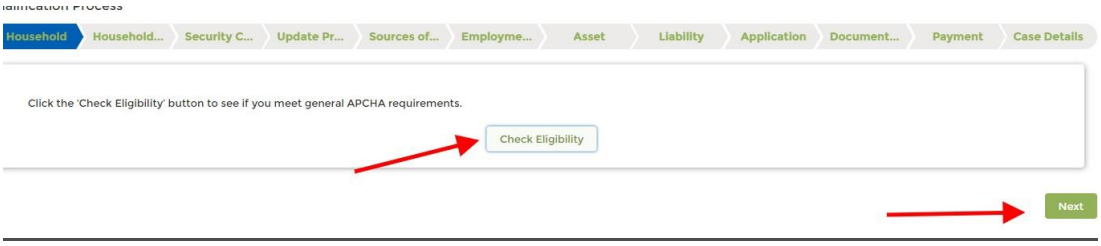
How to Add a Roommate to a Qualification Application

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

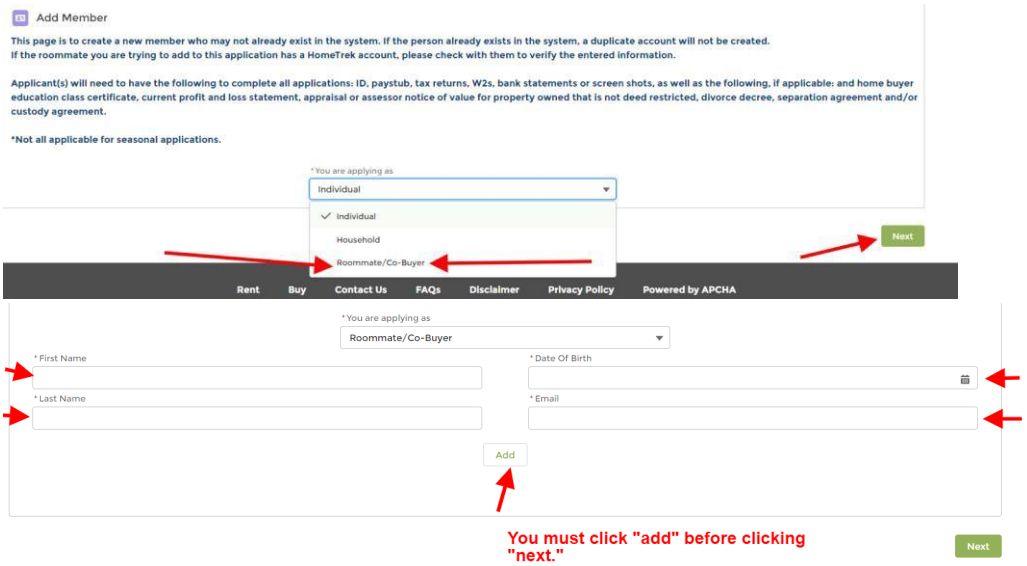
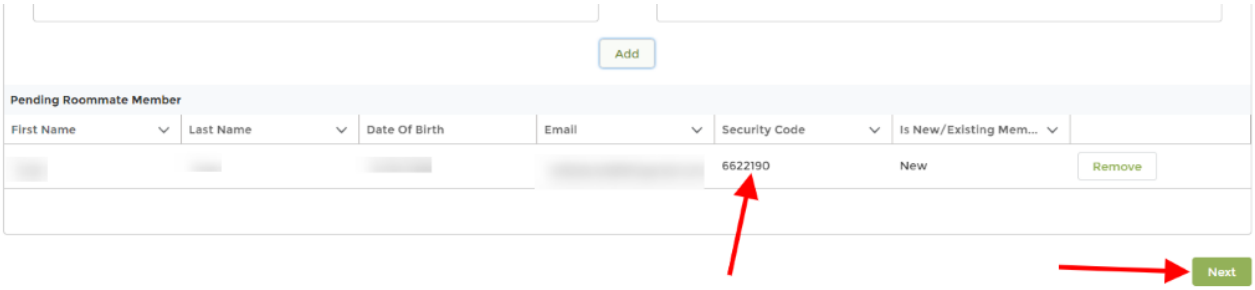
1. To begin, you must be logged into HomeTrek. To start a qualification application, if this is for an APCHA Managed Unit you must be offered a unit before filling out a qualification application. If offered, you will be sent the qualification application via email. The steps below show you how to easily 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.



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.



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.