

**HOUSING AUTHORITY OF THE CITY OF RALEIGH, NORTH CAROLINA**  
**900 HAYNES STREET, RALEIGH, NORTH CAROLINA 27604 ~ WWW.RHAONLINE.COM**

**\*\*\*FOR ASSISTANCE, CALL 919.508.1105\*\*\* Si necesita asistencia en Español, llamar al 919.508.1110 o visite nuestra oficina y complete la forma para solicitar el servicio de traducción. Usted sera contactado para una cita.\*\*\***

**Form must be COMPLETE to be accepted. If your application is incomplete (ex. missing SSN, signature, etc), you will be notified in writing and you will need to complete a NEW application.**

**NAME** \_\_\_\_\_  
 FIRST MIDDLE LAST

**ALIAS(ES)** \_\_\_\_\_  
 (IF APPLICABLE) ALIAS #1 ALIAS #2 ALIAS #3

**ADDRESS** \_\_\_\_\_  
 CITY STATE ZIP CODE

**EMAIL** \_\_\_\_\_ **TELEPHONE** ( ) \_\_\_\_\_

**I WISH TO APPLY FOR: PUBLIC HOUSING** \_\_\_\_\_  
**SECTION 8 (VOUCHER)** \_\_\_\_\_  
**BOTH** \_\_\_\_\_

**\*\*\*PUBLIC HOUSING APPLICANTS ONLY\*\*\***  
**BEDROOM SIZE REQUESTED (CIRCLE ONE): 1-BR 2-BR 3-BR 4-BR 5-BR**

**ARE YOU CURRENTLY HOMELESS?** YES NO **ARE YOU A CURRENT PUBLIC HOUSING RESIDENT?** YES NO

**ARE YOU A VETERAN?** YES NO

**YOU MUST ATTACH CLEAR, LEGIBLE COPIES ONLY OF THE FOLLOWING VERIFICATIONS WHEN RETURNING YOUR APPLICATION:**  
 1. REQUEST FOR A PREFERENCE (IF APPLICABLE) AND THE REQUIRED VERIFICATION. SEE PAGE 2.

**LIST ALL HOUSEHOLD MEMBERS --- USE A SEPARATE SHEET FOR ANY ADDITIONAL MEMBERS**

NAME LAST, FIRST, M.I.	RELATIONSHIP	SEX	DATE OF BIRTH MM-DD-YY	PLACE OF BIRTH	SOCIAL SECURITY #
	HEAD OF HOUSEHOLD				

**LIST ALL INCOME IN THE HOME -- LIST ADDITIONAL INCOME ON A SEPARATE SHEET IF NECESSARY.**

NAME	EMPLOYER or SOURCE OF INCOME	START DATE	MONTHLY (GROSS)	WEEKLY (GROSS)	HOURLY (GROSS)	# of HOURS WORKED

**1. DO YOU OR ANY MEMBER OF YOUR HOUSEHOLD NEED A HANDICAP-ACCESSIBLE UNIT?** YES NO

**2. WHAT TYPE OF UNIT DO YOU NEED? PLEASE INDICATE BELOW:**  
 A. WHEELCHAIR ACCESS YES NO  
 B. VISUAL AND/OR HEARING EQUIPPED YES NO  
 C. OTHER (COMMENTS) \_\_\_\_\_

**3. ARE YOU ELDERLY, DISABLED OR HANDICAPPED?** YES NO  
 [DEFINITIONS: ELDERLY: 62 YEARS OR OLDER; DISABLED, OR HANDICAPPED (AS DEFINED BY THE SOCIAL SECURITY ACT)]  
 • **ARE YOU INTERESTED IN ELDERLY OR NEAR-ELDERLY HIGH-RISE FACILITIES?** YES NO

**4. DID YOU FILE A FEDERAL INCOME TAX RETURN FOR THE PREVIOUS YEAR?** YES NO

**5. CIRCLE ONE:**  
 A. **RACE:** 1=WHITE 2=BLACK 3=AMERICAN INDIAN/NATIVE ALASKAN 4=ASIAN/PACIFIC ISLANDER

B. **ETHNICITY:** 1= HISPANIC 2 = NON-HISPANIC

C. **ARE YOU A LEGAL RESIDENT OF THE USA?** YES NO

D. **HAVE YOU RECEIVED GOVERNMENT ASSISTED HOUSING BEFORE?** YES NO (IF YES, PLEASE LIST WHEN & WHERE)  
 WHEN: \_\_\_\_\_  
 WHERE: \_\_\_\_\_

**PAST LANDLORD HISTORY FOR THE LAST TWO (2) YEARS:**

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #** \_\_\_\_\_

**\*FRAUD WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON WHO KNOWINGLY AND WILLINGLY MAKES FALSE STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES IS GUILTY OF A FELONY.**

<b>INCOME LIMITS (MAX amount of household income to qualify for housing assistance):</b>			
<b>SECTION 8/HCV INCOME LIMITS</b>		<b>PUBLIC HOUSING INCOME LIMITS</b>	
1 PERSON - \$29,550	2 PERSON - \$33,750	3 PERSON - \$37,950	4 PERSON - \$42,150
5 PERSON - \$45,550	6 PERSON - \$48,900	7 PERSON - \$52,300	8 PERSON - \$55,650
1 PERSON - \$47,250	2 PERSON - \$54,000	3 PERSON - \$60,750	4 PERSON - \$67,450
5 PERSON - \$72,850	6 PERSON - \$78,250	7 PERSON - \$83,650	8 PERSON - \$89,050

**HOW DID YOU HEAR ABOUT APPLYING FOR  
HOUSING ASSISTANCE WITH RALEIGH HOUSING AUTHORITY?**

**CHECK ONE:**

- |  |   |   |   |
|--|---|---|---|
| 1. <input type="checkbox"/> TELEVISION/MEDIA | 2. <input type="checkbox"/> RELATIVE    | 3. <input type="checkbox"/> SHELTER                           | 4. <input type="checkbox"/> PUBLIC HOUSING BROCHURE |
| 5. <input type="checkbox"/> CHURCH           | 6. <input type="checkbox"/> FRIEND      | 7. <input type="checkbox"/> WAKE COUNTY HUMAN SERVICES (WCHS) |   |
| 8. <input type="checkbox"/> INTERNET         | 9. <input type="checkbox"/> OTHER _____ |   |   |

**WAITING LIST PREFERENCES  
(HEAD OF HOUSEHOLD ONLY)**

**RHA HAS IMPLEMENTED PREFERENCES FOR BOTH PUBLIC HOUSING AND SECTION 8 PROGRAMS.  
IF YOU WISH TO CLAIM A PREFERENCE, YOU MUST PROVIDE VERIFICATION(S).**

CHECK ALL OF THE FOLLOWING PREFERENCES FOR WHICH YOU QUALIFY:

- ELDERLY SINGLE (62 YEARS OR OLDER)
- DISABLED (*APPLICANT MUST PROVIDE VERIFICATION.*)
- WAKE COUNTY RESIDENT (*APPLICANT MUST PROVIDE PROOF OF LIVING AND/OR WORKING IN WAKE COUNTY AT TIME OF APPLICATION (EX. DRIVER'S LICENSE OR STATE-ISSUED ID FOR HEAD OF HOUSEHOLD).*)
- WORKING FAMILY (**PUBLIC HOUSING APPLICANTS ONLY**) ~ *MUST BE WORKING AT LEAST 35 HOURS PER WEEK AND HAVE BEEN EMPLOYED FOR AT LEAST THE PAST 2 YEARS.*
- NAME OF EMPLOYER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_
- START DATE \_\_\_\_\_ # HRS PER WEEK \_\_\_\_\_
- WORKING FAMILY (**SECTION 8 APPLICANTS ONLY**) ~ *MUST BE WORKING AT LEAST 20 HOURS PER WEEK AND HAVE BEEN EMPLOYED FOR AT LEAST 6 MONTHS.*
- NAME OF EMPLOYER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_
- START DATE \_\_\_\_\_ # HRS PER WEEK \_\_\_\_\_



*I certify all information and answers provided are true and complete to the best of my knowledge. I consent to the release of necessary information in order to verify my answers and to determine my eligibility. I further understand providing false statements or information are punishable by law and grounds for denial from all RHA programs and/or termination of tenancy after occupancy.*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CRIMINAL BACKGROUND CHECKS**

*A criminal background check will be conducted on all adult household members. Certain criminal convictions may be disqualifying, such as but not limited to: sex offenses or violent and/or drug manufacturing and distributing related convictions. At the discretion of the RHA, on a case-by-case basis, a tenant's past criminal behavior may not necessarily bar him/her from the program. RHA may, in its discretion, take into consideration a variety of potential extenuating circumstances including but not limited to: whether violence was involved, whether a pattern of drug use or sales is evidenced by the record, whether an applicant has gone through a recovery program, the disposition of a case, time elapsed since the criminal act, etc. The final determination may prevent the family from receiving rental assistance.*

**FOR RHA USE (PUBLIC HOUSING ONLY)**

**Eligibility Checklist/Placement on Waiting List(s)**

	ELIGIBLE (Y/N)	INITIALS
1. CRIMINAL RECORD CHECK	_____	_____
2. RHA PUBLIC HSG DEBT CHECK	_____	_____
3. CREDIT CHECK	_____	_____
4. S/8 TERMINATION CHECK	_____	_____
5. TRESPASSED FROM RHA	_____	_____
6. SEX OFFENDER	_____	_____
ELIGIBLE/PLACE ON WL	DATE PRE-APP KEYED _____	_____
INELIGIBLE/SEND LETTER	DATE LETTER SENT _____	_____

# PLEASE TEAR OFF AND KEEP THIS PAGE

## IMPORTANT INFORMATION

- Visit our website at [www.rhaonline.com](http://www.rhaonline.com) to get additional information on RHA, the Section 8 program and Public Housing Communities or you may call the application line at 919.508.1105.



- Additional applications can be printed from our website at [www.rhaonline.com](http://www.rhaonline.com).
- ***BE SURE TO KEEP YOUR CONTACT INFORMATION UP TO DATE.*** RHA will contact you by letter. If your letter is returned to RHA, you may be withdrawn from the waiting list. If you move from the address listed on the application, please complete an “Applications Change of Status Form” and submit to the main office at 900 Haynes Street, Raleigh, NC 27604. The form can be downloaded from the RHA website at [www.rhaonline.com](http://www.rhaonline.com) or picked up in the Leased Housing lobby.

### WHAT IS SECTION 8?

Section 8 is a HUD-subsidized rental assistance program for very low-income families, also referred to as “Housing Choice Voucher Program” or “HAP” (Housing Assistance Payment Program). This is the program that enables you to secure housing in the private market.

- Your application will be placed on a waiting list by DATE and TIME of application.
- A voucher is issued allowing a family to search for affordable housing within program requirements, policies, and regulations.
- At this time, we are estimating our waiting list for Section 8 to be ***approximately 3-7 years*** from date of application.

### WHAT IS PUBLIC HOUSING?

Public Housing is a multi-family housing development that is owned and managed by the Housing Authority of the City of Raleigh.

- Your application will be placed on a waiting list determined by DATE and TIME of application, BEDROOM SIZE and PREFERENCE.
- Availability of public housing is determined by vacancies in our existing public housing developments.
- A criminal background check is conducted on every adult member of an applicant’s household at the time a potential unit comes open.
- At this time, we are estimating our waiting list for Public Housing to be ***approximately 2-4 years*** from date of application.

Our developments are as follows (also refer to photographs in lobby areas and our webpage ([www.rhaonline.com](http://www.rhaonline.com)) for more information):

- Kentwood Apartments, The Oaks, Mayview, Heritage Park, Meadowridge, Birchwood, Valleybrook, Eastwood Court, Stonecrest, Terrace Park, and Berkshire
- Glenwood Towers and Carriage House (High Rise facilities for elderly and near-elderly persons 50 years of age and older).

### DEFINITIONS

**ELIGIBILITY:** Applicants must qualify as a family and/or as an eligible single person. Annual gross income must be within limits as established by HUD for this area, with adjustments for smaller and larger families. An eligible family includes but is not limited to a single person who may be elderly, near-elderly, displaced, disabled, or any other single person; or a group of persons residing together as a family that may or may not include children regardless of marital status. An ***elderly family*** is one whose head, spouse, or sole member is at least 62 years of age, disabled or handicapped, and may include unrelated elderly, disabled or handicapped persons living together.

**COMPUTATION OF RENT:** Eligible families pay a monthly rent equal to the greater of 30 percent of their monthly-adjusted income or 10% of unadjusted monthly income. If utilities are not included in the rent, the family receives a rent credit equal to the RHA’s estimate of the cost of utilities.

### WHAT TO BRING TO AN INTAKE INTERVIEW

***Please be prepared to bring COPIES of the items listed below and any other requested information to your interview once our office has contacted you for all family members:***

- Verification of current and anticipated income
- Daycare verification
- Child Support printout (payment history for at least 1 year)
- Proof of medical expenses (elderly or disabled persons ONLY)
- Award letters for SS/SSI and WFFA/AFDC
- Retirement Benefits notice
- Unemployment Benefits notice
- Four (4) consecutive paycheck stubs
- Copies of Birth Certificates
- Copies of Social Security Cards

**\*FRAUD WARNING:** Title 18, Section 1001 of the United States code, states that a person who knowingly and willingly makes false or fraudulent statements to any department or agency of the United States is guilty of a felony.

**\*\*\*ATTENTION APPLICANTS FOR PUBLIC HOUSING\*\*\***

*In addition to conventional Public Housing, Raleigh Housing Authority (RHA) offers Incentive-Based public housing. Each of the four Incentive-Based housing communities has their own separate application and waitlist.*

**Incentive-Based Waiting Lists**

If you meet the above criteria you may also be qualified for the incentive-based public housing programs offered by RHA. There are additional qualification requirements, which are listed below. You may apply for one or more of the incentive communities depending on your interest and qualifications. The incentive based public housing communities listed offer applicants a one-time residency with a 10-year cumulative time limit. Any residents who are housed based on the working preference must maintain employment of at least 35 hours a week or be relocated to a conventional public housing unit at the resident's expense.

**1. Capitol Park** – In order to qualify for public housing at Capitol Park, you must be working full time, elderly or disabled. One bedroom public housing villas are available for the elderly, the disabled and working persons. Two and three bedroom units are available for persons who have been working at least 35 hours per week for the last two years. Applications for this community can be found at the Parkview Manor office located at 911 North Blount Street. The office may be reached by calling 919-508-1217. Note: This community has a 90-unit tax credit, senior building known as Parkview Manor exclusively for persons 55 years of age or older which is not public housing. Parkview Manor involves a separate application and has a different rent structure than public housing.

**2. Scattered Site Homes** – Scattered Site Homes are single-family homes for working families and are located around the Raleigh area. In order to qualify for Scattered Sites public housing, you must be working full time at least 35 hours per week for the last two years, and agree to assume additional responsibilities for the upkeep of the yards. Applications for this community can be found in the main lobby area of 900 Haynes Street.

**3. Chavis Heights** – In order to qualify for public housing at Chavis Heights, you must be working full time, elderly or disabled. One bedroom public housing villas are available for the elderly, the disabled and working persons. Two bedroom units are available for persons who have been working at least 35 hours per week for the last two years. Applications for this community can be found at the Carousel Place office located at 750 Bright Creek Way. The office may be reached by calling 919-508-1226. Note: This community has a 55-unit tax credit, senior building known as Carousel Place exclusively for persons 55 years of age or older which is not public housing. Carousel Place involves a separate application and has a different rent structure than public housing.

**4. Walnut Terrace** – In order to qualify for public housing at Walnut Terrace, you must be working full time at least 35 hours per week for the last two years, elderly or disabled. One bedroom villas, two bedroom townhomes, and three bedroom single family homes are available for those who qualify. Walnut Terrace is a smoke free community and smoking is not allowed in any building or within 10 feet of any building. Applications for this community can be found at the Walnut Terrace office located at 1256 McCauley Street. The office may be reached by calling 919-508-1237.