Brookline CDC and Metro West CD
Emergency Rent Assistance Program
Guidelines

Program Overview

In response to the continuing need for financial assistance, especially as it affects housing stability, Brookline CDC and Metro West Collaborative Development announce a new Emergency Rent Assistance program for residents of Brookline. The program is temporary in nature and funding is limited.

The application requires 3 steps:

1) Complete online application
2) When requested, submit all income verification documentation to Metro West CD
3) Meet with Brookline CDC to create an Individualized Service Plan (ISP) to avoid future rent arrears

Complete applications (includes Landlord Participation Agreement and ISP) will be processed on a first come first served basis.

Applicants are eligible for:

- Up to $5,000 of assistance, paid to the landlord

Household Eligibility

"Eligible" Household

A "household" shall mean an individual or two or more persons who live regularly in a unit within the Town of Brookline that is their principal residence and who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship.

Households must be behind on their rent, provide documentation of the amount of rent owed, and must meet with Brookline CDC staff to create an ISP to avoid falling into arrears again after receiving this assistance. No financial assistance will be given until AFTER meeting with Brookline CDC.

Income Eligibility

The total income of the applicant and all other members of the applicant's household aged eighteen (18) and older **may not exceed 80% of the Area Median Income** for the greater Boston area adjusted for family size. An applicant's total household income **at the time of application** cannot exceed the following limits:

Persons in Family	1	2	3	4	5	6
Income Limit 80% of AMI (2025)	$92,650	$105,850	$119,100	$132,300	$142,900	$153,500

Arrears

Applicant owes no more than $6,000 in back rent. If a household owes between $5,000 - $6,000 they will be required to have a payment plan in place because this program's maximum assistance amount is $5,000. The payment plan must be received by BCDC before any assistance is given.

Households who owe more than $6,000 should apply for RAFT.

Application Process

All potential program participants must complete an online application and submit required documentation. An application will not be considered complete until a Landlord Participation Agreement and an Individualized Service Plan are also submitted.

Required Documents to be uploaded or submitted with application:

- Copy of government-issued ID (passport, license, or state ID)
- Proof of Residency – utility bill
- Copy of signed current lease

The online application can be found here and on Metro West CD's website, https://metrowestcd.org/need-help/financial-assistance/.

The Senior Compliance Manager at Metro West CD is available to assist individuals in the completion of their application and can accommodate households with limited English proficiency, as well as disabilities that may impede their ability to complete the application. Contact Senior Compliance Manager at Robyn@metrowestcd.org.

TTY users please call 711.

Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program.

Once online applications are deemed complete, Metro West CD will email the landlord the Landlord Participation Agreement to be completed, signed, and returned to Metro West CD.

Affirmative Marketing Methods

Brookline CDC and Metro West CD do not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership.

Scan this code to find more information and the application link: