

Thank you for submitting a Tax Credit (non-subsidized) Waitlist Application

- Preliminary Applications are to be completed by the head of household and submitted to the Management Agent who will date and time stamp them in the order received. Applicants are placed on the waitlist in chronological order and upon request, provided a copy of their stamped pre-application to confirm placement and estimated wait time.
- When units with accessible features become available, persons with disabilities requiring the accessible features will be given priority over others on the list. Emergency transfers from properties within the portfolio approved to accommodate extenuating circumstances, and current Residents approved for in-house transfers will also take precedence over others on the list.
- As vacancies occur, the manager will call down the list based on bedroom size and chronological placement. The waitlist will be documented with the time, date, and result of the call.
- The first applicant to respond to management and submit a fully completed application will be the first applicant considered for the unit. Applicants who are not first to respond, but do confirm their continued interest will retain their original chronological place on the list. Applicants who do not respond within **three business days** will be removed from the list. Applicants who decline current unit will be removed.
- Upon approval, the Applicant will be notified and a move-in date scheduled. Denied Applicants will be notified regarding the reason for the denial.
- Management Agent may also purge each waitlist with a mailed notice, every six months or annually. The notice will give the applicants fourteen days written notice to confirm their continued interest in the property or be removed from the list.

Next Steps:

- Once an application is received, we will enter the information into our data base. It can take five to seven business days to complete this process.
- If we can't read information on your application, or the information is incomplete, we will send the application back to you and ask you to clarify the items that were unreadable. If you do not return the application within the allotted timeframe your name will not be put on the list

Maintaining Your Name on the Waitlist:

- **New Columbia must have your current information at all times.** The two most common reasons we must remove people from waitlists are 1) They do not respond to mail we send them, and 2) The Post Office returns the mail to us. If you do not have a current mailing address, you can use an agency, family member, or post office box. You must have a current working phone number or message number to remain on the list. Please submit all changes in writing within 10 day of change.
- New Columbia updates Tax Credit waitlists each year. We send out a letter asking if you still want to be on the waitlist You must respond within 14 days or we will cancel your application. You should regularly check all addresses you gave us to make sure you receive all New Columbia mail.

Once You Reach the Top of the List:

- The **Screening Criteria** explains how New Columbia screens applicants once they reach the top of the waitlist, a copy of our screening criteria will be included with your screening application once you get selected. It is also available at the New Columbia office and on New Columbia's website.

