STAY DC
Stronger Together by Assisting You

The Housing Provider Profile saves you time by allowing you to auto populate major portions of the application when submitting for multiple tenants. You can create a profile where you will be able to store multiple properties as well as companies and contacts. In each application, you can then select the data you stored in your profile that corresponds to each tenant. Please follow the steps below. You can also use the step-by-step guide that starts on the next page.

1. Create a **Housing Provider Profile** by following the link on the "Applications" page *(Create a Housing Provider Profile)*.

2. Save your Properties, and Companies and Contacts to your profile.

   a) Fill out the required information to store your first *property*.
   b) Fill out the required information for your *companies and contacts*.

   Note: At any time, you can return to your Housing Provider Profile to edit and/or add properties or companies and contacts.

3. Return to the **Applications** dashboard to begin your application(s).

4. Click "Start a New Application".

5. In the first section of the application (*Pre-Eligibility*), select the property for which assistance is being requested using the dropdown arrow next to "My Properties".

6. Click "Populate Property Data" to automatically populate the application with the property information you provided in your Housing Provider Profile.

7. Enter the Apt/Suite/Unit number of the tenant for which you are applying.

8. In the next section (*Contact Information*), select from the "My Companies and Contacts" dropdown and click "Populate Data" to populate your individual or company data from your Housing Provider Profile.

If you are a housing provider applying for more than one tenant, you can create a **Housing Provider Profile** to streamline the application process

I Am A Tenant

If you are a tenant requesting rental assistance and you do not see your request below, you can start a new application here!

No applications have been started yet

Start New Application >

I Am a Housing Provider   Need multiple applications? Create a Housing Provider Profile

If you are a housing provider requesting rental assistance for one of your tenants and do not see a corresponding request below, you can start a new application here!

No applications have been started yet

Start New Application >

Use this page to store your **properties** as well as **companies and contacts** associated with each tenant in the applications you submit

Home   Program Overview   Applications   Help & Support   Language   English ⌄

My Properties

You have no saved Properties

Create New Saved Property ≡+

My Companies and Contacts

You have no saved Companies

Create New Saved Company ≡+

My Properties

You have no saved Properties

Address Line 1 *

Address Line 1 (No apartment, suite, o

City *

Washington

State *

District of Columbia ⌄

Zip Code *

Zip Code

Property Name (if applicable)

Property Name

Please indicate the number of rental units in your property *

◯ 1-2 rental units   ◯ 3 or more

rental units

As the housing provider, are you also the property owner? *

◯ Yes   ◯ No

Submit   Cancel

My Companies and Contacts

You have no saved Companies

Create New Saved Company ☰₊

Fill out the required information to store your first **property**

My Properties

🏢   First Property   Edit | Delete

🏢   Second Property   Edit | Delete

My Companies and Contacts

You have no saved Companies

As a housing provider do you operate as an individual or company? *

◯ Individual   ◯ Company

Submit   Cancel

Now do the same for your **companies and contacts**

Now, all of your **properties** as well as **companies and contacts** are stored and ready to be used in your applications

My Properties

🏢 First Property   Edit | Delete

🏢 Second Property   Edit | Delete

Create New Saved Property ☰+

My Companies and Contacts

Note: Housing Provider operates as an *individual*

👤 Firstname Lastname   Edit | Delete

🏢 Rental Company LLC (First Last)   Edit | Delete

Create New Saved Company ☰+

Note: Housing Provider operates as a *company*

You are now ready to begin your applications.

Please go back to the **Applications** dashboard

Home   Program Overview   Applications   Help & Support   **Housing Provider Profile**   Language   English ▾

My Properties

| 🏢 First Property | Edit \| Delete |
| 🏢 Second Property | Edit \| Delete |

Create New Saved Property ☰₊

My Companies and Contacts

| 👤 Firstname Lastname | Edit \| Delete |
| 🏢 Rental Company LLC (First Last) | Edit \| Delete |

Create New Saved Company ☰₊

Notice the new **Housing Provider Profile** link. Since you created a *profile* you can always return to edit and/or add properties or companies and contacts
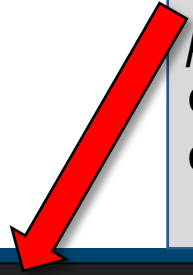
Home   Program Overview   Applications   Help & Support   Housing Provider Profile   Language English ⌄

I Am A Tenant

If you are a tenant requesting rental assistance and you do not see your request below, you can start a new application here!

No applications have been started yet

Start New Application ＞

*Note: You can also return to your **Housing Provider Profile** here

I Am a Housing Provider   Go to Housing Provider Profile

If you are a housing provider requesting rental assistance for one of your tenants and do not see a corresponding request below, you can start a new application here!

No applications have been started yet

Start New Application ＞

I Am A Tenant

If you are a tenant requesting rental assistance and you do not see your request below, you can start a new application here!

No applications have been started yet

Start New Application ›

I Am a Housing Provider

Go to Housing Provider Profile

If you are a housing provider requesting rental assistance for one of your tenants and do not see a corresponding request below, you can start a new application here!

No applications have been started yet

Start New Application ›

With your **Housing Provider Profile** already created, click here to get started on an application

Housing Provider Application
Request 0010869

1 Pre-Eligibility   **2** Contact Information   **3** Rental Information   **4** Payment Information   **5** Certification

Pre-Eligibility

*denotes required field

My Properties
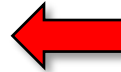
-Select-	⌄

Notice the **My Properties** field where you can select the property for which assistance is being requested. This populates based on what you stored in the **Housing Provider Profile**
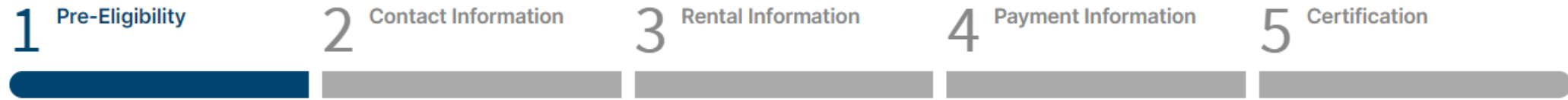
[Populate Property Data]

Provide the physical address of the rental property/unit for which assistance is being requested: *

Address line 2:

> Please enter Apt/Suite/Unit number if applicable.

City *

State: *

Housing Provider Application

Request 0010869

1 Pre-Eligibility	2 Contact Information	3 Rental Information	4 Payment Information	5 Certification

Pre-Eligibility

*denotes required field

My Properties

First Property ⌄

[Populate Property Data]

Select a property, then click **Populate Property Data**

Provide the physical address of the rental property/unit for which assistance is being requested: *
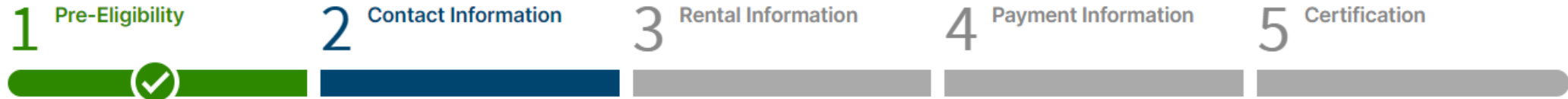
Address line 2:

Please enter Apt/Suite/Unit number if applicable.

City *

State: *

My Properties

First Property ▼

Populate Property Data

Provide the physical address of the rental property/unit for which assistance is being requested: *

123 Main St.

Address line 2:

Please enter Apt/Suite/Unit number if applicable.

After you click **Populate Property Data,** the information you stored in the **Housing Provider Profile** gets populated.

Now you simply need to enter the **Apt/Suite/Unit** number of the tenant for which you're applying

City *

Washington

State: *

District of Columbia ▼

Zip code: *

20001

Validate Address

Housing Provider Application
Request 0010869

1 Pre-Eligibility ✓	2 Contact Information	3 Rental Information	4 Payment Information	5 Certification

Contact Information

*denotes required field

My Companies and Contacts

Rental Company LLC(First Last) ⌄

[Populate Data]

As a housing provider do you operate as an individual or company? * ⓘ

○ Individual   ● Company

You can also auto-populate data in the "Contact Information" section.

Select from the **My Companies and Contacts** dropdown to populate your individual or company data from your **Housing Provider Profile**.

Then click, **Populate Data**

If your application is approved, a check will be remitted payable to the following Company legal name.

Company legal name: * ⓘ

Rental Company LLC

Company address: *

123 Location St.