



**Applicant Intake  
Certification Users  
Guide**

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

11/11/2021

**Table of Contents**

Registration for portal .....	3-6
Selection of language and welcome message .....	7-10
Adding address and Household members .....	11-18
Emergency contacts .....	19-21
Income .....	22-28
Assets and Expenses .....	29-33
Criminal History and Reasonable Accommodation .....	34-35
Assistance Animals and Pets .....	36-41
Vehicle Information .....	42-44



Final review and Submission.....	45-59 To
submit additional documents .....	60-64

Click the link bellow to go to the application portal

<https://www.inlivian.com/application-portal/>

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

The screenshot shows the INLIVIAN website header with the logo and navigation links: About, COVID 19 Updates, News & Events, Apartments, Resident Living, Housing Choice Voucher, and Doing Business. The main heading is "Application Portal". Below this, a paragraph states: "Once you have determined the housing types and individual properties you are qualified for, follow the steps below to apply for housing at your desired location." A redacted line of text follows: "\*\*\*\* Please keep in mind our Housing Choice Voucher application is currently closed. \*\*\*\*". Three registration paths are listed, each with a "CLICK HERE" button and a callout box:

- Click here if you have already registered** (callout box) → **CLICK HERE** → **If you have already registered for the Applicant Portal**
- Click here if you are on the wait list** (callout box) → **CLICK HERE** → **If you are already on a waitlist and never registered for the Applicant Portal**
- CLICK HERE** → **If you are a first-time applicant**

A footer link at the bottom center reads: **CLICK HERE FOR USER GUIDES**

## INLIVIAN Applicant Intake Certification Users Guide

Enter your  
Registration  
code in this box

Please contact the leasing office if you don't know your registration code.

Enter Your Registration Code

Go

- On the user's registration page, enter your registration code that you have received in the mail, and click the go button.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

### Personal Details

First Name\*

Last Name\*

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

Confirm SSN#\*

Phone (Home)\*

### Account Information

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

Confirm Email Address\*

Password\*

Confirm Password\*

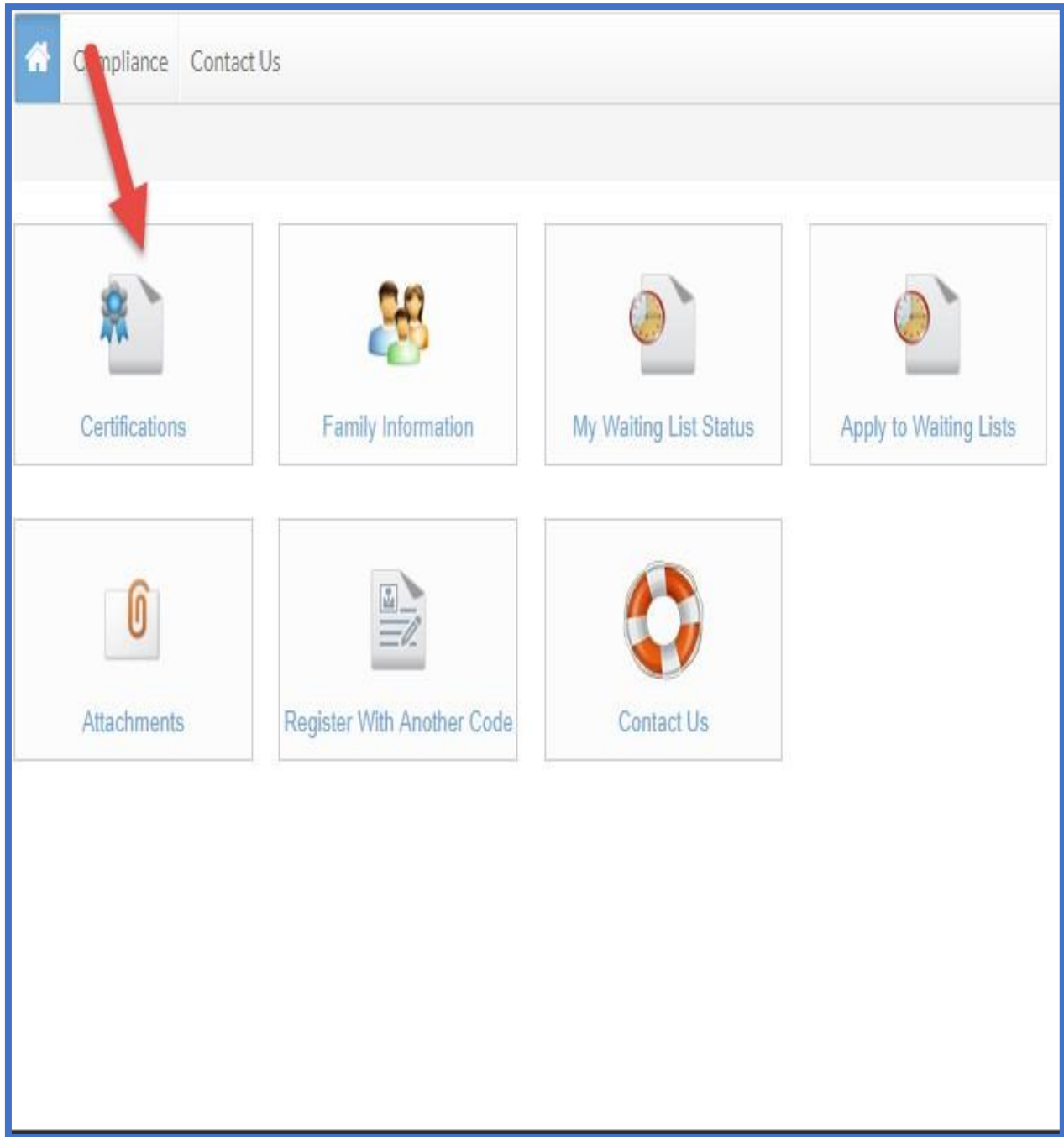
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Please read and accept the Terms and Conditions

**Register**

- You need to add all the required information
- When you are done entering your information, click the “Register” button.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**



- You need to click on the certification button to start your intake certification.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Compliance Contact Us

## Applications & Certifications

**Charlotte Housing Authority**  
Building Community, People & Partnerships

Charlotte Housing Authority

Account Information

- Type: Intake Certification
- Status: Incomplete
- Last Update Date: 11/10/2021
- Created Date: 11/10/2021
- Due Date: 11/15/2021

And your application's due date here.

You can check your application's status here

Continue

- You can click on “Continue” after making sure that you remember the due date of your application.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide interface. At the top, there is a navigation bar with a home icon, 'Compliance', and 'Contact Us'. Below this, the 'Intake Certification' title is visible. A progress bar labeled 'Application Progress' shows 0%. A callout points to the progress bar, stating: 'Your application's progress will be shown here'. On the left, a sidebar lists the following sections: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact, Income, Assets, Expenses, Zero Income, Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. A red box highlights these sections, with a callout stating: 'These are the information's sections that need to be filled'. The main content area shows a 'Select Your Preferred Language' section with a 'Preferred Language\*' label and two radio button options: 'English' (selected) and 'Español (Spanish)'. A 'Next' button is located below the language selection options. A small note states '\* Denotes a required field'.



**INLIVIAN**  
**Applicant Intake Certification Users Guide**

The screenshot displays the INLIVIAN Applicant Intake Certification interface. At the top, there is a navigation bar with links for 'Compliance' and 'Contact Us', and a user profile icon. Below the navigation bar, the main content area is titled 'Intake Certification'. On the left side, there is a vertical menu with various sections: 'Language Selection', 'Welcome Page', 'Address Information', 'Household Members', 'Emergency Contact', 'Income', 'Assets', 'Expenses', 'Zero Income', 'Member Criminal History', 'Reasonable Accommodation', 'Assistance Animals', 'Pets', 'Vehicle Information', and 'Final Review & Submission'. A red arrow points to the 'Language Selection' section in the menu. The main content area shows the 'Application Progress' bar at 0%. Below this, there is a section titled 'Select Your Preferred Language'. It includes a note: '\* Denotes a required field'. Underneath, there is a form field labeled 'Preferred Language\*' with two radio button options: 'English' (selected) and 'Español (Spanish)'. At the bottom of the form, there is a blue 'Next' button, which is highlighted by a red arrow.

- In the language selection section, you need to select your preferred language.
- After selecting your preferred language, click on the next button.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide interface. At the top, there is a navigation bar with links for 'Compliance' and 'Contact Us', and a user profile icon. Below this, the main header area includes the title 'Intake Certification' and an 'Application Progress' bar showing 2% completion. The left sidebar contains a list of steps: 'Language Selection', 'Welcome Page', 'Address Information', 'Household Members', 'Emergency Contact', 'Income', 'Assets', 'Expenses', 'Zero Income', 'Member Criminal History', 'Reasonable Accommodation', 'Assistance Animals', 'Pets', 'Vehicle Information', and 'Final Review & Submission'. A red arrow points to the 'Welcome Page' in the sidebar. The main content area displays a welcome message: 'Welcome to Your Intake Certification'. It explains that the user should use this online form to submit household information, which includes household members, income, assets, and expenses. A note indicates that an asterisk denotes a required field. Below the message, there is a 'Click Save and Continue to get started.' instruction. At the bottom of the main content area, there are 'Back' and 'Next' buttons. A red arrow points to the 'Next' button.

- In the welcome page section, read the welcome message.
- Click next when done reading the welcome message.

## INLIVIAN Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide interface. The top navigation bar includes links for Home, Compliance, and Contact Us. The main content area is titled 'Intake Certification' and shows an 'Application Progress' bar at 4%. A sidebar on the left lists various sections: Language Selection, Welcome Page, Address Information (highlighted with a red arrow), Household Members, Emergency Contact, Income, Assets, Expenses, Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. The 'Address Information' section is active, displaying a note: '\* Denotes a required field'. Below this, there is a text input field for 'Address Information' with the instruction 'List every address where you have lived for the past 36 months.' A red arrow points to the 'Add Address' button. Below the input field, there is a checkbox labeled 'I have no address.' with a red arrow pointing to it. At the bottom of the section, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button. The 'Next' button is highlighted with a red arrow.

- (1) In the address information section, if you don't have an address, check the "I have no address" box, and click on the next button.
- (2) If you have an address, click on the add address button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Address Information

☐ This address is not in the United States or Canada.

Address 1\*

(Address 2)

City\*

State\*

ZIP Code\*

☐ Current Address

Residency Start Date\*

Residency End Date

Reason for leaving

Own/Rent/Other\*

☐ This is a government subsidized development.

Save

Cancel

- You need to fill your address information on this page
- And click save when done

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Intake Certification

Application Progress 4%

\* Denotes a required field

Address Information

List every address where you have lived for the past 36 months.

Add Address

After adding your address, your address's information will be shown in this tab.

Address	City	State	Zip	Residency Start Date	Edit	Delete
1921 lamm drive	charlotte	NC	28262	11/13/2013	Edit	Delete

Back Next

- (1) if you need to edit your address information, click on the edit button
- (2) you can delete your address information by clicking on the delete button
- (3) You can click on the add address button to add a new address information
- (4) Click on the next button when you are done with your address information

# INLIVIAN

## Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification interface. At the top, there are navigation links for 'Compliance' and 'Contact Us'. The main header area includes 'Intake Certification' and an 'Application Progress' bar at 6%. A left sidebar contains a list of navigation options: 'Language Selection', 'Welcome Page', 'Address Information', 'Household Members' (highlighted with a red arrow), 'Emergency Contact', 'Income', 'Assets', 'Expenses', 'Zero Income', 'Member Criminal History', 'Reasonable Accommodation', 'Assistance Animals', 'Pets', 'Vehicle Information', and 'Final Review & Submission'. The main content area is titled 'Household Members' and includes a note: '\* Denotes a required field'. Below this, it says 'Review and update your household member information. Your household includes any of the following people who live with you:' followed by a bulleted list: 'Head of household', 'Co-head of household', 'Spouse', 'Other adults who live with you (including students aged 18+)', 'Children who live with you', 'Live-in attendants', and 'Foster children/adults'. There is an 'Add Household Member' button. A red box highlights a table of household members, with a speech bubble stating 'Your household members will be shown in this tab.' The table has columns: 'First Name', 'Last Name', 'Relationship', 'Age', 'Gender', 'Edit', and 'Delete'. It contains one entry for 'Katie Rhoades', 'Head of Household', '25', 'Female'. The 'Edit' column for this entry has a 'Review and Confirm' button (highlighted with a red arrow) and a 'Delete' button. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there are 'Back' and 'Next' buttons.

Intake Certification

Application Progress 6%

\* Denotes a required field

### Household Members

Review and update your household member information.  
Your household includes any of the following people who live with you:

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

Add Household Member

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
Katie	Rhoades	Head of Household	25	Female	Review and Confirm	Delete

Showing 1 to 1 of 1 entries

Back Next

Your household members will be shown in this tab.

- In the Household Members section, you need to click on the “Review and Confirm” button to review and confirm your address information

## INLIVIAN

### Applicant Intake Certification Users Guide

Tell Us About Household Members

Relationship to the Head of Household\*

Head of Household

Has this person ever gone by a different name?\*

No

Is this person disabled?\*

No

Driver's License # or State Issued ID #

State Issued

Notes:

**Ethnicity**

Hispanic or Latino\*

No

**Race**

American Indian or Alaska Native\*

No

Asian\*

No

Black or African American\*

No

Native Hawaiian or Other Pacific Islander\*

No

White\*

No

Save Cancel

- You need to verify that your information is correct on this page, you can make changes if you want to.
- Click save after checking that everything is accurate.

# INLIVIAN

## Applicant Intake Certification Users Guide

The screenshot shows the INLIVIAN Applicant Intake Certification Users Guide interface. At the top, there is a navigation bar with 'Compliance' and 'Contact Us' links. Below this, the 'Intake Certification' title is displayed. A progress bar indicates 'Application Progress 6%'. On the left, a sidebar lists various sections: Language Selection, Welcome Page, Address Information, Household Members (highlighted), Emergency Contact, Income, Assets, Expenses, Zero Income, Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. The main content area is titled 'Household Members' and includes a note: '\* Denotes a required field'. Below this, it says 'Review and update your household member information. Your household includes any of the following people who live with you:' followed by a bulleted list: Head of household, Co-head of household, Spouse, Other adults who live with you (including students aged 18+), Children who live with you, Live-in attendants, and Foster children/adults. A red arrow points to the 'Add Household Member' button. Below the button is a table with one entry for Katie Rhoades, Head of Household, aged 25, female. The table has columns for First Name, Last Name, Relationship, Age, Gender, Edit, and Delete. At the bottom, there are 'Back' and 'Next' buttons.

Intake Certification

Application Progress 6%

\* Denotes a required field

### Household Members

Review and update your household member information.  
Your household includes any of the following people who live with you:

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

[Add Household Member](#)

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
Katie	Rhoades	Head of Household	25	Female	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

[Back](#) [Next](#)

- If you want to add the information of a new household member, click on the “add Household Member” button.



**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Address Information

☐ This address is not in the United States or Canada.

☐ Current Address

Address 1\*

(Address 2)

City\*

State\*

ZIP Code\*

Residency Start Date\*

Residency End Date

Reason for leaving

Own/Rent/Other\*

☐ This is a government subsidized development.

Save

Cancel

- You need to fill up all the necessary information and click on the save button

# INLIVIAN

## Applicant Intake Certification Users Guide

[Home](#) [Compliance](#) [Contact Us](#)

Intake Certification

Application Progress 6%

[Language Selection](#)  
[Welcome Page](#)  
[Address Information](#)  
**Household Members**  
[Emergency Contact](#)  
[Income](#)  
[Assets](#)  
[Expenses](#)  
[Zero Income](#)  
[Member Criminal History](#)  
[Reasonable Accommodation](#)  
[Assistance Animals](#)  
[Pets](#)  
[Vehicle Information](#)  
[Final Review & Submission](#)

\* Denotes a required field

### Household Members

Review and update your household member information.  
Your household includes any of the following people who live with you:

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

Add Household Member

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
Katie	Rhodes	Head of Household	25	Female	Review and Confirm	Delete

Showing 1 to 1 of 1 entries

Back

Next

- Click on the next button at the bottom of the page to go to the next stage of the certification

## INLIVIAN

### Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide interface. At the top, there is a navigation bar with links for 'Compliance' and 'Contact Us'. Below this, the main heading 'Intake Certification' is visible. To the right of the heading, an 'Application Progress' bar shows 8% completion. A sidebar on the left lists various stages of the process: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact (highlighted with a red arrow), Income, Assets, Expenses, Zero Income, Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. The main content area is titled 'Emergency Contact (optional)' and includes a note: '\* Denotes a required field'. Below this, a message states: 'You may add a person or organization as an emergency contact to help resolve issues that may arise during your tenancy.' There are two buttons: 'Add Emergency Contact' (highlighted with a red arrow and a red circle with the number 2) and 'Back' (highlighted with a red arrow and a red circle with the number 1). The 'Next' button is also visible next to the 'Back' button.

- This stage is optional
- (1) If you don't want to add an emergency contact information, click on the next button
- (2) But if you want to add an emergency contact information, click on the add Emergency contact button.

## INLIVIAN Applicant Intake Certification Users Guide

**Your Emergency Contact Information**

Relationship

Phone

Cell Phone

Address 1

Address 2

City

State

ZIP Code

Email

☐ Unable to contact you

☐ Termination of rental assistance

☐ Eviction from unit

☐ Late payment of rent

☐ Assist with Recertification Process

☐ Change in lease terms

☐ Change in house rules

☐ Other

**Save** **Cancel**

- Make sure to fill your information in all the required boxes and click the save button

# INLIVIAN

## Applicant Intake Certification Users Guide

Home Compliance Contact Us

### Intake Certification

Application Progress 8%

\* Denotes a required field

#### Emergency Contact (optional)

You may add a person or organization as an emergency contact to help resolve issues that may arise during your tenancy.

Name	Relationship	Phone	Edit	Delete
rachid	Friend	(704) 756-0436	Edit	Delete

Showing 1 to 1 of 1 entries

Back Next

- If you don't have any other emergency contact you would like to add, click the next button

# INLIVIAN

## Applicant Intake Certification Users Guide

**Intake Certification**

Application Progress **10%**

\* Denotes a required field

**Income**

Select all sources of your family's income.

Is any member of your family currently employed (either part-time or full-time)? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family earn overtime, bonuses, tips, or commissions? *	<input type="radio"/> Yes <input type="radio"/> No
Is any member of your family self-employed? *	<input type="radio"/> Yes <input type="radio"/> No
Is any member of your family a PHA employee? *	<input type="radio"/> Yes <input type="radio"/> No
Is any member of your family a federal government employee? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive Social Security or SSDI payments? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive Supplemental Security Income (SSI)? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive payments in lieu of earnings (such as Unemployment)? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive welfare benefits? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive imputed welfare (reduced welfare payments)? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive General Assistance payments? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive child support? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive alimony or spousal support? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive foster care payments? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive regular payments from pension plans, retirement plans, or annuities? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive student financial assistance? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive regular gifts or contributions from outside the family? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive medical reimbursements? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive Indian Trust/per capita payments? *	<input type="radio"/> Yes <input type="radio"/> No
Does any member of your family receive military pay? *	<input type="radio"/> Yes <input type="radio"/> No

[Back](#) [Next](#)

- In the income section, answer these questions about your income and click the next button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Home Compliance Contact Us

Intake Certification

Application Progress 12%

\* Denotes a required field

Employment Income

Wages and salary received for both full-time and part-time employment. Include any payments received in cash.

Add Job

No Jobs Added

Back Next

Language Selection

Welcome Page

Address Information

Household Members

Emergency Contact

Income

Employment

Other Income

Assets

Expenses

Zero Income

Member Criminal History

Reasonable Accommodation

Assistance Animals

Pets

Vehicle Information

Final Review & Submission

- Next you need to add your employment income information
- Click on the add job button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Tell Us About Employment

Does this employer participate with The Work Number?\*

▼

What is the employer's name?\*

What is the employer's address?\*

(street address - line 2)

What is the employer's city?\*

What is the employer's state?\*

▼

What is the employer's ZIP code?\*

What is the employer's email address?

What is this person's job title?\*

When did this person start working at this job?\*

How often is this income received?\*

▼

How much is each payment before deductions and taxes?\*

Notes:

Save

Cancel

- Fill all the boxes with your job information, and click the save button



# INLIVIAN

## Applicant Intake Certification Users Guide

Intake Certification

Application Progress 12%

\* Denotes a required field

3 Employment Income

your job information will be added here

Add Job

Name	Income Source	Annual Earnings	Edit	Delete
Katie Rhoades	Job - aljif	\$52,000.00	Edit	Delete

Showing 1 to 1 of 1 entries

1 2

Back Next

- (1) If you would like to edit your employment information, click on the edit button and it will take you back to the fillable page.
- (2) you can also delete your employment information by clicking on the delete button
- (3) You can add more employment information by clicking on the add job button
- And if you don't want to make any other changes, click on the next button

## INLIVIAN Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide interface. At the top, there is a navigation bar with links for 'Compliance' and 'Contact Us', and user icons on the right. Below the navigation bar, the main content area is titled 'Intake Certification'. On the left, a sidebar lists various sections: 'Language Selection', 'Welcome Page', 'Address Information', 'Household Members', 'Emergency Contact', 'Income', 'Employment', 'Other Income' (highlighted with a red arrow), 'Assets', 'Expenses', 'Member Criminal History', 'Reasonable Accommodation', 'Assistance Animals', 'Pets', 'Vehicle Information', and 'Final Review & Submission'. The main content area shows the 'Other Income' section, which includes a progress bar indicating 'Application Progress' at '50%'. Below the progress bar, there is a note: '\* Denotes a required field'. The section title 'Other Income' is followed by the instruction: 'Click Add Other Income to add each source of family income not already included.' A blue button labeled 'Add Other Income' is prominently displayed, with a red arrow pointing to it. Below this button, a light gray box contains the text 'No Other Income Added'. At the bottom of the section, there are two buttons: 'Back' and 'Next'.

- In the other income section, you can add all other income information you would like to add.
- Click on the add other Income button to begin adding other income.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Tell Us About Other Income

Income Details

Who receives this income?\*

How much is each payment?\*


What is the name of this other income?\*

Describe this person's other income.\*

How often is this income received?\*

Save

Cancel



- Fill all the required information and click on the save button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Intake Certification

Application Progress 50%

\* Denotes a required field

Other Income

Click Add Other Income to add each source of family income not

Add Other Income

All your other income will be added here

Name	Income Source	Annual Earnings	Edit	Delete
Katie Rhoades	Other Income - alijf	\$10,400.00	Edit	Delete

Showing 1 to 1 of 1 entries

Back Next

- (1) If you would like to edit your other income information, click on the edit button and it will take you back to the fillable page.
- (2) you can also delete your other income information by clicking on the delete button
- (3) You can add more other income information by clicking on the add other income button
- And if you don't want to make any other changes, click on the next button

# INLIVIAN

## Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide. At the top, there is a navigation bar with a home icon, 'Compliance', and 'Contact Us'. Below this, the 'Intake Certification' title is on the left, and the 'Application Progress' bar shows 52% completion. A sidebar on the left lists various sections: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact, Income, Assets (highlighted with a red arrow), Expenses, Zero Income, Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. The main content area is titled 'Assets' and includes a note: '\* Denotes a required field'. Below this, it says 'Select all assets that your family owns.' and lists nine questions with radio button options for 'Yes' and 'No'. The first question, 'Does any member of your family have a checking or savings account? \*', has the 'Yes' option selected. At the bottom, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Home Compliance Contact Us

Intake Certification

Application Progress 52%

Language Selection  
Welcome Page  
Address Information  
Household Members  
Emergency Contact  
Income  
**Assets**  
Expenses  
Zero Income  
Member Criminal History  
Reasonable Accommodation  
Assistance Animals  
Pets  
Vehicle Information  
Final Review & Submission

\* Denotes a required field

### Assets

Select all assets that your family owns.

Does any member of your family have a checking or savings account? \* ☒ Yes ☐ No

Does any member of your family have cash not held in a bank? \* ☐ Yes ☐ No

Does any member of your family have a certificate of deposit (CD), mutual fund, or treasury bill? \* ☐ Yes ☐ No

Has anyone in your family disposed of any assets or sold any real estate for less than market value in the last 2 years (including any assets that were given away)? \* ☐ Yes ☐ No

Does any member of your family have a whole or universal life insurance policy? \* ☐ Yes ☐ No

Does any member of your family have personal property held as an investment (such as a collectible car)? \* ☐ Yes ☐ No

Does any member of your family have real estate, land contracts, or other capital investments? \* ☐ Yes ☐ No

Does any member of your family have a 401(k), 403(b), or other retirement account? \* ☐ Yes ☐ No

Does any member of your family have stocks, bonds, or securities? \* ☐ Yes ☐ No

Back Next

- In the assets section, check all that apply to you, and click the next button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Home Compliance Contact Us

Intake Certification

Application Progress 54%

\* Denotes a required field

Bank Accounts

Cash held in a savings, checking, or money market account.

Add Bank Account

No Bank Accounts Added

Back Next

Language Selection

Welcome Page

Address Information

Household Members

Emergency Contact

Income

Assets

Bank Accounts

Expenses

Member Criminal History

Reasonable Accommodation

Assistance Animals

Pets

Vehicle Information

Final Review & Submission

- In the Bank Account section, click the add Bank account to add your bank account information

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Tell Us About Bank Accounts

Asset Details

Who owns this asset?\*

How much money is in this account?\*

What is the name of this financial institution?\*

Does this account earn interest?\*

What type of bank account is this?\*

Notes:

What is the account number?\*

Save

Cancel

- Fill all the required information, and click save

# INLIVIAN

## Applicant Intake Certification Users Guide

Intake Certification

Application Progress 54%

\* Denotes a required field

Bank Accounts

Cash held in a savings, checking, or money market account

Add Bank Account

Your added bank account information will be shown here

Name	Asset Name	Value	Edit	Delete
Katie Rhoades	Bank Account - jdh	\$2,000.00	Edit	Delete

Showing 1 to 1 of 1 entries

Back Next

- (1) If you would like to edit your bank account information, click on the edit button and it will take you back to the fillable page.
- (2) you can also delete your bank account information by clicking on the delete button
- (3) You can add more bank account information by clicking on the add bank account button
- And if you don't want to make any other changes, click on the next button



**INLIVIAN**  
**Applicant Intake Certification Users Guide**

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide interface. At the top, there is a navigation bar with links for Home, Compliance, and Contact Us, along with user profile and help icons. Below this, the main header area shows 'Intake Certification' and an 'Application Progress' bar at 71%. A left sidebar contains a list of navigation items: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact, Income, Assets, Expenses (highlighted with a red arrow), Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. The main content area is titled 'Expenses' and includes a note: '\* Denotes a required field'. Below this, it says 'Select all expenses that apply to your family.' and lists three questions with radio button options: 'Does your family have childcare expenses?\*', 'Does your family have disability expenses?\*', and 'Does your family have medical expenses?\*'. At the bottom of the form, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Home Compliance Contact Us

Intake Certification

Application Progress 71%

\* Denotes a required field

Expenses

Select all expenses that apply to your family.

Does your family have childcare expenses?\* ☐ Yes ☐ No

Does your family have disability expenses?\* ☐ Yes ☐ No

Does your family have medical expenses?\* ☐ Yes ☐ No

Back Next

- In the Expenses section, answer all that apply to you and click the next button

# INLIVIAN

## Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide. At the top, there is a navigation bar with a home icon, 'Compliance', and 'Contact Us'. Below this, the 'Intake Certification' title is visible on the left, and an 'Application Progress' bar shows 81% completion. A sidebar on the left lists various sections: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact, Income, Assets, Expenses, Member Criminal History (highlighted with a red arrow), Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. The main content area is titled 'Member Criminal History' and includes a note: '\* Denotes a required field'. Below this, it asks the user to 'Answer the following questions about the criminal history of your household members.' There are five questions, each with a dropdown menu: 1. 'Does any household member have current or pending criminal charges against them?\*' 2. 'Has any household member ever been convicted of manufacturing or distributing a controlled substance?\*' 3. 'Does any household member have criminal convictions?\*' 4. 'Is any household member registered as a lifetime sex offender?\*' 5. 'Has any household member been convicted of fraud, embezzlement, or bribery?\*' At the bottom, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Intake Certification

Application Progress 81%

\* Denotes a required field

### Member Criminal History

Answer the following questions about the criminal history of your household members.

Does any household member have current or pending criminal charges against them? \*

Has any household member ever been convicted of manufacturing or distributing a controlled substance? \*

Does any household member have criminal convictions? \*

Is any household member registered as a lifetime sex offender? \*

Has any household member been convicted of fraud, embezzlement, or bribery? \*

Back Next

- In the member criminal history section, answer all the questions and click on the next button when you are done answering

## INLIVIAN

### Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide. At the top, there is a navigation bar with links for 'Compliance' and 'Contact Us'. Below this, a progress bar indicates 'Application Progress' at 83%. The main content area is titled 'Intake Certification' and features a sidebar on the left with a list of steps: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact, Income, Assets, Expenses, Member Criminal History, Reasonable Accommodation (highlighted with a red arrow), Assistance Animals, Pets, Vehicle Information, and Final Review & Submission. The main content area for 'Reasonable Accommodation' includes a definition: 'A reasonable accommodation is a change to a policy, practice, or service that provides a person with disabilities the equal opportunity to use and enjoy a dwelling, including public and common use spaces.' It also contains a 'Please Note' section stating: 'Making a reasonable accommodation request does not guarantee that your request will be approved.' Below this, there is a question: 'Are you requesting a reasonable accommodation?\*' with a drop-down menu. A red arrow points to the drop-down menu. At the bottom of the form, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Compliance Contact Us

Intake Certification

Application Progress 83%

\* Denotes a required field

### Reasonable Accommodation

A reasonable accommodation is a change to a policy, practice, or service that provides a person with disabilities the equal opportunity to use and enjoy a dwelling, including public and common use spaces.

**Please Note :** Making a reasonable accommodation request does not guarantee that your request will be approved.

Are you requesting a reasonable accommodation?\*

Back Next

- In the reasonable accommodation section, click on the arrow and choose yes or no on the drop-down menu.
- After making your choice, click on the next button to go to the next stage of the certification

## INLIVIAN Applicant Intake Certification Users Guide

Home Compliance Contact Us

### Intake Certification

Application Progress 85%

\* Denotes a required field

#### Assistance Animals

Persons with disabilities may request to have an assistance animal in the unit as part of a reasonable accommodation request. Assistance animals are not pets. For the purposes of reasonable accommodation requests, there are two types of assistance animals:

1. *Service animal* : A dog that is trained to do work or perform tasks directly related to the household member's disability.
2. *Support animal* : An animal that does work, performs tasks, provides assistance, or provides emotional support for individuals with disabilities.

**Please Note** : Making a reasonable accommodation request for an assistance animal does not guarantee that your request will be approved.

**Add Assistance Animal**

No Assistance Animals Added

**Back** **Next**

- (1) If you don't have any assistance animal, you can click on the next button to go to the next stage of the certification
- (2) but if you would like to add an assistance animal, click on the add assistance animal button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Your Assistance Animals

Which household member requires this assistance animal?\*

Is this animal a dog?\*

Is this dog trained to complete specific tasks related to this member's disability?\*

Does this animal provide needed emotional support for the household member with a disability?\*

Describe any other tasks this animal performs directly related to the member's disability:

Is this animal spayed or neutered?\*

Save

Cancel

- Fill all the required information and click on the save button

# INLIVIAN

## Applicant Intake Certification Users Guide

Compliance Contact Us

### Intake Certification

Application Progress 85%

\* Denotes a required field

#### Assistance Animals

Persons with disabilities may request to have an assistance animal in the unit as part of a reasonable accommodation request. **Assistance animals are not pets.** For the purposes of reasonable accommodation requests, there are two types of assistance animals:

1. *Service animal* : A dog that is trained to do work or perform tasks directly related to the household member's disability.
2. *Support animal* : An animal that does work, performs tasks, provides assistance, or provides emotional support for individuals with disabilities.

**Please Note** : Making a reasonable accommodation request for an assistance animal does not guarantee that your request will be approved.

[Add Assistance Animal](#)

Member Requiring Assistance	Type of Animal	Service Animal	Emotional Support Animal	Edit	Delete
fgg	Dog	Yes	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

[Back](#) [Next](#)

- (1) If you would like to edit assistance animal income information, click on the edit button and it will take you back to the fillable page.
- (2) you can also delete your assistance animal information by clicking on the delete button
- (3) You can add more assistance animal information by clicking on the add assistance animal button
- And if you don't want to make any other changes, click on the next button

## INLIVIAN Applicant Intake Certification Users Guide

Home Compliance Contact Us

Intake Certification

Application Progress 87%

\* Denotes a required field

### Pets

Add each pet you plan on having in your household. Pets must meet the unit's pet policy and be approved before being brought into the unit.

Please Note : Pets are not assistance animals. Assistance animals provide a specific service or emotional support to a household member with a disability.

[Add Pet](#)

No Pets Added

[Back](#) [Next](#)

- (1) If you don't have any pet, you can just click on the next button to go to the next stage of the certification
- (2) but if you would like to add your pet information, click on the pet button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Your Pets

What kind of animal is this?\*

Breed of Pet (pit bull, golden retriever, etc.)\*

What is this pet's name?\*

Male or Female?\*

Weight of Pet (lbs)\*

Is this pet spayed or neutered?\*

Age of Pet\*

Save

Cancel

- Fill all the required information, and click the save button



## INLIVIAN

### Applicant Intake Certification Users Guide

Intake Certification

Application Progress 87%

\* Denotes a required field

### Pets

Add each pet you plan on having in your household. Pets must meet the unit's pet policy and be approved before being brought into the unit.

**Please Note :** Pets are not assistance animals. Assistance animals provide a specific service or emotional support to a household member with a disability.

[Add Pet](#)

Pet Type	Pet Name	Edit	Delete
sgg	ggg	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

[Back](#) [Next](#)

- (1) If you would like to edit your pet information, click on the edit button and it will take you back to the fillable page.
- (2) you can also delete your pet information by clicking on the delete button
- (3) You can add more pet information by clicking on the add pet button
- And if you don't want to make any other changes, click on the next button

## INLIVIAN Applicant Intake Certification Users Guide

Compliance Contact Us

Intake Certification

Application Progress 88%

\* Denotes a required field

Vehicle Information

Add each household vehicle.

Add Vehicle

No Vehicle Information Added

Back Next

Vehicle Information

- (1) if you don't have a vehicle, click the next button to go to the next stage of the certification
- (2) If you want to add a vehicle information, click on the add vehicle button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Vehicle Information

Make (Honda, Toyota, Subaru, etc.)\*

Color\*

Model (Civic, Prius, Rav4, etc.)\*

License Plate State\*

Year\*

License Plate Number\*

Save

Cancel

- You need to add your vehicle information in every required boxes
- When you are done filling your vehicle information, click on the save button

# INLIVIAN

## Applicant Intake Certification Users Guide

Intake Certification

Application Progress 88%

Language Selection  
Welcome Page  
Address Information  
Household Members  
Emergency Contact  
Income  
Assets  
Expenses  
Member Criminal History  
Reasonable Accommodation  
Assistance Animals  
Pets  
Vehicle Information  
Final Review & Submission

\* Denotes a required field

Vehicle Information

Add each household vehicle.

Add Vehicle

Year	Make	Model	Edit	Delete
1999	fff	ffff	Edit	Delete

Showing 1 to 1 of 1 entries

Back Next

1 2 3

- (1) If you would like to edit your vehicle information, click on the edit button and it will take you back to the fillable page.
- (2) you can also delete your vehicle information by clicking on the delete button
- (3) You can add more vehicle information by clicking on the add vehicle button
- And if you don't want to make any other changes, click on the next button

## INLIVIAN

### Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification Users Guide interface. At the top, there is a navigation bar with a home icon, 'Compliance', and 'Contact Us' links. Below this, the 'Intake Certification' title is visible. A progress bar indicates 'Application Progress' at 90%. The sidebar on the left lists various steps: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact, Income, Assets, Expenses, Zero Income, Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, Final Review & Submission (highlighted with a red arrow), Error Check, Documents, Summary, and Sign and Submit. The main content area shows a note '\* Denotes a required field' and the title 'Final Review & Submission'. Below this, it states 'On the following steps, review your information for errors and upload any required verification documents.' At the bottom of the main content area, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

- In this section, you will review your information for errors and upload any required verification documents.
- Click the next button to start reviewing.

# INLIVIAN

## Applicant Intake Certification Users Guide

Compliance Contact Us

Intake Certification

Application Progress 92%

\* Denotes a required field

### Error Check

Review and fix any errors listed below. If there are no errors, click Save and Continue.

Error	Corrective Actions
Katie Rhoades has no income records. Confirm that this is correct or add an income record.	<button>Add</button> <button>Confirm</button>
Please confirm that all incomes, assets, and expenses have been entered for all household members.	<button>Confirm</button>
You answered "Yes" to the question: "Is any member of your family currently employed (either part-time or full-time)?" However, you did not add details about the associated income(s). Please add the missing income information, or change your answer.	<button>Change Answer</button> <button>Add Job</button>

Back Next

- This is the error check section; review and fix any errors listed, if you have no error, click the next button
- If you have any error, you must correct them, to do that, check the corrective actions column, you will see add and confirm buttons,
- You need to click on the add button to add an information
- And you need to click on the confirm button to review and confirm an information.
- When you are done adding and confirming your information, click the next button

# INLIVIAN

## Applicant Intake Certification Users Guide

The screenshot displays the INLIVIAN Applicant Intake Certification interface. At the top, there is a navigation bar with a home icon, 'Compliance', and 'Contact Us'. On the right, it shows the user is logged in as 'katie rhoades (t0088058) - 2810 Summerow Rd'. The main heading is 'Intake Certification'. Below this, a progress bar indicates 'Application Progress' at '100%'. A sidebar on the left lists various sections: Language Selection, Welcome Page, Address Information, Household Members, Emergency Contact, Income, Assets, Expenses, Member Criminal History, Reasonable Accommodation, Assistance Animals, Pets, Vehicle Information, Final Review & Submission, Error Check (highlighted), Documents, Summary, and Sign and Submit. The main content area is titled 'Error Check' and includes a note: '\* Denotes a required field'. Below this, it says 'Review and fix any errors listed below. If there are no errors, click Save'. A red box highlights the message 'We didn't find any errors.' A red speech bubble points to this message with the text: 'The error check box will be empty after correcting all your errors'. At the bottom, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button. An 'Upload Documents' button is also visible on the right.

- You can click on the next button when done correction your errors

# INLIVIAN

## Applicant Intake Certification Users Guide

Home Compliance Contact Us

### Intake Certification

Application Progress 100%

\* Denotes a required field

#### Documents

Upload the requested documents below. If you are unable to upload the documents now, click **Save and Continue** and we will gather this information later.

Document	Upload	View	Delete	Uploaded Date
Katie Rhoades - al;jf - Upload necessary documents.	<a href="#">Upload</a>			
Katie Rhoades - al;jf - Upload your last 3 pay stubs.	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of social security card.	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of adult birth certificate	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of driver's license or other government issued photo ID.	<a href="#">Upload</a>			
Optional - Scan other household documents.	<a href="#">Upload</a>			
Katie Rhoades - jdh - Upload your bank statements	<a href="#">Upload</a>	<a href="#">View</a>		11/12/2021

Showing 1 to 7 of 7 entries

[Back](#) [Next](#)

Language Selection  
Welcome Page  
Address Information  
Household Members  
Emergency Contact  
Income  
Assets  
Expenses  
Member Criminal History  
Reasonable Accommodation  
Assistance Animals  
Pets  
Vehicle Information  
Final Review & Submission  
Error Check  
**Documents**  
Summary  
Sign and Submit

- In the Document section, you will submit all the requested documents for your intake certification.
- If you are unable to upload a document, you can always submit it later when you are able to
- To upload a document, click on the “upload” button.




**INLIVIAN**  
**Applicant Intake Certification Users Guide**



- (1) You need to click on choose files to upload your document
- (2) When you are done choosing your files, click on the upload button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Document	Upload	View	Delete	Uploaded Date
Katie Rhoades - al;jf - Upload necessary documents.	<a href="#">Upload</a>			
Katie Rhoades - al;jf - Upload your last 3 pay stubs.	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of social security card.	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of adult birth certificate	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of driver's license or other government issued photo ID.	<a href="#">Upload</a>			
Optional - Scan other household documents.	<a href="#">Upload</a>			
Katie Rhoades - jdh - Upload your bank statements	<a href="#">Upload</a>	<a href="#">View</a>		11/12/2021
Showing 1 to 7 of 7 entries				
<a href="#">Back</a>	<a href="#">Next</a>			



- (1) You can view your uploaded file by clicking on the view button
- (2) And the upload date will be shown on the left, in the uploaded date column
- You can click next when you are done uploading your documents.

# INLIVIAN

## Applicant Intake Certification Users Guide

Compliance Contact Us

Intake Certification

Application Progress 96%

\* Denotes a required field

Upload Documents

Summary

Review and confirm your information is accurate and complete.

Section Tabs

Members Income Assets Expenses

Add Asset

Name	Asset Name	Value	Edit	Delete
Katie Rhoades	Bank Account - inlivian	\$1,500.00	Edit	Delete

Showing 1 to 1 of 1 entries

☐ I hereby certify that the information I provided above is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

Back Next

- In the summary section, you can click on each section tab to check and edit any information you have given.
- (1) You must click in the box to confirm you have provided accurate information.
- (2) When you are done reviewing and confirming that your information is accurate and complete, click on the next button when you are done verifying your information

# INLIVIAN

## Applicant Intake Certification Users Guide

[Home](#) [Compliance](#) [Contact Us](#)

### Intake Certification

- Language Selection
- Welcome Page
- Address Information
- Household Members
- Emergency Contact
- Income
- Assets
- Expenses
- Member Criminal History
- Reasonable Accommodation
- Assistance Animals
- Pets
- Vehicle Information
- Final Review & Submission
- Error Check
- Documents
- Summary
- Sign and Submit**

Application Progress 

98%

\* Denotes a required field

Upload Documents

### Sign and Submit

Sign all the required documents to submit your intake certification.

Document	View	Sign
Household Documents for <b>Katie Rhoades</b> to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click Here to Sign</a>
Member Documents for <b>Katie Rhoades</b> to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click Here to Sign</a>

Showing 1 to 2 of 2 entries

Back

- To view a document, click on the view document button
- You need to sign all the required document to submit your intake information
- To sign your documents, click on the “click here to sign” button.

## INLIVIAN

### Applicant Intake Certification Users Guide

#### Disclosures & Consent

##### Scroll to the Bottom to Continue

I understand I will have to scroll & read to the bottom of the disclosures & consent document before I can continue with the electronic signature process.

##### Consent to the Use of My Electronic Signature

By clicking "Agree & Continue", I consent to the use of my electronic signature instead of a physical signature to execute the rental application, rental property lease, and/or any corresponding documents for which I have initiated or applied, and I agree to be bound by the terms of the documents as if I had signed it with my physical signature.

##### Acknowledgment to Receive Notices, Renewals, and/or Extensions Electronically

I understand that, by my electronic signature, I hereby give my permission to the property owner or manager from whom I am renting to provide notices under the lease to me in electronic form and consent to the use of my electronic signature instead of a physical signature to execute renewals or extensions of the lease and any corresponding documents and agree to be bound by the terms of such a renewal or extension as if I had signed it with my physical signature.

##### Acknowledgment of Review of Electronic Signature Consent and Disclosures

I have received and reviewed this consent before providing my electronic signature and I have no difficulty accessing this information that has been provided to me electronically.

##### Acknowledgment of Option to Use or Not Use Electronic Signature Functionality

I understand that I am not required to sign the lease or any renewals or extensions or receive any notices under the lease electronically. If I prefer to sign with my physical signature, I understand that I may obtain a physical copy of the executable documents from the property owner or manager, complete it, physically sign it and return it to the property owner or manager at the property of interest, or from whom I am renting at the address identified by the property owner or manager.

##### Ability to Withdraw Consent to the Use of My Electronic Signature

I understand that, prior to my execution of the documents, I may withdraw my consent to use the electronic signature functionality and/or my consent to provide notices under the lease to me in electronic form or to receipt of any notice in electronic form by contacting the property owner or manager. I further understand that, after my execution of the lease and prior to any renewals or extensions of the lease or receipt of any notice in electronic form, I may withdraw my consent provided above to use my electronic signature instead of a physical signature or my consent to be provided notices under the lease to me in electronic form or to receipt of any notice in electronic form by providing written notice to the property owner or manager from whom I am renting.

##### Physical Signatures May Delay the Signing Process

I acknowledge and understand that executing the lease by a physical signature may result in, among other things, a delay in the leasing process, and the potential for the lease not to be approved by the property manager due to delays.

##### System Requirements to Utilize the Electronic Signature Functionality

To utilize the Electronic Signature functionality, a web browser that supports the HTTPS protocol, HTML, and cookies (e.g., including but not limited to, current versions of Chrome, Firefox, Internet Explorer, or Safari) will be needed. Viewing PDF documents requires Adobe Acrobat/Reader or similar software.

##### Instructions to Change Consent and/or Update Contact Information

I understand that I should contact the property owner or manager directly to request paper copies of documents, withdraw consent to conduct business electronically, and/or update my contact information.

DISAGREE

AGREE & CONTINUE

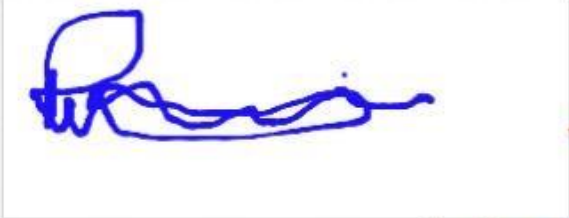
- You are required to read the disclosures and consent document
- Then, you must click on the agree & continue button if you wish to continue with the application process or disagree if you want to stop the application process.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

### Create Your Signature


Use your mouse or finger to create your signature. You can [choose a script signature](#) instead.

Your Signature



[Clear Signature](#)

Your Initials



[Clear Initials](#)

Diagram illustrating the steps to create a signature or initials:

1. Create your signature or initials using your mouse or finger.
2. Review the signature or initials.
3. Choose a script signature if available.

- You must create a signature to be able to sign your documents
- You have two options to make a signature
- (1) you can use your mouse or finger to create your own signature
- (2) you can also use your mouse or finger to make your initial
- (3) or you can choose a script signature that the system has created for you

## INLIVIAN Applicant Intake Certification Users Guide

Choose a Script

Choose a script font for your signature, or [create your own](#).

☒ Katie Rhoades KR

☐ *Katie Rhoades KR*

☐ *katie Rhoades kR*

Choose a signature

SAVE & CONTINUE

- You can choose a preferable signature by clicking on one of the choices.
- You need to click on “save & continue” after making your choice.



# INLIVIAN

## Applicant Intake Certification Users Guide

<b>Applicant Name:</b> [REDACTED]	
<b>Mailing Address:</b> [REDACTED]	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b> Rachid	
<b>Address:</b> [REDACTED] [REDACTED]	
<b>Telephone</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b> Friend	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency <input type="checkbox"/> Unable to contact you <input type="checkbox"/> Termination of rental assistance <input type="checkbox"/> Eviction from unit <input type="checkbox"/> Late payment of rent	<input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input checked="" type="checkbox"/> Other: <u>N/A</u>
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	
Check this box if you choose not to provide the contact information.	
<b>Sign</b>	<b>Date</b>
<b>Signature of Applicant</b>	<b>Date</b>

**1** Information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**2**

- You need to go through all the documents and sign all of them.
- (1) when you see a yellow highlighted sign box, you are required to sign the document. To sign, click on the yellow highlight.
- (2) You also need to add a date to the document, to do so, click on the highlighted date box



# INLIVIAN

## Applicant Intake Certification Users Guide

Charlotte, NC 28202

Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization: Rachid	
Address: [REDACTED] ch [REDACTED]	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant: Friend	
Reason for Contact: (Check all that apply)	
Emergency Unable to contact you Termination of rental assistance Eviction from unit Late payment of rent	Assist with Recertification Process Change in lease terms Change in house rules <input checked="" type="checkbox"/> Other: N/A
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	
Check this box if you choose not to provide the contact information.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signature of Applicant	Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers

- The signature and date boxes will turn green after clicking on them, which means the document has been signed and dated.

**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Signature



Printed name Katie Rhoades

Date



Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the \*\*Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).\*\*



Modified 6/23/2020  
©2020 Yardi Systems, Inc.  
All Rights Reserved

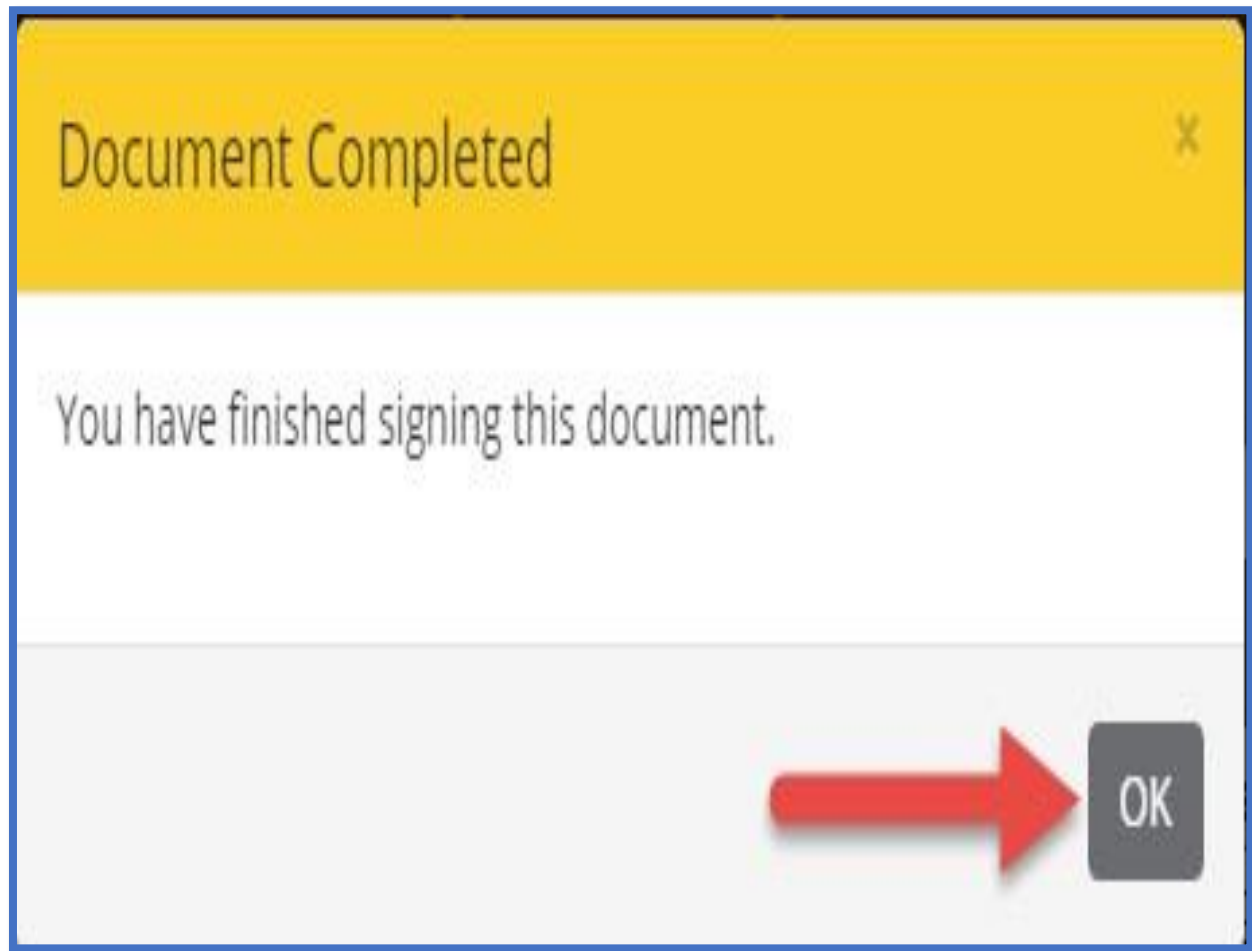


**SIGN & COMPLETE**



- When you are done signing all the documents, click on the sign and complete button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**





- You will get a document completed message after clicking on the sign & complete button.
- You need to click on ok to go back to the sign and submit section.

## INLIVIAN

### Applicant Intake Certification Users Guide

[Home](#) [Compliance](#) [Contact Us](#)

# Intake Certification

Application Progress 


100%

\* Denotes a required field

Upload Documents

## Sign and Submit

Sign all the required documents to submit your intake certification.



You have successfully submitted your intake certification.

Document	View	Sign
Household Documents for Katie Rhoades to Sign	<div>View Document (Signed)</div>	Signing Complete
Member Documents for Katie Rhoades to Sign	<div>View Document (Signed)</div>	Signing Complete

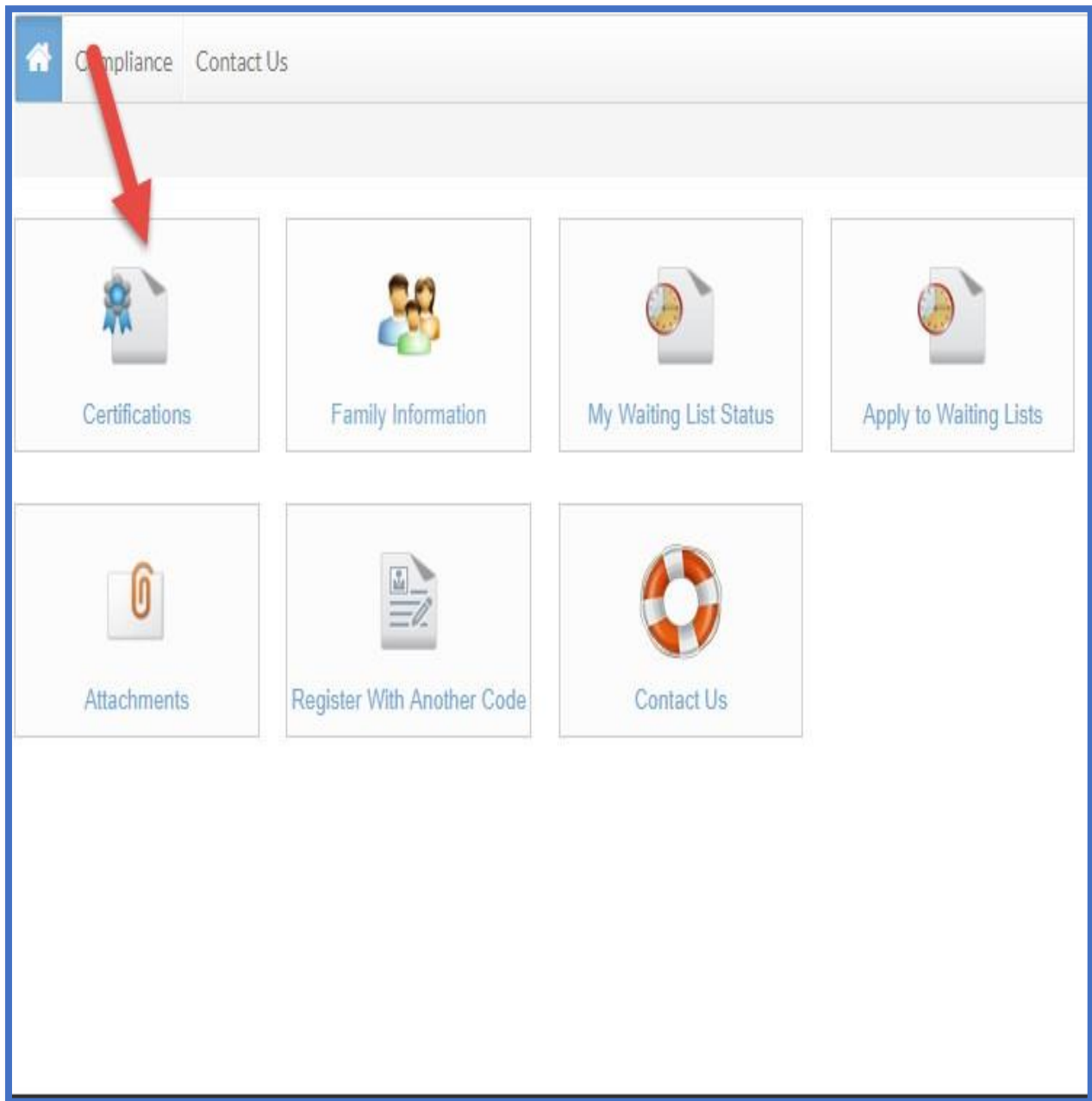
Showing 1 to 2 of 2 entries

Back

Log Out

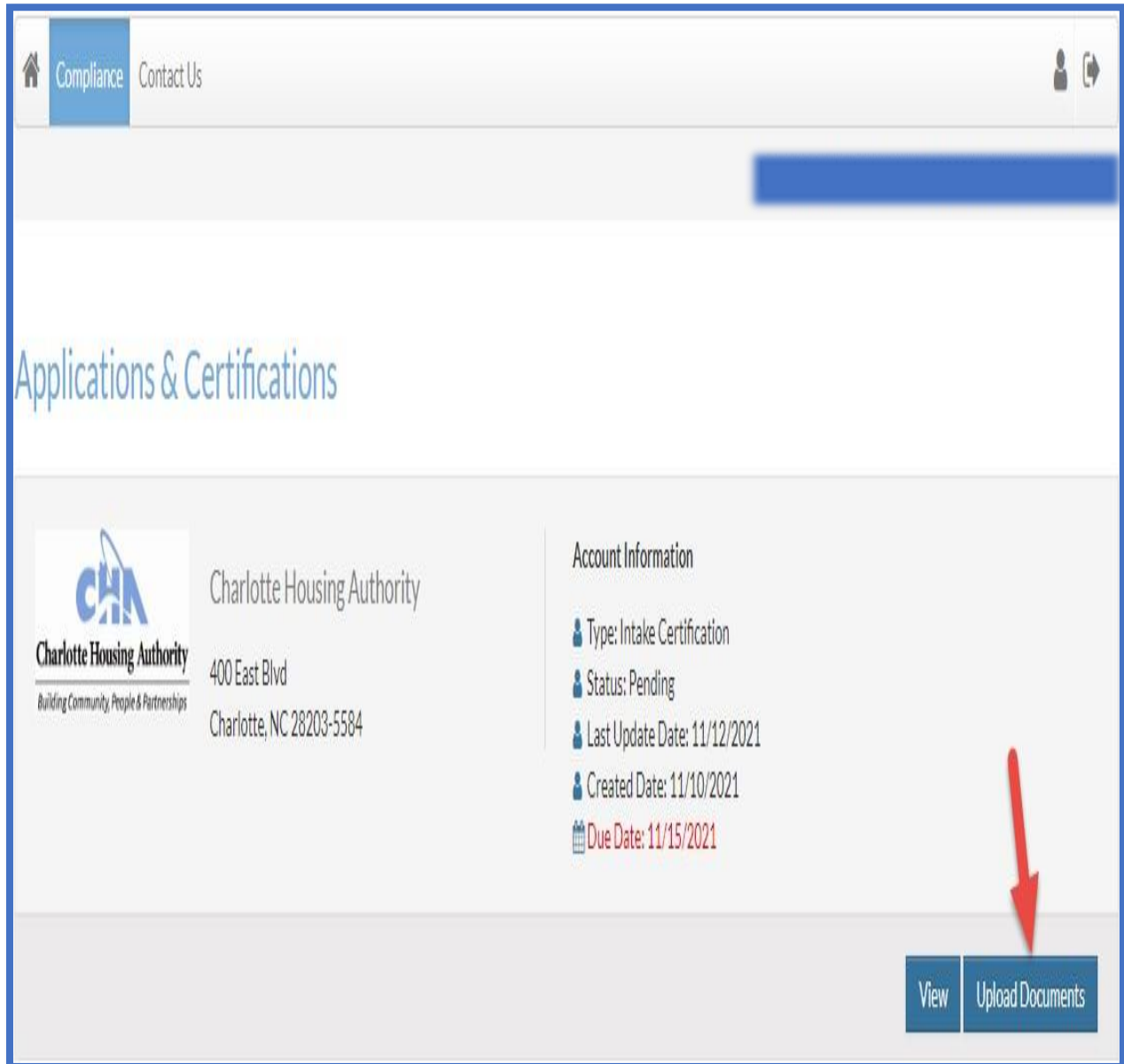
- You are done with the intake Certification; your specialist will get back to you if he/she needs any other information from you.
- You can click on the Logout button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**



- If you are required to upload more document after completing your application, you can do that by clicking on the certification button

**INLIVIAN**  
**Applicant Intake Certification Users Guide**



- You need to click on the upload documents button

# INLIVIAN

## Applicant Intake Certification Users Guide

Home Compliance Contact Us

Intake Certification

Application Progress 100%

\* Denotes a required field

### Documents

Upload the requested documents below. If you are unable to upload the documents now, click **Save and Continue** and we will gather this information later.

Document	Upload	View	Delete	Uploaded Date
Katie Rhoades - jdjh - Upload your bank statements	Upload			
Katie Rhoades - al:jf - Upload necessary documents.	Upload			
Katie Rhoades - al:jf - Upload your last 3 pay stubs.	Upload			
Katie Rhoades - Upload a copy of social security card.	Upload			
Katie Rhoades - Upload a copy of adult birth certificate	Upload			
Katie Rhoades - Upload a copy of driver's license or other government issued photo ID.	Upload			
Optional - Scan other household documents.	Upload			

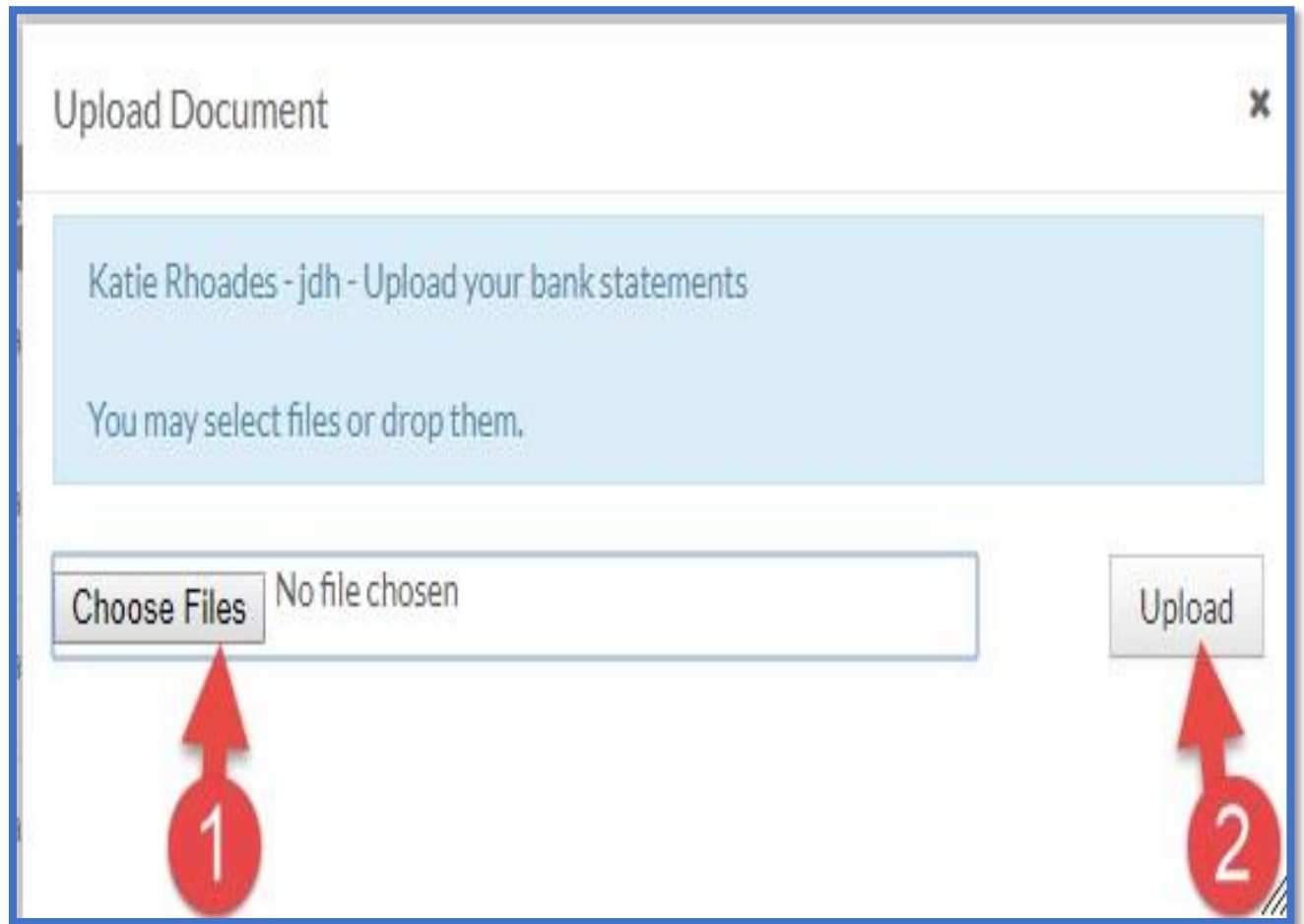
Showing 1 to 7 of 7 entries

Back Next

- And then, you will need to click on upload to submit any requested documents.



**INLIVIAN**  
**Applicant Intake Certification Users Guide**




- (1) You need to click on choose files to upload your document
- (2) When you are done choosing your files, click on the upload button



**INLIVIAN**  
**Applicant Intake Certification Users Guide**

Document	Upload	View	Delete	Uploaded Date
Katie Rhoades - al;jf - Upload necessary documents.	<a href="#">Upload</a>			
Katie Rhoades - al;jf - Upload your last 3 pay stubs.	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of social security card.	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of adult birth certificate	<a href="#">Upload</a>			
Katie Rhoades - Upload a copy of driver's license or other government issued photo ID.	<a href="#">Upload</a>			
Optional - Scan other household documents.	<a href="#">Upload</a>			
Katie Rhoades - jdh - Upload your bank statements	<a href="#">Upload</a>	<a href="#">View</a>		11/12/2021
Showing 1 to 7 of 7 entries				
<a href="#">Back</a>	<a href="#">Next</a>			



- (1) You can view your uploaded file by clicking on the view button
- (2) And the upload date will be shown on the left, in the uploaded date column
- You can logout when done uploading the requested documents.