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Date: 11/18/2014 4:57:47 PM

Subject: Rental Assistance Productivity

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

Updated Spreadsheet attached.

Worked:

Sandra Robinson

Contacted:

Norman Perry – Landlord was out of the country, will mail in W-9 for processing

Lugenia Hill – Called for rental listings

James Graham – Landlord emailed correct W-9, returned to John for processing

Jeffery Matteson – Check status of application, stated may need additional assistance

Shirley Jefferson – Columbia Housing has no record of deposit, working with Paula W., contacted Ms. Baker advised we've located funds, working on pulling and getting a live check

Stella Crouch – still working on getting application processed, advised Anne of W-9 info, will be making contact with landlord

Cathy Smith – Questions about application

Sandra Robinson – Landlord advised she faxed needed documentation

Linda Marsh – For Lugenia Hill getting information to send in

Lula Cameron – Checked status of application, advised not revcd will be faxing in

Placed on transmittal:

Joyce Williams

Sandra Robinson

Leroy Green

Finishing with checking monthly balances

Entered on Spreadsheet:

Charles Thompson

Willie Mobley

Millie Brown

Betty Aiken

Filed/Built:

Charles Thompson

Willie Mobley

Millie Brown
Betty Aiken