

## How to locate and apply to all your Low-Income Housing Options in minutes



→ Use **Firefox**  or **Google Chrome**  Don't use **Edge**  or **Internet Explorer** 

→ Go to: <https://www.housingworks.net/search/housing>

→ On the Search Page, **complete Steps 1, 2 and 3** (most people should skip Step 4):

- 1** WHERE DO YOU WANT TO SEARCH?
- 2** WHAT SIZE UNIT / WHAT KIND OF VOUCHER DO YOU WANT?
- 3** WHAT TYPE OF HOUSING DO YOU WANT?

*Read the brief instructions for step, else you will miss out on many of your best housing options!*

→ Click the Search button at the bottom of the page and wait for your results!

→ **Crucial Last Steps** – ignoring these steps will mean you will wait longer to get housed:

- a. Click and read the red-colored link: "Which of these housing options can you afford?"
- b. Narrow your results to either "Subsidized" (you have no voucher) or "Affordable" (if you have a voucher)
- c. Download the applications. Type your answers, then print – or else print and complete by hand
- d. Some applications have a button on the last page – click it to see if you skipped anything!

→ **Optional Last Steps** - these will save you time during your search:

- a. **Print** the results pages before you download any applications. Use these printed pages to keep a record of "where and when you applied."
- b. Check which properties offer a **Priority Status** – or better yet, sort the results by the last column to see if there is any housing with a short waitlist or actual vacancy (not very common)
- c. **Right-click the name of each property** to read additional information about the property;
- d. On each application, **consider typing your answers before printing the application**. Many applications get rejected if the handwriting is hard to read, and typing will avoid that problem.
- e. Once you print an application, **mail it as soon as you finish it**: waitlists can close at any minute!
- f. When you download an application, **don't save a copy of it**. Properties change their application all the time and will reject older versions. You always get the current version of an application on HousingWorks.
- g. **Never fax or email an application**: 95% of properties will reject applications unless they are mailed.
- h. **The address to mail each application is always in the same place, near the top of the first page**. **Always include this page when you mail applications**: it helps you and it helps the landlord in too many ways to explain.

Get more copies of these instructions at:

[http://www.infoweb.org/HousingAdvocate/Housing\\_Search\\_Instructions\\_from\\_HousingWorks.net.pdf](http://www.infoweb.org/HousingAdvocate/Housing_Search_Instructions_from_HousingWorks.net.pdf)

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