

HOW TO MAKE SURE YOUR APPLICATIONS GET YOU ON THE WAITLIST

1. **NEVER SEND** any application unless you have answered EVERY SINGLE LINE on EVERY SINGLE PAGE
 - a. If a question does not apply to you, then write "N/A".
 - b. If there is a yes / no question, you must answer "Yes" or "No". DO NOT LEAVE ANYTHING BLANK!
 - c. If you don't have a car, write "no car".
 - d. If you don't know your past landlord's address, you must get it BEFORE sending the application.
2. Don't staple the application pages together: many offices separate the pages, and it slows down to take our staples.
3. Fill all applications completely. **If the same question gets asked three times, answer it three times.**
4. Any *Requests for Applications* must include a SASE (self-addressed, stamped envelope).
5. BLOCK PRINT your answers. Do not use cursive writing! *Cursive is too hard to read.*
6. Finish one application at a time!
Don't try to complete the applications when you are stressed out, burned out, depressed, or busy with the kids.
7. Check and re-check your applications for accuracy and consistency.
8. **Sign and date all your applications. Some applications may ask you to sign and date multiple pages.**
9. Put no more than 3 pages into a envelope if you want to use a .49 postage stamp.
Put no more than 6 pages in an envelope that needs an .88 postage stamp.

AFTER YOU MAIL ALL YOUR APPLICATIONS:

10. Get the Chart of Places applied from your advocate. Write the **date** each office **replied** to your application, as well as any **Control Number** they give you in their reply.
11. Keep your **Housing Log** in a safe place where you can keep going back to it to add more information. ***This log is often the most important key to getting housing, and you may need it if you appeal a rejection!***
12. After you receive a response to each application, call management offices at 2-3 month intervals to check your application status. Note that some offices only accept calls on particular days, *ex: the third Thursday of each month.* Remember to always be friendly, and **to give them the exact name of the waitlist you are on** (you can see the exact name of each waitlist on your **Housing Log**). Knowing what list you applied to helps the management locate your position on a waitlist. Finally, be sure to thank the management staff person who is giving you the information.
13. Each time you call, update the **Housing Log** with the date of your call, plus any new information you learn.

Doing complete work means you get housed faster