



Housing Application Process

APPLY FOR HOUSING

SUBMIT A PRELIMINARY APPLICATION (hand-delivered *only*) to the main office located at 1 Roop Street Carrollton, Georgia 30117

Eligibility Screening Appointment

After review of the pre-applications the CHA will determine if an applicant family is eligible for further review. If so, the applicant will be placed on a pending waiting list, and contacted via mail (*or email if homeless*) with a scheduled eligibility screening appointment to determine eligibility for the Income-Based Housing Program. Screening processes could take up to 45 working days to complete. During this time, preferences, landlord history, criminal background, etc. will be verified.

DETERMINATION

Eligible

The CHA will send notice to applicant families determined eligible for housing. Eligible applicants will be placed on the eligible waiting list.

Ineligible

The CHA will send notice to applicant families determined ineligible for housing along with the reason(s) for the ineligible decision and an explanation of the applicant's rights.

Placement on Waiting List

After being placed on the waiting list applicants will be required to contact the CHA every 60 days to confirm their interest in housing. Any changes in income, contact information, and/or familial status, etc. will need to be reported, in writing, as soon as they occur.

Informal Conference

Ineligible applicants may request an informal review meeting with the Executive Director to discuss their ineligibility determination.
**Applicants determined ineligible for housing may reapply at a later date. **

HOUSED

**** Please be advised that the CHA reserves the right to close the waiting list at any point. ****