

### 3.\_ *Waitlist Codes and Keyboard Shortcuts*

#### **PRIORITY: Use numbers only:**

- 14 **Release from Institution into Homelessness**
- 13 **Aging out of Child / Teen Services**
- 12 **Fleeing from High-Crime neighborhood**
- 11 **Internal Transfer**
- 10 **Displaced by Health / Medical Need**
- 9 **Displaced by Landlord or Market Forces**
- 8 **Rent Burdened**
- 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 *Section 236 Hsng only*: 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 NOTES field)**

#### **PREFERENCE OR VOUCHER: Use letters only:**

sec8 or other voucher	<b>Has Rental Voucher</b>
a	<b>Local Resident, Employee, or Student</b>
b	<b>Veteran</b>
c	<b>Disabled</b>
abc	<b>Multiple Preferences</b>

#### **HISTORY & NOTES FIELD (always use this format):**

2005/08/15: COA from: old to new	<b>Change of Address:</b>
2007/01/15: RSVP WL Update.	<b>Response to mailing:</b>
2006/11/06: DNR Interview letter.	<b>No response to unit vacancy letter</b>
2008/12/25: DL WL Update.	<b>Letter sent was returned with "Address Unknown"</b>
2009/12/07: LL rejects (Credit History)	<b>Applicant rejected due to credit, CORI, etc:</b>
2007/03/14: Applicant Rejected unit offer	<b>Applicant rejected unit offer</b>

#### **Keyboard Shortcuts that will be handy when processing a lot of people.**

**Key strokes:** Backspace + Backspace + F5 + Enter