# Online Multifamily Quarterly Occupancy Reporting (MQOR)
## Instructions

## *Requirements*

All projects with active WHEDA financing are required to report. All Tax Credit Projects, where the 8609 has been issued, are required to report. Required projects need to submit occupancy data on a quarterly basis as of the end of March, June, September and December. Reports are due by the 15th of the month following the end of the quarter. You will not be able to enter occupancy data for a quarter until that quarter has passed. For example, occupancy data for quarter ended September 30 cannot be entered until October 1$^{st}$.

You may edit occupancy data for the previous four quarters only. If you need to modify occupancy data previous to the last four quarters please contact WHEDA. For any questions, click the "Contact Us" link found at the bottom of each page. You may also contact your WHEDA Multifamily Asset Manager with questions.

## *Overview of Online MQOR eWHEDA Application*

1. Access the Internet through your Internet Service Provider (ISP).
2. Enter wheda.com in the **Address** line of your browser. The link to eWHEDA applications can be found on the top menu bar and is labeled **"eWheda login".** You may also access the application by entering **https://www2.wheda.com/apps** in the **Address** line of your browser.
3. Login with your user name and password. Your password is case sensitive. You should now see the **Available Applications** screen.
4. Click on MQOR from the menu and you will be directed to the **Projects** screen of the application. All projects that you have access to, will be displayed.
5. Navigate to the desired project, year, and quarter by clicking on the plus signs to the left of the projects displayed.
6. Click on the underlined quarter to navigate to the **Occupancy** screen. If you have already submitted this quarter, you will get a warning message asking "Are you sure you want to edit it?" Click OK to view or edit the quarter.
7. Enter unit data in the corresponding fields. **Only whole numbers are accepted**. Use the tab key or mouse to move between fields. Note: shift-tab moves your cursor to the previous field. Question marks near each field display descriptive information about that field when clicked.
8. If you are reporting data for a WHEDA financed project, enter rent amount data in the financial information fields. Tax Credit projects without WHEDA financing are not required to enter data into these fields. Quarter physical and economic occupancy percentages will be calculated automatically as the corresponding data is entered.
9. When you are satisfied that all data is correct, click the **Submit** button. Clicking on the Submit button will trigger additional validations. If errors are found they will be displayed below the data and you will need to make corrections. Your options at this time are:
    - Navigate to the field that needs correcting and change its value, then click the Submit button again, or
    - Click on the **Reset** button to reset all fields to the original values displayed upon entering the screen and reenter your data, or
    - Leave the edit tab and return to the projects tab by clicking the **Projects** tab. This will **always** discard any changes or additions not submitted.
10. If you want to enter occupancy data for another project, click on the projects tab and select another project, year, and quarter.
11. If you are finished and want to log off, click the **Logout** button.

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## *Printing*

For your convenience there are two locations to print or export data in the application.

1.  From the **Projects** tab, click on the printer icon in the top right corner of the screen. The report created will display all quarterly occupancy data for all projects you have access to.
2.  From the **Occupancy** tab, click on the print icon at the upper right corner of the screen. This will print only the quarterly occupancy data you are viewing. Special Note: **Only** submitted data will be displayed on the report.

## *Field Definitions*

PHYSICAL INFORMATION

**# Of Site Mgr Units**:
> Includes manager's, caretaker's, model, and any other units which are potentially rentable, but are currently used for a purpose in which a rental fee is not collected.

**# 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.)

**# Of Units on Notice to Vacate for Next Qtr**:
> Includes all occupied units that have given a notice to vacate for a future date.

**# Households on Waiting List**:
> A total of all households whose applications are on file and are in consideration for leasing a rentable unit.

**# Of Units Pre-leased for Next Qtr**:
> Includes all vacant units that have been re-rented for the upcoming quarter. (This will include any move-ins on the first day of the next quarter.)

**# 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.

FINANCIAL INFORMATION -<u>WHEDA Financed Projects Only</u>

**Total Rent Collected For the Quarter**:
> Total actual tenant rent payments received plus rental assistance received (i.e., Section 8 Housing Assistance Payments) for the quarter.

**Gross Rent Potential For the 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).

CALCULATED OCCUPANCY PERCENTAGES

**Qtr Physical Occupancy:**
> This is the percentage of total occupied units (total # of units less vacant units) at quarter end date divided by total units.

**Qtr Economic Occupancy**:
> This is the percentage of Total Rent collected divided by the Gross Rent Potential.