

INSTRUCTIONS FOR COMPLETING ANNUAL OCCUPANCY REPORT

The Annual Occupancy Report (AOR) is required as part of the annual reports requested by IHFA, as is the Owner's Certificate of Continuing Program Compliance (CCC), VAWA Reporting Document, and the Tenant Data. The AOR should include all move-in, move-out, and recertification activity for every affordable unit in the project during the reporting period. All move-in and move-out activity for every market rate unit in the project, during the reporting period, is also required. The household in place at the first of the year should be clearly stated, as should any additional households that occupy that unit through the end of the reporting year.

HEADER

Program Year Enter the calendar year of the activity.

PROPERTY INFORMATION

Project Name Enter the unique name of the property.
Address Enter the main address of the property, as well as the city and zip code.
Prepared by Enter the name of the person preparing the report.
Reporting Period Enter January 1 through December 31 of the program year.
Total Number of Rental Units in Project Enter the sum of all market, affordable, and staff/exempt units.
Total Number of Low-Income Units in Project Enter number of units designated as affordable or low-income, requiring income and rent limits.
% of Rental Units That Are Low-Income Number of low-income units divided by total number of rental units.
Number of Buildings in the Project Total number of buildings on the with residential units.
Total of HOME, NSP, HTF, and WFH Housing Units Enter the number of each unit type required by a regulatory agreement or memorandum of restrictive covenants.

UNIT ACTIVITY

BIN Enter the 9-digit BIN for this building.
Unit # Enter the unique number for the unit.
Head of Household Last Name Enter the last name of the head of household.
Low-Income Market or Staff Enter L to indicate an affordable unit, M for a market unit, and S for a staff/exempt unit.
HOME Unit Y or N NSP Unit Y or N Enter Y to indicate the unit is the unit type listed. Enter N to indicate the unit is not the unit type listed.
HTF Unit Y or N WFH Unit Y or N
Unit Set-Aside% Enter the unit set-aside designation.
OCC Enter the number of household members that occupy the unit, using the criteria for who is included as a household member for income eligibility.
BDRM Enter the number of bedrooms in the unit.
Move-In Date Enter the date the household took possession of the unit.
Recertification Date Enter the date of the most recent recertification. For market units, this field can be left blank.
Move-Out Date Enter the date the household moved out during the reporting period, if applicable.
Initial Household Income Enter the household's annual income from all sources at the move-in date.
Current Household Income Enter the household's annual income from all sources from the most recent recertification.
Net Rent Enter the tenant's portion of the Gross Rent, including any non-optional fees.
UA Enter the utility allowance. If the owner pays all utilities, enter \$0
Housing Assistance Payment Amount Enter the amount of rental assistance on this unit. Enter N/A if none.
Gross Rent Enter the sum of the tenant rent portion, including non-optional fees and the utility allowance. If the unit is HOME, HTF, or NSP assisted, also include any subsidy received from Housing Choice Voucher, Project-Based Section 8, or USDA/RD.