

Notice of Waiting List Status

Dear Applicant:

We have received your rental application dated _____, on _____ (time, if applicable).

for housing at: _____

Upon initial review, it appears that you may qualified for housing. You have been placed on our _____ bedroom waiting list. We will contact you for verification of your application as it moves closer to the top of the list. If your phone number, address, household composition or income changes, please let us know. Important! You are required to contact our office at _____ every 6 months from the date of your application to keep your application active. If we do not hear from you, your application will be removed from the waiting list.

You have not submitted sufficient information to determine eligibility for our waiting list placement. We have returned you application for the following needed information: _____

If we do not hear from you in 10 days, on or before _____, we will assume that you have found other housing and are no longer interested in being place on our waiting list.

Your application is getting close to the top of our waiting list. Please contact our office no later than _____ at _____ to arrange a time for an interview. Please bring the following information/documents with you to the interview: _____

Per our phone/in-person conversation of _____, you indicated that you are no longer interested in remaining on our waiting list. This notice is to confirm your withdrawal of your application form our waiting list.

We are in the process of updating our waiting list. Please complete the following and return to our office within 10 days, on or before _____.

Yes, I wish to remain on your waiting list.

Signature _____ Date _____
Current Address _____
Phone Number _____

In addition, please read and complete the attached material; check where appropriate and return with this form. Important: If you do not complete and return all of the requested information within 10 days, on or before _____, your name will be removed from our waiting list

For those applicants removed from our waiting list, you have a right to personally present to management, within 14 calendar days after receipt of this notice, in writing, any grievance or response to this notice. If a response is received from you, a summary of any discussion shall be prepared and forwarded to you within 5 working days. You are further advised that you have the right to submit a written request for a hearing within 10 calendar days after the receipt of the summary of the informal meeting. Your written request shall specify: (1) the reason for the grievance or contest of the proposed action and (2) the relief sought.

Sincerely, _____ Company Name _____
Address _____
Management Representative _____ Phone _____