



Application Instructions

Thank you for your interest in applying with Graham Housing Authority. You can apply for as many or as few waiting lists that are currently open including: Public Housing, Housing Choice Vouchers (section 8), and Ralph Clayton homes (you must meet the *eligibility requirements*.) Applications are accepted in person at the office, in the drop box at the office, or mailed to the GHA using provided envelope (please do not fax.) If your application is not complete, legible, and signed, it may not be added to the waiting list.

After you have been placed on the waiting list, GHA may contact you by mail in order to confirm your continued interest in the programs/properties you've applied for. When contacted, you must respond within the requested time-frame. Failure to respond on time will result in cancellation of your application without further notice. **It is your responsibility to notify our office in writing of any change in your mailing address.** Please be advised that if *any* correspondence sent to you by our office is returned (even with a forwarding address), it will not be re-sent. No further attempts to contact you will be made and your name will be removed from the waiting list(s) you applied for without further notice.

Application Update Sheet: It is your responsibility to keep your existing application up to date. If you have any changes to your current application (address, income, or change to household), You must complete our application update sheet.

To verify your application was entered, call 336-227-5527; please allow at least 2 weeks after submitting your application. If your name is not on the list, your application was not entered; you may pick it up at our office to make corrections and resubmit. Information regarding your position on the waiting list will **not** be given to you from this office.

When your name comes to the top of the list for a program and/or property for which you've applied, the department administering that program/property will contact you by mail and begin the **full** application process. NOTE: You may be contacted by 2 or 3 departments at or near the same time.

GHA has a responsibility to maintain stable and safe living environments for all its residents. For this reason, prior to being offered a unit and/or voucher, each applicant will be screened for tenant suitability which consists of, but is not limited to, a **criminal background check** (*including drug-related criminal activity*), and a **landlord history screening**.

Once our office has contacted you, you will be asked to provide the following items listed below & other requested information for your eligibility determination interview. Please ensure that you have these items prepared.

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| <ul style="list-style-type: none"> • Birth Certificates, Social Security Cards, Driver's License/State ID, Marriage License • Bank Account & Credit Union Statements for 3 most current months • Most recent completed Tax forms files with W2 statements • Proof of medical expenses (If head of household or spouse is elderly or disabled) • Daycare verification | <p>Verification of current and anticipated income</p> <ul style="list-style-type: none"> • Award letters for SS/SSI, Food Stamps and TANF/Work First • Child support printout (payment history for last 12 months) • Six (6) or more consecutive paycheck stubs • Notarized Letter with Name, Address and Phone number of any persons contributing to household, also for voluntary child support • Unemployment Benefits notice • Retirement Benefits Notice |
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Public Housing

Public housing provides decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. GHA owns and manages 170 housing units consisting of 13 scattered sites in Graham. Availability is determined by vacancies in our existing housing developments. Eligible families pay a monthly rent of at least 30% of their monthly adjusted-income. All of our public housing units are smoke-free.

Housing Choice Vouchers (Section 8)

HCV is a HUD subsidized rental assistance program for very low-income families that enables you to secure housing with the private market in Alamance County. This is a rent share program where a voucher is issued to eligible families allowing a them to search for affordable housing within program requirements, policies and regulations; families pay a monthly rent of at least 30% of their monthly-adjusted income. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses, apartments and mobile homes. The participants are free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects and the owner agrees to rent under the program. The unit may include the family's present residence.

Ralph Clayton homes (senior/disabled housing)

GHA owns and manages 100 1- & 2-bedroom units located at Cates Circle Graham. **This program offers Rental Assistance only to elderly (age 62+) and/or disabled head of households.** You must be willing and able to move into an apartment within the complex you apply for once your name reaches the top of the waiting list and your eligibility has been determined. The units and assistance under this program is not transferrable. Eligible families pay a monthly rent of at least 30 percent of their monthly-adjusted income.

Once our office has contacted you, you will be asked to provide the following items listed below & other requested information for your eligibility determination interview. Please ensure that you have these items prepared.

<ul style="list-style-type: none">• Birth Certificates, Social Security Cards, Driver's License/State ID, Marriage License• Bank Account & Credit Union Statements for 3 most current months• Most recent completed Tax forms files with W2 statements• Proof of medical expenses (If head of household or spouse is elderly or disabled)• Daycare verification	Verification of current and anticipated income <ul style="list-style-type: none">• Award letters for SS/SSI, Food Stamps and TANF/Work First• Child support printout (payment history for last 12 months)• Six (6) or more consecutive paycheck stubs• Notarized Letter with Name, Address and Phone number of any persons contributing to household, also for voluntary child support• Unemployment Benefits notice• Retirement Benefits Notice
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GHA is an equal opportunity provider and employer.