

# Incentive Public Housing Program

The Raleigh Housing Authority (RHA) is committed to providing the highest quality public housing possible. The Housing Authority supports initiatives that reward and encourage the working families of public housing. For this reason, RHA offers incentive housing at Capitol Park, Chavis Heights, Scattered Sites and Walnut Terrace. Please review the information below before submitting an application for incentive public housing.

- ❖ **Capitol Park** – In order to qualify for public housing at Capitol Park, you must be working full time, elderly or disabled. This property includes one bedroom villas, two bedroom townhomes and three bedroom single family homes. The office is located at 911 N. Blount Street and can be reached by calling 919-508-1217.
- ❖ **Chavis Heights** – In order to qualify for public housing at Chavis Heights, you must be working full time, elderly or disabled. This property includes one bedroom villas and two bedroom townhomes. The office is located at 750 Bright Creek Way and can be reached by calling 919-508-1226.
- ❖ **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 and agree to assume additional responsibilities for the upkeep of the yards. Scattered Sites includes two, three, and four bedroom single family homes. The office is located at 900 Haynes Street and can be reached by calling 919-508-1201.
- ❖ **Walnut Terrace** – Walnut Terrace offers public housing with elderly, disabled, and working preferences. This property includes one bedroom villas, two bedroom townhomes and three bedroom single family homes. The office is located at 1237 McCauley Street and can be reached by calling 919-508-1237.

## **Applicants for incentive public housing will be screened for eligibility including:**

- History of meeting financial obligations, especially monthly rent.
- Landlord references.
- Criminal convictions.
- Citizenship/eligible immigrant status.
- Annual household income that falls below HUD Income Limits.

**For the public housing program, full time work is defined as averaging at least 35 hours of week or more per week and having done so for the 24 months prior to program admissions or preference status.**

The incentive public program resident standards are higher than those in conventional public housing units. Families who are housed under the work requirement must maintain employment of no less than 35 hours per week to remain in good standings, unless becoming elderly or disabled. Incentive public housing offers applicants a one-time residency with a 10-year cumulative time limit. RHA's public housing is smoke-free and use of tobacco or other lit inhalants are prohibited within 25 feet of all housing and office buildings.

Applicants are placed on the waiting list in the order in which applications are received and based on any preferences. Applicants will be contacted using the information provided on the application including when your application is being considered for housing. Until that time, it is your responsibility to contact the Office with any changes to your contact information, preference status and household composition. Changes to applications will be made once a completed Applicant Change of Status form is received by RHA.

Please return completed applications with ALL required documentation to the Raleigh Housing Authority office located at 900 Haynes Street, Raleigh, NC 27604 or to one of the Office addresses listed above. Applicants may be charged a copy fee of \$.25 cents per sheet if using RHA equipment to produce necessary documents. Copies of the following verifications should be included with your application:

- ❖ **Birth Certificates**
- ❖ **Social Security Cards**
- ❖ **Government Issued Photo ID**
- ❖ **Four Most Recent Paystubs** (if applicable)
- ❖ **Employment Verifications** (if applicable)

It is not possible to predict your wait time for housing. The Housing Authority uses the US Postal Service for the delivery of written correspondence, however RHA is not responsible for the delivery of the mail. Applicants whose mail is returned to RHA as "Undeliverable" or otherwise fail to respond to RHA correspondence will be withdrawn from the waiting list. RHA manages each waiting list separately and any status change to an application on one waiting list has no effect on the applicant's information or position on any of the other waiting lists.



**General Information.** Please answer the questions below completely and truthfully.

**Race:**  White  Black  Asian/Pacific Islander  American Indian/Native Alaskan  Other

**Ethnicity:**  Hispanic  Non-Hispanic **Primary Language:**  English  Spanish  Other

**Do you require an accessible unit?**  Yes  No If yes, what type of accessible unit do you need?  Wheelchair  
 Visual and/or Hearing Equipped  Flat/First Floor Unit  Other: \_\_\_\_\_

**Have you ever been evicted?**  Yes  No **Have you ever been convicted of a felony?**  Yes  No

**Do you have any pets?**  Yes  No **How Many:** \_\_\_\_\_ **Type/Breed:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

**Have you disposed of any assets in the last 2 years?**  Yes  No Market Value When Sold: \$ \_\_\_\_\_

If yes, describe the asset sold: \_\_\_\_\_

**Do you have any assets other than those listed below?**  Yes  No If yes, describe the asset: \_\_\_\_\_

INCOME SOURCES MUST BE REPORTED FOR EACH HOUSEHOLD MEMBER – CHECK BELOW								
SOURCE/ASSET	HEAD OF HOUSEHOLD		FAMILY MEMBER 2		FAMILY MEMBER 3		FAMILY MEMBER 4	
	YES	NO	YES	NO	YES	NO	YES	NO
Checking Accounts								
Savings Accounts								
Salary, Wages, Tips, Bonuses								
Business, Self-Employment								
Unemployment								
Money Market								
Real Estate (land, home, property)								
Capital Investments								
Stocks/Bonds								
Treasury Bills								
Certificates of Deposits								
IRA Accounts								
Retirement/Pension								
Annuities								
Retirement Funds								
Pensions								
Social Security								
Disability Compensation								
Worker’s Compensation								
Severance Pay								
Alimony								
Child Support								
Recurring Monetary Gifts								
Work Force								

ALL ASSET INFORMATION MUST BE REPORTED FOR EACH HOUSEHOLD MEMBER			
HOUSEHOLD MEMBER	NAME OF BANK	ACCOUNT NUMBER	ACCOUNT BALANCE
HOUSEHOLD MEMBER	TYPE OF REAL ESTATE	MORTGAGE/BALANCE	APPRAISED VALUE

**Waiting List Preferences:** RHA programs have preferences which help determine the order applicants will be processed for housing assistance. Verification of preference status will be required prior to preferences being awarded.

**CHECK ALL OF THE FOLLOWING PREFERENCES FOR WHICH YOU MAY QUALIFY:**

- Elderly** (62+ years) – Government verifications such as photo ID, birth certificate, passport, etc. will be required.
- Disabled** – Social Security Administration and/or provider verification will be required.
- Wake County** – Government issued ID or current paystubs showing Wake County residence and/or employment.
- Working Family** – Families must be working full time (35+ hours/week) and have been employed two (2) years prior to admission. Current employment status, number of hours worked and length of employment will be required through recent paystubs (2 or more) and/or employer letter on company letterhead.

**Alternate Contact:** Please list a family member or friend who will be able to contact you if needed.

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applications must be signed by all members of the household aged 18 and over.

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:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fraud Warning:** Section 1001 of the Title 18 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**Privacy Act Notice:** The collection, maintenance, use and dissemination of SSNs, Employer Identification Numbers (EIN) any information derived from SSNs and EINs, and income information under this subpart shall be conducted, to the extent applicable, in compliance with the Privacy Act (5 U.S.C. 552a) and all other provision of Federal, State and Local Law.

**Violence Against Women Act (VAWA) Notification:** VAWA provides protections for victims of domestic violence, dating violence, stalking, or sexual assaults to prevent them from being denied admissions to or from losing housing solely as a result of being a victim. This protection extends to all household members listed on a housing assistance application or lease agreement. At any time it is made known to RHA that an applicant, resident or voucher recipient is a victim of domestic violence, RHA will pause to allow the victim the time needed to provide documentation/verification of the abuse.

**Right to Reasonable Accommodation:** Applicants and assisted families have the right to request reasonable accommodations. Please notify staff if you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services.

**Immigration Notification:** Financial assistance is contingent upon the appropriate submission and verification of documentation of citizenship or eligible immigration status. Proof of citizenship or eligible immigration status is required before an offer of housing assistance to a family. A list of acceptable submission and verification documentation is available on our website at [www.rhaonline.com](http://www.rhaonline.com).

**Criminal Background Checks:** A criminal background check *is* 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.

