

5. How to Put Applicants on the Waitlist - Four Steps

Step 1: Log on to the property with your ID and password. Check to see if the applicant is already on the waitlist by entering SSN [see 1] and hitting the bottom button [see 2]

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HousingWorks
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To access a client, enter their

Social Security Number: **1**

-or-

Last Name: **and**

Date of Birth: Jan 6 2005

Add to Waitlist

Generate Application

Update Application Status **2**

Step 2: If they aren't already in the system, then use the new **One Stop Form** to put them into our system: Open your web browser, go to Favorites, and select **HW One Stop Quick Entry Form**. The form will open automatically. At the very least, fill out **Section One**, and then push the **Submit Profile** button at the bottom of the page. (Filling out the rest of the page collects data on reasons for homelessness or risk of homelessness, but this is optional).

HousingWorks' One Stop Shopping
Search and Apply to All
Subsidized, Affordable, and Special Needs Housing

Reset Form

Provider: Hall/Keen PH SSN: <input type="text"/> Password: keon mail: neac@housingsworks.net Phone: 617-536-8264	Look for housing within: <input type="text"/> miles of Zip Code: <input type="text"/>
Section One First Name: <input type="text"/> (Jane not jane or JANE) Middle: <input type="text"/> MI. Last Name: <input type="text"/> SSN: <input type="text"/> (Type yellow sticker) Alien Registration No.: <input type="text"/> Date of Birth: <input type="text"/> Age: <input type="text"/> Mother's Maiden Name: <input type="text"/> housingworks Mailing Address or P.O. Box: City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Street Address: City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Home Phone: <input type="text"/> (xx-xxxx-xxxx) Work Phone: <input type="text"/> (xx-xxxx-xxxx) Gender: <input type="text"/> Gender, First Initial: <input type="text"/> <input type="checkbox"/> Single <input type="checkbox"/> Adult Head of Household <input type="checkbox"/> Adult, non-Head of Household <input type="checkbox"/> Check if Hispanic ancestry Race: <input type="text"/> Other <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other	<input type="checkbox"/> Check if you need some form of public transportation <input type="checkbox"/> Check if you need a wheelchair accessible unit? <input type="checkbox"/> Check if you have a Rental Assistance voucher already Current Housing Classification - <small>select one required</small> Primary Housing Classification - <small>choose one below</small> <input type="checkbox"/> At risk of homelessness-domestic violence <input type="checkbox"/> At risk of homelessness-hates crimes/floor <input type="checkbox"/> At risk of homelessness-landlord non-renewal <input type="checkbox"/> At risk of homelessness-private landlord action <input type="checkbox"/> At risk of homelessness-public action <input type="checkbox"/> At risk of homelessness-tenant burdened 40% <input type="checkbox"/> At risk of homelessness-tenant burdened 50% <input type="checkbox"/> At risk of homelessness-sanitation codes <input type="checkbox"/> At risk of homelessness-substandard housing <input type="checkbox"/> At risk of homelessness-overcrowded <input type="checkbox"/> At risk of homelessness-other <input type="checkbox"/> Homeless-divorce <input type="checkbox"/> Homeless-domestic abuse <input type="checkbox"/> Homeless-eviction <input type="checkbox"/> Homeless-family conflict <input type="checkbox"/> Homeless-financial <input type="checkbox"/> Homeless-health/safety code <input type="checkbox"/> Homeless-jail or prison discharge <input type="checkbox"/> Homeless-mental disability <input type="checkbox"/> Homeless-natural disaster <input type="checkbox"/> Homeless-other <input type="checkbox"/> Homeless-overcrowding <input type="checkbox"/> Homeless-physical disability <input type="checkbox"/> Homeless-relocation <input type="checkbox"/> Homeless-substance abuse <input type="checkbox"/> Homeless-unable to pay utilities <input type="checkbox"/> Homeless-unemployment <input type="checkbox"/> Overhead death of spouse <input type="checkbox"/> Overhead-divorce or break-up <input type="checkbox"/> Overhead-loss of children or relatives <input type="checkbox"/> Overhead-other <input type="checkbox"/> Underhoused-disability requires new housing <input type="checkbox"/> Underhoused-gain in income (rent ineligible) <input type="checkbox"/> Underhoused-head of household unit <input type="checkbox"/> Underhoused-new eviction or relatives <input type="checkbox"/> Underhoused-new marriage or domestic partner <input type="checkbox"/> Underhoused-other <input type="checkbox"/> None of the Above
Section Two: Search Parameters Unit Size(s) Desired: <input type="checkbox"/> 1BR <input type="checkbox"/> 2BR <input type="checkbox"/> 3BR <input type="checkbox"/> 4BR <input type="checkbox"/> 5BR <input type="checkbox"/> 6BR or larger <input type="checkbox"/> SheKen/Bed <input type="checkbox"/> SRC <input type="checkbox"/> Studio	<input type="checkbox"/> Submit Profile xxxx88888

HousingWorks 617-504-0577 tel P.O. Box 231104 617-536-8561 fax Boston, MA 02123 support@housingworks.net

Step 3: Name your waitlists at the outset so that you can add people to them. Log on to the waitlist and inventory pages, and put client on the waitlist by typing his/her SSN [see 1], then select waitlist name, then hitting the **Add to Waitlist** button [see 2].

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Social Security Number: **1**

-or-

Last Name: **and**

Date of Birth: Jan 2005

2 Add to Waitlist

Generate Application

Update Application Status

Step 4: Hit the **back arrow** [circled below] one time, which will take you to the end of the waitlist so that you can see what is the next highest control number that is available. Then hit the **forward arrow** [circled below] to go back to the beginning of the list. Now, click the **Edit Link** to the right of the applicant's name, and fill out all of the fields. Then hit the **Submit Changes** button, and do the next applicant!

itive

Show Download first waitlist entries entire waitlist

Displaying 1...20 of 614 entries.

Name	Priority	Preference	Control #	Eligible?	Desired Unit Size	Status	Last Updated
<input type="checkbox"/> Edit	0	0	12/13/04	0	No	open	
<input type="checkbox"/> Edit	0	0	09/17/04	0	No	open	
<input type="checkbox"/> Edit	0	0	08/24/04	0	No	open	
<input type="checkbox"/> Edit	0	0	08/06/04	0	No	open	
<input type="checkbox"/> Edit	0	dnr	06/13/94	0001	Yes	SRO	closed 07/11/04 01:05 PM
<input type="checkbox"/> Edit	0	dnr	05/26/94	0003	Yes	2 BR	closed 04/06/04 10:34 AM
<input type="checkbox"/> Edit	0	dnr	05/29/03	0004	Yes	1 BR	closed 04/06/04 10:34 AM
<input type="checkbox"/> Edit	0	dnr	10/26/02	0005	Yes	2 BR	closed 04/06/04 10:34 AM
<input type="checkbox"/> Edit	0	dnr	05/29/03	0006	Yes	1 BR	closed 04/06/04 10:34 AM
<input type="checkbox"/> Edit	0	dnr	05/29/03	0007	Yes	3 BR	closed 04/06/04 10:34 AM

Applicant names are hidden in this instruction guide.

Waitlist Features

1 Show Download first waitlist entries entire waitlist

2	Name	3		Control #	Eligible?	Desired Unit Size	4		Last Updated
		Priority	Preference				Status	Hide Closed	
			Date						
1.		0 res	02/02/99	0017	Yes	1 BR	closed		04/06/04 11:45 AM
2.	Applicant Names are hidden in this instruction guide	0 0	03/14/04	03283	Yes	2 BR	open		06/01/04 04:39 PM
3.		0 ry	05/20/96	0400	Yes	2 BR	open		04/07/04 06:38 PM
4.	Applicant Names are hidden in this instruction guide	0 ry	10/27/02	0737	Yes	2 BR	open		04/07/04 05:51 PM
5.		0 ry	10/26/02	1024	Yes	1 BR	open		04/07/04 06:27 PM
6.	Applicant Names are hidden in this instruction guide	0 ry	10/27/02	1025	Yes	1 BR	open		04/07/04 06:31 PM
7.		0 ry	11/01/02	3007	Yes	4 BR	open		04/07/04 05:58 PM
8.	Applicant Names are hidden in this instruction guide	0 ry	05/24/02	3023	Yes	3 BR	open		04/07/04 05:52 PM
9.		0 ry	05/24/02	3023	Yes	2 BR	open		04/07/04 05:53 PM
10.	Applicant Names are hidden in this instruction guide	0 ry	04/01/03	3132	Yes	1 BR	open		04/07/04 06:29 PM
11.		0 ry	07/07/03	3145	Yes	3 BR	open		04/07/04 05:53 PM

1. This waitlist lets you fulfill all the criteria of the HUD Applicant and Occupancy Regulations. A quick sampling of some of the things you can do with this waitlist:
2. Waitlist Building, Maintenance, and Reporting of Outcomes is largely automated and self maintaining –
 - Tracks time and date applications arrived,
 - Waitlist maintains itself automatically – applicants can remove themselves through one of several routes, all consistent with HUD, confidentiality, and the affected communities themselves. Alternately, your own staff can do an instant mail merge (targeted mailing) of every one who hasn't updated the waitlist in, say six months, and quickly record the results. It becomes easy to locate viable applicants who are still interested. Sort waitlist by: *date of application, desired unit size, current interest and eligibility, date last updated, priority, name, control number* – or any combination of these. **How to locate next eligible applicant:** sort by *date* and *unit size*, then hit *Hide Closed* button to see what your “real world” waitlist looks like.
 - Use our *Waitlist Outcomes* feature to instantly create a comprehensive report for oversight. This is everything they will want to see.