

# 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

[occupancy@negeorgiahousing.com](mailto:occupancy@negeorgiahousing.com)

[www.negahousingauthority.com](http://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.

## 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.

## Application can also be filled out online at: [www.negahousingauthority.com](http://www.negahousingauthority.com)

- YOU MUST HAVE A COMPLETED APPLICATION AND ALL REQUIRED DOCUMENTS IN ORDER TO HAVE AN APPLICATION INTERVIEW.
- ALL HOUSEHOLD MEMBERS 18 AND OLDER MUST ACCOMPANY YOU TO THE INTERVIEW.

***If any household member requires any accommodations or supportive services, please call the Administrative Office at 706-886-9455 or 1-800-596-1380. TTD/TTY: 706-886-0318***

### Administrative Office

437 S. Pond St. Toccoa, GA 30577

9am -12pm (Closed for lunch) 1pm - 5pm

Monday and Wednesday

### Site offices

Homer: 164 Hill St. ~ 10-11 ~ Tuesday

Cornelia: 800 Galloway St. ~ 9-12 ~ Thursday

Clarkesville: 125 Habersham St. ~ 9-12 ~ Tuesday

Cleveland: 223 Bryant St. #G ~ 9-12 ~ Wednesday

