

**MODEL FORM**

## Keep Record of Application Decision Process

Here's an application decision form you can incorporate at the end of your application form to document how you disposed of each application. Keeping a record of these steps helps ensure you complied with HUD rules

for making application decisions, notifying applicants, and handling appeals. Be sure to show this form to your attorney before incorporating it in your application.

### APPLICATION DECISION RECORD

(FOR MANAGEMENT USE ONLY)

#### SCREENING PROCESS

- Criminal and sex offender registry check completed
- Credit check completed
- Rental history check completed

#### ELIGIBILITY & OTHER HOUSEHOLD DOCUMENTATION

**MISSING DOCUMENTS** (list documents outstanding and check them off as you get them)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**ALL HOUSEHOLD DOCUMENTS SUBMITTED**

#### APPLICATION DECISION

**APPROVED** on the following date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
SIGNATURE & TITLE OF STAFF MEMBER

**DISAPPROVED** on the following date \_\_\_\_\_

DISAPPROVED BY: \_\_\_\_\_  
SIGNATURE & TITLE OF STAFF MEMBER

#### REASONS FOR DISAPPROVAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Applicant notified in writing on the following date \_\_\_\_\_  
(attach copy of notice)
- Applicant requested appeal/14-day meeting on the following date \_\_\_\_\_  
(attach copy of request letter)
- Appeal reviewed/14-day meeting held on the following date \_\_\_\_\_

By \_\_\_\_\_  
SIGNATURE & TITLE OF STAFF MEMBER

#### APPEAL DECISION

(DECISION TO BE SENT WITHIN FIVE BUSINESS DAYS OF MEETING)

**APPROVED** on the following date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
SIGNATURE & TITLE OF STAFF MEMBER

**DISAPPROVED** on the following date \_\_\_\_\_

DISAPPROVED BY: \_\_\_\_\_  
SIGNATURE & TITLE OF STAFF MEMBER

Applicant notified in writing on the following date \_\_\_\_\_