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Date: 12/1/2014 4:52:41 PM

Subject: Rental Assistance Productivity

Attachments: Copy of ERA Spreadsheet 2014 (Autosaved).xlsx

Updated Spreadsheet Attached

Worked:

Alison James

Darryl Cain

Queen Thompson

Joseph Chaisson

Kairun Shabdeen

Jessie Ashford: Called to Check Status of application, spoke with Corporate to hold eviction, check was in hand on Tuesday, advised Site manager she could come pick up for immediate payment

Howard Moore- Operator pick up message given by Tony

Joseph Chaisson – Called for assistance with rent, emailing application

William Barkhorn- Checked status of application, called back to advise check will be mailed today

James Graham – Landlord checking pmt status

Carl Holmes – Return call from voicemail, check status of application

Mary Cunningham – Call for copy of landlords ss card

Doretha Bryant – Checked status of application

Kairun Shabdeen – faxed application, for funds

Linda Boone – Called to check status of application, advised working with corporate office

Leo Roger – Called about repairs, transferred to Courtney Roberts

Darryl Cain – Called for landlords SSN, able to process

Linda Thomas – Called for additional assistance, will contact to fax information

Queen Thompson – Called to verify amount owed to landlord

Placed on Transmittal:

Darryl Cain

Lougenia Hill

Alison James

Julia Smalls

Joseph Chaisson

Kairun Shabdeen

Placed on Spreadsheet:
William Barkhorn

Filed:
William Barkhorn