«LetterDate»

**«WLDesc»**

«dtappliedtext»: «dtapplied»«sequence»

«ToName»

«MailAddress»

Dear Applicant:

This letter confirms that we have your Pre-Application form or waiting list inquiry, and that your name is on the waiting list for «WLDesc». Your mailing address of record and your sequence number for this waiting list are indicated at the top of this letter. Keep this letter in a safe place for future reference. Your sequence number will not change.

«Notes»

The Housing Authority has a preference for applicants who live or work in the jurisdiction of the program. Based on the information you supplied, you «InPrefGrp» in the preference group for applicants who live or work in «InPrefGrpName». Please be advised that applicants will be contacted in order by preference and sequence number.

The Housing Authority cannot estimate how long it will take for your name to reach the top of the waiting list. Movement on the waiting list depends on the rate at which current program participants leave the program. Often, families wait several years to reach the top of the list.

For more waiting list information, you may visit our website at [www.hacosantacruz.org](http://www.hacosantacruz.org/) and click on Waiting Lists, or call our Waiting List Call Center at (831) 454-5950.

Please report all changes of address to the Housing Authority in writing within 30 days of the change. You can use the Waiting List Status form or use a written format of your choice. Notifying the Housing Authority is important because if you do not respond to requests for information or appointments by the due date on the letter, or if a letter sent to your address is returned as undeliverable, *no further attempts to contact you will be made and your name will be removed from the Waiting List.*

You can download the Waiting List Status form from our website: [www.hacosantacruz.org](http://www.hacosantacruz.org). You can send written information via mail or drop-off at the Housing Authority office: 2160 41st Avenue, Capitola, CA 95010. You may also fax written information to (831) 469-3712.

Sincerely,

Waiting List Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*