

OHCS Property Vacancy Report

Property Name: _____ Report Month/Year: _____

Complete the following information and submit it along with a current rent roll to: property.vr@hcs.oregon.gov

Funding Type

Elderly Bond Risk Share Operating Agreement ARRA Other: _____

Units

Total number of units in this property: _____ Number of exempt staff units: _____

Total number of units currently vacant per unit type:

Unit Type	# Vacant	# Ready to Rent
SRO		
Studio		
1-Bedroom		
2-Bedroom		
3-Bedroom		
4-Bedroom		
TOTAL:		

List Any Casualty Loss Units		
Unit #	Type of Loss*	Date Affected

*Fire, flood, etc.

Waiting List/Applications

Total number of applicants on the waiting list per unit type:

Unit Type	# On Waiting list
SRO	
Studio	
1-Bedroom	
2-Bedroom	
3-Bedroom	
4-Bedroom	
TOTAL:	

Current Resident Roster/Rent Roll copy is included. (Tenant Roster/rent roll showing move-in dates must be included with this report)

Monthly Unit Activity: List All Move-outs, Move-ins and Transfers This Month

Units Vacated This Month:			
Unit #	Last Name	Move-Out Date	Transfer?

Units Re-Occupied This Month:			
Unit #	Last Name	Move-In Date	Transfer?

“Transfer?” = Indicate Yes or No

Information Above Provided by:

Name

Date

Email

Phone

Contact Person: Leanna Deters Phone: (503) 986-2022 Email: property.vr@hcs.oregon.gov

Fax: (503) 974-0305

Vacancy Reporting –

Owners/Agents of OHCS funded properties are required to report vacancy number to OHCS on a monthly basis. This Property Vacancy Report form must be completed and submitted by the first of each month following the reporting month. OHCS Staff review the information provided to ensure each property has established and maintains strong policies with regard to property vacancies (tenant selection, unit turn-over, & marketing efforts) and are actively marketing the property.

Guide:

- Property Name – Write in the Property’s name.
- Report Month/Year – Write in the month and year for the information being reported.

Funding Type:

- Indicate which funding type/s the property has by checking the appropriate box/es.
 - If type not indicated, check the ‘Other’ box and write in the funding type.
 - NOTE: ARRA is American Reinvestment & Recovery Act).

Units:

Total number of units in this property – Write in the total number of units in the property

Number of exempt staff units – Write the number of exempt staff units at the property. If none, write a 0(zero) or N/A.

Total number of units currently vacant per unit type – Complete the chart by filling in the number of units that are currently vacant at the property per type of unit. If a type does not apply, fill in the box with N/A. If a unit type does apply and there are no vacant units per that type, fill in the box with a 0 (zero).

List Any Casualty Loss Units – Complete the chart identifying all units currently affected by a casualty loss at the property. Identify the unit #, the type of loss (fire, flood, etc.) and the date the loss occurred.

NOTE – if you have not already reported this loss to OHCS, a completed Casualty Loss Report will be required.

Waiting List/Applications:

Total number of applicants on the waiting list per unit type - Complete the chart by filling in the number of applicants on the waiting list per unit type. If a type does not apply, fill in the box with N/A. If a unit type does apply but there are no applicants waiting for that type, fill in the box with 0 (zero).

Current Resident Roster/Rent Roll copy – Include a copy of the current resident roster/rent roll showing each tenant’s move-in date. **(This must be included with the report).**

Monthly Unit Activity: List All Move-outs, Move-ins and Transfers This Month:

Units Vacated This Month - Complete the chart identifying all the tenants that moved out of the property during the reporting month. Fill in the boxes with the Unit #, Last name of tenant and the move-out date.

- If the move-out was a transfer, write yes in the box.

Units Re-Occupied This Month – Complete the chart identifying all the tenants that moved in to the property during the reporting month. Fill in the boxes with the Unit #, Last name of tenant and the move-in date.

- If the move-in was a transfer, write yes in the box.

Information Above Provided by:

Complete Name, Date, Email address and phone number

Submit Report To –

Submit this completed report along with copy of current rent roll or tenant roster with move-in dates to:

property.vr@hcs.oregon.gov