Instructions for Completing the Annual Occupancy Report (AOR)

The AOR is to be included in the annual reports requested by IHFA. These include the Owner's Certificate of Continuing Compliance (CCC), as well. The AOR should include all move-in and move-out activity in each unit of each BIN, regardless of whether the unit is a market or affordable unit. The household in residence at the first of the year should be clearly stated, as should any additional households that occupy that unit through the end of the calendar year.

Header:

- The Program Year is the calendar year of the activity.

Property Information:

- The Project Name should be that unique name of the property.
- The Address should reflect the main address of the property, not different building addresses.
- The Phone Number should list either the property management compliance person, or the phone number of the person preparing the AOR.
- The field Prepared By should show the name of the person preparing the document.
- The Reporting Period should show January 1 through December 31 of the Program Year.
- The Total Number of Rental Units in Project should be the sum of all market, affordable and exempt/employee units.
- The Total Number of Low Income Units in Project should reflect how many units at this project are designated "affordable" or Low-Income, requiring Income and Rent Limits.
- The % of Rental Units that are Low Income shows the Total Number of Low Income Units in Project divided by the Total Number of Rental Units in Project
- The Number of Buildings in Project represents the total number of buildings on the property with residential units.
- The Number of HOME Units represents the sum of HOME assisted units, according to the HOME Loan and Regulatory Agreement.

Unit Activity:

- BIN # — What is the Building Identification Number for this building?
- Unit # — What is the unique number for this unit?
- Head of Household — Use the last name, first
- LI or Mkt — Use LI or L to indicate an affordable unit. Use Mkt or M to show a market unit.
- HOME UNIT Y/N — Is this unit a HOME unit? Yes or No.
- UNIT % AMI — What is the set-aside for this Low-Income unit?
- # Occ — How many people occupy this unit?

- # BR — How many bedrooms are in this unit?
- Move-in Date — When did this household take possession of the unit?
- Recert Date — If the household has recertified, what is the date of that recertification?
- Move-out Date — If the household moved out during the year, what is that date?
- Initial Household Income — What was the household's total income at the move-in date?
- Current Household Income — What was the household's total income at the most recent recertification?

- Gross Rent — This should represent the sum of:
  - the tenant's portion of the rent including any non-optional fees
  - the Utility Allowance,
  - the amount of subsidy the household receives from a Housing Choice Voucher, or USDA/RD
- UA — Utility Allowance
- Net Rent, including non-optional fees — The tenant's portion of the Gross Rent, including any non-optional fees.
- HA (Y/N) — Is there Housing Assistance (USDA/RD or HCV) on this unit? If yes, what amount?