

## **Affordability Plan**

**Fountain Ridge LLC**

**804 Fountain Street  
Woodbridge, CT**

**March 2025**

## **Introduction**

FOUNTAIN RIDGE LLC, submits this Housing Affordability Plan to the Woodbridge Town Plan & Zoning Commission (the “Commission”) for the proposed ninety-six (96) unit multi-family residential rental community located on real property known as 804 Fountain Street, Woodbridge, Connecticut (the “Community”).

Under this plan, twelve percent (12%) or twelve (12) of the residential rental units will meet the criteria for “affordable housing” as defined in Section 8-30g of the Connecticut General Statutes (“Section 8-30g”). Six (6) of the residential rental units will be affordable for 40 years to households earning eighty percent (80%) or less of the area or State median income, whichever is less, and six (6) of the residential rental units be affordable to households earning sixty percent (60%) or less of the area or State median income, whichever is less. This Housing Affordability Plan (“Plan”) satisfies these requirements and describes how the affordable housing apartment homes will be administered.

### **I. Apartment Homes Designated as Housing Opportunity Units.**

Twelve percent (12%) or twelve (12) of the residential rental units will be designated as Housing Opportunity Units pursuant to Section 8-30g.

### **II. Forty (40) Year Period.**

The Housing Opportunity Units in the Community shall be designated as affordable or workforce housing units for at least forty (40) years after the initial occupation of the Community. The 40 years shall be calculated for each Housing Opportunity Unit beginning on the date that the certificate of occupancy is issued for the Housing Opportunity Unit.

### **III. Pro-Rata Construction and Dispersion.**

The Housing Opportunity Units shall be built and offered for rent on a *pro rata* basis as construction proceeds in accordance with the construction-phasing plan approved by the Commission for the Community. It is the intent of this Plan that one (1) Housing Opportunity Unit will be built and offered for rental within the time that three (3) market-rate units are completed and offered for rental.

### **IV. Nature of Construction of Housing Opportunity Units.**

The Housing Opportunity Units shall be of a construction quality that is comparable to the market-rate apartment units within the community, and constructed in substantial conformance with the site plans and floor plans included in the zoning approval for the Community, as may be modified based on the requirements of the Woodbridge Building Official, Town of Woodbridge Building Department or other Town staff in signing off on administrative permits or approvals.

### **V. Entity Responsible for Administration and Compliance.**

This Plan will be administered by FOUNTAIN RIDGE LLC, or its successors and assigns

(the “Administrator”). FOUNTAIN RIDGE LLC hereby represents that its staff has the experience necessary to administer this Plan. The principal point of contact under this Plan shall be [\_\_\_\_\_\_]. Contact information for the principal point of contact shall be provided to the Town of Woodbridge and the Commission prior to the issuance of a Certificate of Occupancy.

The Administrator shall submit annually a written status report, demonstrating compliance with the affordability and occupancy rules as provided herein and with related approval conditions, to the Commission and/or its designee. The role of Administrator may be transferred or assigned to another entity, provided that such entity has the experience and qualifications to administer this Plan. In the event of any assignment of the role of Administrator, FOUNTAIN RIDGE LLC, or its successors, will provide prior written notice to the Commission.

**VI. Notice of Initial Rental of Housing Opportunity Units.**

Except as provided in Section X of this Plan and subject to Section VIII, during the initial lease-up of the Community, the Administrator shall provide notice of the availability for rental of each Housing Opportunity Unit. Such notice shall be provided, at a minimum, by advertising at least two times in a newspaper of general circulation in the Town of Woodbridge. The Administrator shall also provide such notice to the Commission and to the Clerk of the Town of Woodbridge. Such notice shall include a description of the available Housing Opportunity Unit(s), the eligibility criteria for potential residents, the maximum rental price (as hereinafter defined), and the availability of application forms and additional information. All such notices shall comply with the federal Fair Housing Act, 42 U.S.C. §§ 3601 *et seq.* and the Connecticut Fair Housing Act, C.G.S. §§ 46a-64b *et seq.* (together, the “Fair Housing Acts”).

**VII. Resident Eligibility.**

Eligibility of applicants to lease a Housing Opportunity Unit in the Community shall be determined by the Administrator in accordance with this Plan and Section 8-30g, as amended.

**VIII. Affirmative Fair Housing Marketing Plan.**

The rental of both Housing Opportunity Units and market-rate units in the Community shall be publicized, using State regulations for affirmative fair housing marketing programs as guidelines. The purpose of such efforts shall be to apprise residents of municipalities of relatively high concentrations of minority populations of the availability of such units. The Administrator shall have responsibility for compliance with this section. Notices of initial availability of units shall be provided, at a minimum, by advertising at least two times in a newspaper of general circulation in such identified municipalities. The Administrator shall also provide such notices to the Commission and the local or regional housing authority. Such notices shall include a description of the available Housing Opportunity Unit(s), the eligibility criteria for tenants, and the availability of application forms and additional information.

Using the above-referenced State regulations as guidelines, dissemination of information about available Housing Opportunity Units and market-rate units shall include:

- A. Analyzing census, Connecticut Department of Economic and Community

Development town profiles, and other data to identify racial and ethnic groups least likely to apply based on representation in Woodbridge's population, including Asian Pacific, Black, Hispanic, and Native American populations.

B. Announcements/advertisements in publications and other media that will reach minority populations, including newspapers and radio stations serving Woodbridge and other towns in the metropolitan statistical area and regional planning area, and advertisements or flyers likely to be viewed on public transportation or public highway areas.

C. Announcements to social service agencies and other community contacts serving low-income minority families (such as churches, civil rights organizations, the housing authority, and other housing authorities in towns represented in Woodbridge's metropolitan statistical area and regional planning agency, legal services organizations, etc.).

D. Assistance to minority applicants in processing applications.

E. Marketing efforts in geographic area of high minority concentrations within the housing market area and metropolitan statistical area.

F. Beginning affirmative marketing efforts prior to general marketing of units, and repeating again during initial marketing and at fifty percent (50%) completion and thereafter at reasonable period intervals with respect to re-rentals.

All notices shall comply with the federal and State Fair Housing Acts.

## **IX. Application Process.**

A person seeking to rent one of the Housing Opportunity Units ("Applicant") must complete an application to demonstrate eligibility. The application form and process shall comply with the Fair Housing Acts.

### **A. *Application Form.***

The application form shall be provided by the Administrator and shall include an income certification form. In general, "income" for purposes of determining an Applicant's qualification shall include the Applicant family's total anticipated income from all sources for the twelve (12) month period following the date the lease commences (the "Lease Begin Date"). If the Applicant's financial disclosures indicate that the Applicant may experience a significant change in the Applicant's future income during the twelve (12) month period, the Administrator shall not consider this change unless there is a reasonable assurance that the change will in fact occur.

In determining what is and is not to be included in the definition of annual family income, the Administrator shall use the criteria set forth by HUD and listed on Schedule B, attached.<sup>1</sup>

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<sup>1</sup> See 24 C.F.R. § 5.609. Federal regulations are subject to change, and it is the intent of this Plan to follow HUD regulations with respect to income certification as such regulations may be amended from time to time.

**B. *Applicant Interview.***

The Administrator shall interview an Applicant upon submission of a completed application. Specifically, the Administrator shall, during the interview, undertake the following:

1. Review with the Applicant all the information provided on the application.
2. Explain to the Applicant the requirements for eligibility, verification procedures, and the penalties for supplying false information.
3. Verify that all sources of family income and family assets have been listed in the application. Make clear that the term “family” includes all individuals who are to occupy the home, and that no relationship by blood or marriage is required.
4. Request the Applicant to sign the necessary release forms to be used in verifying income. Inform the Applicant of what verification and documentation must be provided before the application is deemed complete.
5. Inform the Applicant that a decision as to eligibility cannot be made until all items on the application have been verified.

**C. *Verification of Applicant’s Income.***

Where it is evident from the income certification form provided by the Applicant that the Applicant is not eligible, additional verification procedures shall not be necessary. However, if the Applicant appears to be eligible, the Administrator shall require verification of the Applicant’s reported income.

If applicable, the Applicant shall provide the documentation listed on Schedule C, attached hereto, to the Administrator. This list is not exclusive, and the Administrator may require any other verification or documentation as the Administrator deems necessary.

**X. Prioritization of Applicants for Initial Rental.**

In the event that the number of qualified Applicants exceeds the number of Housing Opportunity Units, then the Administrator shall compile a waiting list, from which Applicants will be selected on a first-come, first-served basis. For purposes of this section, an application shall be considered received when a completed and signed application form is submitted with the applicable application fee.

**XI. Maximum Rental Price.**

Calculation of the maximum rental price (“Maximum Rental Price”) for a Housing Opportunity Unit, so as to satisfy Sections 8-30g and 8-39a, shall utilize the lesser of the area median income for the Town of Woodbridge or the statewide median income as published by HUD as in effect on the day a lease is signed by the lessee of the Housing Opportunity Unit (“Resident”).

Such income shall then be adjusted for household size assuming occupancy by 1.5 persons per bedroom, except in the case of a studio, in which case 1.0 person shall be assumed, and using the adjustment formula adopted by HUD.

Household size adjustment shall be made with reference to the following percentages, with the adjustment that involves a half person (such as 4.5 persons) calculated by taking the midpoint between the relevant figures above and below the half (ex. the adjustment for a 1.5 person household is 75% percent):

NUMBER OF PERSONS IN FAMILY	1	2	3	4
PERCENTAGE ADJUSTMENT	70%	80%	90%	100% (BASE)

The Maximum Rental Price shall be calculated as follows:

<b>STUDIO RENTAL UNIT FOR FAMILY EARNING LESS THAN 80 PERCENT OF APPLICABLE MEDIAN INCOME</b>	<b>SAMPLE COMPUTATIONS BASED ON FY 2024 DATA</b>
(1) Determine lesser of area median income and the statewide median income:	116,100
(2) Adjust median income identified in Step 1 by family size	81,270
(3) Max adjusted income - Calculate eighty percent (80%) of Step 2:	65,016
(4) Max housing cost - Calculate thirty percent (30%) of Step 3:	19,504
(5) Max monthly housing payment - Divide Step 4 by twelve (12):	1,625
(6) Determine HUD fair market rent for a unit with the same number of bedrooms:	1,251
(7) Multiply HUD fair market rent as determined in Step 6 by one hundred twenty percent (120%):	1,501
(8) Utilize the lesser of the calculations in Steps 5 and 7:	1,251
(9) Determine reasonable estimate monthly utility expenses:	250
(10) Deduct the estimate in Step 9 from the maximum monthly housing payment in Step 8 for max monthly rental amount:	1,001

STUDIO RENTAL UNIT FOR FAMILY EARNING LESS THAN 60 PERCENT OF APPLICABLE MEDIAN INCOME	SAMPLE COMPUTATIONS BASED ON FY 2024 DATA
(1) Determine lesser of area median income and the statewide median income:	116,100
(2) Adjust median income identified in Step 1 by family size	81,270
(3) Max adjusted income - Calculate sixty percent (60%) of Step 2:	48,762
(4) Max housing cost - Calculate thirty percent (30%) of Step 3:	14,629
(5) Max monthly housing payment - Divide Step 4 by twelve (12):	1,219
(6) Determine HUD fair market rent for a unit with the same number of bedrooms:	1,251
(7) Utilize the lesser of the calculations in Steps 5 and 6:	1,219
(8) Determine reasonable estimate monthly utility expenses:	250
(9) Deduct the estimate in Step 9 from the maximum monthly housing payment in Step 8 for max monthly rental amount:	969

<b>ONE BEDROOM RENTAL UNIT FOR FAMILY EARNING LESS THAN 80 PERCENT OF APPLICABLE MEDIAN INCOME</b>	<b>SAMPLE COMPUTATIONS BASED ON FY 2024 DATA</b>
(1) Determine lesser of area median income and the statewide median income:	116,100
(2) Adjust median income identified in Step 1 by family size	87,075
(3) Max adjusted income - Calculate eighty percent (80%) of Step 2:	69,660
(4) Max housing cost - Calculate thirty percent (30%) of Step 3:	20,898
(5) Max monthly housing payment - Divide Step 4 by twelve (12):	1,741
(6) Determine HUD fair market rent for a unit with the same number of bedrooms:	1,374
(7) Multiply HUD fair market rent as determined in Step 6 by one hundred twenty percent (120%):	1,649
(8) Utilize the lesser of the calculations in Steps 5 and 7:	1,649
(9) Determine reasonable estimate monthly utility expenses:	300
(10) Deduct the estimate in Step 9 from the maximum monthly housing payment in Step 8 for max monthly rental amount:	1,349

<b>ONE BEDROOM RENTAL UNIT FOR FAMILY EARNING LESS THAN 60 PERCENT OF APPLICABLE MEDIAN INCOME</b>	<b>SAMPLE COMPUTATIONS BASED ON FY 2024 DATA</b>
(1) Determine lesser of area median income and the statewide median income:	116,100
(2) Adjust median income identified in Step 1 by family size	87,075
(3) Max adjusted income - Calculate sixty percent (60%) of Step 2:	52,245
(4) Max housing cost - Calculate thirty percent (30%) of Step 3:	15,673
(5) Max monthly housing payment - Divide Step 4 by twelve (12):	1,306
(6) Determine HUD fair market rent for a unit with the same number of bedrooms:	1,374
(7) Utilize the lesser of the calculations in Steps 5 and 6:	1,306
(8) Determine reasonable estimate monthly utility expenses:	300
(9) Deduct the estimate in Step 9 from the maximum monthly housing payment in Step 8 for max monthly rental amount:	1,006

<b>TWO BEDROOM RENTAL UNIT FOR FAMILY EARNING LESS THAN 80 PERCENT OF APPLICABLE MEDIAN INCOME</b>	<b>SAMPLE COMPUTATIONS BASED ON FY 2024 DATA</b>
(1) Determine lesser of area median income and the statewide median income:	116,100
(2) Adjust median income identified in Step 1 by family size	104,490
(3) Max adjusted income - Calculate eighty percent (80%) of Step 2:	83,592
(4) Max housing cost - Calculate thirty percent (30%) of Step 3:	25,077
(5) Max monthly housing payment - Divide Step 4 by twelve (12):	2,090
(6) Determine HUD fair market rent for a unit with the same number of bedrooms:	1,676
(7) Multiply HUD fair market rent as determined in Step 6 by one hundred twenty percent (120%):	2,011
(8) Utilize the lesser of the calculations in Steps 5 and 7:	2,011
(9) Determine reasonable estimate monthly utility expenses:	435
(10) Deduct the estimate in Step 9 from the maximum monthly housing payment in Step 8 for max monthly rental amount:	1,576

<b>TWO BEDROOM RENTAL UNIT FOR FAMILY EARNING LESS THAN 60 PERCENT OF APPLICABLE MEDIAN INCOME</b>	<b>SAMPLE COMPUTATIONS BASED ON FY 2024 DATA</b>
(1) Determine lesser of area median income and the statewide median income:	116,100
(2) Adjust median income identified in Step 1 by family size	104,490
(3) Max adjusted income - Calculate sixty percent (60%) of Step 2:	62,694
(4) Max housing cost - Calculate thirty percent (30%) of Step 3:	18,808
(5) Max monthly housing payment - Divide Step 4 by twelve (12):	1,567
(6) Determine HUD fair market rent for a unit with the same number of bedrooms:	1,676
(7) Utilize the lesser of the calculations in Steps 5 and 6:	1,567
(8) Determine reasonable estimate monthly utility expenses:	435
(9) Deduct the estimate in Step 9 from the maximum monthly housing payment in Step 8 for max monthly rental amount:	1,132

**XII. Principal Residence.**

Housing Opportunity Units shall be occupied only as a Resident's principal residence. Notwithstanding any zoning, subdivision or other regulation to the contrary, subleasing of Housing Opportunity Units shall be prohibited.

**XIII. Requirement to Maintain Condition.**

All Residents are required to maintain their units. The Resident shall not destroy, damage or impair the unit, or allow the unit to deteriorate, or commit waste on the unit. When a Housing Opportunity Unit is offered again for rental, the Administrator shall cause the unit to be inspected.

**XIV. Change of Income or Qualifying Status of Resident.**

In the event that a Resident's income changes so as to exceed the qualifying maximum, or if the Resident otherwise becomes disqualified, such Resident must provide notice to the Administrator within seven (7) days of the disqualification. When a resident becomes disqualified, the Administrator may require the Resident to vacate the Housing Opportunity Unit within sixty (60) days. The Administrator (or owner, if the Administrator is not the owner) may, in their sole discretion, elect to move the Resident to a market-rate unit or another Housing Opportunity Unit for which the Resident may be qualified, if the Resident satisfies the Administrator's (or owner's) normal criteria for such unit.

**XV. Enforcement.**

A violation of this Affordability Plan shall not result in a forfeiture of title, but the Commission shall otherwise retain all enforcement powers granted by the Connecticut General Statutes, including Section 8-12, which powers include, but are not limited to, the authority, at any reasonable time, to inspect the property and to examine the books and records of the Administrator to determine compliance of Housing Opportunity Units with this Plan and applicable state statutes and regulations. Such records are confidential and not subject to disclosure under the Freedom of Information Act.

**SCHEDULE A  
DESIGNATION OF MIXED INCOME UNITS****Total Number of Units:**

Market-Rate Units	84
Housing Opportunity Units	<u>12</u>
Total	96

**Number of Market Rate and Housing Opportunity Units by Number of Bedrooms:**

	Studio	One Bedroom	Two Bedroom
Market Rate	12	51	20
Housing Opportunity	4	4	4

The Housing Opportunity Units will be dispersed throughout the community.

**SCHEDULE B**  
**DEFINITIONS AND ELEMENTS OF ANNUAL FAMILY INCOME**

1. Annual income shall be calculated with reference to 24 C.F.R. § 5.609, and includes, but is not limited to, the following:
  - a. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses, and other compensation for personal services;
  - b. The net income from operations of a business or profession, before any capital expenditures but including any allowance for depreciation expense;
  - c. Interest, dividends, and other net income of any kind from real or personal property;
  - d. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic payments;
  - e. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay;
  - f. Welfare assistance. If the welfare assistance payments include an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance to be included as income consists of the following:
    - (1) The amount of the allowance or grant exclusive of the amounts designated for shelter or utilities, plus
    - (2) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities;
  - g. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing with the Applicant (e.g., periodic gifts from family members, churches, or other sponsored group, even if the gifts are designated as rental or other assistance);
  - h. All regular pay, special pay and allowances of a member of the Armed Forces, except combat pay as in 2.h, below;

- i. Any assets not earning a verifiable income shall have an imputed interest income using a current average annual savings interest rate.
2. Excluded from the definition of family annual income are items identified in 24 C.F.R. § 5309(c), including the following:
  - a. Income from employment of children (including foster children) under the age of 18;
  - b. Payments received for the care of foster children or foster adults;
  - c. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
  - d. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
  - e. The full amount of scholarships paid directly to the student or to the educational institution (subject to 24 C.F.R. § 5.609(b)(9)).
  - f. Amounts received under training programs funded by HUD;
  - g. Income of a live-in aide, as defined in 24 C.F.R. § 5.403;
  - h. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
  - i. Temporary, nonrecurring or sporadic income (including gifts that are not regular or periodic);
  - j. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
  - k. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
  - l. Adoption assistance payments in excess of \$480 per adopted child;
  - m. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts;
  - n. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

- o. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; and
- p. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits.

3. Net family assets for purposes of imputing annual income include the following:

- a. Cash held in savings and checking accounts, safety deposit boxes, etc.;
- b. The current market value of a trust for which any household member has an interest;
- c. The current market value, less any outstanding loan balances of any rental property or other capital investment;
- d. The current market value of all stocks, bonds, treasury bills, certificates of deposit and money market funds;
- e. The current value of any individual retirement, 401K or Keogh account;
- f. The cash value of a retirement or pension fund which the family member can withdraw without terminating employment or retiring;
- g. Any lump-sum receipts not otherwise included in income (e.g., inheritances, capital gains, one-time lottery winnings, and settlement on insurance claims);
- h. The current market value of any personal property held for investment (e.g., gems, jewelry, coin collections); and
- i. Assets disposed of within two (2) years before the Application Date, but only to the extent consideration received was less than the fair market value of the asset at the time it was sold.

4. Net family assets do not include the following:

- a. Necessary personal property (clothing, furniture, cars, etc.);
- b. Vehicles equipped for handicapped individuals;
- c. Life insurance policies;
- d. Assets which are part of an active business, not including rental properties; and

- e. Assets that are not accessible to the Applicant and provide no income to the Applicant.

## **SCHEDULE C** **DOCUMENTATION OF INCOME**

The following documents shall be provided, where applicable, to the Administrator to determine income eligibility:

1. Employment Income.

Verification forms must request the employer to specify the frequency of pay, the effective date of the last pay increase, and the probability and effective date of any increase during the next twelve (12) months. Acceptable forms of verification (of which at least one must be included in the Applicant file) include:

- (a) An employment verification form completed by the employer.
- (b) Check stubs or earnings statement showing Applicant's gross pay per pay period and frequency of pay.
- (c) W-2 forms if the Applicant has had the same job for at least two years and pay increases can be accurately projected.
- (d) Notarized statements, affidavits or income tax returns signed by the Applicant describing self-employment and amount of income, or income from tips and other gratuities.

2. Social Security, Pensions, Supplementary Security Income, Disability Income.

- (a) Benefit verification form completed by agency providing the benefits.
- (b) Award or benefit notification letters prepared and signed by the authorizing agency. (Since checks or bank deposit slips show only net amounts remaining after deducting SSI or Medicare, they may be used only when award letter cannot be obtained.)
- (c) If a local Social Security Administration ("SSA") office refuses to provide written verification, the Administrator should meet with the SSA office supervisor. If the supervisor refuses to complete the verification forms in a timely manner, the Administrator may accept a check or automatic deposit slip as interim verification of Social Security or SSI benefits as long as any Medicare or state health insurance withholdings are included in the annual income.

3. Unemployment Compensation.

- (a) Verification form completed by the unemployment compensation agency.

- (b) Records from unemployment office stating payment dates and amounts.

4. Government Assistance.

- (a) All Government Assistance Programs. Agency's written statements as to type and amount of government assistance the Applicant is now receiving, including but not limited to assistance under the federal Section 8 program, and any changes in such assistance expected during the next twelve (12) months.
- (b) Additional Information for "As-paid" Programs: Agency's written schedule or statement that describes how the "as-paid" system works, the maximum amount the Applicant may receive for shelter and utilities and, if applicable, any factors used to ratably reduce the Applicant's grant.

5. Alimony or Child Support Payments.

- (a) Copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules.
- (b) A letter from the person paying the support.
- (c) Copy of latest check. The date, amount, and number of the check must be documented.
- (d) Applicant's notarized statement or affidavit of amount received or that support payments are not being received and the likelihood of support payments being received in the future.

6. Net Income from a Business.

The following documents show income for the prior years. The Administrator must consult with Applicant and use this data to estimate income for the next twelve (12) months.

- (a) IRS Tax Return, Form 1040, including any:  
Schedule C (Small Business)  
Schedule E (Rental Property Income)  
Schedule F (Farm Income)
- (b) An accountant's calculation of depreciation expense, computed using straight-line depreciation rules. (Required when accelerated depreciation was used on the tax return or financial statement.)
- (c) Audited or unaudited financial statement(s) of the business.

- (d) A copy of a recent loan application listing income derived from the business during the previous twelve (12) months.
- (e) Applicant's notarized statement or affidavit as to net income realized from the business during previous years.

7. Recurring Gifts.

- (a) Notarized statement or affidavit signed by the person providing the assistance. Must give the purpose, dates and value of gifts.
- (b) Applicant's notarized statement or affidavit that provides the information above.

8. Scholarships, Grants, and Veterans Administration Benefits for Education.

- (a) Benefactor's written confirmation of amount of assistance, and educational institution's written confirmation of expected cost of the student's tuition, fees, books and equipment for the next twelve (12) months. To the extent the amount of assistance received is less than or equal to actual educational costs, the assistance payments will be excluded from the Applicant's gross income. Any excess will be included in income.
- (b) Copies of latest benefit checks, if benefits are paid directly to student. Copies of canceled check or receipts for tuition, fees, books, and equipment, if such income and expenses are not expected to change for the next twelve (12) months.
- (c) Lease and receipts or bills for rent and utility costs paid by students living away from home.

9. Family Assets Currently Held.

For non-liquid assets, collect enough information to determine the current cash value (i.e., the net amount the Applicant would receive if the asset were converted to cash).

- (a) Verification forms, letters, or documents from a financial institution, broker, etc.
- (b) Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.
- (c) Quotes from a stock broker or realty agent as to net amount Applicant would receive if Applicant liquidated securities or real estate.
- (d) Real estate tax statements if tax authority uses approximate market value.
- (e) Copies of closing documents showing the selling price, the distribution of the sales proceeds and the net amount to the borrower.

- (f) Appraisals of personal property held as an investment.
- (g) Applicant's notarized statements or signed affidavits describing assets or verifying the amount of cash held at the Applicant's home or in safe deposit boxes.

10. Assets Disposed of for Less Than Fair Market Value ("FMV") During Two Years Preceding Lease Begin Date.

- (a) Applicant's certification as to whether it has disposed of assets for less than FMV during the two (2) years preceding the Lease Begin Date.
- (b) If the Applicant states that it did dispose of assets for less than FMV, then a written statement by the Applicant must include the following:
  - (i) A list of all assets disposed of for less than FMV;
  - (ii) The date Applicant disposed of the assets;
  - (iii) The amount the Applicant received; and
  - (iv) The market value to the asset(s) at the time of disposition.

11. Savings Account Interest Income and Dividends.

- (a) Account statements, passbooks, certificates of deposit, etc., if they show enough information and are signed by the financial institution.
- (b) Broker's quarterly statements showing value of stocks or bonds and the earnings credited the Applicant.
- (c) If an IRS Form 1099 is accepted from the financial institution for prior year earnings, the Administrator must adjust the information to project earnings expected for the next twelve (12) months.

12. Rental Income from Property Owned by Applicant.

The following, adjusted for changes expected during the next twelve (12) months, may be used:

- (a) IRS Form 1040 with Schedule E (Rental Income).
- (b) Copies of latest rent checks, leases, or utility bills.
- (c) Documentation of Applicant's income and expenses in renting the property (tax statements, insurance premiums, receipts for reasonable maintenance and utilities, bank statements or amortization schedule showing monthly interest expense).

- (d) Lessee's written statement identifying monthly payments due the Applicant and Applicant's affidavit as to net income realized.

13. **Full-Time Student Status.**

- (a) Written verification from the registrar's office or appropriate school official.
- (b) School records indicating enrollment for sufficient number of credits to be considered a full-time student by the school.

**SCHEDULE D**  
**SAMPLE DEED RESTRICTION**

This development is a set aside development as defined in Conn. Gen. Stat. § 8-30g and in accordance with the applicable regulations for state agencies that were in effect on the date of the original application for initial local approval, which was \_\_\_\_\_, 2025, containing affordable housing dwelling units, and is therefore subject to limitations on the maximum annual income of the household that may rent the designated affordable housing dwelling units, and on the maximum rental that may be charged for such affordable housing dwelling units. These limitations shall be strictly enforced, and may be enforced by the zoning enforcement authority of the Town of Woodbridge against the record owner of the development or the person identified in the affordability plan as responsible for the administration of these limitations.

For the duration of this covenant or restriction, no less than fifteen percent (15%) of the dwelling units in this development shall be rented to persons and families whose annual income is less than or equal to eighty percent (80%) of the median income as defined in Conn. Agencies Regs § 8-30g-1(10), and such units may be rented only at a rental equal to or less than the rental determined using the formula for maximum monthly rental amount stated in Conn. Agencies Regs § 8-30g-8(d).

In addition, no less than fifteen percent (15%) of the dwelling units shall be rented to persons and families whose annual income is less than or equal to 60 percent (60%) of the median income as defined in Conn. Agencies Regs § 8-30g-1(10), and such units may be rented only at a rental equal to or less than the rental determined using the formula for maximum monthly rental amount stated in Conn. Agencies Regs § 8-30g-8(e).