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: ☐
Notes: ______________________________________________________________________

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: ☐
Notes: ______________________________________________________________________
Date: ___/ ___/ ______ Time: ___________ Phone Call: [ ]  Mailing: [ ]  UTC: [ ]  Update Log: [ ]

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

Notes: ____________________________________________________________________________________
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