



Rent Café Affordable Housing

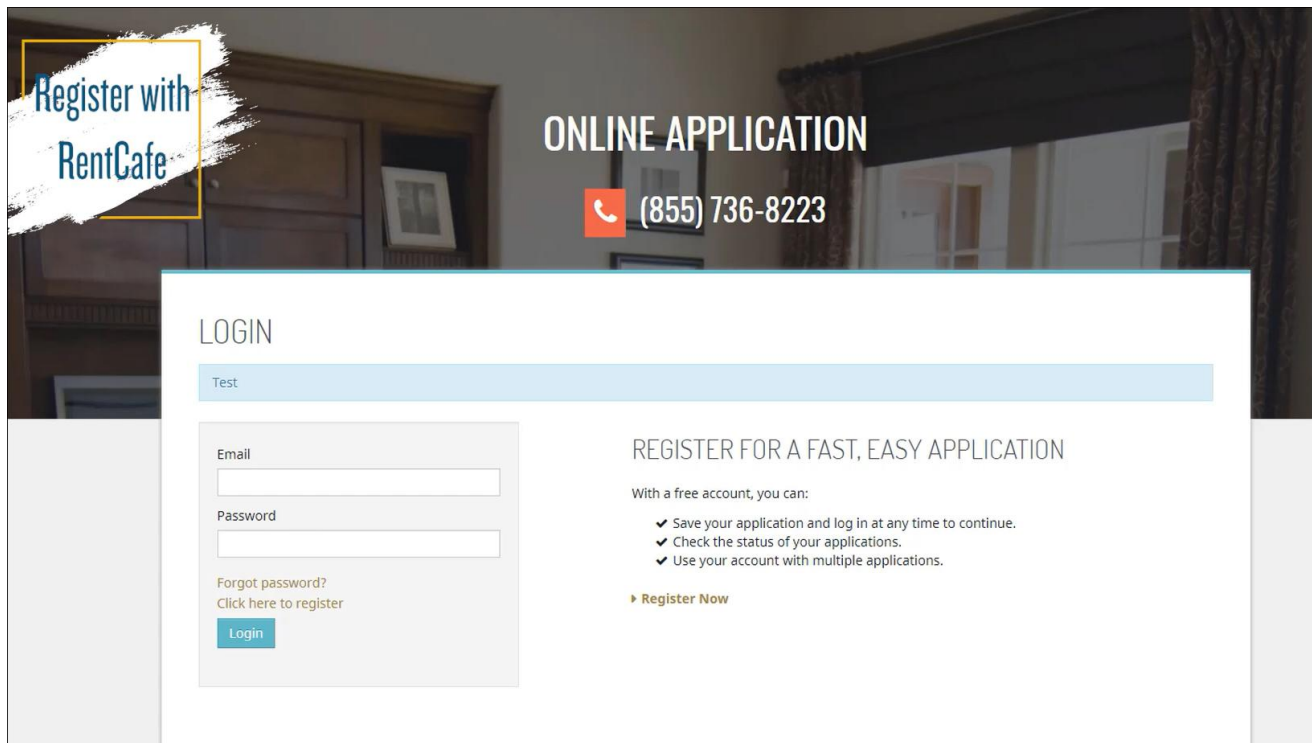
Application Process

Prior to beginning the online application, there are a few items that will be needed.

1. Information for all members of the household (full legal name, relationship to the applicant, birth dates, and social security numbers)
2. Monthly statements and receipts for all income and assets
3. Email address
4. Contact information for all landlords over the last three years (names, addresses, and phone numbers)

Each applicant will also need an email address and a scanner or a phone with a camera.

Before a move-in application can be completed with RENTCafe, the applicant must register online and create an account. First, click 'Apply Now' on the community's website. If the applicant already has an account with RENTCafe, the applicant can simply log in. Otherwise, click "Register Now."





Rent Café Affordable Housing

Application Process

To create an account, click "I do not have a registration code" and fill in information. All information is the "*" is required. Once complete, click "register."

Create an Account

* Denotes a required field

Personal Details

First Name*

Last Name*

Phone (Home)*

Account Information

Email Address*

User Name (must be email address)*

Password*

Confirm Password*

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Please read and accept the Terms and Conditions

Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

Already have an account? Login Now!

Email

Password

Forgot password?

1. Select the preferred language for the application. Once the preferred language is selected, click “next” at the bottom of the screen.

*Denotes a required field

Please select your preferred language.

Google Translate Disclaimer

By selecting a language from the list, you will translate your application into that selected language using the Google Translate online service. Google Translate is subject to applicable Google Terms of Service. Google Translate is made available solely for your convenience, and its use is solely at your option.

As described by Google, the Google Translate service may NOT accurately translate your application, due to the limitations of Google's machine-generated translation. Use of the service is not intended to replace professional human translators.

Preferred Language*

- English
- አማርኛ (Amharic)
- ភាសាខ្មែរ (Khmer)
- Afrikaans (Afrikaans)
- Azərbaycan (Azerbaijani)
- Bosanski (Bosnian)
- català (Catalan)
- Cebuano (Cebuano)
- čeština (Czech)
- Corsu (Corsican)
- Cymraeg (Welsh)
- Dansk (Danish)
- Deutsch (German)
- eesti (Estonian)
- Español (Spanish)
- Esperanto (Esperanto)
- Euskal (Basque)
- Français (French)
- Frisian (Frysk)
- Gaeilge (Irish)

2. Complete all personal information fields. Once all information is entered, click “next”.
 - a. Social security number, if applicable
 - b. Government issued ID number
 - c. Address
 - d. Landlord contact
 - e. Emergency contact – optional



Rent Café Affordable Housing

Application Process

Language Selection

Application Information

Instructions

Personal Information

Address Information

Additional Adult Occupants

Application Progress 6%

Applications & Certifications

*Denotes a required field

Instructions

- As the first person to complete this application, you will be considered the primary applicant, and you will be asked to provide information about additional occupants.
- All additional occupants who are 18 years of age or older as well as emancipated minors must also complete this application.
- If you do not finish your application now, you may log in it at a later time to complete it, or to review it after you have submitted it.

[Back](#) [Next](#)

*Denotes a required field

Personal Information

Please enter your details in this section. If you do not have a social security number, please select 'I do not have a SSN.'

First Name*	Gross Monthly Income*
<input type="text"/>	<input type="text"/>
Middle Name*	Government Issued Photo ID # Numbers and letters only. Do not use dashes*
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I have no middle name/initials.	Gov ID State
Last Name*	<input type="text"/>
<input type="text"/>	Photo ID Expiration*
Phone	<input type="text"/>
<input type="text"/>	How did you hear about us?*
Email	<input type="text"/>
<input type="text"/>	List all the states you have ever lived in:*
Social Security/Alien Reg #. If you do not have a SSN, please enter all 0s.*	<input type="text"/>
<input type="text"/>	
Birth Date*	
<input type="text"/>	

[Back](#) [Next](#)

- To add a household member who is 18 or older, click add additional adult occupant. Fill in all of that individual's information. Once everyone who is 18 and older is added, click "next".

*Denotes a required field

Additional Adult Occupants

Please enter the details for your Additional Adult Occupants here:

- Include only people 18 or older unless the person is the Head, Co-Head, or Spouse.
- If you do not have a social security number, please select "I do not have a SSN."

Add Additional Adult Occupant

No Additional Adult Occupants Added

Back Next

- If an accessible unit is required due to a physical impairment, select the appropriate upgrade by changing the dropdown to "yes". If no upgrades are required, change the dropdown to "no". Once all questions are answered, click "next".

*Denotes a required field

Accessibility Requirements

Do you require mobility impaired upgrades?*

Do you require vision impaired upgrades?*

Do you require hearing impaired upgrades?*

Back Next

- List all animals and assistance animals in the household. To add the first animal, click "Add Animals". Once all animals have been added, click "next".

*Denotes a required field

Animals

Add Animals

No Animals Added

Back Next

- On the members of the household page of the application, add all minors by clicking 'add minor' and complete all required fields. Then, click "save". Once all members have been added, click "next".

Accessibility Requirements

People

- Expected Changes
- Your Household
- New Household Members
- Absent Household Members
- Live-In Caregivers
- Income

*Denotes a required field

We're about to start gathering information about your household...

Before we do you'll need your:

- Full (legal) name
- Social Security number
- Date of birth

Back Next



Rent Café Affordable Housing

Application Process

7. Answer the questions regarding the household's income. Provide income information for all household members. Once all questions are answered, click "next".

People	Tell us about your household income.
Your Income	Make sure to include the income of all household members, including children!
Social Security, SSI, Veteran's Benefit	Do you or any member on your questionnaire have the following:
Self Employment Income	
Unemployment Income	Do you have income from Social Security, SSI or Veteran's Benefit?*
Employment	<input type="radio"/> Yes <input type="radio"/> No
	Back Next

8. Answer the questions regarding the household's assets. Provide asset information for all household members. Once all questions are answered, click "next".

People	We are ready to gather information about your assets. Please have the following documents ready to use for reference:
Your Income	<ul style="list-style-type: none">• Bank statements• Retirement account statements• Trust fund records
Your Assets	Do you or any member on your questionnaire have the following:
Bank Account	
Other Assets	A checking, savings, or money market account including accounts managed by a payee?*
Final Review & Submission	<input type="radio"/> Yes <input type="radio"/> No
Identification Documents	Back Next
Screening Authorization	
Floorplan Preference	



9. On the 'Summary' page, review all pieces of the application, including members, income, and assets by clicking through those tabs. Once everything is confirmed, click "next".

People

Your Income

Your Assets

Final Review & Submission

Summary

Errors

Documents

Please review and submit your application!

Your application is almost complete!

Please review all information you have entered, check it for errors and omissions, and sign the application forms!

[Back](#) [Next](#)

Summary

The following list includes all of the information you entered in your application. Please review each tab for accuracy and completeness. If you need to edit the information below, please click the **Edit** button. If you need to add any additional information, please click the **Add** button below. If all information below is correct and accurate, please click **Save and Continue**.

Members | Income | Assets

First Name	Last Name	Edit	Delete
		Edit	Delete

Showing 1 to 1 of 1 entries

[Back](#) [Next](#)

10. If the system finds an error, it will be listed here. Once all errors are resolved, click "next".

*Denotes a required field

Errors

Error	Corrective Actions
Please confirm that all family members have been added. If you need to add a new member, please navigate back to the members section and add the missing member(s).	<input type="button" value="Confirm"/>

11. The application will now require uploading documents. All uploaded scans and photos will need to be clear and high quality. Ensure the pictures are not blurry and contain the entire item, such as a driver's license, or the full page, such as a bank statement. Once everything is uploaded or scanned in, click "next".

Please submit the following documents.

You will need to submit the following documents before we can process your application.

Learn More	Document	Upload	Scan	View	Delete
	Scan copy of driver's license or other government issued photo ID.	<input type="button" value="Upload"/>	<input type="button" value="Scan"/>		
	Optional - Scan other household documents.	<input type="button" value="Upload"/>	<input type="button" value="Scan"/>		

Showing 1 to 2 of 2 entries



12. The Screening Authorization will need signed. Select 'Click Here to Sign' by the applicant's name and then follow the prompt to sign electronically. To invite additional applicants, select 'click here to invite' by their name and then enter their email address. When signing is completed, click "next".

Screening Authorization

*By signing the below documents, I verify that I have read the Renter Screening section of the Terms and Conditions, and I authorize the use of the information and contacts provided in this application to complete a credit, reference, and/or background check. Click 'View Document' below to read the Terms and Conditions.

*By signing the following documents, I verify that the statements provided in this application are true and correct and I agree to be screened after payment of application fees.

*You will not be able to advance to the next step until all household members have signed.

Document	View	Sign
Member Documents	View Document (Unsigned)	Click Here to Sign

Showing 1 to 1 of 1 entries

[Back](#)

Document	View	Sign
Household Documents for [Name] to Sign	View Document (Unsigned)	
Member Documents for [Name] to Sign	View Document (Unsigned)	
Household Documents for [Name] to Sign	View Document (Unsigned)	Click Here to Invite
Member Documents for [Name] to Sign	View Document (Unsigned)	Click Here to Invite



Rent Café Affordable Housing

Application Process

13. Sign the Household Documents page. Sign with an electronic signature to complete the application. The other adult household members will also need to sign electronically.

After you sign all documents, your application process will be complete. Please sign all documents and submit your application.

APPLICANT REPRESENTS ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT. APPLICANT AUTHORIZES CONTINUING VERIFICATION OF THE ABOVE INFORMATION, REFERENCES, CRIMINAL HISTORY AND CREDIT RECORDS AT ANYTIME INCLUDING BEFORE, DURING AND AFTER THE EXPIRATION OF THE LEASE TERM AND RELEASES FROM LIABILITY ALL PERSONS AND ENTITIES REQUESTING OR SUPPLYING INFORMATION. APPLICANT ACKNOWLEDGES THAT FALSE, INCOMPLETE OR MISLEADING INFORMATION CONSTITUTES GROUNDS FOR REJECTION OF THIS APPLICATION; DISCOVERY OF FALSE, INCOMPLETE OR MISLEADING INFORMATION THAT OCCURS AFTER OCCUPANCY WILL RESULT IN TERMINATION OF THE RIGHT OF OCCUPANCY OF ALL OCCUPANTS UNDER LEASE AND/OR FORFEITURE OF DEPOSITS AND FEES. SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO WILLFULLY FALSIFY A MATERIAL FACT OR MAKE FALSE STATEMENT IN ANY MATTER WITHIN THE JURISDICTION OF A FEDERAL AGENCY.

Document	View	Sign
Household Documents	View Document (Unsigned)	Click Here to Sign

Showing 1 to 1 of 1 entries

[Back](#)

14. Now that the application is signed, it is completed and has been submitted to the property. The application will be reviewed, and the property will reach out soon.