



330 E. Main Street  
P.O. Box 1726  
Durham, NC 27701  
(919) 683-1551  
FAX: (919) 683-1237  
[durhamhousingauthority.org](http://durhamhousingauthority.org)

Dedicated to Building Stronger Durham Communities

Thank you for submitting an application. Durham Housing Authority maintains several Waiting Lists to serve eligible individuals and families who desire affordable housing. As your name approaches the top of the Waiting List, we must interview you and request various documents. All information you provide is kept confidential and will not be released without your written consent. Certain information you will be asked to provide will be of a highly sensitive and personal nature. Our staff are skillfully trained to handle all of our client's sensitive documents confidentially and caringly.

Your rent will be calculated according to income guidelines established by the U. S. Department of Housing and Urban Development. If you meet the standards set by the Durham Housing Authority Board of Commissioners, you are well on your way to placement in an affordable housing unit.

You must provide documentation to the community you applied for. This information will be used to determine if you meet the income eligibility and suitability requirements. The Durham Housing Authority has an Admissions and Continued Occupancy Policy which must be considered when determining suitability for occupancy within our developments. We will request documentation from all adult family members who will be sharing tenancy with you, which includes, but it's not limited to the following:

- **Verification of Income**
- **Rental payment history**
- **Credit History/Landlord Court Records**
- **Investigation of criminal history**
- **Proof of Residency for the past five years**
- **Verification of eligible immigration status**

Additionally, you must attend an interview and an orientation class held at the community you applied for. This program is scheduled as we gather information to determine suitability. The program is designed to explain our process and allow you to ask any questions concerning our practices. After the orientation is completed, you will receive a letter informing you of the location of the next available vacancy. Please keep your address current by notifying us immediately, should you change your mailing address.

If you are elderly, or a person with a disability, a reasonable accommodation will be considered for you upon your written request. This accommodation is to afford you the opportunity to use and enjoy the residential unit or to assure your equal participation in our Housing Programs. We can assist you in obtaining referrals to various agencies in the community if you need assistance.

If unfavorable information exists in your background, you will need to provide a written, verifiable explanation of the circumstances that led up to the event(s). Past unfavorable events may render your application unsuitable for placement with the Durham Housing Authority. It would, therefore, be helpful to obtain references from members of the medical or social service community who are willing to attest to your ability to comply with the terms of our lease agreement.

If it is determined that you do not meet our criteria, you will receive a **Notice of Rejection** letter from the community you applied for. You are entitled to request an informal hearing, if you feel an error was made in determining your eligibility. All requests for reconsideration must be received, in writing, within ten (10) days of the **Notice of Rejection**. In this request, you **must** state the reason you are requesting a hearing. You will receive a letter informing you when the hearing has been scheduled. Although the hearing is informal in nature, you are expected to defend your grievance and should supply proof to support your reason for reconsideration.

Thank you for considering the Durham Housing Authority.

