



How to Complete Your RentCafe Online Pre-Application

Recommended browser: [Google Chrome](#) or [Edge](#)

The pre-application will collect information necessary to make an initial assessment of the household eligibility and to determine the household's placement onto the Waiting List. There is no fee for completing the pre-application.

Only one (1) pre-application per person per property is allowed. Per EBALDC's Removal Policy, all **DUPLICATE** pre-applications will be removed.

Online Pre-Application submission will take approximately 15-45 minutes.

- The online pre-application will give you an error message and prevent you from moving on to the next page when you do not complete a required field.
- You will be given a **verification message** that your pre-application has been **successfully submitted** along with your pre-application **reference number**. Please keep your reference number for your records. It will be used as your pre-application ID number.

1. [Go to the Pre-Application Link](#)

Visit www.ebaldc.org → **Find Housing** → **How to Apply**

Click the **Online Pre-Application** link for the property you're interested in.

2. [Create a RentCafe Account](#)

New user? Click "**Register Now.**"

Click "**I do NOT have a registration code.**"

YOU MUST CHOOSE THIS OPTION FOR EACH COMMUNITY YOU WISH TO APPLY FOR

Enter your **name, email, and password.**

Save your login—you'll need it to return to your application.

3. [Start the Application](#)

Select the **property.**

Read the instructions carefully before beginning.

4. [Enter Household Information](#)

List **all household members.**

Include names, dates of birth, and Social Security Numbers (if available).

Add your current address and contact information.

5. [Provide Income & Assets](#)

Report **all income sources** (job, SSI, benefits, etc.).

List **savings, bank accounts, or other assets.**

6. [Gather Documents](#)

Have these ready: IDs for all adults, Birth Certificates for minors, Social Security Cards, Pay stubs or award letters (if applicable)

7. [Review & Sign](#)

Double-check your answers.

Sign electronically (type your name + check the box).

8. [Submit Application](#)

Click "Submit." Your application must show as *100% complete* in RentCafe for it to be officially submitted and received by EBALDC. Applications that are not fully completed (less than 100%) will not be added to the



waiting list.

Look for a **confirmation email** from RentCafe.

9. Keep Your Info Updated

Log in to update your **phone, email, or address** if it changes.

Incorrect info may cause delays in your application.

💡 Need Help?

Contact the property management office or visit a local community resource center for assistance at 1682 7th Street Oakland, CA.

Paper Pre-Application Instructions

The Head of Household must complete and sign the Certification page.

All questions are mandatory. Incomplete applications may be returned and will not be placed on the Waiting List. Please write clearly, in blue ink, so your information is legible.

Required Information:

- Must have an email account
- Selection of the communities you would like to apply for
- Full name, contact information, and date of birth of the Head of Household
- Alternate contact information (required if the Head of Household does not have a phone number or email address)
- Names, dates of birth, and full-time student status for all household members
- Bedroom size requested (subject to occupancy standards)
- Gross monthly income for the entire household, including income from minors

Housing Preferences

Indicating a housing preference may increase your chances of placement. By selecting any preferences, you acknowledge that you are applying for related housing priorities. Each preference will be verified by the property manager according to program requirements.

What Happens Next

Once the List closes, EBALDC will:

- Remove all duplicate pre-applications (1 pre-app per person is allowed)
- Run computerized randomization numbers to establish List for each EBALDC property
- Notify by mail all applicants that are active on the List
- Notify by mail all applicants that are removed from the due to duplicate or incomplete pre-applications.

Status Verification and Updating Pre-Application Information

EBALDC staff will not be able to give any status confirmation nor will we be able to update your pre-application information until after all pre-applications have been processed and written confirmations have been sent to all applicants. This verification process will take approximately four (4) weeks after the application acceptance period closes. Once completed, applicants will be able to verify their pre-application status and/or submit written updates and changes to their pre-application. Pre-application updates must be submitted in writing to the community you are applying for.

For additional information and updates you may visit our EBALDC website at www.ebaldc.org

Thank you for your interest in applying