



HousingWorks Waitlist Software – an overview

- **More** than satisfies HUD and state requirements.
- **Easy to use:** instantly add or update clients on a waitlist
- **Easy mail merges** for reports, unit offers, updates, etc.
- **Saves work: up to 80% of the data entry / waitlist updating is performed by the system itself.**
- **See article about us** in MassHousing's *Community Connections* April 2006
- **How safe?** Our system is even used by domestic violence programs, DMR, and HIV agencies.
- **Offers both centralized and site-based waitlists**

HOW DO I ADD SOMEONE TO A WAITLIST?

Enter a SSN [1] and click "Add to Waitlist" button [2].

tion Housing Program

[Update](#) program info

[Manage](#) waitlists

[Walk-In](#) screen

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To access a client, enter their

Social Security Number:

-or-

Last Name:

and

Date of Birth:

If a client's profile is already in system (thousands are) then the client's data is automatically pulled into the waitlist for that property. Just provide a waitlist number and enter the date and time the application was received in your office.

Show -- All Waitlists -- Download first 0 waitlist entries entire waitlist

Displaying 1...20 of 23 entries.

Name	Priority	Preference	Control #	Eligible?	Status	Last Updated
		Date/Time		Desired Unit Size	Hide Closed	
John Labella Caucasian	0	02/10/07 03:19 PM	0	No 2 BR \$28000 Very Low Income	Open	03/06/07 09:53 AM



THE WAITLIST CAN BE ORGANIZED BY ANY OF THE FOLLOWING ITEMS - INSTANTLY
This 'sorting feature' makes it easy to locate the next viable applicant, something that is always a problem when people sit on waitlists for months and years.

- Earliest applicant
- Priorities (if you give certain types of clients a priority)
- By whether or not the client is still interested and eligible by the time of offer
- By waitlist number
- But income
- By size of family
- By whether or not a wheelchair unit is needed
- By "last date this profile was updated"
- Applicant can also be on many waitlists, if desired. Depends on whether you use a centralized waitlist approach or a site specific waitlist approach (*and you can have both*)

NOTE: the picture below can be quickly explained by HousingWorks staff while you are looking at this picture. 617 504-0577 ask for John

-- All Waitlists --
 first waitlist entries
 entire waitlist

Name	Priority		Control #	Eligible?	Desired Unit Size	Status	Last Updated
	Preference	Date/Time					
NewBedford Baanon3 African American Edit	0 0	01/02/06 01:45 PM	00002	Yes	Studio \$4944 Extremely Low Income	<input type="button" value="Hide Closed"/> Open	01/18/07 09:44 AM & T
Test Person3 Asian Edit	1	10/03/04 09:45 AM	00029	Yes	2 BR \$32879 Low Income	<input type="button" value="Hide Closed"/> Open	01/22/07 07:32 AM T

(The **hammer** symbol means the applicant is requesting reasonable accommodations)

VIEW A SAMPLE WAITLIST REPORT (HANDY FOR AUDITORS OF YOUR WAITLISTS):

<http://www.housingworks.net/static/SampleWLReport.pdf>

COMPARE OUR SYSTEM W) THE WAITLIST REQUIREMENTS IN HUD'S TENANT SELECTION PLAN

Date of Application	Time of Application	Head of Household	Unit Size	Income Level			Need for Accessible Unit		Com-ment/ Contact	Removed/ Rejected Date	Move-in Date	Preference Type
				ELI	VLI	LI	Y	N				
12/3/01	10:30 AM	Mary Tate	2	X				X				Working family preference; Elderly preference
12/4/01	1:00 PM	Hiroshi Kihara	2		X		X					

Questions?

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