



A Non Profit Corporation

WAITING LIST CHECKLIST

Name / Contract Number	
Owner / Managing Agent	
Reviewer Name / Date	
General HUD Resource(s):	HUD Handbook 4350.3, Chapter 4, Section 3, Subsections A, B, and C, Wait List Management, Paragraphs 4-13 through 4-22; Creating and Maintaining Wait List, Paragraph 4-16. Sample Wait List, Figure 4-5. Record Keeping, Paragraph 4-22.

	CS Review	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	QC Review
1.		Does the Wait List include the Date & Time the application was received? <u>Paragraph 4-16.A.1, 4-16.D.3</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
2.		Does the Wait List include Head-of-Household (first and last name)? <u>Paragraph 4-16.D.3</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
3.		Does the Wait List include Annual Income Level to confirm income-targeting, i.e., extremely low-income, very low-income, & low-income). <u>Paragraph 4-16.D.3; 3-6</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
4.		Does the Wait List identify the need for an Accessible Unit/Accessible Features ? <u>Paragraph 4-16.D.3; 4-17.D</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
5.		Does the Wait List include Preferences ? <u>Paragraphs 4-6, 4-16.A.3, 4-16.D.3</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> see comments	
6.		Includes appropriate Unit Size(s) . <u>Paragraph 4-16.D.3</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> see comments	
7.		Are **Multiple Waiting Lists in use? If multiple lists are in use, is applicant listed on appropriate lists? <u>Paragraph 4-16.D.5</u>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
8.		Is a **Disability Waiting List in use? If yes, is applicant included on the general waiting list (requirement if in use). <u>Paragraph 4-17</u>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	

	CS Review	Topic for Review	Topic in Compliance?	Correction Required (√)	QC Review
9.		Is the Waiting List maintained in an Auditable form? <u>Paragraph 4-18.B</u> manual, <u>4-18.D</u> ; electronic, <u>4-18.E</u> .	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
10.		Are Changes documented on the Waiting List? <u>Paragraph 4-18.A</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
11.		Does Wait List Include Records of Comments/Contacts ? <u>Paragraph 4-18.A; Figure 4-5</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
12.		Does Wait List include the applicant Move-in Date ? <u>Paragraph 4-18.A; Figure 4-5</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	
13.		Does Wait List include Time & Date applicant was Removed ? <u>Paragraph 4-18.A; 4-20; Figure 4-5</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> see comments	

PLEASE NOTE: This checklist has been provided to highlight specific areas of compliance and non-compliance related to the Waiting List and is not a HUD form. Data on this checklist is periodically updated for quality control to ensure continued compliance with HUD regulations and may be updated without prior notice. HUD Handbook 4350.3, Rev-1, Chg-2, Paragraph 4-18.C confirms owner must have a method for maintaining wait list documentation. See Paragraph 4-16.D.4 for HUD's recommended data to exclude from wait list.

COMMENTS:

Most Recent Move-ins Reviewed

Applicants selected in proper order?

Move-in Date

Yes No

Yes No

Yes No