

APPLYING FOR AN APARTMENT ONLINE

HOW DO I APPLY FOR AN APARTMENT?

PART 1: PRE-APPLICATION

- Navigate to the property website, locate the 'Apply Now' button from any page of the website
- Register and create an Applicant Portal login
- Complete pre-application
 - Personal information, address history, etc.
 - Submit completed pre-application
 - Office staff will review pre-application and complete background screening and notify you with results
 - If approved, please log back in to your Applicant Portal to select your apartment and complete the full move in application
 - Any information completed on the pre-application will pull through to the move in application

PART 2: MOVE IN APPLICATION

- Once logged back in to your Applicant Portal, select the 'Start Move In Application' button
- Complete the entire application and submit
 - Select your apartment, provide all income and asset information and documentation, sign documents and pay any applicable fees
- This part of the application process takes an average of 60 minutes to complete
- Please refer to the information on the right for more information needed for the Move In Application

WHAT DOCUMENTS DO I NEED?

- 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
 - Projected Income Statement. Not sure what a PIS is? Give us a call, and we'll be happy to assist you!
- 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 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?

- 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

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.