APPLYING FOR AN APARTMENT ONLINE

WHAT INFORMATION DO I NEED?

- Name of all employers
- Phone number and fax number or email address for your payroll department for every employer/job for each household member
- First, middle, and last names of all household members
- Date of birth and SSN of all household members
- Name and location of any financial institutions where accounts are held

WHAT DOCUMENTS DO I NEED?

- Last 2 consecutive pay stubs – have these downloaded on your device *(pay history reports are not sufficient)*
- Self-employed? We will need:
    - IRS form 1040 schedule C or 4506 T; or,
    - Profit and Loss Statements showing net income *(most recent 4 6 months of statements to average)*; or,
    - If not filing, you will need to complete a form showing amount earned and employment period.
- If you receive unemployment, child support, and/or TANF cash assistance payments, we will need the report of your payment history for the last year for each source.
- If you receive Social Security, please provide the most recent annual award letter.
- If you receive SSDI, or SSI, please bring a benefit letter dated within the last 120 days.
- If you have other types of income, you will need to provide documentation to verify the income.
- If you have a Section 8 voucher, you must bring your Request for Tenancy Approval form to the office within 48 hours of submitting your application online. You must acquire this form from your caseworker.
- Social Security Cards for all household members, regardless of age.
- Although you are not required to upload all necessary documentation to submit your application, all documents must be uploaded within 24 business hours after an application is submitted for it to be processed.

BEST PRACTICES:

- Smartphone vs computer - *we recommend completing your application on a computer!*
- Don't forget! Paying your deposit does not guarantee you a rental. Your application is not complete until we receive all of the required documentation and all steps are complete, including the steps after paying your deposit.
- You cannot edit your application once it has been submitted, so please triple-check that all required information is provided and accurate and that all household members are included.
- Depending on the number of household members and sources of income/assets, the average application takes 30-60 minutes to complete. We gather all necessary information upfront to ensure that we can expedite the process of determining your eligibility for the affordable housing program. You can always start the application and pause if needed, then log back in to continue. However, please be aware that the apartment will not be held until a deposit is paid. Someone else could take the apartment from you if you do not submit your application within 60 minutes.