	Team Name: Elderly Persons' Housing Working Group Team Lead: VP Finance & Capital Approved by: VP Finance & Capital	Reference Number: ORG.2110.PR.001 Program Area: Elderly Persons' Housing Policy Section: General
	Issue Date: January 23 2015 Review Date: Revision Date: January 10 2017	Subject: Wait List Management for Elderly Persons' Housing

SUBJECT:
Wait List Management for Elderly Persons' Housing

BOARD POLICY REFERENCE:
Executive Limitation – 02: Treatment of Clients

PROCEDURE
1. Application wait lists and number of lists are created and managed according to unit type (as applicable) including:
    - subsidized units
    - market rent units
    - accommodation type i.e. 1 or 2 bedroom
    - other
2. Date received is documented on all application forms. See Application for Elderly Persons' Housing (ORG.2110.PR.001.FORM.01)
3. Wait lists are managed by date of application received.
4. Application wait lists include name of applicant(s) and are organized by date received and unit type.
5. Wait list(s) is validated by confirming with applicant(s) or alternate contact their ongoing interest to remain on the respective wait list. The frequency of this confirmation will depend on the number of applicants and length of wait time.

SUPPORTING DOCUMENTS
ORG.2110.PR.001.FORM.01 Application for Elderly Persons' Housing