



# How to complete your online Recertification Through RentCafe'

A USER GUIDE FOR NEW AND EXISTING TENANTS

Nevada Rural Housing Authority is going Paperless! This means some changes in how we request and accept documents from our Landlords and Tenants. Below you will find step by step instructions in how to complete your annual recertification.

► First go to <https://www.nvruralportal.com/>





Call us : (775) 887-1795



[APPLICANT LOGIN](#) | [RESIDENT LOGIN](#) | [LANDLORD LOGIN](#)

[Home](#) | [Photos](#) | [Map](#) | [Contact Us](#) | [Programs](#) | [Rental Search](#) | [Reasonable Accommodation 504 Coordinator](#) | [Alternate Contact](#)



Click on the Resident Login to begin



### CONTACT US

Have questions or need assistance? Please contact us.



### HUD RESOURCES

Visit the HUD Resources site for helpful information.



### DIRECTIONS

Find a map and easy directions to locate our community.



Call us : (775) 887-



## Welcome to Resident Services

Welcome! To create your account you must have a valid email address. If you do not have a valid email address, you will need to create one.

Please click on the following links to access popular email providers:

[Gmail](#)  
[Yahoo](#)  
[Outlook](#)

User Name

Password

[Sign In](#)

[Forgot password?](#)

[Click here to register.](#)

If you have not done so already you will be asked to register before you can sign in with a username and password. Your registration code is located on your notice regarding the RentCafe' portal. If you do not know your registration code, you can call your caseworker and they can provide it to you.

Compliance

Logged in as:

**✓**

**Certifications**

Basic Information

Family Information

My Waiting List Status

My Inspections

Apply to Waiting Lists

My Verifications

Housing Assistance Payments

QUICK LINKS

I want to:

Update My Contact Details

Go

SMS ALERTS

Receive important alerts and information via text!

Mobile Phone Number:


Opt In No Thanks

Once you have logged into your account you will click "Certifications"

NEXT YOU WILL CLICK THE CONTINUE BUTTON ON MY APPLICATIONS & CERTIFICATIONS:



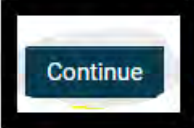

### My Applications & Certifications



**Nevada Rural Housing Authority**  
3695 Desatoya Dr, 3695 Destoya Drive (?)  
Carson City, NV 89701-2092

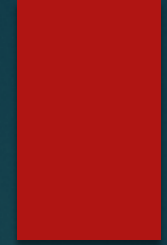
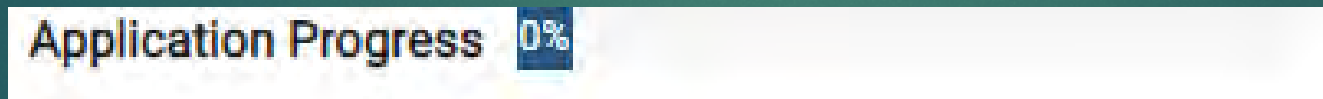
**Account Information**

- Type: Annual Recertification
- Status: Incomplete
- Last Update Date: 7/11/2019
- Created Date: 7/11/2019
- Due Date: 5/31/2019



You can now begin your Recertification Process by following the prompts on the screen.

You will notice a progress bar at the top of the application pages:



## Let's look at household member information...

The household members we have on file are listed below.

Click **Review and Confirm** to review each family and provide updates, if needed.

Click **Add Household Member** to report new members who will be living in your home.

[Add Household Member](#)

Search:

First Name	Last Name	Date of Birth	Relationship	Age	Gender		
[REDACTED]	[REDACTED]	1/31/1963	Head of Household	56	Female	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
[REDACTED]	[REDACTED]	12/4/2000	Youth<18	18	Female	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
[REDACTED]	[REDACTED]	2/19/2002	Youth<18	17	Female	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>

Showing 1 to 3 of 3 entries

[Go Back.](#)

[I have finished this step. I am ready to continue.](#)

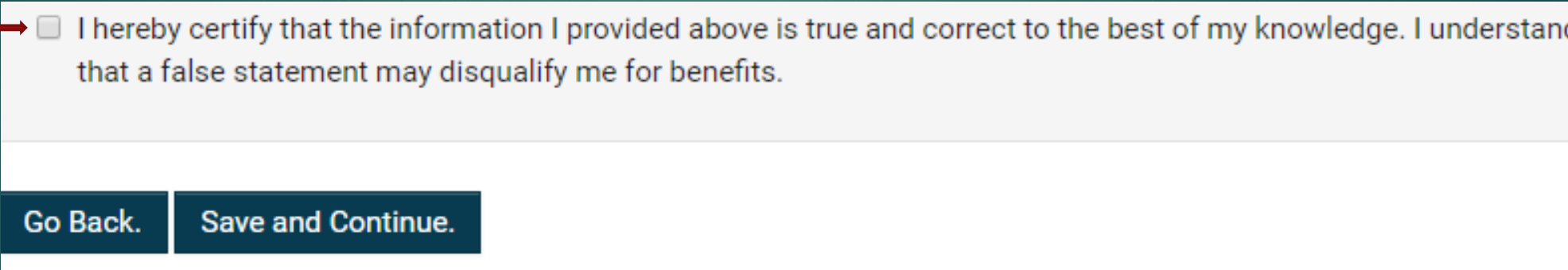
Just like the paper recertification packets this application will ask you to update/delete or add information about income, family members and assets.





You will notice you have the option to go back, but you cannot skip ahead until you have confirmed information in each category.

Once you have completed entering income, asset and family information you will be asked to review your data and certify that it is true and complete.



I hereby certify that the information I provided above is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

Go Back.

Save and Continue.

- Next you will be prompted to make sure you have uploaded all requested verifications.

- If you need to turn your documents in through either fax, mail or in person, move to the next step without uploading the documents.



Application Progress 93%

[Upload Documents](#)

## Submit

After signing all documents, you have completed the annual recertification process.

Document	View	Sign
Household Documents for [REDACTED] to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click here to sign</a>
Household Documents for [REDACTED] to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click here to sign</a>

Showing 1 to 2 of 2 entries

[Go Back.](#)

YOU WILL BE ASKED TO SIGN ELECTRONICALLY FOR THE HEAD OF HOUSEHOLD AND ANY FAMILY MEMBERS 18 YEARS OR OLDER

## Disclosures & Consent

### Scroll to the Bottom to Continue

I understand I will have to scroll & read to the bottom of the disclosures & consent document before I can continue with the electronic signature process.

### Consent to the Use of My Electronic Signature

By clicking "Agree & Continue", I consent to the use of my electronic signature instead of a physical signature to execute the rental application, rental property lease, and/or documents for which I have initiated or applied, and I agree to be bound by the terms of the documents as if I had signed it with my physical signature.

### Acknowledgment to Receive Notices, Renewals, and/or Extensions Electronically

I understand that, by my electronic signature, I hereby give my permission to the property owner or manager from whom I am renting to provide notices under the lease form and consent to the use of my electronic signature instead of a physical signature to execute renewals or extensions of the lease and any corresponding documents as provided by the terms of such a renewal or extension as if I had signed it with my physical signature.

### Acknowledgment of Review of Electronic Signature Consent and Disclosures

I have received and reviewed this consent before providing my electronic signature and I have no difficulty accessing this information that has been provided to me electronically.

### Acknowledgment of Option to Use or Not Use Electronic Signature Functionality

I understand that I am not required to sign the lease or any renewals or extensions or receive any notices under the lease electronically. If I prefer to sign with my physical signature, I understand that I may obtain a physical copy of the executable documents from the property owner or manager, complete it, physically sign it and return it to the property owner or manager at the property of interest, or from whom I am renting at the address identified by the property owner or manager.

### Ability to Withdraw Consent to the Use of My Electronic Signature

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 or 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 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 by providing written notice to the property owner or manager. I may withdraw 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 to be disapproved 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, HTML, and cookies (e.g., including but not limited to, current versions of 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 update my contact information.

DISAGREE

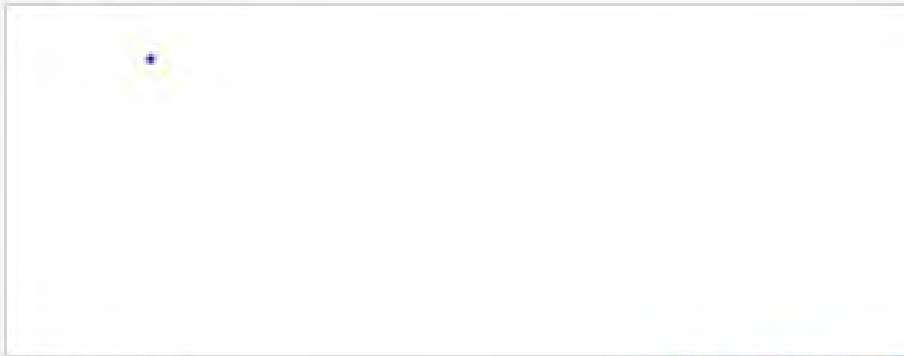
SAVE & CONTINUE

Next click on the **CLICK HERE to sign** box to pick an electronic signature to apply to your application, then click and save to continue.

# Sign With Gestures

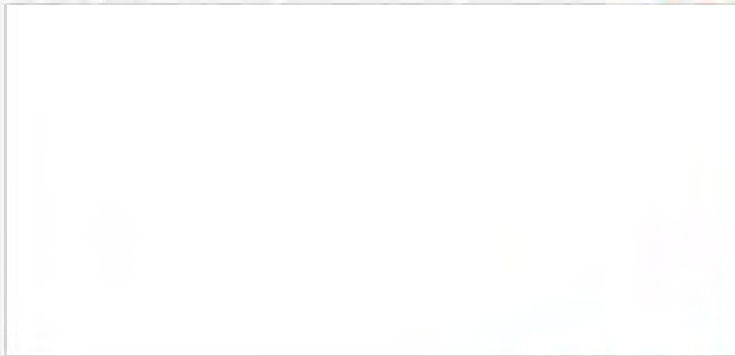
Use your mouse or finger to sign and initial in the boxes, [or choose a screen](#)

Your Signature



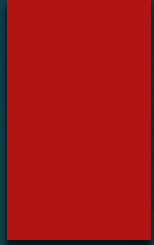
Your Initials

[Clear Signature](#)



[Clear Initials](#)

You can then choose your signature, use your mouse to create a signature or if you have a touch screen use your finger or stylus to create a signature.



paint?

If yes, please explain:

- 2. Has any household member(s) ever been convicted of the manufacture or production of methamphetamines on the premises of federally assisted housing  
If yes, please explain: No
- 3. Do you have a business or personal relationship with any employee (or past employee) or board member of the Nevada Rural Housing Authority?  
If yes, please explain: No
- 4. Are you or any member(s) of your household subject to a lifetime registration requirement under a state sex offender registration program?  
If yes, please explain: No
- 5. Have you or any member of your household been convicted in the last three (3) years for any crime involving drugs or violence?  
If yes, please provide the nature of the crimes(s): No

By signing below: I/We certify that the information given to the Housing Authority on household composition, income, net family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under federal law. I/We also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

Warning! Title 18 Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States. You can go to jail if you have knowingly provided false or misleading information on this form! False statements or information are grounds for termination of your housing assistance, tenancy, or application.

All ADULT household members must sign a copy

Signature: <input checked="" type="checkbox"/>	Date: <input checked="" type="checkbox"/>	Signature:	Date:
Signature:	Date:	Signature:	Date:
Signature:	Date:	Signature:	Date:

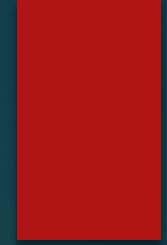
EACH BOX THAT REQUIRES A SIGNATURE WILL BE HIGHLIGHTED. CLICK ON THE BOXES AND A GREEN CHECK MARK WILL APPEAR.

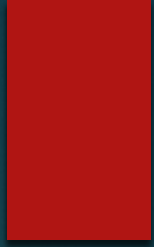


Document	View	Sign
Household Documents for [REDACTED] to Sign	<a href="#">View Document (Signed)</a>	Signing Complete
Household Documents for [REDACTED] to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click here to sign</a>

Showing 1 to 2 of 2 entries

Make sure to scroll through the signature documents completely and click both the signature box and the date box. Every family member 18 and over needs to pick a signature and sign and date all authorizations.






**Application Progress** 100%

[Upload Documents](#)

### Submit

After signing all documents, you have completed the annual recertification process.



You have successfully submitted your annual recertification.

Document	View	Sign
Household Documents for [REDACTED] to Sign	<a href="#">View Document (Signed)</a>	Signing Complete
Household Documents for [REDACTED] to Sign	<a href="#">View Document (Signed)</a>	Signing Complete

Showing 1 to 2 of 2 entries

Once all members have signed all authorizations and you have submitted your annual recertification you will see that the progress bar says 100%.





Congratulations! You have completed your online Recertification! You can log back in and upload requested documents, communicate with your caseworker and view your documents once your recertification has been processed.