



## *Waiting List Acknowledgement*

Please read each one of the sections carefully and sign your acknowledgment of these policies below.

Only income-qualified pre-applications are placed on the waiting list. Pre-applications are placed on the waiting list in the order they are received at the property. Each pre-application is date and time stamped.

Only complete and accurate pre-applications are placed on the waiting list. If management learns that information on the pre-application is false or inaccurate in any way, then the household will be denied.

When a pre-application gets to the top of the waiting list, a letter will be mailed to the applicant stating that they have seven (7) days to contact the office if they are still interested in an apartment at the property. If a response is not received within seven (7) days, management reserves the right to remove the applicant from the waiting list.

Applicants are notified in groups when an apartment becomes available. Apartments are then rented to qualified and approved applicants on a first come-first serve basis.

Any applicants not having the ability to move into an apartment upon approval may be dropped from the waiting list.

Waiting list applicants will be notified in writing on an annual basis asking that they update their pre-applications by a specified date. The applicant will be removed from the waiting list if a response is not received within the given timeframe.

**IT IS THE APPLICANT’S RESPONSIBILITY TO NOTIFY MANAGEMENT IN WRITING IF THEIR MAILING ADDRESS AND/OR TELEPHONE NUMBER HAS CHANGED.**

I understand that I am being placed on the waiting list. I further acknowledge that I have read and understand the procedures and agree to abide by them.

\_\_\_\_\_  
**Head of Household**  
Signature

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Management Agent**  
Signature

\_\_\_\_\_  
**Date**

