

# Waitlist

Waitlist Management Tool for OneSite Affordable



The waitlist feature for OneSite Affordable provides a complete waitlist management tool, allowing you to manage your waitlist applicants through move-in. An unlimited number of resident selection preferences can be established, allowing complete automation of your resident selection plan. Resident selection preferences and their rankings—in combination with the date/time stamp of when the applicant was added to the waitlist—ensures that you remain in compliance with your site’s resident selection plan. Automatic recalculations of waitlist positions when activities occur (new applicants added or existing applicant information changes) will give you confidence that you are always in compliance.

### Automate Your Resident Selection Plan with Confidence:

- Allows you to put your resident selection plan into electronic mode.
- Allows you maximum flexibility to implement your resident selection plan with multiple preference schemes.
- Ability to add unlimited preferences.

### Monitor Waitlist Compliance:

- Monitor vacant or upcoming vacant units and quickly match them to the top waitlist applicants.
- An interview wizard allows for easy data gathering of member and financial information and verification.
- Automatic recalculation of waitlist positions keeps you in compliance with every action you take.

### Complete Audit Trail of Your Waitlist Applicants:

- Automatic process to document why an applicant is skipped (by-passed) in the unit offering process.
- Audit trail allows tracking all changes on the application from its inception through to the move-in.

### Fully Integrated with OneSite Affordable:

- Eliminate duplicate entry, allowing complete resident management, accounts receivable, and compliance monitoring and enforcement.

## Benefits

### Easy To Use Workflow Process

Easy to use workflow ensures a shorter learning curve without sacrificing functionality.

### Multiple Preference Schemes Available

Aggregate, hierarchical, or weighted resident selection preference schemes can be implemented, allowing you the maximum flexibility in implementing your resident selection plan.

### Waitlist Wizard

Our friendly waitlist wizard helps users add prospects/applicants to the waitlist, guiding them each step of the way. Pertinent waitlist information is gathered in order to properly determine the new waitlist applicants position.

### Waitlist View

Identify top applicants by bedroom size at a glance, including their current status and waitlist positions.

### Waitlist Workspace

Waitlist workspace allows for quick and easy processing of applicants who are at the top of the waitlist and are a match for vacant units, including offer unit letters and response tracking.

### Waitlist Management

Ongoing waitlist management tools including, the ability to generate bulk letters to applicants, bulk update of applicant status, and purge records, that are beyond the record keeping requirements.

### Waitlist Reports

Quick and easy monitoring to determine if you are meeting your income targeting goals. Waitlist reports are consistent with HUD requirements.

On the web at [www.realtor.com](http://www.realtor.com)

The screenshot displays the OneSite Affordable software interface. At the top, it shows the user 'susan slean' and the site 'Riverside Townhomes'. Below the navigation menu, there is a 'Waitlist applicants' table with columns for Name, Phone, Bed. rooms, Waitlist position, Application Date, Time, Income status, Needs accessible unit, and Status. Below this table is a 'Units available in next 30 days' summary table with columns for Bedrooms, # of units, # of offers, # of units offered, and # of units waiting. A legend for income status and applicant status is also visible.

| Actions | Name              | Phone          | Bed. rooms | Waitlist position | Application Date | Time     | Income status | Needs accessible unit | Status     |
|---------|-------------------|----------------|------------|-------------------|------------------|----------|---------------|-----------------------|------------|
| View    | Debra Deryan      |                | 1          | 1                 | 09/01/2005       | 10:57 AM | VL            | No                    | P (01-111) |
| View    | Dee Chang Koo     |                | 1          | 2                 | 09/05/2005       | 11:12 AM | UG            | No                    | O (01-106) |
| View    | Dave Dugan        | (303) 234-0945 | 1          | 3                 | 04/05/2005       | 10:43 AM | EL            | No                    | O (01-110) |
| View    | Jessica Rodriguez | (214) 963-4356 | 1          | 4                 | 06/05/2005       | 9:53 PM  | UG            | No                    | O (01-120) |
| View    | Houston Dardahl   |                | 1          | 5                 | 06/18/2005       | 10:50 AM | L             | No                    | P (01-113) |
| View    | Beverly Lachan    | (972) 821-3298 | 1          | 6                 | 07/01/2005       | 10:16 AM | VL            | No                    | O (01-119) |
| View    | Erwin Pardo       |                | 1          | 7                 | 08/11/2005       | 11:09 AM | L             | No                    | O (01-117) |
| View    | Leonard Seid      |                | 1          | 8                 | 08/21/2005       | 10:30 AM | L             | No                    | O (01-110) |
| View    | Frank Anderson    |                | 1          | 9                 | 09/01/2005       | 9:49 AM  | EL            | No                    | O (01-119) |
| View    | Jack Coen         | (303) 870-3456 | 1          | 10                | 09/01/2005       | 11:31 AM | EL            | No                    | O (01-114) |
| View    | Mary Roberts      | (972) 434-3434 | 1          | 11                | 09/04/2005       | 4:13 AM  | EL            | No                    | O (04-004) |
| View    | David Leader      | (972) 343-3059 | 1          | 12                | 09/04/2005       | 5:13 AM  | EL            | No                    | O (04-020) |
| View    | David Toth        |                | 1          | 13                | 09/04/2005       | 7:16 AM  | EL            | No                    | O (04-017) |

  

| Bedrooms     | # of units | # of offers | # of units offered | # of units waiting |
|--------------|------------|-------------|--------------------|--------------------|
| 1            | 30         | 11          | 1                  | 18                 |
| 2            | 30         | 6           | 3                  | 29                 |
| 3            | 19         | 1           | 0                  | 18                 |
| <b>Total</b> | <b>87</b>  | <b>18</b>   | <b>4</b>           | <b>65</b>          |