

Housing Café – How to view or Apply for a Waiting List

- **How to View or Apply for a Waiting List** applies to a person or family who has already registered or previously applied using the online application and now has a User Name and Password.

Note:

If you have not yet registered or applied using the online application, please refer to one of the following documents:

- 1. Online Application – Registration Process.**
- 2. Online Application – New Application Process.**

Welcome to the **Housing Authority of the City of Oxnard**

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 ensure quality communication.
 - Review family member and income details.
 - Review waiting list basic details and preferences.
 - 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.
- Applying for any available waiting list does not represent an offer for housing assistance.
- The Housing Authority of the City of Oxnard is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation, please contact our office at 805-385-8014 or TDD 805-385-7210.

To begin your HOUSING Café Portal Registration Process, go to

<https://www.oxnard.org/city-department/housing>

Following are screenshots of the steps you will be going through during this process.

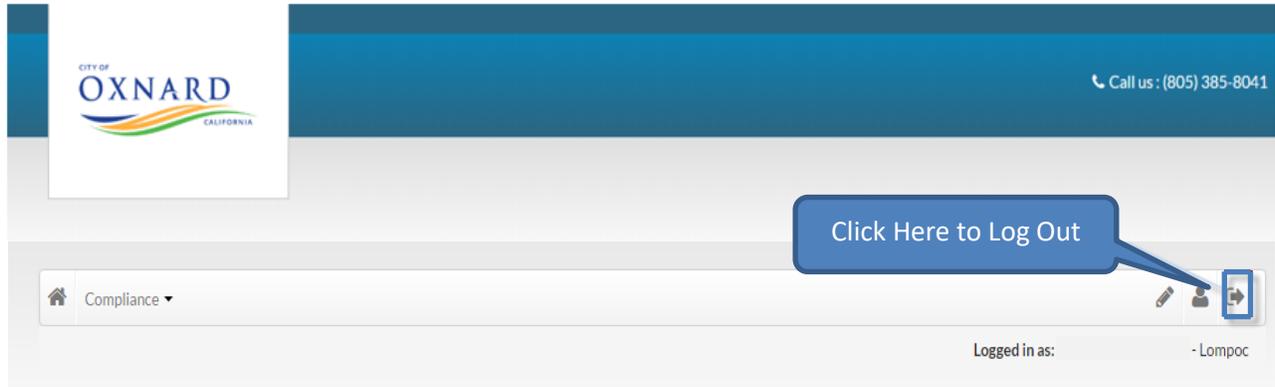
Step 1

The screenshot shows the City of Oxnard website header with the logo and a contact number: (805) 385-8041. Below the header, there are two main sections: 'Create an Account' and 'Login Now!'. The 'Create an Account' section has two buttons: 'I am an applicant' and 'I am a resident'. The 'Login Now!' section has a 'User Name' field, a 'Password' field, and a 'Login' button. A 'Forgot password?' link is also present. Three blue callout boxes with arrows point to the 'User Name' field (labeled 'Enter User Name'), the 'Password' field (labeled 'Enter Password'), and the 'Login' button (labeled 'Click Login').

Step 2

The screenshot shows the City of Oxnard website dashboard. The user is logged in as 'Bruce Wayne - 435 South D Street'. The dashboard features a 'Compliance' dropdown menu, a 'Logged in as' status, and a grid of service tiles: 'Certifications', 'Family Information', 'My Waiting List Status', 'Attachments', 'Register With Another Agency', 'Apply to Waiting Lists', and 'Contact Us'. A 'QUICK LINKS' dropdown menu is open, showing options: 'Update My Contact Details', 'Check My Waiting List Status', 'Register With Another Agency', and 'Apply to Waiting List or Update Application'. Two blue callout boxes with arrows point to the 'Apply to Waiting Lists' tile (labeled 'Click Here') and the 'Apply to Waiting List or Update Application' option in the dropdown (labeled 'Click Here').

Step 3



My Waiting List Application/Updates

Click on any box under "Applied" to apply for that waiting list then scroll down to click save

Position column will show your waiting list position

Search:

| Applied | # of Bedrooms | Position | Date & Time on List | Reapply |
|-------------------------------------|----------------------|----------|-----------------------|--------------------------|
| <input checked="" type="checkbox"/> | N/A | 1 | 6/21/2013 10:33:24 AM | <input type="checkbox"/> |
| <input type="checkbox"/> | Aparicio Comm Apts | | N/A | <input type="checkbox"/> |
| <input type="checkbox"/> | Casa De Las Flores | | N/A | <input type="checkbox"/> |
| <input type="checkbox"/> | Central Plaza | | N/A | <input type="checkbox"/> |
| <input type="checkbox"/> | College Park | | N/A | <input type="checkbox"/> |
| <input type="checkbox"/> | Creekside Apartments | | N/A | <input type="checkbox"/> |
| <input type="checkbox"/> | Cypress Court | | N/A | <input type="checkbox"/> |

If you were previously on a waiting list and then cancelled, you can reapply for the waiting list by checking the box under "Reapply"