

«today»

Annual Waitlist List Update

«head_name»
«address_line1»
«address_line2»
«city», «state» «zip»

Dear «head_name»:

At this time we are updating the waiting list for «community».

It is requested that you complete all relevant information requested on this form. Please return it to the address shown above. If we do not receive your updated application within thirty (30) days from the date of this letter, your application will be placed in our inactive file and your name will be removed from the waiting list.

Please note that telephone calls will not be considered as a response: **we must have your reply in writing**. If we do not receive your response within the allotted time, your application will be removed from the waitlist list. Please feel free to reapply at a later time.

Notice of your position on our waiting list will be sent to you within sixty (60) days of this letter. Please note that this is only an update of your current status. Additional information may be requested at a later date. Your signature below gives consent to Management to verify the information in this application.

Sincerely,

«agent_full_name»
Leasing Agent

I hereby certify that the information contained herein is true and correct.
Signed under the pains and penalties of perjury.

Signature of Applicant

Date

Name:

Address:

Circle One: I DO / I DO NOT wish to remain on the waiting list for «community».

Signed: _____

Tel# _____

Gross Monthly Income _____