

**SALISBURY HOUSING TRUST
PO BOX 52
SALISBURY, CT 06068-0052**

Dr. Michael Klemens, Chair
Salisbury Planning and Zoning Commission
27 Main Street
Salisbury, CT 06068

Dear Mr. Klemens:

As part of your review of the Special Permit application that has been submitted to the Planning and Zoning Commission for the property located at 26-28 Undermountain Road, you have requested information on Salisbury Housing Trust's affordability requirements. The Salisbury Housing Trust is committed to providing much needed affordable new homes in the community, and, as such, we are dedicated to ensuring that our homes are purchased by qualifying households and continue to remain affordable. This mission is particularly important in the context of rising home prices that are increasingly beyond the means of many, if not most, of the households that include our essential workforce.

The Salisbury Housing Trust has been operating under the following criteria in terms of applicant qualifications, the application and selection processes, as well as ongoing Program monitoring:

Applicant Criteria

- The applicants must document total household gross income at or below 80% of the area median income (AMI) limits for Litchfield County as adjusted annually by the US Department of Housing and Urban Development (HUD).

FY 2024 Income Limits Summary, Litchfield County

Number in Household	Income Limit
1	\$63,950
2	\$73,100
3	\$82,250
4	\$91,350
5	\$98,700
6	\$106,000
7	\$113,300
8	\$120,600

Source: US. Department of Housing and Urban Development (HUD)

Application Process

- The applicant must submit a complete application with references.
- We provide a copy of the ground lease for review that details the affordability requirements that all purchasers must sign and will be enforced.
- We get back to the applicant to address any questions.

- We contact references.
- While there have been sufficient numbers of households on our waitlist, we will be conducting affirmative market efforts to attract additional interest in our program. This will be important in the context of additional new home opportunities on the horizon.
- We are in contact with our applicants to provide updated information on potential new homes and determine their continued interest in remaining on the waitlist.
- We ask for mortgage pre-approvals from conventional lenders to determine how much the applicant can finance.

Selection Process

- We consider the applicant's place on the waitlist with general preference to those who have been on the list the longest.
- We do not define a family, but our homes are intended for appropriately-sized households with household members totaling at least the same amount as the number of bedrooms, ideally the number of bedrooms plus one.
- While not required, there is a high priority for households that live or work in Salisbury and volunteer locally.
- We obtain updated documentation to confirm eligibility including income verification and mortgage pre-approval.
- We work with the lender to provide support and references for additional sources of financing such as down payment and closing cost assistance.
- Board members will meet with the selected purchasers to review program requirements and remain in close communication towards moving forward on the closing, including the signing of the ground lease.

Lang-term Maintenance and Monitoring

- We are in regular contact with our homeowners and sponsor special meetings and events on at least an annual basis.
- Because we own the ground rights, we work with homeowners on remediating potential problems such as potholes, drainage issues, tree problems, etc. We have obtained grant funding to address such matters.
- Upon any resale, we calculate the resale price per the ground lease formula (to date based on changes in the Consumer Price Index and approved capital improvements) and select another qualified purchaser from our waitlist.
- We ensure that all owners continue to occupy the property as their primary residence and collect ground lease fees on a monthly basis.

Respectfully submitted,

Karen Sunnarborg
Secretary
Salisbury Housing Trust

