



## Emergency Housing Assistance Application

Emergency Housing Assistance is available to low income households in Orange County, including those with an eviction or utility disconnection notice. If you do not meet the income limit, contact our Housing Helpline for other sources of help. Please reach out if you need help with this application.

(919) 245-2655 or [housinghelp@orangecountync.gov](mailto:housinghelp@orangecountync.gov)

### Income limits

Household Size and Income Limits							
1	2	3	4	5	6	7	8
\$20,100	\$22,950	\$25,800	\$28,650	\$32,470	\$37,190	\$41,910	\$46,630

Source: 2022 HUD Income Limits

### Applicant information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this a repeat EHA application?  Yes  No Email: \_\_\_\_\_

Have you received an eviction notice and/or utility disconnection notice?  Yes  No

Gender  Female  Male  Transgender  Questioning  Prefer not to answer  
 Gender other than singularly female or male

Pronouns  She/her  He/him  They/them  Other \_\_\_\_\_

Preferred language  English  Spanish  Mandarin  Burmese  Other \_\_\_\_\_

Race  Black/African American/African  American Indian/Alaskan Native  Asian/Asian American  
 Caucasian/White  Native Hawaiian/Pacific Islander  Multi Racial

Ethnicity  Hispanic/Latine  Non- Hispanic/Latine

Number of adults in household: \_\_\_\_\_ Number of children in household: \_\_\_\_\_

Referring Agency (if applicable): \_\_\_\_\_

Landlord/Utility Provider Name (s): \_\_\_\_\_

Landlord's Phone Number and Email (if requesting rent assistance): \_\_\_\_\_

## Housing costs

Cost	Months Covered (if applicable)	Amount
Rent (back rent and one month's future rent)		\$
Utilities (late payments, fees, and deposits)		\$
Pet fees or other late fees owed to your landlord		\$
Housing related court costs		\$
Security deposit		\$
Application fee		\$

## Income and housing documents we need to process your request

- Please complete the income certification table on the next page and ATTACH ONE OF THE FOLLOWING
  - Copy of last two (2) bi-weekly or four (4) weekly paycheck stubs **OR**
  - W-2 or other wage statement **OR**
  - Current benefit award letter or document that includes name and benefit amount **OR**
  - Tax form 1040 from latest tax year **OR**
  - Bank statements showing income **OR**
  - Employer letter attesting to income **OR**
  - If you currently have no income, complete and sign the income certification table and we may be able to substitute that for one of the above documents

### If you are requesting help with back rent, please include:

- Documentation from the property manager showing the amount owed (a rent ledger)

### If you have an eviction notice, please include:

- Copy of notice of intent to evict or eviction court summons

### If you are requesting assistance for an application fee or security deposit, please include:

- Any document that lists the fee amount

**If you are requesting utility assistance, please include:**

- Statement or invoice from utility provider
- Disconnection notice from utility provider, if applicable

**Income certification**

*Please complete this table and provide your signature below. We will use this information to calculate your household's annual income and confirm your eligibility for the emergency housing assistance program.*

I certify that to the best of my knowledge the monthly household income reported for each member of my household above is correct, complete and accurate as of the date this form is signed and completed. And, I

	<b>Applicant</b>	<b>Household Member 2</b>	<b>Household Member 3</b>	<b>Household Member 4</b>	<b>Household Member 5</b>
<b>Full Name:</b>					
<b>Wages / Salary: Including Tips, Commissions etc.</b>	\$	\$	\$	\$	\$
<b>Unemployment Income:</b>	\$	\$	\$	\$	\$
<b>Self-Employment Income:</b>	\$	\$	\$	\$	\$
<b>Retirement / Fixed Income:</b>	\$	\$	\$	\$	\$
<b>Other Income:</b>	\$	\$	\$	\$	\$
<b>Total Income Per Month:</b>	\$	\$	\$	\$	\$

agree to provide, upon request, documentation on all income sources to the Orange County Department of Housing.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**Other assistance**

I agree to share information about *all* financial assistance I have received to pay my housing and utility bills. If it is determined the help I have received duplicates the assistance I have also gotten from the County's emergency housing assistance program, I agree to promptly re-pay that amount to the County. I permit the County to request information regarding assistance received from various agencies.

- Yes, I understand and agree.

**Have you received rent, mortgage, or utility assistance from any organization within the last year?**

Yes  No *If yes, please fill out the chart below.*

Organization <i>For example, IFC, Salvation Army, your church</i>	Type <i>Rent, Utility, Mortgage, etc.</i>	Months Covered	Amount
			\$
			\$
			\$

**Applicant consent**

Do you give consent to share personal information on this form and in attachments with the Orange County Housing Department and other parties as needed in order for the Housing Department to provide assistance? *For example, we may reach out to your landlord or utility provider to request further information about your application, or share your information with an in-house attorney who may be able to assist you with an eviction or housing issue.*

Yes  No

**Applicant certification**

Do you certify that all information included in this application and attachments is correct and complete?

Yes  No

**Submit your completed application in one of the following ways**

- **Email** [housinghelp@orangecountync.gov](mailto:housinghelp@orangecountync.gov)
- **Fax** (919) 944-8496
- **Mail** PO Box 8181, Hillsborough, NC 27278
- **In person or to a locked drop box in:**

Hillsborough	Chapel Hill
<i>300 W Tryon Street, Hillsborough, NC 27278 (A drop box is located outside the elevator entrance and on the 3rd floor at the Housing Department)</i>	<i>2501 Homestead Rd, Chapel Hill, NC 27516 (Drop box is located outside of the main entrance)</i>

**If you need help completing your application, call the Housing Helpline (919) 245-2655 or email [housinghelp@orangecountync.gov](mailto:housinghelp@orangecountync.gov)**



*Revised 1/17/23*