

City of Revere Affordable Housing Trust Fund Board

Wednesday August 14, 2024

6:30 PM

Meeting Minutes / Notes

Location: City Hall Council Chambers

Virtual: <https://zoom.us/j/2411556732>

Joe Gravellese, chair

Claire Inzerillo, vice-chair

Anayo Osueke, treasurer

1. Attendance

- a. Joe Gravellese - present
- b. Claire Inzerillo - present
- c. Anayo Osueke - present
- d. Laila Pietri - present
- e. Lori Manzo - present
- f. Deb Frank - present
- g. Matt Wolfer - present
- h. Dean Harris - present

2. Treasurer's update

- a. Current balance \$647,454.27

3. Review/Discussion of Draft Strategic Plan

- a. Strategic plan draft, updated with budgetary information, has been distributed to members
- b. No specific feedback provided at the meeting, but the opportunity exists to continue to review and submit feedback via email between now and the next meeting
- c. Will schedule a vote to ratify plan next month

4. 133 Salem St - Upcoming lottery

- a. Lottery taking place Monday at 6 pm at the City Council chambers... Matt Wolfer volunteered to help with observation. All members are invited to observe and also help spread the word about our ongoing initiatives.

5. Presentation from TND re: 110 Ocean Ave

- a. Slideshow will be distributed re: their ongoing supportive/low-income housing project at 110 Ocean Ave
- b. Members had the opportunity to ask questions about the project and its funding
- c. TND has identified a \$750,000 gap in funding for their project and is in the process of seeking out additional sources of support. They may return at a future meeting with an ask of us.
- d. They also discussed how we may play a role early in future developments they work on by providing local support that can unlock state funding opportunities.

- e. An ongoing priority for TND moving forward is the preservation of 'naturally occurring affordable housing,' something flagged as a priority by AHTF members as well
- 6. First Time Homebuyer Downpayment assistance program
 - a. **Motion to adopt guidelines and application process for first-time homebuyer downpayment assistance program unanimously adopted**
 - b. AHTF board previously agreed to match \$25,000 state funds with \$25,000 in AHTF funds to provide a total of \$50,000 in first-time homebuyer downpayment assistance to 5 income-eligible, residency-eligible Revere residents purchasing in Revere
 - c. City staff and AHTF will be present at Monday's lottery re 133 Salem St to launch and begin marketing the program
- 7. Disposition of city-owned/tax title properties
 - a. 2 applicants responded to the RFP for marketing/brokerage services - updates will be provided
- 8. SHI updates from Lorena Escolero
 - a. Deed restrictions are expiring for some units at 250 Broadway - originally there were 59 publicly assisted units for extremely low income families - in 2020 MassHousing and the property owner signed a disposition agreement to preserve 19 of the units as affordable for the next 20 years
 - b. North Shore Consortium has transferred over 9 units to the city - homeownership/deed restricted units
- 9. Visibility/press around our ongoing initiatives
- 10. Other/late items
 - a. None

Meeting adjourned at 7:36 pm

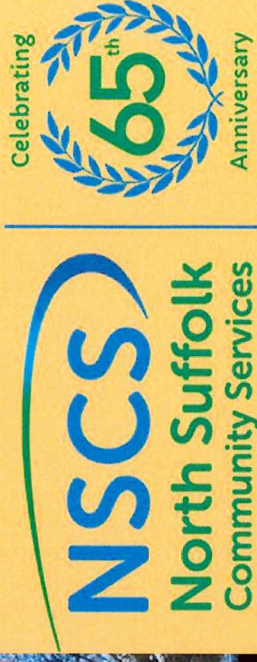
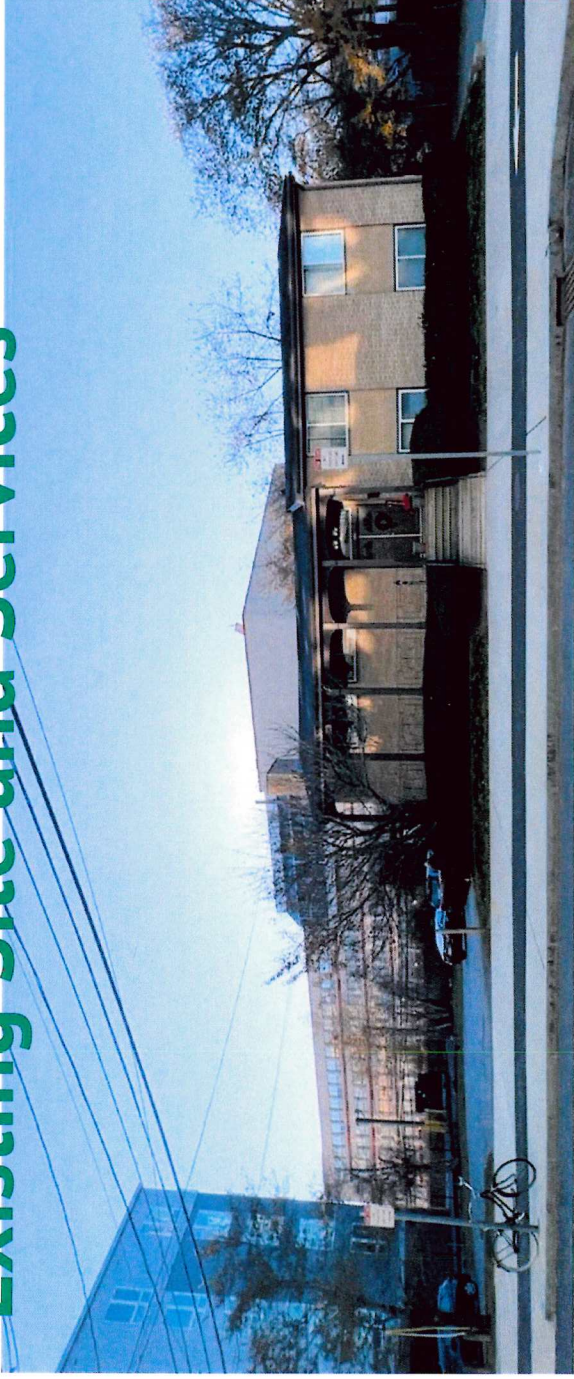


110 Ocean Ave

Supportive & Family Housing



Existing Site and Services



- Current owner of 110 Ocean Ave, serving 7 group home residents and 1 apartment resident with housing and on site support
- Provider of treatment and recovery services to individuals and families in Revere, Chelsea, East Boston, and Winthrop.
- Existing TND properties have 9 homes that are set-aside for residents eligible for services through NSCS. Two additional homes are currently in the process of being leased up in Chelsea
- Other residents of TND properties receive services from NSCS and the two organizations have a long history of collaboration in the service of supporting residents with Mental Health needs staying in stable housing situations.

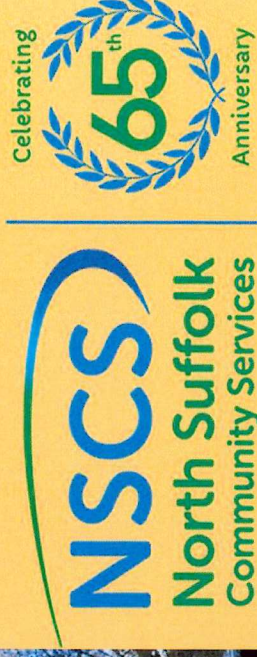


Our mission is to create strong neighborhoods enabling community members to secure a stable home, achieve economic mobility, and determine their own future.

- Local non-profit Community Development Corporation, serving the communities of Chelsea, Everett and Revere.
- We established **CONNECT** to help people achieve sustainable living wage jobs and financial health.
- Our **Community Building** supports residents in strengthening their leadership skills and taking action to improve our communities.
- Currently TND owns approximately 650 homes for low income households, each with in-house **Resident Services**, in Revere, Chelsea, and Everett with 62 homes under construction to be completed later this summer.



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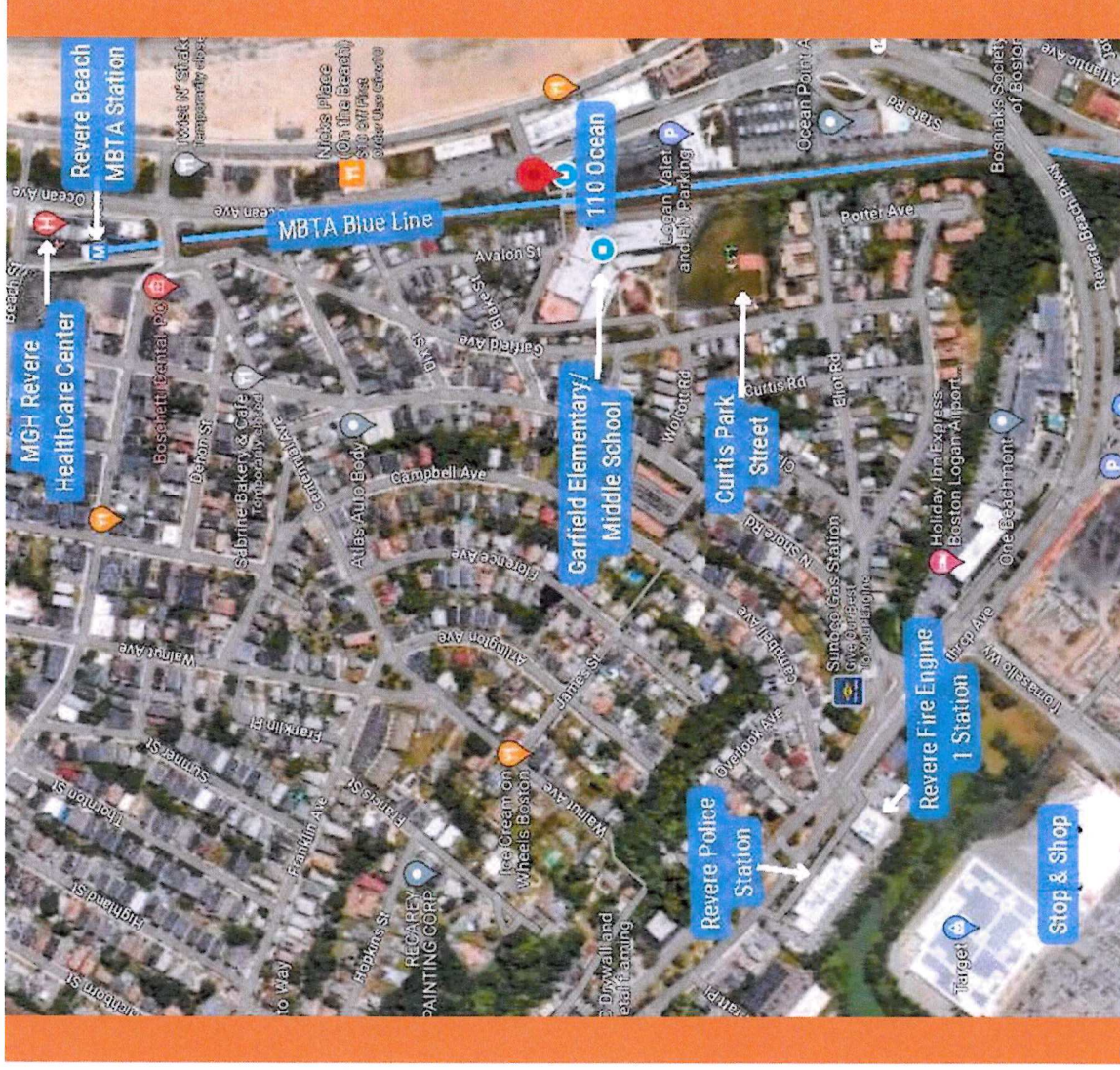
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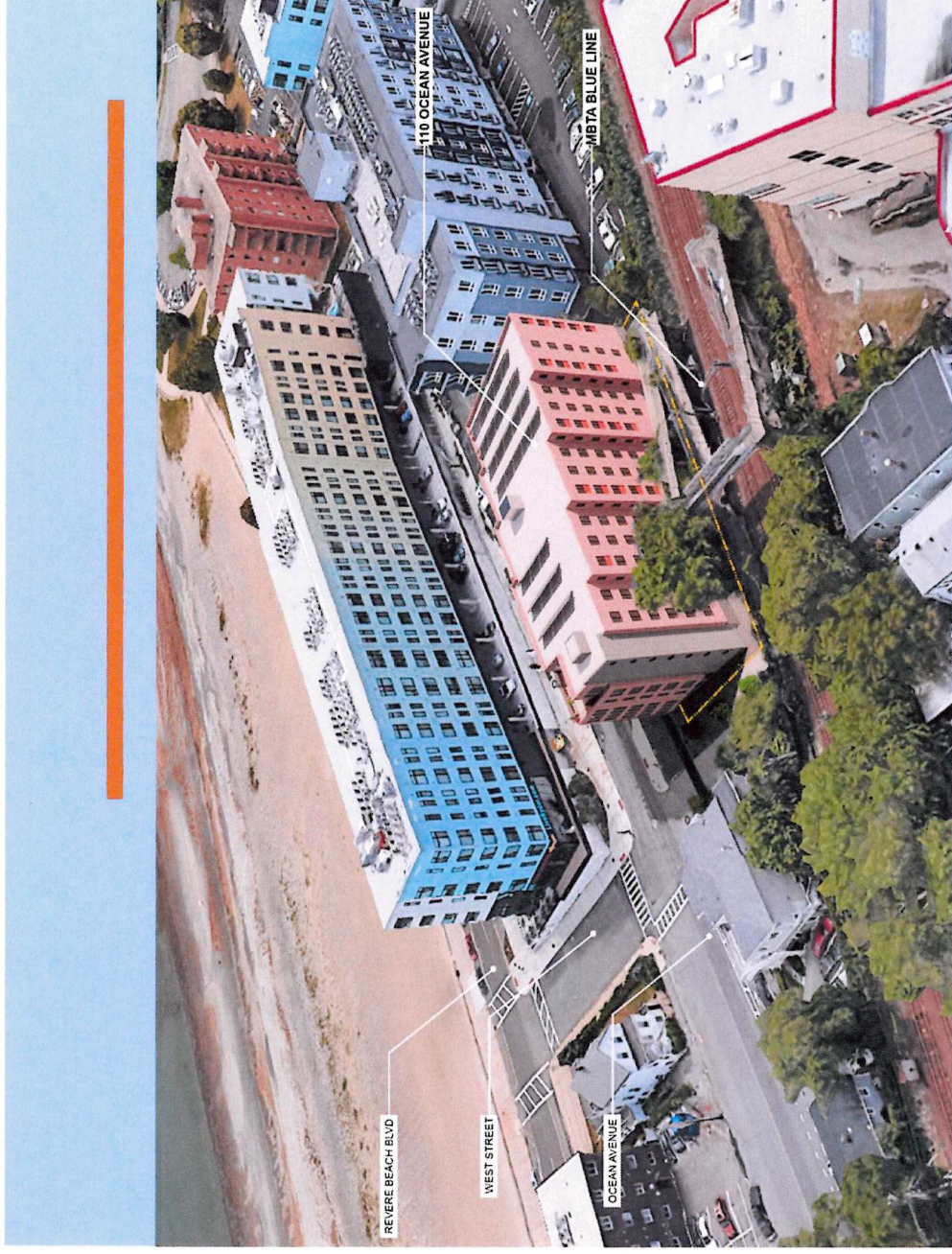
Site Information

- Located nearby:
 - Revere Beach Blue Line stop
 - Revere Beach
 - Garfield School complex
 - Shirley Ave Creative District
 - MGH Healthcare Center
 - Pedestrian bridge

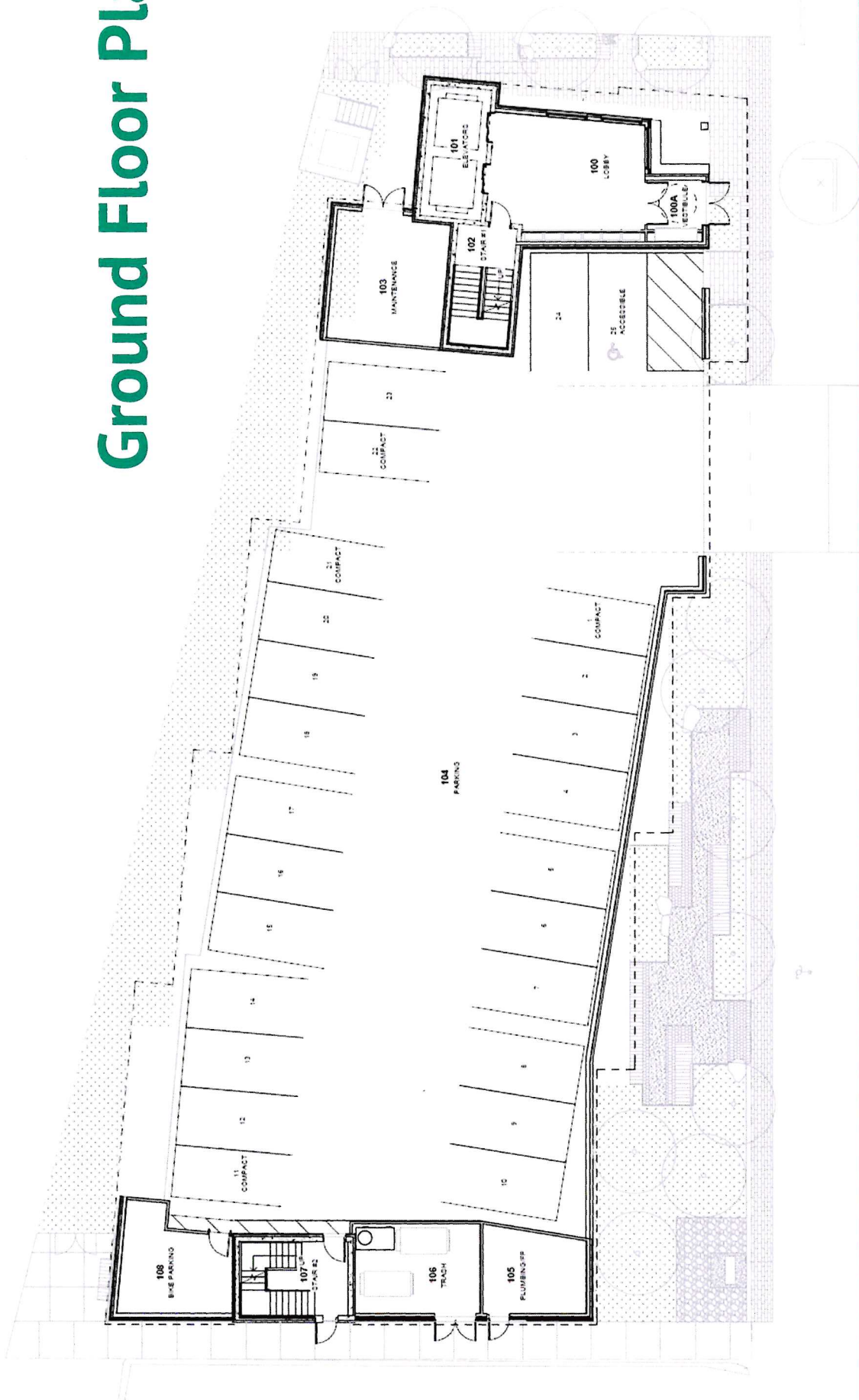


Resiliency

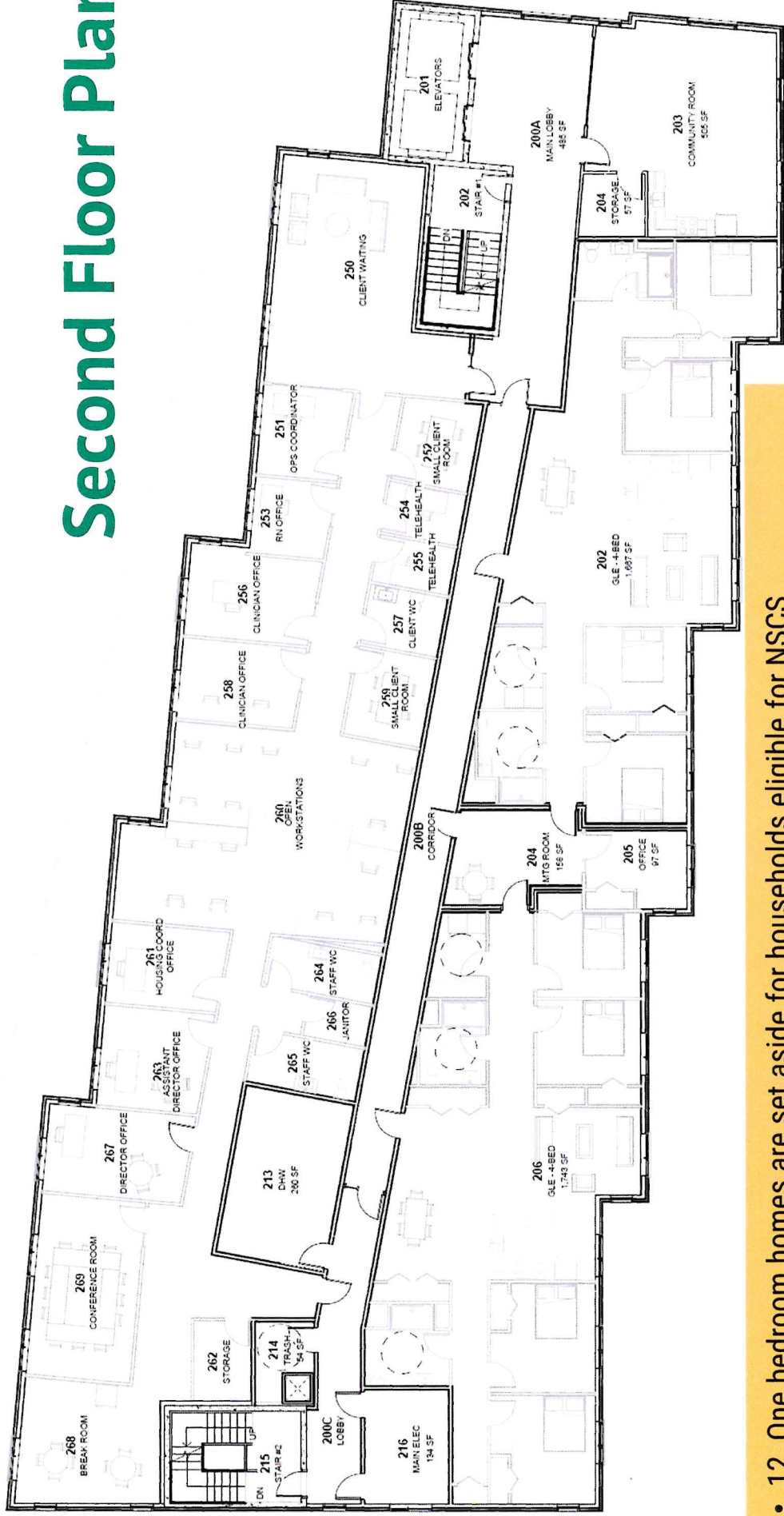
- Passive House design
- All electric building systems
- 7 stories under 70 ft
- Cross Laminated Timber floors
- Elevated building systems to mitigate flood risk to residents



Ground Floor Plan



Second Floor Plan

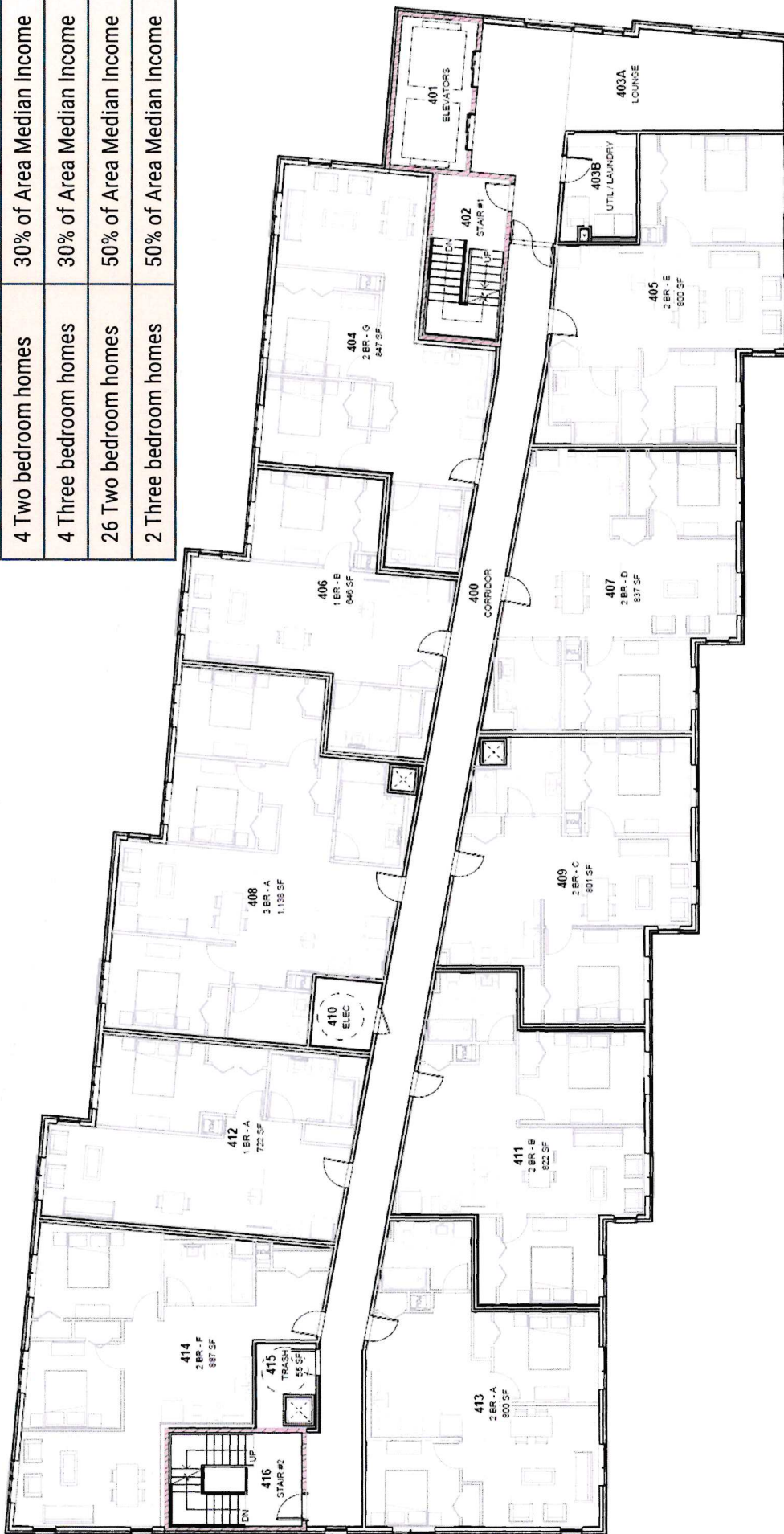


- 12 One bedroom homes are set aside for households eligible for NSCS services
- Office space for NSCS Adult Community Clinical Services team



Design

Home size	Affordability
8 Group living bedrooms	30% of Area Median Income
12 One bedroom homes	30% of Area Median Income
4 Two bedroom homes	30% of Area Median Income
4 Three bedroom homes	30% of Area Median Income
26 Two bedroom homes	50% of Area Median Income
2 Three bedroom homes	50% of Area Median Income



Sources/Uses



Sources	Uses		
LIHTC, State, and Solar Equity	Acquisition	\$23,105,616	\$1,980,487
EOHLC Funding	Construction	\$7,500,000	\$26,552,632
NSC HOME	Design/Engineering	\$1,100,000	\$7,643,046
Permanent Loan	Reserves	\$7,107,947	\$398,219
Deferred Developer Fee	Developer Fee	\$1,133,644	\$4,122,822
Total:	Total:	\$39,947,207	\$40,697,207

Gap: (\$750,000)

*Providing 50% AMI homes decreases our mortgage capacity by ~ 1 million dollars

Project Timeline

Milestone	Completion
MOU w/ North Suffolk Community Services	7/13/23
Zoning variance granted	8/30/23
NSC funding committed	10/11/23
EOHLC funding committed	5/20/23
Expected construction start	6/15/25
Expected construction completed	2/15/27



CITY OF REVERE

AFFORDABLE HOUSING TRUST STRATEGIC PLAN

FY2025-2029

PREPARED FOR:

Revere Affordable Housing Trust
City of Revere
281 Broadway
Revere, MA 02151

PREPARED BY:

JM Goldson LLC

DRAFT 08/08/2024

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INTRODUCTION

This Affordable Housing Trust Strategic Plan lays out the Revere Affordable Housing Trust’s mission, funding and operational goals, and priority actions for FY2025 through FY2029 (July 2024 through June 2029).

The Revere City Council established the Trust in July 2021, accepting the provisions of MGL c.44 s.55C, the state’s Municipal Affordable Housing Trust Law. The purpose of the Trust is to provide for the creation and preservation of affordable housing in the City of Revere for the benefit of low- and moderate-income households and the funding of community housing, as defined in and accordance with the provisions of MGL c. 44B.

Per City ordinance, the Board of Trustees, which oversees the Trust, has nine trustees, including the Mayor of Revere (or their designee), a member with financial or lending experience, at least one individual with experience in housing development, at least two individuals with experience in a community organization conducting supportive housing or anti-poverty work, at least two individuals who are tenants, and one member reserved for the City Council president (or their designee). Trustees may serve a term of two years and are eligible for reappointment.



Revere City Hall.
Source: Daderot, Wikimedia Commons.

At the close of each fiscal year, the Trustees must provide a report to the City Council with a list of funds that were received and expended. The Trust is also obligated to provide the City Council will a copy of its annual audit.

The Trust has several powers as enabled through MGL c.44 s.55, including receiving, selling, and improving real property, as well as holding and borrowing funds. For a full list of powers, refer to [Chapter 2.90 of Revere’s ordinances](#).

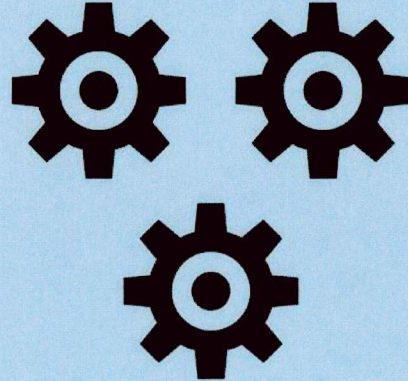
As of August 2024, the Trust had a balance of \$647,454.27. To date, the sources of Trust funds have been primarily from the City's general fund. Chapter 2.90 of Revere's ordinances authorizes, upon approval of the City Council, the annual transfer of ten percent of the City's free cash to the Affordable Housing Trust.

2024 TRUSTEES
Joseph Gravellese, Chair
Claire Inzerillo, Vice Chair
Anayo Osueke, Treasurer
Deborah Frank
Dean Harris
Laila Pietri
Lori Manzo
Matthew Wolfer

3 FRAMEWORKS: TRUST BOARD'S APPROACH

1. Initiator – initiates projects and facilitates implementation directly
2. Funder – takes applications and determines which to fund
3. Hybrid – some combination of both above

*Some Trusts also take on an advocacy role (like a Housing Partnership)



Affordable Housing Trusts typically operate in one of three ways: as a funder, as an initiator, or as a hybrid of both. The Revere Affordable Housing Trust aims to operate as an initiator, directly initiating and facilitating projects.

LOCAL HOUSING NEEDS AND OBJECTIVES

As part of the Trust's due diligence in preparing this Strategic Plan, the Trust conducted a thorough review of Revere's current plans and policies to ensure alignment with the Trust's goals. In particular, the Next Stop Revere 2020 Master Plan, and forthcoming 2024 Housing Production Plan helped to inform this Strategic Plan.

NEXT STOP REVERE MASTER PLAN (2020)

Revere's 2020 Master Plan was approved in 2020. The plan's housing chapter examined housing conditions and needs, culminating in five recommendations.

Revere has long been an affordable place to live that welcomes people from all walks of life. The metropolitan region has seen significant increases in housing costs in recent years, and with new investment and development, Revere is beginning to experience similar increases.

Housing Goals

The following goals are excerpted from the Master Plan's housing chapter:

Goal 1: Create new deed-restricted Affordable Housing and preserve existing deed-restricted Affordable Housing.

Goal 2: Mitigate displacement pressures and create greater housing stability for vulnerable residents.

Goal 3: Increase access to a variety of homeownership opportunities for moderate and low-income households (deed-restricted Affordable and market-rate condos, duplexes, and townhomes).

Goal 4: Strengthen and expand the existing naturally affordable housing stock.

Housing Strategies

The plan's strategies, which stem from the preceding goals, are separated into three categories: **Programming & Partnership, Planning, and Land Use & Regulatory**. The strategies include initiatives outside of the purview of a municipal affordable housing trust.

Programming & Partnership

- Work with regional partners to implement the goals and recommendations of the North Suffolk Comprehensive Health Needs Assessment
- Strengthen the existing first-time home-buyers program with additional funding strategies
- Establish a dedicated staff role to lead housing stability initiatives and advocate for an Office of Housing Stability
- Offer home improvement loans + grants with affordability conditions for small multi-family property owners
- Offer home improvement loans for income-eligible homeowners
- Facilitate employer-assisted housing partnerships
- Promote existing housing programs for seniors and veterans
- Provide Technical Assistance and expedited permitting for housing cooperatives
- Provide or help public partners access technical assistance to create a community land Trust
- Increase housing voucher standards

Planning

- Adopt a state-certified Housing Production Plan (HPP)
- Establish a Housing Trust Fund
- Pursue a ballot measure for the Community Preservation Act
- Preserve affordability of expiring deed-restricted units
- Partner with the Revere Housing Authority to improve and expand the stock of Affordable Housing
- Work with non-profit partners to create supportive housing (need to define supportive housing - at 30% threshold or by service type)
- Create deed-restricted Affordable Housing through the Local Initiative Program (LIP)
- Leverage publicly owned land for Affordable Housing

Land Use & Regulatory

- Expand property tax exemption to low-income households and small landlords
- Draft and adopt Inclusionary Zoning
- Require linkage fees
- Allow more density in the General Business District
- Create an Affordable Housing Protection Overlay Zone for the Shirley Avenue Neighborhood
- Allow accessory dwelling units and other naturally occurring affordable housing types
- Adopt regulations for short-term rentals that limits impact on the housing market
- Draft and adopt a condominium conversion ordinance
- Draft and adopt a rental registration inspection ordinance
- Revise Community Improvement Trust Fund ordinance to prioritize affordable housing (e.g. a % or other determination vis-a-vis nexus)
- Support housing redevelopment opportunities through District Increment Financing (DIF) and Tax Increment Financing (TIF)

HOUSING PRODUCTION PLAN (2024)

A Housing Production Plan (HPP) is a community's proactive strategy for planning and developing affordable housing to meet its affordable housing needs consistent with MGL c. 40B. If a community has an EOHLIC-approved HPP and is granted certification of compliance with the plan by EOHLIC, a decision by the Zoning Board of Appeals (ZBA), relative to a comprehensive permit application, will be deemed "consistent with local needs" and upheld by the Housing Appeals Committee.¹

As of June 2023, Revere's Subsidized Housing Inventory (SHI) stood at 7.06 percent, or 1,728 units. Revere's forthcoming HPP will assist the City in making progress toward the 10 percent statutory minimum by increasing its affordable housing inventory. Currently, an additional 720 SHI-eligible units are needed to achieve that 10 percent threshold.

Revere must approve at least 122 units annually to reach a production goal of 0.5 percent and obtain EOHLIC's one-year certification (a.k.a. "Safe Harbor").

Housing Production Plan Recommended Actions

The following draft strategies from the 2024 HPP are particularly salient to the work of the Affordable Housing Trust:

- **Purchase the Right of First Refusal for current owners of multi-family buildings (NOAH).**
The Right of First Refusal is a contractual right that gives a designated party the option to purchase a property before it is offered to the public. From a housing affordability perspective, the Right of First Refusal can be used to help preserve the City's Naturally-Occurring Affordable Housing (NOAH) before a building is sold and the inherent affordability is lost.
- **Partner with non-profit and mission-driven developers for purchase and rehab of NOAH.**
The City can assist local non-profit and mission-driven developers in the work of preserving Naturally-Occurring Affordable Housing (NOAH) by identifying priority sites, and funding stability

¹ <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan>
Revere Affordable Housing Trust Strategic Plan FY25-FY29, DRAFT 08/08/2024

opportunities. This could include sharing priority properties for preservation, as well as allocating funding to assist with a project's financing.

- **Support a local Community Land Trust to offer permanently affordable homeownership.**
A Community Land Trust (CLT) is a local, non-profit entity that stewards community land. Some CLT's are explicitly focused on land conservation, while others primarily focus on housing affordability. CLT's enable housing affordability by taking the underlying land costs out of the equation. The CLT holds the rights to the land in perpetuity, and offers the housing above it to low- and moderate-income households, typically with restrictions to preserve the long-term affordability. This model helps households to both avoid displacement and build wealth in their community.
- **Offer surplus city-owned property (e.g., Central Ave Parking Lot).**
Surplus City-owned property offers a low-cost opportunity to boost the supply of affordable housing in Revere. The City could first assess city-owned properties and determine surplus lots that should be disposed of. The land could then be transferred to the City's Affordable Housing Trust Fund, which could release an RFP and choose a partner for the surplus parcel's redevelopment.
- **Utilize Tax Title Parcels to create affordable housing.**
The City receives tax title parcels after foreclosing on property owners for non-payment of property taxes. Like surplus municipal land, tax title parcels can be low-cost alternatives for affordable housing development. However, following the Supreme Court decision in *Tyler v. Hennepin County, Minnesota* (2023), the City should consult with legal counsel on the disposition of particular tax title parcels.
- **Pursue opportunities to support affordable homeownership, including a mortgage downpayment assistance program for First Generation Homebuyers, and a local rent-to-own program.**
The Commonwealth's ONE Mortgage program offers low-interest loans and reduced downpayments for low- and moderate-income first-time homebuyers. The City of Boston provides a similar, enhanced program (ONE+ Boston), with a smaller downpayment and lower interest rate than the state's program. Revere could consider allocating funding to a program in a similar vein, subsidizing both the down payment and lowering the interest rate.
- **Create other revenue streams for the City's Affordable Housing Trust, such as Inclusionary Zoning payments, cell tower payments, sale of tax-foreclosed properties, and negotiated developer payments.**
Some communities may opt to allow for fractional payments, or payments-in-lieu of affordable units in their Inclusionary Zoning ordinance. Other mechanisms, such as cell tower lease payments, the sale of tax title properties, and payments from developers, can also help to increase revenue for the Trust.
- **Actively pursue state and federal funding sources to support housing production and strategic growth in beneficial locations.**
The City can continue to apply for state grants, such as Massachusetts HousingWorks Infrastructure. The City can also collaborate with non-profit and mission-driven developers to pursue state and federal funding opportunities for affordable and workforce housing.

TRUST PRIORITIES AND PLAN

MISSION STATEMENT

Affordable, quality housing is fundamental for a just and equitable society.

The Revere Affordable Housing Trust Fund seeks to identify the housing needs of our residents and minimize the displacement of community members by promoting and financing the development and preservation of affordable rental and homeownership opportunities.

GOALS OF THE TRUST

As part of the strategic planning process, the Trustees developed a set of goals to guide the Trust's investments over the coming five years (FY25-29) Consistent with the requirements of the Trust bylaw, the Trustees will prioritize the allocation of the Trust funds and the Trustees' efforts for the following purposes.

These goals include:

1. Support at least 100 households, directly or indirectly, through homeownership, rental, or affordable housing preservation efforts by the end of FY29.
2. Contribute to the city reaching its 10 percent Subsidized Housing Inventory (SHI) mandate by funding the preservation and creation of deed-restricted affordable housing.
3. Encourage and support low- and moderate-income homebuyers, with preference for Revere residents looking to stay in the city, through education, funding programs, and other resources.
4. Advocate for greater funding for the Trust, including Community Preservation Act funds.

FIVE-YEAR PRIORITY ACTIONS

The priority actions for the Trust are intended to actualize the Trust's goals. Below is a list of priority actions that indicates short-term, medium-term, long-term, and ongoing initiatives that the Trust plans to focus its funding, time, and energy on over the five-year strategic planning period.

SHORT TERM - YEAR 1 (FY25)

1. Identify surplus City-owned land that may be available for affordable housing development.
2. Assess current municipal actions and legal requirements for tax title property disposition.
3. Using a state grant, pilot a first-time homebuyer downpayment assistance program. Develop a lesson-learned evaluation and framework for the expansion of the program.
4. Assemble sub-committee to develop a framework for assessing NOAH properties from which to purchase the Right of First Refusal (ROFR).
5. Evaluate current and future AHTF expenditures to lay the groundwork for RFPs (Requests for Proposals) to acquire, create, and preserve affordable housing.

MEDIUM TERM - YEARS 2-4 (FY26-28)

6. Help fund feasibility study of surplus municipal properties to determine which could be developed for affordable housing and consult with the City's Department of Planning & Community Development (DPCD) on a subsequent RFP.

7. Coordinate with relevant municipal departments on potential tax title properties to dispose of and carry out outreach to BIPOC-led and small- and moderate-sized developers, working to make the bidding process more accessible.
8. For the downpayment assistance program, establish an amount of funds that will be budgeted, how much will be awarded to each applicant, as well as successful criteria. Partner with DPCD to expand the revised program.
9. Meet with local, mission-based developers to better understand potential costs of preservation, helping to inform the development of a budget and scope. Begin to assess NOAH properties and pilot the program by purchasing ROFR for a first property.
10. Release an RFP to create, preserve, or acquire affordable housing, and help to fund the project of the developer that is selected.

LONG TERM – YEAR 5 (FY29)

11. Assist DPCD financially with grant-funding applications to develop City-owned properties for affordable housing and offer funding that can help to unlock additional investment.
12. Depending on potential revenues, sell a tax title property to fund the AHTF, or subsidize its rehabilitation to create low-income rental or ownership opportunities.
13. Review and adjust goals as needed as Trust approaches its 100-household target.

ONGOING

14. Consider funding proposals to create additional affordable units or more deeply affordable units in private affordable and mixed-income housing developments using Trust funds.
15. Communicate and collaborate with the Revere Housing Authority to evaluate potential opportunities to preserve and create affordable homes.
16. Pursue opportunities to partner with community organizations to create, preserve, or acquire affordable housing.
17. Collaborate with staff to review inventory of SHI-eligible affordable housing units and to identify any expiring uses.
18. Advocate for additional revenue for the Trust, including funding from potential passage of the Community Preservation Act, potential Inclusionary Zoning in-lieu, potential developer contributions, and potential cell tower payments.

Criteria for Evaluation of Funding Requests

The Trust will evaluate development project loan requests on a rolling basis but may periodically issue RFPs for projects. In addition to specific criteria that may be established in these RFPs, the Trust will generally evaluate projects based on the following criteria:

- Alignment with the Trust's goals.
- Potential to contribute to the City's Subsidized Housing Inventory (SHI).
- Homeownership opportunities.
- Duration of affordability restriction.
- Capacity of the development entity.
- Preference for non-profit or mission-based developers.
- Maximize the leveraging of other public and private funds.

ANNUAL REPORT, PROGRESS EVALUATION, & AUDIT

Each year, the Trust will provide a written report to the City Council listing the projects and initiatives supported with Trust funds. Additionally, within three months of the close of each fiscal year, the Trust will review and update this strategic plan as needed.

This update will also provide an opportunity to evaluate progress and adjust priorities. In particular, the Trust should review progress made on Goals 1 and 2, which both incorporate a metric which progress can be measured against.

After the close of each fiscal year, the Trust can determine how much progress has been made on supporting at least 100 households, and contributing to the increase of the City's SHI (7.06 percent, or 1,728 as of July 2023). Based on this progress, the Trust can then consider how to adjust the phasing of particular initiatives to maintain its momentum in fulfilling these goals.

An annual audit will be completed as required by statute, and a copy of the audit provided to the City Council.

FIVE-YEAR BUDGET

The budget, on the following page, is intended for planning purposes only as it is based on rough estimates of projected expenses associated with priority initiatives and professional support and potential sources needed to support these expenses. The budget will require annual amendments to reflect actual costs of initiatives and revenues.

	FY25	FY26	FY27	FY28	FY29	5-Year Total	Notes
Sources							
Funds carry forward from prior year	\$647,454.27	\$967,776.07	\$1,285,520.39	\$1,175,506.82	\$1,517,792.30	\$647,454.27	
Free Cash Appropriation (est.)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	The AHTF, contingent on City Council approval, is authorized to receive 10 percent of free cash from the City's general fund at the end of each fiscal year.
Interest (est.)	\$45,321.80	\$67,744.32	\$89,986.43	\$82,285.48	\$106,245.46	\$391,583.49	
Total (Revenue)	\$992,776.07	\$1,335,520.39	\$1,675,506.82	\$1,557,792.30	\$1,924,037.76	\$2,539,037.76	

Uses							
Strategic initiatives to support goals of the Trust (i.e. contribute to SHI, support at least 100 households by FY 2029).							FY25 amount reflects state grant funding for a first-time homebuyer downpayment program. FY26 includes funding for a feasibility study of surplus municipal property for affordable housing development. FY27 includes gap financing to support affordable housing preservation, acquisition, or creation (\$300,000), and the expansion of the AHTF's downpayment assistance program (eight households at \$25,000 each). FY28 reflects the purchase of the Right of First Refusal from up to 20 identified NOAH properties (\$2000 each). Finally, FY29 involves funding to support the redevelopment of surplus municipal land, or a tax title property.
Total (Expenses)							
	(\$25,000)	(\$50,000)	(\$500,000)	(\$40,000)	(\$400,000)	(\$1,015,000)	
Total (Expenses)	(\$25,000)	(\$50,000)	(\$500,000)	(\$40,000)	(\$400,000)	(\$1,015,000)	
Revenue-Expenses	\$967,776.07	\$1,285,520.39	\$1,175,506.82	\$1,517,792.30	\$1,524,037.76	\$1,524,037.76	



Department of Planning & Community Development
281 Broadway, Mezzanine
Revere, MA 02151
781-286-8181

Program Description

Introducing the City of Revere's First-Time Homebuyer Down Payment Assistance Program*

With the receipt of a \$25,000 Earmark and match funding from the Affordable Housing Trust Fund, the City of Revere is proud to announce the establishment of the "Revere's First-Time Home-Buyers Program." \$50,000.00 is available for eligible City of Revere residents, and City of Revere employees.

If you're a first-time homebuyer, you may qualify for up to \$10,000.00 towards your purchase in the form of a forgivable loan. Over a five-year period, twenty percent of the loan is forgiven each year, if you use the home as your only residence. After five years, the loan will be converted to a grant. No payments are required of the applicant unless the home is sold, refinanced, or ownership transferred during the five-year period. Upon the sale, transfer, or refinancing for the purpose of obtaining equity in the real estate, within 5 years of receiving the assistance, which is mortgaged as security for payment of this note, the pro-rated portion of the grant shall be due and payable.

Funds may be used to purchase a condo or single-family home at an affordable rate or market price rate. If purchasing a 2-3-family home, the applicant must enter into an agreement with the city and the state to rent all non-owner-occupied units below market in accordance with EOHLG guidelines. This assistance is provided on a first-come, first-served basis. To be considered, submit a completed application, along with supporting documentation and proof of eligibility and priority status, until funding is exhausted.

Applications are available at: City of Revere, Office of Planning and Community Development, Mezzanine Level, Revere MA 02151 or online at [DPCD Webpage](#)

Eligibility Requirements

Assistance is available to:

Income-eligible applicants based on household size (see HUD maximum income limits attached) who are first-time homebuyers (or one who has had no homeownership interest in a principal residence during the past 3 years, a displaced homemaker, or a single parent who has only owned a home with a former spouse while married).

Income eligibility is limited to residents making between 60% and 100% of the Area Median Income (AMI)(please check the Housing Program Income Limits below).

FY 2024 HUD Income Limits Boston-Cambridge-Quincy, MA-NH Metro FMR Area

Household Size	70% AMI	80% AMI
1	79,800	91,200
2	91,175	104,200
3	102,594	117,250
4	113,969	130,250

In the context of this application, the term "household" refers to a collective of individuals who plan to reside together as a family or cohesive unit in the property they intend to purchase. Individuals who the applicants currently share a property with but who will not reside in the intended property purchase, such as roommates, should not be included in the household size

Accommodations for persons with disabilities and non-English-speaking residents: In accordance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1974, the city will reasonably accommodate qualified persons with disabilities in all programs and services. All programs will be offered in accessible locations (e.g., those meeting the requirements of the Americans with Disabilities Act Accessibility Guidelines) or redesigned and modified to be accessible when barrier-free facilities are unavailable for program delivery. Reasonable accommodation for other types of disabilities will be made at the request of the affected person. If the city needs to accommodate non-English-speaking persons, it will take all administratively feasible steps to provide translation assistance upon request.

Fair Housing Fair Housing Act A number of laws have been written in support of fair housing, including but not limited to Title VI of the Civil Rights Act of 1964; Title VIII, The Fair Housing Act of 1968, and as amended; and the Rehabilitation Act of 1973 (Section 504). The FTHBDPA program for the City of Everett supports the core principles of fairness and anti-discrimination in housing choice for all citizens. No qualified person shall be denied the benefits of, participate in, or be subjected to discrimination under any program or activity funded on the basis of race, color, national origin, gender identity, age, sexual orientation, religion, disability, or familial status. City of Everett shall also affirmatively further Fair Housing and take appropriate actions to overcome the effects of any impediments identified, including but not limited to language barriers, architectural barriers in housing structures, housing for older persons, etc. 13-Fair Housing: Environmental Protection Agency, Equal Opportunity for All Notification

Pamphlet, U.S. Department of Housing and Urban Development Fair Housing website:
<http://www.hud.gov/offices/eo> <http://www.hud.gov/complaints/housediscrim.cfm>

Equal Opportunity It is the policy of the City of Everett to carry out these objectives as effectively as possible and without regard for race, color, creed, religion, national origin, ancestry, sex, age, children, marital status, sexual orientation, gender identity, disability, public assistance, or rent-subsidy status.

The following are requirements for applicants in addition to income limit requirements:

- Must be approved for a fixed-rate primary mortgage loan with a lender (no cash buyers). Reside on the purchased property as their primary residence.
- The applicant's primary mortgage lender must agree to fund the DPA amount at closing. Participants must apply prior to signing a purchase and sales agreement.
- All members of the household must have a valid Social Security number. Total liquid assets cannot exceed \$75,000.
- Liquid assets include CDs, savings, checking accounts, stocks, and bonds; gifted money, including gifts of equity; other forms of capital investments; retirement accounts such as 401K, 403B, and 457; IRA accounts; Roth IRAs; and real property (whole or partial interest).
- ***Excluded assets: *** government-approved college savings plan, municipally funded buydowns, community, municipal, or employer-funded down payment, or closing cost assistance that meets Fannie Mae's definition of a Community Seconds Program.
- The applicant must attend and complete a FTHB counseling workshop offered by a HUD-certified organization or agency.
- Maximum total debt to income ratio of 45%.
- Properties located in a flood zone will be required to have flood insurance.
- Homes constructed prior to 1978 are subject to HUD lead-based paint requirements in addition to passing a Housing Quality Standards inspection.
- The applicant (buyer) cannot leave the transaction with excess funds.
- The City of Revere has the right to deny assistance in the event the primary mortgage has an adjustable interest rate, specific terms and conditions that could potentially create a financial hardship, or any information attested by the applicant is approved to be false.
- Eligibility for the program is valid for six months from the date a certificate is issued by the city. A closing must occur within six months from the date a certificate is issued by the city.



Department of Planning & Community Development
281 Broadway, Mezzanine
Revere, MA 02151
Telephone: 781-286-8181
Email: lescolero@revere.org

CITY OF REVERE FIRST-TIME HOMEBUYER DOWN PAYMENT ASSISTANCE APPLICATION

Deliver or mail a completed, signed, and dated application by the applicant, co-applicant, and all other household members aged 18 or older. (If an item does not apply, please write N/A beside the check box.). accompanied by all applicable financial information required to:

Please allow 15-20 days from the date of submission for processing. You will be notified by mail and email if it determined that your household qualifies.

Application Checklist

Step 1: The Buyer Provides:

Please Mark the Documents Provided:

- Completed and signed the City of Revere First-Time Homebuyer Down Payment Assistance Application. (including this checklist)
- Mortgage pre-approval.
- First-Time Home Buyer Counseling Workshop Certificate (cannot be more than 2 years old). Massachusetts has many agencies that offer first-time homebuyer (FTHB) classes, including those that are CHAPA-certified, offer online classes, or are approved by the Massachusetts Homeownership Collaborative. You can find a list of agencies on My Mass Home's homeownership education calendar, or you can contact a provider directly for details and to sign up. Chelsea Restoration Offers FTHB workshop classes every season. Visit their webpage to check the 2024 schedule and apply <https://www.chelsearestitution.org/our-programs/first-time-homebuyer-workshop/>
- Proof of Revere Residency (Massachusetts ID or Driver License with Revere address, recent bill of cable, gas, and electricity).
- Bank Statements: three most recent months' statements for ALL accounts, including stocks, bonds, CDs, savings, checking, trust funds, and cash for the applicant, co-applicant, and all other household members aged 18 or older.
- Liquid Asset Certification (*attached to this application*).
- Three most recent months' pay stubs for applicant, co-applicant, and all other household members aged 18 or older. Income for all family members must be counted and verified. **If self-employed, the current year-to-date profit and loss statement AND the previous three years' federal tax returns (including all schedules).**
- Two most recent years' federal tax returns (including ALL schedules) and two most recent years' W2s (from ALL employers) for applicant, co-applicant, and all other household members aged 18 or older.

Commented [T51]: We should add to the guidelines how to go about getting a certificate

Commented [T52]: Are we requiring just one of: ID or license AND?

IRS Certification Form *(attached to this application)*.

IRS 4506-T Form *(attached to this application)*.

f Applicable

Most recent statements for ALL 401Ks, IRAs, stocks, bonds, retirements, and pensions for the applicant, co-applicant, and all other household members aged 18 or older.

Evidence of Permanent Resident Alien Status or Legal Alien Status for the applicant, co-applicant, and all other household members aged 18 or older.

Current Social Security award letters (including disability income) for the applicant, co-applicant, and all other household members aged 18 or older.

Divorce decree and proof of alimony payment.

Zero Income Affidavit (separate affidavit required for each household member aged 18 or older who has no income) *(attached to this application)*

Unemployment statement for each household member aged 18 or older.

Properties located in a flood zone will be required to have flood insurance.

Step 2: If you qualify for the 'City of Revere's First Time-Home Buyer Down Payment Assistance' Program and your offer to purchase has been accepted, please provide the following documentations:

Copy of the signed Purchase and Sale Agreement.

The mortgage lender provides:

Copy of the application for primary mortgage funding, 1003 and 1008 forms.

Copy of TRID documents (detailing principal, interest, taxes, and insurance) (PITI)

Loan Commitment Letter, Good Faith Estimate, and Appraisal.

Bank Credit Report.

Copy of primary and other mortgage financing commitment letter(s).

Upon receipt and review of the application and the information and documentation provided, additional information or documentation may be required.

By completing this application, you acknowledge and consent to the City of Revere receiving all relevant documents submitted to, or generated by, the Lender.

Applicant signature _____ Date _____

CO-Applicant signature _____ Date _____

City of Revere First-Time Homebuyer Down Payment Assistance Application

Part 1: GENERAL INFORMATION

Applicant: (Last) (First) (MI)

Co-Applicant: By completing this application, you acknowledge and consent to the City of Revere receiving all relevant documents submitted to, or generated by, the Lender.

Applicant signature _____ Date _____

CO-Applicant signature _____ Date _____

(Last) (First) (MI)

Citizenship Status* (CIRCLE ONE):

Are you a US citizen? if no, attach copy of resident alien card)

Are you a permanent resident?

Other (please specify):

Co-applicant if applicable:

Citizenship Status* (CIRCLE ONE):

Are you a US citizen? if no, attach copy of resident alien card)

Are you a permanent resident?

Other (please specify):

*Each applicant and co-applicant must comply with all applicable restrictions on citizenship and legal immigration status pursuant to the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and 8 U.S.C. 1611 et. seq., both of which are in effect as of the adoption of these policies; and further, must be eligible under any future statutes or regulations governing

eligibility enacted must be continuous in nature required under 24 CFR 9.254.

Are you a First Time Homebuyer (have not owned a home within the last three (3) years or a displaced homemaker)? Yes No

Commented [TS3]: What is that?

Do you own or have a financial interest in any other real estate or business? If Yes

_____ Address of Real Estate/ Name of Business Have you participated in a certified homebuyer counseling program within the last 24 months?

Yes _____ No _____ (If so, please include copy of Certificate)

What name(s) will appear on the deed: _

Are you applying as a first-time home buyer working for the City of Revere Public Schools /Revere Fire Department, /Revere City Police Department, /City Hall/ City Librarians?

Yes _____ No _____

If yes: Job Position _____ Location: _____

s applicant, co-applicant or any other household member over the age of 18 a full-time student?

Do you anticipate an increase or decrease in household members in the next six months? (If yes, explain)

Are you or an immediate family member employed by the City of Revere?

- a. If Yes, City Department _____
- b. Name of Relative _____
- c. Relationship _____

How did you hear about our program? _

PART 2 – HOUSEHOLD COMPOSITION:

List all current household members. Indicate the relationship to the applicant or co-applicant (spouse, sibling, etc.).

Household Member Name	Relationship to Applicant	Age

PART 3 – EMPLOYMENT INFORMATION:

Provide information for applicant, co-applicant and household members 18 or over, as applicable. Attach additional pages if needed.

Applicant:

Employer Name: _____ Position: _____
Address: Phone#: _____
Date of Hire: _____ Monthly Salary: \$ _____

Co-Applicant:

Employer Name: _____ Position: _____
Address: Phone#: _____
Date of Hire: _____ Monthly Salary: \$ _____

PART 4- ANNUAL HOUSEHOLD INCOME:

Include wages, salaries, tips, alimony, child support, military income, part-time income, temporary income, TANF, Social Security, pensions, retirements, other benefits for all household members age 18 or older. List gross income. Failure to disclose complete earnings can render an applicant disqualified from consideration. Attach additional pages if needed.

SOURCE OF INCOME

APPLICANT

CO-APPLICANT

Salary :

Overtime, Commission, Tips, Bonuses,
Alimony:

Child Support:

RAs, 401K, 403B, 457, Pensions, Retirement:

Unemployment Workers' Compensation:

Net Income from Business:

Net Income from Rental Property:

Welfare Payments;

Interest and/or Dividends: Other:

Total Annual Income

**HOUSEHOLD MEMBER 18-YEARS OR
OLDER**

Salary

Overtime, Commission, Tips, Bonuses, Alimony:

Child Support:

IRAs, 401K, 403B, 457, Pensions, Retirement:

Unemployment Workers' Compensation:

Net Income from Business:

Net Income from Rental Property:

Welfare Payments:

Interest and/or Dividends: Other:

Total Annual Income

ANNUAL INCOME

HOUSEHOLD MEMBER

Applicant

Co-applicant

Household Member over 18 years or older

Household Member over 18 years or older

Household Member over 18 years or older

TOTAL HOUSEHOLD ANNUAL INCOME

PART 5 – ASSET INFORMATION

Attach bank statements (most recent three months' checking or recent three -month average checking balance listed on financial institution's letterhead; current savings account balance) and other proof of asset information.

Type	Cash Value	Bank Name
Checking Account(s) (current balance)		
Savings Account(s) (current balance)		
Stocks, Bonds, CDs		
IRS, 401K, Retirement		
Life Insurance		
Other		

PART 6 – PRIVACY ACT NOTICE:

This notice is provided pursuant to the requirements of the Privacy Act of 1974. As a result of your request and/or receipt of financial assistance through "The City of Revere First-Time Homebuyer Program", the United States Department of Housing and Urban Development is requiring the collection of this information to determine your eligibility for assistance through the program and to protect the Government's financial interest and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant and as required by law, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released to any other person or government agency without your prior written consent, except as may be permitted or required by law. The City of Revere is authorized to ask this information by the National Affordable Housing Act of 1990.

If you wish to allow City of Revere staff to discuss your application with a third party, you must list the individual that you wish to allow access to your information below. By listing the individual below and signing this application, you are authorizing The City of Revere staff to discuss your case with this individual.

Name _____ Relationship _____

Telephone # _____

PART 7-- DECLARATIONS:

Please answer the questions below. A "yes" answer may not be an automatic reason for rejection but may cause the City of Revere to request additional information to determine eligibility.

a.) Are there any outstanding judgments against you? (Circle one)

Applicant Yes No Co-Applicant : Yes No

b.) Have you been declared bankrupt within the past 7 years?

Applicant Yes No Co-Applicant : Yes No

c.) Have you had property foreclosed on or given deed in lieu thereof in the last 3 years?

Applicant Yes No Co-Applicant : Yes No d.) Are you party to a lawsuit?

Applicant Yes No Co-Applicant : Yes No

e.) Are you presently delinquent or in default on any loan, mortgage, financial obligation, government debt, bond, or loan guarantee? Applicant Yes No Co-Applicant: Yes No

The City of Revere does not discriminate against any person in program or client services regardless of race, color, age, national origin, marital status, sex, disability, religion or any other legally protected status.

ACKNOWLEDGEMENT AND AGREEMENT

The applicant(s) certifies that all information provided in this application is true to the best of his/her knowledge and belief and no information has been excluded, which might reasonably affect a judgment regarding the applicant's eligibility.

Signing this application will give the City of Revere's Department of Planning & Community Development the right to obtain verification from any source named herein.

ALL APPLICANTS MUST SIGN BELOW:

PENALTY FOR FALSE OR FRAUDULENT STATEMENT U.S.C. TITLE 18, SECTION 1001, PROVIDES:

"Whoever, in any matter, within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years or both."

Applicant's Signature: _____

Date:

Co-Applicant's Signature: _____

Date:

Household member over the age of 18: _

Date:

Household member over the age of 18: _

Date:

For Office use only:

Received by (City staff or agent): _____ Date: _____

CITY OF REVERE FIRST -TIME HOMEBUYER DOWN PAYMENT ASSISTANCE APPLICATION

Zero Income Affidavit

Household Member Name:

Property Address:

1. I hereby certify that I do not individually receive income from any of the following sources:
 - Wages from employment (including commissions, tips, bonuses, fees, etc.). Income from operation of a business.
 - Rental income from real or personal property. Interest or dividends from assets
 - Social Security payments, annuities, insurance policies, retirement funds, pensions or death benefits. Unemployment or disability payments.
 - Public assistance payments.
 - Periodic allowances such as alimony, child support or gifts received from persons living in my household. Sales from self-employed resources (Avon, Mary Kay, Shaklee, etc.)
 - Any other source not named above.

2. I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge.

The undersigned further understands that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of repayment of the City of Revere First Time Homebuyer Down Payment Assistance Application

Household Member/Applicant Printed Name and Date:

CITY OF REVERE FIRST-TIME HOMEBUYER DOWN PAYMENT ASSISTANCE APPLICATION

Liquid Asset Certification

The combined totals of my/our available liquid assets after closing will not exceed \$75,000. The definition of liquid assets is typified by cash, monetary holdings in bank accounts (savings, checking, certificates of deposit), stocks, bonds, trust funds, gifted money, retirement accounts such as 401K, 403B, 457 and IRA accounts and other forms of capital investments.

Applicant's Signature Printed Name:

Date:

Co-Applicant's Signature Printed Name:

Date:

Other Family Member Over Age 18 Signature Printed Name:

Date:

CITY OF REVERE FIRST- TIME HOMEBUYER DOWN PAYMENT ASSISTANCE LOAN APPLICATION

Internal Revenue Certification

I/We certify that the 1040 IRS Tax Returns with Schedules submitted to the City of Revere Planning & Development are those actually submitted to the Internal Revenue Service by me/us and that to date, they have not been changed to necessitate any change in income as reported.

Applicant's Signature Printed Name:

Date:

Co-Applicant's Signature Printed Name:

Date:

Other Family Member Over Age 18 Signature Printed Name:

Date:

HOUSING QUALITY STANDARD INSPECTION DISCLOSURE

The City of Revere through its designated entities will conduct a visual “hands off” inspection of the readily accessible areas of the property to determine compliance with the Housing Quality Standards (HQS), as adopted by the U.S Department of Housing and Urban Development (HUD).

The HQS inspection will be performed by the City of Revere through its designated entities and agents prior to the acquisition at no cost to the buyer or seller.

If the house does not pass HQS, the Inspector will create a list of necessary work and a cost estimate.

If it is determined that the buyer can reasonably undertake the work necessary to meet HQS, the buyer can sign a statement of their intention to complete the work within six months. If more substantial work is needed, the buyer must either apply to the Rehabilitation loan program or select another home.

The HQS inspection is not intended to be a replacement for any other property inspection required by the lender or requested by the buyer. The HQS inspection will be made of readily accessible areas of the building and is limited to visual observation or apparent conditions existing at the time of the inspection only. Latent and concealed defects and deficiencies are excluded from the inspection: equipment and systems will not be dismantled. The HQS inspection is not a guarantee or warranty of the adequacy, performance or condition of any structure, item or system at the property address.

The City of Revere and/or its designated entities is not responsible for the accuracy of its cost estimate and the cost of repairing or replacing any reported or unreported defect or deficiency and for any consequential damage, property damage or personal injury of any nature.

Acceptance and understanding of this disclosure are hereby acknowledged:

Applicant’s Signature Printed Name Date:

Co-Applicant’s Signature Printed Name Date:

CONTACT LIST

Realtor

Name: _____
Address: _____
Email: _____
Telephone: _____

Attorney

Name: _____
Firm Name: _____
Address: _____
Email: _____
Telephone: _____

Bank

Bank or Lending Institution Name: _____
Contact Name: _____
Address: _____
Email: _____
Telephone: _____

Form **4506-T**
(June 2023)

Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/forms506t.

OMB No. 1545-1872

Tip: Get faster service: Online at www.irs.gov, **Get Your Tax Record** (Get Transcript) or by calling 1-800-908-9946 for specialized assistance. We have teams available to assist. **Note:** Taxpayers may register to use Get Transcript to view, print, or download the following transcript types: **Tax Return Transcript** (shows most line items including Adjusted Gross Income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules), **Tax Account Transcript** (shows basic data such as return type, marital status, AGI, taxable income and all payment types), **Record of Account Transcript** (combines the tax return and tax account transcripts into one complete transcript), **Wage and Income Transcript** (shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498), and **Verification of Non-filing Letter** (provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you request).

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 Customer file number (if applicable) (see instructions)	

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New under Future Developments** on Page 2 for additional information.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days.

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days.

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days.

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the end date of the tax year or period requested in mm/dd/yyyy format. This may be a calendar year, fiscal year or quarter. Enter each quarter requested for quarterly returns. Example: Enter 12/31/2018 for a calendar year 2018 Form 1040 transcript.

/	/	/	/	/	/	/	/
---	---	---	---	---	---	---	---

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

▶ Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
Sign Here		
▶ Title (if line 1a above is a corporation, partnership, estate, or trust)		
▶ Spouse's signature	Date	

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

The filing location for the Form 4506-T has changed. Please see **Chart for individual transcripts or Chart for all other transcripts** for the correct mailing location.

What's New. As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced that in July 2019, it will stop all third-party mailings of requested transcripts. After this date marked Tax Transcripts will only be mailed to the taxpayer's address of record.

If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contact with an existing IVES participant or become an IVES participant themselves. For additional information about the IVES program, go to www.irs.gov and search IVES.

General Instructions

Cautions. Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Customer File Number. The transcripts provided by the IRS have been modified to protect taxpayer privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, are shown on the transcript.

An optional Customer File Number field is available to use when requesting a transcript. This number will print on the transcript. See Line 5 instructions for specific requirements. The customer file number is an optional field and not required.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns. **Automated transcript request.** You can quickly request transcripts by using our automated self-help service tools. Please visit us at irs.gov and click on "Get a Tax Transcript," under "Tools," or call 1-800-909-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart shows two different addresses, send your request to the address based on the address of your most recent return.

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 5. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number should not contain an SSN. Completion of this line is not required.

Note. If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of "9999999999" on the transcript.

Line 6. Enter only one tax form number per request.

Signatures and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 1b. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

Signature area. You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are heir at law, next of kin, or beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, Line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcripts, if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form, 10 min.; Preparing the form, 12 min.; and Copying, assembling, and sending the form to the IRS, 20 min.**

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in: Mail or fax to:

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301 855-587-9604
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Delaware, Illinois, Indiana, Iowa, Kentucky, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, Vermont, Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705S-2 Kansas City, MO 64999 855-821-0094
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Alaska, Arizona, California, Colorado, Connecticut, District of Columbia, Hawaii, Idaho, Kansas, Maryland, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wyoming	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
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Chart for all other transcripts

If you lived in or your business was in: Mail or fax to:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
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Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094
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