

LEASE TO LOCALS

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Eastham and Orleans Lease to Locals Program Description & Guidelines

1. Introduction

The Lease to Locals Program (the Program), offers cash grants to property owners to incentivize year-round rental opportunities for qualified households. The goal of the program is to increase the supply of long-term housing available to residents and local employees.

2. Property Owner Eligibility

To be eligible for the Program and incentive payments, property owners must sign a self-certification checklist that verifies their property complies with the following criteria:

- a. **Housing Unit:** Is a single- or multi-family home, condominium, or accessory dwelling unit (ADU) (excluding commercial lodging). Deed restricted and subsidized units/properties are not eligible for participation in the program.
- b. **Location:** The property must be located within the Town of Eastham or the Town of Orleans.
- c. **New Rental:** Full-time tenants cannot have occupied any portion of a Housing Unit on a property for an uninterrupted period of greater than 12 months at any point within the last 12 months. If tenants have occupied a Housing Unit on a property for less than 12 months, they must not currently be on a long-term lease.
- d. **Legally Permitted:** The Housing Unit must be a legally permitted dwelling unit and each bedroom in the unit must have a door and window.
- e. **Status:** The Housing Unit must have registered with the Town of Eastham or the Town of Orleans and have an active rental registration certificate.
- f. **Condition:** The Housing Unit must meet basic health and safety standards required under Massachusetts general laws and regulations.

- g. Fair Housing Act: The property owner must comply with the Federal Fair Housing Act which prohibits discrimination based on race, color, religion, sex, or national origin.
- h. Application: To confirm eligibility for participation in the program, the property owner must complete a program application and provide a copy of a long-term lease signed by both the owner and a Qualified Household prior to the start of the lease, or within 30 days of the start of the lease.
 - i. (Note: The Town of Eastham or the Town of Orleans cannot be responsible for payment of grant amounts if either the property owner or tenant proves to be ineligible after the commencement of a lease).
- i. Maximum Grant: Property owners are eligible to participate with no more than 2 properties they own or have ownership in, including but not limited to Trusts, LLCs, and other joint ownership arrangements.

3. Property Owner Grant Amounts & Disbursement

In exchange for a long-term lease with a Qualified Household, the Town in which the Housing Unit is located will provide the following one-time grant amounts to eligible property owners, depending upon the Housing Unit and number of Qualified Tenants. Note, each dependent child in a household group will be considered 1 additional Qualifying Tenant.

	1 Qualified Tenant	2 Qualified Tenants	3 Qualified Tenants
Studio	\$5,000	-	-
1 Bedroom	\$5,000	\$7,500	-
2 Bedroom	\$5,000	\$10,000	\$15,000
3 Bedroom (+)	\$5,000	\$10,000	\$15,000

- a. 50% of the grant amount will be provided to the property owner (as the name appears on the lease) within 45 days of the start of the lease, or within 45 days of the property owner's application being submitted, whichever is later.
- b. 50% of the grant amount will be provided to the property owner within 30 days of the end of the lease term, provided the property owner complies with the lease term for the full length of the lease.
- c. The Lease to Locals program administrator will perform compliance checks at 6 months into the lease and within 30 days prior to completion

of the lease term. If the property owner or tenant plans to break the lease, the property owner must notify the program administrator. If the property owner does not meet the lease terms at the six-month compliance check (eviction, move out, change in condition/status), the program administrator will work with the property owner to resolve the situation. If a resolution cannot be reached, the property owner will be disqualified from receiving the second grant payment. Failure to comply with lease requirements through the end of the lease will disqualify the property owner from the second grant payment.

- d. If the Housing Unit cannot obtain an Eastham or Orleans rental registration certificate, falls out of compliance with Massachusetts Health & Safety laws and regulations, or the property owner fails to comply with the Fair Housing Act during the lease period, the second grant payment may be withheld.
- e. All determinations made by the Program Administrator regarding compliance with lease terms and distribution of funds are final and are appealable only to the Eastham or Orleans Town Manager within 7 days. There is no provision for recourse beyond the Town Manager appeal.
- f. If the Housing Unit is sold during the lease period and the lease remains intact the second grant payment will be paid to the new property owner if they remain qualified/eligible. It is up to the buyer and seller to execute any proration of this amount upon closing, and such agreement must describe the new property owner's obligations under this program.

4. Qualified Households

A Qualified Household is one individual, or any group of individuals comprising a household, living together in one Housing Unit as their primary residence; and the household income as defined under HUD 24 CFR Part 5 for determining annual gross income adjusted for household size does not exceed 250% of the CPA Affordable Housing Moderate Income Limits published by the Community Preservation Coalition for the year in which the Lease to Locals Program year is starting, and:

- a. None of the members of a Qualified Household are of blood relation to the Property Owner, and:
- b. A Qualified Tenant must meet at least one of the following criteria:
 - i. Eastham or Orleans resident for any length of time in the prior 12 months.

- ii. Employed (or offered and accepted employment) in Eastham or Orleans at least 30 hours per week at the time of the Lease to Locals application.
- iii. A dependent child of an adult in the Qualified Household.
- c. A tenant group must have at least 1 Qualified Tenant to be considered a Qualified Household.

5. Documentation Requirements

All adults in a household group (including non-qualified tenants) are required to submit some or all of the following documentation to the Program Administrator to verify the number of Qualified Tenants, the gross household income, and that the group as a whole qualifies for Lease to Locals. Regardless of qualifying criteria, all adult tenants who receive an income must provide documentation that verifies their income:

- a. Copy of government issued photo ID
- b. Verification of residency by inclusion on the Eastham or Orleans Town Clerk census listing, or inclusion as a registered Eastham or Orleans voter during the previous 12 months.
- c. Copy of previous year federal tax return
- d. Copy of 2 recent pay stub(s) within 60 days of application
- e. A letter signed by the tenant's employer that includes the following details:
 - i. Employer name, logo, address
 - ii. Name of employee
 - iii. Anticipated start date, or original hire date
 - iv. Number of hours worked on a regular basis
 - v. Rate of pay
- f. If self employed, the tenant must provide a business license registered to a local address, the business must be locally registered via the Massachusetts Secretary of State business lookup.
- g. Alternative documentation if the above documents are not available/sufficient include internal income statements; recent contracts indicating volume of work and/or pay; copy disability benefit letter, or proof of supplemental income. The Program Administrator may request additional documentation not listed above, depending on a tenant's specific situation.

6. Program Definitions

- a. Adult: An adult is an individual 18 years or older
- b. Child: An individual who is less than 18 years of age.
- c. Housing Unit: A housing unit is a single or multi family home, condominium, or accessory dwelling unit; excluding commercial lodging units, deed restricted, or subsidized units/properties
- d. Long-Term Lease: A long-term lease is a lease of 12 months or greater
- e. Property Owner: The individual(s) or legal entity that holds the deed to the property, as reflected on the Town's assessing records or at the Registry of Deeds.
- f. Qualified Household: is as defined in section 4 of these program guidelines.