# ()) GUARDIAN

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

- 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**

Application Information Instructions	* Denotes a required field			
Personal Information	Personal Information			
Address Information	The applicant completing the 'Personal Information' section of this interview should be the primary applicant who is 18 years or older OR an emancipated minor. Please list minors and/or Live-in Caregivers in the 'People' step of the attent of the step of t			
Additional Adult Occupants	the interview.			
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 Your Assets		Driver's License/State ID # *		
Your Assets Final Review & Submission	Last Name *	123456		
Next Steps				
Waiting List Summary		Identification State *		
,	Phone *	OR ¥		
		How did you hear about us?		
	Emoil *	Housing Connections		
	wallace.jennifer.rae@gmail.com	Number of Bedrooms Preferred *		
	Social Security Number *	1		
	123-45-6789			
	I do not have a SSN			
	U			





Denotes a required field	
	Create your account today, and Apply Online!
Personal Details	Submit your application
First Name*	Check out the status of your application
First Name	Get ready to move in!
Last Name*	
Last Name	
	Already have an account? Login Now!
Account Information	Now!
Account information	
Email Address*	User Name
YourEmail@Example.com	
User Nome*	Password
User Nome	
User Nome Possword*	Forgot password?
	Forgot possword?
Password*	
Passward* Passward Possward	
Passwort Passwort Conten Passwort Conten Passwort This site is protected by reCAPTCHA and the Google Privacy Policy	
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Passwort Passwort Conten Passwort Conten Passwort This site is protected by reCAPTCHA and the Google Privacy Policy	



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- 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**





Му	Application Information	Compliance Interview	Final Review & Submission	
Application	Application Progress 32%	Applicat	ions & Certifications   Hi, Jennifertest 🝷	
Language Selection Application Information Instructions	* Denotes a required field			
People	We're about to start gathering information on your			
Your Income	income	tar e gathering men	nation on you	
Wages	Be sure to include the income of a	Il household members, including childre	ent	
Business Income		······		
	Do you or any member	of your household have t	ne following :	
Benefits				
Welfare Benefits	Any wages? *		⊖ Yes ⊖ No	
Child Support	Any income from business or	self-employment? *	○ Yes ○ No	
Alimony	Any benefits in lieu of earning comp. etc? *	gs that you receive such as unemploym	nent, worker's 📀 Yes 🔿 No	
Social Security	Any Welfare Benefits? *		⊖ Yes ⊖ No	
Severance Pay	Any Child Support? *		○ Yes ○ No	
· · · · ·	Any Alimony, Spousal Suppo	rt or other maintenance payments? *	⊖ Yes ⊖ No	
Pension	Any Social Security, SSI or an	y other benefits from the Social Securi	ty Adminstration? * ○ Yes ○ No	
Strike Benefit	Any income from severance?	•	O Yes O No	
Disability/Death Benefit	Any regular payments from a	Pension Plans or Retirement Plan? *	⊖ Yes ⊖ No	
Annuity	Any Strike benefits? *		O Yes O No	
	Any Disability or Death bene	fit payments? *	O Yes (	
Armed Forces Pay/Allowances	Any regular payments from a	an Annuity? *	O Yes	
Insurance Policy	Any Armed Forces Pay/Allow	ances? *	○ Yes ○ No	



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**



Application	Application Progress 95% Applications & Certifications   Hi, Jennifertest 🔻
Language Selection Application Information Instructions People Your Income Your Assets Final Review & Submission Next Steps	* Denotes a required field Waitlist Preferences Please select a preference below.
Waitlist Preferences	Please select the number of bedrooms in order of importance. 1st Preference:*
Sign and Submit Waiting List Summary	

- 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.

ALBERTA ALIVE	ONLINE LEASING
My Application	Application Information     O Compliance Interview     Find Review & Submission
Language Selection Application Information Instructions People Your Income Your Assets Final Review & Submission Next Steps Waltlist Preferences	Denotes a required field     Applications & Certifications   Hi, Jennifertest      Applications   Hi, Jennifertest      Ap
Sign and Submit Waiting List Summary	Document         Howsehold Documents for Jennifertest Wallacetest to Sign         Vew Document Used Documents for Jennifertest Wallacetest to Showing 1 to 1 of 1 entries

### **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.