

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: _____

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

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

Notes: _____
