

**Brookline Housing Authority**  
**2015 Family 2 & 3 Bedroom Waiting List Opening**

**Frequently Asked Questions**

- 1 Q: How do I apply for placement on a BHA Family 2 or 3 Bedroom Waiting List?**  
A: You may call or email to have a preliminary application (pre-app) mailed to you, come to our office or visit our website. **Applicants are strongly encouraged to complete & submit their pre-app electronically whenever possible** in order to help ensure accuracy and help speed up the process. A computer will be available at our office located at 90 Longwood Ave. Mon-Fri between 9:00 am and 3:00 pm
- 2 Q: How does the waiting list work?**  
A: Applications will be accepted from July 16 to August 14. All applications received within that time frame will be randomly assigned a control number by a computer program and placed on the appropriate existing waiting list. This means it makes no difference if you are the first application received on July 20 or the last application received on August 14. Also, it is important to understand that the wait for a unit may be several years, but will vary depending on your priority/preference status and the number of vacancies in our developments. Selection from the waiting list is done according to our policy on Federal Preferences & State Priorities. More information on that is provided in # 7 below.
- 3 Q: How do I know BHA received my pre-app?**  
A: Once the lists close you will receive a “**Receipt of Application**” letter confirming your placement on the waiting list. This letter will also include a control number which is used to identify your application. You should receive this letter by September 30<sup>th</sup>. An estimated waiting period will **not** be provided at this time. The wait for a unit may be several years, but will vary depending on preference/priority status and the number of vacancies in our developments. Applicants are strongly encouraged to make a photocopy of their completed application as a record.
- 4 Q: What types of housing assistance is the pre-app for?**  
A: By submitting this pre-app you will be placed on the public housing waiting lists for both Federal & State subsidized housing in Brookline. BHA owns & operates these apartments. Please note, a Social Security number or Alien ID is required for all household members to be eligible to apply for Federal housing assistance.
- 5 Q: Do I need to submit any documentation with the pre-app?**  
A: No supporting documentation of any kind is required at this time. When your name approaches the top of the list and the BHA is considering you for housing assistance we will ask you to provide documentation for final verification of eligibility and documentation of any priority/preference listed on the application.
- 6 Q: What should I do if my information changes?**  
A: All changes to your application must be made **in writing**. Changes we need to know about include the following: If you move or your contact information changes; if your family size changes; or if your priority/preference has changed. You can make these changes by mail, by coming in to our office or by email to [apps@brooklinehousing.org](mailto:apps@brooklinehousing.org). We will send you written confirmation that the appropriate changes have been made.
- 7 Q: What are the Priorities/Preferences used by BHA?**  
A: ***Preferences for Federally Funded Public Housing are as Follows:***
- Victim of disaster (fire, flood, etc.) – an applicant who has been displaced by a disaster recognized by the Federal government, which extensively damaged or destroyed their dwelling unit, i.e., fire, flood or other natural disaster.
  - Victim fleeing domestic violence – an applicant who vacated their unit because of domestic violence or lives in a unit with a person who engages in violence towards self or member(s) of the household.
  - Local Preference – an applicant who lives or works in Brookline.
- Priorities for State Funded Public Housing are as Follows:***
- Displacement due to Natural Disaster - see above
  - Displacement due to Public Action – for example, an applicant who has been displaced by governmental action such as eminent domain.
  - Displacement due to Code Enforcement – for example, an applicant who has or is about to be displaced because the Board of Health condemns their unit.
  - Displacement due to No Fault Eviction – for example, an applicant who has been displaced due to the sale of the property by the landlord or due to the landlord claiming the property for personal or family use.
  - Displacement due to Fleeing Domestic Violence – see above.
  - Displacement due to Severe Medical Emergency – for example, an applicant who now requires a wheelchair and lives on the third floor where there is no elevator.
  - Veteran Priority – an applicant who is a veteran or who is an immediate family member of a deceased veteran whose death was service connected.
  - Local Priority – an applicant who lives or works in Brookline.
- 8 Q: Are there income limits?**  
A: We use the following income guidelines, as provided by HUD, for our family public housing programs. Household Income Limits are based on your family size. In order to apply you must be below the following amounts:  
**2 people: \$55,800; 3 people: \$62,750; 4 people: \$69,700; 5 people: \$75,300; 6 people: \$86,450**