

[Town], Massachusetts
 Local Action Program Monitoring Review
 Town Certification for LIP Ownership Units

The Town of [Town] is providing this certification report to the Department of Housing and Community Development for the Local Initiative Program ownership units in accordance with the DHCD reporting requirements for the annual period from [date] ending [date]. The reporting requirements from the Municipality are identified in the Regulatory Agreement.

Throughout the term of this Agreement, the Chief Executive Officer shall annually certify in writing to DHCD that each of the Low and Moderate Income Units continues to be occupied by a person who was an Eligible Purchaser at the time of purchase; that any Low and Moderate Income Units which have been resold during the year have been resold in compliance with all of the terms and provisions of the Deed Rider then in effect with respect to each such Low and Moderate Income Unit, and in compliance with the Regulations and Guidelines and this Agreement; and that the Project and the Low and Moderate Income Units have otherwise been maintained in a manner consistent with the Regulations and Guidelines, this Agreement, and the Deed Rider then in effect with respect to each Low and Moderate Income Unit.

The following developments with homeownership units are Local Initiative Program units, either LIP 40B projects or LIP Local Action Units, and are subject to annual reporting requirements to DHCD as specified in the Regulatory Agreements.

Development Name	Address	# of SHI Units	DHCD ID #	Subsidy Program	Regulatory Agmnt Book /Page

[Town] takes an active stance in monitoring its restricted ownership units. The purpose of its Monitoring Program is to confirm that the owner of record is compliant with their restrictions - that the owner lives in the unit as their primary residence and that they obtain approval for refinancing or transfer.

1. Verification that each of the Low and Moderate Income Units continues to be occupied by a person who was an Eligible Purchaser at the time of purchase
 - Response: The Town must rely on the responsiveness of the owners for this verification. Self-declaration letters were sent to each owner. These annual self-certification letters were mailed to owners as of [date], and two follow-up notices were sent, as needed. XX% of owners of LIP units who received the letters have confirmed that they continue to live in the unit as their primary residence.
2. Any Low and Moderate Income Units which have been sold or resold during the year have been sold in compliance with all of the terms and provisions of the Deed Rider then in effect with respect to each such Low and Moderate Income Unit, and in compliance with the Regulations and Guidelines and this Agreement; terms and provisions of the Deed Rider
 - Response:
3. The Project and the Low and Moderate Income Units have otherwise been maintained in a manner consistent with the Regulations and Guidelines, this Agreement, and the Deed Rider then in effect with respect to each Low and Moderate Income Unit.
 - Response: The Town has no information that the units have not been maintained in a manner consistent with the Regulations and Guidelines.

Through the review of the recorded documents at the Registry, the Town has become aware of no new compliance issues.