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Date: 10/23/2014 9:29:40 AM

Subject: Rental Assistance Productivity (10/22)

Worked:

Betty Miller
Charlton Motley
Willie Looper
Jenny Miller
Rosa Spears
Deborah Hagedorn
Helen Roach
Johnnie Mae Henderson
Bobbi Garris
Nancy Schaefer

Contacted:

Betty Aiken – Advised she was approved to move, needed information from landlord
Jenny Miller – 2nd call for copy of ID 10/17 3:13pm, 10/22 8:55am, information is in
Deborah Hagedorn – Sent email for follow up
Willie Looper – Needs signature, will fax to landlord, information is in
Eddie Harrison – Contacted tenant and landlord, stated will get information in 10/22/14 10:19
Jeanette Roach – Contacted landlord for Verification, information is in
Nancy Schaefer – Contacted landlord for W-9
Nancy Moser – Contacted tenant and landlord for W-9 and ID
Linda Boone – Called Landlord for W-9, Landlord Verification, and lease
Bobbi Garris – Contacted landlord for lease agreement
Laura Anthony – Contacted landlord for lease agreement, called back will be sending

Entered on Spreadsheet:

Betty Simmons
Lula Stroman
John Anthony
Lileeth Kong

Transmittal:

15 Applicants to key (met with Rene to go over applications)