«LetterDate»

**«WLDesc»**

Date of Name Placement: «AppAppliedDate»

«ToName»

«MailAddress»

Dear Applicant:

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

«Notes»

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/) or call our Waiting List Call Center at (831) 454-5950. The website and information line will inform you of when the people who we are currently receiving full applications from, first placed their names on the waiting list. For example, if we are taking full applications from people who were placed on the list in December 2008, and you placed your name on the list in January 2011, you would know that you still have a long wait for assistance. If we are taking applications for a month and year that is later than the date of your pre-application, please let us know in writing by submitting a Waiting List Status Form.

As a reminder, please be aware that you must report all changes of address to the Housing Authority in writing within 30 days of the change. Also, if you do not respond to Housing Authority requests for information or appointments by the due dates established in those letters, or if at any time letters sent to you are returned to the Housing Authority as undeliverable, *no further attempts to contact you will be made, and your name will be removed from the Waiting List.*

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.*