

Brookline Housing Authority

Applications Department

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Director of Leased Housing and Occupancy

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Applications Department Staff

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Instructions for On-Line Application – Choose One Option Only

You may want to print these instructions, for your reference, before you go to the Pre-App.

Option 1-A: Print & Submit

1. Click on Pre App 2015
2. Fill in Adobe Form “2015 Pre App” on your computer screen.
3. Print to local printer.
4. Submit to Applications Department in person, by fax OR by US mail as listed above.

Option 1-B: Print & Submit

1. Click on Pre App 2015
2. Print to local printer.
3. Complete the form by hand (in ink) and then submit to the BHA Applications Department in person, by fax OR by US mail as listed above address. **PLEASE BE SURE TO PRINT NEATLY.** Thank you!

Option 2: Submit via Email

1. Click on Pre Application 2015
2. Fill in Adobe Form “2015 Pre App” on your computer screen.
3. Save a copy to your local hard drive.
 - a. Click on File, Save As, PDF
 - b. Rename the file. File Name = your full name
 - c. Click Save
4. Submit as an attachment via email to: apps@brooklinehousing.org
5. If submitted correctly – you will receive an auto-reply email.
6. If desired, print a copy of your completed pre-app AND your email receipt for your records.