



Asset Management Services 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 electronically to occupancy@ihda.org.

| | |
|-------------------|--|
| Submittal Date: | |
| Quarter-End Date: | |

| | |
|-------------------|--|
| Project ID: | |
| Property Name: | |
| Property Address: | |

**** PLEASE NOTE ****

The following information is required to be submitted for the first reporting period only. This additional detail will not be required as part of future quarterly reports.

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 Move-ins | |
| Total Move-outs 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.



**ILLINOIS
HOUSING
DEVELOPMENT
AUTHORITY**

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: | |