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: _____________________________________________________________________________________________