

WAITLIST RULES

- **1.** The waitlist is on a first come first served basis.
- **2.** To be added to the waitlist, we need a complete application turned in.
- **3.** When a unit comes available:
 - ➤ We will call and email the next applicant(s) on the waitlist. They have until the end of the day on the following work day to reply.
- **4.** If the unit is accepted, the tenant has 3 working days to deliver the deposit to hold the unit.
 - ➤ If the unit offered is not what the applicant wants. They have the option to stay on the waitlist in their current position until the next unit comes available. (Once credit is pulled that application will be good for 4 months. After 4 months, another application fee and application will be required)
- **5.** If there is no reply by the prospective applicant(s) by the morning of the 2nd working day after the initial call/email. We will go to the next person on the waitlist.
 - ➤ If an applicant does not reply within 7 working days of the initial call/email. They will be removed from the waitlist and their application deleted from the system.