



90 Longwood Ave., Ste. 1
Brookline, MA 02446
TEL 617 277 2022
TTD 800 -545-1833 Ext.213

This is an important notice.
Please have it translated.
這是個重要通告，請予翻譯。
Это важное уведомление.
Просим перевести его.
Esta es una notificación importante.
Por favor, mande a traducirla.
Sa a se yon avì enpòtan. Tanpri fè tradui l.
これは重要な通知です。
これを翻訳してもらってください。
זוהי הודעה חשובה. אנא תדאגו לתרגומה.
Đây là một thông báo quan trọng.
Vui lòng cho dịch ra.
Este é um aviso importante.
Por favor traduza o mesmo.

Brookline Housing Authority HOW TO PAY RENT NOTICE

Dear Residents,

This is a reminder that rent is due on the 1st of each month. The Brookline Housing Authority (BHA) offers several convenient ways for you to pay your rent:

Please remember that the BHA **cannot** accept cash. Please pay rent by check, money order, or online bill pay.

1. Online Bill Pay Through Your Bank

You can set up recurring or one-time payments through your personal bank account.

To set up bill pay:

1. Log into your online banking account.
2. Select "Bill Pay" or "Pay Bills."
3. Add the appropriate Payee Name (see below by address).
4. Use your name and unit address as the account number or reference.
5. Schedule payment to be mailed to:

Brookline Housing Authority
90 Longwood Avenue
Brookline, MA 02446

Important: Use the correct Payee Name for your building

Property	Payable To
Trustman Apartments	Brookline Housing Authority
Egmont Veterans	Brookline Housing Authority
High Street Veterans	Brookline Housing Authority
Walnut-22 High	Brookline Housing Authority
190 Harvard	Brookline Housing Authority
90 Longwood	90 Longwood LLC
50 Pleasant	50 Pleasant LLC
61 Park	61 Park LLC

Please allow enough time for mailing so your payment arrives by the 1st.

2. Drop Off at Your Property Manager's Office

You may hand-deliver your rental payment to your property manager during regular business hours at your on-site management office. You may also use the locked drop box, which is also located at your on-site management office. Note that Egmont does not currently have a drop box, but you can drop your check in the box at the Trustman Family Learning Center.

3. Mail Your Payment

Send your rent check or money order **to the address below:**

Brookline Housing Authority

90 Longwood Avenue

Brookline, MA 02446

Be sure to include your name and unit number on the check or money order.

4. Drop Off at the Main Office

Residents may also pay rent in person at our main office, **90 Longwood Avenue, during regular business hours from 8:30 AM to 4:30 PM, Monday through Friday.**

5. After-Hours Dropbox

A secure **drop box is located at the main office, 90 Longwood Ave.,** for after-hours and weekend use. Please place your payment in a sealed envelope and clearly write your **name and unit number** on the front.

****Available Soon: Online Rent Payment Through the Tenant Portal****

The Brookline Housing Authority is working on providing a secure online rent payment option through the Tenant Portal. We will share more details and offer training opportunities once it is available.

If you have any questions or need assistance with any of the payment methods, please contact your property manager directly.

Thank you for your attention and timely rent payments.

Brookline Housing Authority