



SAN DIEGO  
HOUSING  
COMMISSION

August 12, 2018

Rental Assistance Department

Sandy Lynn  
1234 abc lane  
San Diego CA 92122

**RE: WAIT LIST UPDATE REQUIRED BY August 11, 2020**

Dear Rental Assistance Applicant:

The San Diego Housing Commission is required to update its Rental Assistance Wait List in order to obtain an accurate inventory of the number of individuals and families waiting for rental assistance.

If you wish to remain on any of our Rental Assistance Wait List(s), with your original application date and time, you **MUST** update your application on-line at [www.sdhc.org](http://www.sdhc.org)

Instructions to log in:

1. Go to [www.sdhc.org](http://www.sdhc.org) to access the Wait List Portal.
2. Enter your username and password to access your file. If you have not created a username or password, please use the SSN search function to find your application.
3. Once logged in, click on 'Yes, I would like to remain on the wait list' button.
4. If you have other changes, click view/update to make changes. If you do not have other changes, log out.

If you do not update your application on-line by **Tue Aug 11 20:02:42 GMT 2020**, , your wait list application will be automatically removed from all wait lists.

**Reasonable Accommodation:**

If you are unable to update your application online due to a disability, you may ask for an exception to this policy as a reasonable accommodation.

If you are elderly (62+) or disabled and unable to respond online you may call (619) 578-XXXX for alternative methods to update your wait list application.

**We thank you for your cooperation**

**Commission** 1122 Broadway, Suite 300 San Diego, CA