

## 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 as an attachment to [occupancy@ihda.org](mailto: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 <sup>2</sup> )
Residential		
Commercial / Non Common Use		
Common Use Space <sup>1</sup>		
Employee-Occupied Residential <sup>2</sup>		
Office/Model <sup>3</sup>		
Market Rate Units		
<b>Total For Property</b>		

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

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

<sup>3</sup> 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*<sup>4</sup>.....

**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 <sup>5</sup> ?							
# accessible units occupied by tenants with disabilities who require its features							
# vacant accessible units							
How many units are adaptable <sup>6</sup> ?							

<sup>4</sup> Move-outs do not include internal transfers.

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

<sup>6</sup> 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:	