

Northeast Georgia Housing Authority

Serving

Clarkesville, Cleveland, Cornelia, Demorest, Helen, Homer, Toccoa

437 South Pond Street—P.O. Drawer J

Toccoa, Georgia 30577

TDD (706) 886-0318

(706) 886-9455



neqaha@negeorgiahousing.com

www.negahousingauthority.com

REQUIRED DOCUMENTS FOR HOUSING APPLICATION

1. Official Birth Certificate for each member of your household.
2. Social Security Card (or Alien registration).
3. Proof of Income for each member of your household (TANF, Child Support, Social Security, Retirement, Interest, etc.).
4. Proof of U.S. Citizenship or Non-Resident Status (Voters Registration, Green Card, INS Verification, etc.).
5. **All household members** 18-years or older MUST accompany you to complete additional paperwork.

REQUIRED INFORMATION:

1. MUST provide names, addresses, and telephone numbers to verify where you lived for the last 5 years.
2. MUST provide amount of monthly living expenses.
3. MUST be able to secure utilities in name of Head of Household.

ADDITIONAL DOCUMENTS:

1. Food Stamp verification listing all individuals in the household receiving assistance.
2. Proof of Student Status if attending any technical school or college either part time or full time and proof of any grants/scholarships or student loan amounts.

APPLICATIONS WILL NOT BE PROCESSED, IF THE APPLICATION IS NOT FILLED OUT COMPLETELY.

OTHER FACTS REGARDING APPLICATION APPROVAL:

1. A criminal background check will be done on any applicant 18 years of age or older.
2. All applicants will be screened by the Lifetime Sex Offender Registry.
3. Any applicant that has previously lived in Assisted Housing and owes Money will be required to satisfy that debt before being housed.

When you have all of the required documents and the completed application, please bring them into an office at the times below:

Administrative Office

437 S. Pond St. Toccoa, GA 30577 ~ 9am -12pm and 1pm - 4pm ~ Mon.- Thur.

Site offices

Homer: 164 Hill St. ~ 1-2 ~ Tuesday

Cornelia: 800 Galloway St. ~ 1-4 ~ Thursday

Clarkesville: 125 Habersham St. ~ 1-4 ~ Tuesday

Cleveland: 223 Bryant St. #G ~ 1-4 ~ Wednesday

Helen: 90 Pete's Park Rd. (Helen Library) ~ 10:30 - 11:30 every 3rd Wednesday.

Allow approximately 1 hour to complete the application interview.

Providing Affordable and Quality Housing.

