

Affirmative Marketing Report For Commission Bond-Financed Properties

Purpose: To describe the actions taken by the property owner/ management to assure a property's compliance with marketing for its low-income and Special Needs set-aside requirements.

A list of properties required to complete this report (the "Affirmative Marketing Report List") is available on the bond report webpage:

www.wshfc.org/managers/forms-bond.htm

Specific Instructions:

1. **Enter** project OID number, name and address
2. **Enter** property management contact information
3. **Enter** the ending month, day and year of the appropriate reporting period
4. **Enter** the property's percentage of units occupied as of the end of the reporting period
5. **Check** the box indicating the property's federal low-income set-aside election
6. **Check** the box indicating the property's state Special Needs set-aside (if applicable)
7. **Check** the appropriate boxes to indicate what media have been used for advertising, then **list** the specific media names, target groups, and advertising periods in the rows below
8. **Check** the appropriate boxes to indicate if printed media are being used to advertise and where your property is displaying HUD's Fair Housing Poster
9. **List** specific agencies/organizations in your community that you are partnering with to advertise your housing; include how you contacted the agency and who you communicated with. Also check one of the boxes below to confirm whether or not the property has an advertising agreement with one of these agencies
10. **Owner** or **Authorized Agent** should sign and date, and print their name and contact information below.

