

DSHA DE HAP Application Portal

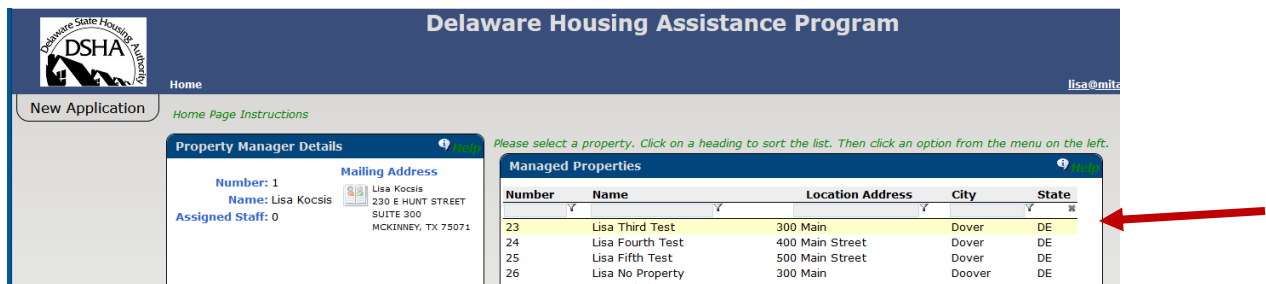
If you are an existing property manager that already has a login to the Property Management portal for DSHA and submits tenant and/or financial data, there is a separate login screen that will save you time in applying for DE HAP.

Please choose “I have a login” from the Self Registration screen.



You will still need to enter an e-mail address and will use your e-mail to access the DE HAP portal, but your current property listing will display so you can pick a current property that you manage. You will see **all** properties that your property management company manages in the “Managed Properties” bubble.

Select the property from the list and then choose New Application.



Once you applied for DE HAP on an existing property, the property also appears on the “Managed Housing Assistance DE HAP Properties” bubble so they can view the status of their DE HAP applications.









Both bubbles will include existing properties and DE HAP properties. The difference is that the second bubble contains the properties where you have applied for DE HAP.

Managed Housing Assistance DE HAP Properties

To work on a current application, please select the property from the list below.

Property Name	City	Status
277 New Test Property	Dover	Application Started on Portal

If you choose an existing an existing property from the list, you will not be required enter your buildings and unit into the application as they will display allowing you to pick units that you are applying for assistance.

Tenant Name	Unit	Size	Deficient Rent
	30 -1A	0	
	30 -2B	0	
	30 -3C	0	
	30 -4D	0	
	30 -5E	0	
	30 -6F	0	
	32 -1A	0	
	32 -2B	0	

There are questions in the DE HAP application that require an “Authorized Signer” to answer.

Make sure that the person who logs in can complete the application by answering these questions.

Legal Statement	
The Delaware State Housing Authority hereby consents to the use of electronic signature for the purpose of executing this document and agrees to be bound by such electronic signatures. By typing your name as signature below, you confirm that you, as a signatory to this document, consent to the use of and agree to be bound by electronic signatures.	
By typing my name below, I am executing this document in accordance with the Delaware Uniform Electronic Transactions Act, 6 Del. C. 12A-101 et. seq., and with the intent to sign.	
<input type="radio"/> Yes <input checked="" type="radio"/> No	By signing below, I agree that if approved for DE HAP payment, acceptance of DE HAP payment shall constitute full and final settlement of any amount owing from tenant household under the lease for the unit for which DE HAP payment is made and waiver of any claim for money or possession accrued prior to the date of payment. If I previously filed a claim for summary possession for the unit that remains pending, approval of DE HAP shall be conditional upon my providing documentation of resolution or withdraw of such claim in accordance with the above agreement. In addition and in consideration for DE HAP payment, acceptance of such shall constitute agreement not to bring a claim for possession of the unit for which DE HAP payment is made within the next sixty (60) days from the date of payment for non-payment of rent or any reason other than as may be necessary in order to protect health and safety.
<input type="radio"/> Yes <input checked="" type="radio"/> No	The information I have provided herein is true and correct, to the best of my knowledge, and is not submitted for any fraudulent, improper or illegal purposes.
<input type="radio"/> Yes <input checked="" type="radio"/> No	I am the authorized signer for the Property.
Type your name: <input type="text"/>	

Please review the Portal User Manual for all instructions on how to complete an application for the DE HAP program.