

Documentation of Preference/Priority Status

Below is a list of our Preference/Priorities when selecting applicants from our waiting lists. The documentation required to be granted a preference/priority is outlined below each heading. Without this documentation you will be considered a Standard Applicant and will be placed on the waiting lists as such.

Priorities for Housing Choice Voucher/Project Base Voucher:

- **Priority One-** Transfers from Federal and State Housing in certain circumstances (*for BHA residents only*)
- **Priority Two-** Local Resident with documented fire, flood or other natural disaster, board of health condemnation, or victim of domestic violence.
- **Priority Three-** Local Resident who is about to be displaced by landlord non-renewal through no fault of their own.
- **Priority Four-** Non-local resident with documented fire, flood or other natural disaster, board of health condemnation, or victim of domestic violence.
- **Priority Five-** Local resident who is a single veteran or single persons with disabilities (over other single persons)
- **Priority Six-** Local Resident of Brookline
- **Priority Seven-** Standard Applicant

Displacement Due to Natural Disaster: Is defined as an applicant who has been displaced due to flood or fire or other natural disaster that renders the applicant's dwelling unit **uninhabitable**. The fire, flood, or other natural disaster cannot be due to the fault of the applicant and/or a household member.

Documentation Required:

- Verification from the appropriate agency who is responsible to work with disasters stated above; and
- A copy of the Applicant's Lease or other documentation, verifying that the Applicant was the tenant of record at the address of the disaster; and
- Verification from the Fire Department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling unit is now uninhabitable; and
- Verification of the cause of the disaster.

Displacement Due to Domestic Violence: An applicant has been displaced due to actual or threatened physical violence by a member of the applicant's household or is currently the victim of domestic violence at his/her dwelling unit by a member of the applicant's household. The verification must list the name of the threatening or abusive household member or legal occupant, indicate that the abuser is residing with the occupant, or if the applicant has relocated that he/she is still in imminent danger where he/she now resides.

Documentation Required:

- Copies of police reports, or
- Copies of court orders, or
- Copies of active restraining orders, or
- Verification by social services agency, or
- Verification by clergy member, or
- Verification by physician, or
- Verification by facility that provides assistance to victims of domestic violence, and
- Lease or statement from the owner that certifies that the applicant and abuser are/were residents of the dwelling.

Board of Health Condemnation: Applicant's dwelling unit has been declared unfit for habitation by the Board of Health.

Documentation Required:

- Copy of Certificate of Condemnation from the Board of Health;
- A copy of the Applicant's Lease or other documentation, verifying that the applicant was the tenant of record at the address of the condemned unit; and
- The cause of the unit being unfit.

Displacement by Landlord Non-Renewal through No Fault of their Own. The Applicant is about to be displaced within the next 6 months due to landlord non-renewal of lease or termination of tenancy due to no fault of the tenant.

Documentation Required:

- Copies of any notices from the landlord to the Applicant regarding the termination of the tenancy,
- Copies of Notice to Quit,
- Copies of Summons and Complaint in Summary Process Action,
- Copies of Judgment or Agreement for Judgment in Summary Process Action,
- Copies of Discovery Requests and Responses in Summary Process Action, and/or
- Copy of any Execution Served upon Applicant.
- Verification of the cause for the Non-Renewal.

Documentation of Single Local Disabled/Single Local Veteran Preference: Single local veteran or single local person with disabilities (over other single persons). A veteran is defined as a person who currently serves in the active military service of the United States in the Army, Navy, Air Force, Marine Corps or Coast Guard and/or a person who has been released from such active military service under conditions other than dishonorable. The preference, shall also apply to the spouse of a deceased veteran provided the spouse has not remarried.

For Disabled:

- Social Security Disability Award Letter, or
- HUD Verification of Disability (Completed by doctor only), and
- Verification of local preference (See the description under local preference).

For Veteran

- Copy of the discharge documents of the veteran for whom the preference is claimed, and
- Verification of local preference (See the description under local preference).

Documentation of Local Preference: Applicant living or working in Brookline

- Copy of the lease or notarized letter from the landlord certifying the property is located in Brookline
- OR**
- Paystubs or notarized letter from the employer certifying the business is located in Brookline