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Date: 11/6/2014 4:57:40 PM

Subject: Rental Assistance Productivity

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

Updated Spreadsheet attached.

Worked:

Betty Stover

John Wilson

Alphabetizing all files

Contacted:

Nathaniel Thompson – Called landlord for W-9 and lease agreement, returned call will be sending

Rachel Hodges – Returned call, left message, problem was solved

Lougenia Hill – Call to advise eviction was served, Walked-in to give copies of eviction

Loretta Ball – Returned call, stated landlord will send in information today

Shirley Green – Left

Betty Stover – Landlord stated will work with her, any amount will help, used our services last year

John Wilson – emailed Rental Application

Mary Cunningham – Called for application, will mail out

Katherine Sullivan – Check approval status

Millie Brown – Check status, advised processed

Norman Perry – Called to check if W-9 and Leases was sent in, advised it was not

Shirley Jefferson – Check status of application

Shirley Phillips – Spoke with landlord on balance, worked with finance team with resolving matter

Rosa Spears – Checking status of application

Filed/Build Folder:

Shirley Jefferson

Sandra Price

Mary Washington

Sara Smith

Entered On Spreadsheet:

Shirley Jefferson

Sandra Price

Mary Washington

Sara Smith

Mailed:
Mary Cunningham