

The Sanctuary at Manchester-by-the-Sea

Manchester-by-the-Sea, MA

AFFORDABLE UNIT TENANT SELECTION PLAN

General Information

SLV School Street, LLC has worked to develop a brand new multi-family rental housing development known as **The Sanctuary at Manchester-by-the-Sea**. This community will consist of 157 rental apartment units, 40 of which will be rented to households with annual incomes not exceeding 80% of Area Median Income for the Boston-Cambridge-Quincy HMFA adjusted for family size as determined by HUD.

The anticipated delivery of the first of the affordable units is TBD

For more details on the units, unit pricing, the Lottery, the Lease Office requirements, including deposits, and lease-up process for the affordable apartments at The Sanctuary at Manchester-by-the-Sea, please see the **Information Packet** attached and the **Post-Lottery Process and Compliance** below.

In compliance with the Regulatory Agreement, the Local Initiative Program and rent calculation methodologies approved by DHCD, the rents for the affordable units will be calculated from 80% of the Area Median Income for the Boston-Cambridge-Quincy HMFA. Please see the attached **rent schedule** for more details on the utility types, the utility allowances, and the initial net rents that will be charged. Adjustments for Standard Utility Allowances are based on utilities allowances published by the Gloucester Housing Authority.

There will be TBD parking space for each affordable unit included in the rent. For details on how the affordable units will be marketed, please see the **Affirmative Marketing Plan**.

Local Preference

The Information Packet currently contains Local Preference language and the process by which local preference will be implemented.

DHCD requires that the Town must demonstrate a need for this local preference designation, and the Town's demonstration of a need for Local Preference will be submitted with the rest of the materials that comprise the Affirmative Fair Housing Marketing Plan. If DHCD determines that the Town's demonstration of need is not sufficient, then SEB Housing, LLC will modify the Lottery materials to exclude a local preference category and all references to a local preference.

Rental Qualifying Standards and Compliance with iCORI Standards

The Sanctuary at Manchester-by-the-Sea will be professionally managed by **TBD**

Co-signers and guarantors are not allowed as only people who will live in the unit can sign the lease.

The Sanctuary at Manchester-by-the-Sea and its selected management team do business in accordance with the Fair Housing Act.

The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the sale or rental of housing and in advertising the sale or rental of housing to any person because of race, color, religion, sex, handicap, familial status, or national origin.

It has and will continue to be the policy of The Sanctuary at Manchester-by-the-Sea, SEB Housing, LLC, and the Management Company to provide equal housing opportunities for all people, regardless of race, color, religion, sex, handicap, familial status, or national origin and all other protected classes as specified by a property's local jurisdiction.

Post-Lottery Process and Compliance

The lottery will establish the Waiting Lists for each unit type as described in the Information Packet. Following the Lottery, households who were not entered into the Lottery will be allowed to complete Waiting List Applications and will be placed on the appropriate Waiting List based on their household sizes, types and priority. Post-Lottery applicants will be placed behind all Lottery applicants on the Waiting Lists.

These post-lottery applicants will be allowed to move forward in the leasing process only after the lottery applicants ahead of them on the Waiting Lists have been processed as outlined in the Information Packet.

Post-Lottery Applicants will be reviewed by the leasing office for lease eligibility and will be allowed to reserve a unit and establish a move-in date. The household will then need to complete the SEB Housing, LLC, Eligibility Review and be deemed eligible for the program prior to moving into an affordable unit. If the application is incomplete, the applicant will not be allowed to move into an affordable unit until they have completed the application by SEB Housing, LLC's standards.

DHCD can perform an audit or review of the applicant files, or a representative sampling of files, after households have moved into their affordable unit. If the files of any affordable unit tenants are incomplete, or if any affordable unit tenants appear to be ineligible, SEB Housing, LLC will work with the respective household in ensuring that all questions of DHCD are satisfied.

Lottery applicants with move-in dates more than 6 months from the date of the lottery will need to complete a second and final review of their eligibility with SEB Housing, LLC. This second review of eligibility will be done approximately 60 days prior to their move-in date to ensure that they are still eligible and that the documentation in their file is still 60 days current of request date.

Rent Update 2021 and 2021

In 2021, after HUD publishes the 2021 Area Median Income numbers for Boston-Cambridge-Quincy HMFA, SEB Housing, LLC will recalculate the affordable rents for The Sanctuary at Manchester-by-the-Sea and submit them to DHCD for approval. SEB Housing will update the rents in all the marketing materials to reflect the changes to the affordable rents for 2021. Marketing is scheduled to start in tbd.

In 2022, after HUD publishes the 2022 Area Median Income numbers for the Boston-Cambridge-Quincy HMFA, SEB Housing will recalculate the affordable rents and submit them to DHCD and the Town for approval. Once the required approval is received for the 2022 rents, the Leasing Office may choose to market the new affordable rents so that any household on the Waiting Lists, except for households who were in the lottery and who are being offered a unit through initial lease up, who apply for units after the new rents have been marketed will be subject to the new 2022 rents. Additionally, the 2022 rents will be implemented upon lease renewals for current tenants, provided that the property gives households at least 30 days notice of the rent change.

Recertification

In accordance with the 40B program guidelines, all persons residing in the affordable rate apartment units must recertify their income qualifications annually at the time of lease renewal.

Please also see the attached **Affordable Lease Addendum** for details on the Recertification Process.