



Inclusionary Rental Housing Preference Point Updates

Please reference this sheet to see if you need to update your application. See back for required documentation.

The City is updating its preference points for Inclusionary Housing rental applications to fit the following criteria. This helps prioritize households in the applicant pool.

12 points | Cambridge Residents

Previously assigned 4 points.

5 points | (New) Cambridge-Based Workers

Only assigned if not a Cambridge Resident.

3 points | People with Emergency Need

Previously assigned 1 point. There are also new qualification criteria.

2 point | Families with Children under 18

We no longer assign a point for households with children under 6.

1 point | (New) U.S. Military Veteran

You need to update your application if any of the following are true:

- Your address has changed (if not a new Cambridge resident, the update is used for mailing purposes).
- You work at least 30 hours per week in Cambridge over the course of a year.
- The status of whether or not you have a child under the age of 18 years-old in your household has changed.
- One of the following emergency needs applies to you:
 - Your home has been deemed uninhabitable by the City, or you were displaced from the home following a natural disaster or other causality which was beyond your control (e.g., fire, flood).
 - You are facing a rent increase of 25% or more, which would result in paying more than 50% of gross income for rent. You have lived in this home for at least 12 months.
 - Within the last 12 months, you have fled or are attempting to flee domestic violence.
- One of the following emergency needs applies to you that you **did not** include in your previous application.
 - You are facing a no-fault eviction, or were displaced from a home within the last 12 months due to a non-fault eviction.
 - You are paying more than 50% of gross income for rent and have been living in that home for at least 12 months.
 - You are not permanently housed, are living in a shelter or transitional housing facility, or are unhoused.
- You are an honorably discharged U.S. Veteran or a widow of an honorably discharged U.S. Veteran.

Required Documentation

Cambridge Residents

- **Option 1:** Provide one document from Category A and one document from Category B; or
- **Option 2:** Provide three documents from Category B; or,
- **Option 3:** Provide two documents from Category B and two documents from Category C.

A

- Current Lease
- Current Section 8 Agreement or Income Verification Worksheet
- Letter from shelter or transitional housing facility in Cambridge

B

- Current Utility Bill (electric, gas, oil, cable)
- Massachusetts ID
- Current Cambridge Public School Enrollment
- Federal Tax Return (Form 1040)
- Car Registration
- Excise Tax Bill
- Renter's Insurance Statement
- Three months of rent

C

- Bank or other Financial Institution Statement
- Credit Card Statement
- Cell Phone Bill
- Public Benefit Letter or Statement
- Medical Bill or Statement
- Current Voter Registration

Cambridge-Based Workers

- A current pay statement that indicates the location of the applicant's employment. An employment letter may be required if it's unclear based on paystubs.
- **For self-employed applicants:** Documentation of specific arrangements to carry out their employment in Cambridge by maintaining a permanent workspace in Cambridge, or demonstrating that their work is limited to or predominantly within Cambridge.

Families with Children Under 18

- Birth certificates.

Emergency Need (only need one criteria's documentation)

- **Home deemed uninhabitable or displaced by disaster:** notice to vacate or condemnation from the building commissioner or other local code enforcement official which indicates that repairs are estimated to require more than two months to complete.
- **Fleeing domestic violence:** A) A lease or other document showing members of the victim's household and B) a copy of a police report or court record showing of the incident of domestic violence with identification of the abuser; or C) a document signed by the victim and an employee, agent, or volunteer of a victim service provider, a social service provider, domestic violence shelter staff, school personnel, attorney, medical professional, or social worker or mental health professional.
- **Facing a no-fault eviction:** 1) a copy of court filing indicating that a summary process action has been commenced and remains active; or 2) a copy of a judgment or agreement that has entered against the applicant; and 3) In either case such filing must show that the action was no brought as a result or fault of the applicant or member of the applicant's household.
- **Paying or will pay more than 50% of income on rent:** 1) a copy of a lease or other written tenancy agreement for an applicant's residence; 2) documentation showing at least 2 months of income for all adult members of an applicant's household; and 3) bank statements for all accounts for all household members. **For those facing a rent increase of 25%:** in addition, a letter from the property manager indicating both the current and increased rent amounts.
- **Unhoused, sheltered, or in transitional housing:** 1) letter from an emergency shelter; 2) a letter from a transitional housing facility; a document signed by the applicant and a housing search caseworker, a social service provider, shelter staff, school personnel, attorney, medical professional or social worker or mental health professional from whom the applicant has sought assistance relating to homelessness or housing search. The document must specify under penalty of perjury that the professional believes the applicant is not permanently housed or is living unsheltered.

U.S. Military Veteran

- DD-214 or similar discharge papers.