

City of Boston

Homeownership Monitoring

NCDA - May 2019
Anne Marie Belrose



Homeownership Monitoring Process



No, but really...

- Sent 2 weeks later if we don't receive a response to annual monitoring letter

Referral to Law Department

- If principal residency isn't documented within 2 weeks of receipt of noncompliance/ demand letter

Annual Monitoring Letter

- Request Certification under pains & penalties of perjury, license, & 2 utility bills

Non-Compliance/Demand Letter

- Sent 2 weeks later if we don't receive a response to second letter; research alternate addresses



Annual Monitoring Letter



CITY OF BOSTON • MASSACHUSETTS
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT
MARTIN J. WALSH, MAYOR

Important! Please have this notice translated immediately. • **重要！请立即翻译此通知**
Importante! Traducir este aviso inmediatamente! • **Quan trọng! Cần dịch cáo thị này liền.**
Pre inpôtan! Fe traduir not sa a tousuit. • **Importante! Mande traduzir este aviso imediatamente.**

Date

Name

Address

As you know, your deed rider and/or Covenant for Affordable Housing or other restrictions, which have been duly recorded with the Suffolk County Registrar of Deeds, require that you occupy the above address as your principal residence. The City of Boston's Department of Neighborhood Development, acting under the legal authority conferred upon it by the deed rider and/or restrictions, must verify that this requirement is met.

So that we may meet our obligation, kindly return photocopies of one (1) document from Category A and two (2) documents from Category B, below, and the completed certification on the reverse of this page:

Category A

- Valid Massachusetts Driver's License
- Valid Massachusetts Government ID including address

Category B (Dated April 1, 2019 or later)

- Telephone Bill (Landline Only)
- Gas Bill
- Electric Bill
- Cable/Satellite Television Bill
- Internet Service Provider Bill

Please note that it is very important that you respond to this letter within ten days. If you do not provide timely proof of principal residency to demonstrate compliance with the affordable housing covenant, the maximum resale price will be calculated based upon your last date of compliance with the covenant. This could severely adversely impact the price you can sell your property for in the future.

If you would like to request a determination of the **Maximum Resale Price** for the above referenced property please contact: The Boston Home Center (Homecenter@boston.gov or 617.635.4663). Thank you for your cooperation in this matter.

Sincerely,

Requires:

-Completion of Principal Residence Certification

-Documentation:

-current license

-2 current utility bills



Principal Residence Certification



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Principal Residence Certification

I/We _____ certify that
(Print First and Last Name/Names)

(Print Address)

is my/our principal residence.

I/We also understand that if I/we decide to sell this property, it must be sold at a maximum resale price determined by the City of Boston.

Signed under the pains and penalties of perjury this _____ day of _____, 2019

Signature 1: _____ Signature 2: _____

e-mail 1: _____ e-mail 2: _____

home phone: _____ mobile phone: _____

Please return this form to the address below.

If you have any questions, or believe you have received this form in error, please contact:

Erin Anderson
DND Compliance Department
26 Court Street
Boston, MA 02108
(617) 635-0352

Requires:

-Current contact information

-Signature of all owners of record under pains & penalties of perjury



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Date

Name

Address

THIS IS YOUR SECOND AND FINAL NOTICE. FAILURE TO RESPOND WITHIN TEN (10) BUSINESS DAYS WILL RESULT IN REFERRAL TO OUR LEGAL DEPARTMENT FOR FURTHER ACTION, INCLUDING, BUT NOT LIMITED TO REMOVAL OF YOUR BOSTON PROPERTY TAX RESIDENTIAL EXEMPTION AND PURSUIT OF ALL REMEDIES AVAILABLE PURSUANT TO YOUR AFFORDABLE HOUSING COVENANT.

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So that we may meet our obligation, return photocopies of one (1) document from Category A and two (2) documents from Category B, below, and the completed certification on the reverse of this page **WITHIN TEN (10) BUSINESS DAYS**:

Category A

- Valid Massachusetts Driver's License
- Valid Massachusetts Government ID including address

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- Telephone Bill (Landline Only)
- Gas Bill
- Electric Bill
- Cable/Satellite Television Bill
- Internet Service Provider Bill

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Sincerely,

Requires:

-Completion of Principal Residence Certification

-Documentation:

-current license

-2 current utility bills



Time for a bit of research...

If a homeowner doesn't respond to follow-up letters, it means one of two things:

-the homeowner lives in the unit, but is ignoring the request/hasn't taken it seriously/doesn't understand/hasn't followed up; or:

-the homeowner no longer resides in the restricted unit.



Research tools helpful in determining principal residency...

Registry of Deeds

- does the owner or partner own another residence?
- is there a homestead exemption at another location?

City/Town Assessing Records

- is there an alternate mailing address for the owner?

The Google logo is displayed in its characteristic multi-colored font.

Google Search

I'm Feeling Lucky

Steve Jobs, 1955 - 2011

Research tools helpful in determining principal residency...

Accurint.com (LexisNexis public records search)

- search address to see if owner has an alternate address or if there are others residing at property



Comprehensive Report

Subject Information

Name	Address	Phone	SSN	DOB
ANNE MARIE BELROSE	12 ARCOLA ST 3 JAMAICA PLAIN MA 02130-1101	781-608-5692	071-70-xxxx	2/xx/19

Request Report

Cancel

- Summary Report
 - Comprehensive Report Summary
 - Address Summary
 - Possible Education
 - Relative Summary
 - Others Using Same SSN
 - Date and Location where SSN Issued
 - Neighborhood Profile (2010 Census)
 - Include Company Header
- Include Motor Vehicle(s) Registration
- Properties
- Watercraft
- FAA Aircraft
- National Motor Vehicle Accidents
- Possible Utility Information
- Neighbors
 - Include Neighbors for Address(es)
 - Include Neighbors for Each Address
- Associates
- UCC Filings
- Sexual Offenses
- Possible Criminal Records
- Bankruptcy
- DEA Controlled Substances
- Federal Firearms and Explosives
- Liens & Judgments
- Professional Licenses
- Include Driver Licenses Information
- Concealed Weapons Permits
- Voter Registrations
- Hunting/Fishing Permits
- FAA Pilots
- People at Work
- Relatives
 - Degrees of Separation

More Report Options: *additional charges apply*
Include Real-Time Vehicle(s) Registration (disabled)

Non-compliance/demand letter

Requires:

If owner is compliant:

- Completion of Principal Residence Certification
- Documentation:
 - current license
 - 2 current utility bills
 - additional bank statement or tax returns (redacted)
 - car/voter registration

If owner is noncompliant:

- Listing agreement (to sell to an eligible household; or
- Plan to reoccupy unit, and proof thereof.

*Note: if homeowner is noncompliant and is renting property, this can be a challenging and lengthy process.

Non-compliance/demand letter

Packet includes:

- Letter explaining rights & obligations
- Certificate of Maximum resale price (effective date of last compliance)
- Notice of Intent to Sell
- Instructions for selling property
- Copy of covenant (relevant components highlighted)
- Principal Residence Certification



*This letter is sent via certified mail, snail mail, and e-mail.

Stay ahead of it... and ahead of your local newspaper!

City orders owner to stop renting affordable unit via Airbnb

By [Matt Rocheleau](#) Globe Staff, August 24, 2015, 3:52 p.m.



The City of Boston has ordered the owner of an affordable housing unit in South Boston to stop listing the property for rent via the short-term rental site Airbnb and either reoccupy the unit or sell it to an income-eligible owner who will live there.

A recent letter to Christopher J. Fitzpatrick, owner of 164 Bolton St. Unit B, says that he is in "clear violation" of a clause in the city's affordable housing agreement, which states that the owner of the unit must occupy the space as their principal residence.

"Given the city's commitment to developing and preserving affordable housing opportunities, the city cannot and will not accept anything less than full compliance," said the letter, dated July 31, from Anne Marie Belrose, assistant director of Boston's Department of Neighborhood Development.

Referral to Law Department



If we don't receive a timely response to noncompliance letter, we refer to the City's Law Department.

- Law Department writes a cover letter and includes non-compliance/demand letter, provides in-hand service to homeowner (~100% response rate)

- These cases are often complex, require time for tenant relocation and/or sale of property, or opportunity for homeowner to resume residence.

Questions?

Anne Marie Belrose

annemarie.belrose@boston.gov

617.635.0442



THANK YOU

