Applicant Screening and Eligibility Information for the Project Based Voucher Program

Below is an overview of the eligibility criteria, screening process, and expected timeframes.

Screening Process

Once your application is selected from the waiting list, a screening packet will be mailed to the mailing address listed on your application. Please make sure your mailing address is always up to date to avoid delays.

Applicants are given 14 days to respond to the screening packet. After the 14-day period, completed packets are reviewed.

If you meet all eligibility requirements, your application will be referred to the Property Manager for the next step of screening under the Low-Income Housing Tax Credit (LIHTC) Program.

Important Note: Not all screenings lead to a housing offer. For each available apartment, several applicants are screened at the same time to help us fill units quickly. Because some applicants may not respond or refuse offers, we select multiple people to keep the process moving and avoid long vacancies.

Eligibility Requirements

To qualify for housing under our programs, the head of household must be at least 18 years old or an emancipated minor.

All applicants must meet the following requirements:

- **Income limit:** All household income is reviewed to determine eligibility. Household Gross income cannot exceed the income limits listed for the program. See income limits above.
- **Assets:** All household assets are reviewed to determine eligibility.
- **Landlord History:** 5-year landlord history verified for all household members age 18 and older.
- **Household Information:** All household information is reviewed to determine eligibility and that the requested unit size is appropriate for the family.
- **Criminal History:** Verified for all household members aged 18 and older.
- **Sex Offender Registry:** Checked for all household members age 14 and older.
- **Immigration Status:** All household members must have a legal immigration status as defined under HUD Form 214. If applicable, Immigration status is verified through the Systematic Alien Verification for Entitlements (SAVE) program.
- **Full-Time Students:** If applicable, all full-time students are required to provide proof of enrollment. An official letter from the school confirming full-time student status must be submitted as part of the screening process.
- **Verification of Disability:** If applicable, disability status must be verified as defined by HUD regulations. Acceptable verification may include documentation from a

qualified professional or agency confirming that the applicant meets HUD's definition of a person with disabilities.

- **Verification of Preferences:** If applicable, any claimed preferences (e.g., local of Brookline, Local-Domestic Violence, Local-Natural Disaster, and Local-Board of Health Condemnation) must be verified through supporting documentation.

Timeline

While processing times may vary, it generally takes 2–4 weeks to complete the eligibility review and referral process once your screening packet is received.

Please note that most delays occur when applicants:

- Do not respond to the screening packet within the 14-day timeframe
- Do not carefully complete the intake questionnaire — for example, leaving information blank, missing signatures or dates, or providing incomplete responses
- Do not submit their most up to date income and asset verification documents
- Do not provide current forms of identification such as a valid photo ID, Social Security card, birth certificate, or passport for all household members.

Submitting all required information accurately and on time helps ensure a faster review process and timely referral to the Property Manager for LIHTC screening.