

Online Application - New Application Process

 <u>New Application Process</u> applies to a person or family who has never applied or participated in any HACSB Housing Assistance Program.

Note:

Do <u>NOT</u> follow this process if any of the following circumstances within HACSB apply to you:

- 1. You are a current HACSB tenant.
- 2. You are currently or have previously been on a HACSB waiting list.
- 3. You have previously been a tenant or participated in any of the HACSB programs.

Refer to the "Online Application - Registration Process" document if any of these items apply to you

Welcome to the Housing Authority of the County of Santa Barbara

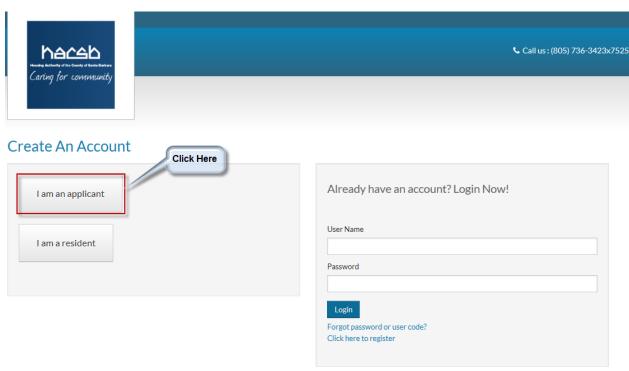
Applying for a waiting list using our Online Application is Free and Easy

Applications are now being accepted for many of our Housing Assistance Programs

- Submitting an application is **FREE**! If you happen to enter a website that is requiring a fee or payment of any kind, you are not at the right place and should exit out of the site.
- Our Online Application will allow you to:
 - Apply from your computer or any electronic device with Internet access including laptops, tablets and smartphones.
 - Review and update your information, such as email and phone numbers, to insure quality communication.
 - o Review family member and income details.
 - o Review waiting list basic details and preferences.
 - o Review waiting list positions and apply for additional waiting lists.
- Our Online Application is available 24/7. If you do not complete your application, you can logout and return later to finish completing your application.
- Your application will not be considered complete until it is submitted.
- In order for you to register for our Online Application, you <u>must</u> have a valid email address.
- The username used for the Online Application <u>must</u> be unique.
- The *Email Address* and *Last Name* used during the registration process must match the information we currently have on file.
- Applying for any available waiting list does not represent an offer for housing assistance.
- The Housing Authority of the County of Santa Barbara is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation please contact our office at 805-736-3423, ext. 7525 option 1, or TDD 800-545-1833, ext.594.

To begin your Online Application New Application Process, go to www.hasbarco.org. Following are screenshots of the steps you will be going through during this process.

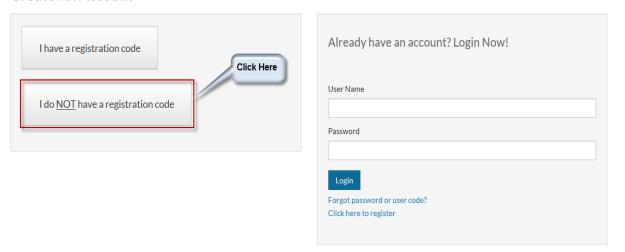
Step 1



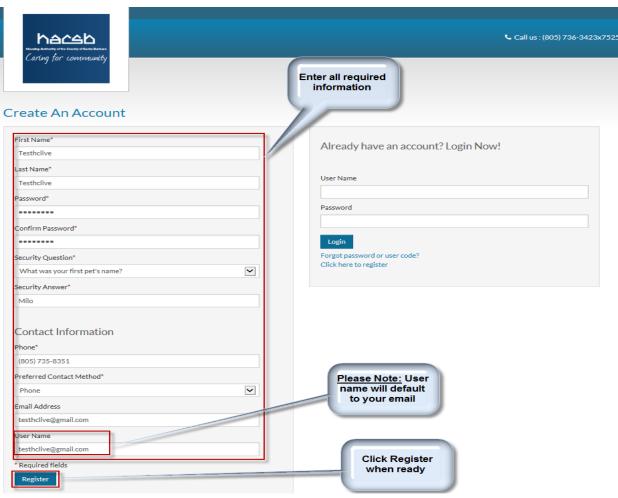
Step 2



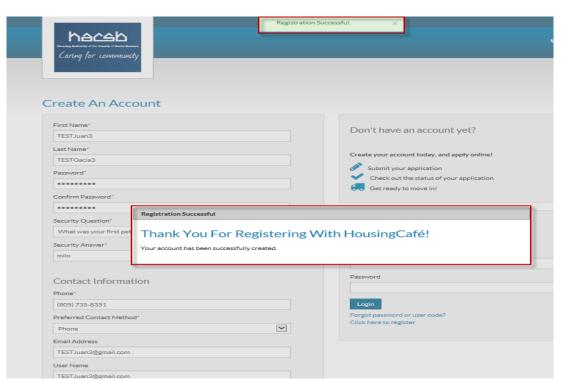
Create An Account



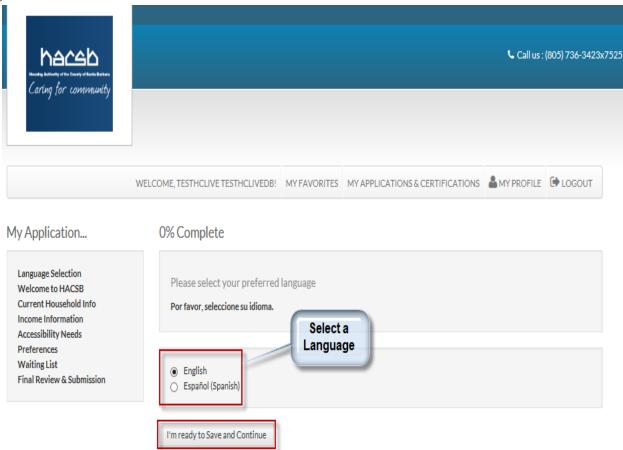
Step 3



Step 4



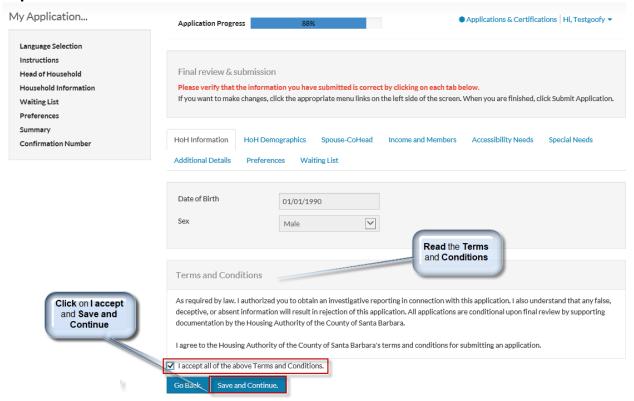
Step 5



Step 6

- You will now be going through several steps that will ask you questions about the following:
 - o Household
 - o Income
 - Preference Points
 - Waiting lists you would like to apply for
- All this information will be needed in order to complete your application.
- Your application will not be considered complete until you reach the final step, where you will be asked to submit your application. (*See page 6 for screenshot*)

Final Step



- Once the final step is completed you will see a confirmation message and you will receive an auto-generated confirmation email along with an attachment of your application summary.
 - Please do not reply to this email.

