

## **Occupancy and Waitlist Information Requirement Submission Instructions**

All multifamily rental properties that were financed or assisted by IHDA and remain in the active monitoring portfolio are required to report occupancy and waitlist information on a quarterly basis. Information is requested via a survey link emailed to occupancy reporting contacts and/or property managers for each property<sup>1</sup>. An email with the quarter’s survey link will be transmitted by IHDA following the end of each quarter (March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, December 31<sup>st</sup>). Respondents must submit their information within two weeks using the survey link provided. The survey will not accept additional responses after this two-week period.

Follow these directions to ensure successful submission:

- 1) Look for the occupancy and waitlist reporting email from IHDA with survey link (see below)<sup>2</sup>. If you have multiple properties, this link can be used multiple times to report for each property. Note that the link will be active only for that quarter’s reporting period.

Dear Valued Partner,

Please submit your first quarter occupancy and waitlist information for the subject property/properties using the link below. Submissions are due no later than January 15<sup>th</sup>. Thank you in advance for your prompt attention.

[Survey Link.](#)

Project ID	Development Name
87	Ava's Place

Asset Management

- 2) Open the survey link.
- 3) Enter your project ID as reflected in email notification. If the correct PID is not entered, your property risks not being credited for reporting.
- 4) Answer survey questions about your property current as of the end of the quarter period being reported.

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<sup>1</sup> This survey will be emailed to current contacts as listed in our database.

## Occupancy and Waitlist Survey

\*Required Question(s)

Progress: 

\* Please enter your Project ID (PID):

48 characters left.

\* Please enter your property name:

39 characters left.

- 5) Once all fields have been populated, you will receive a confirmation notice.
- 6) The survey link can be used multiple times for multiple properties. After submitting for a property, close out the link, navigate to the email and open again to submit for a different property.