

How to Add a Roommate to a Qualification Application

(this process works for both APCHA managed and non APCHA managed units)

1. To begin, you must be logged into HomeTrek. To start a qualification application, if this is for an APCHA Managed Unit you must be offered a unit before filling out a qualification application. If offered, you will be sent the qualification application via email. The steps below show you how to easily add a roommate to that application.
2. If you are applying for a privately managed unit follow the steps on “how to apply for a privately managed unit that you were offered” [here](#). Once you start the qualification process for a privately managed unit adding a roommate to your application is simple.
3. Again, make sure you have already created your HomeTrek account, are logged in and ready. Begin your qualification application. The first step is to check your eligibility. There are different eligibility requirements depending on what type of unit you are applying for, long term, seasonal and tax credit. Please make sure to check the eligibility requirements very carefully.

The screenshot shows a step in the qualification application process. The top navigation bar includes 'Qualification Process', 'Household', 'Household...', 'Security C...', 'Update Pr...', 'Sources of...', 'Employme...', 'Asset', 'Liability', 'Application', 'Document...', 'Payment', and 'Case Details'. The main content area has a message: 'Click the 'Check Eligibility' button to see if you meet general APCHA requirements.' Below this is a 'Check Eligibility' button. A red arrow points to this button. At the bottom right is a 'Next' button, also with a red arrow pointing to it.

4. The second step of the qualification application is determining how you are applying. (individual, household, or roommate?) If you are applying as an individual or a household, please see separate steps. This FAQ is for applying with a roommate only.

This screenshot shows the 'Add Member' application form. At the top, there's a note: 'This page is to create a new member who may not already exist in the system. If the person already exists in the system, a duplicate account will not be created. If the roommate you are trying to add to this application has a HomeTrek account, please check with them to verify the entered information.' Below this is a note: 'Applicant(s) will need to have the following to complete all applications: ID, paystub, tax returns, W2s, bank statements or screen shots, as well as the following, if applicable: and home buyer education class certificate, current profit and loss statement, appraisal or assessor notice of value for property owned that is not deed restricted, divorce decree, separation agreement and/or custody agreement.' A note at the bottom left says: '*Not all applicable for seasonal applications.' The main form area has a dropdown 'You are applying as' with 'Individual' selected. Below it is a checkbox for 'Individual'. There are also options for 'Household' and 'Roommate/Co-Buyer', with 'Roommate/Co-Buyer' highlighted by a red box and a red arrow. To the right is a 'Next' button. At the bottom left are fields for 'First Name' and 'Last Name', both with red arrows pointing to them. To the right are fields for 'Date Of Birth' and 'Email', also with red arrows. At the bottom center is an 'Add' button with a red arrow pointing to it. A note at the bottom center says: 'You must click "add" before clicking "next."'. A 'Next' button is also at the bottom right.

5. Please make sure all the roommate's information is filled out correctly, including: First name, last name, DOB and email address. NOTE: a correct email address is essential for the next step. Click "next" once finished.

The screenshot shows a 'Pending Roommate Member' form. At the top, there is an 'Add' button. Below it is a table with columns: First Name, Last Name, Date Of Birth, Email, Security Code, and Is New/Existing Mem... The 'Security Code' column contains the value '6622190'. A red arrow points to this value. To the right of the table is a 'Remove' button. At the bottom right of the form is a 'Next' button, also with a red arrow pointing to it.

Pending Roommate Member					
First Name	Last Name	Date Of Birth	Email	Security Code	Is New/Existing Mem...
				6622190	New
Remove					

[Next](#)

