

Special-Needs Vacancy Report

Special-Needs Commitment Instruction

Purpose: This report is used to assist the Commission in determining if you are marketing and holding your Special-Needs (Large Household, Disabled, Farm Work set-aside) commitment units properly.

The Special-Needs Vacancy report must be submitted with the annual report if a property did not meet one or more of its Special--Needs commitments at the end of the year.

The 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.*

See Tax Credit Manual, Chapter 3, page 8 - Marketing and Good Faith Efforts.

http://www.wshfc.org/managers/ManualTaxCredit/50_Chap03WashingtonStateRequirements.pdf

Special-Needs Vacancy Report

General Information:

You must use this report when your property does not have enough households to meet your property's Special-Needs commitment during the year. A separate vacancy report should be completed for each type of set-aside/commitment. 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 set-aside or commitment categories that use this report are:

- **Large Household (L)**
- **Disabled (D)**
- **Farm Work (F)**

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

The report will document if a unit was held to meet your elected set-aside commitment by listing:

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

Please include copies of your marketing efforts; e.g. copies of monthly rent rolls showing the unit was vacant for the full thirty days after it was rent ready, copies of referral letters to agencies that provide services to your project's specific targeted set-aside group, and copies of print and/or online advertising to target populations.

The Large Household set-aside unit cannot be double counted as a Disabled set-aside unit.

Mixed income properties, those with affordable and market rate units may count their qualifying Disabled market rate units toward the total number of Disabled units. For example, you could rent one of the market-rate units to a Disabled household and count that unit toward your Special--Needs commitment, but the unit **cannot** be counted toward your low-income set-aside requirement.

It is possible for a Farm Work household to also be counted as a Large Household **or** a Disabled household set aside unit if the Farm Work set-aside applies to 75% or more of the property

Specific Instructions:

1. **Enter** property name.
2. **Enter** reporting period (month/year to month/year).
3. **Select** the Special--Needs set-aside/commitment you are reporting on for this report. Use a separate report for each type of set-aside/commitment.
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 unit was rented to the type of Special--Needs set-aside/commitment household you selected in number 3.

SPECIAL-NEEDS VACANCY REPORT

Tracking Your Special-Needs Commitment Marketing Efforts

Property Name: _____ OID #: _____ Reporting Period: _____

Check One Only: (L) Large Household (D) Disabled (F) Farm Work

Unit #	Vacancy Date	Rent Ready Date	Date Rented	# of Days Vacant after Rent Ready	Household Met Special -Needs Commitment Requirements Yes/No?	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No

A Special-Needs Vacancy Report (with supporting documentation) must be submitted with the annual report (Part B/Table 1) when a property did NOT meet a Special-Needs commitment at the end of the year. Please use a separate form for each commitment that was NOT met. (See Special-Needs Vacancy Report Instructions)