

## Sample Waiting List Checklist

Property Name	
Property Contract Number	
Owner Name	
Managing Agent Name	
Date of Analysis	
Reviewer Name	

Use this document to determine if all required items are included on the waiting list.

Recorded on Waiting List	Compliant?	Required Item
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date and time the applicant submitted an application
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of head of household
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual income level (used to estimate levels for income-targeting, i.e., extremely low-income, very low-income, and low-income)
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Identification of the need for an accessible unit, including the need for accessible features
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Preference status
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unit size
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Removed/Rejected Date
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Move In Date
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Record of Contacts
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason Skipped
<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments

Comments:

