



# Town of Chapel Hill Employee Housing Incentive Rental Assistance Program Overview

## Who does the program serve?

The Rental Assistance program serves households that meet the following criteria:

- Permanent employees with a household income at 80% of the Area Median Income (AMI) and below
- Seek housing within 5 miles of the Town of Chapel Hill Corporate Limits
- Need assistance with security deposits, utility connection fees, other applicable fees, and future rent
- Have a lease term of at least 12 months
- Have attended an approved homebuyer and/or budget counseling program
- Provide the required documentation when they apply for assistance

## What assistance is provided through the program?

Employees can apply to the Town for a one-time payment from the Town of Chapel Hill:

- One-bedroom or less maximum assistance: \$3,545
- Two-bedroom maximum assistance: \$4,078
- Three-bedroom maximum assistance: \$5,128
- Four or more bedrooms home maximum assistance: \$6,275

Examples of eligible rental fees include:

- Security deposits for the lease agreement, including pet deposits
- Electric, gas, internet, or water service connection fees
- Once upfront fees are paid, the remaining balance of the maximum assistance may be paid to the landlord for pre-payment of future rent

## What documentation is required to receive assistance?

Households that seek assistance are required to provide the following information:

- Official documentation showing the amount of the security deposit, utility connection fees, and/or other applicable fees
- Official documentation verifying household income
- A copy of the signed lease agreement
- Once official documentation is provided, the Town will make a check payable to the landlord, utility company, or service provider

## Conditions for Repayment

- If the employee receiving assistance leaves employment with the Town or moves outside of Town limits within 1 year of the time assistance is received, the total assistance provided shall be repaid.

## How do I apply for assistance?

To complete an online application visit <https://communityhometrust.org/online-application/>. Please ensure you select "Town of Chapel Hill Employee Assistance" as the program you are interested in from the drop down list on the first page.

To learn more about the program, visit <https://www.chapelhillaffordablehousing.org/employee-housing/>, or contact [housingandcommunity@townofchapelhill.org](mailto:housingandcommunity@townofchapelhill.org) or 919-968-2877.

## Does your household meet the income qualifications of 80% of the Area Median Income (AMI) or below?<sup>ii</sup>

Income Level	Household Size				
	1 person	2 people	3 people	4 people	5 people
80%	\$ 59,300	\$ 67,800	\$ 76,250	\$ 84,700	\$ 91,500

<sup>i</sup> Maximum assistance amounts are updated annually based on 2.5x Fair Market Rent.

<sup>ii</sup> Contact [housingandcommunity@townofchapelhill.org](mailto:housingandcommunity@townofchapelhill.org) for income qualifications for larger households.