

# Wait List Form

Name \_\_\_\_\_

Date Placed on Waiting List \_\_\_\_\_

Position on Waiting List \_\_\_\_\_

Unit Size Desired \_\_\_\_\_

Date the Desired Unit Size Available \_\_\_\_\_

Contact Attempt	Date	Attempt Successful (Y/N)
1		
2		
3		

Certified Letter Mailed (Yes or No) \_\_\_\_\_

Certified Letter Response and Date \_\_\_\_\_

Non-Certified Letter Mailed (Yes or No) \_\_\_\_\_

Non-Certified Letter Response and Date \_\_\_\_\_

Interview Date: \_\_\_\_\_

Did Individual Attend Interview (Yes or No) \_\_\_\_\_

If No - Contact Attempts Within 48 Hours	Date and Time	Attempt Successful (Y/N)
1		
2		
3		

Accepted Unit (Yes or No?), Date \_\_\_\_\_

Accepted Unit (Yes or No?) 2nd Offer, Date \_\_\_\_\_

Placed in the Inactive File (Yes or No) \_\_\_\_\_

Date Inactive File Letter Mailed \_\_\_\_\_

Annual Waiting List Update (Yes or No), Date \_\_\_\_\_