

REMOVE FROM WAITING LIST LETTER

Date

To: _____

Property: _____

Address: _____

Telephone: _____

RE: _____

Dear _____:

Your name is being removed from the waiting list at the above referenced property due to the fact that you are no longer interested or we have been unable to contact you.

You may within fourteen (14) days of receipt of this letter, respond in writing or request to meet with the Rental Manager to discuss this matter.

You have a right to appeal this decision as outlined in the Tenant Grievance and Appeals Procedure. A copy of this procedure may be obtained from the Rental Manager at the above referenced property.

Your response to this letter does not preclude you from exercising other avenues available if you believe you are being discriminated against on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, gender identity, or any other protected class.

Sincerely,

Rental Manager

cc: Applicant File