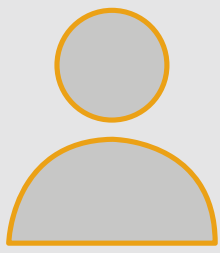


# RENT ASSISTANCE APPLICATION STEPS



1

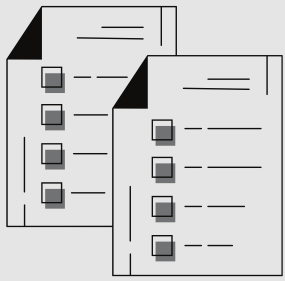
## CREATE A PROFILE

Create a profile at [www.communityadvocates.net/what-we-do/rent-assistance.html](http://www.communityadvocates.net/what-we-do/rent-assistance.html). Your profile will be unique to you. Once it is created you can log on with your email and password to edit and save your application and to check its status at any time.

2

## COMPLETE THE APPLICATION

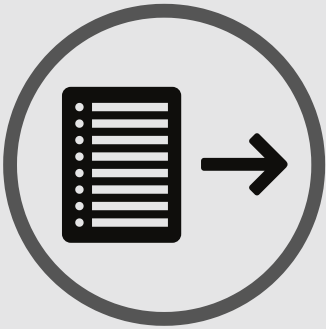
The main page of the application asks for information about you and your household, rental unit, income loss and income sources. If you indicate that other adults or children are living in the household, you will be asked to complete a demographic and income information section for all household members.



3

## SUBMIT

Once the application and required documentation are completed you will be prompted to submit the application. Once you have submitted, you will receive an email confirmation immediately.



4

## LANDLORD REQUEST

Once your application is submitted, your landlord will receive an email notifying them that the request was made and asking for proof of residency and arrears confirmation.



5

## HOUSING ADVOCATE REVIEW

One of our Housing Advocates will be assigned to review your application. They will reach out to you by your preferred means of contact to request additional information as needed. Additional documentation may be required for specific funding sources. If you are eligible, your landlord will be asked to complete a landlord agreement. You can always check on your application status by logging into your online portal.



6

## DECISION NOTICE

If your rent assistance application is approved, you will receive an email confirmation. A rent assistance check will be sent to your landlord. If you are not eligible for Rent Assistance through Community Advocates, you will be notified of the reason why and referred to a different source.

