



Town of Chapel Hill Employee Housing Incentive

Rental Assistance Program Overview

Who does the program serve?

The Rental Assistance program serves households that meet the following criteria:

- Permanent employees with a household income at 80% of the Area Median Income (AMI) and below
- Seek housing in the Town of Chapel Hill Corporate Limits
- Need assistance with security deposits, utility connection fees, and other applicable fees
- Have a lease term of at least 12 months
- Have attended an approved homebuyer and/or budget counseling program
- Provide the required documentation when they apply for assistance

What assistance is provided through the program?

Employees can apply to the Town for a one-time payment from the Town of Chapel Hill:

- Two-bedroom home or less maximum assistance: \$1,480
- Three-bedroom home maximum assistance: \$1,860
- Four or more bedrooms home maximum assistance: \$2,050

Example of eligible rental and utility connection fees include:

- Security deposits for the lease agreement
- Electric, gas, internet, or water service connection fees

What documentation is required to receive assistance?

Households that seek assistance are required to provide the following information:

- Official documentation showing the amount of the security deposit, utility connection fees, and/or other applicable fees
- Official documentation verifying household income
- A copy of the signed lease agreement
- Once official documentation is provided, the Town will make a check payable to the landlord, utility company, or service provider

Conditions for Repayment

- If the employee receiving assistance leaves employment with the Town or moves outside of Town limits within 1 year of the time assistance is received, the total assistance provided shall be repaid.

How do I apply for assistance?

To complete an online application visit <https://communityhometruster.org/online-application/>. Please ensure you answer 'Yes' to the following question on the first page: "Is either applicant an employee of the Town of Chapel Hill?".

To learn more about the program, visit <https://www.chapelhillaffordablehousing.org/employee-housing/>, or contact Nate Broman-Fulks at nbfulks@townofchapelhill.org or 919-969-5077.

Does your household meet the income qualifications of 80% of the Area Median Income (AMI) or below?

Income Level	Household Size				
	<u>1 person</u>	<u>2 people</u>	<u>3 people</u>	<u>4 people</u>	<u>5 people</u>
80%	\$ 48,400	\$ 55,300	\$ 62,200	\$ 69,100	\$ 74,650

Town of Chapel Hill

Prepared by Housing and Community Staff