METRO WEST
COLLABORATIVE DEVELOPMENT

Cottages in the Woods
16 Porter Rd, Westford
Information Package

PRE-APPLICATION DEADLINE: 12:00 noon, Wednesday, February 25, 2026

Unit I,nformation

- $248,200
- 3 bedrooms, 2 bathrooms. Approx. 1,010 sq.ft. Detached condominium
- Condo fee: $319/mo
- FY26 real estate tax is $13.11 per $1,000
- Gas heat, central air, stove/oven, microwave, dishwasher.
- Pets allowed; must be registered with trustees and on homeowner's insurance. See August 2025 Rules and Regulations for details.
- Accessibility: 2 steps to enter home, steps to attic and finished basement.
- **Note:** refrigerator and washer and dryer are available for purchase as a separate transaction.
- This is a **deed-restricted, affordable unit**. Restrictions include that the unit must be occupied by owner; limitations on resale price and transfer after death of owner.

A **virtual Public Information Meeting** will be held on https://www.zoom.com/ **at 7:00 p.m on Wednesday**, **February 11th**, to answer questions about the unit and provide an overview of the application process. Attendance is not mandatory.
Meeting ID: 875 9181 1278, Passcode: 183896.

Applicant selected in the lottery will have a chance to see the unit before signing a purchase and sale agreement.

Pre-Application Instructions

The Lottery Form and mortgage pre-approval letter must be uploaded to our website. If you cannot access the form on-line or have trouble uploading your mortgage pre-approval letter, please contact Metro West CD to make alternative arrangements: stefanie@metrowestcd.org or 617-923-3505 x109 (email preferred).

All complete pre-applications must be submitted before the deadline to be included in the lottery. Mortgage pre-approval letter is required for pre-application to be considered complete. Applying for the lottery does not obligate you to purchase the home.

Incomplete pre-applications will not be entered into the lottery

EQUAL HOUSING OPPORTUNITY

Program Requirements

Income: Gross (pre-tax) household income must not exceed the following limits:

For 80% Area Median Income (Lowell, MA HUD Metro FMR Area):

Household size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Income Limit 80% area median	$73,200	$83,650	$94,100	$104,550	$112,950	$121,300

Assets: total assets for the household cannot exceed $75,000.

First Time Homebuyer: This opportunity is only available to first-time homebuyers and households that have not owned a home in the previous three years. The following exceptions to this rule apply:

- Displaced homemakers – An adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family, and during this time owned a home with his/her partner or resided in a home owned by the partner;
- Single parents – where the individual owned a home with his/her partner or resided in a home owned by the partner and is a single parent (unmarried or legally separated from a spouse and either has one or more children of whom the individual has custody or joint custody or is pregnant);
- Household where at least one member is 55 years old or over;
- Household that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations;
- Household that owned a property that was not in compliance with State, local, or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.

Age Qualified Households, Displaced Homemaker and Single Parent Exception:
Households who currently own a home when they applied for the lottery will need to provide a copy of a signed Purchase and Sale Agreement for their current home to Metro West CD before they will be approved to purchase. Proceeds from the sale of a home count as an asset.

Household Size Preference:
Within an applicant pool and across preference pools, **first preference** shall be given to households requiring the total number of bedrooms in the unit based on the following criteria:

a) There is at least one occupant per bedroom. (Disabled households must not be excluded from a preference for a larger unit based on household size if such larger unit is needed as a reasonable accommodation.)
b) Spouses, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share, but shall not be required to share, a bedroom.
c) A person described in the first sentence of (b) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or

physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.

d) A household may count an unborn child as a household member. The household must submit proof of pregnancy with the pre-application.
e) If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorce or separation has begun or has been finalized, as set forth in the application.

Second preference shall be given to households requiring the number of bedrooms in a unit minus one, based on the above criteria. **Third preference** shall be given to households requiring the number of bedrooms in the unit minus two, based on the above criteria.

Mortgage Pre-Approval Information:

You must include a copy of your mortgage pre-approval letter with your Lottery Form. The loan must meet the following criteria:

- Loan must be from a lender that is familiar with affordable housing deed restrictions - notify your lender that the property is subject to such a restriction. Loans from internet-only lenders (such as Rocket Mortgage) and private loans from family/friends/other non-institutional third parties are not acceptable.
- Loan must be at a fixed-interest rate that is equal to the current fair market interest rate (no more than 2 percentage points above the average from *Freddie Mac Mortgage Market Survey*) for the full term of the mortgage.
- Loan cannot have more than two points.
- Down payment must be at least 3%, at least half of which (1.5%) must come from applicant's own funds.
- Gifts may be used towards the down payment; however, at least 1.5% of the purchase price must come from the purchaser's own funds. The amount of the gift will be counted as an asset.
- Non-household members are not permitted as co-signers of the mortgage.

Any of the lenders listed on these two websites will work with the affordable housing deed restriction:

- https://www.masshousing.com/en/home-ownership/homebuyers/lenders
- https://www.mhp.net/one-mortgage/homebuyer-resources/find-a-lender

The Lottery

Metro West draws numbers, not names, for the lottery. Households that meet the Household Size Preference (see page 2) will be considered first, in the order that they were drawn.

Applicants will be emailed their lottery numbers and a zoom link closer to the date of the lottery. Attending the lottery is not required and will not affect your chances.

Approximate Timeline

Today!	Obtain a mortgage pre-approval (see mortgage requirements above)
February 25, 2026, 12:00 noon	Deadline to submit completed Pre-Application and qualifying Mortgage Pre-Approval
March 4, 2026 at 12:00 noon	Lottery drawing (date subject to change). Selected household(s) will be notified and emailed final application.
Approximately 60 days after lottery	Closing

Notice of Non-Discrimination

Metro West Collaborative Development does not discriminate in the selection of applicants on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance recipiency, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law. Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices, or services, or, in the case of new construction, to request from the developer a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

Translation and TTY Services

Translation service via telephone can be provided if needed. Metro West CD's website can be translated online.

Si necesita ayuda para completar esta solicitud, comuníquese con nuestra oficina al 617-923-3505 x9.

TTY callers dial 711.

After the Lottery - Required Documentation from Selected Households

The selected households will need to submit a final application along with the following documentation within 3 business days of receiving notice from our office:

- Income Documentation for all household members age 18 years and over, including:
  - 5 most recent paystubs
  - Current documentation of self-employment income, including Profit & Loss statement (includes contract employees and workers in the gig economy e.g. Uber, Lyft, etc.)

    - Current documentation of all other income (including Social Security, disability income, alimony, child support, unemployment benefits, Veteran's benefits, family support, etc.)
    - "No Income" affidavit for all household members age 18 years or older with no source of income
    - Households with full-time students 18 years old and over must provide documentation of full-time student status from school
- Asset information for all household members age 18 years and over, including:
    - 3 most recent complete statements for every savings and checking account (including those parents share with minor children)
    - 3 most recent statements for any business accounts
    - Most recent statement for all other asset accounts (including retirement, pension, IRA, 401k, CD, stocks & bonds, etc.)
- Gift letter for any gift received toward down payment
- Complete copies of the three most recent federal tax returns for all household members age 18 years or older. Include ALL schedules, W2s and 1099s.