



Brookline Housing Authority

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 avi 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.

Updated Transfer Policy

Brookline Housing Authority (BHA) adopted an updated transfer policy on October 14, 2025. BHA made this change to ensure fair and transparent management of transfers and maximize occupancy of scarce affordable housing units. This memo summarizes Transfer Policies and Process for Residents. You can find the full policy on our website here:

<https://www.brooklinehousing.org/documents/policies/TransferPolicy.pdf>.

If you have any questions, please contact your property manager.

What are BHA's transfer policies?

1. BHA has four potential priorities for transfer. Listed in order they are:
 - a. Domestic Violence – VAWA
 - b. Reasonable Accommodation – Medical
 - c. Overhoused: 30 points
 - d. Underhoused: 20 points
 - e. Administrative Transfer – outside of waitlist, in severe emergencies such as unit being uninhabitable due to fire.
2. BHA will operate transfer lists for each **program**:
 - a. State-aided Public Housing (Egmont, High Street Vets, Trustman)
 - b. Federal Public Housing (190 Harvard St, 22 High Street)
 - c. Project-Based Voucher Properties (LLCs) for the Elderly (90 Longwood, 50 Pleasant, 61 Park, and *soon* 32 Marion)
 - d. *Note* – BHA will consider requests to stay in your development/building but may offer you an appropriate unit in a different building in your program. This will help BHA address transfer needs more quickly.

How does Transfer Process Work?

1. *Resident – Requested Transfers*:
 - a. **Contact your property manager** to request transfer because you are a victim of domestic violence, need an accommodation due to a medical condition, or are underhoused.
 - b. The property manager will provide you a Tenant Transfer Application and request any necessary supporting documents. You can also find it at our website here:

<https://www.brooklinehousing.org/documents/applications/requestForTransferApplication.pdf>

- c. After review and approval, BHA will place you on the appropriate transfer waitlist.
- d. You may wait months to years for a transfer based on your priority and availability of appropriate units.
- e. You have seven business days to respond to a unit offer. If you decline, you may be removed from the transfer list depending on your priority and the reason you did not take the unit.

2. *BHA-Initiated transfers For Being Overhoused*

- a. **BHA will place overhoused families on the transfer waitlist** for their program and send them a notification letter.
- b. Households may submit documentation explaining a medical need/reasonable accommodation to stay in their current unit.
- c. BHA will offer you an appropriate unit when available.
- d. You will have seven business days to respond to a unit offer. If you decline, you will be charged 150% of your current rent and may be subject to further legal proceedings.
- e. BHA will pay moving costs for overhoused households.