socialserve.com®

housing locator service and so much **more**

Maryland Partnership
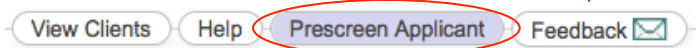### *for Affordable Housing*

1. Request a username and password, OR login if you already have a Socialserve.com username.

A. Go to www.socialserve.com/Enter/MD/

B. Select "Register as a New User" or "Login"

Click "Feedback" to make a suggestion or report a problem

2. Screen new applicant for program eligibility.

A. Select "Prescreen Applicant" to begin

B. Fill out the form

C. Click "Continue" to see the results page

View Clients   Help   Prescreen Applicant   Feedback ✉

Required fields are identified with a **blue** *

Click a ? to view more information about a field

Date of Birth *   (Ex. 5/19/1956)   Household size ? *   Select one ⬍

Household Income $? *   Yearly ⬍   Medicaid Number *

The results will indicate if your client is potentially eligible for the program or not. →

Applicant is possibly eligible for programs

3. If the client is possibly eligible, apply for the program(s).

A. From the results page, choose "Continue with application process"

B. Fill out forms until all have been completed (the application is three pages long)

C. Complete additional applications if eligible for multiple programs

D. You will be notified if and when there is a housing match for your client

When you have successfully completed an application for your client, the status at the top of the screen under the applicant name will read, "Pending: New"

Application Progress: Page 1 of 3

Personal Data

Wait List   Help   Prescreen Applicant   Feedback ✉

Wait List: HUD 811 Project Rental Assistance
Applicant: John Doe (ID: 9108)   DO: der: **Male**   Priority ? : 1
Status: Pending: New   Weinberg: **Create Applicant**

Applicant Info

Edit Personal   Edit Housing   Edit Income and Household   Add Event / Note

Notes

- This system is for secured use by case managers and housing professionals with usernames and passwords and not for access by the general public
- Keep your client's information up to date by logging in and editing their application
- Client may be subject to additional eligibility requirements by property provider

For assistance with the system, call toll free: 1.877.496.4954