



City of Chandler Housing and Redevelopment Division “How to Apply” Guide to apply for Housing Assistance



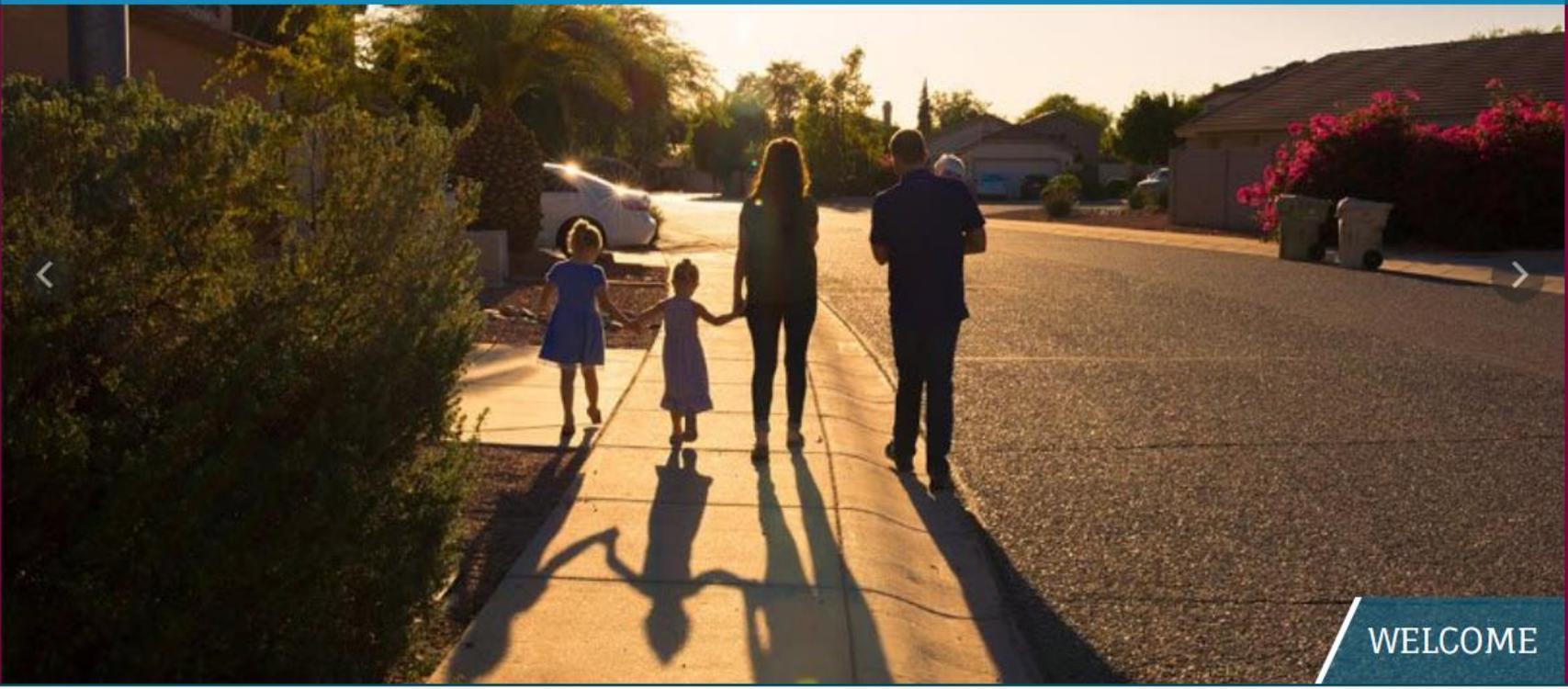
*If you already created an account – use this Guide to Apply

Call us : (480) 782-3200



Create an Account/Login

- Home
- Agency Website
- RENTCafe Create an Account Guide
- RENTCafe PHA Online Application Guide



To get started
Click Create an Account/Login

The screenshot shows a web interface with a login form on the left and a 'Create an Account' section on the right. The login form includes fields for 'User Name' and 'Password', a 'Forgot password?' link, a 'Create an Account' link, and a 'Login' button. The 'Create an Account' section has a heading and a list of benefits for having a free account. Three red callout boxes with arrows point to the 'Create an Account' link, the 'Login' button, and the list of benefits.

User Name

Password

Forgot password?

Create an Account

Login

Create an Account for a Fast, Easy Application

With a free account, you can:

- ✓ Save your application and log in at any time to continue.
- ✓ Check the status of your applications.
- ✓ Use your account with multiple applications.

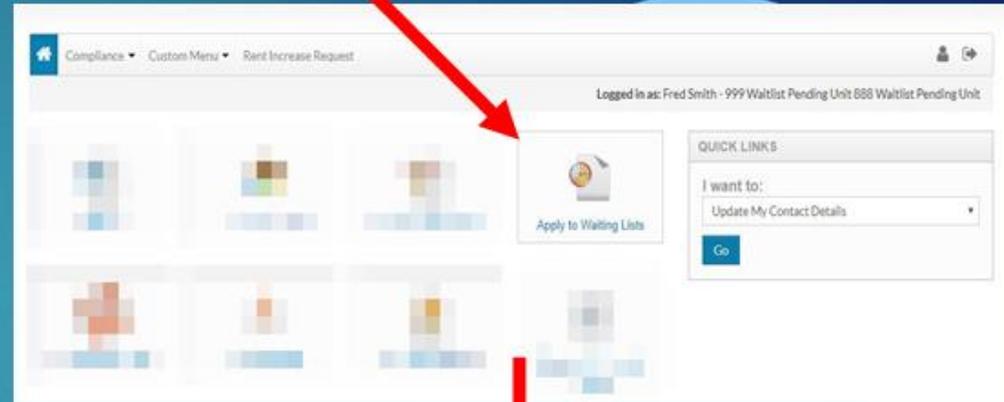
If this is your first time on this site, **Click Create an Account then Login** and follow the steps on the "Rent Café Create an Account Guide"

If you are a current resident or have an existing profile enter your email address and password on the Login page and **Click Login**

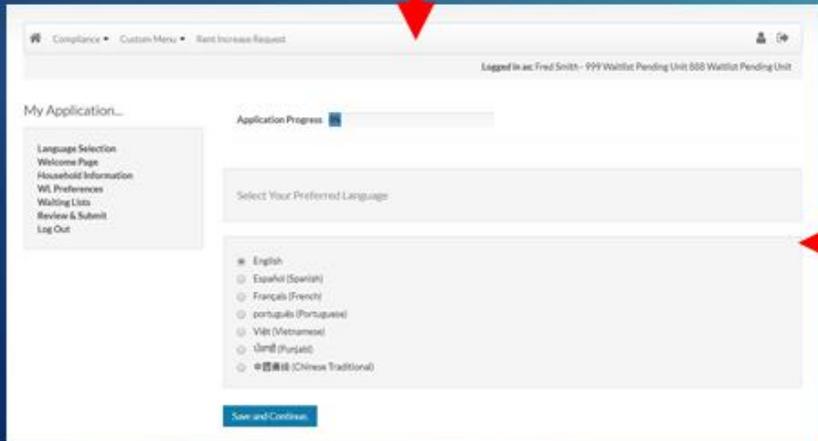
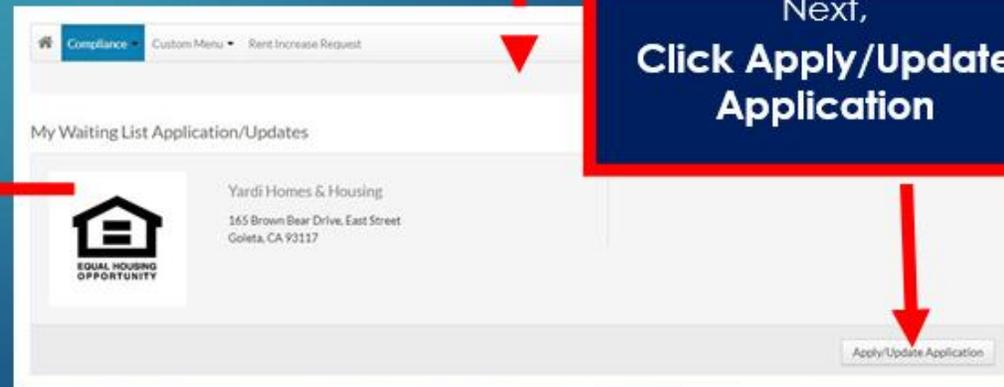
Open the Application:

After you register, most users will see the online application.

If a dashboard appears,
Click Apply to Waiting Lists



Next,
Click Apply/Update Application



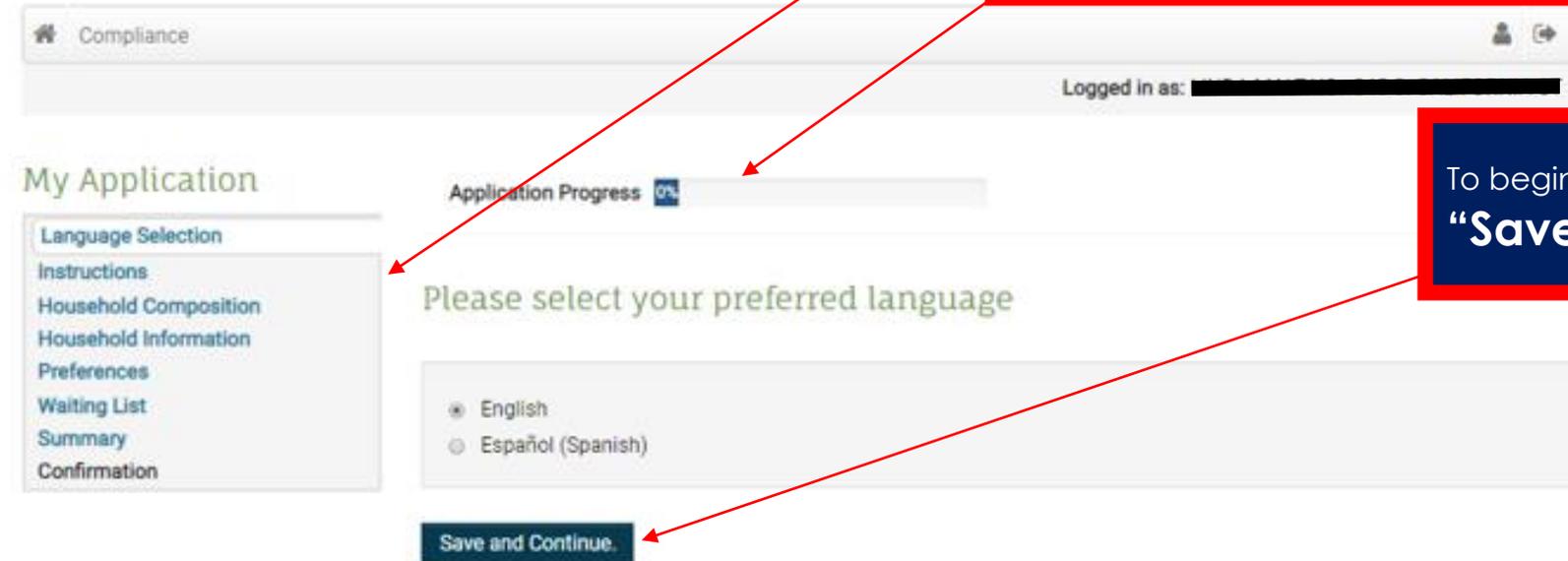


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Application Overview:

Track your progress as you finish each step. To return to a previous step, select it from the side menu.

A screenshot of a web application interface. At the top left, there is a "Compliance" header. Below it, a "My Application" section contains a vertical list of menu items: Language Selection, Instructions, Household Composition, Household Information, Preferences, Waiting List, Summary, and Confirmation. To the right of the menu is a progress bar labeled "Application Progress" with a "0%" indicator. Below the progress bar, the text "Please select your preferred language" is displayed. There are two radio button options: "English" (which is selected) and "Español (Spanish)". At the bottom of the form is a dark blue button labeled "Save and Continue".

To begin Select Your Language and **Click "Save and Continue"**

**If the language you need is not listed here, contact the housing agency.*



My Application

Application Progress **15%**

Applications & Certifications | Hi

Language Selection

Instructions

Contact Details

Household Composition

Household Information

Preferences

Waiting List

Summary

Application Confirmation

Contact Information

Mailing Address*

City*

State*

Zip*

E-mail

selenapereztest@gmail.com

Office

(555) 555-5555

Home

(480) 963-5634

Mobile

(555) 555-5555

Go Back.

Save and Continue.

You will also be asked to add your contact information such as Mailing Address and Phone Number. Complete the required fields to continue

Click "Save and Continue"

Rectangular Snip



Compliance

Logged in as: [redacted]

My Application

- Language Selection
- Instructions
- Household Composition
- Family Members
- Household Information
- Preferences
- Waiting List
- Summary
- Confirmation

Application Progress **17%**

Household Composition

In the next section, you will provide details about all members of your household.

[Go Back.](#) [Save and Continue.](#)

You will provide the details about your family members. To continue **Click “Save and Continue”**

Click the **More Info Needed** button for the Head of Household to complete all the required fields.

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My Application

Application Progress 31%

Applications & Certifications | Hi, [Redacted]

Language Selection
Instructions
Household Composition

Family Members

Household Information
Preferences
Waiting List
Summary
Application Confirmation

Family Members

Add Family Member

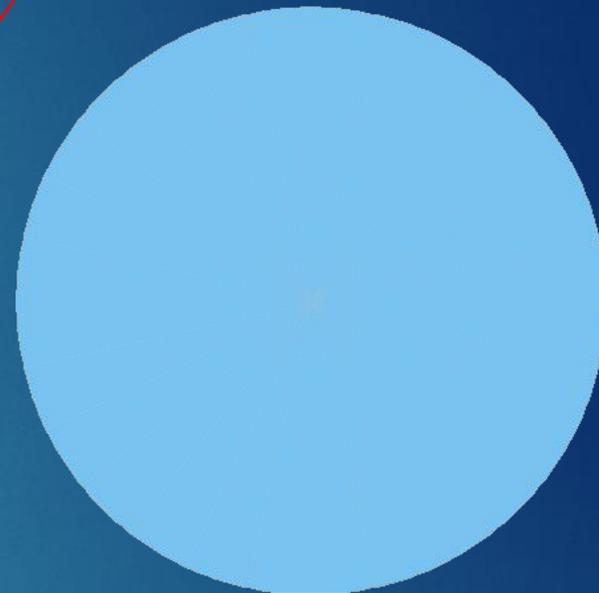
Search:

First Name	Last Name	Date of Birth	Relationship	Age	Gender		
[Redacted]	[Redacted]	(Blank)	Head of Household	(Blank)	(Blank)	More Info Needed	Delete

Showing 1 to 1 of 1 entries

Go Back.

Save and Continue.



Tell Us About Family Members

Member Details

First Name*

Test

Middle Name

Last Name*

Test

Date of Birth*

Gender*

Relationship to the Head of Household*

Head of Household

Is this person disabled?*

Hispanic or Latino*

American Indian or Alaska Native*

Asian*

Black or African American*

Native Hawaiian or Other Pacific Islander*

White*

Notes:

Save

Cancel

Note: Head of Household's details are pre-filled.

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Complete all the required fields marked with an asterisk (*) once completed

Click "Save"

Rectangular Slip

Compliance

Logged in as: [redacted]

My Application

- Language Selection
- Instructions
- Household Composition
- Family Members**
- Household Information
- Preferences
- Waiting List
- Summary
- Confirmation

Application Progress 25%

Family Members

If you are a participant in one of our housing programs, you cannot update your family member information without housing authority approval. Contact us for more information.

[Add Family Member](#)

Search:

First Name	Last Name	Date of Birth	Relationship	Age	Gender	
[redacted]	[redacted]	[redacted]	Head of Household	56	Female	Edit Delete

Showing 1 to 1 of 1 entries

[Go Back.](#) [Save and Continue.](#)

To add additional Family Members
Click “Add Family Member”
and follow the same steps on page 10.
Complete this step for every additional family
member in your household. Once you have
added everyone **Click “Save and
Continue”**

After you add a household member, you can
edit or delete their information.



Compliance

Logged in as: [REDACTED]

My Application

Language Selection

Instructions

Household Composition

Household Information

Income

Additional Details

Preferences

Waiting List

Summary

Confirmation

Application Progress **33%**

Household Information

In the next section, you will provide information about the incomes, access requirements, special needs, and additional details of all household members.

Go Back.

Save and Continue.

Under Household Information you will provide your family income, access requirements and more **Click "Save and Continue"**



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Compliance

Logged in as: [REDACTED]

My Application

Language Selection
Instructions
Household Composition
Household Information
Income

Additional Details

Preferences
Waiting List
Summary
Confirmation

Application Progress 42%

Income

Annual Income includes all amounts, monetary or not, that :

- (1) Belong to family members
- (2) Are anticipated to be received by the family
- (3) Are derived from assets to which any member of the family has access

If you are a participant in one of our housing programs, you cannot update your income information without housing authority approval. Contact us for more information.

Annual Income*

Go Back.

Save and Continue.

Enter annual income **Click "Save and Continue"**

Note: Enter an estimate of the household's yearly income. If you are selected for housing assistance, you'll be required to verify your income at that time.



Compliance

Logged in as: [redacted]

My Application

Application Progress 58%

- Language Selection
- Instructions
- Household Composition
- Household Information
- Income

Additional Details

Would you like to add an Additional Contact or Organization? Yes No

Name: _____

Phone Number: _____

Go Back.

Save and Continue.

Additional Details

- Preferences
- Waiting List
- Summary
- Confirmation

If the housing authority has any additional question you will see them displayed here. If you don't see anything

Click "Save and Continue"

Compliance

ALTAIS - 345 S. CALIFORNIA ST

My Application

- Language Selection
- Instructions
- Household Composition
- Household Information
- Preferences**
- Waiting List
- Summary
- Confirmation

Application Progress 67%

Preferences

If none apply, click Save and Continue.

Search:

- Displaced: Applicants displaced by government action OR a disaster recognized by Federal disaster laws.
- Living and/or Working in Chandler: Applicants must physically live in the City of Chandler, OR must physically work, OR be hired to work, in the City of Chandler.
- Chronically Homeless: As defined in 24 CFR 578.3 A person with a disability who lives either in a place not meant for human habitation, a safe haven, or emergency shelter continuously for at least 12 months OR on at least four separate occasions in the last three years, where the combined length of homeless occasions is equal to at least 12 months. Each period separating the homeless occasions or break must consist of 7 or more consecutive nights where the individual is not living in a homeless situation.
- Currently Employed/Employment Program: At least one adult family member works at least 20 hours a week outside the City of Chandler, attends an employment training program, or attends school on a full-time basis.
- Elderly: The head and/or spouse is elderly (62+ years of age).
- Disabled: Disabled families and families with a disabled household member.

[Go Back.](#) [Save and Continue.](#)

Under Preferences you will select the option that best describes your family's current situation. Once you have read and selected your preference you may

Click "Save and Continue"



Rectangular Snip

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Compliance

Logged in as: [REDACTED]

My Application

- Language Selection
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Application Progress 75%

Waiting List

Select the waiting list(s) you want to apply to.

Search:

Select	Waiting list	Description	Status
<input type="checkbox"/>	Affordable Townhome	Townhomes - 3 bedroom 2 1/2 bath. Located in Downtown Chandler	Pending
<input type="checkbox"/>	3	Public Housing	On List

Go Back.

Save and Continue.

Under Waiting List you will select the waiting list you wish to apply for keep in mind that only the opened waiting list will be show on this screen. Once you have made a selection

Click "Save and Continue"

Compliance

Logged in as: [REDACTED]

My Application

- Language Selection
- Instructions
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- Household Information
- Preferences
- Waiting List
- Summary
- Confirmation

Application Progress 82%

Final review & submission

Please verify that the information you entered is correct. If you want to make changes to your information, you can click on the individual menu links on the left side of the screen. These links allow you to return to previous workflow steps to

Family Members | **Income** | Access | Additional Details | Preferences | Waiting List

First Name	Last Name	Date of Birth	Relationship	Age	Gender	Citizenship
[REDACTED]	[REDACTED]	[REDACTED]	Head of Household	56	Female	Eligible Citizen

Terms and Conditions

I agree to Chandler Housing & Redevelopment WAIT's terms and conditions for submitting an application.

I accept the above terms and conditions.

[Go Back](#) [Save and Continue](#)

Under Final Review and Submission you have the opportunity to review your information. You may click on the individual tabs to review each section. Once you've reviewed your entries check the box next to "I accept the above terms and conditions" and **Click "Save and Continue"**



My Application

- Language Selection
- Instructions
- Household Composition
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 100%

Applications & Certifications | Hi, Test ▾

Application Confirmation

Your application has been submitted.

[Download Application as PDF](#)

[Go Back.](#)

[Log Out.](#)

Under Application Confirmation you have the option to download a copy of the application
Click “Download Application as PDF”



Online Application Summary

Profile	
Test Test 215 S. Arizona Ave. Chandler, AZ 85225	Office: 480-782-3200 Home: Mobile: E-mail: testtng-7@gmail.com
Applied Date: 8/7/2009 8:40:58 PM Application Status: Submitted	

Household Information					
Name	Member	SSN	DOB	Age	Gender
Test Test	Head of Household	XXX-XX-9999	1/1/1988	21	F

Income	
Annual Income:	25,000.00

Special Needs	Access
<input type="checkbox"/> Displaced <input type="checkbox"/> Homeless <input type="checkbox"/> None	<input type="checkbox"/> Hearing Access <input type="checkbox"/> Mobility Access <input type="checkbox"/> Sight Access <input checked="" type="checkbox"/> None

Other Details	
Do you have pets?	No
Are you directly related to a City Chandler employee or council member?	No

Mailing Address:
 Mail Stop 101, PO Box 4008
 Chandler, AZ 85244-4008

City of Chandler Housing and Redevelopment Division
<http://www.chandleraz.gov/offices/housing>
 Ph:(480)782-3200•Fax (480)-782-3220

Office Location:
 215 S. Arizona Avenue
 Chandler, AZ 85225

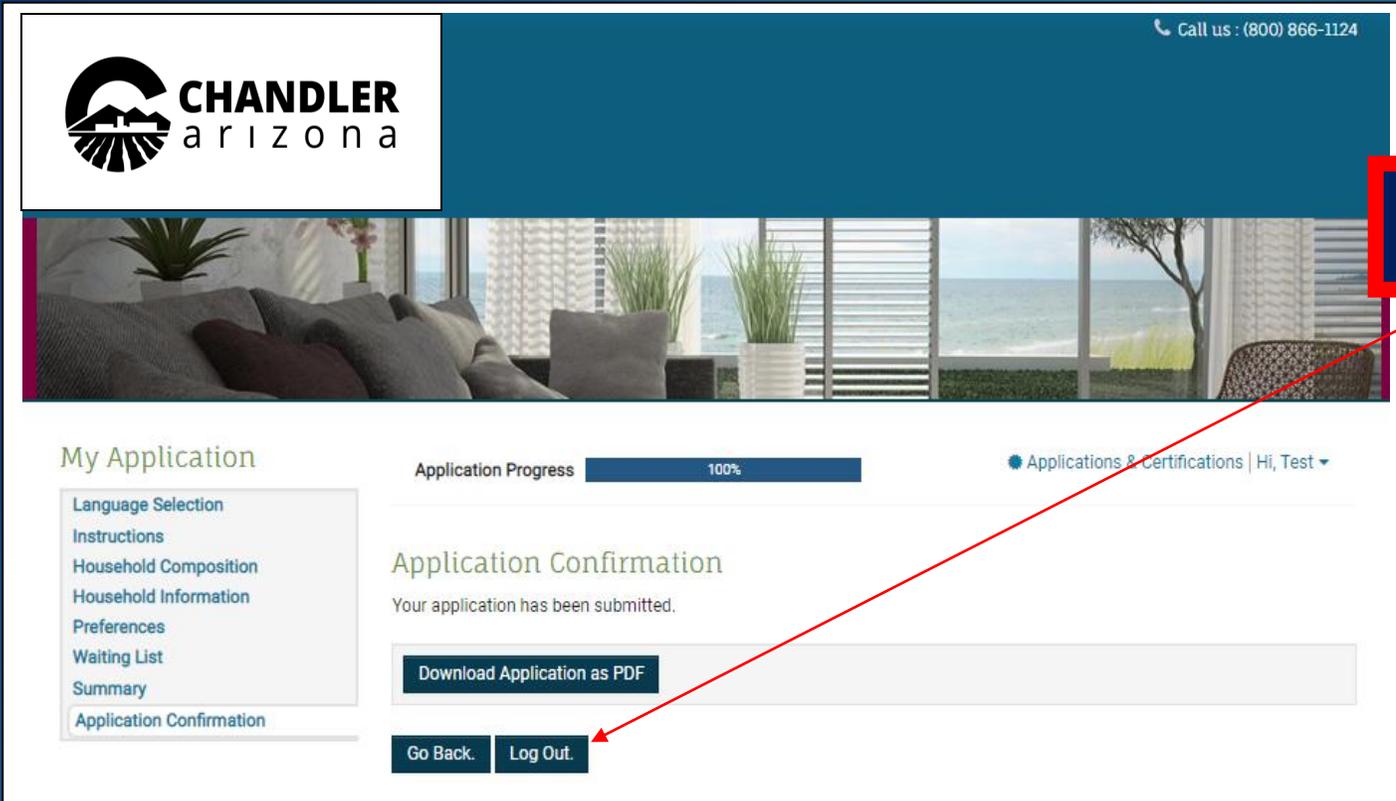


The Arizona relay Service provides free 24 hour telephone access for the deaf, hard of hearing, deafblind, and hearing or speech impaired. 7-1-1 (TTY) * 7-1-1 (Voice)



Preferences	Waiting list		
Living or Working in the City of Chandler	Description	Status	Reason
	Section 8 Certs. & Vouchers	Pending	

Your online Pre-application summary, print for your records.



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CHANDLER
arizona

My Application

Application Progress **100%** Applications & Certifications | Hi, Test ▾

Language Selection
Instructions
Household Composition
Household Information
Preferences
Waiting List
Summary
Application Confirmation

Application Confirmation

Your application has been submitted.

[Download Application as PDF](#)

[Go Back.](#) [Log Out.](#)

To complete the application process simply
Click “Log Out”