



City of Annapolis

Department of Planning & Zoning
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

MPDU@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

Moderately Priced Dwelling Unit (MPDU) Program APPLICATION

PLEASE READ THESE IMPORTANT INSTRUCTIONS!!!

Application processing time is approximately **4 weeks** from the date that all required documents are received. Please wait the appropriate amount of time before calling to inquire about the status of your application. In addition, processing time may be longer due to volume of applications received. Please check the eligibility requirements at www.annapolis.gov before submitting an application.

Eligibility Check List

Income is one hundred percent or less than the family median income for the Baltimore Metropolitan Statistical Area (MSA), with adjustments for household size, as reported by the United States Department of Housing and Urban Development (HUD) AND,

Do not own a home, AND,

Please check at least one of the following:

City resident or has been employed within the City (see attached map) for at least the past twelve months prior to applying for a certificate of eligibility.

Employee of the City of Annapolis beyond probationary period.

Teacher or staff member in an elementary, middle, high school within the City limits, or in any school that is included in the Annapolis Senior High School district (see attached map) as defined by Anne Arundel County Public Schools.

Required Documentation

You must submit all the required documents. Applications without the required documentation will be returned:

- Tax Information: Two most recent Federal income tax returns with all schedules and W-2 forms for all wage earners in the household.
- Pay Stubs: Three most recent pay stubs for all wage earners in the household.
- Photo ID of both the Applicant and Co-applicant

Special Conditions Regarding Documentation

- If you are divorced or separated, you must provide legal documentation of this.
- If you are married and filed separate returns, you must provide both years for you and your spouse. If you are divorced or separated, you must provide both years of returns.
- If you did not file in either tax year, you must include a letter from the IRS certifying that they have no record of you filing a tax return.
- If you did not file because you were a student, provide a copy of your school transcript showing that you were a full time student during the applicable tax year.
- If you are new to the USA and did not file because you were not here during the previous two years, you must:
 - Include a letter from the IRS certifying that they have no record of you filing an income tax return (you may contact the IRS at 1-800-829-1040)
 - Verify your entry date (a copy of the first page of your passport and a copy of the page with the date of entry stamp).
- If you have a newborn child who was not listed on your Federal income tax return, you must provide a copy of their birth certificate.
- If a dependent is 18 or older, you must verify whether they are a student or working. If they are working, you must provide copies of a recent pay stub from their employer.
- If either you or your dependent is a student, you must provide a transcript or a class schedule; student I.D.'s will not be accepted.
- If you are self-employed, you must provide current Profit & Loss Financial Statement(s).
- If you are a single parent and do not receive child support or alimony, mark "0" in the space indicated on the application. If you receive either of the above, put the amount received in the space indicated. If you do not provide this information, processing will be delayed until the information is supplied.



Moderately Priced Dwelling Unit (MPDU) Program

Please read all the instructions. Complete ALL applicable sections of this form. This information will be used to determine your eligibility for the program: it will not be used to qualify you for mortgage financing. All information will be kept confidential.

THE FOLLOWING ITEMS MUST BE ATTACHED FOR THE APPLICANT AND CO-APPLICANT. Please check off each attachment - incomplete applications will be returned.

Two most recent Federal Income Tax Return Forms 1040 with all the schedules and corresponding W-2 forms.

Three most recent pay stubs showing GROSS income for every wage earner in the household.

Copy of applicant(s) photo ID.

Type of Housing preferred: Purchasing Renting Both Purchase and Renting

Part I. Applicant Information

Name _____

Social Security # _____

Present address _____

Phone number(s) Home: _____ Work: _____ Cell: _____

Email address _____

Employer _____ Phone # _____

Address _____

Current base salary _____ Overtime _____ Bonuses _____

Other Income (explain and verify) _____

Alimony/Child support No Yes \$ _____

Part II. Co- Applicant Information

Name _____

Social Security # _____

Present address _____

Phone number(s) Home: _____ Work: _____ Cell: _____

Email address _____

Employer _____ Phone # _____

Address _____

Current base salary _____ Overtime _____ Bonuses _____

Other Income (explain and verify) _____

Alimony/Child support No Yes \$ _____

* Spouses and life partners must be included on the application as co-applicants if they will live in the home.

Part III. Family Information

Provide the requested information for each household member who will be living with you.

Name	Relationship	Sex		Age
		Male	Female	
	Head of Household (HOH)			

REAL ESTATE: Please list all real estate currently owned by you or any member of your household (e.g. personal residence, rental property):

Property Address	Present Market Value	Outstanding Balance of Mortgages & Liens

Bank Accounts & Other Assets: Please list all other assets currently owned by you or any member of your household (e.g. checking & savings accounts, stocks, bonds, mutual funds*):

Name of Financial Institution	Account #	\$ Amount

* Please do not include 401k or retirement account assets.

Part IV. Certifications

CERTIFICATIONS (required):

By signing below:

I/We certify that I/we are applying for a Certificate to Purchase Rent.

I/we agree to allow the City of Annapolis to review my/our application and supporting documents (including, but not limited to, the applicant's and co-applicant's credit histories) to determine my/our present and continuing eligibility.

I/We certify that the information provided on this application is true and complete to the best of my/our knowledge.

I/We are aware that any misrepresentation will result in the forfeiture of my/our right to be eligible for the Moderate Priced Dwelling Unit (MPDU) Program, that inquiries may be made to verify this information, and that the City of Annapolis may take legal action against persons who benefit from the MPDU program under false pretenses.

I/We certify that I/we have read, understand, and will comply with the MPDU program rules.

I/We understand it is my/our responsibility to renew my/our certificate when it expires and that no renewal notice will be sent by the MPDU office.

Signatures:

Head of Household _____ Date _____

Co-applicant _____ Date _____

Please complete the following to assist in the analysis of the affirmative marketing of units under this program:

Race/Ethnic Category:

Applicant: Asian Black Hispanic White Other: _____

Co-Applicant: Asian Black Hispanic White Other: _____

Please submit completed application and supporting documentation to:

Moderately Priced Dwelling Unit Program
Department of Planning and Zoning
145 Gorman Street, 3rd Fl
Annapolis, Maryland 21401

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

FOR CITY USE ONLY

New	_____	Total annual income	_____
Revised date	_____	Eligible for	\$ _____
Delete from database	_____	Purchase - # BR	_____
Incomplete	_____	Home buyer certification	_____
Eligible	_____		
Ineligible	_____		

Prepared by _____ Date _____

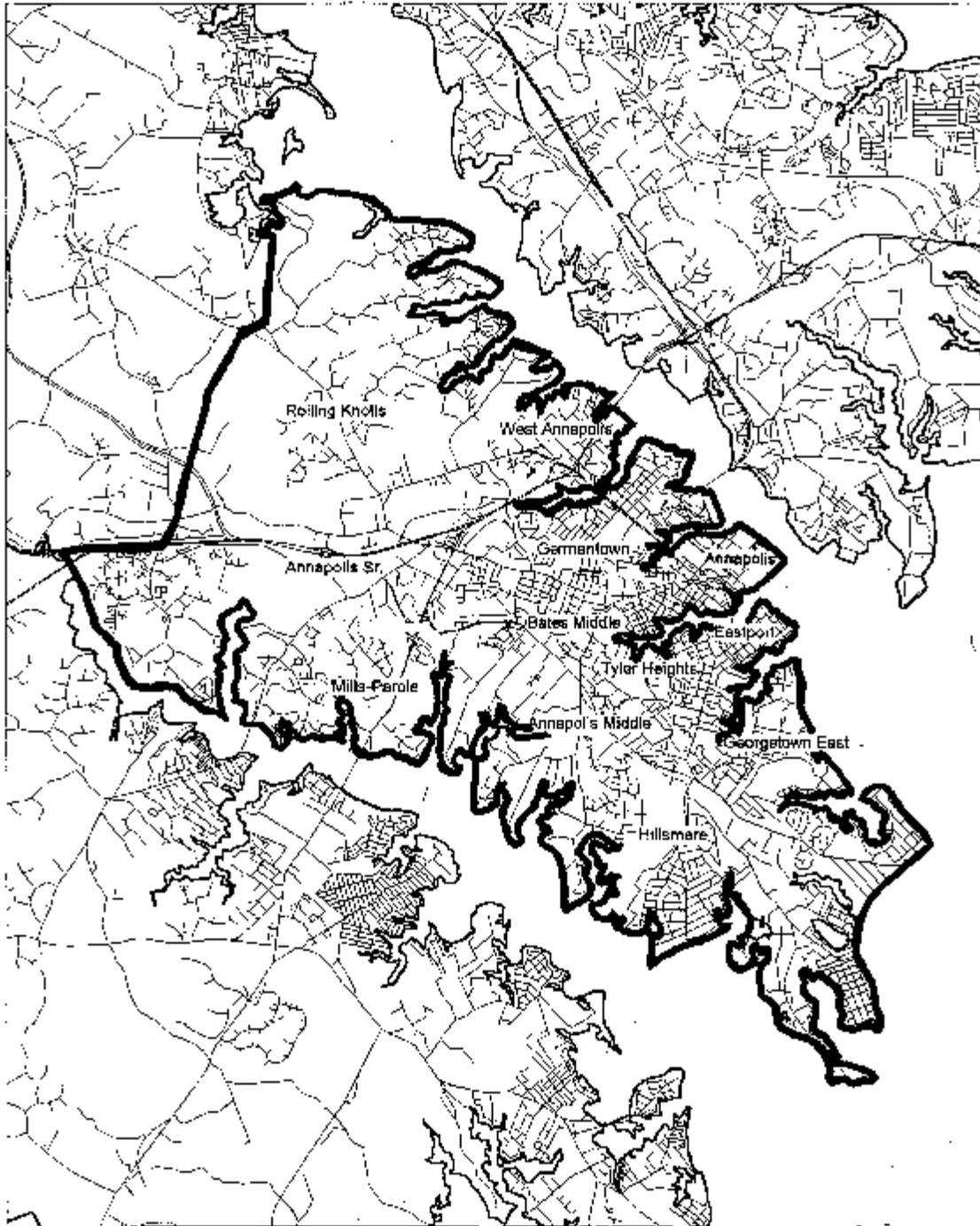
Revised 2012

City of Annapolis CITY LIMITS MAP



	City of Annapolis Boundary	Map Created By: Shawn Wampler 1/24/2012	For Reference Purposes Only
City of Annapolis MET GIS			
	By acceptance of this map material, you agree as follows: This map material (the "material") is made available by Annapolis, Maryland (the "City") as a public service. The material is for reference purposes only, and the City makes no representations, warranties, or guarantees of the accuracy of the material. THE CITY MAKES NO AND DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES RELATING TO THE MATERIAL, INCLUDING WARRANTIES OF MERCHANTABILITY, INTEGRATION, TITLE, AND FITNESS FOR A PARTICULAR PURPOSE. You release the City, its agents, servants, and employees, from any and all liability related to the material or any of it, including its accuracy, availability, use, and misuse. In no event shall the City be liable for any direct, indirect, incidental, consequential, or other damages, including savings, profits, fees, costs, loss of data, or business interruption, related in any way to the material or any of it, including its accuracy, availability, use, and misuse. The material is in the public domain and may be copied without permission. Citation to the source is requested. Any errors or omissions in the material should be reported to the City of Annapolis Management of Information Technology.		

ANNAPOLIS SENIOR HIGH SCHOOL DISTRICT



SPECIAL NOTE: PLEASE BE AWARE THAT ANY TEACHER OR STAFF MEMBER IN AN ELEMENTARY, MIDDLE OR HIGH SCHOOL FOUND WITHIN THE DISTRICT IS ELIGIBLE TO APPLY (NOT JUST THE PUBLIC SCHOOLS LISTED)