Chilmark and West Tisbury
Lease to Locals Program

Program Description and
Policies November 2, 2026

1 PROGRAM OVERVIEW

The Lease to Locals Program (the "Program") offers cash incentives to homeowners who rent their homes to qualified households. The goal of the program is to increase the supply of long-term housing available for local year-round employees working on Martha's Vineyard.

2 PROGRAM DEFINITIONS

(a) Adult: An adult is any individual 18 years or older.

(b) Housing Unit: A housing unit is a single-family home, individual unit in a multi-family property, or an accessory dwelling unit, that is intended for occupancy living. Excludes deed-restricted, subsidized units, commercial lodging, and employer housing.

(c) Long-Term Lease: A long-term lease is a lease of 12 months.

(d) Qualified Property Owner: The individual(s) or legal entity that holds the deed to the property, as reflected on the Assessor or Registry of Deed records.

(e) Qualified Household: A Qualified Household is an individual or any group of individuals living together in one home as their primary residence, where at least one of the Adults is a Qualified Tenant. Housing Units must be rented to a household with a gross annual income that does not exceed 150% Area Median Income for Dukes County

(f) Qualified Tenant: A Qualified Tenant is not of blood relation to the Qualified Property Owner and who can show gainful employment in Dukes County or proof of sustaining government subsidy.

(g) Qualifications for Incentive: The following household members are included in the incentives – maximum of three incentives per household for one year:

a. Qualified Tenant

b. A dependent child of a Qualified Tenant

c. Any protected-class Adult listed as a dependent on Qualified Tenant tax form

3 PROGRAM ADMINISTRATION

Placemate Inc. ("Placemate") will administer the Program, in coordination with The Town of Chilmark ("Chilmark") and The Town of West Tisbury ("West Tisbury)".

3.1 Chilmark and West Tisbury Role

Chilmark and West Tisbury will oversee and fund the Program. This includes managing the contract with Placemate, disbursements, and evaluating program metrics.

3.2 Placemate Role

Under a contract with Chilmark and West Tisbury, Placemate will provide the following services for the Program: program development, customer service, marketing, compliance, reporting, and processing applications per Program Policies.

4 PROGRAM FUNDING

4.1 Incentive Amounts

Chilmark and West Tisbury will provide a $4,000 incentive per Qualified Tenant as defined in Section 2(g), housed through the Program for a Long-Term Lease. Incentives are available to a housing unit one time and are delivered in equal installments: 50% at the start of the lease

agreement and 50% at the end of the lease agreement. The table below shows the total available incentive amounts:

Unit Size	1 Qualified Tenant	2 Qualified Tenants	3 Qualified Tenants
Studio	$4,000	-	-
1 Bedroom	$4,000	$8,000	-
2 Bedrooms	$4,000	$8,000	$12,000
3 bedrooms	$4,000	$8,000	$12,000

4.2 Incentive Disbursement

(a) Prior to disbursing incentives, Chilmark and West Tisbury will review documentation (the "Application") submitted by Placemate including:

i. A copy of the fully executed lease agreement(s) with an effective start date no earlier than August 1, 2026,

ii. Qualified Tenant Eligibility Documentation

iii. Qualified Property Owner Application

(b) Chilmark or West Tisbury will issue the first installment of the incentive payment to the Qualified Property Owner within forty-five (45) days of the Qualified Household taking occupancy of the Housing Unit or within forty-five (45) days of the Application being submitted to Chilmark or West Tisbury, whichever is later.

(c) Chilmark or West Tisbury will issue the second installment of the incentive payment to the Qualified Property Owner within forty-five (45) days of the end of the lease.

(d) Payments shall be issued to the Qualified Property Owner as the name appears on the lease.

5 QUALIFIED PROPERTY OWNER ELIGIBILITY & REQUIREMENTS

5.1 Eligibility & Requirements

Qualified Property Owners must sign a self-certification checklist and comply with the following criteria to have their home considered for the Program.

(a) Location: The Housing Unit must be located in Chilmark or West Tisbury town limits.

(b) Maximum Incentives: Qualified Property Owners are eligible to participate with two (2) Housing Units per jurisdiction that they own or have ownership in, including but not limited to Trust(s), LLC(s), and other joint ownership arrangement(s).

(c) Status: The Housing Unit must be a legally permitted dwelling unit and each bedroom in the property must have two means of egress. The Housing Unit must meet basic health and safety criteria as required by Massachusetts Law, local regulations, and State Building Code.

(d) New Rental: Full time tenants cannot have occupied the Housing Unit for an uninterrupted period of greater than 12 months at any point within the last 12 months. If tenants have occupied the Housing Unit for less than 12 months they must not currently be in a Long-Term Lease.

(e) Signed Lease Agreement and Complete Application: The Qualified Property Owner must complete an application and sign a Long-Term Lease with a Qualified Household. The complete Application must be submitted within 30 days of the start of

the lease.

(f) Lease Compliance Checks: The Qualified Property Owner must comply with the lease agreement for the full length of the lease and will be checked for compliance by Placemate at six (6) months into the lease and at the completion of the lease. Failure to comply with the lease requirements at any time shall disqualify the Qualified Property Owner for incentive payments.

(g) Rental Affordability Cap: The Qualified Property Owner cannot charge monthly rent above the rent cap per unit size, excluding utilities:

Studio	$2,900/month
1 bedroom	$3,300/month
2 bedrooms	$3,750/month
3 bedrooms or greater	$4,250/month

(h) Fair Housing Act Compliance: The Qualified Property Owner must comply with the Federal Fair Housing Act.

5.2 Contingencies

(a) Change of Ownership: If the Housing Unit is sold during the lease period, the lease remains intact, and the new owner may receive the second half of the incentive if they remain qualified. An executed agreement between the buyer and seller must describe new Qualified Property Owner's obligations under this Program.

(b) Failure to Comply with Lease: If the Qualified Property Owner or Qualified Tenants plans to break the lease, the Qualified Property Owner must notify Placemate. If the Qualified Property Owner does not meet lease agreement terms because of an eviction or move-out, the Qualified Property Owner will remain eligible for a second incentive payment if the Qualified Tenants are replaced within a reasonable timeframe. Replacing the Qualified Tenants who break the lease or are evicted for not complying with lease terms is not required after completing a minimum nine months of the lease; in this instance the homeowner is eligible for a prorated second Incentive payment.

(c) Property Condition: If the Housing Unit is deemed in violation of basic health and safety criteria as required by Massachusetts Law, local regulations, and State Building Code the Property will be disqualified from the Program and Program payment(s) will be withheld.

(d) Qualified Property Owner Participation: Qualified Property owners who rent their home(s) through the Program are ineligible to participate in the Program as Qualified Tenants.

(e) Unknown Charges: Any recurring charges in addition to rent or standard utilities may be counted toward the Program rent cap. All fees in addition to rent must be listed on a lease (including rent, utilities, and other charges) and are subject to review and approval by the Program Administrator. Any fees deemed unreasonable or viewed as an attempt to circumvent the rent cap must be remedied prior to acceptance into the Program. Should the Program Administrator become aware of any additional required payments not previously disclosed, the Qualified Property Owner may be disqualified from the Program and forfeit future incentive payments.

6 QUALIFIED TENANT ELIGIBILITY & REQUIREMENTS

6.1 Individual & Household Qualification

Individuals and households applying to the Program must meet the definitions set forth in Section 2 of these policies.

6.2 Documentation

All Adults in the household (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 is a Qualified Household. 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) Adult Tenants must provide documentation of annual income:

i. If employed by an employer located in Dukes County:

1) Two recent paystub from the past 60 days from an employer located in Dukes County, AND (if Qualified Tenant);
2) A signed employer or offer of contract letter that includes the following details:
    a) Employer name, logo, and address
    b) Name of employee
    c) Anticipated start date (if new offer) or when they started originally
    d) Number of hours per week and number of months of employment.
    e) Pay rate (hourly or salary)
    f) Location of where they are working
    g) Name, signature of manager / HR, and date signed, or;

iii. If self-employed, required documents include:

a. If the business has been operational for more than 1 year

i. 1 Year of most recent tax returns, or;

b. If the business has been operating for less than one year, is off the books, or Qualified Tenant is self-employed via gig work

i. Internal Profits & Losses statement, or;

ii. Contracts that show volume of work/pay, if possible

iv. Non-working disabled Adult(s) must provide:

a. Copy of disability benefits, or;

b. Proof of supplemental income

v. Retired person(s) must provide:

a. A Social Security benefit verification letter sent to a local Martha's Vineyard address

vi. Qualified Adult Tenant with a child or children or dependent adults must provide:

a. Most recent copy of tax returns showing each child as a dependent, or;

b. A copy of each child's birth certificate