

RENTCAFE

ACCESSING CASCADIA'S HOUSING WAITLIST APPLICATION

Cascadia's new housing application system is operated by RENTCafe. This system requires that you create a log in (user name and password), and that you accept terms and conditions for RENTCafe during the process.

- Applicants will need to have a unique email address in order to register and apply. Using one email address for several applicants (ex: if case management were assisting multiple clients) will not work!
- We will need to contact applicants, so a phone number and mailing address is also required.
- For all household members 18 and older, we require: full name, date of birth, social security number, and demographic information
- We will need an annual household income.
- If you are working with a case manager or advocate, please provide their contact information.

Please follow the following steps to help take you through the waitlist application:

STEP 1: READ THE TERMS AND CONDITIONS

1. Go to: www.cascadiabhc.org/terms-conditions-for-rentcafe/

STEP 2: CREATE AN ACCOUNT

1. Go to: www.cascadiabhc.org/housing and click on the available waitlist link.

2. Click “I DO NOT HAVE A REGISTRATION CODE”

The screenshot shows the 'Create an Account' page. On the left, there are two buttons: 'I HAVE A REGISTRATION CODE' and 'I DO NOT HAVE A REGISTRATION CODE'. On the right, there is a section titled 'Already have an account? Login Now!' with input fields for 'User Name' and 'Password', a 'Forgot password?' link, and a 'LOGIN' button.

3. Fill in the “Personal Details” section

- First Name
- Last Name
- SSN
- Phone

4. Scroll Down

The screenshot shows the 'Create an Account' page with the 'Personal Details' section expanded. It includes input fields for 'First Name*', 'Last Name*', 'SSN#* (if you do not have a SSN, please enter 999-99-9999)', and 'Phone*'. To the right, the 'Already have an account? Login Now!' section is visible with 'User Name' and 'Password' fields, a 'Forgot password?' link, and a 'LOGIN' button.

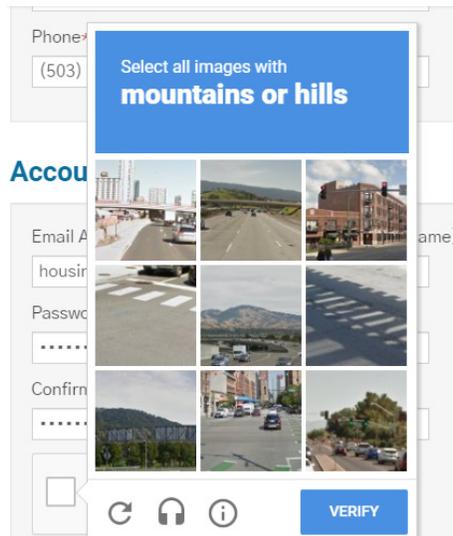
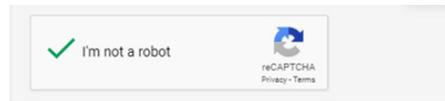
5. Fill in the “Account Information” section

- Email Address
- Password (your password must have at least 10 characters, with one capital letter, one number, and a symbol)
- Confirm Password

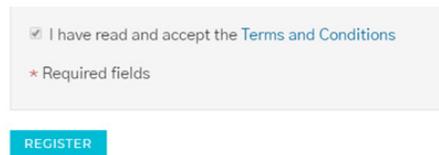
The screenshot shows the 'Account Information' section of the registration form. It includes input fields for 'Email Address*' (with the note 'Your email address is your user name'), 'Password*', and 'Confirm Password*'. Below these are a reCAPTCHA checkbox ('I'm not a robot'), a checkbox for 'I have read and accept the Terms and Conditions', and a 'REGISTER' button. A password requirement tooltip is visible on the right, stating: 'Password must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one symbol'.

STEP 2: CREATE AN ACCOUNT (CONTINUED)

6. Click the box next to “I’m not a robot” so a random photo selection pops up.
7. Select the images it tells you to. This proves you are not a bot.



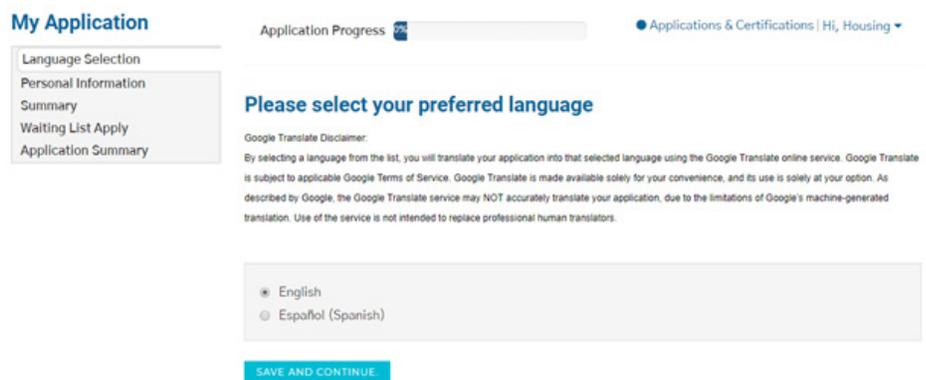
8. Click the box next to “I have read and accept the Terms and Conditions”
9. Click “REGISTER”



Your account has been created. You will get a pop-up message saying thank you for registering at Rent café.

STEP 3: FILL OUT YOUR APPLICATION

1. Click the circle next to either “English” or “Español (Spanish)” depending on your language preference
2. Click “SAVE AND CONTINUE”



STEP 3: FILL OUT YOUR APPLICATION (CONTINUED)

3. Fill in the rest of the “Personal Information” section
4. Click “SAVE AND CONTINUE”

The screenshot shows the 'My Application' page with a progress bar at 69%. The left sidebar lists navigation options: Language Selection, Personal Information (selected), Address Information, Additional Occupants, Household Circumstances, Household Requirements, Household Member, Household Income, Summary, Waiting List Apply, and Application Summary. The main content area is titled 'Personal Information' and includes instructions for the head of household. It contains several input fields: First Name* (with 'Housing' entered), Middle Initial, Last Name* (with 'Waitlist' entered), and Phone* (with a masked number). On the right, there is a section for 'Passport/Other Identification' with fields for Gov Issued ID #, Gov ID State (a dropdown menu), and Gov ID Expiration.

5. If you have an address, click “ADD ADDRESS INFORMATION”
6. If you do not have an address, click the box next to “I have no address” and click “I HAVE NO ADDRESS INFORMATION CONTINUE”

Address Information

We need to know your current address. Please click on the **Add Address** button to enter your address information.

Click the **I have finished this step** button to proceed.

ADD ADDRESS INFORMATION

I have no address.
No Address Information Added

GO BACK | **I HAVE NO ADDRESS INFORMATION. CONTINUE**

7. If you have additional occupants, click “ADD ADDITIONAL OCCUPANTS”
 - Add their information,
 - Click “SAVE AND CONTINUE”
8. If you do not have additional occupants, click “I HAVE NO ADDITIONAL OCCUPANTS CONTINUE”

Additional Occupants

We need to know your other household members who are **age 18 or older**. Please click on the **Add Additional Occupants** button to enter your household members who are **age 18 or older**.

Click the **Continue** button to proceed

ADD ADDITIONAL OCCUPANTS

No Additional Occupants Added

GO BACK | **I HAVE NO ADDITIONAL OCCUPANTS. CONTINUE**

STEP 3: FILL OUT YOUR APPLICATION (CONTINUED)

9. Select any circumstances that apply to you or your household
10. Click “SAVE AND CONTINUE”

Please select any/all of the below that apply to your household

0-30% MFI (Median Family Income)*

Yes ▾

Homeless or at risk of homelessness*

No ▾

Disabled*

Yes ▾

Extenuating Circumstance*

Yes ▾

Currently have a Section 8 Voucher*

No ▾

Were you referred through established agreement with community partners for the purpose of providing service-enriched housing?*

No ▾

Are you requesting a unit that is project-based Section 8?*

Yes ▾

Are you requesting a unit that is wheelchair accessible?*

Yes ▾

Are you requesting a specific unit for any other needs?*

No ▾

GO BACK.

SAVE AND CONTINUE.

11. If you require mobility impaired upgrades, vision impaired upgrades, or hearing impaired upgrades, fill out any household requirements that you or your household may have.
 - Click “SAVE AND CONTINUE”

Household Requirements

Do you require mobility impaired upgrades?*

▾

Do you require vision impaired upgrades?*

▾

Do you require hearing impaired upgrades?*

▾

GO BACK.

I HAVE NO HOUSEHOLD REQUIREMENTS. CONTINUE.

12. If you do not have any household requirements, click “I HAVE NO HOUSEHOLD REQUIREMENTS CONTINUE”

STEP 3: FILL OUT YOUR APPLICATION (CONTINUED)

13. Review your household members, if any.

14. If you need to add another household member click “ADD HOUSEHOLD MEMBER”

15. Click “MORE INFO NEEDED” if available.

16. Click “I HAVE FINISHED THIS STEP I AM READY TO CONTINUE”

17. If you have household income, click “ADD HOUSEHOLD INCOME”

18. If you do not have household income, click “I HAVE NO HOUSEHOLD INCOME CONTINUE”

19. Review the summary of your household members and income

20. Click “SAVE AND CONTINUE”

ADD HOUSEHOLD MEMBER

Search:

First Name	Last Name	Date of Birth		
Wait	List	4/1/2000	MORE INFO NEEDED	DELETE

Showing 1 to 1 of 1 entries

GO BACK. **I HAVE FINISHED THIS STEP. I AM READY TO CONTINUE.**

Household Income

ADD HOUSEHOLD INCOME

No Household Income Added

GO BACK. **I HAVE NO HOUSEHOLD INCOME. CONTINUE.**

Members Income

ADD MEMBER

Search:

First Name	Last Name	Date of Birth		
Wait	List	4/1/2000	EDIT	DELETE

Showing 1 to 1 of 1 entries

GO BACK. **SAVE AND CONTINUE.**

STEP 3: FILL OUT YOUR APPLICATION (CONTINUED)

21. Select your bedroom size preference(s)
22. Select any other preferences that may be listed which you may qualify for and enter your estimated annual income.
23. Click "CONTINUE"

Please select the number of bedrooms in order of importance.

1st Preference: *

2nd Preference:

3rd Preference:

Estimated Annual Income: *

Please select any of the following if they pertain to you.

- Case Manager
- Cascadia BHC
- Disabled
- homeless
- ELI
- project based vouchers
- central city concern

24. Click "SAVE AND CONTINUE"

Congratulations. Your application to the waitlist has been submitted.

Please press "Save And Continue" to proceed.

[GO BACK](#) [SAVE AND CONTINUE](#)

25. Click "CLICK HERE TO SIGN" to sign documents.

Document	View	Sign
Member Documents for Wait List to Sign	VIEW DOCUMENT (UNSIGNED)	CLICK HERE TO SIGN

Showing 1 to 1 of 1 entries

[GO BACK](#)

26. Scroll to the bottom of the page to click "SAVE AND CONTINUE"

I understand that, prior to my execution of the documents, I may withdraw my consent to use the electronic signature functionality and/or my consent to provide notices under the lease to me in electronic form or to receipt of any notice in electronic form by contacting the property owner or manager. I further understand that, after my execution of the lease and prior to any renewals or extensions of the lease or receipt of any notice in electronic form, I may withdraw my consent provided above to use my electronic signature instead of a physical signature or my consent to be provided notices under the lease to me in electronic form or to receipt of any notice in electronic form by providing written notice to the property owner or manager from whom I am renting.

Physical Signatures May Delay the Signing Process
I acknowledge and understand that executing the lease by a physical signature may result in, among other things, a delay in the leasing process, and the potential for the lease not to be approved by the property manager due to delays.

System Requirements to Utilize the Electronic Signature Functionality
To utilize the Electronic Signature functionality, a web browser that supports the HTTPS protocol, HTML5, and cookies (e.g., including but not limited to, current versions of Chrome, Firefox, Internet Explorer, or Safari) will be needed. Viewing PDF documents requires Adobe Acrobat/Reader or similar software.

Instructions to Change Consent and/or Update Contact Information
I understand that I should contact the property owner or manager directly to request paper copies of documents, withdraw consent to conduct business electronically, and/or update my contact information.

Save My Signature Consent and Disclosure
By clicking "Save & Continue" at the next screen, I agree and consent to the use of my electronic signature, inclusive of my chosen signature and initials, instead of a physical signature to execute all documents chosen including legally binding contracts, and agree to be bound by the terms thereof as if I had signed each document with my physical signature.

[DISAGREE](#) [SAVE & CONTINUE](#)

STEP 3: FILL OUT YOUR APPLICATION (CONTINUED)

27. Set up a signature by using your mouse to sign and initial in the boxes or click “or choose a script signature” to generate a signature.

Sign With Gestures

Use your mouse or finger to sign and initial in the boxes, [or choose a script signature.](#)

Your Signature

Your Initials [Clear Signature](#)

[Clear Initials](#)

28. Click “SIGN & COMPLETE”



For Office Use Only
Date / Time Received: _____ AM/PM
Received By: _____

Cascadia Housing

PO Box 9275
Portland, OR 97207
Ph: 503-232-6971
Fax: 503-764-9270

Pre-Application For Housing Waitlist

Property Name:

Unit Type Requested

Bedroom Preference: 1st 2nd 3rd

Project-based Section 8 Wheelchair accessibility Other needs _____

Contact Information:

Applicant's Name:

Mailing Address: _____ Apt. _____

City: _____ State: _____ Zip Code: _____

Phone # Email:

Name of Advocate: _____

Phone # _____ Email: _____

List each person (starting with yourself) who will occupy the apartment

Name (Last, First, Middle) <small>Please include all former, alias and nicknames used</small>	Date of Birth	Relationship to Head of Household	Social Security # (If Applicable)	Estimated Annual Income	Full time or Part time student Y/N
Wait List	4/1/2000	Self	444-44-4444	0.00	No

Please check any / all of the below that apply to your household

0-30% MFI Homeless or at risk of homelessness Disabled
 Extenuating Circumstance Currently have a Section 8 Voucher

Referred through an established agreement with community partners for the purpose of providing service-enriched housing (list name and contact info. of healthcare or social service agency or advocate below)
→

This Pre-Application is only to establish your place on the property waitlist. Once your name comes up on the list it will be necessary to process a full application and verify all the information necessary to determine you eligibility for tenancy.

Head of Household Name: Signature: Date:

HEALING, HOMES, HOPE

Cascadia Housing projects will consider all Reasonable Accommodation requests. Cascadia Housing projects do not discriminate on the basis of handicapped status in the admission or access to, treatment or employment in, its Federally assisted programs and activities. Director of Housing Compliance is the 504 Coordinator and is available at: 547 NE 19th Ave. Portland, OR 97232



Updated 4/3/19

SIGN & COMPLETE

STEP 3: FILL OUT YOUR APPLICATION (CONTINUED)

29. Make note of your Confirmation Code and click "LOG OUT"

Thank you for applying at our property! Your Confirmation Code is listed below and your application status is now PENDING review. We will process your application promptly!

Confirmation Code: p0005951

Your choices...

1st Preference:

2nd Preference:

3rd Preference:

Estimated Annual Income: *

Please select any of the following if they pertain to you.

- Case Manager
- Cascadia BHC
- Disabled
- homeless
- ELI
- project based vouchers
- central city concern
- cascade aids project
- Extenuating Circumstance

[GO BACK.](#)

[LOG OUT.](#)