<<PrintDate>>

<<HHName>>

<<HHAddress>>

Dear <<HHName>>:

This letter confirms that we have processed your pre-application form and that your name is now on the waiting list for (Program Name). Your mailing address of record is indicated at the top of this letter. Keep this letter in a safe place for future reference.

You may view your waiting list and contact information at any time by visiting our online Applicant Portal at \_\_\_\_\_\_\_\_\_\_\_\_\_. Please be advised that your date of placement or ranking number, whichever is applicable, will not change.

<<WLRORWLS>>

Please report all changes of address to the Housing Authority, in writing, within thirty (30) days of such changes. You can use the Waiting List Status form or use a written format of your choice. Also, if you do not respond to Housing Authority requests for information or appointments by the due dates established in those letters, or if any 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.*

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

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 and 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 y 4:0 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*