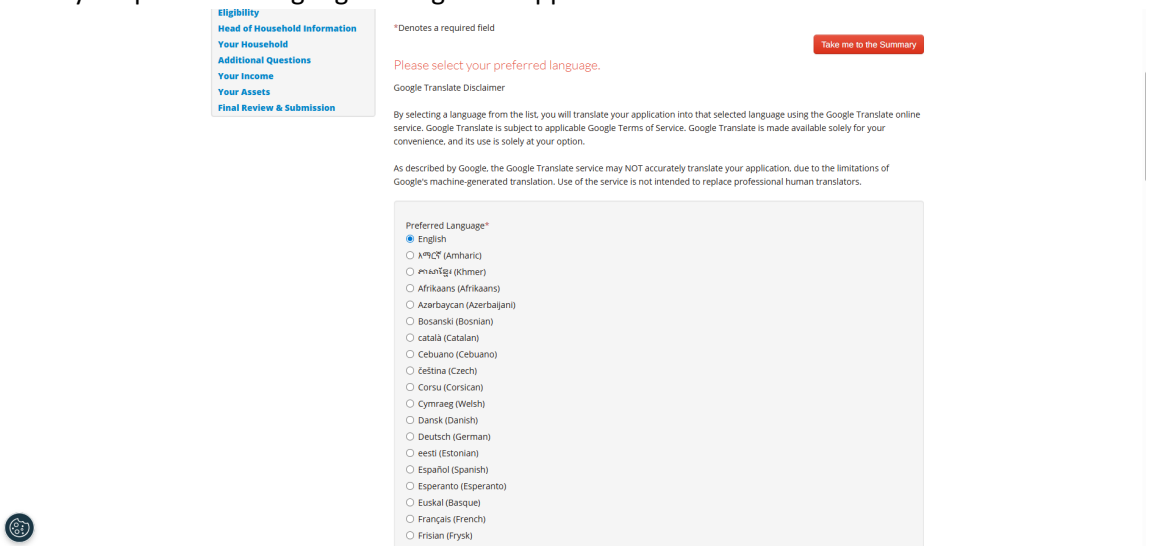
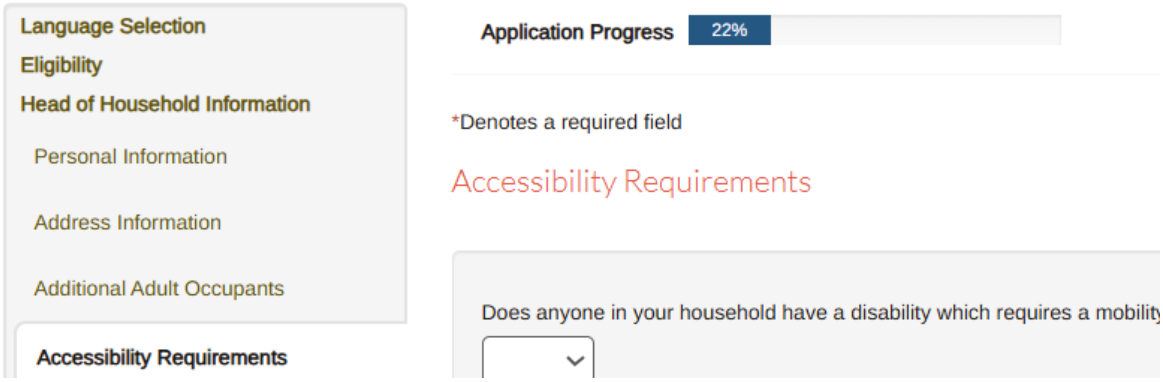
Steps on completing application:

1. **Select Language**
   Select your preferred language to begin the application and click **"Next."**



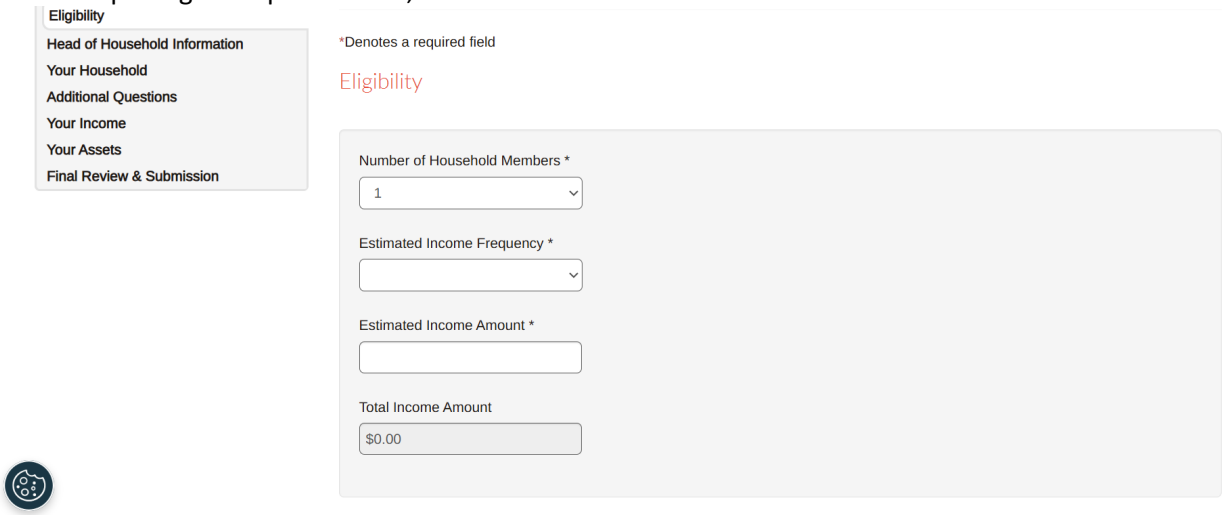

**When completing the application, please monitor the status displayed at the top of the page to track its progress. **




**2. Eligibility Page**
You will be directed to the **Eligibility** page. Please provide:

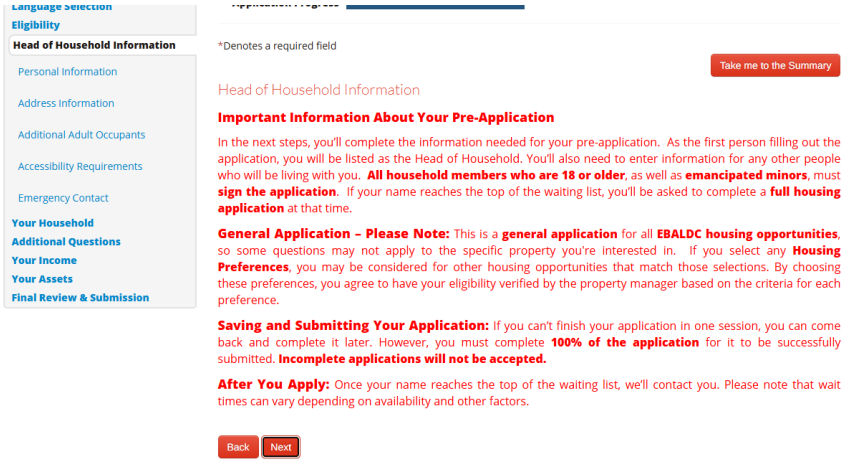
- The number of household members
- Your income frequency (e.g., weekly, bi-weekly, semi-monthly, monthly, etc.)
- The estimated income amount you receive

After completing all required fields, click **“Next.”**




### 3. Household Information Page

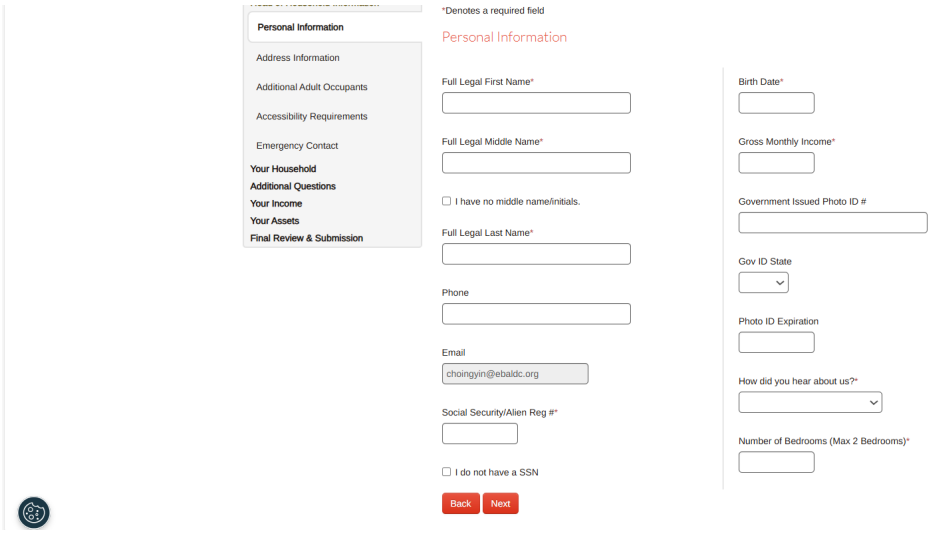
You will see an information page regarding household details. Please read the information carefully, then click **“Next.”**




---

### 4. Personal Information

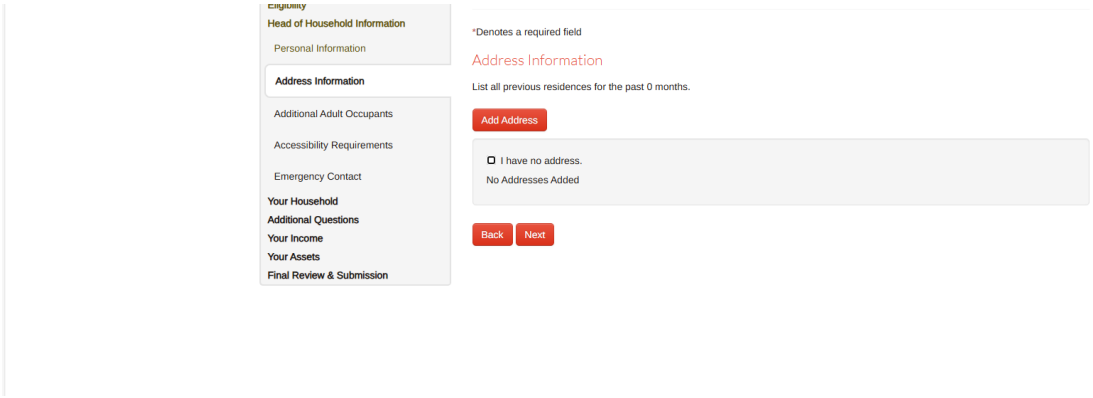
On the Personal Information page, complete all fields marked with a red asterisk (*), as these are required.



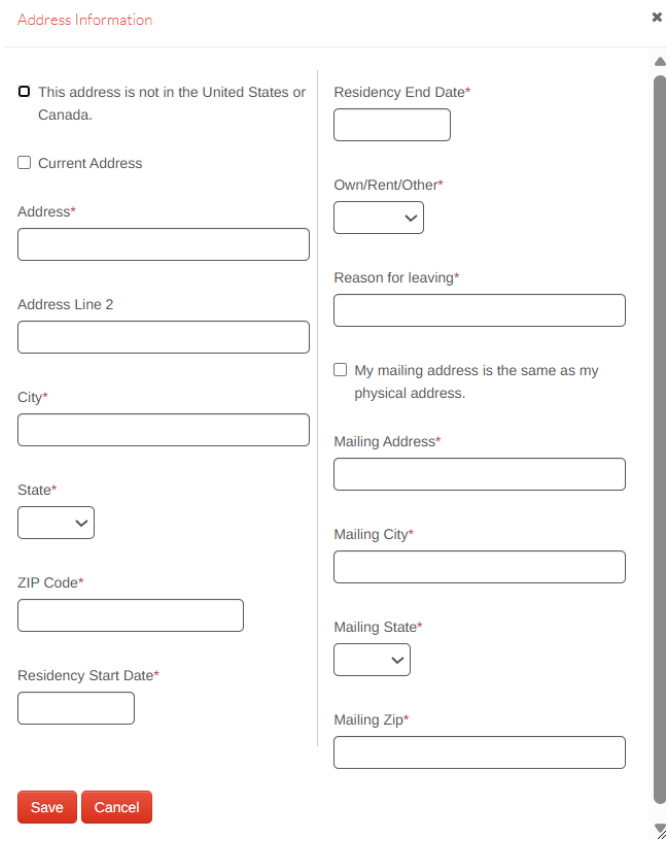

**5. Address Information**

Enter your **Address Information** by clicking **“Add Address.”**

- If you are currently homeless, please check the box labeled **“I have no address”** and click **“Next.”**



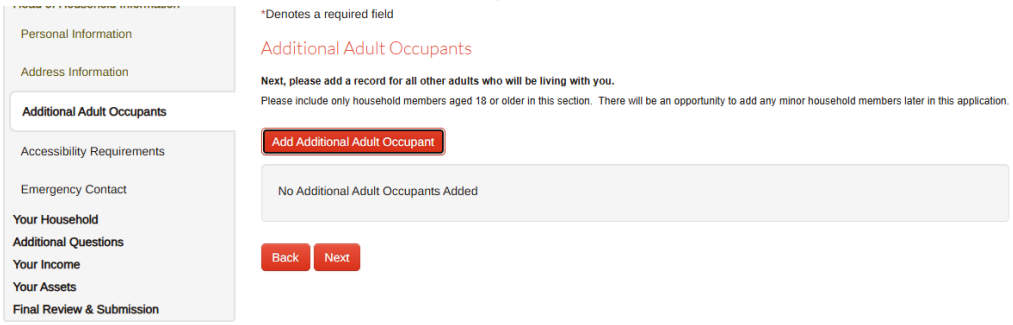

After clicking **“Add Address,”** a new box will appear. Select the appropriate option that applies to you and complete all required fields.



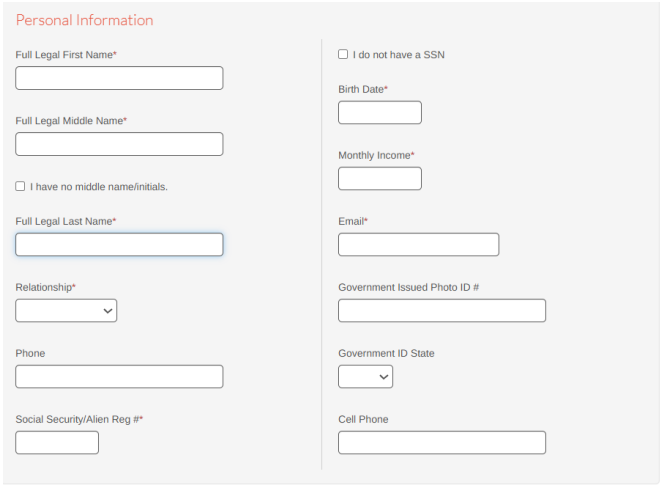

**5. Additional Occupants**

If there are other household members that are 18 years old and above, click **"Add Additional Occupant"** and provide their information.

If there are no additional household members, click **"Next."**



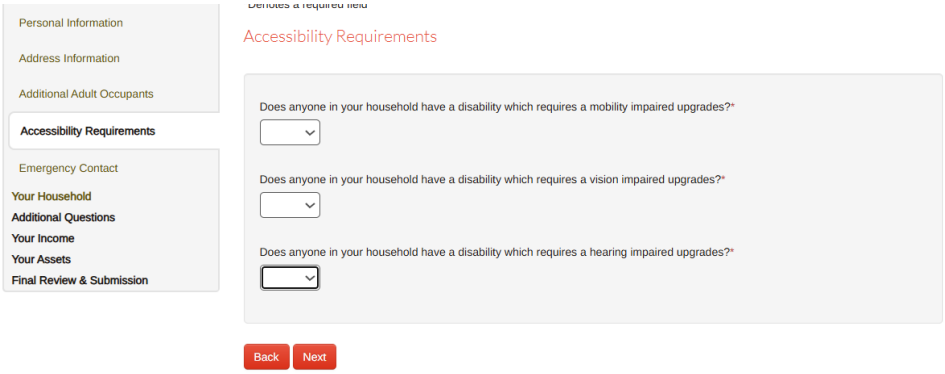

Once you click "Add Additional Occupant", a small box will pop up. Please provide additional household information in this field.




**6. Accessibility**

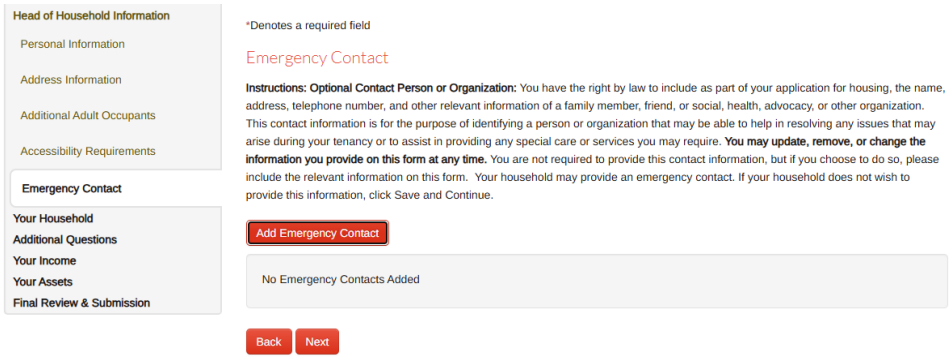
This page indicate whether you require an accessibility unit. Please click on the drop down for each questions and select appropriate that apply to you.

- If you do not require an accessibility unit, please click **"Next."**



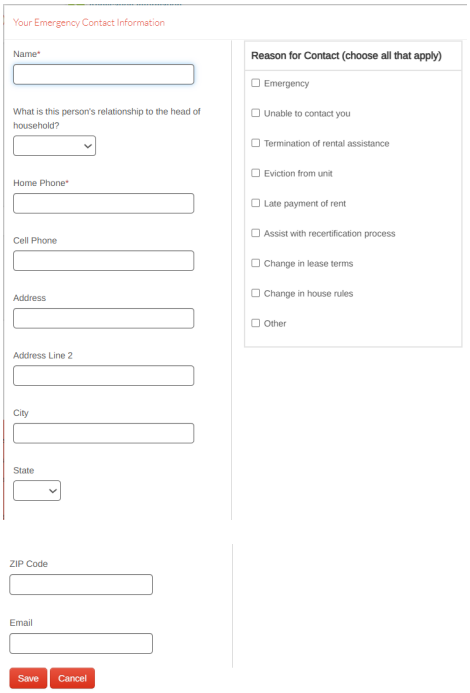

**7. Emergency Contact (Optional)** This section is optional.

- If you do not wish to provide an emergency contact, simply click **"Next"** to continue.



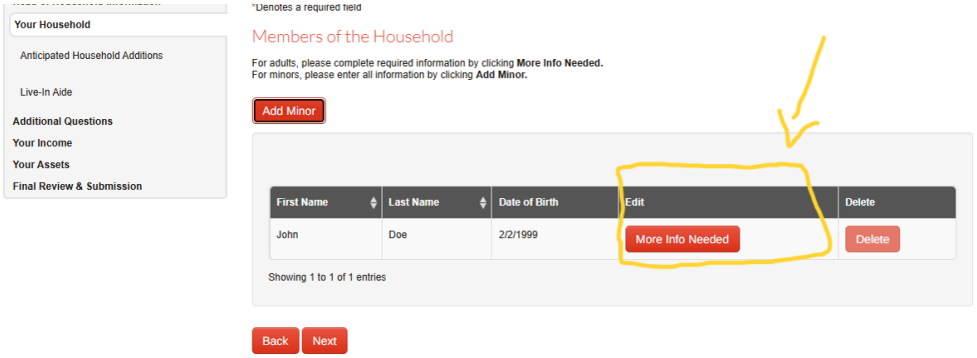

If you would like to add an emergency contact, click **"Add Emergency Contact"** and enter the required contact information for the person you wish to add.

Once completed, click **"Next"** to proceed.

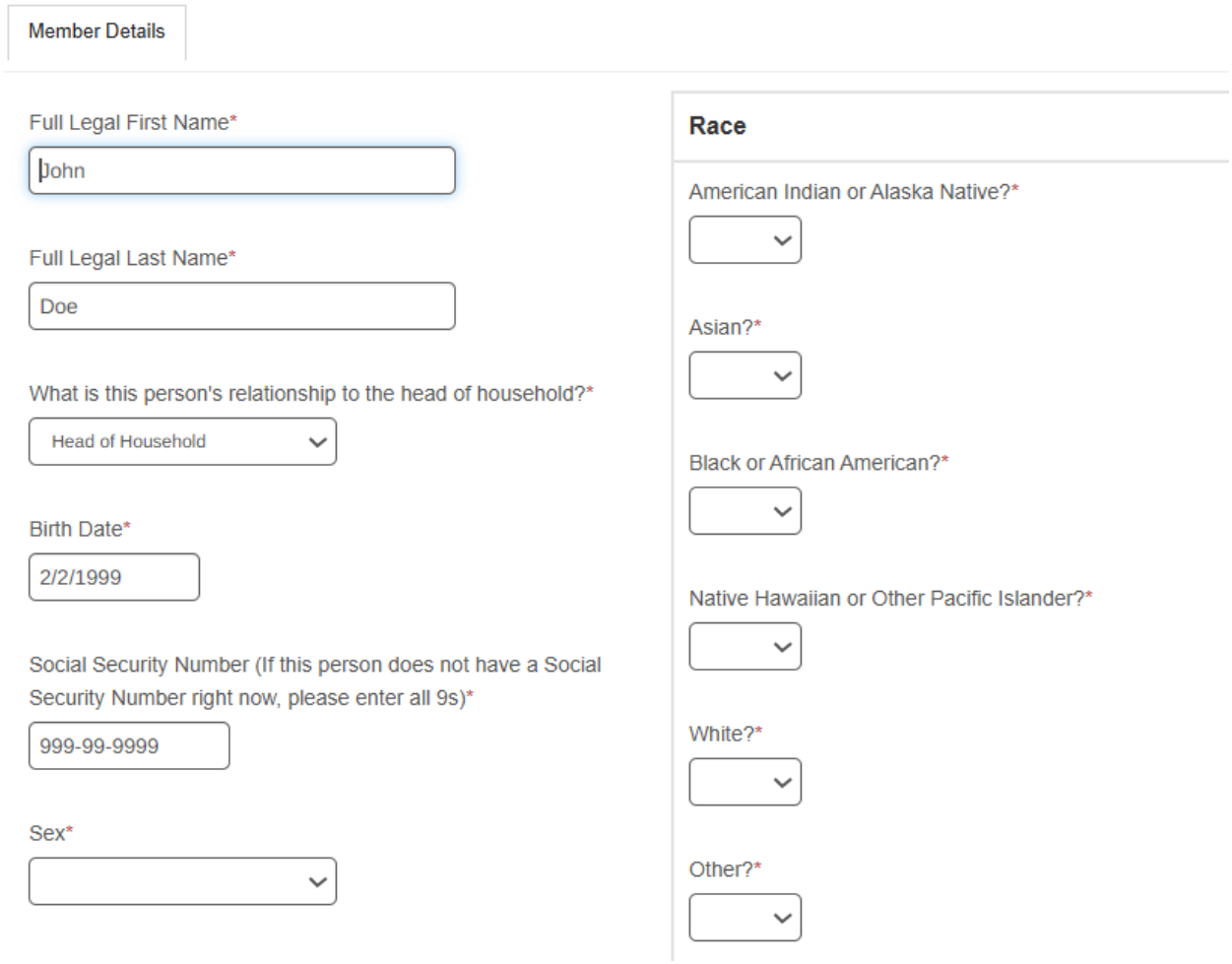



## 8. **More Information Required**

On this page, please click on **"More Info Needed."** If you have any household that are under 18 Years old, this is where you would add all minor household.



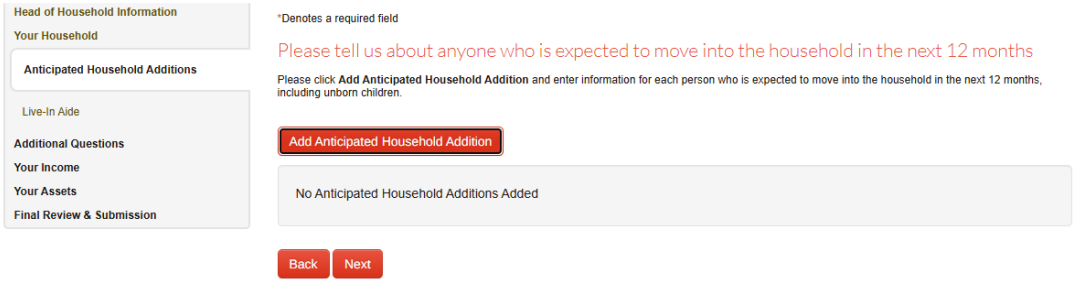

A pop-up window will appear prompting you to provide the requested information. Please complete all required fields and follow the prompts to proceed.

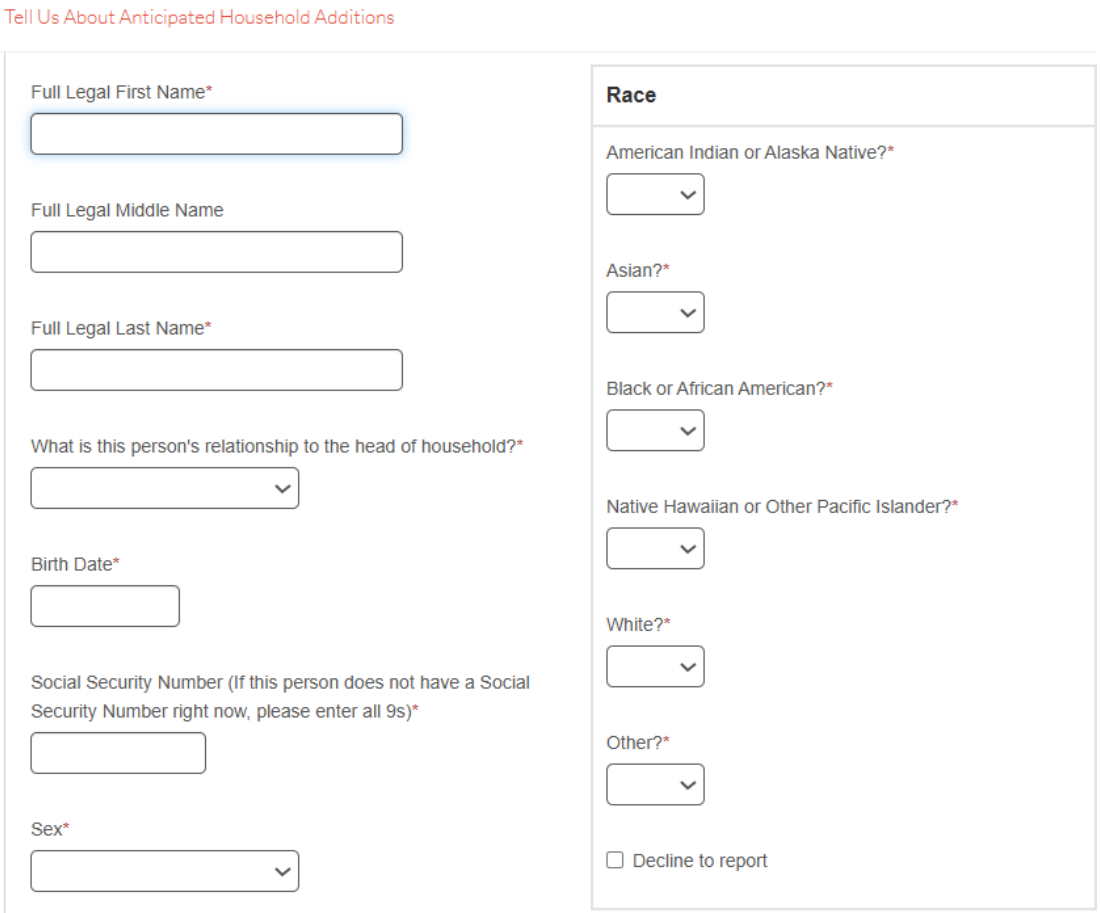


## 9. Anticipated Household Members (Optional)

This section is optional.

Please complete this page only if there are household members who are not currently living with you but are expected to be added to the lease. If this does not apply to you, you may click **"Next"** to continue.

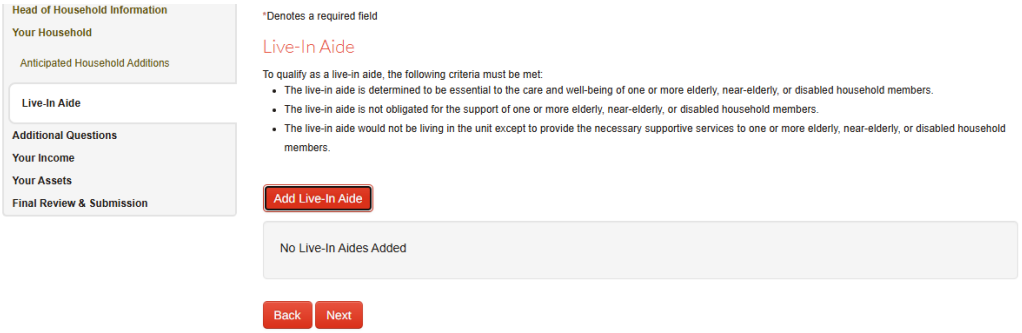


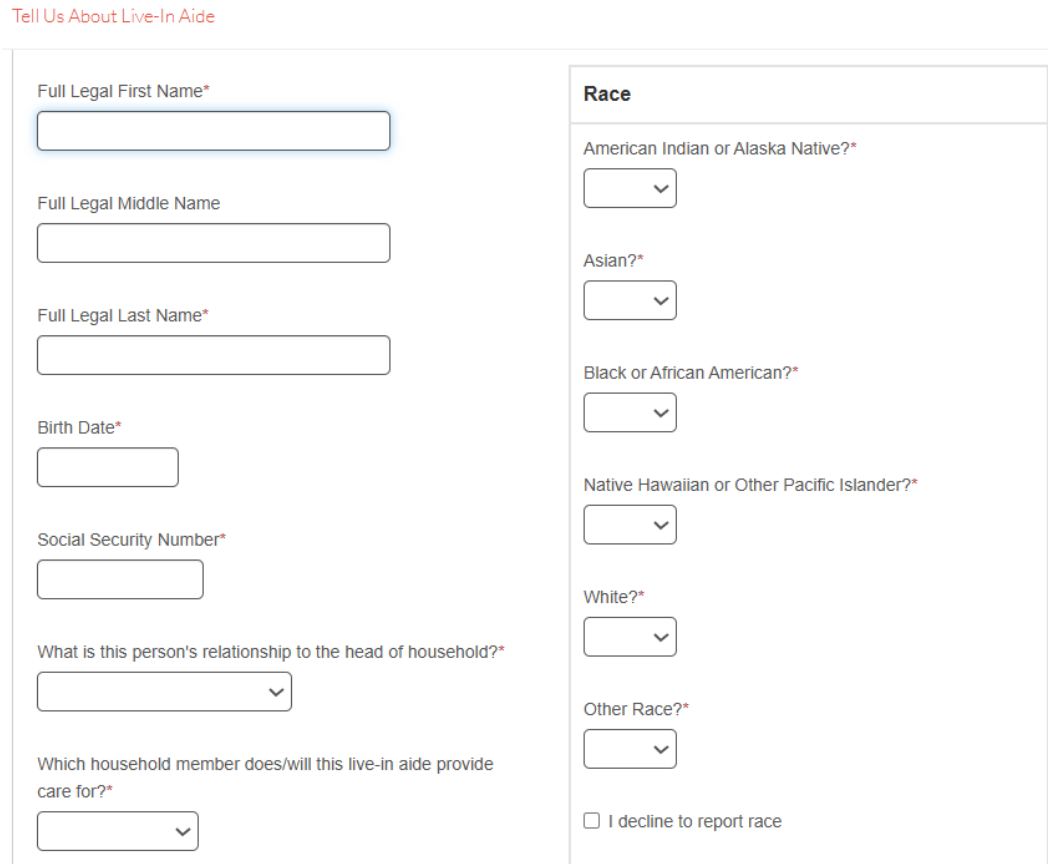



10. **Live-In Aide (If Applicable)**

Please complete this page only if you have a live-in aide and would like to add them to your application.

If this applies to you, provide the required information for your live-in aide. If not, please click **"Next"** to continue.

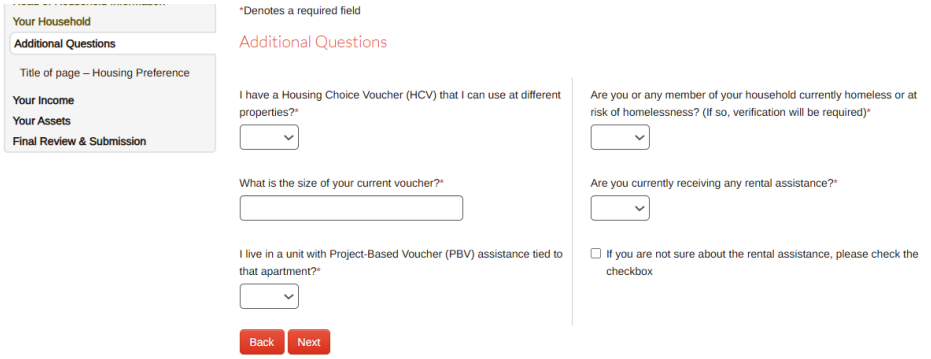


## 11. Additional Questions:

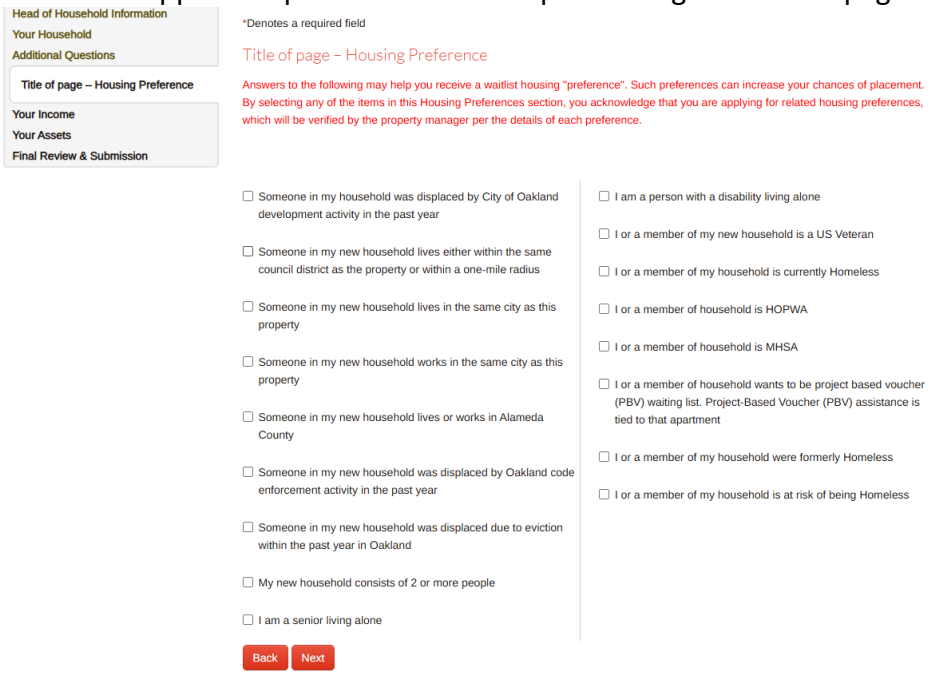
If you currently have a Housing Choice Voucher with OHA, please indicate this on the application. Be sure to provide the current voucher size (for example: 1-bedroom or 2-bedroom).

If this does not apply to you, please select “NO” on drop down and NA on the size of your current voucher.




## 12. Preferences

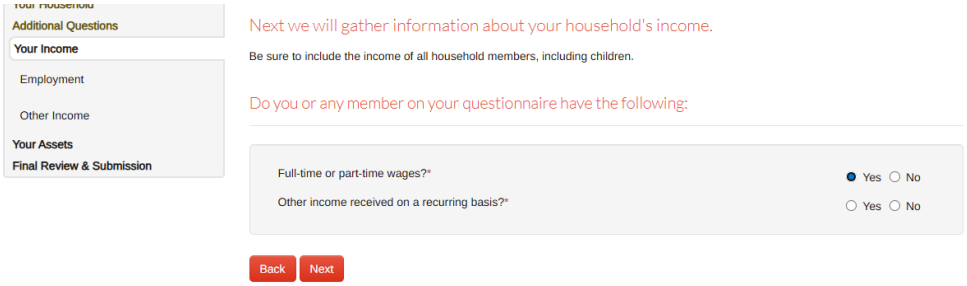
Please review this section carefully and check all boxes that apply to you. This section is important, as waitlist preferences are determined based on the information provided here. Be sure to select all applicable preferences before proceeding to the next page.



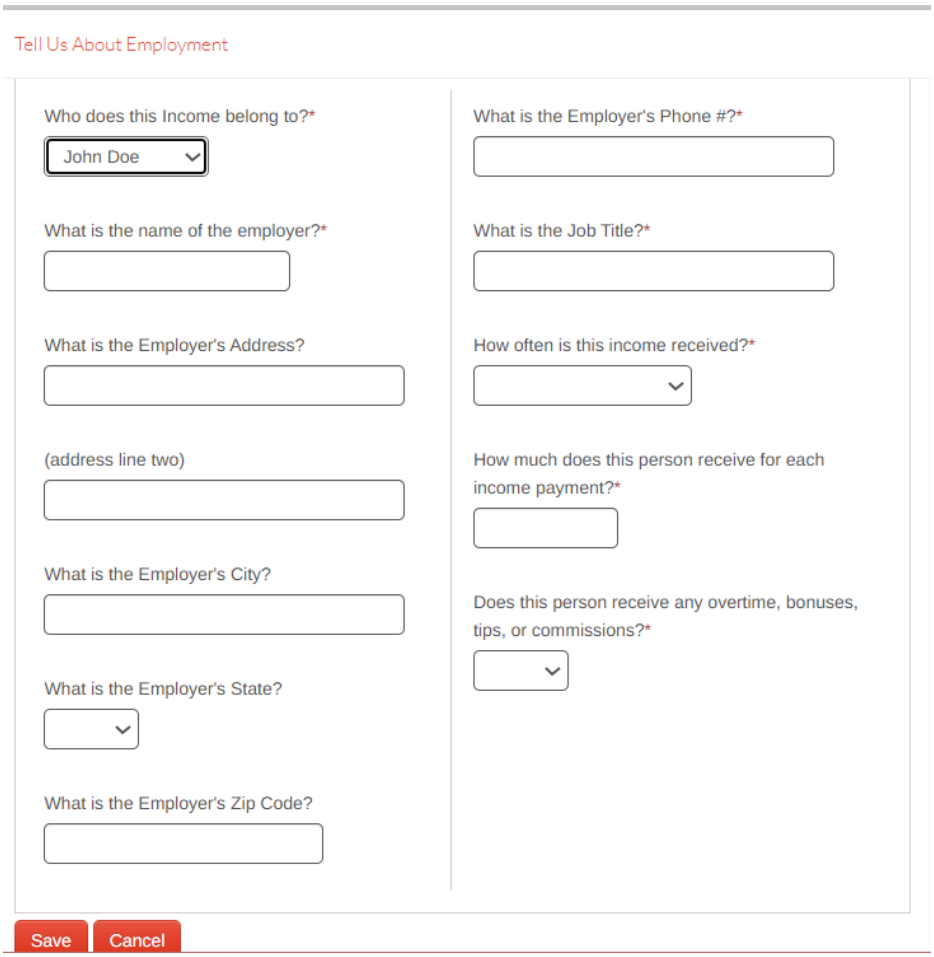
## 13. Income

On this page, please indicate whether your current employment is **part-time** or **full-time**.

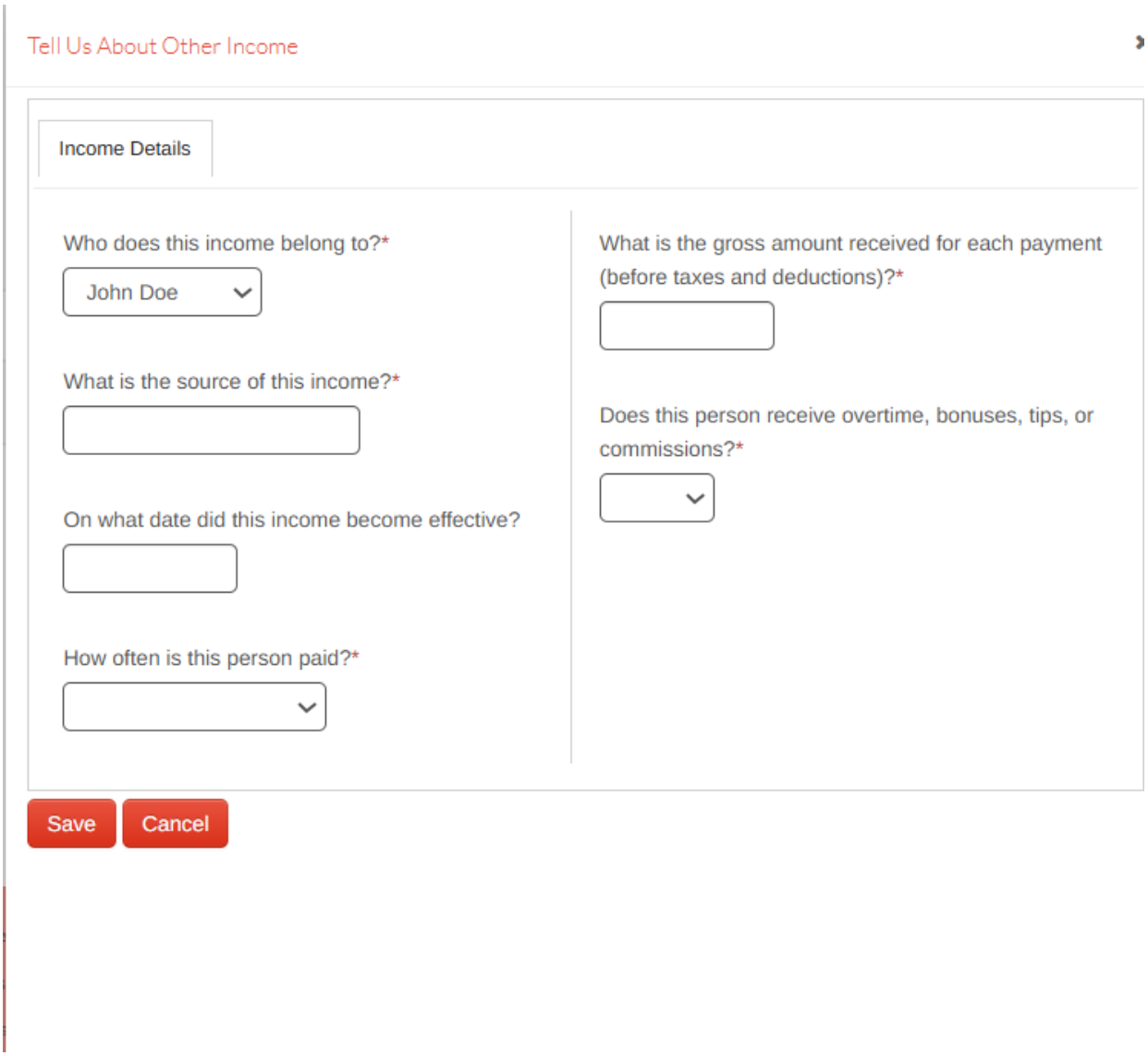
If you are currently not working and receiving other source of income, please select “No” on Full Time and Part Time section and select “Yes” for Other income received.




If you said “Yes” to employment, it will require to provide your employment information. Ensure all applicable fields are completed before proceeding to the next page.

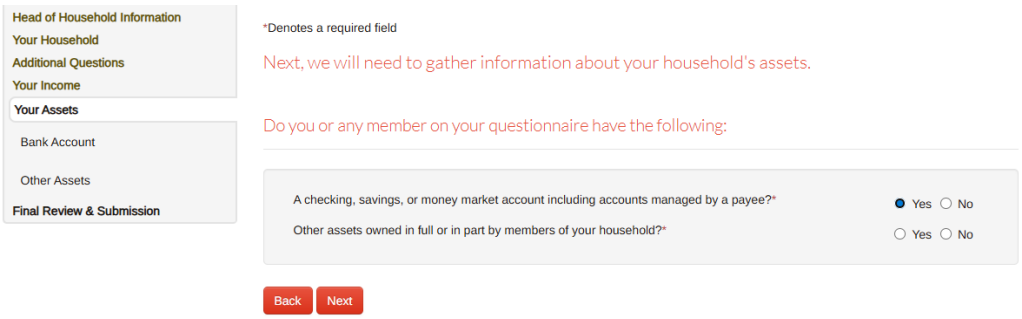


If you are receiving any other source of income, you will be required to provide additional details about that income.

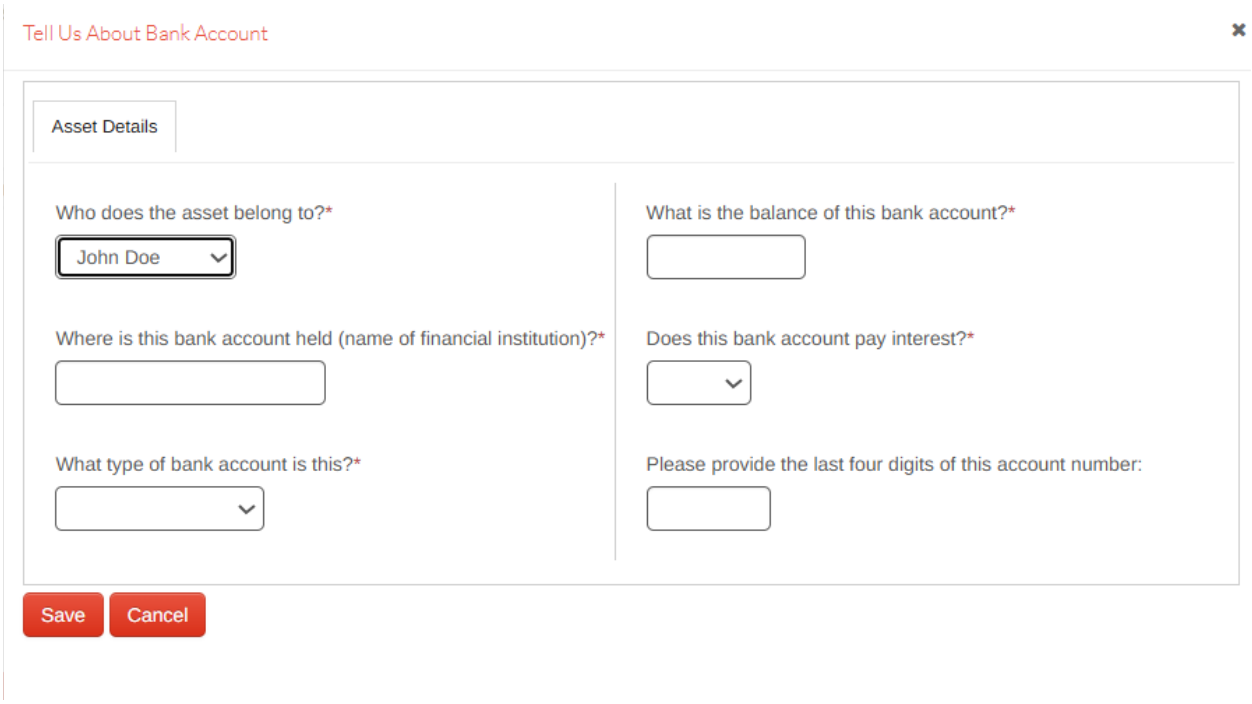



**14. Assets**

On this page, you will be asked to provide information about any assets you may have. Please select that apply to you.

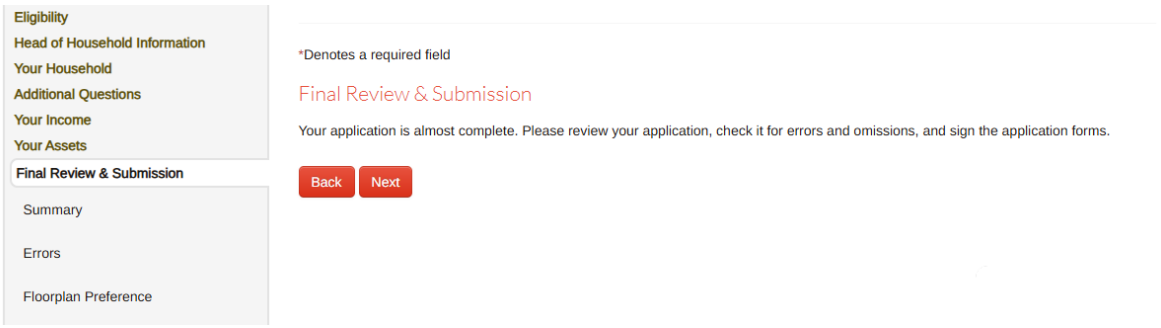



Based on your response from the previous step, you may be required to provide additional information about your assets.

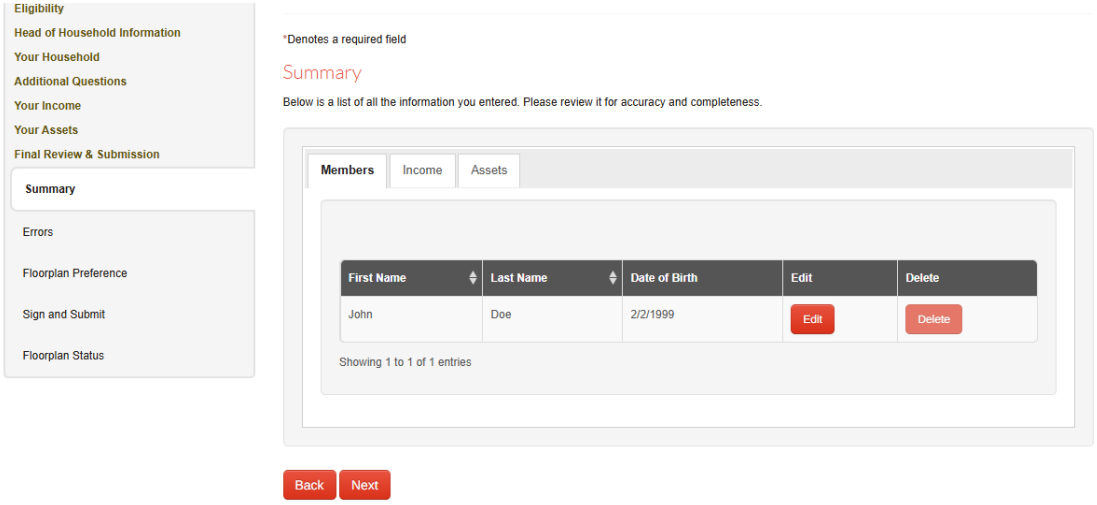



**15. Final Review and Submission**

This page allows you to review and confirm that all the information you have entered is complete and accurate.



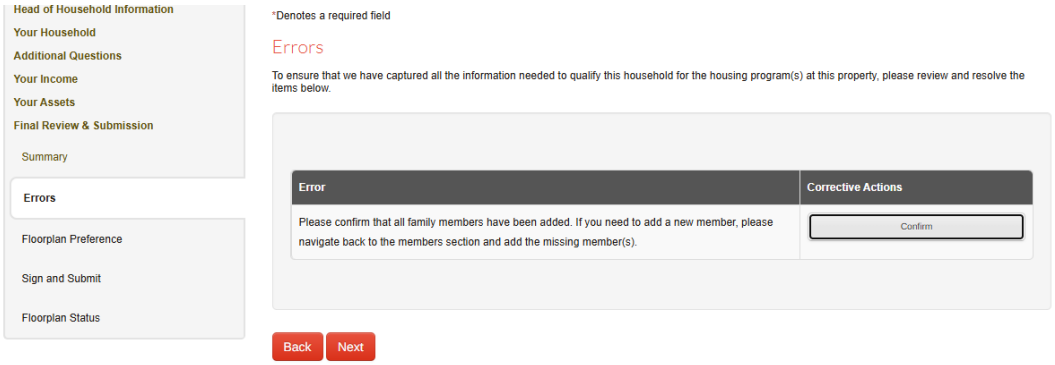

This page allow you to view summary of the household information that were entered. Please reviewed and confirm if the information are accurate.




## 16. Error Check and Confirmation

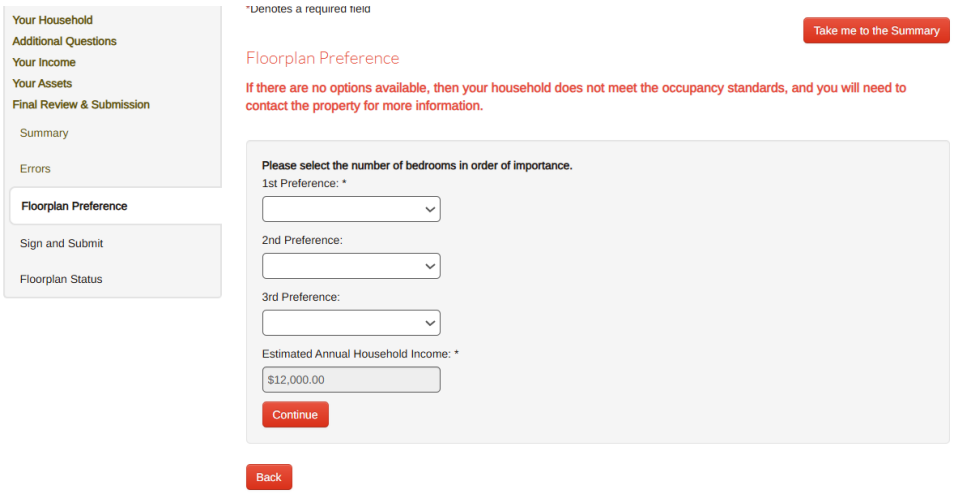
This page displays any errors flagged by the system.

- If there are errors, please review and correct them as needed.
    - Error may show for the following reason:
        - If any required field is left blank
        - If any sections were skipped
        - Confirming household size and that no additional household members need to be added
- If no errors are found, the system will prompt you to confirm that all your information is correct before proceeding.
- Once all errors are cleared you will receive “We didn’t find any errors” message, once you see this click “next”



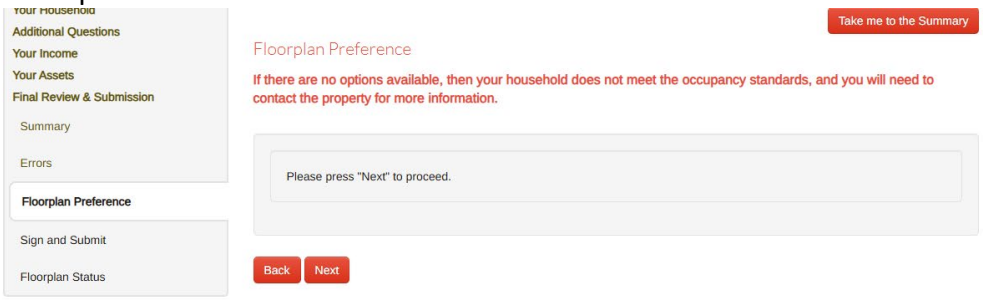

17. **Select Unit Size**

On this page, please choose the unit size you are applying for (e.g., 1-bedroom, 2-bedroom, etc.).

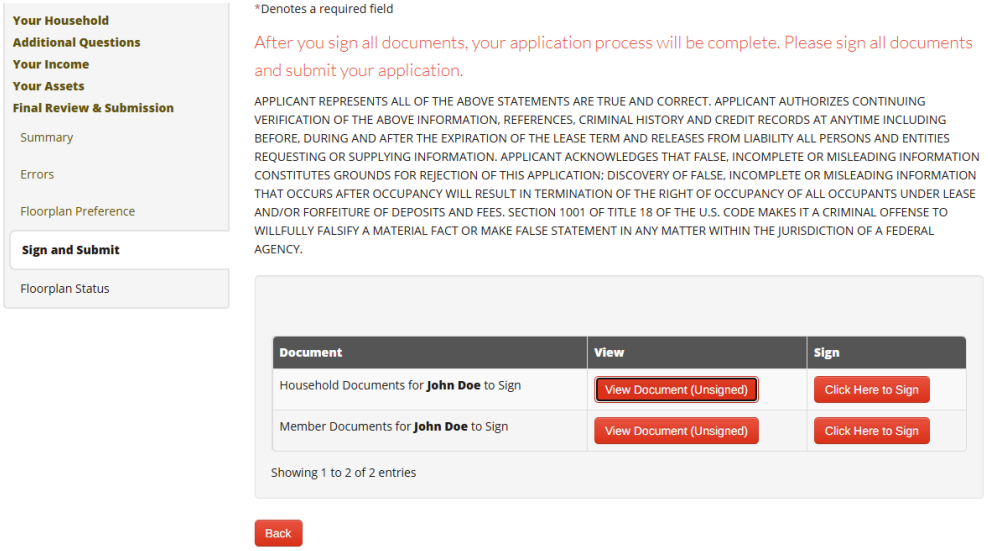



Once you have selected your preferred bedroom size, click **“Continue.”**

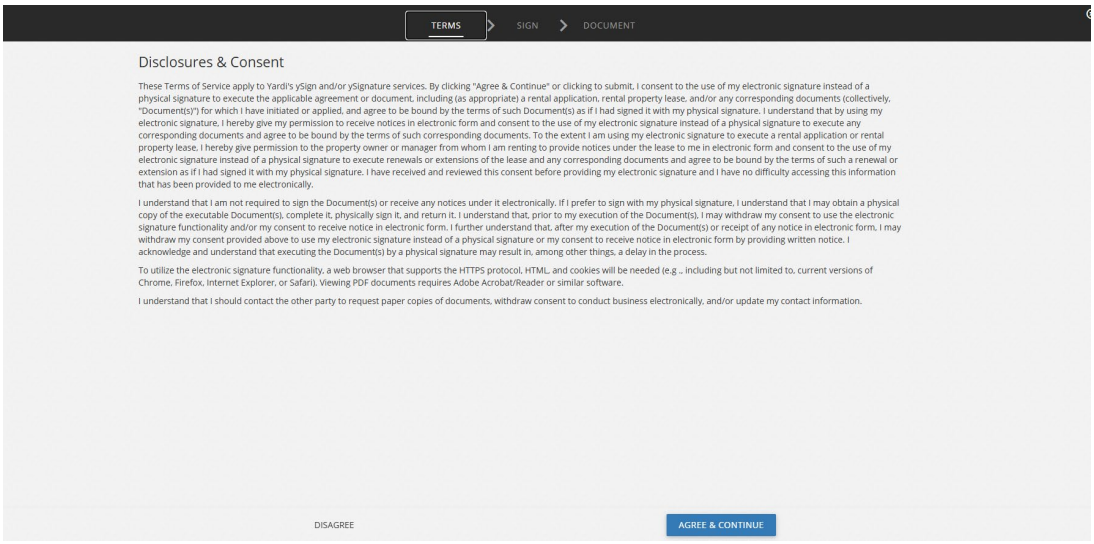
You will then be directed to the **Floor Plan Preference** page. After reviewing the information, click **“Next”** to proceed.



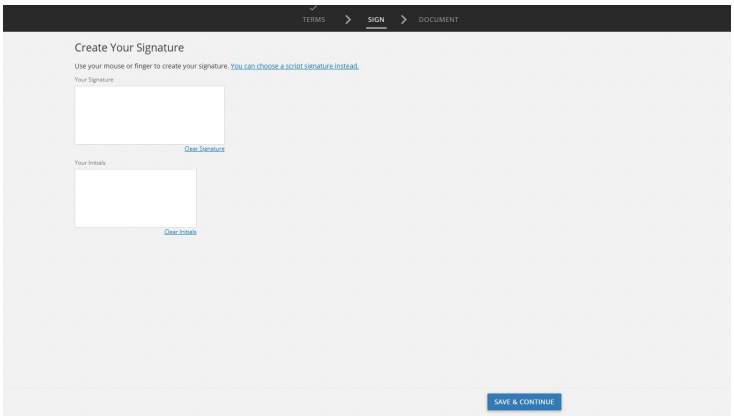

On this page, you will be asked to electronically sign the application. Please click “Click Here to Sign”




After reviewing the information, click **“Agree & Continue”** to proceed with electronically signing and finalizing your online application.




The page will take you to summary of your application, please click “Jump to Next”.




To electronically sign the document, the system will prompt you to create your signature.

Please sign using your finger under **“Your Signature”** and your initials where indicated.

After clicking **“Save & Continue,”** you will be required to repeat this process a second time to complete the signing.

TERMS > SIGN > DOCUMENT

Casa Arabella

**WAITING LIST RENTAL APPLICATION**

**Apartment Type: Eligibility is based on occupancy standards defined in the Resident Selection Criteria.**

1st Choice: 1 Bedroom
2nd Choice: No Selection
3rd Choice: No Selection
Housing Preferences Selected
How did you hear about the property? Property Website

| Name: | John Doe | Home Phone: | (510) 919-7729 | Cell Phone: | |
|---|---|---|---|---|---|

## Household Information

| FULL LEGAL NAME (First, Middle, Last) | SEX | RELATIONSHIP | SOCIAL SECURITY/ ALIEN REG. # | GOVERNMENT ISSUED PHOTO ID # | BIRTH DATE | FULL TIME STUDENT Y/N | DISABLED Y/N |
|---|---|---|---|---|---|---|---|
| John Doe | D | Head of Household | XXX-XX-9999 | | 2/2/1999 | No | Decline to Disclose |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Do you have any Pets? | # of Pets: | Description: | Pet Breed: | Service Animal: |
|---|---|---|---|---|
| No | 0 | | | |

**Apartment Type:** Eligibility is based on occupancy standards defined in the Resident Selection Plan.

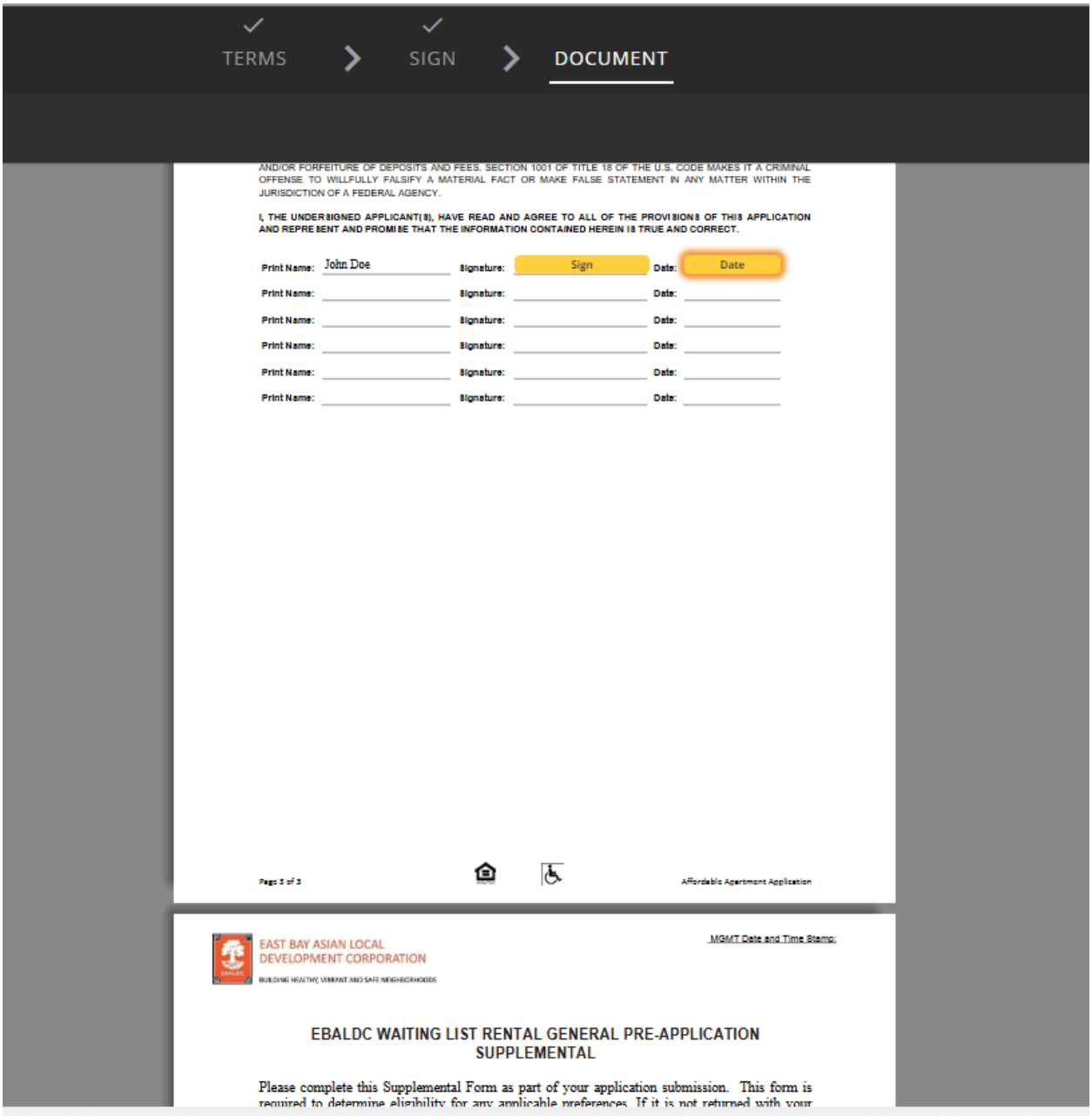
Would you or anyone in your household benefit from an apartment with special features?

| | | | | |
|---|---|---|---|---|
| Mobility Accessible | | Yes | X | No |
| Communication Accessible (Hearing) | | Yes | X | No |
| Communication Accessible (Visual) | | Yes | X | No |

| Household Questions | Y/N | Explain |
|---|---|---|
| Do you expect any additions to the household within the next twelve months? | No | Name of New Member: |
| Are there any absent household members who under normal conditions would live with you (For example, a spouse away in the military or living in another state or country)? | No | Name of Absent Member: |
| Will you or any ADULT household member require a live-in caregiver or aide? | No | Name of Caregiver: |

Save Progress

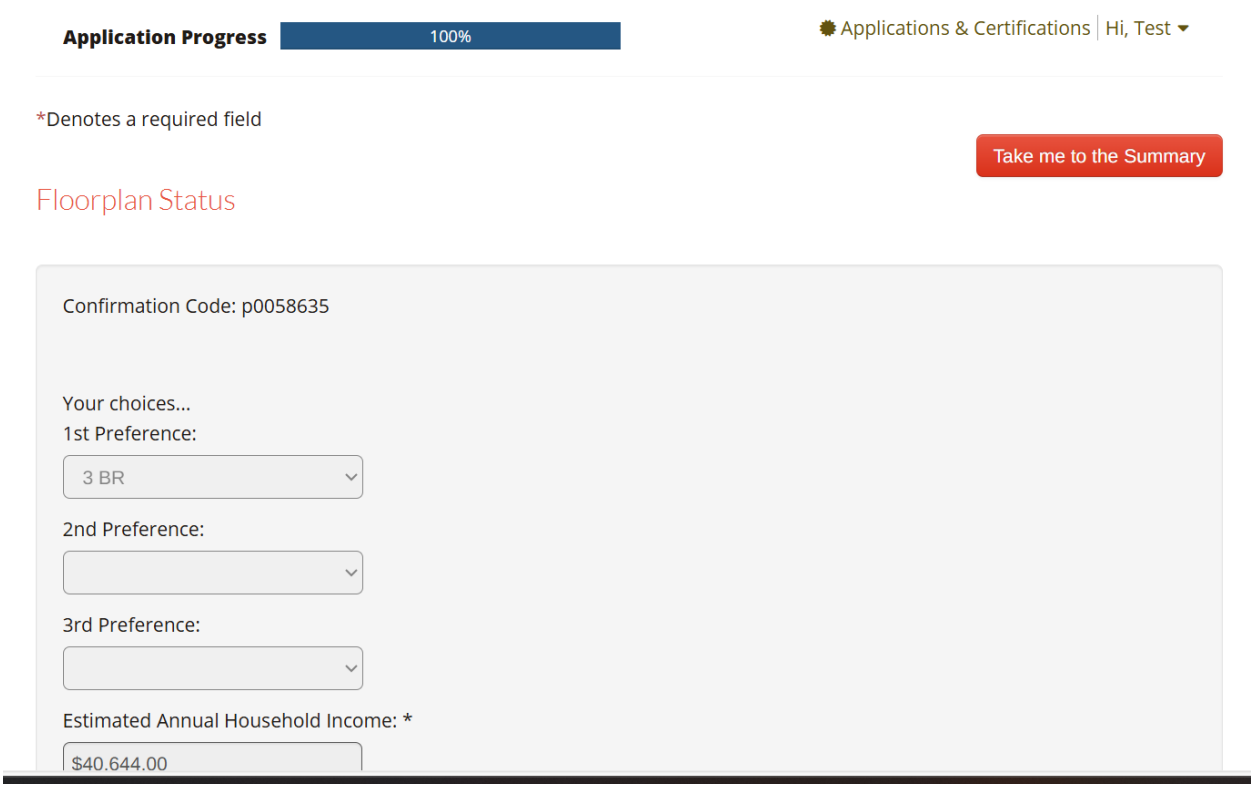
JUMP TO NEXT

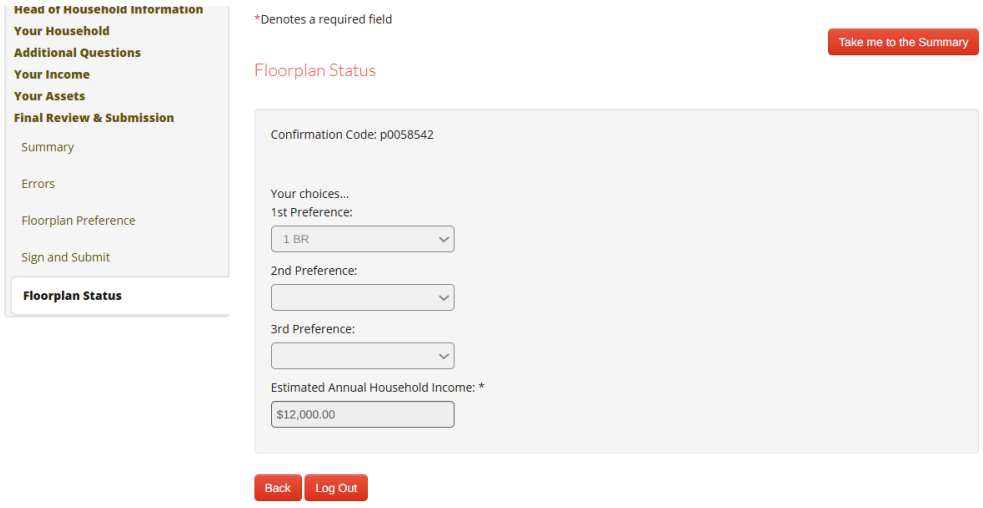



**Application Confirmation**

Once you have completed all steps, you will receive a confirmation code displayed on the same page as **"Floorplan Status."** This confirms that your application has been successfully submitted.

You will also receive an email confirmation verifying that your application has been completed.




Below are the translations of the document **Rent Cafe Online Application Instruction Chinese (Simplified), Spanish, Tagalog, and Vietnamese**.

**Chinese (Simplified) 中文（简体）**

**在线申请步骤：**

**1. 选择语言**
选择您偏好的语言开始申请，然后点击“Next（**下一步**）”。
**在填写申请时，请查看页面顶部显示的状态以跟踪进度。**

**2. 资格页面**
请输入：

- **家庭成**员人数
- **收入**发放频率（如：每周、每两周、每半月、每月等）
- 预计收入金额

  **填写完成后点**击“Next”。

**3. 家庭信息页面**
请仔细阅读家庭信息页面内容，然后点击“Next”。

**4. 个人信息**
**填写所有**带红色星号（*）**的必填**项。

**5. 地址信息**
**点**击“Add Address”**添加地址**。

- **如您目前无家可**归，请勾选“I have no address”**并点**击“Next”。

  **填写所有必填**项。

**6. 其他家庭成员**
**如有**18岁及以上成员，请点击“Add Additional Occupant”**填写信息**。
**如没有，点**击“Next”。

**7. 无障碍需求**
请选择是否需要无障碍住房。
**如不需要**，请点击“Next”。

**8. 紧急联系人（可选）**

**可**选择添加或跳过。

**9. 更多信息**

**如有**18岁以下未成年人，请在此页面添加。

**10. 预计家庭成员（可选）**

**如有未来将加入租**约的成员，请填写。

**11. 同住护理人员（如适用）**

**如有同住**护理人员，请填写信息。

**12. 其他问题**

**如您持有**OHA**住房券**，请注明卧室数量。

**如无**，请选择“NO”**及**“NA”。

**13. 收入**

说明是否全职或兼职。

**如无工作但有其他收入**，请选择“Other income”。

**14. 资产**

**填写您的**资产信息。

**15. 最终审核与提交**

**确**认所有信息准确无误。

**16. 错误检查**

**修正系**统提示的错误。

**若**显示“We didn’t find any errors”，**点**击“Next”。

**17. 选择房型**

选择申请的户型，点击“Continue”。

电子签名后点击“Agree & Continue”。

**申请确认**

**完成后将收到确**认码及确认邮件。

---

**Español**

**Pasos para completar la solicitud:**

**1. Seleccione idioma**
Seleccione su idioma preferido y haga clic en “Next”.
**Supervise el estado en la parte superior para seguir el progreso.**

**2. Página de Elegibilidad**
Ingrese:

- Número de miembros del hogar
- Frecuencia de ingresos
- Cantidad estimada de ingresos
  Haga clic en “Next”.

**3. Información del Hogar**
Lea cuidadosamente y haga clic en “Next”.

**4. Información Personal**
Complete todos los campos con asterisco rojo (*).

**5. Dirección**
Haga clic en “Add Address”.
Si no tiene dirección, marque “I have no address”.

**6. Ocupantes adicionales**
Agregue miembros mayores de 18 años si corresponde.

**7. Accesibilidad**
Indique si necesita unidad accesible.

**8. Contacto de emergencia (Opcional)**
Puede omitir o agregar uno.

**9. Más información**
Agregue menores de 18 años aquí.

**10. Miembros anticipados (Opcional)**
Solo si alguien se agregará al contrato más adelante.

**11. Asistente residente (si aplica)**
Complete solo si tiene uno.

**12. Preguntas adicionales**
Indique si tiene voucher OHA.

**13. Ingresos**
Seleccione empleo tiempo completo/parcial u otros ingresos.

**14. Activos**
Declare sus bienes si aplica.

**15. Revisión final**
Confirme que todo esté correcto.

**16. Verificación de errores**
Corrija cualquier error antes de continuar.

**17. Seleccione tamaño de unidad**
Elija el tamaño y firme electrónicamente.

**Confirmación**
Recibirá un código y correo de confirmación.

---

**Tagalog**

**Mga Hakbang sa Pagkumpleto ng Aplikasyon:**

**1. Piliin ang Wika**
Piliin ang nais na wika at i-click ang “Next”.

**2. Eligibility Page**
Ilagay ang:

- Bilang ng miyembro ng sambahayan
- Dalas ng kita
- Tinatayang halaga ng kita

**3. Household Information**
Basahin at i-click ang “Next”.

**4. Personal Information**
Sagutan ang lahat ng may pulang asterisk (*).

**5. Address Information**
I-click ang “Add Address”.
Kung walang tirahan, piliin ang “I have no address”.

**6. Additional Occupants**
Idagdag ang miyembrong 18 pataas kung mayroon.

**7. Accessibility**
Sabihin kung kailangan ng accessible unit.

**8. Emergency Contact (Opsyonal)**
Maaaring laktawan o magdagdag.

**9. More Information**
Dito idagdag ang mga menor de edad.

**10. Anticipated Members (Opsyonal)**
Kung may idadagdag sa lease sa hinaharap.

**11. Live-In Aide**
Kung naaangkop lamang.

**12. Additional Questions**
Sabihin kung may OHA voucher.

**13. Income**
Piliin kung full-time, part-time o ibang kita.

**14. Assets**
Ilagay ang impormasyon tungkol sa ari-arian.

**15. Final Review**
Suriin at kumpirmahin ang lahat.

**16. Error Check**
Ayusin ang anumang error bago magpatuloy.

**17. Piliin ang Laki ng Unit**
Pumili at pumirma electronically.

**Confirmation**
Makakatanggap ng confirmation code at email.

---

**Vietnamese Tiếng Việt**

**Các bước hoàn thành đơn đăng ký:**

**1. Chọn ngôn ngữ**
Chọn ngôn ngữ và nhấn “Next”.

**2. Trang điều kiện đủ**
Nhập:

- Số thành viên hộ gia đình
- Tần suất thu nhập
- Số tiền thu nhập ước tính

**3. Thông tin hộ gia đình**
Đọc kỹ và nhấn “Next”.

**4. Thông tin cá nhân**
Hoàn thành các mục có dấu sao đỏ (*).

**5. Địa chỉ**
Nhấn “Add Address”.
Nếu vô gia cư, chọn “I have no address”.

**6. Thành viên bổ sung**
Thêm thành viên từ 18 tuổi trở lên nếu có.

**7. Nhu cầu tiếp cận**
Chọn nếu cần căn hộ hỗ trợ tiếp cận.

**8. Liên hệ khẩn cấp (Tùy chọn)**
Có thể bỏ qua hoặc thêm.

**9. Thông tin bổ sung**
Thêm trẻ em dưới 18 tuổi tại đây.

**10. Thành viên dự kiến (Tùy chọn)**
Chỉ điền nếu có người sẽ thêm vào hợp đồng thuê.

**11. Người hỗ trợ sống cùng**
Điền nếu áp dụng.

**12. Câu hỏi bổ sung**
Khai báo nếu có voucher OHA.

**13. Thu nhập**
Chọn toàn thời gian, bán thời gian hoặc thu nhập khác.

**14. Tài sản**
Khai báo tài sản nếu có.

**15. Xem lại và gửi**
Kiểm tra thông tin chính xác.

**16. Kiểm tra lỗi**
Sửa lỗi nếu có.

**17. Chọn loại căn hộ**
Chọn số phòng ngủ và ký điện tử.

**Xác nhận**
Bạn sẽ nhận mã xác nhận và email xác nhận.