



Berkeley Affordable Housing Preferences: Eligibility Requirements

This document outlines forms and additional documents required to verify your eligibility for Berkeley's affordable housing preferences.

You can apply for a certificate any time if your family was displaced due to BART construction in Berkeley in the 1960s/1970s, or due to foreclosure in Berkeley since 2005.

You will apply for any other preferences when you submit a housing application, and will only be asked to submit additional documentation if selected for an interview via the preference-sorted waitlist.

Certificates – Administered by the City of Berkeley. Affordable housing seekers can apply at any time:

Preference	Eligibility Criteria	Form	Additional Documentation
Displaced by BART construction	You, or a parent, grandparent, or great-grandparent lost their home due to the construction of BART in the 1960s and 1970s in Berkeley	BART Construction Displacement Certificate Application	Proof of relationship to ancestor (family tree form)
Displaced by foreclosure	You were displaced due to foreclosure of a property you owned in Berkeley since 2005	Foreclosure Displacement Certificate Application	Notice of Trustee Sale (Plus Proof of Address IF your name is not on Notice of Trustee Sale)

Preference Verification Application: Administered by property managers. **The City does not pre-certify these preferences.** You will only be required to verify your eligibility if you are selected for an interview via a preference-sorted waitlist.

Preference	Eligibility Criteria	Form	Additional Documentation
Displaced by eviction	You were evicted in a no-fault or non-payment eviction in Berkeley within the past seven years	Form provided by property manager if selected for an interview	Eviction Notice (Plus Proof of Address IF your name is not on Eviction Notice)
Families with children	You have at least one child aged 17 or under in your household	No additional forms required.	No additional documentation required.
Homeless <u>OR</u> at-risk of homelessness	You are at risk of homelessness in Berkeley. <u>OR</u> You are homeless in Berkeley, or homeless with a previous address in Berkeley, and you are not being prioritized for Permanent Supportive Housing.	Form provided by property manager if selected for an interview	At-Risk of Homelessness: proof of risk of homelessness Homeless with previous address in Berkeley: proof of previous Berkeley address
Current/former address in redlined neighborhood	You are a current or former resident of a <u>formerly redlined neighborhood in Berkeley</u>	Form provided by property manager if selected for an interview	Proof of address

Preference	Eligibility Criteria	Form	Additional Documentation
Parent/ grandparent address in redlined neighborhood	You are a child or grandchild of someone who lived in a formerly redlined neighborhood in Berkeley	Form provided by property manager if selected for an interview	Parent/grandparent proof of address

Acceptable Documentation List

Please note: You will only need to provide this information if a property manager contacts you to interview for an affordable housing unit.

Proof of Address (includes Parent/Grandparent Proof of Address):

Acceptable documentation includes any one (1) of the following documents:

- An identification document: a current/previous driver's license or a military identification card
- A bill to this address with your name: a household bill (lights, water, gas, or electric bill, etc.), or a utility bill (phone, cable, or internet bill, etc.)
- An insurance document (auto, life, or renters insurance, etc.)
- A lease agreement or mortgage document
- A paystub (listing home address), or an income tax record
- A property deed or property tax record
- A public benefits record
- A registration record: a vehicle registration record, a voter registration record, or a school record
- For parent/grandparent address: phonebook or City Directory

For parent/grandparent address, you can make an appointment with the Berkeley Public Library to access resources like Ancestry.com, phonebooks, and city directories to look for documents to demonstrate your ancestor's address. Please contact Jef Findley at jfindley@berkeleyca.gov or (510) 981-6142 to make an appointment.

**Proof of Relationship to Ancestor (for BART Construction Displacement):
Family Tree Form.**

In addition to the BART Construction Displacement Certificate Application, you will need to submit a **family tree form** to demonstrate your relationship to the individual who was displaced due to BART construction. Please complete this form with your family tree information: adobe.ly/3VpKfG1.

Please note: if your ancestor's name is not in the database of names and addresses of homes that were displaced due to BART construction, you will also be asked to provide proof of address for your ancestor. Staff will follow up with you after you submit your certificate application to inform you if this is necessary, and you will be able to make an appointment with the Berkeley Public Library to access resources.

If you are eligible, you will be issued a Certificate of BART Construction Displacement. Certificates can be re-used for affordable housing lotteries as needed.

Proof of Eviction: Eviction Notice.

A copy of the Eviction Notice for a property in Berkeley with you or a household member's name.

If you cannot obtain your eviction notice, you can contact:
HousingPreferences@berkeleyca.gov.

If your name is not on the eviction notice: you will need to submit both 1) eviction notice, and 2) proof of address documentation with your name on it to demonstrate that you lived at the address during the eviction. See *"Proof of Address" acceptable documentation above*.

Proof of Foreclosure: Notice of Trustee Sale.

A copy of the Notice of Trustee Sale for a foreclosed property in Berkeley dated 2005 or later with your name or a member of your household's name.

If you do not have a copy of your Notice of Trustee Sale: you may obtain documentation from the Alameda County Clerk-Recorder's Office ([Directions and Office Hours](#)). You can search for the document at the Clerk-Recorder's Office under your name. A fee is required.

If your name is not listed on the Notice of Trustee Sale: you will need to submit both 1) Notice of Trustee Sale, and 2) Proof of Address. See *"Proof of Address" acceptable documentation above*.

Proof of Risk of Homelessness:

You will need to submit proof of your situation to qualify for this preference point.
Acceptable documentation includes one (1) of the following:

- IF staying with friends or family: provide letter from leaseholder/homeowner.
- IF living in a hotel/motel: provide receipt of payment from hotel/motel).
- IF living in a medical or other facility: provide release papers from facility.
- IF received an eviction notice: provide eviction notice, or three-day notice pay rent or quit.
- IF will imminently lose your current residence: provide letter from leaseholder/homeowner.
- IF currently enrolled in a temporary rental assistance program funded by the City of Berkeley: provide letter from service agency confirming program enrollment and risk of being evicted without temporary rental assistance.

Proof of Homelessness:

In order to qualify for the homeless preference, you must be homeless and living in Berkeley, or homeless with a previous address in Berkeley, and not on the County's prioritization list for access to permanent supportive housing. Homeless means that you lack a fixed, regular, and adequate nighttime residence. This may include living outside or in your car, in a shelter or transitional housing, or currently living in an institution if you were homeless prior to that.

Your eligibility for the preference will be confirmed by staff using Alameda County's Homeless Management Information System (HMIS). This confirmation may include receiving third-party verification from a social service agency that provides services to people who are homeless in Berkeley, such as an outreach worker or a case manager. If your application is selected and you are not in Alameda County's HMIS, you will need to be assessed for eligibility before your preference is approved.

If you don't know if you are eligible, and/or have not been assessed in the past year, you will need to contact the North County Housing Resource Center (HRC):

Adult only households:

Bay Area Community Services
Monday-Friday 9:00-4:00 p.m.
Call (510) 495-0131
Drop-in: Mon., Wed., and Fri. 9:00 am–12:00 pm
2809 Telegraph Avenue, Suite 202,
Berkeley, CA 94705

Households with minor children:

Women's Daytime Drop-in Center
Mon. – Fri. 8:00 am – 4:00 pm
2218 Acton Street,
Berkeley, CA 94702
(510) 548-2884

Or call 211, Mon-Fri. 9:00 AM-12:00 PM

If you are currently homeless outside of Berkeley, with a previous address in Berkeley:
You will need to provide proof of address documentation with your name on it to demonstrate your previous address in Berkeley. See *"Proof of Address" acceptable documentation above*. If you cannot provide this documentation, you can provide information on your previous Berkeley address and a signed statement provided on the homeless preference form.

For More Information on Affordable Housing Preferences:



berkeleyca.gov/housing-preferences



HousingPreferences@Berkeleyca.gov