

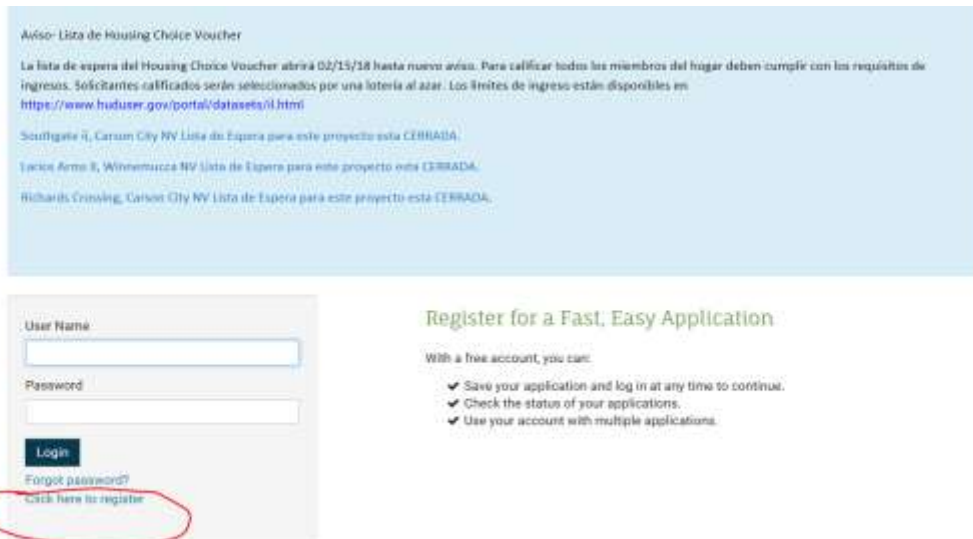
Rent Café Application Process

To get to the portal go to www.nvrural.org, click Rental Services, click Housing Choice Voucher (Section 8) click Applicant, click the box “Apply for Rental Assistance”

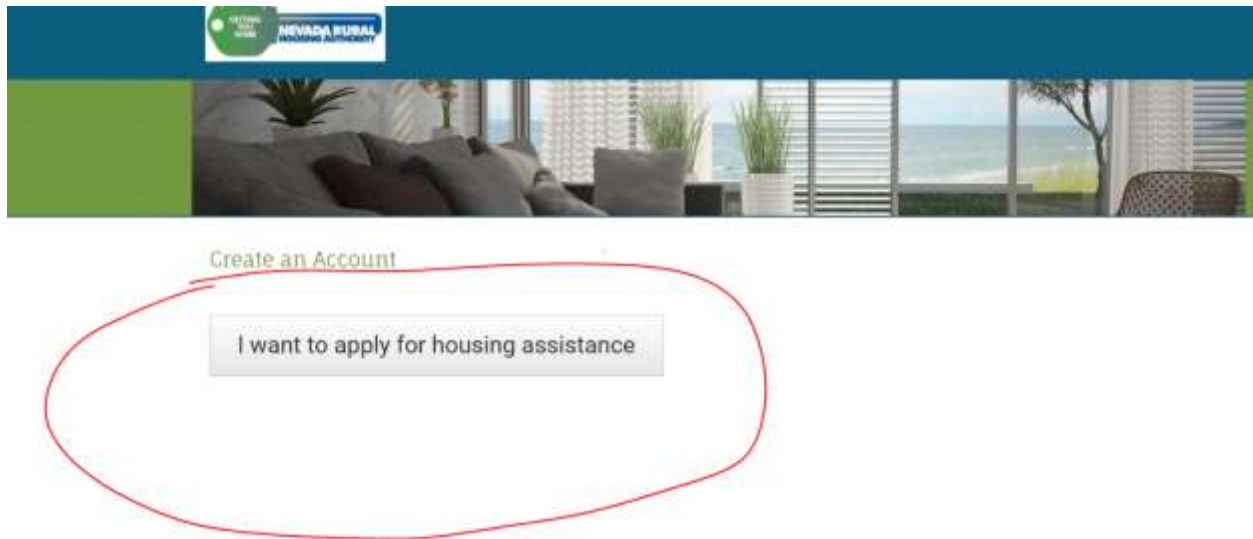
Step one: Click Applicant Login



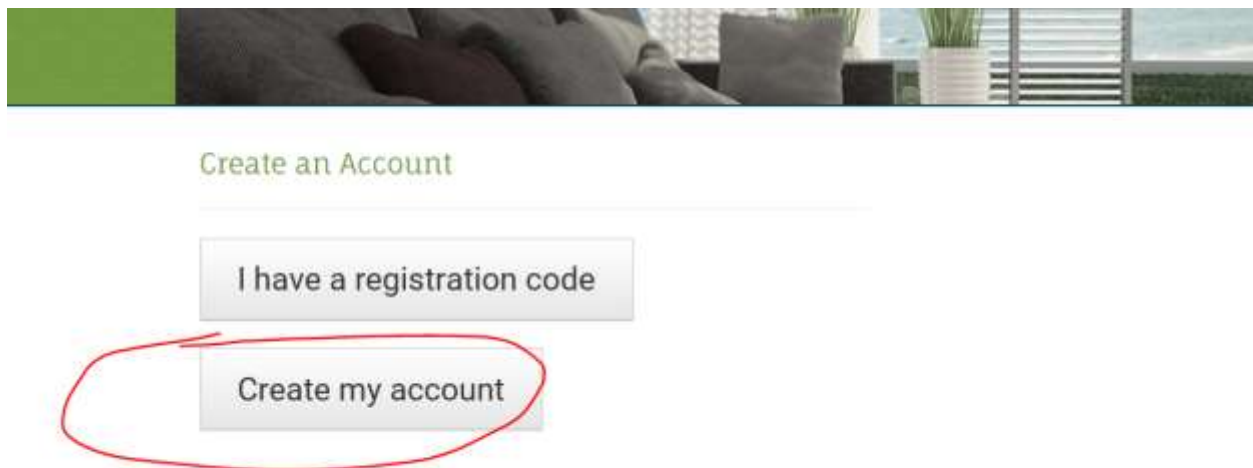
Step 2: Click Here to Register



Step 3: Click the box “I want to apply for housing assistance”



Step 4: Click the box “Create my account” (If you have already entered an application in Rent Café previously you must click the box “I have a registration code”




Step 5: Enter all Personal Details, Account information, check I'm not a robot and I have read and accept the Terms and Conditions then click Register

Personal Details

First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
SSN#* (If you do not have a SSN, please enter 999-99-9999)	<input type="text"/>
Phone (Cell)*	<input type="text" value="(555) 555-5555"/>

Account Information

Email Address* (Your email address is your user name)	<input type="text" value="YourEmail@Example.com"/>
Password*	<input type="password" value="Password"/>
Confirm Password*	<input type="password" value="Confirm Password"/>
<input type="checkbox"/> I'm not a robot	
<input type="checkbox"/> I have read and accept the Terms and Conditions	
* Required fields	

Step 6: Select your preferred language and click save and continue

My Application...

Application Progress 25

Applications & Certifications | HL Jobn

Language Selection
Instructions
Head of Household
Household Information
Waiting List
Preferences
Summary
Confirmation Number

Please select your preferred language

English
 Español (Spanish)

Save and Continue

Step 7: Read the statement and click Save and Continue

My Application...

Application Progress 25

Applications & Certifications | HL Jobn



Language Selection
Instructions
Contact Details
Head of Household
Household Information
Waiting List
Preferences
Summary
Confirmation Number

Welcome to our Online Application

Lets get started...

Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, sex, religion, national or ethnic origin, familial status, sexual orientation or disability.

If you are disabled and need assistance to apply to a program contact our 504 Coordinator at: 775-887-1795.

Go Back Save and Continue

Step 8: Enter your contact information and click Save and Continue

Contact Details
Head of Household
Household Information
Waiting List
Preferences
Summary
Confirmation Number

Enter your contact information

Please enter your contact information below.

First Name*

MI

Last Name*

SSN

Address*

City*

State*

Zip*

E-mail

Office

Home

Cell

[Go Back](#) [Save and Continue](#)

Step 9: Read the statement and click Save and Continue

My Application...

Application Progress 10% [Applications & Certifications | Hi, John](#)

Language Selection
Instructions
Head of Household
HoH Information
HoH Demographics
Household Information
Waiting List
Preferences
Summary
Confirmation Number

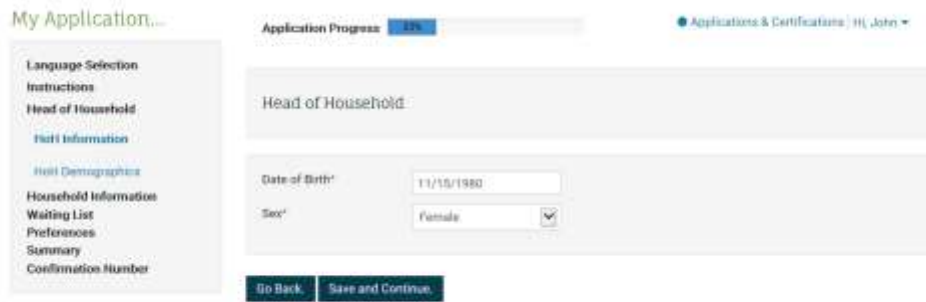
Head of Household

The Head of Household is the adult member of the family who is considered the head for purposes of determining income eligibility and rent.

Complete the next section for the Head of Household.

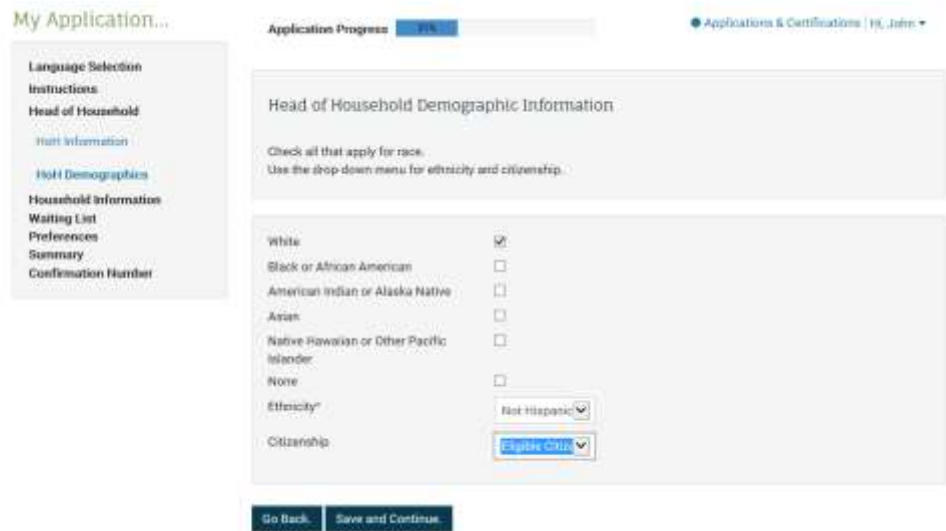
[Go Back](#) [Save and Continue](#)

Step 10: Enter DOB and Sex then click Save and Continue



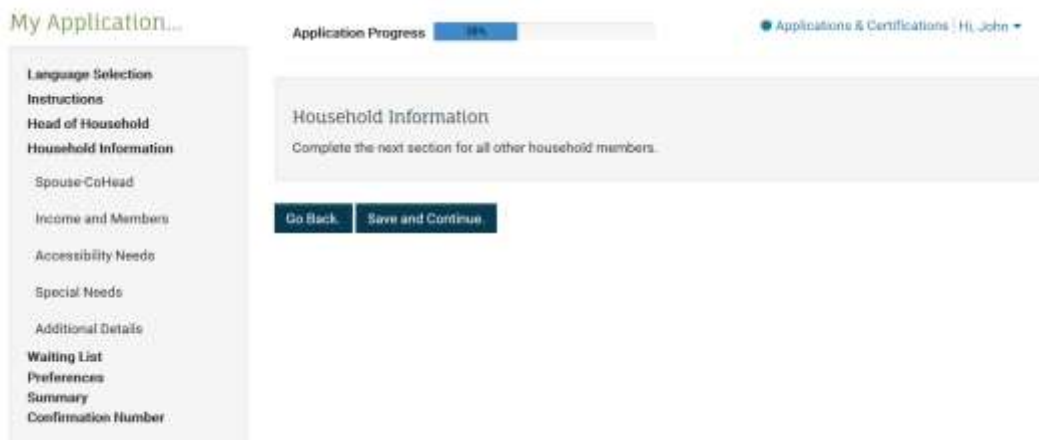
The screenshot shows a web application interface for 'My Application...'. On the left is a navigation menu with items: Language Selection, Instructions, Head of Household, **Head of Household Demographic Information**, Household Information, Waiting List, Preferences, Summary, and Confirmation Number. The main content area has a progress bar at 33% and a breadcrumb 'Applications & Certifications | HI, John'. The current step is 'Head of Household Demographic Information'. It contains a 'Date of Birth*' field with '11/15/1980' and a 'Sex*' dropdown menu with 'Female' selected. At the bottom are 'Go Back' and 'Save and Continue' buttons.

Step 11: Enter your race, ethnicity and citizenship status and click Save and Countine



The screenshot shows the 'Head of Household Demographic Information' step. The progress bar is at 33%. The main content area has a heading 'Head of Household Demographic Information' and instructions: 'Check all that apply for race. Use the drop-down menu for ethnicity and citizenship.' Below are several options with checkboxes: 'White' (checked), 'Black or African American', 'American Indian or Alaska Native', 'Asian', 'Native Hawaiian or Other Pacific Islander', and 'None'. There are also dropdown menus for 'Ethnicity*' (set to 'Not Hispanic') and 'Citizenship' (set to 'Apply Only'). At the bottom are 'Go Back' and 'Save and Continue' buttons.

Step 12: Read and click Save and Continue



The screenshot shows the 'Household Information' step. The progress bar is at 33%. The main content area has a heading 'Household Information' and instructions: 'Complete the next section for all other household members.' At the bottom are 'Go Back' and 'Save and Continue' buttons. The navigation menu on the left is the same as in Step 10, but 'Household Information' is now the active step.

Step 13: Enter Spouse or Co-head information and click Save and Continue (if non then just click Save and Continue)

My Application... Application Progress **20%** Applications & Certifications | H_ John

Language Selection

Instructions

Head of Household

Household Information

Spouse/Co-head

Income and Members

Accessibility Needs

Special Needs

Additional Details

Waiting List

Preferences

Summary

Confirmation Number

Spouse-CoHead

A co-head is an individual in the household who is equally responsible with the head of the household for ensuring that the family fulfills all of its responsibilities under the program but who is not a spouse.

If you do not have a spouse or co-head, leave blank and click "Save and Continue".

Relation:

First Name:

MI:

Last Name:

SSN:

Date of Birth:

Sex:

[Go Back](#) [Save and Continue](#)

Step 14: Enter your annual gross income, and number of household members that apply to each category and click Save and Continue (you must input a number such as zero (0) in each box to before you click Save and Continue)

Head of Household

Household Information

Spouse/Co-head

Income and Members

Accessibility Needs

Special Needs

Additional Details

Waiting List

Preferences

Summary

Confirmation Number

Income and Members

Question Details: Annual income means all amounts, monetary or not, that:

(1) Go to or on behalf of any family member

(2) Are anticipated to be received by the family

(3) Amounts derived from assets to which any member of the family has access

Family Income

Annual Income:

Family Members

	Male	Female	Total
Head of Household			1
Spouse/Co-head			0
Number of Other Adults	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Students 18+ Years Old	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Youth less than 18 Years Old	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Foster Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Live-in Aides	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of People in Household			1

[Go Back](#) [Save and Continue](#)

Head of Household

Household Information

Spouse/Co-head

Income and Members

Accessibility Needs

Special Needs

Additional Details

Waiting List

Preferences

Summary

Confirmation Number

QUESTION ID: 002110023

Question Details: Annual income means all amounts, monetary or not, that:
 (1) Go to or on behalf of any family member
 (2) Are anticipated to be received by the family
 (3) Amounts derived from assets to which any member of the family has access

Family Income

Annual Income* \$20,000.00

Family Members

	Male	Female	Total
Head of Household			1
Spouse/Co-head			0
Number of Other Adults	0	0	0
Number of Students 18+ Years Old	0	0	0
Number of Youth less than 18 Years Old	0	0	0
Number of Foster Children	0	0	0
Number of Live-in Aides	0	<input type="text" value=""/>	0
Number of People in Household			1

This field is required

[Go Back](#) [Save and Continue](#)

Step 15: Check any accessibility needs and click Save and Continue (if none check none)

My Application...

Application Progress 95% [Applications & Certifications | Hi Jobs](#)

Accessibility Needs

Someone in my household requires...

Hearing Access

Mobility Access

Sight Access

None

[Go Back](#) [Save and Continue](#)

Step 16: Check the special needs box if applicable and click Save and Continue (if none check none)

The screenshot shows the 'Special Needs' section of an application form. On the left is a navigation menu with items: Language Selection, Instructions, Head of Household, Household Information, Spouse/Cohead, Income and Members, Accessibility Needs, **Special Needs**, Additional Details, Waiting List, Preferences, Summary, and Confirmation Number. The main content area has a progress bar at 30% and a breadcrumb 'Applications & Certifications | 10, John'. The 'Special Needs' section contains the following text: 'The following information is gathered for statistical purposes only and applies only to the primary applicant, spouse or cohead.' and 'Your answers here have no bearing on if or when you receive an offer of housing assistance. After you have finished press **Save and Continue** to proceed.' Below this is a list of categories with checkboxes: Near Elderly, Elderly, Disabled, Displaced, Homeless, and None. At the bottom are 'Go Back' and 'Save and Continue' buttons.

Step 17: Enter the county in Nevada you reside in, enter yes or no if you require a reasonable accommodation to fully utilize our services and enter an alternate contact name and phone number if you desire to do so (If you do not reside in Nevada select out of area)

The screenshot shows the 'Additional Details' section of the application form. The navigation menu on the left is the same as in Step 16, with 'Additional Details' highlighted. The main content area has a progress bar at 40% and a breadcrumb 'Applications & Certifications | 16, John'. The 'Additional Details' section contains the following text: 'If you require a reasonable accommodation to fully utilize our programs contact our 504 Coordinator at: 775-887-1795.' and 'If you enter an alternative contact below please provide the name and phone number.' Below this are three input fields: 'County*' with a dropdown menu showing 'Carson City', 'Reasonable Accommodation' with a dropdown menu showing 'No', and 'Alternate Contact if desired' with a text input field containing 'Mom 775 720 9999'. At the bottom are 'Go Back' and 'Save and Continue' buttons.

Step 18: Select the Waiting List(s) you wish to apply for and then click Save and Continue

The screenshot shows the 'Waiting List' selection screen. On the left is a sidebar titled 'My Application...' with a list of steps: Language Selection, Instructions, Head of Household, Household Information, Waiting List (highlighted), Preferences, Summary, and Confirmation Number. The main content area has a progress bar at 75% and a breadcrumb 'Applications & Certifications | Hi John'. Below the title 'Waiting List' is the instruction 'Select the waiting list(s) you wish to apply for.' and a search box. A table lists available waiting lists:

Select	Waiting List	Description	Status
<input checked="" type="checkbox"/>	Project Based Voucher Richards Crossing	Project Based Voucher Waiting List for Richards Crossing Apartment Complex in Carson City	

At the bottom are 'Go Back' and 'Save and Continue' buttons.

Step 19: Check any preferences if they apply and click Save and Continue (Preferences only apply to Project Based Voucher Waiting Lists)

The screenshot shows the 'Preferences' selection screen. The sidebar is identical to the previous step. The main content area has a progress bar at 85% and a breadcrumb 'Applications & Certifications | Hi John'. Below the title 'Preferences' is the instruction 'Only select preferences if you applied to a Project Based Voucher waiting list. If none apply, please click Save and Continue.' and a search box. A table lists available preferences:

Select	Preferences	Description
<input checked="" type="checkbox"/>	Residency Preference used only for Richards Crossing Applications	Head of Household or Co-head lives or works in Nevada Rural Housing Authority's jurisdiction-This preference is only for Richards Crossing Applicants. Marking this preference for other applications will have no effect on the application.
<input checked="" type="checkbox"/>	Transitional Housing Program	Head of Household or Co-head is successfully participating in a program provided by a homeless shelter or a transitional housing program for the homeless-This preference is only for Richards Crossing Applicants. Marking this preference for other applications will have no effect on the application.
<input checked="" type="checkbox"/>	Veteran Preference	Head of Household or Co-head is a Veteran of the United States Military-This preference is only for Richards Crossing and Lasos Arme Applicants. Marking this preference for other applicants will have no effect on the application.

At the bottom are 'Go Back' and 'Save and Continue' buttons.

Step 20: Review all tabs to ensure all the information that was entered is correct, read the terms and conditions and click on the attached documents if you wish to review, then check that you accept the above terms and conditions and click Save and Continue

The screenshot shows the 'Final review & submission' stage of an application. On the left is a navigation menu with options: Language Selection, Instructions, Head of Household, Household Information, Waiting List, Preferences, Summary, and Confirmation Number. The main content area has a progress bar at 98% and a breadcrumb trail: Applications & Certifications | HJ John. The section title is 'Final review & submission' with instructions to verify information and click 'Submit Application' when ready. Below are tabs for: HUD Information, HUD Demographics, Spouse/Child, Income and Members, Accessibility Needs, Special Needs, Additional Details, Preferences, and Waiting List. There are input fields for 'Date of Birth' (11/15/1986) and 'Sex' (Female). A 'Terms and Conditions' section follows, listing important reminders and providing links to review HUD debts, VAWA notices, and Alternate Contact Forms. At the bottom, there is a checked checkbox for 'I accept all of the above Terms and Conditions' and two buttons: 'Go Back' and 'Save and Continue'.

Step 21: Your Application is complete, please keep the confirmation number for your records and download and print or save the application if you wish, then click Log Out

The screenshot shows the 'Confirmation number' stage. The navigation menu on the left is the same as in Step 20. The progress bar is at 100%. The breadcrumb trail is Applications & Certifications | HJ John. The section title is 'Confirmation number' with instructions: 'You have just completed your application. See Rental Assistance (See Nevada Rural Housing Authority)'. It explains that the user will be placed on a waiting list and that the Nevada Rural Housing Authority cannot predict when they will be selected. A 'Confirmation Number: A0037732' is displayed in a text box. Below this is a note: '* For further communications, please use the confirmation number shown above.' and a button to 'Download Application in PDF'. At the bottom are 'Go Back' and 'Log Out' buttons.