

### 3. Waitlist Codes and Keyboard Shortcuts

#### Use numbers in the PRIORITY Column:

<b>Priority</b>	<b>Explanation</b>
7	Displaced by natural forces
6	Displaced by urban renewal
5	Displaced by Sanitary Code Violations
4	Displaced due to Dom Violence
3	Overcrowded or <i>Section 236 Hsng only</i> : Displaced: gov't action/Presidential Disaster
2	Witness Protection, Hate Crime, DV
1	Elderly or Disabled < 62 yrs
0	No priority ranking
99	Other – (indicate in <u>NOTES</u> field)
Voucher?	type <i>sec8</i> or <i>mrvp</i> in <u>Preference</u> field

#### Use letters in the PREFERENCE column (optional or use your own):

<b>dl</b>	<i>means</i> dead letter returned unopened
<b>dnr</b>	applicant received letter but did not reply
<b>it</b>	internal transfer
<b>ne</b>	not eligible: no reason cited
<b>necori</b>	not eligible: CORI
<b>necred</b>	not eligible: credit report
<b>neinc</b>	not eligible: income
<b>or</b>	applicant refused unit offer
<b>res</b>	accepted offer and moved in; became resident.
<b>rn</b>	applicant wished to be removed from waitlist
<b>ry</b>	applicant wished to stay on waitlist
<b>sec8</b>	applicant has section 8 voucher in hand

#### Phrases for the NOTES FIELD:

- Change of Address: 08/15/05: COA from:
- Response to mailing: 01/12/07: RSVP WL Update.
- No response: 11/01/06: DNR Interview letter.
- Dead letter: 12/25/2008: DL WL Update.
- Rejected due to credit, CORI, etc: 09/12/07: LL rejects (Credit History)  
09/12/07: LL rejects (CORI)
- Applicant rejects offer: 11/12/2006: Rejected unit offer 1 at address

#### When updating a lot of people directly on the waitlist (avoids having to mouse through many pages):

**Key strokes:** Backspace + Backspace + F5 + Enter  
Or some combination thereof