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Date: 11/7/2014 4:49:32 PM

Subject: Rental Assistance Productivity

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

Entering all given check numbers on Spreadsheet.

Working with alphabetizing files, cabinet broke with file weight.

Worked:

Nathaniel Thompson

John Wilson

Cynthia McCray-Wright

Patrick Wilson

Contacted:

Johnnie Mae Henderson – Check status of application

Nathaniel Thompson – Landlord was calling to bring in W-9 and lease agreement, walk-in gave information

Betty Stover – Sent email Ann advised to commit

John Wilson – Landlord verified proper balance

James Graham – Assisted with application questions

James Wafford – Questions about assistance

Loretta Ball – Recvd info, needing additional information

Placed on Transmittal:

Zena Thompson

Nathaniel Thompson

Gladys Dozier

Shirley White

Mary Oglesby

Alecia Sligh-Clark

John Wilson

Patrick Wilson

Alice Alexander

Mark Hudson

Cynthia McCray-Wright

Brenda Gradney

Entered on Spreadsheet:

Francis Holiday

Lula Miller
Pansy Brown

Filed/Built:

Mailed: