



Waitlist Status Information Request Form

4020 Civic Center Dr
San Rafael, CA 94903-4173

*NAME: _____ *SSN: _____

*ADDRESS: _____ PHONE: _____

*Apt# _____ DOB: _____

*City, ST, Zip _____ * required information

Q: How can I find out my position on the Wait List?

A: : Our system is a random based lottery system and there is not a place that you hold nor a ranking number you are assigned. If you would like information about your assigned preferences or the number of points you have, you must request this information in writing by downloading a **Waitlist Status Information Request Form** from our website at www.MarinHousing.org . Or you may request, in writing that one be mailed to you or you may come into our Main Office at 4020 Civic Center Drive, San Rafael to pick up one. When returning your request please note on the envelope: Attn - Records.

Q: How do I let you know if something in my personal situation changes?

A: To update your information, you must do so in writing by submitting a Wait List Update Form. You must request this information in writing by downloading a **Waitlist Status Information Request Form** from our website at www.MarinHousing.org . Or you may request, in writing that one be mailed to you or you may come into our Main Office at 4020 Civic Center Drive, San Rafael to pick up one. When returning your request please note on the envelope: Attn - Records.

Q: How is the order of the Wait List established?

A: All applications will be sorted by total preference points and applicants with the same points will be entered into a lottery to determine the waiting list order.

Q: How will Marin Housing notify me when my name is pulled for processing?

A: You will be contacted by mail. If you move after submitting an application, it is your responsibility to notify Marin Housing in writing of your new address and telephone number. **This may be the most important thing you can do while waiting for your name to be pulled.** If you fail to do so, and we receive returned mail with no forwarding address, your application will be withdrawn from the Wait List.

I have read the above and fully understand that I do not have a numbered position on the Waiting List and my status does not change unless I change my preference points.

Please sign your name above

Today's date

MAIL YOUR REQUEST TO:

Marin Housing Authority
4020 Civic Center Drive
ATTN: RECORDS
San Rafael, CA 94903

415/491-2525
(FAX) 415/472-2186
(TDD) 1-800-735-2929



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