

Brookline Housing Authority
Parking Policy
Approved by Board August 19, 2025

Brookline Housing Authority (BHA) serves many residents who rely on cars for transportation to work, appointments, or other aspects of daily life. Unfortunately, BHA's properties have fewer than one spot per resident, and are in dense neighborhoods with limited street parking (and no overnight street parking).

BHA implements this parking policy to ensure fair and transparent management of BHA's limited parking spaces.

Assignment of Parking Spaces

- There are fewer parking spaces than apartments, and there can be **no more than one** annual parking sticker per apartment.
 - A household may have no more than two parking spaces, only one of which may be an annual sticker issued to the head-of-household.
- If a space is available, an annual sticker will be issued to the head-of-household. The sticker is renewed annually during recertification when a copy of your valid license and registration is submitted.
- If a space is available and there is no demand for "1st car" annual stickers, a temporary permit may be issued to a household member, other than the head-of-household, with proof of a current and valid license, registration, and insurance in their name.
- Temporary permits are issued until revoked.
- BHA may revoke a temporary permit if the space is needed by another household that requires and is eligible for an annual sticker, or to address reasonable accommodations. BHA will give a 30-day notice of nonrenewal.
 - If BHA has sufficient information on date that temporary permits were granted, if needed it will revoke temporary permits on a first-in first-out basis. Otherwise, it will do so by lottery.
- Discuss any unusual circumstances with your property manager to request a temporary permit.
- All properties redeveloped and ready for occupancy after Jan 1, 2026, will NOT have assigned parking spaces except for reasonable accommodations. BHA will give out parking stickers in keeping with the parking policy, but these stickers will give residents the right to park anywhere in the lot based on the specific space. This policy will not affect any currently occupied developments.

Waiting List

- If demand for annual parking stickers (no more than one per household) exceeds available spots, the property manager will create a waitlist.

Brookline Housing Authority
Parking Policy
Approved by Board August 19, 2025

- The waitlist works on a “first come first serve” basis by date of application to property manager.
 - If no waitlist exists, residents will have two weeks after property manager issues notices to apply to at which point BHA will set waitlist ranking by lottery.
- Temporary passes will be reassigned as permanent spaces to residents with no parking space on a “first-in first-out” basis – those who have had a temporary pass the longest will lose it first. If site does not have proper accounting of temporary passes, passes will be retracted by random lottery.

Obtaining a Parking Sticker/Temporary Permit

- You must register your vehicle with your property manager and receive a parking sticker or temporary permit to park on BHA property. Your property manager will issue a parking sticker/temporary permit only if the vehicle is registered in the name of the head-of-household or a household member.
- To get a sticker/permit, you must have a valid driver’s license, vehicle registration, and insurance in your name, along with a current inspection sticker.
 - Property managers will send a letter to residents holding a sticker/permit with expired registration, inspection sticker, or a damaged vehicle letting them know that if not corrected within 30 days (unless otherwise specified) they will be subject to towing.
 - Severely damaged/clearly undrivable vehicles may be subject to towing with more limited warning.
- Property managers will only issue stickers and permits during regular business hours. Please Do not wait until the last minute to apply for a parking space.

Parking Sticker/Temporary Permit Rules

- The parking sticker must be clearly visible on the rear window of your vehicle. If the sticker is out of place or altered, your vehicle may be towed at your expense.
- The temporary parking permit must be clearly visible, either hanging from the rear-view mirror or placed on the dashboard. If the permit is out of place or altered, your vehicle may be towed at your expense.
- You may not transfer your parking sticker or permit to another vehicle.
- Residents must park authorized vehicles only in the space assigned to them (with exception of certain properties mentioned below)

Brookline Housing Authority
Parking Policy
Approved by Board August 19, 2025

Snow Procedures for Parking Spaces

- Residents must shovel out their own parking space after a snowfall, even if they are not planning to use their car right away.
- Place shoveled snow behind your vehicle.
- Do not shovel snow into the parking lot or into your neighbor's space.
- "Space Savers" are not allowed.

Prohibitions

- Major automotive repairs, including oil changes, are prohibited in parking lots, as these substances can damage asphalt.
- Motorcycles may not be chained to fences or light posts. Mini-bikes or other gas-powered vehicles may not be stored or used in the developments except in designated parking areas if they exist. BHA may remove such vehicles without notice.
- Electric mobility vehicles (e-bikes, e-scooters) may be stored within units, but a resident must be present when plugged in and charging.
 - Electric mopeds, scooters over 100 pounds, and other vehicles that require a driver's license cannot be stored on BHA property except in designated parking areas.
- Dead storage of vehicles is not allowed.
- Commercial or oversized vehicles may not be parked without special permission from your property manager.
- Vehicles must not block fire lanes, oil delivery points, or dumpsters. Only vehicles with official handicapped plates may park in designated handicapped spaces. Check with your manager for their locations.

Towing

- Management will enforce parking rules by towing if necessary. Repeated and/or serious violations of parking rules will result in the loss of parking privileges.
- Towing can occur 24 hours a day, 7 days a week. BHA has authorized a towing company to patrol for fire lane violations at all hours, for all violations of the parking policy after business hours, and designated BHA staff may call for a tow at any time.
- The BHA is not responsible or liable for any damage that occurs to a vehicle due to being towed from BHA property.

Brookline Housing Authority
Parking Policy
Approved by Board August 19, 2025

- Towing charges, including fees, cannot be deducted from rent or other payments owed to the BHA. These charges should be paid directly to the towing company (cash only).
- Residents may only have their own car towed. If someone is parked in your assigned space, call your property manager during business hours with the space number, license plate number, make, and color of the vehicle. If the vehicle is in your space after 4:30 p.m., or on weekends/holidays, use street parking, take a picture of the car in your spot, and follow up with your property manager. BHA will provide a letter that residents can use to appeal Brookline parking tickets to the town.
 - The fine for overnight street parking is \$30, and you will not be towed.

Who Gets Towed?

- Vehicles without clearly visible and/or valid parking stickers or permits.
- Vehicles parked in fire lanes or other restricted areas.
- Vehicles whose owner's parking privileges have been suspended or revoked, or who do not have proper Department of Motor Vehicle stickers following written warning from the property manager.
- Any vehicle leaking oil, fuel, or coolant. Property Manager will attempt to warn the owner if a resident before towing.
- Dead storage vehicles. The cost of disposing of an abandoned vehicle will be passed on to the owner.

If your vehicle is towed during regular working hours, contact your manager or the main office at 617-277-2022. After 4:30 p.m. and on weekends/holidays, the answering service will provide the towing company's contact number.

Appeals:

- Towing: If you believe you have been towed in violation of the policy, please contact your property manager and the Director of Property Management by phone or in writing. Property managers will investigate and may refund your towing costs if they assess that your car was improperly towed.
- Parking Assignment: If you believe you were denied a sticker in violation of the parking policy, please contact your property manager and the Director of Property Management by phone or in writing.

Parking for Guests and Visitors

There is no guest parking in BHA lots – all cars must have a BHA parking sticker or temporary permits.

Brookline Housing Authority
Parking Policy
Approved by Board August 19, 2025

Reasonable Accommodation

Please note that that BHA may allow or implement certain exceptions to portions of the parking policies in response to valid reasonable accommodation requests.

Residents may request reasonable accommodation at any time by filling out a form and providing it to their property manager. See [Exhibit B of Reasonable Accommodation Policy](#).

Town of Brookline Policies

Special Emergency Permits

In emergencies, it may be possible to get permission from the Brookline Police Department to park on the street.

About the Brookline Guest and Resident Overnight Parking Program

Brookline residents and their guests are allowed to park in a designated town lot used for overnight guest parking. Parking on-street or in an unauthorized public parking lot is prohibited. A guest or resident overnight parking pass entitles the holder to park in a space between the hours of 8 PM and 8 AM.

If you live outside a 1/4-mile radius of the nearest Guest Overnight Parking Lot, you can apply for a guest overnight permit for your street by completing the Temporary Parking Permit Application (PDF). The cost for either option is \$10 per night. You can also apply online by following the instructions below. <https://www.brooklinema.gov/2431/Parking>

Parking Office

333 Washington St.

4th Floor

Brookline, MA 02445

Phone: 617-730-2177