



# Berkeley Housing Preference Verification Application

Additional information is required to confirm your household's eligibility for specific preferences. Please complete the forms and provide necessary documentation, for the eligible household member.

## Contact Information

Name	
Date	
Phone Number	
Email Address	

## Preferences

You indicated in your rental housing application that your household qualifies for the preferences that are checked in Column A below. Please fill out the forms (Column B) and provide documentation (Column C) that corresponds only to those preferences.

A: Preference	B: Forms	C: Additional Documentation
BART Construction Displacement	<a href="#">Apply for BART Construction Displacement Certificate</a> (if you have not applied yet)	BART Construction Displacement Certificate
Foreclosure	<a href="#">Apply for Foreclosure Displacement Certificate</a> (if you have not applied yet)	Foreclosure Displacement Certificate
Eviction	Fill out <a href="#">Form 1 - Eviction</a> .	Eviction Notice Proof of Address <i>(if your name is not on the eviction notice)</i>
Homeless OR At-Risk of Homelessness	Homeless: Fill out <a href="#">Form 2 – Homeless</a> OR At-Risk of Homelessness: Fill out <a href="#">Form 3 – At-Risk</a> .	At-Risk of Homelessness: Proof of At-Risk Proof of Address <i>(if homeless outside of Berkeley)</i>
Live/ Lived in Redlined Neighborhood	Fill out <a href="#">Form 4 – Redlined Neighborhood</a> .	Proof of Address
Descendant of Redlined Neighborhood Resident	Fill out <a href="#">Form 5 – Redlined Neighborhood (Parent/Grandparent)</a> .	Proof of Ancestor Address

-----FOR ADMINISTRATIVE USE ONLY-----

I have reviewed forms and attached documentation:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_



## **Form 1 - Eviction**

Name: \_\_\_\_\_

Have you been displaced due to an eviction in Berkeley in the past seven years?

- Yes  
 No

Date (or year) of eviction: \_\_\_\_\_

Address where eviction occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was the cause for the eviction?

- No-fault  
 Non-payment  
 Other *Note: Only no-fault and non-payment related evictions are eligible for a preference point.*

Are you able to provide your eviction notice as additional documentation?

- Yes. ***If yes, please submit the eviction notice with this form.***  
 No

If you cannot obtain your eviction notice, you can contact [HousingPreferences@berkeleyca.gov](mailto:HousingPreferences@berkeleyca.gov).

Is your name on the eviction notice?

- Yes  
 No. ***If no, please submit proof of address documentation along with the eviction notice.***

**Documentation:** 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. Acceptable documentation includes one (1) of the following:

- 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
- A paystub (listing home address), or an income tax record
- A public benefit record
- A registration record: a vehicle registration record, a voter registration record, or a school record



**Form 2: Verification of Homelessness**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_

*Date of birth and last four digits of social security number help to confirm housing status when there are multiple people with the same name.*

In order to qualify for the homeless preference, you must be homeless and living in Berkeley, or homeless with a prior address in Berkeley, and not on the County's prioritization list for access to permanent supportive housing. 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're not in Alameda County's HMIS, you will need to be assessed for eligibility before your preference is approved.

Thinking of the past 30 days, please answer the following questions:

**I'm currently homeless and living in Berkeley.**

Yes  No

**I'm currently homeless and have a prior address in Berkeley.**

Yes  No

I lack a fixed, regular, and adequate nighttime residence and am living in one of the below places.

**Check the box that applies to your situation:**

I'm currently living in a public or private place not meant for human habitation. For example, living outside, or in your car.

I'm currently living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including non-congregate and congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or

I'm currently living in an institution where I have resided for 90 days or less and prior to entering resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

**I currently live at this location:** \_\_\_\_\_

I consent to the affordable housing property manager receiving third-party verification and data system information about my homelessness status via Alameda County's Homeless Management Information Systems.

**Under penalty of perjury, the undersigned states that the above statements are true and correct:**

Signature: \_\_\_\_\_



**Form 2: Verification of Homelessness (Continued)**

If you don't know if you are eligible, and/or have not been assessed in the past year, please 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 and have a prior address in Berkeley:**

**Provide one (1) of the following as proof of address documentation to demonstrate a prior address in Berkeley:**

- 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
- A paystub (listing home address), or an income tax record
- A public benefit record
- A registration record: a vehicle registration record, a voter registration record, or a school record

**If you are unable to provide proof of address documentation:**

Provide your prior Berkeley address:

Street Address: \_\_\_\_\_

Apartment, Suite, etc. \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

During what time period did you live at this address:  
*For example, January 1, 2022-January 1, 2023.* \_\_\_\_\_

**Under penalty of perjury, the undersigned states that the above statements regarding a prior Berkeley address are true and correct:**

Signature: \_\_\_\_\_

*Note: You only need to fill out either the homeless OR at-risk of homelessness form.*



**Form 3 - At-Risk of Homelessness**

First Name: \_\_\_\_\_ Last Name : \_\_\_\_\_

In order to qualify for the at-risk of homelessness preference, you must be at-risk of homelessness and living in Berkeley.

Do you live in Berkeley?

I currently live in Berkeley.

I do not live in Berkeley.

Thinking of the past 30 days, do any of these affect your housing situation?

**I have somewhere to stay, but it isn't permanent.** Please select the situation that applies below:

Staying with friends or family

Living in a hotel/motel

Living in a medical or other facility

Received an eviction notice

Will imminently lose your current residence

Currently enrolled in a temporary rental assistance program funded by the City of Berkeley

**None of the above describe my situation.**

**Under penalty of perjury, the undersigned states that the above statements are true and correct:**

Signature: \_\_\_\_\_

**Documentation:** You will need to submit proof of your situation with your name on it 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.

*Note: You only need to fill out either the homeless OR at-risk of homelessness form.*



**Form 4 - Current/Former Address in a Formerly Redlined Neighborhood**

Your household can receive preference for housing if you currently or formerly lived in a redlined neighborhood. For more information on redlining, and to see if your address is within a formerly redlined neighborhood, go to [berkeleyca.gov/housing-preferences](http://berkeleyca.gov/housing-preferences).

Name: \_\_\_\_\_

Do you live, or did you previously live, at an address in a formerly redlined neighborhood in Berkeley?

- Yes
- No

If you answered yes, list Relevant Current/Former Berkeley Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Documentation:** You will need to submit proof of address documentation with your name on it demonstrating that you live/lived at this address to qualify for this preference point. Acceptable documentation includes one (1) of the following:

- 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



**Form 5 - Parent/Grandparent Address in a Formerly Redlined Neighborhood**

Your household can receive preference for housing if your parent/guardian or grandparent lived in a redlined neighborhood. For more information on redlining, and to see if your address is within a formerly redlined neighborhood, go to [berkeleyca.gov/housing-preferences](http://berkeleyca.gov/housing-preferences).

Name: \_\_\_\_\_

Has a parent/guardian or grandparent lived at an address in a formerly neighborhood in Berkeley?

- Yes
- No

If you answered yes, fill out the information below:

Parent/Grandparent's Berkeley Address	
Name of Relative	
Relationship to You	<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Grandparent

***Under penalty of perjury, the undersigned states that the foregoing statements are true and correct.***

Signature: \_\_\_\_\_

**Documentation:**

Proof of address: You will need to submit *proof of address documentation with your relative's name* on it to qualify for this preference point. Acceptable documentation includes one (1) of the following:

- 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

Resources: You can make an appointment with the Berkeley Public Library to access resources like Ancestry.com and phonebooks, and look for documents to demonstrate your ancestor's proof of address. Please contact Jef Findley at [jfindley@berkeleyca.gov](mailto:jfindley@berkeleyca.gov) or 510-981-6142 to make an appointment.