

Asset Management Quarterly Occupancy and Waitlist Report

Instructions:

Please complete this report for each development listed in the quarterly email notification from the IHDA's Asset Management Department. Information submitted should reflect conditions as of the most recent quarter-end.

Submittals are due by the 15th of the following month. Quarterly reports are required to be submitted as an attachment to occupancy@ihda.org.

**** PLEASE NOTE ****

Project IDs should be entered exactly as displayed on the email notification.

Submittal Date:	
Quarter-End Date:	

Project ID:	
Property Name:	
Property Address:	
Property Zip Code:	

Property Detail

	# Of Units	Total Square Footage (ft ²)
Residential		
Commercial / Non Common Use		
Common Use Space ¹		
Employee-Occupied Residential ²		
Office/Model ³		
Market Rate Units		
Total For Property		

¹ Common use space includes all non-leasable space including community room, library, kitchen, etc.

² A unit occupied by an employee (non-income qualified employee) of the building such as Manager, Maintenance, etc.

³ Includes management office or model units

**** PLEASE NOTE ****

The information below should be reported as of quarter-end.

Occupancy Detail

	Unit Type						Total Units
	Studio	1-BR	2-BR	3-BR	4-BR	5-BR	
Total Units							
Number of Vacant Units							
Vacancy Rate							

Turnover Detail

Total <i>Move-ins</i>	
Total <i>Move-outs</i> ⁴	

Waitlist Detail

Does this development maintain a waitlist? (Y/N)	
# Households on the waitlist	
Is your waitlist open or closed? (O/C)	
Do you post available units on ILHousingSearch.org? (Y/N)	

ADA Compliance

	Unit Type						Total Units
	Studio	1-BR	2-BR	3-BR	4-BR	5-BR	
How many units are accessible ⁵ ?							
# accessible units occupied by tenants with disabilities who require its features							
# vacant accessible units							
How many units are adaptable ⁶ ?							

⁴ Move-outs do not include internal transfers.

⁵ A unit that is approached, entered, and used by physically-challenged people.

⁶ A unit constructed and equipped so it can be converted with minimal structural change for the use by persons with different types and degrees of environmental limitation.

Completed / Submitted By

First Name:	
Last Name:	
Title:	
Email:	

Do we need to update our contact information for this survey? (Y/N).....

New Contact Information

First Name:	
Last Name:	
Title:	
Email:	