

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

There is a possibility that an apartment will be available shortly and we have been trying to reach you by phone so we can discuss the next step in the certification process. If you are still interested in being considered for «**community**» please contact this office no later than «**today plus 6**». If we do not hear from you by this date, we will assume that you are no longer interested and your name will be removed from the waiting list.

If you are interested and we offer you the apartment, this is to notify you in writing that you will have to start paying rent for the apartment as soon as it is available, whether you physically move in or not. (Please be aware that when you are offered an apartment, there is a remote possibility that the tenant who gave notice may change their mind and we would have no choice but to put your name back on the waiting list for the next available unit.)

As a prospective tenant to «**community**», we must inform you that it is an «mgmt_company» policy not to invite or allow any applicant to look at an apartment until it has been turned over completely. Once the apartment is ready for viewing, arrangements must be made with this office to look at it. There is a possibility that «mgmt_company» will reject or reconsider an application for housing if this policy is ignored. An applicant(s) taking it upon themselves to go to the property before an apartment is ready creates a disturbance and leaves «mgmt_company» to question the applicant(s)' ability to follow rules.

Arrangements can be made at most of our properties for an applicant to view an apartment that is currently occupied to get an idea of what it looks like. If you are interested, please contact your rental agent to see if these arrangements can be made.

Thank you for your attention in this matter.

Sincerely,

«rental_agent»