



HOUSING STABILIZATION PAYMENT REQUEST

Follow these steps to access the portal and request payment:

1 ACCESS THE PORTAL

- Go to https://ndhousingstability.servicenow.com/nd_housing_stability.
- Log in or create a new account.

2 VALIDATE LETTER OF COMMITMENT

- Enter the last 7 digits of the Letter of Commitment Reference Number.
- Verify if the Letter of Commitment is valid, check the maximum approved rent amount, and the county of eligibility.

3 HOUSING PROVIDER PROFILE

- This is an optional feature.
- Save property information for quick future submissions.

4 INITIATE PAYMENT REQUEST

- Use the search bar in the dashboard to find already submitted payment requests within your account.
- Start a new request.
- Gather required information and documents:
 - Proof of ownership
 - Valid SSN or TIN
 - Valid Supplier ID
 - Government-issued photo ID (if you're an individual housing provider)
 - Signed Letter of Commitment
 - Signed Lease
 - Updated Ledger
- Enter the Letter of Commitment reference number.
- Acknowledge the terms and conditions of the Letter of Commitment.
 - Upload the signed Letter of Commitment.
- Enter renter information.
- Enter housing provider information.
- Enter rental property and lease information.

5 REVIEW PROGRAM CERTIFICATIONS

- Check each statement and electronically sign.

6 SUBMIT PAYMENT REQUEST

- Once you've completed all the steps, submit your payment request.

Learn more at
hhs.nd.gov/housing-programs