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Date: 11/13/2014 4:58:44 PM

Subject: Rental Assistance Productivity

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

Updated Spreadsheet attached

Worked:

Leroy Green

Joyce Williams

Mary Anderson

Contacted:

Ann Primus – Called to get reason for assistance

James Graham – Verified amount owed

Nancy Schaefer – Called to verify payment

Shirley ? – Left message for a return call 9:15am

Martha Ford – Checking on application, advised nothing was Recvd

Larry Housey – Called for information, will mail out application

David Montgomery – Called left message for landlord(W-9 and verification) 11:12am

Bernice Murphy – Landlord called to follow up, will still need to speak with the tenant

Loretta Balls – Verified will be able to maintain after assistance

Betty Aiken – Checked status of application

Kairun Shabdeen – Called to get information, advised to have landlord contact me

Mailed:

Larry Housey

Mary Cunningham

Jacqueline Walter

Placed on Transmittal:

Elizabeth Thompson

Delia Baker

Loretta Balls

Leroy Green

Joyce Williams

Mary Anderson

Entered on Spreadsheet:

Shirley Phillips

Filed/Built:
Shirley Phillips