User's Guide to the

Affordable & Accessible Housing Registry

for Applicants

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1. Visit AccessHousingLA.org
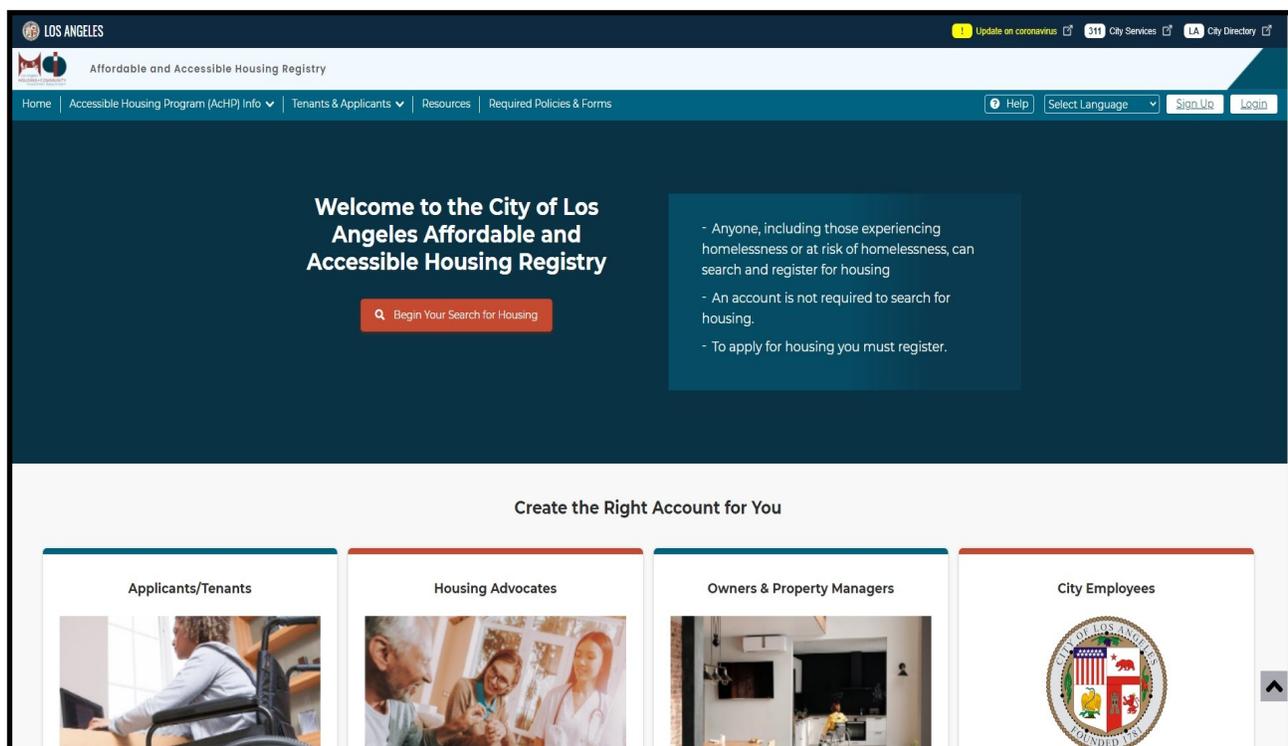
The Los Angeles Affordable and Accessible Housing Registry (AAHR) can be accessed through the web URL: **AccessHousingLA.org**. This website provides tenants, housing advocates, and property managers the tools to access, apply, and track affordable and accessible housing in the City of Los Angeles. You will be able to create an account catered towards your role as a tenant looking for accessible and affordable housing, a housing advocate working to place clients into housing, or a property manager uploading property information and managing the status of the property.

2. Create the Right Account for You

Applicants/Tenants

- Search for Affordable Accessible Properties
- Start your Application Online for New Properties
- Track your Application Status
- Apply for Waitlisted Properties
- Information & Resources

I am an Applicant

Sign Up for Applicant Account

All fields marked with an asterisk (*) are required.

First Name:* [First Name]

Middle Name: [Middle Name]

Last Name:* [Last Name]

Email:* [Email Address]

Confirm Email:* [Confirm Email]

Password:* [Password]

Password must be between 6 and 20 characters.

Confirm Password:* [Confirm password]

Additional Contact Method:* ● None ○ US Mail ○ Phone

Email Notification: ☑ Notify me when new listings are added

Click on the **I am an Applicant** button and enter all of the required information in each fillable space. Next, check your email inbox or spam/junk folder for the account activation email, and follow the instructions in that email to activate your account. The email will be sent from:

HCIDLA.AcHP.DoNotReply@lacity.org and the subject line will read: **Sign-up Account Activation**.

3. Search for Properties
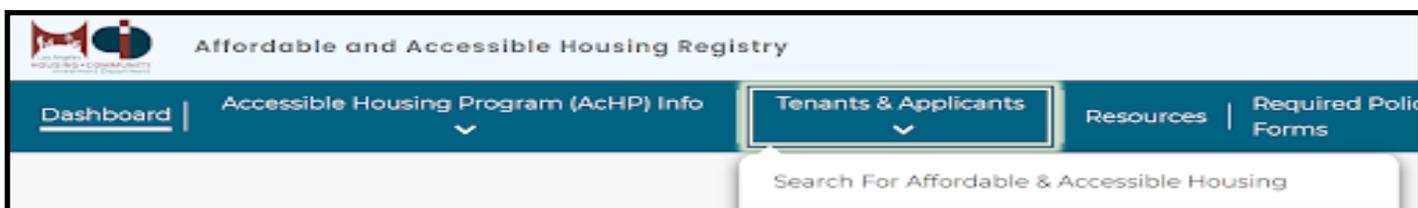
You will be able to search for properties through Search for Affordable & Accessible Housing link under the Tenant & Applicants tab.
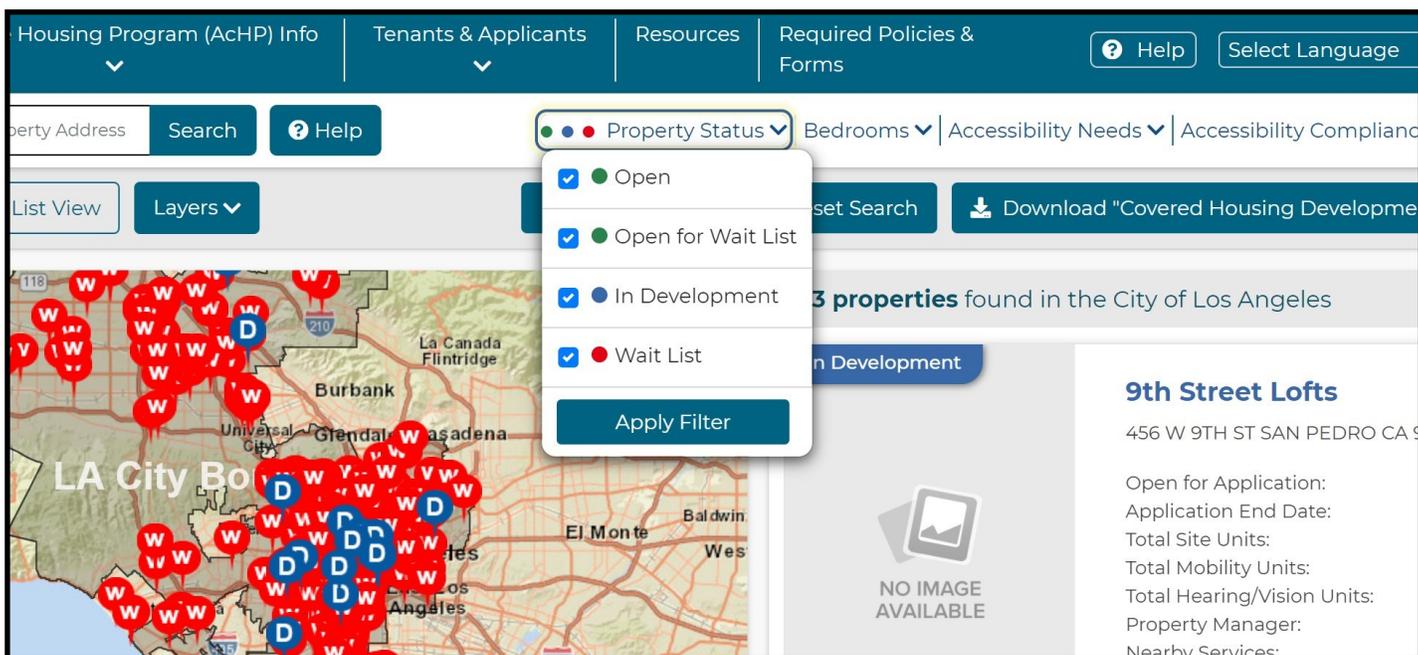
On the search page, you can search by **Property Status**:

> **Open**—Properties accepting pre-applications for lease up.
>
> **Open for Wait List**—Properties accepting pre-applications for the conventional wait list.
>
> **In Development**—Properties in construction (New or Rehabilitation).
>
> **Wait List**—Properties accepting pre-applications for the Accessible Unit Wait List.

You can also filter your search by bedrooms, accessibility needs, and Coordinated Entry System (CES) or affordability level through the filters found next to **Property Status**.

3a. Search for CES/Combo Properties
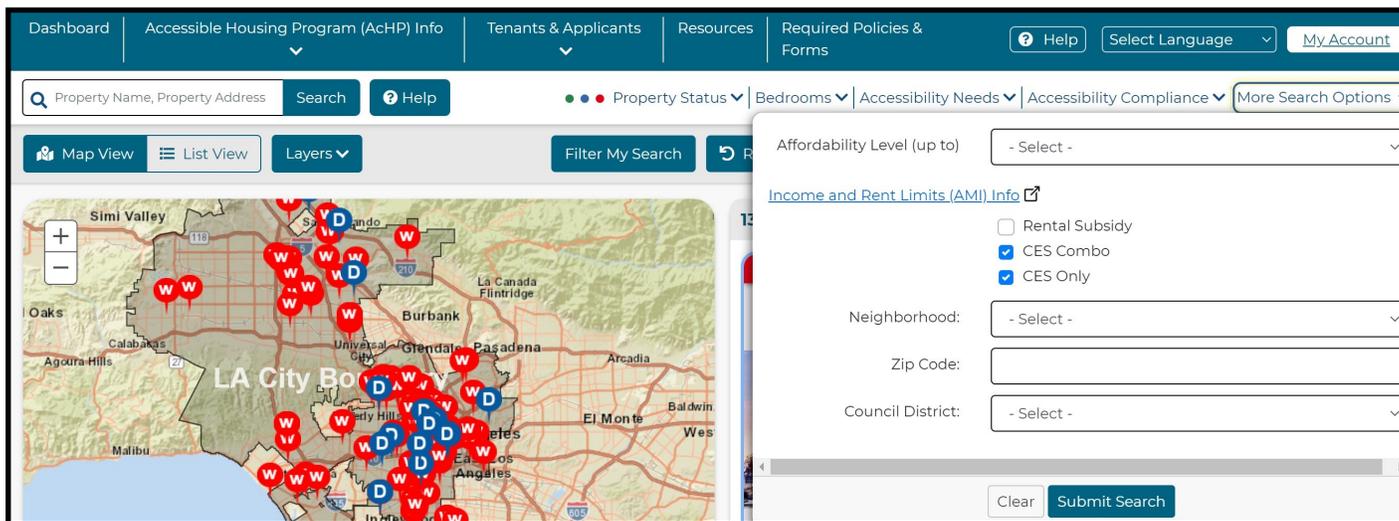
To search for 100% CES or Combo Properties with CES units, you should click **More Search Options** and mark the boxes for **CES Combo** and **CES Only**. These properties will have units specifically designed to be filled through the Coordinated Entry System, and you will be able to look for accessible CES units as well.

The CES and Combo Property Listings will provide the corresponding SPA number for the development and information on how to contact a CES Access Point.

4. How to Submit a Pre-Application for Housing

Open

Avenida Terrace AKA Avenida Terrace ⬈

245 S AVENUE 54 LOS ANGELES CA 90042

Open for Application:
Application End Date:
Total Site Units: 8
Total Mobility Units: 0
Total Hearing/Vision Units: 0
Property Manager: Ulises Valle
Nearby Services: View Nearby Services ⬈

✉ Ulises.Valle@EAHhousing.org
📱 (213) 383-3525

To submit a pre-application to a property, click on the property name and it will lead you to the Property Listing where more information will be available regarding the property.

Are you Interested?

By selecting the option below, you can:

Ask to be placed on the **Accessible Unit Wait List** for this property. This information will help property managers/leasing staff conduct a preliminary review of your qualifications.

This property's Conventional Wait List is closed at this time.

If you want to get notified when the property starts to accept applications, please enable "Notify me when Conventional Wait Lists are open" option in your Account.

This is NOT a Rental Application.

Apply to AU Waitlist

Properties listed as CES only, are not able to receive direct applications from our website as their units are filled directly from service providers with CES clients.

For the Open, Waitlist, and Open for Waitlist properties, you will be able to click the **Apply** or **Apply to AU Waitlist** button.

For more information on supportive housing through the Coordinated Entry System (CES), please visit the LAHSA website at **lahsa.org/get-help?ref=ces**.

4. How to Submit a Pre-Application for Housing Continued

Please enter all of the required information throughout the pre-application process.

Once you have finished adding your information to the pre-application, click **Submit**, and it will take you to review your application.

4. How to Submit a Pre-Application for Housing Continued

When you are applying to another property, you are able to use the information you provided in a previous application by clicking on the **Do you want to use the previous application?** checkbox at the bottom of your application.

5. Review and Edit an Application

On your Dashboard, you will see all of the previously submitted applications under the **Applied Properties** section. You will also be able to view your lottery position, conventional waitlist position, and any comments that are available.

Clicking on the **Application #** will take you to review the details of your application, and this is where you can also make edits to your application.

5. Review and Edit an Application Continued

If you would like to make any changes to your application, click the **Action** button, and it will provide you the option of **editing your application** or **canceling your application** entirely.

6. Change your Account Settings
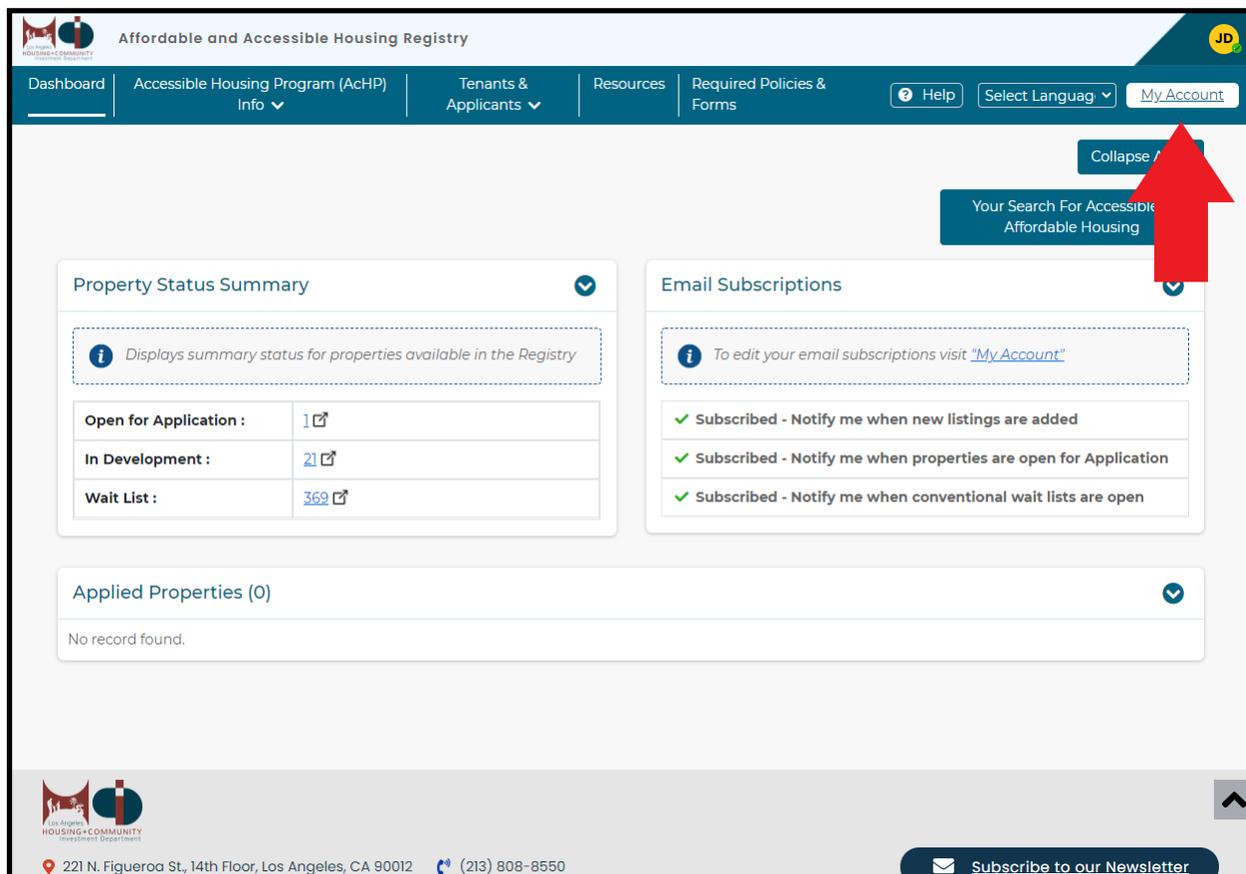
To edit your account settings, click **My Account** on your dashboard.

From here, you will be able to change your email subscriptions, password, and add additional contact methods such as US Mail or Phone.

7. Get Help
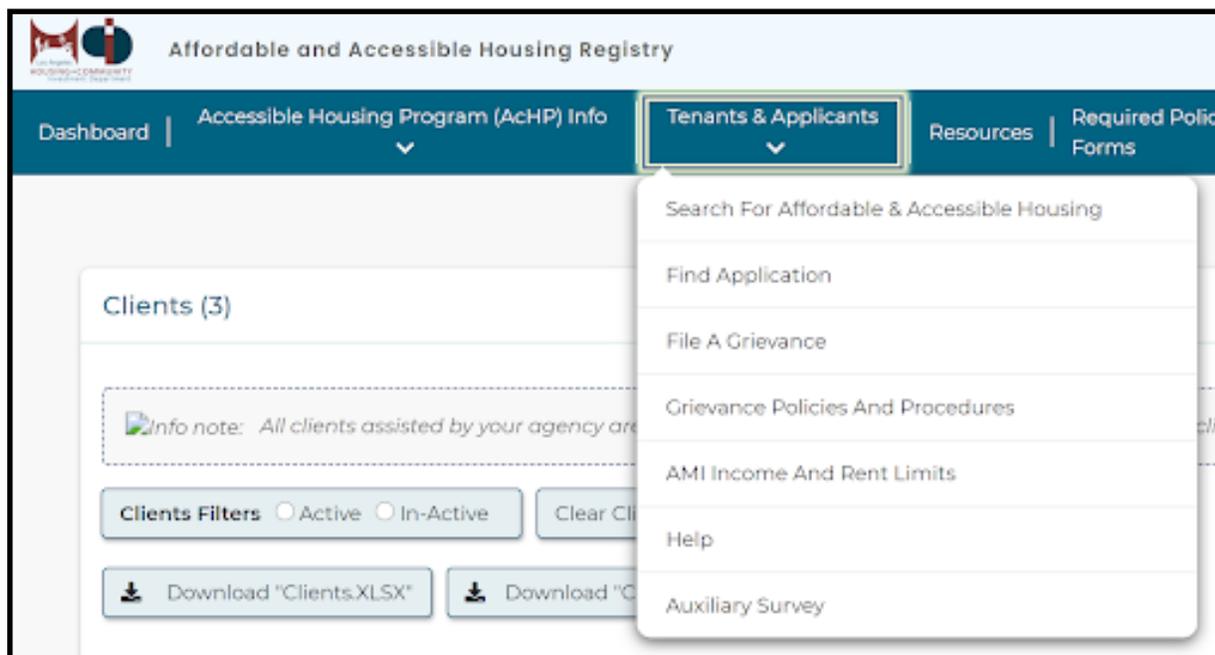
To find AMI Income and Rent Limits, head over to the **Tenants & Applicants** menu tab.
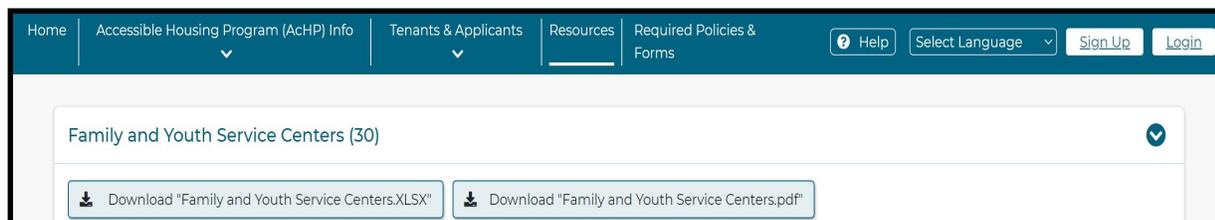
To find a list of agencies and their contact information, you can utilize the **Resources** menu tab.

Also, our **Help** menu button has a list of frequently asked questions that can assist you as well. For all other inquiries, please contact the Accessible Housing Program at (213) 808-8550 or **HCIDLA.ACHP@lacity.org**.