

# Applying for an Apartment Online:

## Tips and Tricks for Completing Your Online Application

### What documents do I need to fill out an online application?

- Last 6 consecutive pay stubs – have these downloaded on your device (pay history reports are not sufficient).
- Self-employed? We will need your:
  - Last 1040 tax filing.
  - An itemized list of your last 3 months of gross business income.
  - An itemized list of your last 3 months of business expenses.
- If you receive unemployment, child support, and/or MFIP cash assistance payments, we will need the report of your payment history for the last year for each source.
- If you receive Social Security, SS-D, or SSI, please bring a benefit letter dated within the last 120 days. The letter you receive at the end of every year is not dated, so it cannot be used.
- If you are self-employed, you will need to provide us with a Projected Income Statement. Not sure what a PIS is? Give us a call, and we'll be happy to assist you!
- If you have other types of income, we will need any documentation you have for these.
- 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.

### What information do I need to fill out an application?

- Employer's phone number for every employer/job for each household member
- Name of all employers.
- 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.
- All household members must be listed on the application at the time of completion.

### Best practices when submitting an online application:

- 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.
- 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.