



Public Housing Application

317 Caldwell Street Extension
Chapel Hill, NC 27516
(919) 968-2850
townofchapelhill.org

Thank you for your interest in the Town of Chapel Hill's Public Housing Program. The purpose of this application is to determine your eligibility for our program. If you have any questions, please call us at (919) 968-2850.

Can I Apply For Public Housing?

You can apply if your household's annual gross income is within the limits established for this area by the U.S. Department of Housing and Urban Development (HUD).

Your household must apply as a family. An eligible family is one or more persons who live together, including adults without children, adults with children or a single individual. An elderly family is one with at least one person who is 62 or older and may include unrelated elderly, disabled, or handicapped persons living together.

How Do I Apply?

1. Complete all sections of the application.
2. Sign and date the application.
3. Attach copies of all required documents. If your application is incomplete, we will return it to you. We cannot process incomplete applications.
4. Bring or mail your completed application and all required documents to:
Town of Chapel Hill
Public Housing
317 Caldwell Street Extension
Chapel Hill, NC 27516

At this time, you cannot submit your application by fax or email.

If your application is approved, we will put your name on a waiting list based on the date and time your application was received and [Chapel Hill's local preferences](#).

If your application is denied, you can request an appeal. Call us at (919) 968-2850 to make an appointment with the Housing Director.

ANY CHANGES TO YOUR APPLICATION MUST BE DONE IN WRITING.

Required Documents

1. Original Birth Certificates for all family members.
2. Social Security Cards for all family members.
3. Marriage License (if applicable).
4. Verification of all preferences claimed (see page 5).
5. DMV License or state issued picture identification for all adult family members.
6. Custody and/or guardianship documents of minor child(ren) who are not your birth child(ren).
7. Proof of eligible immigrant status (see page 9). At least one family member must be a citizen, national or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance. Law: 24CFR 5.504(b) and 5.520(d).
8. Documentation of dismissal of criminal charges, expungement, drug and alcohol rehabilitation, completion of probation requirements, or items that are currently being appealed (if applicable).
9. Documentation about neighborhood disturbances, destruction of property, and/or housekeeping violations at prior residences (if applicable).



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What is the Application Approval Process?

Before your household is approved for placement on the waiting list, we review factors about your household that could include the following: criminal history, tenant history, and debt owed to a public housing agency and/or Section 8 termination.

How Will a Criminal History Be Reviewed?

Criminal history within your household may be a factor in whether we can put you on the waiting list. This may include convictions, pleas and/or judgments related to criminal offenses, and/or involvement in clearly established criminal activity for which a discretionary exclusion period exists. **Criminal history will not automatically make your household ineligible for public housing.** We will determine waitlist eligibility case-by-case and take into account things like efforts to rehabilitate, pending appeals, or absence of criminal activity since any convictions.

To determine whether you or someone in your household has a criminal history, we'll consider the following: applicant's admission, sentencing records, probation records or a criminal conviction. A criminal charge that results in a deferred prosecution, prayer for judgment or other plea arrangement may also be a sufficient basis for establishing that criminal activity occurred. We might request additional corroborating or exclusionary documents or information that might help determine whether criminal activity occurred.

A criminal charge that is dismissed for lack of sufficient evidence or lack of probable cause does not provide a sufficient basis that specific criminal activity occurred and cannot be used to deny housing.

What Are Preferences?

The Town of Chapel Hill has "local preferences" for its public housing program. This means we give priority placement on the waiting list to families/individuals who are in one or more of the following categories:

- working,
- elderly,
- disabled,
- homeless,
- US veterans,
- paying 50% or more of their total income on rent and utilities,
- domestic violence survivors or the involuntarily displaced.

Orange County, NC residents have a higher preference than do applicants who reside outside of Orange County, NC. If you live outside of Orange County, you will be considered along the same criteria for the other categories of preferences.