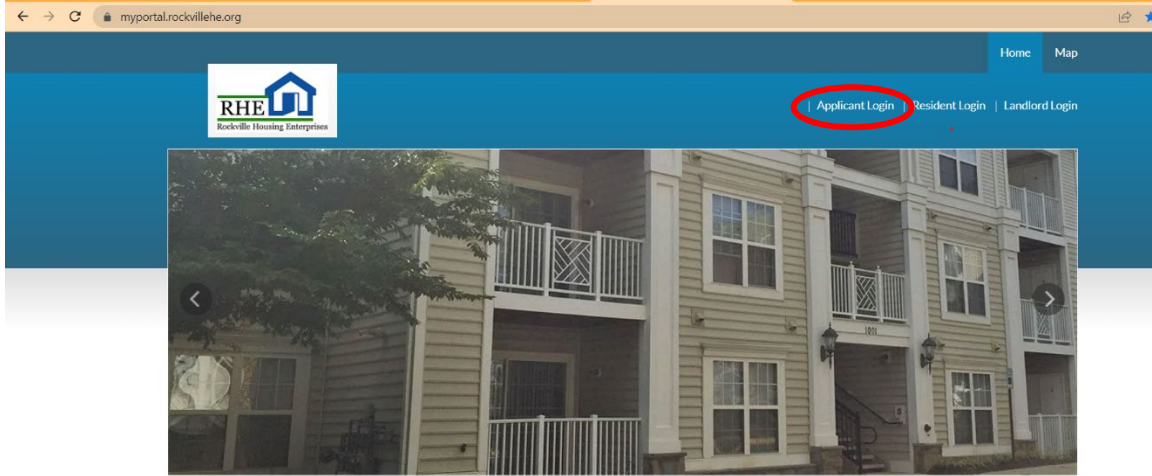


## Application Instructions

Please go to <https://myportal.rockvillehe.org/>

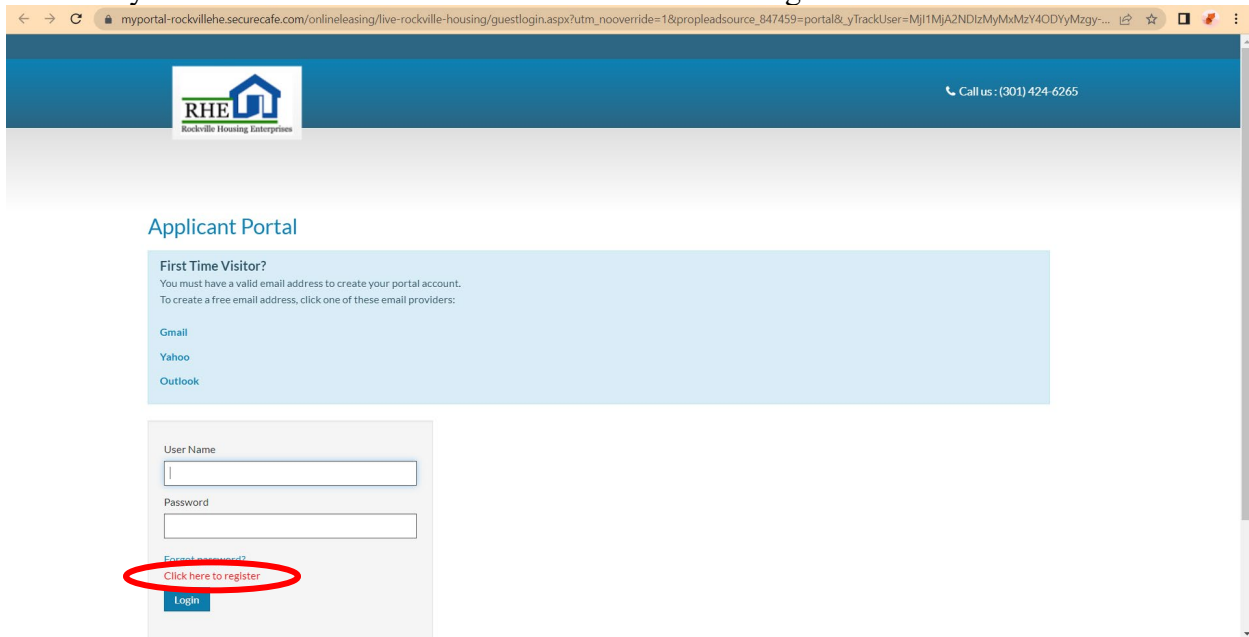
1. Then click Applicant login



### Welcome To Rockville Housing

If you are a current tenant of Rockville Housing Commission please go the link on top of the page 'Resident Login' and follow the instructions on the page to register.

2. It may ask you for your username and password, If you have one with RHE enter it here if you do not Scroll down and select "Click here to register"



### 3. Then select I do not have a registration code

myportal-rockvillehe.securecafe.com/onlineleasing/live-rockville-housing/register.aspx?myOlePropertyId=847459&FloorPlanId=0&sMoveInDate=&sRent=&RentableItemTypeId=&sbeds=&sLeas...

RHE  
Rockville Housing Enterprises

Call us: (301) 424-6265

#### Applicant Portal

I have a registration code

I do NOT have a registration code

### 4. You will then be prompted to register, Enter personal details first

YardiOne Dashboard | Yardi Systems, Inc. - Resident | dictation shortcut windows - Go | Rockville Housing | Apartments | Register with Rockville Housing

myportal-rockvillehe.securecafe.com/onlineleasing/live-rockville-housing/register.aspx?myOlePropertyId=847459&FloorPlanId=0&sMoveInDate=&sRent=&RentableItemTypeId=&sbeds=&sLeas...

RHE  
Rockville Housing Enterprises

Call us: (301) 424-6265

#### Applicant Portal

\*Denotes a required field

#### Personal Details

First Name\*  
First Name

Last Name\*  
Last Name

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

Confirm SSN#\*  
Confirm SSN#

Phone (Office)\*  
(555) 555-5555

## 5. Enter Account Information

- Then Select “Please read and accept the Terms and Conditions”
- Remember your username and password as this is what you will be using to log in to check the status of your application

The screenshot shows a web browser window with the URL [myportal-rockville.securecafe.com/onlineleasing/live-rockville-housing/register.aspx?myOlePropertyId=847459&FloorPlanID=0&MoveInDate=&Rent=&RentableItemTypeId=&beds=&Leas...](https://myportal-rockville.securecafe.com/onlineleasing/live-rockville-housing/register.aspx?myOlePropertyId=847459&FloorPlanID=0&MoveInDate=&Rent=&RentableItemTypeId=&beds=&Leas...). The page title is "Account Information". The form contains the following fields:

- Email Address\* (placeholder: YourEmail@Example.com)
- Confirm Email Address\* (placeholder: YourEmail@Example.com)
- User Name (must be email address)\* (placeholder: User Name)
- Password\* (placeholder: Password)
- Confirm Password\* (placeholder: Confirm Password)

Below the fields, there is a note: "This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply." At the bottom of the form, there is a yellow button labeled "Please read and accept the Terms and Conditions". Below the form is a blue "Register" button.

## 6. Then Select “Accept”

The screenshot shows a "Terms and Conditions" dialog box overlaid on the registration page. The dialog box has a title bar with "Terms and Conditions" and a close button (X). The main content of the dialog box is titled "RENTCafé TERMS OF SERVICE".

**RENTCafé TERMS OF SERVICE**

If you are a property manager or owner, please [click here](#).

Welcome to RENTCafé! These Terms of Service (these "Terms" or the "Agreement") apply to persons or entities who access the RENTCafé websites, or related downloadable mobile applications (collectively, the "Site"), including without limitation renters and potential renters (collectively, with all persons or entities who access the Site, "Users", "you" or "your"). For the avoidance of doubt, the "Site" shall include all information, data, text, software, photographs, images, graphics, organization, layout, design, and other content contained on the website. If you are a property owner or manager who lists or advertises properties or otherwise uses services available on the Site to communicate or transact with Users (a "property manager" or "owner"), your use of the Site is governed by the RENTCafé Agreement For Property Owners and Managers.

RENTCafé is a technology platform that facilitates the development and delivery of innovative renter-related services, including advertising rental properties to prospective tenants, assisting prospective renters in their search for a new place to live, and managing and facilitating various activities and transactions between Users and property managers or owners related to rental properties (the "Services"). RENTCafé allows prospective and current residents of properties that use the Site to take advantage of a range of services designed to make their relationship with their property manager or owner as pleasant as possible.

The Site is owned and operated by Yardi Systems, Inc. (collectively, with its subsidiaries and affiliates, "Yardi", "we", "us" or "our"). Since 1982, Yardi has been dedicated to the design, development, and support of property management software. Throughout these Terms, all references to the Site and to "RENTCafé" shall include the websites of affiliates and subsidiaries of Yardi that are involved with the operation of the Site or the provision of the Services.

**IMPORTANT – PLEASE READ CAREFULLY.** THESE TERMS CONSTITUTE A LEGAL AGREEMENT BETWEEN YOU AND YARDI. THIS AGREEMENT ALONG WITH ANY OTHER TERMS THAT MAY BE POSTED ON THE SITE WITH RESPECT TO RENTCAFÉ PRODUCTS AND SERVICES, AND ANY OTHER WRITTEN AGREEMENTS OR CONTRACTS BETWEEN YOU AND YARDI THAT INCORPORATE THESE TERMS BY REFERENCE, SET FORTH THE COMPLETE TERMS AND CONDITIONS UNDER WHICH YOU MAY ACCESS AND USE THE SITE AND THE SERVICES. IF YOU DO NOT AGREE TO THESE TERMS, YOU MAY NOT USE THE SITE OR THE SERVICES.

- 1. YOUR ACCEPTANCE.** Yardi is pleased to provide the Site and the Services conditioned upon your acceptance, and we hope that you will find the Site informative and useful. BY USING THE SITE, YOU EXPRESSLY ACCEPT AND CONSENT TO THESE TERMS WITHOUT QUALIFICATION. YARDI MAY AMEND THESE TERMS FROM TIME TO TIME. SHOULD THESE TERMS BE MODIFIED IN ANY WAY, THE NEW TERMS WILL BE POSTED TO THIS WEBPAGE. BY USING THE SITE AFTER THE EFFECTIVE DATE OF ANY MODIFICATION TO THESE TERMS, YOU EXPRESSLY CONSENT, WITHOUT QUALIFICATION, TO THE MODIFIED TERMS.
- 2. YARDI IS NOT A PARTY TO ANY RENTAL TRANSACTIONS.**

At the bottom of the dialog box, there are two buttons: "Accept" (highlighted with a red circle) and "Do not Accept".

## 7. Select “Register”

Account Information

Email Address\*  
YourEmail@Example.com

Confirm Email Address\*  
YourEmail@Example.com

User Name (must be email address)\*  
User Name

Password\*  
Password

Confirm 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**

ROCKVILLE HOUSING ENTERPRISES, INC. | 1300 PICCARD DR # 203 ROCKVILLE, MD 20850 | (301) 424-6265

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You will then be redirected to the Application

8. You will then have completed the contact information, Household composition, Household Information, and Preferences

9. Once you get to the wait list Selection portion  
Select one or all of the following

## 50058 Online Application

Application Progress  79%

Applications & Certifications | Hi, Jane ▾

- Language Selection
- Instructions
- Household Composition
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

\* Denotes a required field

### Waiting List

Select the waiting list(s) you want to apply to.

Search:

Select	Waiting list	Description
<input type="checkbox"/>	HOUSING CHOICE VOUCHER WAITLIST	HOUSING CHOICE VOUCHER WAITLIST
<input type="checkbox"/>	Main Stream	NON ELDERLY DISABLED
<input type="checkbox"/>	PBV Scarborough Square	PBV Scarborough Square
<input type="checkbox"/>	PBV/TBV Scattered WL	Project Based Voucher
<input type="checkbox"/>	Public Housing Waiting List	Public Housing Waiting List

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

### These are brief definitions of all programs:

- **HOUSING CHOICE VOUCHER WAITLIST** The HCV program enables households to rent housing in the private market with rental assistance.
- **MAINSTREAM** assist persons with disabilities under age 65. Aside from serving a special population, Mainstream Vouchers are administered using the same rules as other housing choice vouchers.
- **PBV Scarborough Square** connects the voucher assistance to the physical unit managed by RHE at Scarborough Square Apartments. Unlike the tenant-based voucher program, a family under the PBV program may not utilize the voucher assistance at another location.
- **PBV/TBV Scattered WL** connects the voucher assistance to the physical units that are managed by RHE.
- **PUBLIC HOUSING Waiting List** RHE owns and operates 80 Public Housing units in the City of Rockville. Under the Public Housing program, families pay approximately 30% of their adjusted household income toward their rent.

You may sign up for as many waiting lists as you desire; please note that for mainstream, you must be a non-elderly disabled household.

If you are selected for or removed from one waiting list, you can remain on the other waiting lists you have chosen.

If you are selected for a waiting list and deemed not to qualify for that program, you will be removed from that waiting list but will remain on the other waiting lists you have selected.

If you are selected for a site-based (PBV Scarborough Square, PBV/TBV Scattered WL, or **PUBLIC HOUSING**) waiting list, and you turn down the unit offer for a **reason that is NOT considered reasonable**, you will be removed from that waiting list alone.

If you are selected for a site-based (PBV Scarborough Square, PBV/TBV Scattered WL, or **PUBLIC HOUSING**), and you turn down the unit for a **reason that is considered reasonable**, you will be placed back on that waiting list however, you will be placed at the bottom of the list.

10. When you have completed the application and submitted it you will get a confirmation screen with a confirmation number, you will also get an e-mail with the same confirmation number.