

## Vacancy Report for Special-Needs Commitments

**Purpose:** The following report is used to assist the Commission in determining if you are properly marketing and holding your Large Household, Disabled and Farmworker set-aside units.

**Vacancy report(s) must be submitted with the annual report if a property did not meet one or more of its set-asides at the end of the year.**

The Vacancy Report can only be used after the units have been initially rented to Special-Needs households and the units are now **vacant**. *Do not use a Vacancy Report during the initial rent-up of the property.*

### **General Information:**

You must use this report when your property does not have enough households to meet your properties' Large Household, Disabled or Farmworker set-aside units during the year. A separate report should be completed for each Special-Needs group. Vacancy Report(s) are submitted with the annual report (Part B/Table 1) at the end of the calendar year.

The three Commission Special-Needs Commitments groups that use this report are:

- ◆ **Large Household (L)**
- ◆ **Disabled (D)**
- ◆ **Farmworker (F)**

Refer to your property's Regulatory Agreement for exact definitions.

The report will document if a unit is being held to meet your elected Special-Needs Commitment by listing:

- ◆ when a set-aside/commitment unit became vacant
- ◆ when that unit became "rent-ready"
- ◆ when that unit was rented
- ◆ if the unit was rented to a Special-Needs household

You must also submit the necessary supporting documentation, e.g., copies of monthly rent rolls showing the unit was vacant for the full thirty days, copies of referral letters to agencies that provide services to your property's specific targeted set-aside group and copies of print advertisements targeting your specific Special-Needs population.

## Double-Counting

Any property with **at least one 75% or greater** Special-Needs Commitment may double-count units toward another Commitment (if the property has more than one Commitment). If all Commitments are less than 75%, then double-counting is not allowed. For example, a Large Household unit cannot be double-counted as a Disabled unit, since both of these are only 10% or 20% Commitments. On the other hand, it is possible for a Farmworker household to also be counted as a Large Household **or** a Disabled household set-aside unit, since the Farmworker Commitment is applied to at least 75% of a property's units.

Unlike Large Household or Farmworker units, market rate units may be counted toward the Disabled Commitment requirement. For example, if your property is a mixed-income property and has market rate units or buildings, you could rent one of the market rate units to a disabled individual and have that unit count toward your Disabled Commitment but the unit **cannot** be counted toward your low-income set-aside requirement.

### *Specific Instructions:*

1. **Enter** property name.
2. **Enter** reporting period (month/year to month/year).
3. **Select** the Special-Needs Commitment you are reporting on for this report. Use a separate report for each Commitment group.
4. **Enter** unit number.
5. **Enter** the date unit became vacant. (mm/dd/yy)
6. **Enter** date unit was rent-ready. (mm/dd/yy)
7. **Enter** date unit was rented. (mm/dd/yy)
8. **Enter** total number of days unit was vacant after it was rent ready.
9. **Indicate** whether or not unit was rented to the type of Special-Needs household you selected in number 3.

