



Housing Provider Checklist

1 Receive Inquiry

Prospective renter and housing provider discuss placement

2 Create a ND Housing Stability Housing Providers Portal Account

Visit https://ndhousingstability.servicenowservices.com/nd_housing_stability

3 Letter of Commitment Verification

Verify the authenticity of the LOC by entering the LOC number within the portal once the LOC has been received from the renter/housing provider.

4 Letter of Commitment Acceptance

Complete (with signature) the LOC and return to the renter/housing facilitator. Secure a copy for yourself.

5 Establish a Supplier ID

An online application with a Supplier ID is required. ND OMB issues the Supplier ID.

https://ndhousingstability.servicenowservices.com/nd_housing_stability

6 Submit a Payment Request within the Housing Stability Portal

Submit one payment request per renter. Documents are required to be attached digitally (proof of ownership, identification, signed LOC, signed lease, and updated ledger).

7 Review Application Status

Keep up-to-date with your application status through the housing provider portal.