

**APPLICATION RESPONSE LETTER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner/Management Agent

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

TDD: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property

\_\_\_\_\_  
\_\_\_\_\_

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant

Dear \_\_\_\_\_:

Thank you for your application to \_\_\_\_\_. This letter is to update you concerning your application as follows:

\_\_\_\_ Your application is being processed for a \_\_\_\_\_ bedroom apartment. We're processing the applicable background checks and income/expense verifications. We hope to have the information back to our office within 10 days. We will notify you as soon as possible to let you know your current status of eligibility.

\_\_\_\_ Your application has been approved and an apartment is currently available for immediate occupancy. Please notify us as soon as possible if you are still interested in leasing the available apartment.

\_\_\_\_ Your application has been approved and you will be placed on our waiting list for a \_\_\_\_\_ bedroom apartment. We currently DO NOT have an opening. We will fill all vacancies according to the guidelines established by the USDA Rural Development.

\_\_\_\_ Your application was received. We cannot process this application because it is incomplete and cannot be processed at this time. Please provide us with following in order for us to continue:

\_\_\_\_\_.

If we currently have no vacancies, you should contact us every month to inform us of your continued interest in \_\_\_\_\_. This will help us to better meet the housing needs of our applicants by decreasing the time of vacancies.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

“This institution is an equal opportunity provider.”

