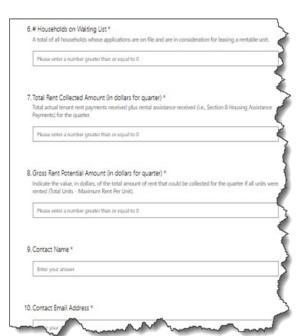


## INSTRUCTIONS FOR SUBMITTING QUARTERLY OCCUPANCY REPORTS FOR WHEDA FINANCED PROPERTIES

You will be receiving an email from <u>occupancy@wheda.com</u> 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.





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

