



# Applying for Housing

Housing Authority of the City of Santa Barbara

Hector Avila

Resident Programs Specialist

# Table of Context

Before you start

Website

Registering a new account

Application Portal

Application

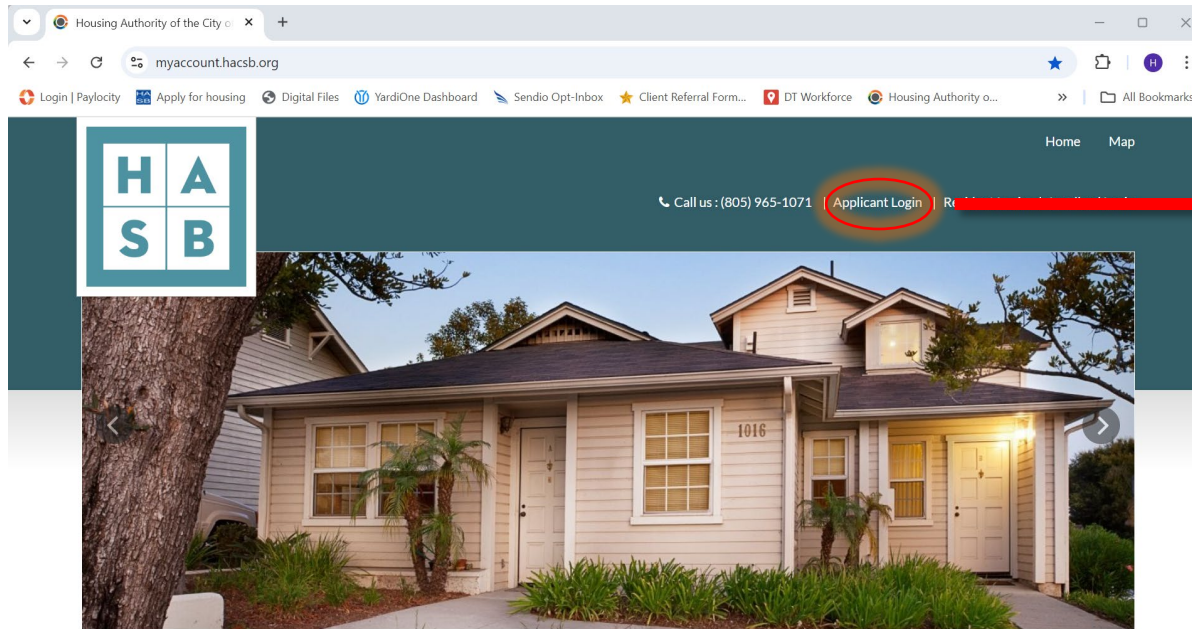
After you applied



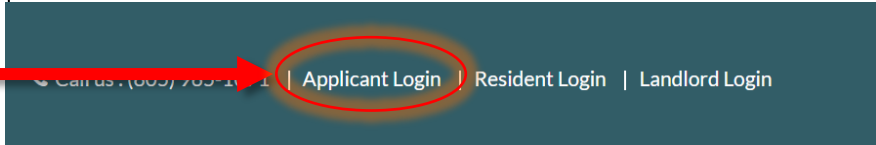
Before you start

- Device with Internet
- The following information for every member in the household
  - Name
  - Date of birth
  - Social Security Number
  - Annual Household income
- Must be over the age of 18 to apply
- **IDEALLY** the application is filled out by a member of the household with a valid Social Security Number
- Section 8 Voucher Waitlist is not currently open

# Go to: <https://myaccount.hacsb.org/>



Select: Applicant Login



Welcome To The Housing Authority Of The City Of Santa Barbara

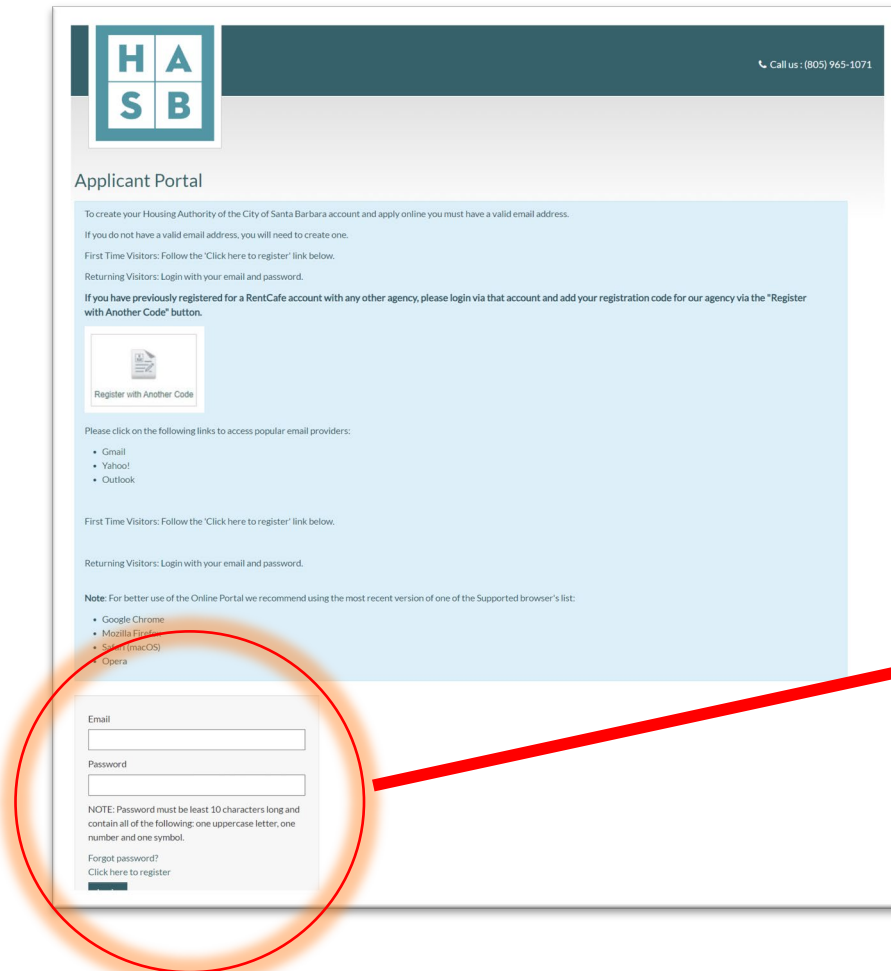
Welcome to HACSB RentCafe Portal!

**Current residents/applicants** - Please go to 'Applicant Login' or 'Resident Login' (on the upper right-hand side of this page) to sign in.

**New applicants** - Please go to 'Applicant Login' (on the upper right-hand side of this page) to register and submit your application.

Please register using a valid email address. HACSB will send you communication as an applicant or resident to the email you have registered with. Please remember your username (email) and password for future use.

# Register a new account.




**HAB**

Call us : (805) 965-1071

### Applicant Portal

To create your Housing Authority of the City of Santa Barbara account and apply online you must have a valid email address.  
If you do not have a valid email address, you will need to create one.  
First Time Visitors: Follow the 'Click here to register' link below.  
Returning Visitors: Login with your email and password.  
If you have previously registered for a RentCafe account with any other agency, please login via that account and add your registration code for our agency via the "Register with Another Code" button.

 Register with Another Code

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

- Gmail
- Yahoo!
- Outlook

First Time Visitors: Follow the 'Click here to register' link below.  
Returning Visitors: Login with your email and password.

**Note:** For better use of the Online Portal we recommend using the most recent version of one of the Supported browser's list:

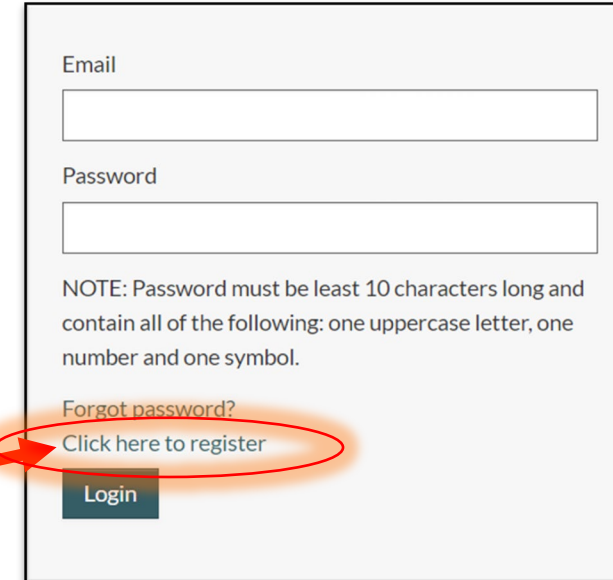
- Google Chrome
- Mozilla Firefox
- Safari (macOS)
- Opera

Email

Password

NOTE: Password must be least 10 characters long and contain all of the following: one uppercase letter, one number and one symbol.

Forgot password?  
[Click here to register](#)



Email

Password

NOTE: Password must be least 10 characters long and contain all of the following: one uppercase letter, one number and one symbol.

Forgot password?  
[Click here to register](#)

[Login](#)



## Applicant Portal

I have a registration code

I do NOT have a registration code

## Registration Code.

- Most individuals applying for the first time will not have a registration code.

When in doubt select:

I do NOT have a registration code

# Application Portal

## Account Information

Email Address\* (Your email address is your user name)

Confirm Email Address\*

Password\*

Confirm Password\*

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Please read and accept the [Terms and Conditions](#)

Register

## Personal Details

First Name\*

Last Name\*

SSN#\* (If you do not have a SSN, please enter 999-99-9999)

Confirm SSN#\*

Phone (Home)\*

# Existing Account

×

Hi!

Good news! It looks like you have an existing account tied to your email address (hec\*\*\*\*\*@gmail.com) with the following details.

An Applicant for a property located in SANTA BARBARA, CA.

Why am I seeing this?

More FAQs

Use my existing account!

Create a new account with a different email address



← Account Access

×

Glad to have you back!

EMAIL ADDRESS\* (YOUR EMAIL ADDRESS IS YOUR USER NAME)

PASSWORD\* ⓘ

FIRST NAME\*

LAST NAME\*

SSN#\* (IF YOU DO NOT HAVE A SSN, PLEASE ENTER 999-99-9999)

PHONE (HOME)\*

Login

I forgot my password

By connecting your existing account, you are agreeing to the Terms and Conditions and Privacy Policy.

# Language Preference

## Waitlist Application Update

### Language Selection

Welcome Page

Household Information

WL Preferences

Waiting Lists

Review & Submit

Log Out

Application Progress

0%

\*Denotes a required field

Select your preferred language.

Preferred Language\*

☒ English

☐ Español (Spanish)

Next

# Welcome Page

## Waitlist Application Update

Language Selection

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Review & Submit

Log Out

Application Progress

8%

\*Denotes a required field

## Welcome to the HA City of Santa Barbara's online application

Let's get started.

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# Household Information

## Waitlist Application Update

Application Progress **17%**

\*Denotes a required field

### Household Information

Next, we will collect information about the people in your household. Your household includes:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-on attendants
- Foster children/adults

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Include EVERYONE  
who will be in the  
NEW household  
with you

# Waitlist Application

## Update

Language Selection

Welcome Page

Household Information

Household Members

Annual Income

Unit Accessibility

WL Preferences

Waiting Lists

Review & Submit

Log Out

Application Progress

25%

\*Denotes a required field

### Household Members

Add all members of your household. Your household includes:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-on attendants
- Foster children/adults

**Note** - If you are currently a resident in one of our housing programs, you cannot update your household member information without housing authority approval.

Add Household Member

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
Hector	Avila	Head of Household	28	Male	Edit	Delete

Showing 1 to 1 of 1 entries

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Tell Us About Household Members

First Name\*

Hector

Middle Name

Mauricio

Last Name\*

Avila

Date of Birth\*

Social Security Number\*

Gender\*

Male

Relationship to the Head of Household\*

Head of Household

Is this person disabled?\*

No

Is this person a United States citizen by birth, a naturalized citizen, or a U.S. national?\*

Yes

Preferred Language Other Than English (optional)

Notes:

- If no Social Security Number enter 999-99-9999
- Indicate other Language Besides English
- If not US citizen you do get extra questions

Does this person have eligible immigration status?\*

## Tell Us About Household Members

### Ethnicity

Hispanic or Latino\*

Yes ▾

### Race

American Indian or Alaska Native\*

No ▾

Asian\*

No ▾

Black or African American\*

No ▾

Native Hawaiian or Other Pacific Islander\*

No ▾

White\*

Yes ▾

Save

Cancel

# Waitlist Application Update

Application Progress 

25%

Language Selection

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Review & Submit

Log Out

\*Denotes a required field

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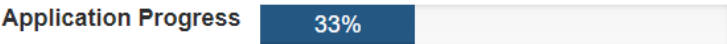
Showing 1 to 1 of 1 entries

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# Annual Income

## Waitlist Application Update

Language Selection
Welcome Page
Household Information
Household Members
<b>Annual Income</b>
Unit Accessibility
WL Preferences
Waiting Lists
Review & Submit
Log Out



\*Denotes a required field

### Annual Income

What is the annual income for everyone in your family? Do not include any income from live-in aides or foster children.

**Note** - If you are currently a resident in one of our housing programs, you cannot update your income information without housing authority approval.

Annual Income\*

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# Unit Accessibility

## Waitlist Application Update

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Application Progress

42%

\*Denotes a required field

### Unit Accessibility

Does any member of your household require unit accessibility accommodations? If none apply, select **None**.

Hearing Access ☐

Mobility Access ☐


Sight Access ☐

None ☐

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# Waitlist Preferences

Select	Preferences 	Description
<input type="checkbox"/>	0 Vehicles	I/my household <u>does not own</u> , lease or regularly use a vehicle. Or I/we are willing to relinquish our vehicle.
<input type="checkbox"/>	Homeless	I/my household is currently homeless or at imminent risk of homelessness.
<input type="checkbox"/>	Resident	I live, work, or have been hired to work within the South Coast region of Santa Barbara County.
<input type="checkbox"/>	Unassisted	I/my household <u>is not currently</u> receiving ongoing rental assistance from the Housing Authority or any other agency.
<input type="checkbox"/>	US Legal Resident	I or at least one member of my household is a legal resident of the United States.
<input type="checkbox"/>	Veteran	I, or a member of my household, is a Veteran or active member of the US Armed Forces, or a spouse or surviving spouse of a Veteran.

# Waiting List

Select	Waiting list ▲	Description	Status ▼
<input type="checkbox"/>	Gardens on Hope	Federally subsidized, service-enhanced, independent-living for seniors <u>62 years of age and older.</u>	
<input type="checkbox"/>	PBV Garden Court	Federally subsidized, service-enhanced, independent-living for seniors <u>62 years of age and older.</u>	
<input type="checkbox"/>	PBV Johnson Court (Section 8)	Federally subsidized supportive housing development <u>for Veterans.</u>	
<input type="checkbox"/>	Project Based (Section 8)	Eligible households are offered a unit with Federal subsidy attached to the unit. Unlike HCV, participants are <u>not able to select a unit.</u>	
<input type="checkbox"/>	Subsidized Senior (HCV/PBV)(Section 8)	Federally subsidized low-income rental program in <u>senior designated properties</u> operated by the Housing Authority. All units are 1 bedroom units.	
<input checked="" type="checkbox"/>	Vera Cruz (PBV)	Federally subsidized studio units for 1-2 member households who are <u>homeless or at risk of homelessness.</u>	On List

## Final Review & Submission

Confirm the information you entered is correct. When you are ready to submit your application, update, accept the terms and conditions.



### Household Members

Annual Income

Unit Accessibility

WL Preferences

Waiting Lists

First Name	Last Name	Relationship	Age	Gender	Citizenship
Hector	Avila	Head of Household	28	Male	Eligible Citizen

### Terms and Conditions

I understand that any false or misleading information will result in the rejection of this application. All applications are conditional upon final review by the housing authority.

☐ I accept the above terms and conditions.

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# After You Applied

## Inform us of any changes

- Address
- Income
- Household Changes

## Check the status of your application

- Every 3-4 months
- Monday – Friday, Except for Wednesday

8:00 am – 10:00 am

Call (805) 965-1071



**People's  
Self-Help  
Housing**

# Step-by-Step Guide to Applying for Housing at PSHH



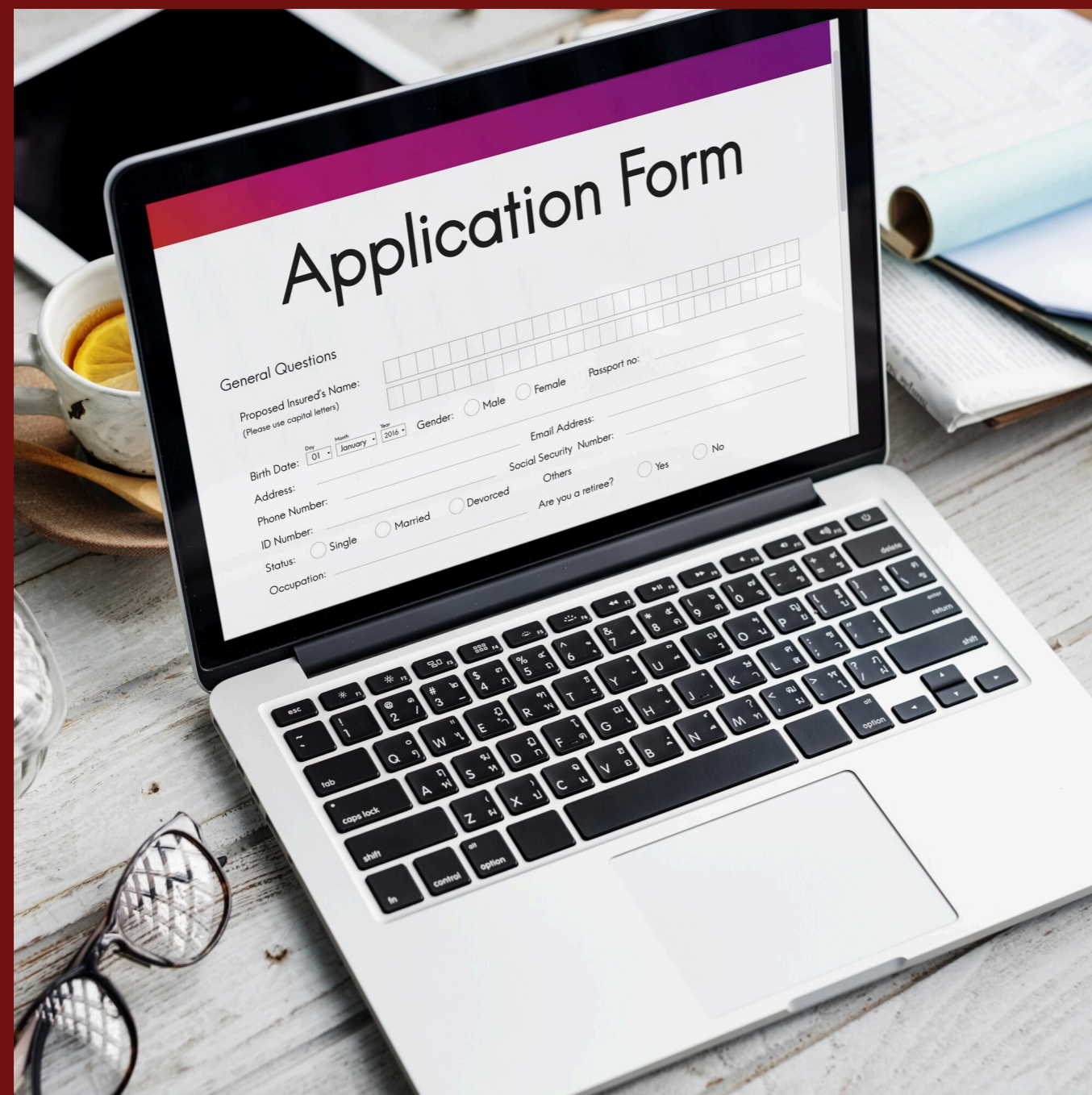
## Introduction to PSHH Housing

**PSHH** offers a unique opportunity for individuals seeking affordable housing. We build affordable homes with site-based services that offer opportunities to change lives and strengthen communities on the Central Coast of California. This guide will provide an overview to help you navigate the application. Understanding the requirements and procedures can make the journey smoother and more efficient for everyone involved.



# Eligibility Requirements

Before applying, ensure you meet the **eligibility criteria** set by PSHH. This includes income limits, residency status, and other **specific requirements**. Understanding these factors is crucial to avoid delays or complications in your application process.



## Apply Online at [www.pshhc.org](http://www.pshhc.org)

Browse our properties at [pshhc.org/looking-for-housing](http://pshhc.org/looking-for-housing). Click the red 'Download Application' button to get a hardcopy version. Fill in all the information on the application. Send the application directly to the property: By email – the property email listed By mail – the mailing address listed In-person – the physical address listed, during business hours M-F Within 2-3 weeks, you will receive a confirmation from the property that the application has been received. If there is a waiting list, you will be added at the date and time the application is received.

## Login to RentCafe

**IF THIS IS YOUR FIRST TIME APPLYING TO THIS PROPERTY, YOU MUST REGISTER AS A NEW USER FOR THIS PROPERTY**

**Please Read These Instructions Before Proceeding to Apply**

1. Select **"Click Here to Register"** under the user name and password boxes, even if you have an existing account for another property.
2. Click "I do NOT have a registration code"
3. Enter your name, social security number, phone number, and email address. Create a password.
4. If you have previously applied online, a separate window will open. Choose "Using Existing Account"
5. Enter your password. Use your existing password if you were recognized as a returning user or enter the new password you created in Step 2.
6. Now you can proceed through the application process.

If you have trouble applying, email [vh@pshhc.org](mailto:vh@pshhc.org) or call (805) 699-7223.

If you have never applied to this property before and need to reset your password, you can do so here: [Main Rent Cafe Page](#)

**SI ES LA PRIMERA VEZ QUE SOLICITA ESTA PROPIEDAD, DEBE REGISTRARSE COMO NUEVO USUARIO DE ESTA PROPIEDAD**

**Por favor, lea estas instrucciones antes de proceder a la solicitud**

1. Seleccione **"Pulse aquí para registrarse"** bajo la caja de nombre de usuario y contraseña, incluso si ya tiene una cuenta con otra propiedad.
2. Haga clic en "NO tengo un código de registro"
3. Ponga su nombre, número de seguro social, numero de teléfono, y correo electrónico. Cree su contraseña.
4. Si previamente solicito una cuenta en línea, una ventana se abrirá separado. Elija "usar cuenta existente".
5. Ingrese una contraseña. Use su contraseña actual si fue reconocido como usuario recurrente o ingrese la nueva contraseña que creó en el Paso 2.
6. Ahora puede proceder con el proceso de la solicitud.

Si tiene un problema, mande un correo electronico a [vh@pshhc.org](mailto:vh@pshhc.org) o llamada (805) 699-7223.

Si nunca antes ha solicitado esta propiedad y necesita restablecer su contraseña, puede hacerlo aquí: [Main Rent Cafe Page](#)

*"This institution is an equal opportunity provider, and employer."*

# Register & Complete the Application

After selecting the community you would like to apply for, register for a Rent Cafe Account. Once registered fill out the **application form** accurately and completely. Pay attention to detail and ensure all required fields are filled. An incomplete application can lead to delays or rejection, so double-check your entries before submission.

You can also apply by submitting a paper application, but we highly recommend applying online.

# General Tips

- If you are working with a social worker or case manager, it's a good idea to include their contact information and give PSHH written permission to communicate with them.
- Depending on the property, different federal agencies regulate the process. This is why there are different application, income, and rent requirements by site.
- If you contact a property directly, you can expect to receive a response by the end of the business week. If you have not heard after 5 business days, please contact [communications@pshhc.org](mailto:communications@pshhc.org).
- If you are disabled or wish to request a reasonable accommodation, please reach out to us at (805) 781-3088 or [communications@pshhc.org](mailto:communications@pshhc.org), and we will ensure that you are provided with meaningful access based on your needs.
- If you have any technical difficulties, please contact [communications@pshhc.org](mailto:communications@pshhc.org) for support.



# Submit Your Application

Once your application is complete, submit it according to the **guidelines provided** by PSHH. Ensure you keep a copy for your records. Timeliness is key, as applications are often reviewed on a first-come, first-served basis.

# Next Steps & Thank you!!

After submission, be patient while your application is processed. You will be notified of your status via email or phone. Once a year, you will receive a notice from each property asking if you want to remain on the waitlist. If you don't respond, you will be removed from the waitlist. For this reason, it is crucial to update PSHH if your address or phone number changes. Please contact the properties if you have updated contact information. When you get to the top of the waitlist, you will be invited for an interview and may be asked to bring: Income information (paystubs, social security award letters, disability payments, etc...) Photo ID Tax returns Student verification

Waiting lists can take a long time, so you may want to apply to multiple properties. Stay patient. Although not quickly, units do become available. When your name comes up, we look forward to welcoming you home!