

# **RENTCAFE (FOR HUD PROPERTIES)**

# 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, and social security number.
- 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**

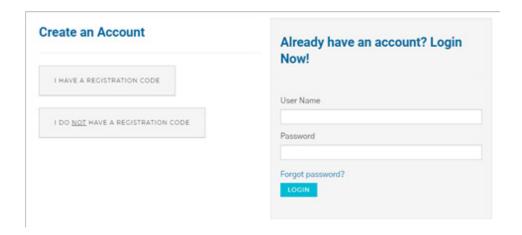
1. Go to: www.cascadiabhc.org/terms-conditions-for-rentcafe/

#### STEP 2: CREATE AN ACCOUNT -

 Go to: www.cascadiabhc.org, hover over "HOUSING RESOURCES" and click "Waitlist"



2. Click "I DO NOT HAVE A REGISTRATION CODE"



- 3. Fill in the "Personal Details" section
  - First Name
  - Last Name
  - SSN
  - Phone
- 4. Scroll Down

- Create an Account

  Already have an account? Login Now!

  Personal Details

  User Name

  First Name\*

  First Name

  Last Name

  Last Name

  SSN#\* (If you do not have a SSN, please enter 999-99-9999)

  XXX-XX-XXXX

  Phone\*

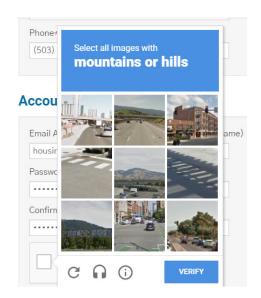
  (555) 555-5555
- 5. Fill in the "Account Information" section
  - Email Address
  - Password (your password must have at least 10 characters, with one capital letter, one number, and a symbol)
  - Confirm Password

Email Address* (Your email address is your	user name)	
housing.waitlist@example.com	Password must be a minimum of	
Password*	10 characters long and must	
•••••	contain all of the following: one lowercase letter, one uppercase	
Confirm Password*	letter, one number and one	
	symbol	
	housing.waitlist@example.com Password*  Confirm Password*	

#### **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.

You will receive an email from RentCafé with the subject "User Registration Confirmation" with instructions on how to log in and apply.

If the waitlist is open when you register, your application process will begin automatically.

If you receive a message stating "You have no pending certifications", the waitlist is currently closed and the application process will NOT automatically start once the waitlist has opened.

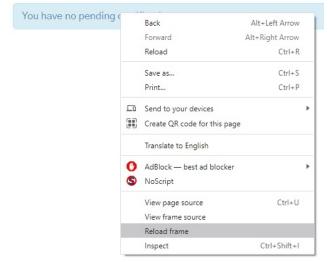
# **Applications & Certifications**

You have no pending certifications

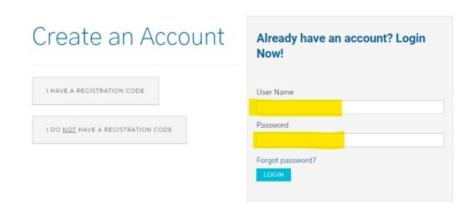
#### **STEP 2: CREATE AN ACCOUNT (CONTINUED)**

If the waitlist is scheduled to open, you can reload the application frame on the waitlist page by right-clicking and selecting "Reload Frame". The application process will begin if the waitlist is open when the frame is reloaded.

# **Applications & Certifications**

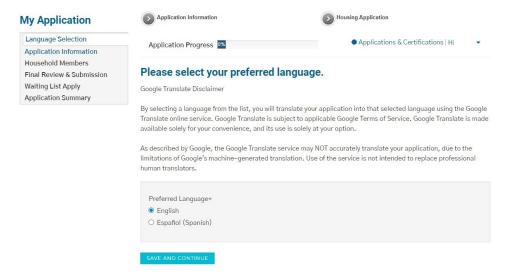


If the entire page is reloaded, you will need to log back into the waitlist to apply.

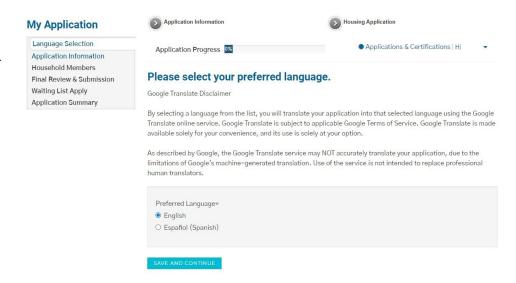


#### STEP 3: FILL OUT YOUR APPLICATION

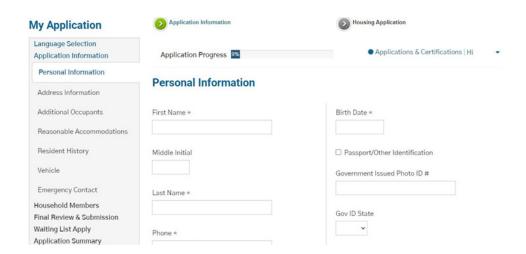
- Click the circle next to either "English" or "Español (Spanish)" depending on your language preference
- 2. Click "SAVE AND CONTINUE"



 Review the Application Information, then click "SAVE AND CONTINUE".



- 4. Fill in the rest of the "Personal Information" section.
- 5. Click "SAVE AND CONTINUE".



- 6. If you have an address:
  - Click "ADD ADDRESS INFORMATION"
  - Enter your address information.
  - · Click "Save".
  - Click "SAVE AND CONTINUE".
- 7. If you do not have an address:
  - Check the "I have no address" box.
  - Click "SAVE AND CONTINUE"

# **Address Information**

□ I nave n	o address.		
No Addres	ses <mark>Ad</mark> ded		

- 8. If you have additional occupants (age 18 and older):
  - Click "ADD ADDITIONAL OCCUPANTS"
  - Enter their information
  - Click "SAVE AND CONTINUE"
- If you do not have additional occupants, click "SAVE AND CONTINUE"
- 10. Select any reasonable accommodations/ modifications that you or your household require.
- 11. Click "SAVE AND CONTINUE"

## **Additional Occupants**

Add all additional occupants age 18 and older who will be living with you in your new home.

You will be adding additional household members under the age of 18 later in the application.

ADD ADDITIONAL OCCUPANT

No Additional Occupants Added

GO BACK SAVE AND CONTINUE

#### Reasonable Accommodations/Modification

HUD requires us to request the following information to determine your eligibility for admission to our Section 8 housing. In addition to giving special considerations for allowances in determining rent, we will also make reasonable accommodations or modifications based on disability.

The following questions apply to the household head, co-head, and/or spouse. Select Yes or No.

Do you require a unit with modifications for a mobility disability? *	Is the household head, co-head and/or spouse age 62 or older? *
Do you require a unit with modifications for a vision disablity? *	Is the household head, co-head, and/or spouse disabled? *
Do you require a unit with modifications for a hearing disability? *	Has your household been displaced by government action or a presidentially declared disaster? *
Is the household head, co-head, and/or spouse between the ages of 55 and 62? *	Is your household homeless or at risk of homelessness? *

- 12. Select any circumstances that apply to you or your family.
- 13. Click "SAVE AND CONTINUE".

#### **Resident History** Is your household making between 0-30% MFI (Median Were you referred by a Healthcare or Social Service Family Income)? \* Agency? \* Are you currently a Cascadia BHC Client? \* Are you a US Citizen? \* Do you currently have a Section 8 voucher? \* Have you or any person who will be occupying the unit ever been convicted or pled guilty or no contest to any felony or misdemeanor? \* Have you or any one in your household served in the military? \* Have you ever been evicted due to drug related criminal activity in the past 3 years from federally assisted housing? \* Are you an applicant who was age 62 or older as of January 31st, 2010, does not have a SSN, and who was receiving HUD rental assistance at another location on January 31st, 2010 (verification may be required)? \* Is there any household member subject to a lifetime sex offender registration in any State? \*

- 14. If you have an automobile:
  - · Click "ADD VEHICLE".
  - Enter the vehicle information.
  - · Click "Save".
  - Click "SAVE AND CONTINUE".
- 15. If you do not have an automobile, click "SAVE AND CONTINUE".
- 16. If you have an Emergency Contact:
  - Click "ADD EMERGENCY CONTACT"
  - Enter your emergency contact's information. You may need to scroll down to see all fields.
  - Click "Save".
  - Click "SAVE AND CONTINUE".
- 17. If you do not have an Emergency Contact, click "SAVE AND CONTINUE"

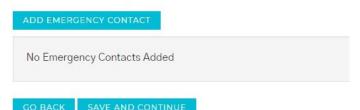
#### **Automobile Information**

Tell us about your vehicle information.

ADD VEHIC	LE	
No Vehicle	Added	
GO BACK	SAVE AND CONTINUE	

#### **Emergency Contact**

Enter information about people we can contact in case of emergency.



18. Click "SAVE AND CONTINUE".

#### We are about to start gathering information about your household.

Before we begin, you'll need your:

- \* Full (legal) name
- \* Social Security number
- \* Date of birth

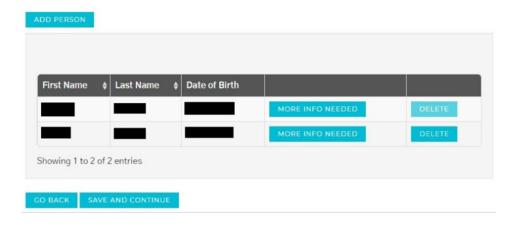
|--|

- 19. Review your household members. If you need to add another household member:
  - Click "ADD PERSON".
  - Enter the household member's information.
  - · Click "Save".
- 20. Click "MORE INFO NEEDED" if available for each household member, and provide the requested information.
- 21. Click "SAVE AND CONTINUE".

#### Tell us about every member of your household.

The following list must contain everyone who will be living in your apartment home. If there are any other people, <u>including children</u>, who will live with you in your new home, click **Add Person** and enter the information for those people.

 You must use each person's full legal name as it appears on the person's government identification card or document

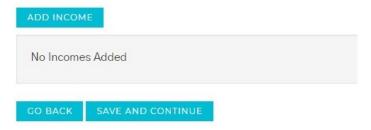


- 22. If you have household income:
  - Click "ADD INCOME".
  - Enter the income information.
  - · Click "Save".
  - Click "SAVE AND CONTINUE".
- 23.If you do not have household income, click "SAVE AND CONTINUE".

#### Tell us about all household income.

Include household income for yourself and your family.

Click Add Income and tell us about your employment income.



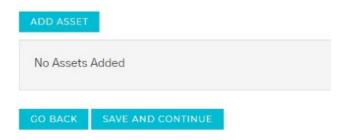
- 24. If you have household assets:
  - Click "ADD ASSET".
  - Enter the asset information.
  - · Click "Save".
  - Click "SAVE AND CONTINUE".
- 25.If you do not have household assets, click "SAVE AND CONTINUE".
- 26.Click "SAVE AND CONTINUE".
- 27. Review the summary of your household members and dates of birth.
- 28.Click "SAVE AND CONTINUE".

- 29. The application will automatically check for errors. Correct any errors that are reported.
  - For example, you may receive an error if a household member has no income. To add an income for this household member, click "ADD".
     To confirm this household member has no income, click "CONFIRM".

#### Tell us about all household Assets.

Include household asset for yourself and your family.

Click Add Asset and tell us about your assets.



#### Summary

The following list includes all of the information you entered in your application. Please review each tab for accuracy and completeness.

- · If you need to edit the information, click the Edit button.
- If you need to add any additional information, click the Add button that appears on each tab..
- · If all information is correct and accurate, click Save and Continue.



GO BACK SAVE AND CONTINUI

#### **Errors**



GO BACK SAVE AND CONTINUE

30. When all errors have been resolved, click "SAVE AND CONTINUE".

# We didn't find any errors. GO BACK SAVE AND CONTINUE

- 31. Select your bedroom size preference(s).
- 32. Confirm your estimated annual income.
- 33. Select any other listed preferences which you may qualify for.
- 34. Click "CONTINUE".

#### **Waiting List Apply**

Please select the number of bedrooms in order of importance.

1st Preference: \*

Estimated Annual Income: \*

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

Case Manager

Cascadia BHC

Disabled

homeless

ELI

Accessible Unit

Have you been displaced by governmental action, or your dwelling been extensively damaged or destroyed as a result of a federally declared disaster?

35. Click "SAVE AND CONTINUE".

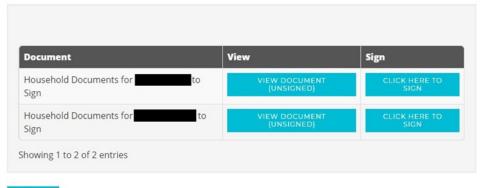
### **Waiting List Apply**

mann	ou for making your war	ting list preference selection
Please	press "Save And Contir	nue" to proceed.

36. Click "CLICK HERE TO SIGN" to sign the documents.

#### After you sign all documents, your application process will be complete.

APPLICANT REPRESENTS ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT. APPLICANT AUTHORIZES CONTINUING VERIFICATION OF THE ABOVE INFORMATION, REFERENCES, CRIMINAL HISTORY AND CREDIT RECORDS AT ANYTIME INCLUDING BEFORE, DURING AND AFTER THE EXPIRATION OF THE LEASE TERM AND RELEASES FROM LIABILITY ALL PERSONS AND ENTITIES REQUESTING OR SUPPLYING INFORMATION. APPLICANT ACKNOWLEDGES THAT FALSE, INCOMPLETE OR MISLEADING INFORMATION CONSTITUTES GROUNDS FOR REJECTION OF THIS APPLICATION; DISCOVERY OF FALSE, INCOMPLETE OR MISLEADING INFORMATION THAT OCCURS AFTER OCCUPANCY WILL RESULT IN TERMINATION OF THE RIGHT OF OCCUPANCY OF ALL OCCUPANTS UNDER LEASE AND/OR FORFEITURE OF DEPOSITS AND FEES. SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO WILLFULLY FALSIFY A MATERIAL FACT OR MAKE FALSE STATEMENT IN ANY MATTER WITHIN THE JURISDICTION OF A FEDERAL AGENCY.



GO BACK

37. Scroll to the bottom of the page and click "AGREE & CONTINUE".

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 newals 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 nosent 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 am renting.	
hysical Signatures May Delay the Signing Process 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 proved by the property manager due to delays.	
ystem Requirements to Utilize the Electronic Signature Functionality  utilize the Electronic Signature functionality, a web browser that supports the HTTPS protocol, HTML, and cookies (e.g., including but not limited to, current versions of Chrome, Firefox, ternet 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 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 ontact information.	
ave My Signature Consent and Disclosure y 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 secute 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 & CONTINUE	

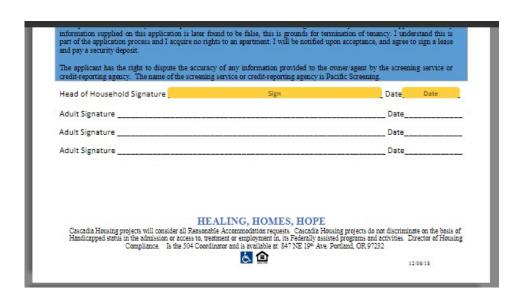
- 38.Set up a signature by using your mouse to sign and initial in the boxes, or click "or choose a script signature" to generate a signature.
- 39.Click "SAVE AND CONTINUE".

Create Your Signature
Use your mouse or finger to create your signature. You can <u>choose a script signature</u> instead.
Your Signature
Clear Signature
Your Initials
<u>Clear Initials</u>

40. Click "JUMP TO NEXT".

Reason for moving?							
List ALL States you ha			NH				
List each person (starting Name (Last, First, MI Please include all former, nicknames used	ddle) alias and	Date of	Relationship	to Head	Social Security # (If Applicable)		Full time or Part time student Y/N
			Head of Hou	sehold			No
			Co-Head				No
	Income						
						Asset	
	Income						
	Income						
	income						
	income						
	Income						
12/06/18	income	ļ					
12/06/18	income			34.0			
12/06/18	income			763			
12/06/18	income						

41. Click the "Sign" and "Date" fields on the form to sign.



42. Click "JUMP TO NEXT".

Head of Household Signature	•	Date 🗸
Adult Signature		Date
Adult Signature		Date
Adult 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: 847 NE 19th Ave. Portland, OR 97232



12/06/18

#### Background Screening Criteria

Cascadia Housing Inc. prohibits the admission of:

- A. Any household containing a member(s) who was evicted in the last 12 months.
- B. Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal convictions. CBH will consider two exceptions to this provision:
- (1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
- (2) The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
- C. Applicant has been a previous tenant at a Cascadia Property and left owing a balance
- D. A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other restidents;
- E. Any household member (Including minor's) who is subject to a state sex offender lifetime registration requirement (Verified by the Dru Sjodin or Pacific Screening website at the time of application); and
- F. Any household member, if there is reasonable cause to believe that member's behavior from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
- G. Any household member who has had a conviction, guilty plea, or no contest plea to any of the following:
- 2. Felonies involving death, arson, drug related offenses (sale, manufacture, distribution, delivery or possession with intent to sell);
- Any other felony, or any misdemeanor involving: serious injury, extensive property damage, assault, weapons charges, bidisanning, or drug related consistions where the latest to occur of disposition, release, or completion of parela have occurred.

43. Click the orange "Sign" and "Date" fields on the form.

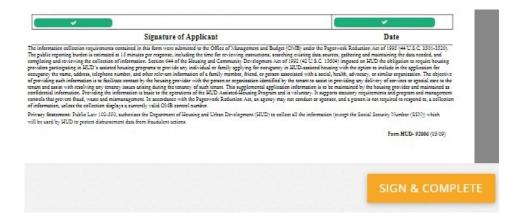
Sign		Date
	Signature of Applicant	Date

Date

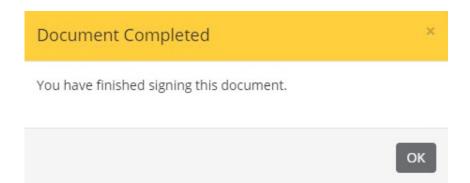
The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperweik Reduction As of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for environing instructions, searching existing data sources, gathering and maintaining the data needed, and complaints and reviewing the collection of information. Sentine 644 of the Heating and Community Development As of 1992 (44 U.S.C. 1904) imposed on NIDD the obligation to require heating provider participating in NIDD is abstract heating group grow provides a participating in NIDD is abstract heating soft the origina to include in the application for ecoupacy, the same, address, telephone number, and other relevant information of a family member, fixed, or genera susceined with a social, health, the dressey, or similar organization. The objective of providing such information is to facilitate contexts by the heating provider with the pursaes or expensive and required information in providing any delivery of survivers or special cert is the terrain and assist with resolving any tensory issues arising during the transport of such tensors. The application information is to be maintained by the heating provider and maintained as a contract of the providing the information in the survivers or provider and maintained as a contract of the providing the information in the contract of the providing the information in the contract or which the Paperweit Admitted Paperson and its volument, it has providing and information of the Paperson of the Reduction Act in agency may not conduct or agency and the conductor of the Paperson of the Paperson of the Reduction Act in agency may not conduct or agence, the Scalet Contract Paperson of the Paperson of the Scaletine Act in agency may not conductor agency and to contract the Paperson of the Paperson of

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent action.

44. Click "SIGN & COMPLETE".



45. Click "OK".



46. Click "CLICK HERE TO SIGN" for the next household member and complete the steps to sign the form.



47. When all forms have been signed, click "SAVE AND CONTINUE".



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



#### **Application Summary**

Congratulations you have completed your application.

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

