

# Waiting List Action Plan

Track your applications and stay organized

## This Month: Get Started

- Apply to 3-5 Public Housing Authorities (PHAs)
- Gather all required documents
- Note confirmation numbers and dates
- Create a tracking spreadsheet or use this form

## Monthly: Stay Connected

- Check your mailbox for PHA correspondence
- Update your contact info if you move
- Search [affordablehousingonline.com](https://www.affordablehousingonline.com) for new openings
- Apply to any new PHAs that opened their waiting list

## Every 6 Months: Confirm Your Spot

- Call each PHA to confirm you're still on their waiting list
- Report any household changes (birth, death, divorce)
- Report any major income changes
- Ask about estimated wait time

## When Called for Interview/Unit

- Respond immediately - deadlines are strict (usually 24-48 hours)
- Gather all updated documents
- Attend required briefing/orientation
- Be prepared to sign lease within requested timeframe

## PHA Tracking

PHA Name	Phone	Confirmation #	Application Date	Status

**Waythrough Project**


**Tip:** Waiting lists can take years. Applying to multiple PHAs increases your chances. Keep this form and update it regularly.