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Date: 11/17/2014 4:49:45 PM

Subject: Rental Assistance Productivity

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

Updated Spreadsheet attached.

Worked:

Kairun Shabdeen

Harold Green

Claire Goodman

Contacted:

James Graham – Emailed landlord new W-9 for refile

Linda Boone – Called Landlord for SS card, IRS mix match

Sandra Robinson – Emailed Verification to process application

Eddie Grant – Emailed for W-9 form to be filled out

Mary Cunningham – Advised Recvd 2 applications, stated will pass along information, called back to get instructions

Shirley Martin – Landlord wanted application emailed, called back to ask questions

Darryl Cain – Called for rental application

Kevin Johnson – Requested information for rental assistance emailed forms

Leroy Green – Check status of application

Harold Greene – Check with landlord for correct amount due

Shirley Jefferson – Spoke with landlord, advised application was processed, emailed copy of payment register

Claire Goodman – Checked balance owed with landlord

Joyce Mason – Checked status of \$1,000.00 check advised it was processed today and should be recvd this week

Mary Goodman – Called for information, asked for an application to be mailed

Mailed:

Darryl Cain

Mary Goodman

Placed on Transmittal:

Harold Greene

Kairun Shabdeen

Peggy Austin

Martha Ford

Claire Goodman

Started checking month of October balances