



# Application Coversheet

Thank you for your interest in the Chattanooga Housing Authority's ("CHA") Low Income Public Housing Program. The first step in the process is to complete the attached application. You may submit the application at any of the CHA's Management Offices.

You may apply for up to three wait lists. You must be 18 or older to apply. Please see the CHA's website at [www.chahousing.org](http://www.chahousing.org) regarding the status of waiting lists. All of CHA's communities are SMOKE FREE inside buildings and 25 feet from the building.

Greenwood Terrace and Fairmount Apts. are designated Upward Mobility sites. CHA provides extra support systems, family programming, counselling and assistance for families at these sites, to help them move towards economic self-sufficiency. However, families must make a commitment to this program, and all adult household members must be engaged in self-sufficiency activities 30 hours per week or they will have to leave the site (activities include being employed, doing volunteer work, job training or education; persons aged 62 or older or with disabled excepted).

It is not necessary to provide any documentation other than this application, UNLESS you wish to claim eligibility for one of the CHA's Admission Preferences. Having a preference will allow your application to be considered sooner. The following Admission Preferences (listed in order from highest priority to lowest) are available to applicants who:

- **Require an apartment with physical features that provide accommodation for applicant household members' handicap/disability.** Documentation to prove includes: communication from medical provider showing requirement for features in a unit that benefit either persons with mobility or hearing/visual impairments
- **Require witness protection as requested and documented by a law enforcement entity.** Documentation to prove includes: *An authorized letter from a law enforcement agency requesting the need for this provision (i.e. Tennessee Bureau of Investigation-TBI, Chattanooga Police Department, etc.)*
- **Have been affected by a federal/state/local natural disaster.** Documentation to prove includes: *An authorized letter from a governmental or disaster relief agency that formally declares or recognizes an occurrence that has resulted in damage or destruction of a dwelling (i.e. American Red Cross, State of Tennessee, Federal Emergency Management Agency-FEMA, etc.)*
- **Have been displaced by government action** (i.e. required to move by any level of government: federal, state or local); CHA-mandated displacement due to renovation; refugees as defined by federal law; displaced due to the inaccessibility of a unit including fire, flood or other casualty to the unit; HUD disposition of a HUD multi-family project; individuals displaced by domestic violence; participation in CHA's Housing First Program. Documentation to prove includes: *An authorized letter from a governmental agency stating the reason for displacement (i.e. Condemnation notice from the City of Chattanooga, letter from a "safe-house"/ shelter detailing residency requirement, referral from CHA Housing First partner, etc.)*
- **Have worked consistently for one year** prior to submission of the application, up through the time of unit offer for wages, commissions, or other consideration of value; seasonal full-time employment such as that of school support personnel shall be eligible for this preference if the break in continuous employment is a result of the academic school calendar. Note: A head-of-household, spouse or sole member aged 62 or older, or a person with disabilities is also eligible for this preference. Documentation to prove includes: *An authorized letter from an employer detailing length of employment (i.e. W2, tax return)*

If you choose to claim and receive the preference on the application, you must submit supporting documentation to prove the preference. Otherwise, you will be considered a standard applicant.

You have an ongoing responsibility to update the CHA regarding any change in contact information (address, phone number) family composition, and preference eligibility.





## Public Housing Application

**\*\*Please Note: Completion of this application does not guarantee that you will receive housing. All eligibility criteria must be met for you to qualify and receive housing. You have an ongoing responsibility to update the CHA regarding any change in contact information (address, phone number) and in family composition. Failure to do so can result in your name being removed from the waiting list(s) in which you have applied \*\***

**HEAD OF HOUSEHOLD:**

**NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**CURRENT MAILING ADDRESS:**

**Street / Apt #:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**County:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**ALTERNATE PHONE NUMBER** (if primary line is disconnected): \_\_\_\_\_

**ETHNICITY - DO YOU CONSIDER YOURSELF HISPANIC?** YES \_\_\_\_\_ NO \_\_\_\_\_

**WHAT IS THE PRIMARY LANGUAGE SPOKEN BY THE HEAD OF HOUSEHOLD?** \_\_\_\_\_

**Household Composition**

*(Please list the names and information for all additional persons who will be included in the household)*

Name	Male/ Female	Social Security Number	Date of Birth	Relationship (Spouse, Child, Live-In- Aide, etc.)

## Preferences:

If you submit additional documentation with your application, your application may be given preference.

Documentation qualifying you for a preference can also be submitted later, and your waitlist status can be upgraded. Please submit your additional documentation with a Preference Documentation Coversheet (CHA Form No. AP-102).

\_\_\_\_(2nd) **Requires  
Apartment with Accessibility**

My household requires an apartment with features for physical/visual/hearing accessibility

\_\_\_\_(3rd) **Witness Protection**

I require witness protection as requested and documented by a law enforcement entity

\_\_\_\_(4th) **Natural Disaster**

Formally declared or recognized by the government that has resulted in damage or destruction of a dwelling

\_\_\_\_(5th) **Displaced**

Forced to move by any level of government—Federal, State or local; by HUD; by fire/flood/casualty; by domestic violence; utilizing Housing First program

\_\_\_\_(6th) **Working Family**

Worked consistently for 1 year up through unit offer; Seasonal full-time; Part-time employment; A head of-household, spouse or sole member aged 62 or older, or a person with disabilities

**Waiting Lists:**

Please place up to 3 check marks below. You may submit your completed application in person to any of our management offices listed below, or through the mail to: LIPH, P.O. Box 1486, Chattanooga, TN 37401.

**ALL CHA COMMUNITIES ARE SMOKE FREE**

**Sites for All Families:****College Hill Courts**

1300 Grove Street, 37402

**NONE AVAILABLE**

**East Lake Courts**

2600 4<sup>th</sup> Avenue, 37407

**2-Bedroom** \_\_\_\_\_

**Emma Wheeler Homes**

4900 Edinburg Drive, 37410

**4-Bedroom** \_\_\_\_\_

**5-Bedroom** \_\_\_\_\_

**For Households Age 62+ ONLY:****Boynton Terrace**

959 Boynton Drive, 37402

**1-Bedroom** \_\_\_\_\_

**Mary Walker Towers**

2501 S. Market St. , 37406

**1-Bedroom** \_\_\_\_\_

**Dogwood Manor**

959 Gateway Ave., 37402

**NONE AVAILABLE**

**Sites for Families With Mandatory****Upward Mobility Program:****Greenwood Terrace**

3056 Dee Drive, 37406

**NONE AVAILABLE**

**Fairmount Apartments**

**NONE AVAILABLE**

**Gateway Towers**

1100 Gateway Ave., 37402

**NONE AVAILABLE**

## Information Release and Consent to Perform Credit, Background, and Reference Checks:

I, the above named individual, hereby authorize the Chattanooga Housing Authority ("CHA") to verify the accuracy of information that I have provided, from the following sources:

Social Security Administration  
Veterans Administration  
Department of Defense  
U.S. Postal Service  
Law Enforcement Agencies  
Schools and Colleges  
Pharmacies  
Sources for Child Support & Alimony

Department of Public Welfare  
Courts  
Financial Institutions  
Sources for Annuities/Pensions  
Landlords: Past and Present  
Employers: Past and Present  
Child Care Providers  
Dept. of Employment and Training

I understand that the information, which will be collected by the CHA, is used to manage the housing programs, to protect the public's financial interest and to verify the accuracy of the information submitted. When permitted by law, it may be released to government agencies, other housing authorities and to court or criminal investigators and prosecutors. Otherwise, the information will be kept confidential and used only by the CHA staff in the course of their duties.

I authorize and permit Chattanooga Housing Authority to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above.

By signing below, I hereby give my permission for 3<sup>rd</sup> parties, including landlord screening services and credit reporting agencies, to release information, subject to the conditions listed above. This authorization is valid for a period of one year from the date noted with signature. I understand that a photocopy of this authorization is as valid as the original.

**By signing below, you acknowledge you have read, understand, and certify that the information provided herein is complete and accurate to the best of your knowledge. Falsification will be grounds for disqualification from housing.**

Head of Household Signature \_\_\_\_\_ Date\_\_\_\_\_