

## STEP 1

- ·Place your mouse over the HCV Section 8 tab for the dropdown.
- ·Click on Landlord Portal Link.

Independence Housing Authority

relcome to the Independence Housing Authority Web Application Resident/Landlord Portal.

ONLINE PRE-APPLICATION PROCESS PLEASE READ BELOW prior to clicking the link for the pre-application so that you understand the process of our applications. The online pre-application that you are about to complete is only the first step in several to become eligible for a low-income housing unit. If you have a Preference of Veteran, Homeless and for Displacement Due to Natural Disaster and you mark that on your preprovide documentation within 10 days of submitting the online pre-application. If you don't provide the verification within the 10 day timeline, then that preference you marked will be moved. Please understand that where you are on the pre-application waiting list is not the actual waiting list for a unit. Once you get to the top 50 on the pre-application list is when we pull your name to come in for a Full Application appointment to bring in all income verifications, assets if over \$5,000, social security cards or verification of numbers, birth certificates or verification of dates of birth from a third party governmental. agency, etc. and we will also sign paperwork to be able to run criminal backgrounds and landlord histories from your full application / pre-application. Once the full application comes back dway then you will be considered ELIGBLE and placed on the actual Eligibility Waiting List from where we pull for vacant units. That is when you will have a true waiting list position for a unit. YOU ARE RECURRED TO UPDATE YOUR CONTACT NFORMATION WHENEVER YOU CHANGE ADDRESSES OR PHONE NUMBERS. Those this helps in understanding how the application process works prior to you putting your online application in We will work diligently o get to your application, but we cannot give a timeline of how long this process will take due to the number on the walting list.

Employees, landlords, and current residents can register for an account by clicking the following link. Exciste

We are now accepting applications for public housing. To apply for housing ising our web based system, click on this link. Apoly for housing now

have already applied and need to change your contact information.

# STEP 2

- ·Go to the HOME button at the top left of the screen and click it.
- ·About halfway down the page, you will see "Employees, landlords, and current residents can register for an account by clicking the following link."
- ·Click on Register.



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## STEP 3

- ·Under the Registrant Type, use the drop down arrow and click on the Owner. Click Next.
- If you are the management company that is going to be receiving the HAP monies on behalf of the owner, then you will need to complete this part and either put your name or the management company's name in the First and Last Name.
- Example: If the management company is named Sample Property of Independence, then you may want to put "Sample Property" as the First Name and "of Independence" as the Last Name or just use your own name here.
- If the owner is receiving the HAP monies but the management company needs to apply the monies for the tenants, then use the owner's EIN number under the Tax Identifier.
- If the management company is receiving the HAP monies and will be receiving the 1099, then you would put the management company's EIN number under the Tax Identifier.
- ·Make sure to use hyphens when inputting the EIN or SSN in the format of either xx-xxxxxxxx or xxx-xx-xxxx.

E-mail	Usemame
hfigley@ha1.org	SamplePropertyOfindependence
Password	Confirm Password
☐ Show Password	Show Password
ecurity Question	Security Answer
What are the last 4 of the Tax ID?	4567

# STEP 4

- ·Enter email address and create a User Name and Password.
- ·If you forget your password, you can go to the login screen to put your login information and under the Password there is a Forgot Password button. If this does not work, you will need to email adminassistant@iha1.org to have your account deleted and you will have to recreate it again.
- If you marked your Registrant Type as "Owner" and put the EIN for the owner or management company that will be receiving the HAP monies and 1099, your account should automatically log in and able to see list of User, Owners, and Home on the top left of the screen.
- ·Owners will open dropdown and you will see Owner Home, List Owner Tenants, List Owner Units, Scheduled Inspections, Failed Inspections, List Payments, 1099's and Documents. Scheduled Inspections and Failed Inspections are not being utilized but will be coming soon.
- ·Setup your own security question and answer.
- ·Click Create Account.

ISSUES If you have issues, email adminassistant@iha1.org.

Thank you for taking the time to create your account.



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- ·If the management company is receiving the HAP monies and will be receiving the 1099, then you would put the management company's EIN number under the Tax Identifier.
- ·Make sure to use hyphens when inputting the EIN or SSN in the format of either xx-xxxxxxx or xxx-xxxx.
- ·Under the Registrant Type, use the drop down arrow and click on the Owner. Click Next.

### STEP 4

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