



Berkeley Housing Authority

**PRE-APPLICATION  
FOR HOUSING CHOICE VOUCHER WAIT LIST**

**RANDOM DRAW OPENS:**

**Tuesday, July 19<sup>th</sup> 6:00 am through**

**Tuesday, July 26<sup>th</sup> at 5:00 pm**

**To Apply, Visit BHA's Website:  
[bha.berkeleyca.gov](http://bha.berkeleyca.gov)**

This is a pre-application for placement in a random draw of 2,000 applicants who will be placed on BHA's Housing Choice Voucher Waitlist, after the pre-application closes. Not everyone who applies will be placed on the Waitlist.

**Pre Application Eligibility**

- At least one person in the household must be a U.S. citizen or eligible immigrant (such as permanent residency status or naturalized citizen)
- The following individuals are not eligible for assistance:
  - Individuals subject to lifetime registration as a sex offender
  - Individuals convicted of manufacturing methamphetamine in any Public Housing program
- The total gross annual income for the entire household, (before any amounts are taken away for taxes, garnishments, etc.) must be less than or equal to the amounts shown below:

	Maximum Gross Annual Income		Maximum Gross Annual Income
<b>1 Person</b>	\$50,000	<b>5 People</b>	\$77,150
<b>2 People</b>	\$57,150	<b>6 People</b>	\$82,850
<b>3 People</b>	\$64,300	<b>7 People</b>	\$88,550
<b>4 People</b>	\$71,400	<b>8 People</b>	\$94,250

**How to Apply:**

1. **Before you begin** the application process, please have available: the names, birthdates, social security numbers, and income for you and the family members in your household. Make sure you have correctly spelled and accurate information before entering. **HAVE PEN AND PAPER READY TO WRITE DOWN YOUR CONFIRMATION NUMBER.**
2. **Visit the BHA website:** [bha.berkeleyca.gov](http://bha.berkeleyca.gov) using a computer, phone, laptop, or tablet, to fill out your application on line.

If you don't have a computer, phone, laptop, or tablet, consider using:

- a friend's or family member's device;
- a computer at any Berkeley Public Library
- a computer at your church, synagogue or place of worship.

3. **If you don't have access to your own, or a friend, or family member's computer, phone, laptop, or tablet, visit one of the agencies listed below, which are allowing use of their computers.**

**Please play close attention to the dates/times that each organization is willing to assist applicants:**

**Berkeley Public Libraries:**

1. **Main Library**, 2090 Kittredge: Monday, 12 noon – 6 pm; and Tuesday through Saturday 10 am – 6 pm
2. **West Branch**, 1125 University Avenue: Monday through Saturday 10 am – 6 pm
3. **South Branch**, 901 Russel Street: Monday through Saturday 10 am – 6 pm

**Berkeley Drop In Center**, 3234 Adeline: Monday, Tuesday and Thursdays 11:00 am – 2:00 pm  
(**Prioritizing unhoused individuals with Mental Health needs and/or seniors**). Masks are required

**Berkeley Youth Alternatives**, 1255 Allston Way: July 19-21 & July 25-26, 9:00 am – 3:00 pm

**Center for Independent Living (CIL)**, 3075 Adeline St. Ste 100: Monday through Friday, 9:00 am– noon and 2:00 pm – 4:00 pm, (**disabled and seniors only please**)

- **Remember:** the fastest way to apply will be online, using a phone or computer or laptop or tablet.
- If you are receiving assistance from another community-based organization not listed above, they may also be able to assist you with gaining Internet access, simply ask.
- Unfortunately, due to limitations at the Berkeley Housing Authority office, computers will not be available there.
- For those with no access to a phone or computer, there will be paper applications available for pickup during the hours of 8 AM to 5 PM (except Saturday and Sunday), on the ground level of 1947 Center Street, Berkeley.
- Paper applications **MUST BE DELIVERED BACK TO BHA'S DROP BOX, OUTSIDE OF 1947 CENTER STREET, NO LATER THAN 5 PM on MONDAY, JULY 25<sup>TH</sup> TO ALLOW STAFF TO INPUT THE APPLICATIONS INTO THE SYSTEM .**

**Limited English Proficiency**

The application will be available in English, Spanish, and Mandarin. For those requiring assistance in applying in any other language, please contact Berkeley Housing Authority directly, at (510) 981-5495.

**Reasonable Accommodations**

Persons with disabilities will be able to apply for a Reasonable Accommodation. Requests must be submitted in advance by e-mailing [BHA@cityofberkeley.info](mailto:BHA@cityofberkeley.info) or submitting a written request to BHA through our exterior drop box, outside of 1947 Center Street, Berkeley or the interior drop box located inside the building during normal business hours. **Requests for Reasonable Accommodations must be received no later than July 25<sup>th</sup> at 5 p.m. in order to allow for sufficient time for staff to review and process.**

**Random Draw**

Because of the anticipated high demand for rental assistance, a random draw of all potentially eligible applications will be conducted at the close of the waitlist acceptance period (after July 26<sup>th</sup>) and only 2,000 names will be placed on the Wait List.

- **Do NOT submit more than one application** because duplicate entries will be deleted before the random draw is conducted.
- If you are selected in the random draw you will receive written notice from the Berkeley Housing Authority.

**Receipt for Application**

When you complete your application, the computer will generate a receipt that includes a unique application number. This is the only receipt you will have of your application so be sure to print the receipt, or if you do not have access to a printer, write down the receipt number that will show up on the computer screen immediately, on a piece of paper and keep that waitlist receipt number for your records. The agencies listed above also will provide you with a form you can use to write down your receipt number. **Remember:** submission of a successful application does not guarantee placement as one of the 2,000 randomly selected applicants on the waitlist.