

MODIFICATION TO TENANT SELECTION PLAN

DEVELOPMENT NAME:

MassHousing # _____

This Modification to Tenant Selection Plan (the “Modification”) modifies a Tenant Selection Plan for _____ (the “Development”), a ____ unit multifamily housing development located at _____, dated as of _____ (the “Plan”) as prepared by _____ (the “Agent”), as the management agent for _____ (“the Owner”), as follows:

1. Add to Section D.1 of the Plan, the following:

Notwithstanding anything to the contrary set forth herein, advertising and outreach efforts shall identify locations where the application can be obtained. Applications shall be available at wheelchair accessible locations, which must also be public unless otherwise approved, including one that has some night hours; usually, a public library will meet this need. The advertisements and other marketing materials shall include a telephone number, as well as the TTY/TTD telephone number, that persons can call to request an application by mail. Advertisements and other marketing materials shall not indicate that applicants must appear in person in order to receive or submit applications or that they will be have an advantage over applicants who do not appear in person.

Not less than two (2) applications shall be provided by mail at no cost upon request by an applicant. To the extent practicable, applications shall be made available online, and shall be provided to applicants by other methods (i.e. fax, email) upon request.

2. Delete Section G.9 of the Plan and substitute in place thereof, the following:

9. When an applicant pool is not large enough to warrant the closure of the waiting list for one or more unit types, the list(s) shall be re-opened as necessary to obtain additional applicants for those unit types. Applications received following the reopening of a waiting list shall be processed and added to the waiting list on a random basis as determined by lottery or other random selection procedure. Such lottery or procedure (including the use of an extended application period) shall be conducted in accordance with the DHCD Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines, and/or by any applicable state and federal guidelines for the administration of lotteries for multifamily affordable rental housing units, subject to applicable Fair Housing requirements, and procedures developed by the Agent which shall be submitted to MassHousing for approval at least sixty (60) days prior to reopening of the waiting list. Notwithstanding the

foregoing, the use of a lottery or random selection procedure for placement of applicants may be waived if determined by MassHousing, in advance, to be unduly burdensome or impracticable. A public notice announcing the reopening of the waiting list and acceptance of applications shall be placed in area publications and as otherwise required by the Development's Affirmative Fair Marketing Plan, and, unless waived by MassHousing, should indicate the application deadline and selection by lottery or other random selection procedure. Thereafter, and unless and until the waiting list is closed, subsequent applications shall be accepted and added to the waiting list on a chronological basis as otherwise provided herein.

3. As of the date of this Modification (check and complete):

There are currently no closed waiting lists at the Development.

There are closed waiting lists at the Development for the following unit types:

Studio

1 Bedroom

2 Bedroom

3 Bedroom

4 Bedroom

5 Bedroom

All Bedroom Types

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CERTIFICATION/REQUEST FOR APPROVAL

As an authorized representative of the Agent, I have reviewed this Modification and by signing below certify that the information contained herein is true and complete. The Modification shall be effective as of the date approved by MassHousing.

DEVELOPMENT NAME: _____

MASSHOUSING NO. _____

AGENT: _____

By: _____

Name: _____

Title: _____

Date: _____

APPROVED:

MASSACHUSETTS HOUSING FINANCE AGENCY

By: _____

Date: _____