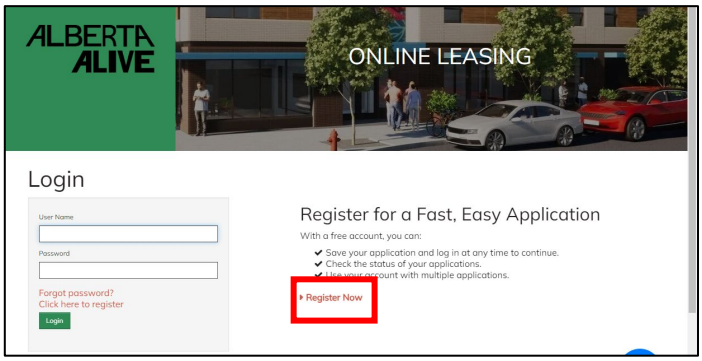
GUARDIAN

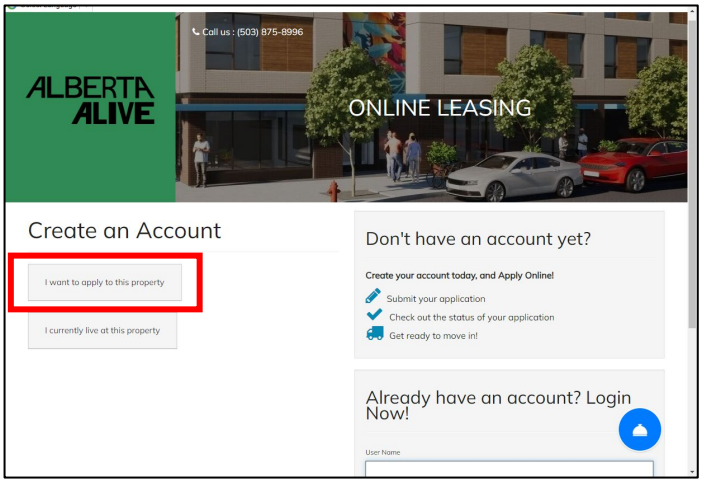
Apply to our online waitlist application!
Need assistance? Contact the property office directly.

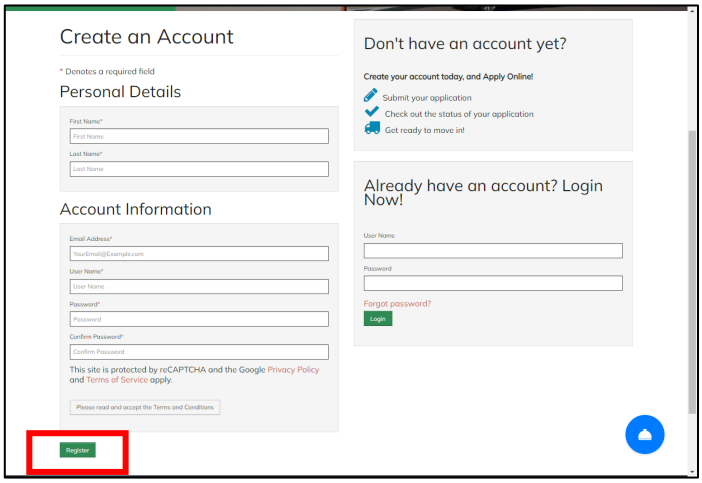
1. Go to the property website of your choice. Click on any of the 'Join Our Waitlist' buttons or the 'Apply to Waitlist' link in the menu bar of the property website.



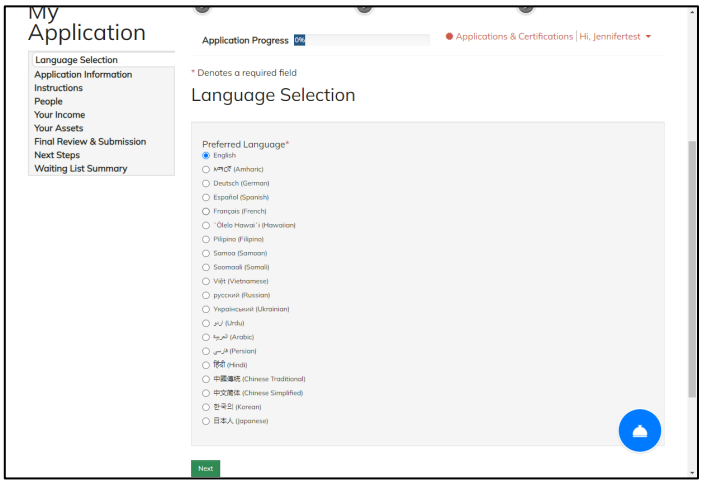
2. Create an account to register.
    1. Click 'Register Now.'
    2. Select 'I want to apply to this property.'
    3. Select 'I do NOT have a registration code."
    4. Enter personal details, account information, and click 'Register.'

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.

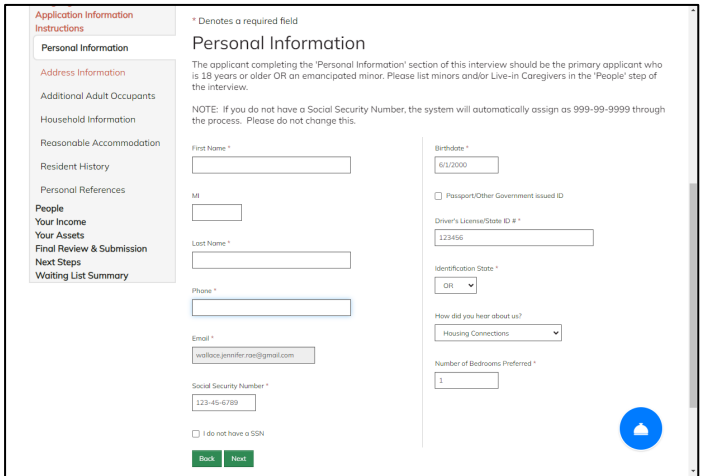


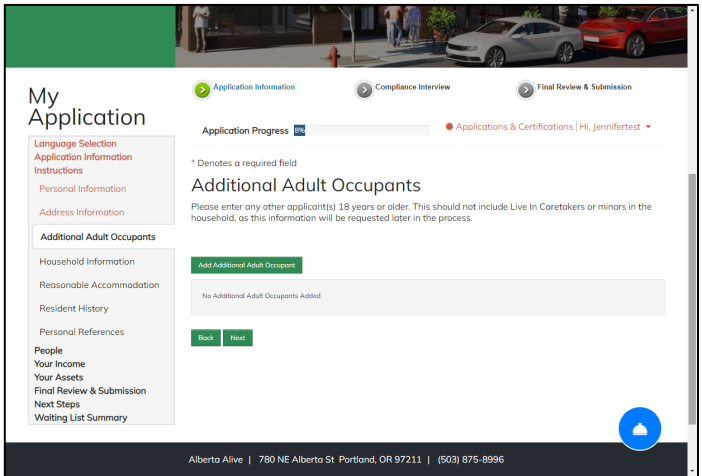


3. Start your application.
    1. Select your application language.
    2. Review application information and instructions.

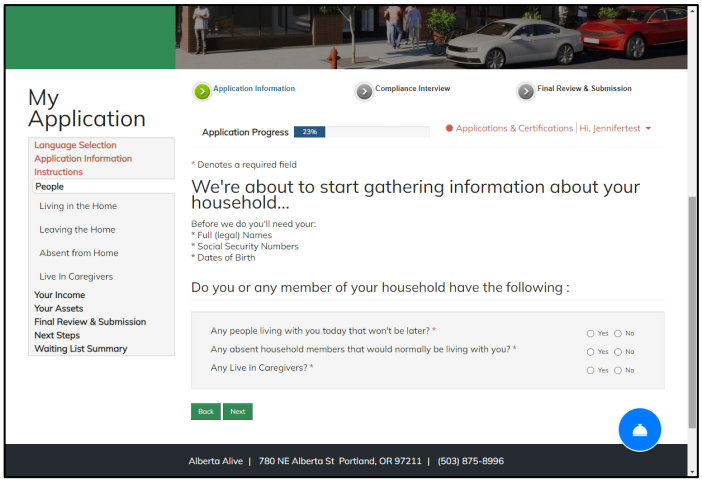


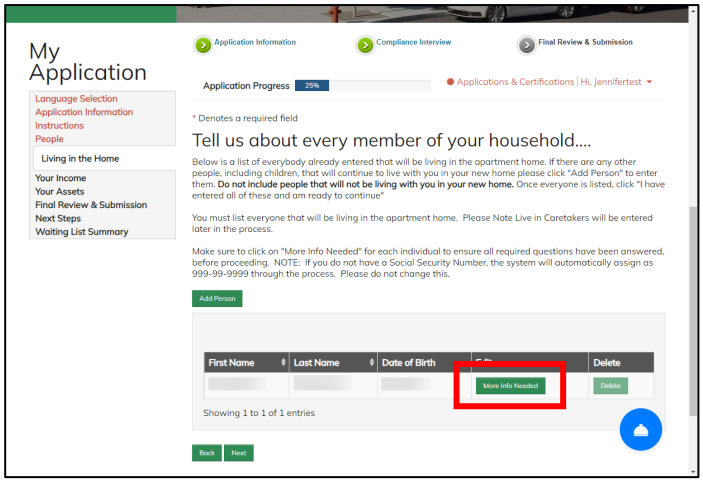
4. Enter your background information.
    1. First, enter your personal information. **NEXT**
    2. Add your address information. *If you do not have a current address, click 'I have no address.'* **NEXT**
    3. Select 'Add Additional Adult Occupant' to enter any adult occupant(s) information. *If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



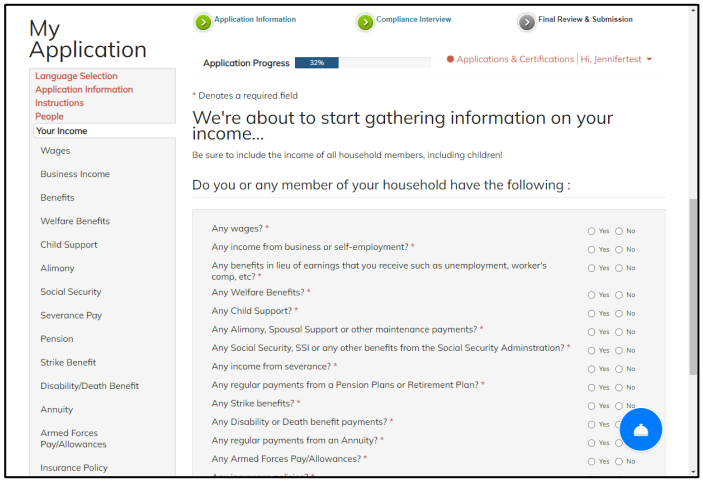


6. Next, we will begin gathering information about the people in your household.
    1. Enter household information. **NEXT**
    2. All adult occupants will be listed next. Click 'Add Person' to add any other people, including children, that will live with you in your new home. Occupants might have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



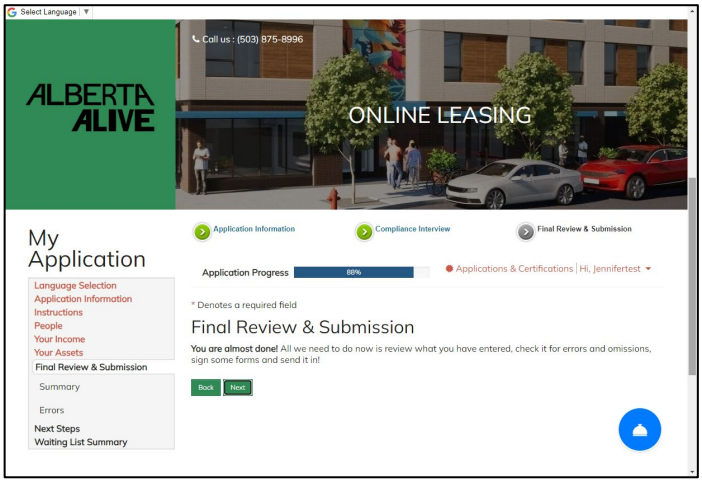


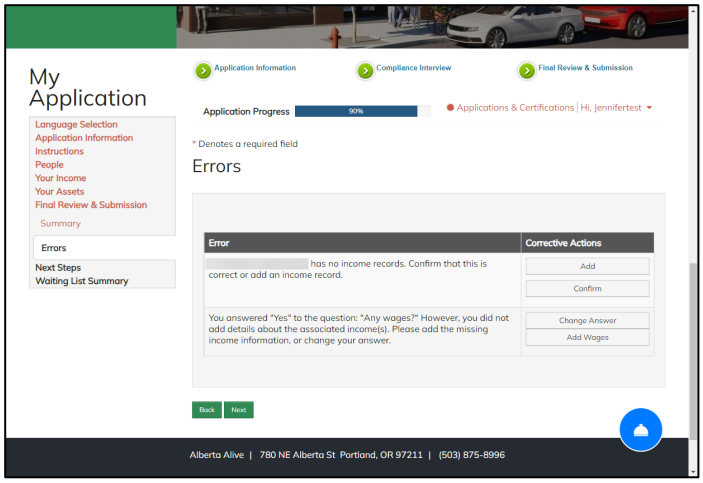
7. Now you'll enter your income.
    1. Complete the checklist. **NEXT**
    2. Enter necessary information about any income/wages you or members of your household have currently. **NEXT**



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**





10. The next steps. The application that has been entered needs to be signed by all adult occupants. If there is more than one adult applicant, you will need to print the application, have all adults sign, and return a copy of the application to the property office. Your application has not been submitted until this step has been accomplished. Documents will be provided in step 12. **NEXT**

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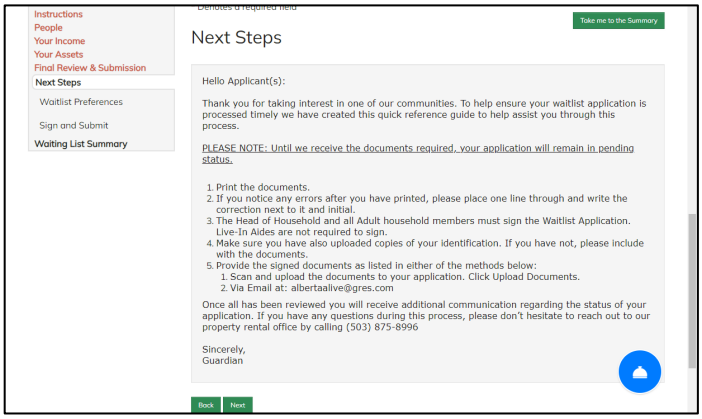
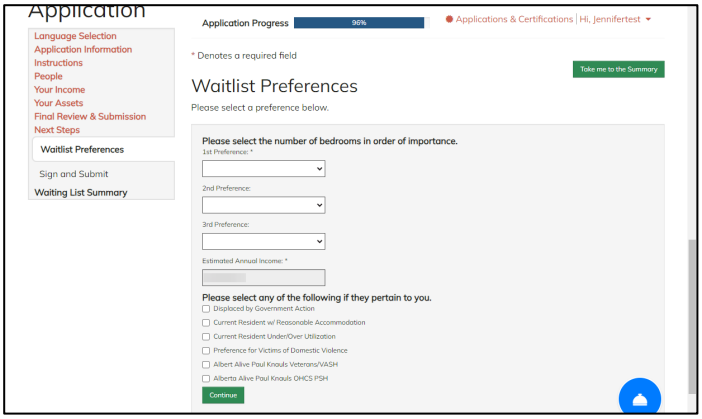
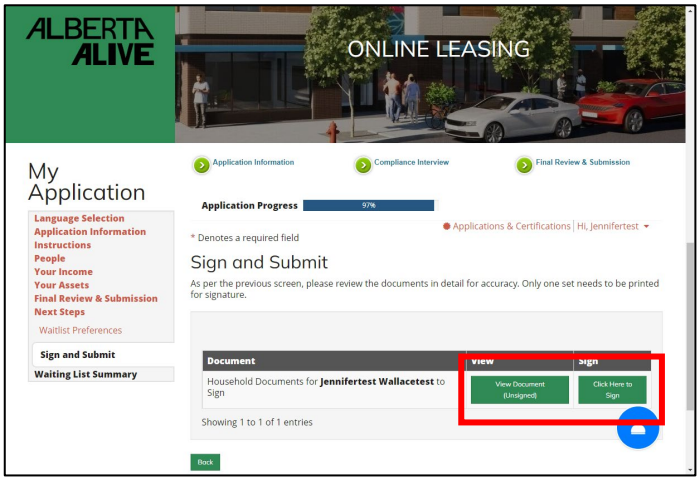
11. Enter your waitlist preferences. Select your preferences. **CONTINUE**





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.



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)
    - **$45 in the form of certified funds** (cashier's check, certified check, or money order) for rental application fee for all adults 18 years and older.
    - **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.