit. Gross income from employment includes base wages, overtime and bonuses. Income includes any money received from any source, such as wages, interest, dividends, distributions, annuities, pensions, child support, alimony, etc.

**Q: Do I need to hire an attorney?**

A: You do not have to hire an attorney, however, it is recommended that prospective buyers hire an attorney to review documents and represent their interests at closing. Often, the bank or lending institution will have an attorney at the closing who will act on the buyer's behalf.

**Q: Are there a certain number of years I must own the affordable unit?**

A: No, you may sell your affordable unit at any time. However, few things to keep in mind:

- An owner must sell the unit to another household that qualifies under the NSC's affordable program until the restrictive covenant expiration date.
- Placing a unit into a trust or living trust is strictly prohibited.

**Q: Are the Affordable Homeownership units monitored?**

A: Yes. The NSC is very serious about ensuring that owners remain in compliance with the provisions of their restrictive covenant. As an owner of a unit with a restrictive covenant in one of the eight NSC Communities, you have responsibilities relative to preserving the affordability of your unit. Each year owners are required to complete and submit affidavit/certification regarding occupancy and compliance. NSC reserves the right to conduct arbitrary site visits to your unit. Any violations of the restrictive covenant must be brought into compliance within 6 months of being notified by NSC.

**Q: Can the unit be rented out after purchase?**

A: Owner agrees to occupy the unit as his/her principal place of residence and live in the unit a minimum of 10 months out of a 12 month period. Owner **may not** rent out the unit.

**Q: What if I think someone is not following the Affordable Homeownership housing rules?**

A: Please contact the NSC HOME Director by calling (781) 324-5720. Please provide the address of the unit, the owner's name, the issue and the date of occurrence when you call.