

WAITING LIST GUIDELINES

HUD Occupancy Handbook

4350.3 REV-1, CHG-4

Chapter 4: Waiting List and Tenant Selection

Section 3: Waiting List Management

B. Opening and Closing the Waiting List

Owners should monitor the vacancies in their properties and their waiting lists regularly to ensure that there are enough applicants to fill the vacancies. Furthermore, owners should monitor their waiting list to make sure that they do not become so long that the wait for a unit becomes excessive.

1. Closing waiting lists.

a. The waiting list may be closed for one or more unit sizes when the average wait is excessive (e.g., one year or more).

b. When the owner closes the list, the owner must advise potential applicants that the waiting list is closed and refuse to take additional applications.

c. When the owner decides to no longer accept applications, the owner must also publish a notice to that effect in a publication likely to be read by potential applicants. The notice must state the reasons for the owner's refusal to accept additional applications.

Greater Bridgeport Jewish Housing Corp.

d/b/a Seymour I. Hollander Apartments

HUD Approved Tenant Selection Plan

VII. Maintaining Waiting List

When Management deems that the wait time for an apartment has become excessive, Management may close the waiting list and stop accepting applications until such time that the wait time for an apartment has become reasonable for applicants on the waiting list. If the waiting list is closed, Management will publish notice on HollanderHouse.org, Facebook, Twitter, and CTHousingSearch.com. Management will also post a notice at the Management Office, and notify the Connecticut Agencies on Aging and Navigate Affordable Housing Partners.

When Management has determined that the waiting list should be reopened and applications will be accepted, Management will publish notice on HollanderHouse.org, Facebook, Twitter, and CTHousingSearch.com. Management will also post a notice at the site Management Office, and notify the Connecticut Agencies on Aging and Navigate Affordable Housing Partners. Said notice will include rules about how, when, and where applicants may apply.