

**MELROSE AFFORDABLE HOUSING  
CORPORATION**  
c/o Melrose Housing Authority  
910 Main Street  
Melrose, MA 02176  
Telephone: 781-665-1622 x.4064

**INFORMATION SHEET FOR MELROSE AFFORDABLE HOUSING CORPORATION  
RENTAL UNITS**

The Melrose Affordable Housing Corporation owns and manages 15 units of affordable housing in Melrose for low and moderate-income families and individuals who desire to reside in the City of Melrose.

**\*\*\* This is not subsidized housing. Residents will be responsible for paying full rent themselves.** Applicants with Section 8 Vouchers should contact their local housing authority before applying. Rents are set annually using a calculation that determines the “affordable” rent, which is based on the Area Median Incomes for Melrose and the surrounding areas. Tenants are responsible for paying their own utilities. Tenants are required to go through a yearly recertification process to determine continued income eligibility in the program.

Eligibility is based on income and a demonstrated ability to comply with all lease provisions through favorable past housing history and a credit check. As a standard, rent should not exceed 30 – 40% of an applicant household’s income, determination will be made on a case by case basis and applicants will be appropriately housed to the size of the individuals in the household. Preferences are granted to persons who currently reside or work in Melrose.

<b>Income Limits (effective 7/1/2020)</b>		
<b>Household Size</b>	<b>A 60% of Median Income:  All tenants must meet this standard at initial occupancy</b>	<b>B “Over Income” Amounts:  Tenants whose income at recertification earn more than this amount can have their rent increased. See below bullets for further info.</b>
1 Person	\$53,760	\$67,400
2 Persons	\$61,440	\$77,000
3 Persons	\$69,120	\$86,650
4 Persons	\$76,740	\$96,250
5 Persons	\$82,920	\$103,950
6 Persons	\$89,040	\$111,650
7 Persons	\$95,160	\$119,350
8 Persons	\$101,340	\$127,050

- At the time of initial lease signing, tenant(s) household income must be below 60% of median income (see chart column A)
- Tenant(s) income may rise during occupancy with no effect in rent, but if tenant(s) income rises above the “Over Income” amount (see chart column B), tenant(s) rent may increase to market rent without utility allowance subtracted or to 30% of their monthly income without utility allowance subtracted.

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**APPLICATION FOR-AFFORDABLE HOUSING CORPORATION  
RENTAL UNITS**

Please complete all information requested on the application. If a question is not applicable, please write N/A.

Name of Applicant \_\_\_\_\_  
Address of Current Residence \_\_\_\_\_ Apt No. \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Apt No. \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home/Cell phone \_\_\_\_\_ Work phone \_\_\_\_\_

Please list all members of household including applicant

Name (first/mi/last)	Relation to applicant	Sex M/F	Date of Birth	Amount of annual income/student status	Source of Income (employment/pension/SSDI, etc.)
				\$	
				\$	
				\$	
				\$	
				\$	

**TOTAL ANNUAL HOUSEHOLD INCOME \$ \_\_\_\_\_**

- \* Information will be used to verify income, assets, and credit checks
- \* All applicants who meet the income eligibility guidelines and are offered housing will be asked to furnish detailed income information such as pay stubs, bank statements, tax returns, etc.
- \* The Melrose Affordable Housing Corporation (MAHC) does not guarantee housing to any applicants
- \* All completed applications will be filed and placed on a waitlist. In the event, there is a vacancy, applicants will be contacted through mail.
- \* Applicants are responsible for contacting the Melrose Affordable Housing Corporation with any address changes, etc. Failure to provide updated information will result in the applicant's removal from the waiting list.

**Racial Designation (optional)**

**\*Your status with respect to tenant selection procedures may be affected by this information. If anyone in your household is a minority, you may classify your household in that minority category.**

**Please check where applicable:**

American-Indian  Asian  Black  Hispanic  White/Caucasian   
Other

**Number of bedrooms needed: (please check one)**

1  2  3

Are you employed in the City of Melrose? If so, where? \_\_\_\_\_

**APPLICANTS CERTIFICATION:**

I understand that this application is not an offer of housing. Based on this application, I understand that I should not make any plans to move. I understand that it is my responsibility to inform the Melrose Affordable Housing Corporation (MAHC) of any change of address, income, or household composition. I understand that I must respond promptly to all inquiries made by the MAHC or my application may be withdrawn. I certify that the information I have provided in this application is true and correct. I understand that any false statement or misrepresentation may result in my application being withdrawn.

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_