

Brookline Housing Authority
2020 Federal 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, or download our application by visiting our website at www.brooklinehousing.org. **For health and safety purposes, applicants are strongly encouraged to be complete & submit electronically whenever possible.** This also helps ensure accuracy and helps speed up the process.
- 2 Q: How does the waiting list work?**
A: Applications will be accepted from November 2 to November 30. 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 November 2 or the last application received on November 30. 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 federal family development. Selection from the waiting list is done according to our policy on Federal Preferences. 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 December 31st. 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 federal development.
- 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 list for Federal 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 or by email to 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.
- 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: \$77,000; 3 people: \$86,650; 4 people: \$96,250; 5 people: \$103,950; 6 people: \$111,650