

«today»

«full\_name»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear «full\_name»:

We are ready to begin the pre-certification of your application for «**community**». If a police reference form is required for your household, the necessary paperwork will be enclosed with this letter.

Your placement on the waiting list was based on the income information that you provided on your original application. We can only make a final determination of your eligibility when a third party has verified all of your financial information. There is a possibility that once all the verified information is gathered, your annual income may exceed income limits for this property. If, as a result of the process, it is determined that you are not income eligible, you will be notified as soon as possible.

Federal Regulations and/or our Tenant Selection Criteria require that we perform criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided. This process has become very difficult and in some cases has held up applicants from moving into subsidized housing. Since an applicant cannot move into an apartment until we have this documentation, we encourage you to obtain criminal record checks immediately in the states where you have resided to avoid a prolonged wait before you are accepted for an apartment. Ask the rental agent for more information.

If you have decided that you are no longer interested in living at «**community**», please indicate that by checking the box below and returning this letter back to us.

**I am no longer interested in being considered for an apartment. Please remove my name from the waiting list. I understand that if I have applied for multiple properties that it will be my responsibility to notify you if I wish to remain on any other waiting lists. If «mgmt\_company» is not notified, my name will be removed from all waiting lists.**

If you have any questions, please feel free to call us.

Sincerely,

«rental\_agent»