



## INSTRUCTIONS FOR SUBMITTING QUARTERLY OCCUPANCY REPORTS FOR WHEDA FINANCED PROPERTIES

You will be receiving an email from [occupancy@wheda.com](mailto:occupancy@wheda.com) on or before the 1<sup>st</sup> of the month identifying all WHEDA financed projects requiring occupancy submission. A link within the email will direct you to the occupancy reporting form. Complete the form answering all questions, submitting a new response per project listed in the email.

The form will be open for responses starting on the 1<sup>st</sup> of the month. Responses are due within 15 days of quarter-end.

1. Project # \*

  
Enter your answer

2. Project Name \*

  
Enter your answer

3. # Total Units \*

  
Please enter a number greater than 0

4. # Of Vacant Units at Qtr End Date \*

Includes all units that are not physically occupied on the last day of the quarter specified. (This will include any move-outs that occurred on the last day of the quarter, if a new household did not move in on the same day.)

  
Please enter a number greater than or equal to 0

5. # Units Vacant Over 30 Days \*

Includes all units that have been physically vacant for more than 30 days, as of the last day of the quarter. This will include vacant units where the move-outs occurred more than 30 days before the quarter end date. Example: A unit with a move out on February 28 that is still vacant on March 31 should be reported as a Unit Vacant Over 30 Days.

  
Please enter a number greater than or equal to 0

6. # Households on Waiting List \*

A total of all households whose applications are on file and are in consideration for leasing a rentable unit.

  
Please enter a number greater than or equal to 0

7. Total Rent Collected Amount (in dollars for quarter) \*

Total actual tenant rent payments received plus rental assistance received (i.e., Section 8 Housing Assistance Payments) for the quarter.

  
Please enter a number greater than or equal to 0

8. Gross Rent Potential Amount (in dollars for quarter) \*

Indicate the value, in dollars, of the total amount of rent that could be collected for the quarter if all units were rented (Total Units - Maximum Rent Per Unit).

  
Please enter a number greater than or equal to 0

9. Contact Name \*

  
Enter your answer

10. Contact Email Address \*

  
Enter your answer

If you have any additional projects to submit, click on “submit another response” and complete the form.

Thanks!

Your response was submitted.

[Submit another response](#)