



Guidelines for Accepting Applications

**September 23rd to September 26th
10am to 2pm (NO EXCEPTION)
301 University Ridge, Suite 2500 Greenville SC 29601**

PHASE ONE OF PROCESS:

- 1. Completed Application**
 - 2. ALL verifiable Income Documents that apply to you (COPIES ONLY)**
 - a. 2 Most Recent Bank Statements (required)
 - b. 2018 Tax Returns (required)
 - c. 2 Most Recent Paystubs
 - d. SSI Award Letter
 - e. Court Ordered Child Support
 - f. Housing Authority Voucher
 - g. SSI Disability Award Letter
 - h. Retirement Pension
- *** NOT all Income Documents will apply for your situation.
- 3. Citizenship Documents: (COPIES ONLY)**
 - a. SC Driver's License (anyone that drives)
 - b. Social Security Cards of all tenants in unit (adults & children)
 - c. Birth Certificates (all children living in the unit & adults, if possible)

PHASE TWO OF PROCESS:

18 Applicants will be selected based on completed application, income documentation, residency status and citizenship. Property Coordinator will call applicants to return to the office to pay application fee:

- 1. Application fee:**
 - a. \$50 Application fee and \$25 for each person over the age of 18 that will be living in the unit to be paid at 301 University Ridge Suite 2500 Greenville SC 29601
(CASH, DEBIT CARD, OR MONEY ORDER)
- 2. MUST PASS BACKGROUND CHECK**
 - Rental History required AFTER application has been approved
 - Resident of Greenville, Laurens, Spartanburg County for at least 6 months
 - Does not own a home, have ownership in a property or have a mortgage
 - Units are **INCOME RESTRICTED**

Greenville County Redevelopment Authority Occupancy Standards

GCRA will use the same occupancy standards for each of its developments.

GCRA's occupancy standards are as follows:

GCRA will assign one (1) bedroom for each two (2) persons within the household, except in the following circumstances:

- Single person family will be allocated to one (1) bedroom units
- Foster children will be included in determining unit size and will follow DSS guideline.

GCRA will reference the following standards in determining the appropriate unit bedroom size for a family.

BEDROOM SIZE	MINIMUM NUMBER OF PERSONS	MAXIMUM NUMBER OF PERSONS
1	1	3
2	2	5
3	3	7
4	4	9