



JONESBORO HOUSING AUTHORITY
helping today for a better tomorrow

Housing Authority of the City of Jonesboro Georgia
P.O. Box 458
Jonesboro, Georgia 30237



(770) 478-7282 ♦ Fax (770) 478-2528 ♦ TTY (770) 478-4805

TENANTS
THINGS YOU SHOULD KNOW

- 1. Zero income will not be accepted unless you just lost your job or your unemployment has stopped. If someone is helping you with your bills, you will need to bring in a notarized statement with the amount that you are being assisted.**
- 2. All full-time students need to provide a class schedule. Full-time is 12 or more credit hours per semester. If you have students out of town, please bring them in on Christmas break to sign paperwork and please inform your caseworker of this.**
- 3. All income must be reported within 10 days of receiving. You can come into the office Monday, Tuesday or Thursday to make changes at the front desk. You can only see your caseworker on walk-in Wednesday, unless you have an appointment. The office is open from 7:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:00 p.m. We are closed to the public every Friday.**
- 4. If you trying to add and remove a household member, you will need to fill out paperwork. Once you remove someone, it will be at JHA's discretion if the members are to be added back to the voucher.**
- 5. If you are moving, please make sure that you are out of your old unit by the agreed upon move-out date. You will not be able to stay because you have not found another unit. You will need to have written permission from the landlord and sent to this office 15 days before your end date if you decide not to move.**
- 6. If you need to port out of Clayton County you will need to first have a notice to vacate from your landlord. Once you bring it back, you will need to know the Housing Authority name, address, phone number and fax number before we can send your information. All new voucher holders have to stay in the Clayton County area for 1 (One) year after receiving their voucher.**
- 7. When moving into your new unit, your rent is due the day that you move in. You will be given an estimate of Rent with your paperwork. Please pay this to your landlord.**

Tenant Signature

Date