Waitlist Procedures

- Application procedures
  - o Obtain application from the website. Fill out the application, print, scan and attach to email. Email to NTapps@voamn.org

- When applications are received in the NTapps@voamn.org email. An email response will be sent to applicants stating that we have received their application. This email address will not be monitored. For other questions applicants should send email to nicollettowers@voamn.org John will response to those questions.

- Once applications are received, Talisa will sort them into 1-, 2- and 3-bedroom folders.

- Talisa and John will enter applications into the OneSite Waitlist. Then they will move the application to the Onesite folder in the NTapps@voamn.org (this denotes that the application has been processed). They will begin by calling applicants for appointments right away.