

CHILMARK HOMESITE HOUSING PROGRAM
(to be printed in blue)
INSTRUCTIONS

STATEMENT OF PURPOSE

The goal of this Program is to provide Homesite Housing at less than market price for people who have lived, worked, or volunteered in Chilmark for a substantial time but because of high land prices are unable to establish their home in the Town.

The Program is intended to serve a clear need, to lessen situations of hardship, and to retain a stable and diversified year-round community in Chilmark.

The Program is structured so as to sustain Homesite Lots as permanent assets to the Town of Chilmark.

ABBREVIATED APPLICATION CRITERIA

 (name of lottery) Applications must be submitted by (date/time) .

1. Applicant must have a valid form of identification proving U.S. citizenship or legal residency.
2. Applicant must be 18 years of age or older.
3. Applicant (at least one per household) must be gainfully employed or show proof of sustaining government subsidy.
4. Preference will be given to:
 - a. Applicant who has lived or worked (employed by a bona fide business in the Town) in Chilmark or volunteered in the Town's public service sector for an accumulation of five (5) years.
 - b. Applicant who has lived, worked and/or volunteered in the public service sector on Martha's Vineyard for an accumulation of five (5) years.
5. Applicant must have a total household adjusted gross income of not more than 150% of the median income established by HUD for Dukes County. There is no established minimum, however, Applicant must be able to finance the purchase of a homesite and the construction of a home.
6. Applicant must show evidence of acceptable financing from a duly established lending institution that includes pre-qualification for a first mortgage for a Homesite Lot and a primary dwelling.
7. Applicant must report all assets.
8. The home built must be the Applicant's primary residence.
9. Please submit Application in a sealed envelope labeled, "(name of lottery) Homesite Application."

HOMESITE HOUSING APPLICATION PROCEDURE

(name of project)

TOWN OF CHILMARK

All information and forms will be kept strictly confidential to the extent permitted by law. Please submit completed Application and all supporting documents in a labeled and sealed envelope by the deadline of 5PM (date).

All questions must be directed to the Chilmark Housing Committee Administrative Assistant.

Note: Each Co-Applicant must complete a separate Co-Applicant Application with all relevant supporting documentation. This information must be submitted as part of the primary Applicant's packet.

PART I.

1. Submit completed, signed and dated Chilmark Homesite Housing Application
2. Submit letter of Pre-Qualification from a duly established lending institution for a mortgage to finance the purchase of Homesite Lot and build a primary dwelling. The letter should state the amount of financing approved.
3. Submit proof of residency, employment and/or volunteer work on Martha's Vineyard, each for an accumulation of five (5) years (if applicable).
4. Submit proof of residency, employment, and/or volunteer work in Chilmark, each for an accumulation of five (5) years (if applicable).
Copies of rent receipts, canceled rent checks, leases, notarized Certification Form (attached) from landlords, employers, or volunteer organizations are acceptable for verification. Please attach copies to Application.
5. Submit a completed and signed Criminal Offender Record Information (CORI) Acknowledgement Form for the Applicant and all household members 18 years of age or older. **(Reminder to clarify instructions - Tim Carroll)**

If the Chilmark Housing Committee certifies Applicant as completing Part I, Part II information on income and assets will be verified.

PART II.

6. Submit completed Income and Asset Information as required in the Application.
7. Submit completely filled out and signed verification forms as required. Submit these forms with your Application; do not send to verifying party.

The Chilmark Housing Committee or designee will certify Applicant as Income Qualified for the Homesite Housing Program (not to exceed 150% of area median income established by HUD for Dukes County).

Failure to submit the required Application documents by the deadline date will automatically disqualify your Application. Misrepresentation of any kind on this Application will automatically disqualify your Application.