Housing Applications Tracking Log

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| Note on Form Purpose and Use  This 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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