Waiting list information for special claims – from Chapter 4 of the 4350.3 HUD Handbook

**Data included on the waiting list. The waiting list must include the following data taken from the application**:

a. Date and time the applicant submitted an application;

b. Name of head of household;

c. Annual income level (used to estimate levels for income-targeting, i.e., extremely low-income, very low-income, and low-income) (See discussion of income limits in paragraph 3-6);

d. Identification of the need for an accessible unit, including the need for accessible features;

e. Preference status; and

f. Unit size.

**Providing an Auditable Record of Changes to Waiting Lists**

Independent reviewers looking at the waiting list should be able to:

1. Find an applicant on the waiting list;

2. Readily confirm that an applicant was housed at the appropriate time based on unit size needs, preferences, and income-targeting; and

3. Trace various actions taken with respect to a family’s application for tenancy.

All waiting lists must have a status column to show if the applicant is on list, rejected, withdrawn, or moved in, and a status date column. The comments column should show all contact with the applicant up to and including the move in date.