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.
AFFIRMATIVE MARKETING REPORT
For Commission Bond-Financed Properties

OID #: (1) ____________________________ (2) ____________________________
Project Name: ____________________________ Property Management Company Name: ____________________________
Address: ____________________________ Property Management Company Address: ____________________________

Annual Report Period Ending: (3) ____________________________ Project Occupancy as of End of Reporting Period: (4) ____________________________

Federal Election: (5)
☐ 20% @ 50% AMGI
☐ 40% @ 60% AMGI

Commission Set-Asides: (6)
☐ Disabled
☐ Large Households
☐ 30% @ 50% AMGI
☐ Elderly

Marketing Program: Commercial Media (check the type of media to be used to advertise the availability of this housing) (7)
☐ Newspapers/Publications
☐ Radio
☐ TV
☐ Web
☐ Other (specify)

Name of Newspaper, Radio, TV or Website: ____________________________
Group Identification of Audience: ____________________________
Duration of Advertising: ____________________________

Marketing Program: Brochures and HUD’s Fair Housing Poster (8)
Will brochures, letters or handouts be used to advertise? ☐ Yes ☐ No If “Yes” attached a copy.

HUD’s Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place.
Fair Housing Posters are displayed in the ☐ Sales/Rental Office ☐ Model Unit ☐ Other (specify)

Community Contacts: (9)

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<thead>
<tr>
<th>Name &amp; Address of Agency:</th>
<th>Method of Contact:</th>
<th>Person Contacted:</th>
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Do you have written agreements with any of these Agencies? ☐ Yes ☐ No If “Yes” attach a copy.

Signature of Person Submitting this Report ____________________________ Date of Submission ____________________________

Name (Type or Print) ____________________________ Phone Number ____________________________ Email Address ____________________________