



Understanding Our Housing Waitlist

A FAIR, TRANSPARENT PROCESS FOR STRONGER COMMUNITIES

More Than a Waitlist.

A Path to Opportunity.

Our waitlist helps us connect eligible households fairly and efficiently with housing opportunities as they become available. The process is designed to be transparent, equitable, and consistent with program requirements.

How the Waitlist Works

A STEP-BY-STEP LOOK AT THE PROCESS

1

OPEN PERIOD

We announce when the waitlist is open for applications. Applications are accepted only during the announced period.

2

APPLY

Apply online. Provide basic household information. Applying does not guarantee housing.

3

Eligibility Review

We review applications to confirm basic eligibility and household composition.

4

Place on Waitlist

Eligible applicants are placed on the waitlist according to the established selection method and any applicable preferences.

5

Contacted for Housing

When a unit or assistance becomes available, applicants are contacted based on waitlist position.

6

Final Eligibility / Move-In

Selected households complete full eligibility screening and required documentation before lease-up or assistance begins.

How Long is the Wait?

Wait times vary based on:

- Availability of units or vouchers
- Number of applicants
- Household size / bedroom needs
- Program preferences

An exact wait time generally cannot be guaranteed.

Keep Your Information Current

Tell us when your address, phone number, email, or household circumstances change.

Use the applicant portal (if available), contact our office, and respond to waitlist update notices.

What Can Remove You?

You may be removed if you:

- Do not respond to contact attempts
- No longer meet eligibility rules
- Provide false/incomplete information
- Ask to be removed
- Fail to update required information



We're Here to Help — Reasonable Accommodations Available

If a household member has a disability and needs assistance applying or participating in the waitlist process, please let us know. Reasonable accommodations may include help completing or submitting an application, accessible or alternative-format materials, or another modification needed to provide equal access. Requests may be made by contacting the Housing Authority during the application period.

Important Reminders

- BEING ON THE WAITLIST DOES NOT GUARANTEE HOUSING.
- NEVER PAY ANYONE TO BE PLACED ON OR KEPT ON THE WAITLIST.
- RESPOND PROMPTLY TO HOUSING AUTHORITY NOTICES AND REQUESTS FOR DOCUMENTATION.

Frequently Asked Questions

Can I check my position? Position information may be available through the applicant portal or office.

Can I apply for multiple programs? Yes, when those waitlists are open.

What if I no longer need housing? Contact us so your application can be withdrawn.

Get in Touch

Phone: (843) 720-3970

Email: info@chacity.org

Website: www.chacity.org

550 Meeting Street, Charleston, SC 29403