

## Overview of Methods for Renting Graduate and Family Housing Apartments

### "Blanket" Method -- Used almost every time apartments are rented

Using historical data as a guide an availability e-mail is sent to a designated number of people who have submitted applications. These people are the applicant set.

The historical data determines "how deep" into the application database (based on date) the availability e-mail will be sent. This e-mail may be further parsed by applicant specified preferences such as desired move-in date and apartment type. These factors create the applicant set.

The e-mail informs the applicant set that apartments are available to rent, it lists and describes the apartments, and then asks any members of the set who are interested in those apartments to reply to the e-mail and indicate any apartments that the applicant would like to be offered.

Applicants are given at least 48 hours to respond, but the e-mail specifies the exact deadline This deadline might be as much as four days.

At the deadline all responding applicants are arranged in date order from oldest applicant to the recent applicant. The person with the oldest application date has her/his e-mail response checked to see what apartment is desired the most. That apartment will be offered to that person.

Then the next person in the date arranged order has her/his response e-mail checked and the most desired apartment remaining available is offered. This process continues until all the apartments are offered.

In the event the applicant set is exhausted prior to offering all of the apartments, another message is sent to a wider applicant set. In this manner, a fair method of renting to the person with the oldest application date is accomplished.

During the process several web and E-mail messages are sent to update applicants about each stage of the process.

### "Targeted" Method -- Limited Use (operates as "Blanket Method, with minor changes.)

A number of similar apartments are chosen to be rented. Based on the characteristics of the apartments and applicant supplied preferences in relation to those characteristics, an applicant set is created with the applicants with the oldest applications meeting the characteristics being part of the set. The set is then contacted about the apartment(s). The apartments are then rented to the applicants with the oldest application date requesting a particular apartment or apartments. This method is similar in fairness to the "blanket" method, but takes much longer to run to completion.