



Housing Choice Voucher Program

Worksheet C: Email Template

Hello,

My name is [Name], I am writing in response to your rental located at [state address or identifying info or state where you saw the listing and any identifying info]. I am looking for housing for myself and [explain who lives in your household]. We are interested in your rental because [explain what you like about the features or location]. I have a few questions about the rental:

[list any questions you have]

As for me, I am looking to move by [state date you would like to move]. I currently receive [state your monthly income and/or housing subsidy amount] and can provide positive rental references. I would love to set up a time and date to view your rental. I can be reached at [Phone Number] or by email at [email]. I am generally available [state a time and days that you are free]. I look forward to hearing from you soon.

Thank you,

[Name]

Phone Script

Hi, my name is _____ and I am calling about the _____ [1 bedroom, 2 bedroom, studio] apartment that I found out about on [Craigslist, vacancy sign, etc]. I have a few questions that I would like to ask about it.

- 1.
- 2.
3. What is your screening criteria?

[Ideas for questions you can ask: How soon is the apartment available? What is your policy on _____? Are you offering a lease signing deal? What amenities does the apartment offer? This is a great time to ask about specific things that you are looking for in an apartment that the ad does not list].

Ending 1 [if you are NOT interested in the apartment]: Thanks! I will call you if I have any additional questions.

Ending 2 [if you are interested in the apartment]: Thanks! When is a good time for me to view the apartment? I am available _____ [tomorrow after 2:30pm, or all day Sunday].

Leaving a Message

Hi, my name is _____ and I am calling about the _____ [1 bedroom, 2 bedroom, etc] apartment that I found out about on _____ [Craigslist, Zillow, etc]. I have a few questions that I would like to ask about. Please call me at _____ [phone number]. The best time to reach me is _____ [on weekdays after 5pm, anytime on the weekends]. I look forward to hearing from you.