Housing Applications Tracking Log

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| Note on Form Purpose and UseThis form is used to track the progress of applications submitted to landlords and property management companies on behalf of an individual seeking affordable and/or subsidized housing. |

Applicant Name:

Applicant Address & Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Housing Search Entity Name:

Staff Person at Housing Search Entity Name:

Date of Housing Search Entity Service Began:

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| **APPLICATIONS TRACKING** |
| **Housing Option****Description** | **Name of Landlord or Management Co.** | **Date Application Submitted** | **Receipt Control Number** |
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| **COMMUNICATIONS TRACKING** |
| **Date** | **Name of Party****Spoke To** | **Letter, Call or Visit?** | **Status** **Update** | **Next** **Steps** |
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