

STEP 1

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



come to the Independence Housing Authority Web Application Resident/Landlord Portal

INLINE 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 omplete 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/or Displacement Due to Natural Disaster and you mark that on your preipplication, you will be required to provide 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 ull. 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. igency, 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 okay, then you will be considered ELIGIBLE 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 REQUIRED TO UPDATE YOUR CONTACT NFORMATION WHENEVER YOU CHANGE ADDRESSES OR PHONE NUMBERS. I hope this helps in understanding how the application process works prior to you putting your online application in. We will work diligently to get to your application, but we cannot give a timeline of how long this process will take due to the number on the waiting list.

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

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

I 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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Independence Housing Authority
Register Register Type Owner First Name Sample Property of Independence Address City 123 5 Main St Independence State Zip Code Missouri Store tax identifier Tax let format 59-9999999 or \$5M 999-98-9999

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-xxxxxxx or xxx-xx-xxxx.

Independence Housing Authority

Login Information			
Username			
SamplePropertyOfIndependence			
Confirm Password			
☐ Show Password			
Security Answer			
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 hfigley@iha1.org to have your account deleted and you will have to recreate it again.
- ·If you are a management company that is responsible for different owner properties, under different EIN numbers, you can use one email for all of them.
- 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. Currently the 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 hfigley@iha1.org.

Thank you for taking the time to create your account.



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- ·Under the Registrant Type, use the drop down arrow and click on the Owner. Click Next.

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- ·Create a User Name and Password.
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