LYNCHBURG REDEVELOPMENT & HOUSING AUTHORITY

<u>**If you are already an Applicant on one of LRHA's Waiting Lists**</u>

<u>**Instructions for Updating your Waiting List Application**</u>

1. Go to https://lynchburgva.housingmanager.com/.

   This link may be accessed via a computer, laptop, mobile or other smart-device.
   Or, you may navigate to LRHA's main website (https://lynchburghousing.org/) and click "Apply for Housing" from the menu bar at the top of the page and click the link next to any of the waiting lists listed.

2. Click the button that says "View Your Application." Enter the SSN, Date of Birth, and Last Name of the person who the application is under. Click "Get Started" to continue.

   If you do not have an SSN, please enter your Alien ID or Application Number.
   If you do not know this information, please contact LRHA.

3. You will see the applicant information listed and a listing of the properties and program lists you have applied for. Click the "View Application" button to vie and update your application.

4. There are five main sections of the application. Make sure that you review and update each section, if there have been changes. You may do so by clicking the "EDIT" button next to each section:
   (1) **Properties** – To apply to Jefferson House's waiting list, click the "edit" button next to Properties. Check the box next to Jefferson House waiting List (55+). You will also have the option to add your name to additional lists if they are open and accepting applications, or remove your name from lists that you are no longer interested in. If no changes, you may proceed to the next section.
   (2) **Household Members** – update household members listed on application and personal information for the primary applicant. Make sure that the mailing address is up to date as that is the primary mode of communication that LRHA will use to get in touch with you. If no changes, you may proceed to the next section.
   (3) **Emergency Contact** – update your emergency contact information if anything has changed. If no changes or if you do not wish to provide an emergency contact, you may proceed to the next section.
   (4) **Misc Info** – this section lists various preference categories that may or may not be applicable to your household. Please read the questions carefully and select all that apply.
   (5) **Terms of Agreement** – you must agree to this section in order to proceed.

5. **IMPORTANT:** When you are finished make sure to click the "**Save Changes**" button at the bottom of the page in order to update your application. You will get an email notification (if you provided an email address on your application) to confirm that you have successfully updated your application.