

EASR WAITLIST PRIORITY POLICY

Background

EASR has a waitlist Application process for individuals/couples that wish to register their intention to move into The Elms, at some time. It could be as soon as a unit is available or at some date in the future. For that reason, applicants can choose to register their intentions as either Active (as soon as a unit is available) or Inactive (at some date in the future.)

All applications are prioritized in one list, based on the date on which they are received. It is up to the Applicant to advise EASR if they, at any time, wish to change their status from Active to Inactive or vice-versa.

However, the means by which this process is used in the assignment of units, varies slightly between two scenarios:

- Prior to building occupancy
- After building occupancy

Prior to Building Occupancy

Active/Inactive Individuals on the Waiting List are ranked (given priority) in the order in which their applications are received. (ie. by date/time). The Waiting List consists of two components, 'Active' and 'Inactive':

(Note: It is highly recommended to confirm with all applicants, their desired Active/Inactive status, and whether their unit type preference is still applicable. This is especially relevant if the waitlist application has been submitted some time ago.)

Active: For those that would like to move into a unit as soon as the building is ready for occupancy and a unit that meets their requirements is still available, they will check off the 'Active' Box. Should they be at the top of the priority list, and a unit that meets their requirements is still available, they will be contacted. They will be advised of the type and location of the units that are available. If the unit is acceptable, arrangements are then made to execute the various Life Lease Agreements. If they decline to accept any unit, contact is made with the next applicant on the waitlist. Provided their status remains 'Active', they will only be contacted again when a unit of their preference comes available

Inactive: For those that are not yet ready to move in at the time the building is ready for occupancy, they check off the 'Inactive' box. They will indicate the year that they contemplate being ready to move in. When they are ready to move in, it is **their** responsibility to advise EASR, and request to be moved over to the 'Active' List. Their priority will, at all times, remain unchanged. They will not be contacted by the Sales and Marketing Manager, until their status is changed to 'Active'.

After Building Occupancy

'Active'/'Inactive' Individuals on the Waiting List are ranked (given priority) in the order in which their applications are received. (ie. by date/time). The Waiting List consists of two components, 'Active' and 'Inactive':

Active: For those that would like to move into a unit as soon as one is available and that meets their requirements, they will check off the "Active" Box. They will also indicate which type of unit they prefer. Should they be at the top of the priority list, and a unit that meets their requirements comes available, they will be contacted and advised that such a unit is available. They will be advised of the type and location of the unit available. If they decline to accept that unit, prior to physically viewing the unit, contact is made with the next applicant on the waitlist. Their status will remain 'Active'. Should, however, they decide to physically view the unit, arrangements are then made for a visit. If the unit is acceptable, arrangements are then made for them to move in. Should they decide, prior to signing the Lease Agreement, that they have changed their mind and are no longer interested in that unit, they will retain their priority on the Wait List. However, after declining two units after two physical visits, they will be moved to the bottom of the priority List.

Inactive: For those that are not yet ready to move in at this time, they check off the 'Inactive' box. They will indicate the year that they contemplate being ready to move in. When they are ready to move in, it is **their** responsibility to advise EASR, and request to be moved over to the 'Active' List. (This will trigger contact when a unit of their preference come available). Their priority will, at all times, remain unchanged.