## ()) GUARDIAN

#### Apply to our online waitlist application! Need assistance? Contact the property office directly.

- 1. Go to the property website of your choice. Click on any of the 'Join Our Waitlist' buttons or the 'Apply to Waitlist' link in the menu bar of the property website.
- 2. Create an account to register.
  - 1. Click 'Register Now.'
  - 2. Select 'I want to apply to this property.'
  - 3. Select 'I do NOT have a registration code."
  - 4. Enter personal details, account information, and click 'Register.'

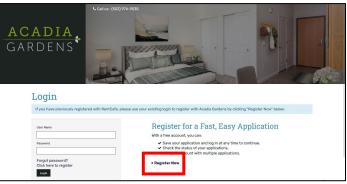
If you have previously created an account with RentCafe, follow these same steps. If compatible, RentCafe will ask if you'd like to use your previous account when you enter Account Information.

I have a registration code I do NOT have a registration code	Create your account today, and Apply Online!  Submit your application  Create out the status of your application  Cet ready to move in!  Already have an account? Login
	Check out the status of your application     Get ready to move init
	Already have an account? Login
	Now!
	If you have previously registered with RentCafe, please use your existing login to register with Acadia Gardens by clicking "Register Now" below.
	User Name
	Password
	Forgot password?

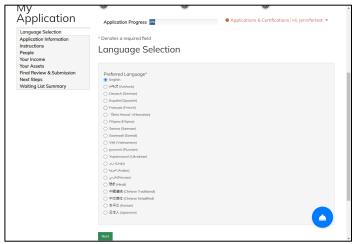
- 3. Start your application.
  - 1. Select your application language.
  - 2. Review application information and instructions.
- 4. Enter your background information.
  - 1. First, enter your personal information. NEXT
  - 2. Add your address information. *If you do not* have a current address, click 'I have no address.' **NEXT**
  - 3. Select 'Add Additional Adult Occupant' to enter any adult occupant(s) information. *If there are no other adult occupants, leave blank.* **NEXT**
  - 4. Enter household information, reasonable accommodations, resident history, personal references. **NEXT**

Application Information	* Denotes a required field			
Personal Information	Personal Information			
Address Information		ection of this interview should be the primary applicant who list minors and/or Live-in Caregivers in the 'People' step of		
Additional Adult Occupants Household Information	NOTE: If you do not have a Social Security Number, the system will automatically assign as 999-99-9999 through the process. Please do not change this.			
Reasonable Accommodation	First Name *	Birthdote *		
Resident History		6/1/2000		
Personal References	м	Passport/Other Government issued ID		
People Your Income		Driver's License/State ID # *		
Your Assets Final Review & Submission	Last Name *	123456		
Next Steps		Identification State *		
Waiting List Summary	Phone *	OR ¥		
		How did you hear about us?		
	Emoli *	Housing Connections		
	wallace.jennifer.rae@gmail.com	Number of Bedrooms Preferred *		
	Social Security Number *			
	123-45-6789			
	I do not have a SSN			

Δ <u>ν</u>	Application Information	Compliance Inte	erview	Final Review & Submission
/ly Application				
anguage Selection	Application Progress		Applications	& Certifications   Hi, Jennifertest
anguage selection Application Information nstructions	* Denotes a required field			
Personal Information	Additional Adult	Occupants		
Address Information	Please enter any other applicant household, as this information w			Live In Caretakers or minors in th
Additional Adult Occupants				
Household Information	Add Additional Adult Occupant			
Reasonable Accommodation				
Resident History	No Additional Adult Occupants Added			
Personal References	Bock Next			
eople				
'our Income				
our Assets Ingl Review & Submission				
Vext Steps				
Waiting List Summary				



Denotes a required field	Create your account today, and Apply Online!
Personal Details	Submit your application
	Check out the status of your application
First Name*	Get ready to move ini
First Name	Get ready to move ini
Last Name*	
Last reams	
Account Information	Already have an account? Login Now!
Email Address*	If you have previously registered with RentCafe, please use your
YourEmail@Example.com	existing login to register with Acadia Gardens by clicking
User Name*	"Register Now" below.
User Name	User Name
Password*	
Password	Password
Confirm Password*	
Confirm Password	Forgot password?
This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.	Login
Please read and accept the Terms and Conditions	



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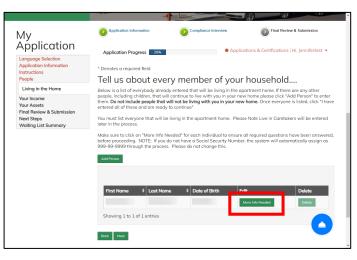
### Apply to our online waitlist application! Need assistance? Contact the property office directly.

- 6. Next, we will begin gathering information about the people in your household.
  - 1. Enter household information. **NEXT**
  - All adult occupants will be listed next. Click 'Add Person' to add any other people, including children, that will live with you in your new home. Occupants might have 'More Info Needed' next to their name. Click on that to supply additional information.

My	Application Information     Compliance Interview	Final Review & Submission
Application	Application Progress 23% Application	tions & Certifications   Hi, Jenniferte
Language Selection Application Information Instructions	* Denotes a required field	
People	We're about to start gathering infor household	mation about you
Living in the Home	household	
Leaving the Home	Before we do you'll need your: * Full (legal) Names	
Absent from Home	* Social Security Numbers * Dates of Birth	
Live In Caregivers		
Your Income	Do you or any member of your household have t	he following :
Your Assets		
Final Review & Submission Next Steps	Any people living with you today that won't be later? *	⊖ Yes ⊖ N
Final Review & Submission	Any people living with you today that won't be later? * Any absent household members that would normally be living with	
Final Review & Submission Next Steps		
Final Review & Submission Next Steps	Any absent household members that would normally be living with	n you?* O Yes O No

- 7. Now you'll enter your income.
  - 1. Complete the checklist. NEXT
  - 2. Enter necessary information about any income/wages you or members of your household have currently. **NEXT**
- 8. Enter your assets. Complete the checklist. From there you will enter more information about any assets you or members of your household have currently. **NEXT**
- 9. You're almost done! Time to review and submit your application. Review summary information for each occupant. If there are any errors on your application, you will be directed to correct it. **NEXT**

Application	Application Progress 88% Applications & Certifications Hi, Jennifertest 👻
Language Selection Application Information Instructions	* Denotes a required field
People	Final Review & Submission
Your Income	You are almost done! All we need to do now is review what you have entered, check it for errors and omissions,
Your Assets	sign some forms and send it in!
Final Review & Submission	
Summary	Bock Next
Errors	
Next Steps	
Waiting List Summary	
	-



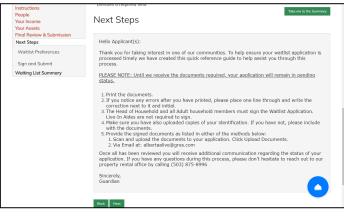
ly Application	Application Information	Compliance Interview	Final Review & Submission
nguage Selection	Application Progress 32%	<ul> <li>Application</li> </ul>	ns & certifications   Hi, jennifertest 👻
pplication Information structions	* Denotes a required field		
eople	We're about to s	tart gathering inform	nation on vour
four Income	income	jjjjj	
Wages	Be sure to include the income of	all household members, including children	
Business Income			
	Do you or any membe	r of your household have the	e following :
Benefits			
Welfare Benefits	Any wages? *		○ Yes ○ No
Child Support	Any income from business of	r self-employment? *	🔿 Yes 🔿 No
Alimony	Any benefits in lieu of earnin comp, etc? *	ngs that you receive such as unemploymer	nt, worker's 🛛 Yes 🔿 No
Social Security	Any Welfare Benefits? *		○ Yes ○ No
Severance Pay	Any Child Support? *		🔿 Yes 🔿 No
	Any Alimony, Spousal Supp	ort or other maintenance payments?*	○ Yes ○ No
Pension	Any Social Security, SSI or a	ny other benefits from the Social Security	Adminstration?* O Yes O No
Strike Benefit	Any income from severance	?*	○ Yes ○ No
Disability/Death Benefit	Any regular payments from	a Pension Plans or Retirement Plan? *	○ Yes ○ No
Annuity	Any Strike benefits? *		○ Yes ○ No
Annulty	Any Disability or Death ben	efit payments? *	0 Yes (
Armed Forces Pay/Allowances	Any regular payments from	an Annuity? *	O Yes
	Any Armed Forces Pay/Allov	wances? *	O Yes O No
Insurance Policy	And the second se		010010

My Application	Application Progress 90% Applications & Co	ertifications Hi, Jennifertest 🝷
Application Information Instructions	* Denotes a required field	
People Your Income	Errors	
Your Assets Final Review & Submission		
Summary		
Errors	Error	Corrective Actions
Next Steps	has no income records. Confirm that this is correct or add an income record.	Add
Waiting List Summary		Confirm
	You answered "Yes" to the question: "Any wages?" However, you did not	Change Answer
	add details about the associated income(s). Please add the missing income information, or change your answer.	Add Wages

10. The next steps. The application that has been entered needs to be signed by all adult occupants. Your application has not been submitted until this step has been accomplished. Documents will be provided in step 12. **NEXT** 

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#### 11. Enter your waitlist preferences. Select your preferences. **CONTINUE**



Application	Application Progress
Language Selection Application Information Instructions People Your Income Your Assets Final Review & Submission	* Denotes a required field Tale mets the Summary Waitlist Preferences Piease select a preference below.
Next Steps Waitlist Preferences	Please select the number of bedrooms in order of importance.
Sign and Submit Walting List Summary	20 Performence
	Pecies select any of the following if they pertoin to you. Diployed becomend Atom Comment Readem Valence Accommentation Ormer Readem Valence Valence Abert Aive Fuel Knock VetermulvAdH Abert Aive Fuel Knock VetermulvAdH Conteme

- 12. Sign and submit.
  - 1. Click the red boxes to view/sign the head of the household's next steps.
  - 2. Additional adult applicants will need to be invited to sign.

For households with more than one adult application, DO NOT forget to submit your signed application. Your application will not be complete or added to the waitlist without all documents.

My Application	Application Information	Compliance Interview	Final Review	v& Submission
	Application Progress	97%		
Language Selection Application Information Instructions	* Denotes a required field	Appli	cations & Certifications	Hi, Jennifertest 👻
People Your Income	Sign and Submit			
Your Income Your Assets Final Review & Submission Next Steps Waitlist Preferences	As per the previous screen, pleas for signature.	e review the documents in detail fo	r accuracy. Only one set	needs to be printed
Sign and Submit	Document		liew	Sign
Waiting List Summary	Household Documents for Je Sign		View Document (Unsigned)	Click Here to Sign
	Showing 1 to 1 of 1 entries	L		
	Bock			

### **Online Waitlist Application Next Steps**

- Waitlist applications will be reviewed by the property management staff.
- Applicants will be notified via phone/email and letter whether they have been approved or denied.
- Approved applicants have 10 days to respond from date of phone call/email and letter being mailed out to set up an appointment to fill out final paperwork at the leasing office. All household members 18 years and older must be at the appointment to complete and sign the paperwork. *If applicant does not respond within 10 days of being notified of approval, application will be removed from the waiting list.*
- Items to bring to the follow up meeting:
  - Social security numbers for every member of household, including minors/children.
  - **2 forms of identification for all adults 18 years and older:** 1 picture identification (valid driver's license, identification card, or passport), 1 non-picture identification (Individual Taxpayer Identification Number (ITIN), SSN, visa or undocumented individual documentation)
  - Screening fee in the form of certified funds (online payment, WIPS, cashier's check, certified check, money order) for application fee of all adults 18 years and older. \$50 for Oregon, Arizona, or Texas. \$55 for Washington.
  - All sources of income for all household members who have income including minors. Examples include: waged income (bring W-2 tax form for 2020 and 3 months of pay stubs), Social Security, Supplemental Security Income (SSI), Aid to Families with Dependent Children (AFDC), child support, contributions interest
  - *If applicable*, please also bring real estate or other asset documentation, statements regarding your stocks, bonds, other holdings, cash value of life insurance.
  - If there are minors in the household and both parents do not live in the household, bring one of the following documents to verify custody: Court documents, school records, medical records, tax return, social service agency verification.

Do you need translation services? Contact the property office to request accommodations.

What should you do if you haven't heard anything or want to check on your application status? Contact the property office for any questions.