

Property:

RENTAL OFFICE PHONE/FAX NUMBER:

**WAITING LIST POLICY**

I UNDERSTAND THAT I AM ON THE ACTIVE WAITING LIST FOR A ONE-BEDROOM APARTMENT IN THE ABOVE-NAMED APARTMENT COMPLEX. IN ORDER TO STAY ON THE ACTIVE WAITING LIST, I MUST VISIT OR CONTACT THE RENTAL OFFICE WITHIN SIX MONTHS OF THE DATE BELOW. AT THAT TIME, I WILL REPORT ANY CHANGES IN FAMILY SIZE, INCOME, ETC. IF AT ANY TIME MY ADDRESS OR TELEPHONE NUMBER SHOULD CHANGE, I WILL NOTIFY THE MANAGER IMMEDIATELY.

IF I AM DISABLED AND UNABLE TO COMPLETE THE APPLICATION PROCESS, I CAN REQUEST AN ALTERNATIVE METHOD BE PROVIDED.

I ALSO UNDERSTAND THAT IF I DO NOT CONTACT THE RENTAL OFFICE BY THE SPECIFIED DATE, I WILL NO LONGER BE ON THE ACTIVE WAITING LIST.

APPLICANTS WILL BE OFFERED AN AVAILABLE APARTMENT A MAXIMUM OF 3 TIMES PER APARTMENT COMPLEX. IF THEY REFUSE TO TAKE AN AVAILABLE APARTMENT ALL 3 TIMES THEIR NAME WILL BE REMOVED FROM THE WAITING LIST. WE WILL INFORM THE PROSPECTIVE TENANT THAT THEY NEED TO RE-APPLY AND THEIR NAME WILL GO TO THE BOTTOM OF THE WAITING LIST ONCE THE NEW APPLICATION IS RECEIVED.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

Updated 10/2020



**Keep this Copy for Your Records**



*We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, our federally assisted programs and activities. If you are disabled and would like to request an accommodation or if you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs. Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants based on one or more of the following classifications: race, color, national origin, sexual orientation, gender identification, disability, religion, and familial status.*

**Property:** \_\_\_\_\_

RENTAL OFFICE PHONE/FAX NUMBER: \_\_\_\_\_

**WAITING LIST POLICY**

I UNDERSTAND THAT I AM ON THE ACTIVE WAITING LIST FOR A ONE-BEDROOM APARTMENT IN THE ABOVE-NAMED APARTMENT COMPLEX. IN ORDER TO STAY ON THE ACTIVE WAITING LIST, I MUST VISIT OR CONTACT THE RENTAL OFFICE WITHIN SIX MONTHS OF THE DATE BELOW. AT THAT TIME, I WILL REPORT ANY CHANGES IN FAMILY SIZE, INCOME, ETC. IF AT ANY TIME MY ADDRESS OR TELEPHONE NUMBER SHOULD CHANGE, I WILL NOTIFY THE MANAGER IMMEDIATELY.

IF I AM DISABLED AND UNABLE TO COMPLETE THE APPLICATION PROCESS, I CAN REQUEST AN ALTERNATIVE METHOD BE PROVIDED.

I ALSO UNDERSTAND THAT IF I DO NOT CONTACT THE RENTAL OFFICE BY THE SPECIFIED DATE, I WILL NO LONGER BE ON THE ACTIVE WAITING LIST.

APPLICANTS WILL BE OFFERED AN AVAILABLE APARTMENT A MAXIMUM OF 3 TIMES PER APARTMENT COMPLEX. IF THEY REFUSE TO TAKE AN AVAILABLE APARTMENT ALL 3 TIMES THEIR NAME WILL BE REMOVED FROM THE WAITING LIST. WE WILL INFORM THE PROSPECTIVE TENANT THAT THEY NEED TO RE-APPLY AND THEIR NAME WILL GO TO THE BOTTOM OF THE WAITING LIST ONCE THE NEW APPLICATION IS RECEIVED.

---

APPLICANT'S SIGNATURE

---

DATE

Updated 10/2020



**Return this Copy with Your Application**



*We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, our federally assisted programs and activities. If you are disabled and would like to request an accommodation or if you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs. Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants based on one or more of the following classifications: race, color, national origin, sexual orientation, gender identification, disability, religion, and familial status.*