

WAITING LIST POLICY

I understand that I am on the active Waiting List for a _____ bedroom apartment. In order to stay on the active waiting list, I must visit the Atlanta Property Management office **EVERY SIX MONTHS** from the date below. At that time, I will report, **IN WRITING**, any changes in family size, income, etc. If at any time my address or telephone number should change, I will notify the office **IN WRITING** immediately.

I also understand that if I do not visit the office to update my application in writing at the end of six months, I will no longer be on the active waiting list.

Applicant Signature

Date

When the PHA receives enough information to make a determination on the applicant's eligibility, the applicant will receive a letter stating one of three things:

1. The application has been approved and an offer is being made. If an offer is made, the applicant will have 5 working days to have the utilities turned on in the head of household's name, sign the Dwelling Lease packet, participate in the move in inspection, and pay any monies owed; or
2. Applicant has been placed on the waiting list. If placed on the waiting list the applicant will have to wait until his/her name comes to the top of the waiting list and the PHA has a unit available; or
3. The application has been denied. The letter will give the applicant the reason the application was denied and advise the applicant has 10 days from the date of the letter to request an informal hearing. **This request must be in writing.**

Applicant Signature

Date