# Application Update Log

**Community Name:** _____

**Applicant's Name:** _____

**Date Application Received:** ____/ ____ / _____ **Time Application Received:** _____

# Credit/ Criminal Screening:

**Date:** ____/ ____/ _____     **Approved:** ☐     **Rejected:** ☐     **Appeal:** ☐

**Notes (Rejected):** _____

**Adverse Action Mailed** *(If Applicable)*: ____/ ____/ _____

**Appeal Letter Received:**_____ **Approved** ☐ _____ **Denied** ☐_____

Notes:_____
_____

# Contact(s) / Communication & Documentation

Date: _____/ _____/ _____ Time: _____ Phone Call:☐     Mailing:☐     UTC:☐     Update Log: ☐

Routine Follow-up: ☐     Schedule Interview: ☐     Conduct Interview: ☐     M/I: ☐     Other: ☐

Notes: _____
_____

Date: _____/ _____/ _____ Time: _____ Phone Call:☐     Mailing:☐     UTC:☐     Update Log: ☐

Routine Follow-up: ☐     Schedule Interview: ☐     Conduct Interview: ☐     M/I: ☐     Other: ☐

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Routine Follow-up: ☐        Schedule Interview: ☐        Conduct Interview: ☐        M/I: ☐        Other: ☐

Notes: _____

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