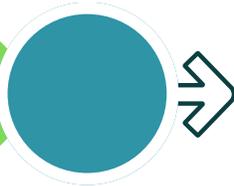




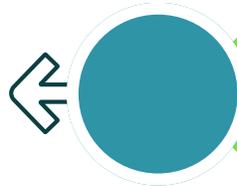
Save My Spot

What is “Save My Spot”?



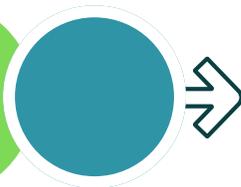
“Save My Spot” is a way for Scott County CDA to confirm continued interest from applicants on the waiting list. The “Save My Spot” emails will come from **CDR@yardi.com**.

This process helps remove households that are no longer interested, shortens wait times for those who still need assistance, allows Scott County CDA to open the waiting list more often, and keeps applicants engaged.



What are the benefits?

Where can I go for more information about “Save My Spot”?



Contact:
Scott County CDA
scottcda.org
info@scottcda.org
952.402.9022



COMMUNITY
DEVELOPMENT
AGENCY SCOTT COUNTY

I am currently on a Scott County CDA waiting list and what is “Save My Spot”?

“Save My Spot” is a way for Scott County CDA to update the waiting lists to ensure those on the waiting list are still interested in the program. Additionally, this is a way for the waiting list applicant to stay engaged in their status on the waiting list.

What are the benefits of “Save My Spot”?

Removing households that are no longer interested or no longer in need of housing assistance can reduce the waiting times for those that are still interested or in need of assistance.

This process allows Scott County CDA to open certain waiting lists more often.

Keeping the applicant engaged prevents them from missing an email when their name has been selected from the waiting list, and encourages updates so they can be reached more successfully.

Save My Spot is a waiting list update. Not selection or guarantee of Housing/Subsidy.

How often will I need to participate in the “Save My Spot”?

Each time Scott County CDA sends you a “Save My Spot” email, you will need to respond if you choose to remain on the waiting list.

How often can I expect Scott County CDA to initiate a “Save My Spot”?

Twice a year. June 1-15th and December 1-15th

*Additional Save My Spot emails may be sent to expedite the selection process. This email could be received at any time; We encourage you to check your position regularly as those at the top of the waiting list may receive “Save My Spot” emails more frequently.

How will I be notified that I need to do something?

You will be notified via email that it is time for you to take action. All “Save My Spot” messages are sent to the email address that is on your account. You will want to check your email regularly for communication from Scott County CDA. Be sure to also check your ‘junk’ or ‘spam’ folders.

The “Save My Spot” emails will come from **CDR@yardi.com**.

- It is very important to keep your contact information up to date. You may not be put back on the waiting list once you have been removed due to not responding.
- If you do not have regular access to your email, it is best practice to have someone check it for you so that you do not miss the “Save My Spot” email notice.

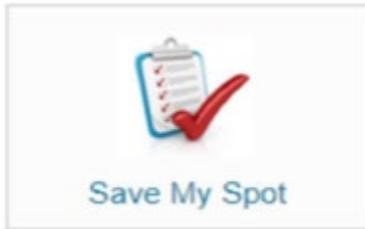
How long do I have to act and “Save My Spot”?

You will have 14 days from the date Scott County CDA sends the “Save My Spot” to complete the task via the online portal.

How do I complete the action to stay on the waiting list?

Review the email that was sent to you, then login to your online portal account by selecting "Continue with Email" and follow the instructions. Passwords are no longer necessary.

Once Logged in you should see the "Save My Spot" icon



Click on the Save My Spot icon. Proceed through the pages confirming or updating your application information and selecting if you want to remain on the waiting list(s).

Click Save to finish the "Save My Spot" action. Once you're done, the tile will no longer show up on your RentCafe home screen.

If you don't complete the "Save My Spot" action by the deadline, you will be removed from the waiting list. If you do not see a "Save My Spot" button, the action has already been taken, and you will remain on the waiting list(s). You should receive a confirmation email but no additional reminders to take action. If you do receive a reminder, log in and try again.

I missed the deadline and was removed; can I be put back on?

If you are removed due to no response, you will receive an email from Scott County CDA stating, you have been removed. You will need to reapply once the waiting list reopens.

If you have any further questions about "Save My Spot" contact Scott County CDA at info@scottcda.org.