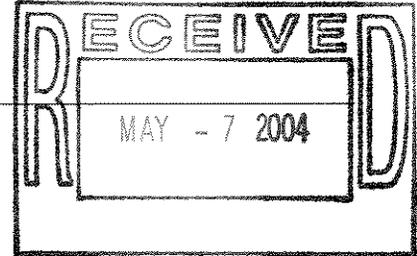




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**TOWN OF ACTON**  
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**Acton Community Housing Corporation**  
**Nancy Tavernier, Chairman**



TO: Board of Selectmen  
FROM: ACHC, Nancy Tavernier, Chair  
SUBJECT: Resale of affordable unit at Westside Village  
DATE: 5/7/04

ACHC has been notified by one of the affordable home owners at Westside Village of their desire to sell their home in the near future. We have informed the homeowner about the process they need to follow which includes notifying the DHCD and calculating the selling price of the home based on the deed rider discount rate. We will have 120 days to find an income eligible home owner and intend to move quickly to avoid the "close call" we had on our first resale in Harris Village. We will require all applicants to be pre-qualified and to produce a bank letter to avoid any financing delays.

We need to hire a consultant to administer the lottery and marketing of the unit. This unit is designated for Local Preference so the advertising will not need to be extensive. In the summer of 2002, the cost of the consultant for this task was \$500 plus expenses.

ACHC requests a sum, not to exceed \$600 plus expenses, from the New View account and will make recommendations on the specific consultant and cost after you grant this appropriation.

If you have any questions, we will be in attendance at the May 10 meeting.

Thank you.