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WHAT ARE MY  
RESPONSIBILITIES AS A  
RESIDENT?

1. *Pay your rent on time. It is due on the first of every month.*
  2. *Report any maintenance problems immediately. If a problem occurs during regular business hours, call 770-834-2046 ext. 300. If the problem occurs after hours and is an emergency, call 1-888-221-1713 and leave your name, address and description of the problem.*
  3. *Do not disturb your neighbors.*
  4. *Do not participate in illegal activities.*
  5. *Keep your home in decent, safe and sanitary condition.*
  6. *No pets are allowed, unless a non refundable pet deposit is made with management.*
  7. *Report, in writing, any changes in family composition and income in a timely manner.*
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CARROLLTON HOUSING  
AUTHORITY

MISSION STATEMENT

We are committed to being a leader in providing affordable housing for very-low, low and moderate-income persons through effective management and wise stewardship of public funds, partnerships with our residents and others to enhance the quality of life in our communities.

**Public Housing Program**

Carrollton Housing Authority  
P.O. Box 627  
Carrollton, GA 30112

Phone: 770-834-2046  
Fax: 770-834-8708  
Brandolynn Marengo, Tenant Selector ext. 104  
Charles Griffin, Executive Director, ext. 113

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HOUSING AUTHORITY  
*Of The City of Carrollton*

PUBLIC AND PRIVATE  
HOUSING



*Providing decent, safe, sanitary  
housing for very low, low, and  
moderate income families.*

**770-834-2046**

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## What is Public Housing?

The Public Housing Program provides decent, safe and sanitary housing for low income families. All units are based on the family household income. An eligible applicant will be placed in an apartment located in the city of Carrollton. The Carrollton Housing Authority has five developments, two of which are designated for Elderly and Disabled families. Our multi-family sites are Griffin, Ingram and Thomas Homes. Elderly, disabled, and handicap developments are Elder and Alabama Circle.



We provide a number of beneficial programs and services for our Public Housing tenants. Programs and services provided include activities for adults, youth, elderly and disabled individuals. They are as follow:

Resident Opportunities Self- Sufficiency (ROSS), Family Self-Sufficiency Program, Neighborhood Stabilization Program, Elderly and Disabled Services Program, Abstinence Education Program (for youth), and Youth Services Program.

## What is Private Housing?

The Carrollton Housing Authority also provides decent and affordable flat rate housing for working families. Flat rate units include two and three bedroom duplexes, as well as houses located within the city of Carrollton. Applications for our private housing program are accessible at our main office, as well as on our agency website. There is no appointment required to turn in an application for private housing.

## HOW DO I APPLY FOR PUBLIC HOUSING?

Applications for public housing are taken by appointment **only**. You may access the pre-application at our main office, located at 1 Roop Street in Carrollton or online at [www.carrolltonhousingauthority.com](http://www.carrolltonhousingauthority.com). We schedule interview appointments the first working day of each month. At the time of the interview you **must** bring the pre-application, proof of family income, picture ID for all family member that are 18 and older, social security cards and birth certificates for all family members. We will also verify the previous five years of housing history. A criminal history and credit check will be processed on all family members over the age of 18.



## PROVIDING INFORMATION

When completing the application, it must be completely filled out with correct information. Failure to do so could result in your application being denied. You must give names, addresses, and telephone numbers of former landlords. Without this information, your application can not be accepted for processing.



## BEING DETERMINED ELIGIBLE

Once processing your application is complete you will receive a determination letter by mail. If you are determined eligible and when your name is next on the waiting list, you will be contacted and offered up to three units.

Once you decide on your unit, you will complete the new admission paperwork of moving into the unit and receive your keys. A Security Deposit of \$150.00 is required for Public Housing tenants. For private housing duplexes security deposits are \$100.00 and security deposits for houses are equal to the amount of the first month's rent.



## ABOUT THE UNITS

Every unit is inspected annually and preventive maintenance is conducted. All units are furnished with a stove and refrigerator. Some units are equipped with washing machine connections. Lawn maintenance is done regularly during the spring, summer and fall months. The utilities provided in the rental agreement are water, sewer and garbage. Tenants are responsible for all other utilities.

