



J. Wayne Felton, Executive Director

How do I qualify for **Income Based Rent** at Chavis Heights?

The Raleigh Housing Authority (RHA) is committed to providing the highest quality public housing possible. The Housing Authority supports initiatives that reward and support the working families of public housing. For this reason, RHA offers incentive housing such as our beautiful community, Chavis Heights. Chavis Heights offers a variety of income-based rentals for **One Bedroom Villas** and **Two Bedroom brick Townhomes**. Handicapped Accessible housing is also available.

Chavis Heights is looking for candidates who can say **YES to the following program qualifications:**

- I am working **35 hours per week**, have worked a minimum of 35 hours per week for the past 24 months (2 years) from the date of this application and will maintain employment of no less than 35 hours per week. *(The 35hours/week standard applies to all applicants 18+years.)*
- I do not owe monies to a previous landlord or to a utility company.
- I have good landlord references and a good rental payment history.
- My household members and I do not have a criminal record.
- My total household income falls below HUD Income Limits.*

Incentive communities are set aside for residents who meet the qualifications mentioned above. These program standards placed upon the occupants are higher than for other public housing units in Raleigh. For instance, you must maintain employment of no less than 35 hours per week to remain a tenant in good standing at Chavis Heights. Applications for income based housing without a work requirement are accepted at RHA located at 900 Haynes Street, Raleigh, NC 27604.

The Board of Commissioners for the Housing Authority of the City of Raleigh has approved that residents have one opportunity to reside in an incentive community for up to a ten year cumulative period of time.

Applications are processed in the date/time order in which they are received. Please return completed and signed applications with ALL required documentation for income-based housing to: Chavis Heights Office at 750 Bright Creek Way Raleigh, NC 27601. Please note, this office charges a copy fee of \$.25 per sheet. Approved applications will be placed on our **waiting list**. You will be notified when your application is being considered for a vacancy. Until then, it is your responsibility to contact the Management office with any changes to your preference status, address and phone number. Numbers are not assigned to applications & it is impossible to predict your wait time for housing. Failure to respond to inquiries from RHA or to accept an offer of housing will result in the application being removed from the Chavis Heights waiting list.

Thank you for your interest in **CHAVIS HEIGHTS!** This is to serve as a brief overview of our program. Should you have any questions please do not hesitate to call our staff at (919) 508-1226.

***Income Restrictions Apply**



2/12/16

REQUIRED DOCUMENTS

FOR CHAVIS HEIGHTS INCOME BASED RENTAL APPLICATIONS

If you are interested in applying for Income Based Rent, the following applicable documentation must be provided for all household members and turned in with your completed and signed application. All household members 18 years and older must sign.

Attach applicable Copies of the Following:

- Sign the attached *Authorization for Release and Consent*
- Birth Certificates** for all household members.
- Photo ID**
- Marriage/Divorce Certificates** (if applicable)
- Social Security** cards for all household members.
- Landlord reference(s)**
- Verification of **Child Support/Alimony paid out-of-pocket** for someone NOT living in your home.
- Verification of **Daycare Expenses** paid out-of-pocket for children age 12 and younger.
- Verification of **Medical Expenses** paid out-of-pocket for Disabled Head-of-Household.
- Proof of ALL INCOME SOURCES** for the household
- Verification of Employment On Employer Letter Head for the past 2 years**
 - Where you worked
 - When you started
 - How many hours worked per week
 - How much paid per hour

Please Note:

If all of the above verifications are not included when the application is received, the application will be returned and cannot be processed.

