

CHAPTER 11

AGENCY MONTHLY OCCUPANCY REPORT

The Agency collects occupancy information on a monthly basis for all properties with Agency financing. This information is used to monitor the ongoing viability and marketability of each property. In addition, it is used for market analysis when evaluating the funding of new properties.

Occupancy information for PHFA Section 8 Properties is gathered through the HAP payment process.

For all other Agency portfolio properties, an email will be sent out on the 25th of each month. Click on the property name and the entry screen will pop up. Enter the Total OCCUPIED Units as of the first day of the upcoming month (for the email sent on January 25th, you will be entering the occupied units as of February 1st).

- For each designated accessible unit, check if the unit is vacant or occupied. If the unit is occupied, check the box if a household member needs the accessible features of the unit.
- Finally, enter the number of applicants on your waiting list who are requesting an accessible unit.
- Click the SUBMIT button to complete the reporting requirement for the month.

If the Occupancy Data is not entered by the 3rd of the month, a Late Notice email reminder will be sent out.