«LetterDate»

**«WLDesc»**

Application Sequence Number: «WsiPosition»

«ToName»

«MailAddress»

Dear Applicant:

This letter confirms that we have processed your pre-application form and that your name is now on the waiting list for «WLDesc».

This confirmation letter has your Sequence Number and your address of record. Keep this letter in a safe place where you can refer to it in the future. Your sequence number will remain the same. If your address changes you must notify the Housing Authority in writing within 30 days or your name may not remain on the waiting list. See more information below.

Community Housing Improvement System and Planning Association, Inc. (CHISPA), the property managers for «WLDesc», will be contacting the applicants at the top of the waiting list in the comingweeks. If Community Housing Improvement System and Planning Association, Inc. (CHISPA) calls you or you receive an appointment letter from them, please respond or return the call to them. There is no way to estimate how long it may take for your name to reach the top of the waiting list. Once the development is initially occupied, movement of the waiting list depends on when current residents leave «WLDesc».

For more waiting list information, visit our website at www.hacosantacruz.org and click on Rental Assistance Programs, or call our Waiting List Call Center at (831) 454-5950.

Please report any change 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 a 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. You can send written information via mail or drop-off at the Housing Authority office: 2160 41st Avenue, Capitola CA 95010. You can 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.*