



Housing Corporation of Arlington
Westminster Apartments
Management Office
252 Massachusetts Avenue
Arlington, MA 02474

September 3, 2019

Good Day,

We are writing to you as you are currently on the Housing Corporation of Arlington's Scattered Site or the Capitol Square Apartments waitlist(s).

As you may be aware, the Housing Corporation of Arlington is completing the renovation of 9 units at 20 Westminster Avenue in Arlington. Maloney Properties, Inc., is pleased to provide you with the following information in the hopes that you will be interested applying for housing at this location.

Property Description

This newly renovated, environmentally friendly community is nestled in the hills above Arlington and includes all of the expected amenities. The Westminster will have 9 total Affordable Rental Units five of which will be offered to applicants in order, as determined by lottery. The five apartments will be available to households whose income is at or below 60% of median income (please see enclosed advertisement for income limits and minimums).

Application Process

Applications are available between Monday, September 2nd to Monday, September 23rd. Via U.S. Mail by calling 781.777.2345 or via email request at westminster@maloneyproperties.com or in person at Capitol Square Apartments, 252 Massachusetts Avenue, Arlington on the following days/times:

Monday, Tuesday and Thursday between 10:00 am and 2:00 pm
Thursday September 12th from 10:00 to 7:30 pm and on
Saturday, September 14th from 10:00 to 2:00 pm.

An INFORMATIONAL MEETING will be held at 6:30 PM on Thursday, September 12th at the Capitol Square Apartments.

Completed applications received by or postmarked on September 23rd, will be included in the lottery.

For Reasonable Accommodations please call 781.777.2345 or email; westminster@maloneyproperties.com.

Affordable Housing Lottery Process

Maloney Properties, Inc. will conduct a lottery in early October to determine the order in which applicants will be processed. Following the lottery, applications included in the lottery will be ranked based on lottery number, income category, priority and preferences.

Preference/Priority Requirements

Applications will be processed according to the priorities and preferences listed below.

1. Priority will be given if the applicant is homeless due to:
 - a. Displacement by natural forces;
 - b. Displacement by Public Action (Urban Renewal)
 - c. Displacement by Public Action (Sanitary Code Violations)
 - d. Involuntary Displacement by Domestic Violence
2. Preference will be given to disabled households whose disability matches the features of the unit for the three accessible units and to families with at least one person per bedroom.
3. Preference for Arlington Residents.

All priorities, preferences, income and assets will be verified through third parties. Use and Occupancy Restrictions Apply.

Income Limits and Rents

Please refer to the attached advertisement/flyer for income limits and rental rates for the designated affordable units.

Timeline

Following the lottery, prospective tenants must adhere to the following schedule:

Attend a meeting with representatives of Maloney Properties to begin the process to rent a unit at Westminster. This will include signing release forms to verify through third party all information contained in the application. Verification of disability can be provided directly by the applicant. One to four weeks following the initial meeting, providing all paper work is complete, applicant will meet with a representative of the Westminster Apartments to select a unit and complete the leasing process.

Move-ins

Move-ins will be scheduled in accordance with the completion of construction and issuance of the certificate of occupancy anticipated for the fall of 2019.

Please contact us to obtain an application, we look forward to hearing from you.

Sincerely,
Maloney Properties



Michael Baldwin
Regional Manager