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E-MAIL NOTIFICATIONS

This letter is to notify all active applicants that AHA will update and purge its waiting list at least quarterly to ensure that the pool of applicants reasonably represents interested families. Purging also enables the AHA to update applicant information regarding address, family composition, income category and preferences.

The purge shall consist of one of the following actions:

1. When available, the applicant will be notified via email through a computer-generated email, asking the applicant to view their application online and in doing so, keep their application active by a specified date. A week prior to the deadline, a second email will be sent to the applicant as a reminder. **Applications not reviewed by the deadline the application shall be removed from the waiting list.**
2. When email is not an option, the AHA will send a form, via first class mail, to be completed by the person on the waiting list and returned to AHA within a specified number of calendar days. If the envelope is returned as undeliverable or if no response is received from the applicant within the specified time frame, the applicant shall be removed from the waiting list. If the envelope is returned with a forwarding address on it, the housing authority shall mail the form to the new address, with a new deadline for response.

We encourage you to please go to www.asheboro.housingmanager.com and click on "view your application" now and add your email address if not already done so. This will reduce the risk of human error and your application being dropped. We cannot make any edits to your application by phone. You may contact us at 336-629-4146 option 4 for Section 8, option 5 for Public Housing, option 7 for CASPN Homes, Wainman Homes or Brenlin Homes.

Sincerely,

Asheboro Housing Authority