«today»

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

Dear «full_name»:

Thank you for applying for admission to **«communities_on_wait»**. Based on the information you provided on your application, it appears you are eligible for an apartment and will be placed on our waiting list. Once your name nears the top of the list, we will contact you to begin processing your application (i.e., check references, credit reports, verify income, etc.). Final eligibility can only be determined once all information has been gathered from third parties. Your application could be rejected at this time based on the response from the third party. (Please be aware that when you are offered an apartment, there is a remote possibility that the tenant who gave notice may change his/her mind and we would have no choice but to put your name back on the waiting list for the next available unit.)

It will be your responsibility to notify us immediately if any of the following events occur while your name is on the waiting list as they will affect your admission:

1. You move to a new address.
2. You get a new telephone number.
3. Your household size increases or decreases.
4. Your household income increases or decreases.

If we cannot reach you when you near the top of the waiting list, we must remove your application from the list and place it in an inactive file.

Sincerely,

«rental_agent»
Property Manager