



Request for Reinstatement to a Waiting list

Name _____

Last 4 Social Security number _____

Current Address _____

Telephone # _____

I request to be reinstated to the _____ waiting list.

Applicants who are removed from the waiting list are not entitled to reinstatement on the waiting list, unless:

- ✓ The Housing Authority verifies a family/health/work emergency, or
- ✓ The applicant failed to respond because of a family member's disability

If you believe the extenuating circumstances as described above apply to you, documentation to support such circumstance must be attached.

In extenuating circumstances, such as a long-term illness or other family emergency, the applicant may be reinstated. However, the registrant must be able to provide documentation of the circumstances. Such requests will be reviewed and approved (or denied) on a case-by-case basis.

Examples of needed documents:

- ✓ Specific dates from third-party source confirming long time illness (Specific illness information not required)
- ✓ Employer letter confirming work emergency

Brief explanation of your reason for request

Supporting documents of my extenuating circumstance are attached.

