



## How do I qualify for Income Based Rent at Walnut Terrace?

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

Walnut Terrace is looking for candidates who answer YES to the following program qualifications:

- I have a history of meeting my financial obligations, especially my monthly rent.
- I have good landlord references.
- My household members and I do not have a criminal record.
- Are working **35 hours per week** consecutively **for the 24 months prior to an offer for housing & once a resident will maintain employment of no less than 35 hours per week.**
- 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 standings at Walnut Terrace. 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 order in which they are received. Please return completed applications with ALL required documentation for income-based housing to: Walnut Terrace Office at 1256 McCauley Street Raleigh, NC 27601. Please note, this office charges a copy fee of \$.25 cents per sheet. Completed applications will be placed on our waiting list. You will be notified when your application is being considered for a vacancy. Until that time, it is your responsibility to contact the 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 for housing will result in the application being removed from the Walnut Terrace waiting list.

Thank you for your interest! 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) 508-1237.

**\*Income Restrictions Apply**



**FILL OUT THE APPLICATION**

**And return the application to:**

**Walnut Terrace  
1256 McCauley Street Suite 101  
Raleigh, NC 27601**

**ATTACH COPIES OF VERIFICATIONS:**

**BIRTH CERTIFICATES  
SOCIAL SECURITY CARDS  
FOUR MOST RECENT PAYSTUBS  
EMPLOYMENT VERIFICATIONS FOR THE PAST 2 YEARS  
STATE ISSUED PHOTO ID**

**ALL OF THE ABOVE VERIFICATIONS ARE REQUIRED FOR APPLICATIONS TO  
BE ACCEPTED AND PROCESSED.**

## RALEIGH HOUSING AUTHORITY WALNUT TERRACE RENTAL APPLICATION

**THE NEW WALNUT TERRACE COMMUNITY WILL CONSIST OF ALL SMOKE-FREE UNITS WITH SMOKING PERMITTED IN DESIGNATED OUTSIDE AREAS ONLY**

### FOR OFFICE USE ONLY

DATE/TIME OF APPLICATION: \_\_\_\_\_ STAFF INITIALS: \_\_\_\_\_ UNIT SIZE: \_\_\_\_\_

PLEASE ANSWER ALL QUESTIONS:

APPLICANT'S LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_  
 BEDROOMS:  1 Br.  2 Br.  3 Br. MARITAL STATUS:  Single  Married  Separated  Divorced

**HOUSEHOLD COMPOSITION:**

LIST ALL PEOPLE TO OCCUPY UNIT			SS#	BIRTH DATE	RELATIONSHIP	FULL-TIME STUDENT? INCLUDING GRADE SCHOOL (Y/N)
LAST NAME	FIRST	MI				
Head						
2						
3						
4						
5						

**PRESENT ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

WORK: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LANDLORD'S NAME: \_\_\_\_\_ **PHONE:** \_\_\_\_\_

HOW LONG AT THIS ADDRESS?: \_\_\_\_\_ **OWN OR RENT?:** \_\_\_\_\_

AMOUNT OF MONTHLY RENT/MORTGAGE: \$ \_\_\_\_\_ **UTILITIES: \$** \_\_\_\_\_

REASON FOR MOVING: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

LANDLORD'S NAME: \_\_\_\_\_ **PHONE:** \_\_\_\_\_

HOW LONG AT THIS ADDRESS?: \_\_\_\_\_ **OWN OR RENT?:** \_\_\_\_\_

**GENERAL INFORMATION:**

HAVE YOU EVER BEEN EVICTED?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO

WOULD YOU OR ANY MEMBER OF YOUR HOUSEHOLD BENEFIT FROM A HANDICAP-ACCESSIBLE UNIT?  YES  NO

IF YES, WHAT TYPE:  WHEEL CHAIR  VISUAL AND/OR HEARING EQUIPPED  OTHER: \_\_\_\_\_

PLEASE DESCRIBE ANY SPECIFIC ACCOMMODATIONS REQUIRED: \_\_\_\_\_

**INCOME INFORMATION: PLEASE LIST MONTHLY AMOUNT RECEIVED**

HOUSEHOLD	SALARY-WAGES LIST EMPLOYER	EMPLOYER PHONE	SOCIAL SECURITY	PENSION	SUPPORT	TOTAL
Head	\$		\$	\$	\$	\$
2						
3						
4						\$

ALL SOURCES OF ASSETS AND INCOME FOR YOUR HOUSEHOLD MUST BE REPORTED. PLEASE ANSWER YES OR NO FOR EACH MEMBER OF YOUR HOUSEHOLD.

ASSETS	APPLICANT		CO-APPLICANT		OTHER APPLICANT	
	YES	NO	YES	NO	YES	NO
Checking Accounts						
Savings Accounts						
Real Estate (land, home, property)						
Capital Investment						
Stocks/ Bonds						
Treasury Bills						
Certificate of Deposits						
Money Market Funds						
IRA Accounts						
Retirement/Pension						

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Salary/Wages/Tips/Bonuses						
Business/Self Employment						
Social Security						
Annuities						
Retirement Funds						
Pensions						
Unemployment						
Disability Compensation						
Worker's Compensation						
Severance Pay						
Work First						
Alimony						
Child Support						
Recurring Monetary Gifts						

**ASSET INFORMATION: LIST ALL ASSET INFORMATION IN EACH SECTION BELOW FOR EACH OCCUPANT**

HOUSEHOLD MEMBERS NAME	NAME OF BANK	ACCOUNT NUMBER	ACCOUNT BALANCE

REAL ESTATE/OTHER ASSETS:			
HOUSEHOLD MEMBERS NAME	TYPE OF REAL ESTATE	MORTGAGE OR BALANCE	APPRAISED VALUE

HAVE YOU DISPOSED OF ANY OTHER ASSETS IN THE LAST 2 YEARS?  YES  NO

MARKET VALUE WHEN SOLD: \$ \_\_\_\_\_

IF YES, PLEASE DESCRIBE THE ASSET(S): \_\_\_\_\_

DO YOU HAVE ANY OTHER ASSETS NOT LISTED ABOVE (EXCLUDING PERSONAL PROPERTY)?

YES  NO IF YES, DESCRIBE: \_\_\_\_\_

DO YOU HAVE ANY PETS?  YES  NO

IF YES PLEASE LIST HOW MANY: \_\_\_\_\_ TYPE/BREED: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

**ALTERNATE CONTACT PERSON:**

PLEASE LIST A FAMILY MEMBER OR FRIEND WHO WILL BE ABLE TO GIVE YOU A MESSAGE:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPLICATION MUST BE SIGNED BY ALL MEMBERS AT LEAST 18 YEARS OF AGE AND OLDER OF THE HOUSEHOLD.

BY SIGNING BELOW APPLICANT AUTHORIZES MANAGEMENT AND ITS STAFF TO VERIFY ANY AGENCIES, LOCAL POLICE DEPARTMENTS, CREDIT BUREAUS, REFERENCES AND GROUPS OR ORGANIZATIONS TO OBTAIN ANY INFORMATION OR MATERIALS, WHICH ARE DEEMED NECESSARY TO COMPLETE THIS APPLICATION.

APPLICANT CERTIFIES THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THE APPLICANT FURTHER UNDERSTANDS THAT FALSE STATEMENTS OR INFORMATION ARE PUNISHABLE BY LAW AND WILL LEAD TO CANCELLATION OF THIS APPLICATION OR TERMINATION OF TENACY AFTER OCCUPANCY.

SIGNATURE: \_\_\_\_\_ (APPLICANT) DATE: \_\_\_\_\_

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