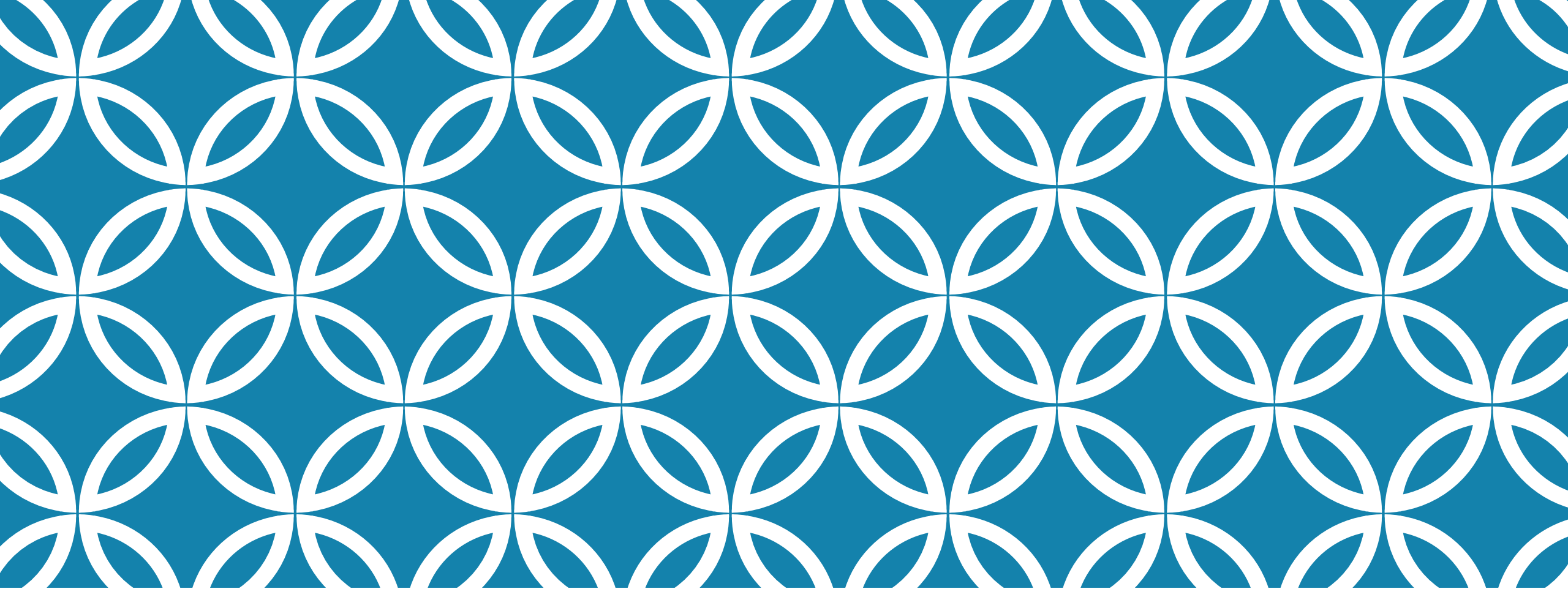# VACANCY SYSTEM

Paul McPartland

# WHAT WE ARE GOING TO TALK ABOUT TODAY

- When Should I Enter My Data?
- Why Can't I Find the Unit I Just Entered?
- What Can LHAs Edit?  What Can HMS Edit?
- Common Data Entry Questions
- Importance of Not Entering Duplicate Records
- Waivers
- How to Figure Out Why You Were Assessed Fees
- Key Dates to Remember

# HOW OFTEN SHOULD I USE THE VACANCY SYSTEM?

- **Regularly** - weekly/monthly depending on frequency of vacancies
  - Enter Initial Data as Units Become Vacant: Vacancy Date and Reason, Unit Condition, Estimated Turnover Costs, etc.
  - Enter Lease-up Data AFTER the Lease is Executed
  - Apply for Waivers as Close to Vacated Date as Possible
  - Monitor Waivers to Ensure They are Not Expired and Apply for Waiver Extensions as Needed
  - Monitor Fee Assessment Report to Ensure You Do Not Have Fees
  - If You DO Have Fees, Analyze Why and How To Reduce Them
  - Do NOT Enter Duplicate Records, as This May Incur Fees

# HOW CAN I TELL IF THE VACANT UNIT I JUST ENTERED WAS SAVED BY THE SYSTEM?

# THAT FEELING YOU GET WHEN YOU KNOW YOU ENTERED THE DATA BUT CAN'T FIND IT . . .

# HOW CAN I TELL IF THE VACANT UNIT I JUST ENTERED WAS SAVED IN THE SYSTEM?

- There are TWO WAYS:

  - Run a VACANCY REPORT: provides a list of all vacant units you have entered into the system between two dates of your choosing

  - OR,

  - Look at the UNIT HISTORY

- Here is how you do both . . .

# HOW TO RUN VACANCY REPORT



**Vacancy Reporting System**

**Welcome Wellfleet Housing Authority**

Unit Selection    Manage Waiver    Reports    Certification                    User Guide    Return to Housing Apps

**Reports**

Fees Assessed for Units Vacant Without a Waiver

Waiver Status of all Units Vacant on Selected Date

Vacancy Report – Current Status of Units Vacated Between Selected Dates

Occupancy Rate Report

Reoccupy Vacant Units/Make Units Maintenance-Ready Report

# Vacancy Report – Current Status of Units Vacated Between Selected Dates
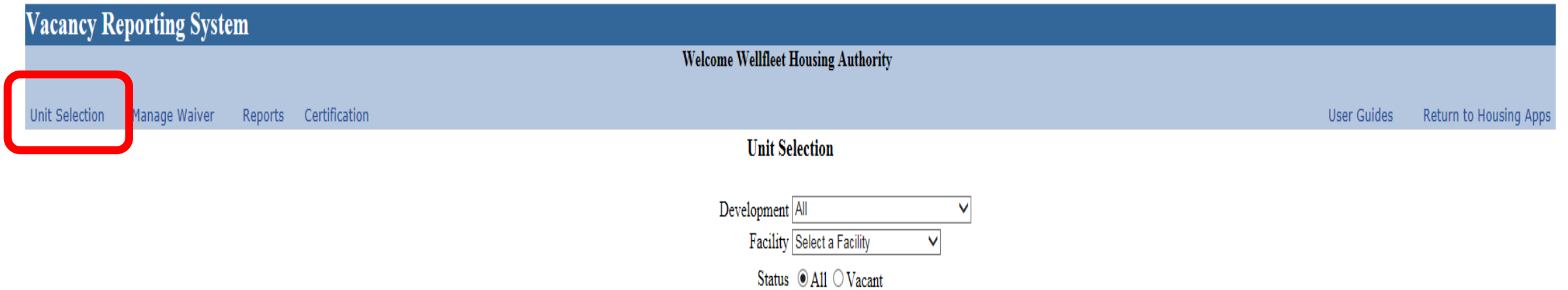
From Date: 1/1/16    To Date: 5/20/16    View Report

| | Development | Unit | Bedroom Size | General Condition | Vacated Date | Maintenance Ready Date | Lease Start Date | Applicant Control # |
|---|---|---|---|---|---|---|---|---|
| 1 | 200-01 - Veterans Housing | 11 | 3 | Good | 05/16/2016 | | | |
| 2 | 200-01 - Veterans Housing | 44 | 3 | Fair | 05/01/2016 | 05/05/2016 | 06/01/2016 | 5852 |
| 3 | 667-01 - The Dunes 1 | 13 | 1 | Good | 04/15/2016 | | | |
| 4 | 200-01 - Veterans Housing | 44 | 3 | Fair | 04/01/2016 | 04/15/2016 | 05/02/2016 | |
| 5 | 200-01 - Veterans Housing | 36 | 2 | Fair | 04/01/2016 | 04/30/2016 | 06/01/2016 | 354 |
| 6 | 200-01 - Veterans Housing | 38 | 2 | Poor | 04/01/2016 | 04/30/2016 | 06/01/2016 | 64853 |
| 7 | 200-01 - Veterans Housing | 10 | 2 | Poor | 04/01/2016 | 05/15/2016 | | |
| 8 | 200-01 - Veterans Housing | 1 | 2 | Poor | 04/01/2016 | 04/15/2016 | 06/01/2016 | 3545 |
| 9 | 200-01 - Veterans Housing | 3 | 2 | Poor | 04/01/2016 | 04/30/2016 | 06/01/2016 | 35453 |
| 10 | 200-01 - Veterans Housing | 14 | 3 | Poor | 04/01/2016 | 04/28/2016 | 06/01/2016 | 6456 |
| 11 | 200-01 - Veterans Housing | 12 | 2 | Poor | 04/01/2016 | 09/01/2016 | 10/01/2016 | 5701 |
| 12 | 667-01 - The Dunes 1 | 1 | 1 | Fair | 03/31/2016 | | | |

# HOW TO LOOK AT UNIT HISTORY

- Step 1: Go to Unit Selection Page

# HOW TO LOOK AT UNIT HISTORY

- Step 2: Select Development and Facility From Dropdown

# HOW TO LOOK AT UNIT HISTORY

- Step 2: Select a unit.

THIS UNIT IS NOT CURRENTLY VACANT (VACATED DATE IS BLANK). BUT SCROLL TO "VACANCY HISTORY" AT BOTTOM OF PAGE TO SEE UNIT WAS VACANT 75 DAYS STARTING 4/1/16. FOR MORE DETAILS, CLICK ON THE HIGHLIGHTED "4/1/2016" DATE. . .

# THIS OPENS UP A NEW SCREEN THAT LOOKS SIMILAR, BUT IS ACTUALLY A HISTORICAL RECORD FOR THIS UNIT (NOTE 4/1/2016 VACATED DATE). ALL OLD VACANCY RECORDS ARE PRESERVED IN THE VACANCY HISTORY.

## Vacancy Reporting System

Welcome Wellfleet Housing Authority

Unit Selection    Manage Waiver    Reports    Certification          User Guides    Return to Housing Apps

### Unit Information

| Development | Facility | Unit | Bedroom Size | Days Vacant | Waiver Expiration Date |
|---|---|---|---|---|---|
| 200-01 - Veterans Housing | Veterans  12 | 40 | 2 | 75 | |

Modified:    ☐ Fully Accessible    ☐ Adaptable    ☐ Modified

### Vacancy Details

| | | | |
|---|---|---|---|
| Vacated Date | 4/1/2016 | General Condition | Poor |
| Reason | Moved in with Family | Days Vacant until Maintenance Ready | 59 |
| Tenant gave 30 day Notice | ☐ | Days Maint. Ready to Lease Start | 16 |
| Unit Abandoned w/o Notice | ☑ | Total Days Vacant to Lease Start | 75 |
| Move Out Inspection Done | ☐ | | |

### Maintenance

Estimated Unit Turnover Cost  Over $25000          Maintenance Ready Date  5/30/2016

### Waiver

| | | | |
|---|---|---|---|
| Request Date | | Move-out Inspection Date | |
| Request type | | | Days Currently Subject to Vacancy Fees  14 |
| Reason for Waiver | | LHA Comments | |
| Request Period | ▢ months | | |

| Request Date (click link for detail) | Request Type | Reason for Waiver | Request Period (months) | DHCD Decision | # Months Approved | DHCD Decision Date | Suspended Occupancy Payment | SOP Cancel Date | Expiration Date |
|---|---|---|---|---|---|---|---|---|---|
| 4/1/2016 | Initial Request | 7 - Major Tenant Damage | 4 | Denied | | 06/29/2016 | ☐ | | |

### Leasing

Lease Start Date  6/15/2016

| Applicant Control # | Priority | Preference | Request modified unit | Currently in Shelter | Applicant Decision | Decision Date | Reason for Refusal |
|---|---|---|---|---|---|---|---|
| | 1 | ☐ Veteran (A) ☐ Local Resident (B) ☐ Minority (C) | ☐ | ☐ | ○ Accepted ○ Refused | | |

| Applicant Control # | Priority | Preference | Request Modified Unit | Currently in Shelter | Applicant Decision | Decision Date | Reason for Refusal |
|---|---|---|---|---|---|---|---|
| 35415 | 1 | Local | ☐ | ☐ | Accepted | 06/10/2016 | |
| 3545 | 2 | Veteran | ☐ | ☐ | Refused | 06/01/2016 | Location |

Move in inspection ☐
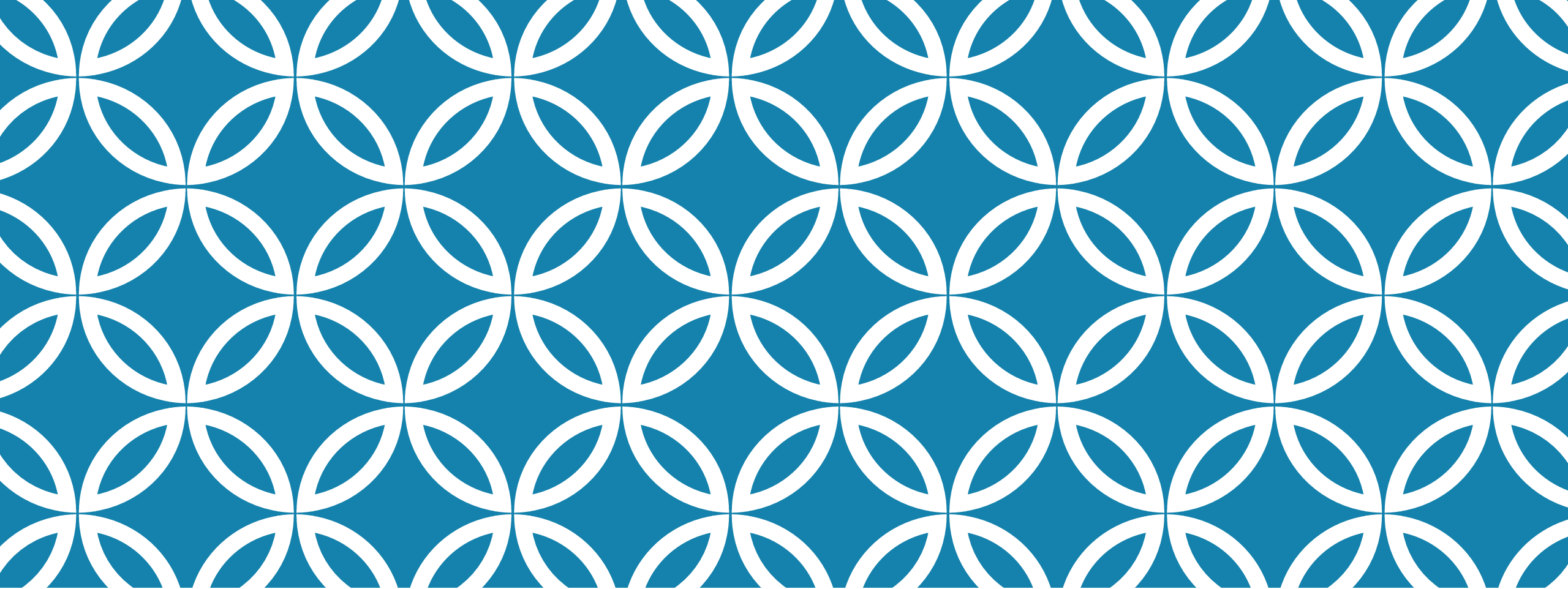
# WHAT LHAS AND HMS CAN EDIT IN THE NEW VACANCY SYSTEM

# WHAT CAN LHAS EDIT IN THE VACANCY SYSTEM?

1. **BEFORE** SAVING A NEW VACANT UNIT RECORD FOR THE FIRST TIME – LHAS CAN EDIT ANY FIELD.

2. **AFTER** SAVING THE VACANT UNIT RECORD FOR THE FIRST TIME, AND **BEFORE** YOU ENTER AND SAVE THE "LEASE START DATE" – LHAS CAN EDIT ANY FIELD EXCEPT "VACATED DATE".

3. AFTER YOU ENTER AND SAVE THE "LEASE START DATE", THE VACANT UNIT RECORD IS SAVED INTO "VACANCY HISTORY" AT THE BOTTOM OF THE SCREEN.  LHAS CANNOT EDIT DATA THAT IS SAVED INTO HISTORY.

# WHAT CAN HOUSING MANAGEMENT SPECIALISTS (HMS) EDIT?

- HMS can delete records (especially duplicate records entered accidentally)

- HMS can edit any field, even in data saved to "Vacancy History"

# COMMON DATA ENTRY QUESTIONS IN THE VACANCY SYSTEM

# EVERYONE STILL AWAKE?

# WHEN SHOULD I ENTER A LEASE START DATE?

- Only enter a "Lease Start Date" AFTER A LEASE IS SIGNED
  - Once you enter the Lease Start Date and hit the SAVE button, the record is moved to "History".  If the applicant then rejects the unit, LHAs cannot go back into the History to correct the data. They will need to contact their HMS.
- If a tenant backs out of a lease once it is signed but before moving in, LHAs should create a new vacant unit record, with a new vacancy date.

# WHAT SHOULD I ENTER IN THE APPLICANT CONTROL ID FIELD?

- Always fill in Applicant Control ID

- If administrative transfer, indicate in field as "Admin Transfer"

- If not an administrative transfer, enter the Applicant Control ID e.g. "E16-296"

- No other text should be entered in the applicant control ID field

# DO NOT ENTER DUPLICATE RECORDS - PLEASE

- When you realize there is a data error and are unable to edit the record, please **do not** re-enter the info in a new duplicate record.

- Contact your HMS to correct the data error.

- DUPLICATE RECORDS ARE THE MAJOR REASON FOR ERRONEOUS FEE ASSESSMENTS.

# THE FEELING DHCD STAFF GET WHEN THEY ENCOUNTER A DUPLICATE VACANCY RECORD . . .
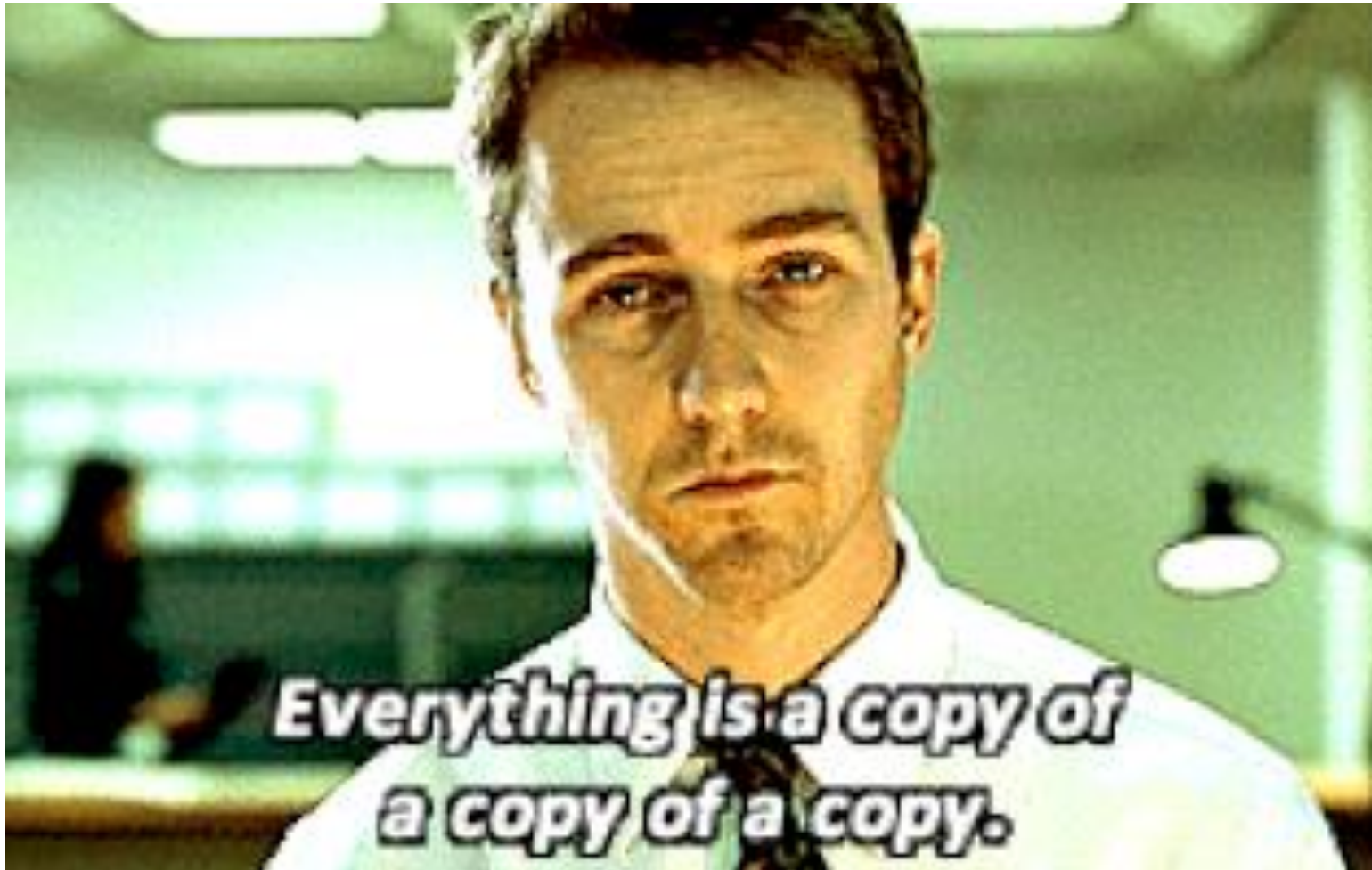
# WHAT IF THE UNITS LISTED IN THE DROPDOWNS ARE INCORRECT?

**Vacancy Reporting System**

**Welcome Wellfleet Housing Authority**

Unit Selection    Manage Waiver    Reports    Certification                    User Guide    Return to Housing Apps

**Unit Selection**

Development | Select a Development
Facility | All
| 200-01 - Veterans Housing
Status | 667-01 - The Dunes 1
| 667-02 - The Dunes 2
| 667-03 - Tidewaters
| 667-04 - DRIFTWOOD TOWERS
| 705-01 - Seagrass Lane
| 705-1A - Oceanside Manor

Needs to be fixed in the Capital Planning System (CPS).  Please email Paul McPartland at paul.mcpartland@state.ma.us with questions.
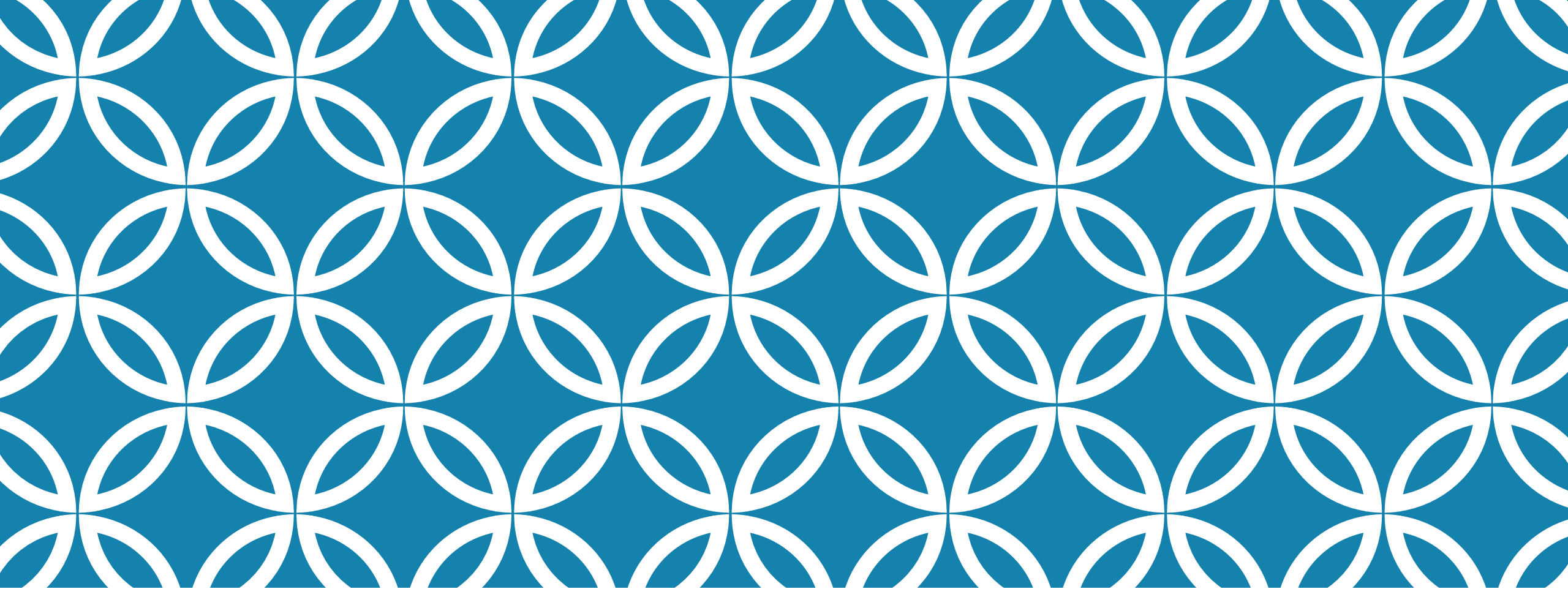
# WAIVERS

# WHEN SHOULD I REQUEST A WAIVER?

- Promptly inspect the newly vacant unit, assess its condition, and come up with a turnover plan

| Best Practice: | Request a waiver **PROMPTLY** if you anticipate the vacancy will not be filled by: |
|---|---|
| | End of the Month Following the Vacancy Month |

- For example, if you have a January vacancy, and expect the unit to be vacant beyond the end of February, request a waiver PROMPTLY
- AN EARLY REQUEST GIVES YOU TIME TO TAKE ACTION IF YOUR WAIVER REQUEST IS NOT APPROVED.

# HOW LONG A WAIVER SHOULD I REQUEST?

YOUR REQUEST SHOULD:

- START AT THE VACATED DATE AND
- END ON THE DATE YOU EXPECT TO REOCCUPY UNIT

Example:

- A unit has a Vacated Date of January 1$^{st.}$

- You expect to have it reoccupied by June 1.

- You should therefore request a 5-month waiver (January – May).

# WHAT IF I MAKE AN ERROR IN MY WAIVER REQUEST?

- Contact your HMS to discuss the best course of action in terms of resolving a waiver request error.

- Ideally, request waivers early to leave time to address any problems.

# WHAT IF I FORGOT TO REQUEST A WAIVER?

▪ If you <u>have not yet</u> entered a Lease Start date for the unit, you can still select that unit, open the vacant unit record and apply for a waiver.

▪ If you entered and saved the unit's Lease Start date without requesting a waiver, then that vacancy was closed and moved to "History". CALL YOUR HMS to discuss waiver eligibility.

▪ PLEASE DO NOT CREATE A DUPLICATE RECORD WITH A NEW WAIVER REQUEST, SINCE DUPLICATE RECORDS CAN LEAD TO ERRONEOUS FEES.

# FEE ASSESSMENTS

# FEE ASSESSMENTS — WHY DO WE DO THIS???

# FEE ASSESSMENTS – WHY DO WE DO THIS???

- HOUSE FAMILIES -- Maximize the occupancy of state public housing – one of the few housing resources available to extremely low income households.

- MONEY! --  A 1% decrease in the statewide vacancy rate generates about $1.8M in rental income every year – funds that can be used to better maintain and preserve the portfolio.

- LEVEL PLAYING FIELD – LHAs only get operating subsidy for deserving units

# FEE ASSESSMENTS

HOW CAN I FIGURE OUT IF I MIGHT BE ASSESSED A VACANCY FEE?

- THREE Easy Steps:

# FEE ASSESSMENTS – WILL I BE CHARGED FEES?

## STEP ONE . . .

File   Edit   View   Favorites   Tools   Help

⭐                                                                🏠 ▼  📶 ▼  ✉ ▼  🖨 ▼   Page ▼  Safety ▼  Tools ▼  ❓ ▼   »

**Vacancy Reporting System**

**Welcome Wellfleet Housing Authority**

Unit Selection     Manage Waiver     **Reports**   Certification                              User Guides      Return to Housing Apps

**Reports**

Fees Assessed for Units Vacant Without a Waiver

Waiver Status of all Units Vacant on Selected Date

Vacancy Report – Current Status of Units Vacated Between Selected Dates

Occupancy Rate Report

Reoccupy Vacant Units/Make Units Maintenance-Ready Report

GO TO THE "REPORTS" OPTION IN THE UPPER LEFT OF YOUR SCREEN. THEN SELECT THE FIRST OPTION FROM THE LIST OF REPORTS: "FEES ASSESSED FOR UNITS VACANT WITHOUT A WAIVER"

# FEE ASSESSMENTS — WILL I BE CHARGED FEES?
## STEP TWO . . .

File   Edit   View   Favorites   Tools   Help

Page ▼   Safety ▼   Tools ▼

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Unit Selection      Manage Waiver      Reports      Certification                                    User Guides      Return to Housing Apps

**Fees Assessed for Units Vacant Without a Waiver**

Quarter Ending [ ▼] [ ▼]  [View Quarterly Report]   **OR**   Year Ending [12 ▼] [2016 ▼]  [View Year End Report]

CHOOSE THE NEXT UPCOMING QUARTER END OR YEAR END DATE FROM THE OPTIONS ABOVE TO GET A COMPLETE LIST OF UNITS SUBJECT TO FEES FOR THE CURRENT QUARTER OR YEAR TO DATE. E.G., IF TODAY IS 11/14/16, SELECT 12/2016.

# FEE ASSESSMENTS - STEP THREE . . .

**Vacancy Reporting System**

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Unit Selection    Manage Waiver    Reports    Certification        User Guides    Return to Housing Apps

**Fees Assessed for Units Vacant Without a Waiver**

Quarter Ending [ ▾ ] [ ▾ ] [View Quarterly Report]  **OR**  Year Ending [12 ▾] [2016 ▾] [View Year End Report]

**Date: 1/1/2016 - 12/31/2016**

YOU WILL SEE A REPORT LISTING EVERY UNIT SUBJECT TO FEES & THE FEE AMOUNT FOR THE SELECTED TIME PERIOD.

| | Development | Facility | Unit | Fee | SOP | Total Assessments $ (Fee + SOP) |
|---|---|---|---|---|---|---|
| 1 | 200-01 - Veterans Housing | Veterans 10 | 44 | $935.00 | $0.00 | $946.00 |
| 2 | 200-01 - Veterans Housing | Veterans 12 | 42 | $1,441.00 | $0.00 | $1,441.00 |
| 3 | 200-01 - Veterans Housing | Veterans 13 | 48 | $1,441.00 | $0.00 | $1,441.00 |
| 4 | 200-01 - Veterans Housing | Veterans 13 | 50 | $1,782.00 | $0.00 | $1,782.00 |
| 5 | 200-01 - Veterans Housing | Veterans 6 | 10 | $1,430.00 | $0.00 | $1,430.00 |
| 6 | 200-01 - Veterans Housing | Veterans 1 | 11 | $517.00 | $0.00 | $517.00 |
| 7 | 200-01 - Veterans Housing | Veterans 11 | 7 | $748.00 | $0.00 | $748.00 |
| 8 | 200-01 - Veterans Housing | Veterans 11 | 9 | $286.00 | $0.00 | $286.00 |
| 9 | 667-01 - The Dunes 1 | 1-6 Dunes 1-1 | 1 | $1,441.00 | $0.00 | $1,441.00 |
| 10 | 667-01 - The Dunes 1 | 1-6 Dunes 1-1 | 2 | $176.00 | $0.00 | $176.00 |
| 11 | 667-01 - The Dunes 1 | 1-6 Dunes 1-1 | 3 | $418.00 | $0.00 | $418.00 |
| 12 | 667-01 - The Dunes 1 | 13-18 Dunes 1-3 | 13 | $1,364.00 | $0.00 | $1,364.00 |
| 13 | 667-01 - The Dunes 1 | 13-18 Dunes 1-3 | 14 | $1,067.00 | $0.00 | $1,067.00 |
| 14 | 667-01 - The Dunes 1 | 13-18 Dunes 1-3 | 15 | $1,441.00 | $0.00 | $1,441.00 |
| 15 | 667-01 - The Dunes 1 | 7-12 Dunes 1-2 | 10 | $1,441.00 | $0.00 | $1,441.00 |
| 16 | 667-01 - The Dunes 1 | 7-12 Dunes 1-2 | 11 | $1,441.00 | $0.00 | $1,441.00 |
| 17 | 667-01 - The Dunes 1 | 7-12 Dunes 1-2 | 12 | $1,441.00 | $0.00 | $1,441.00 |
| 18 | 667-02 - The Dunes 2 | 31-40 Dunes 2-1 | 31 | $1,111.00 | $0.00 | $1,111.00 |
| 19 | 667-02 - The Dunes 2 | 31-40 Dunes 2-1 | 32 | $1,111.00 | $0.00 | $1,111.00 |
| 20 | 667-02 - The Dunes 2 | 31-40 Dunes 2-1 | 39 | $1,441.00 | $0.00 | $1,441.00 |
| | **Grand Total** | | | **$22,473.00** | **$0.00** | **$22,473.00** |

Note: this report does not estimate future fees that may be assessed for units vacant after the Report Run Date.
Report Run Date: 11/8/2016

NOTE: THESE FEES COULD INCREASE IN THE FUTURE FOR UNITS THAT STAY VACANT WITHOUT A WAIVER.

# FEE ASSESSMENTS

WHY IS A UNIT BEING ASSESSED A VACANCY FEE?

IF YOU DON'T KNOW WHY A UNIT IS ON THE FEE ASSESSMENT REPORT, HERE IS HOW YOU CAN FIND OUT . . .

# FEE ASSESSMENTS – WHY IS THERE A FEE?

## Vacancy Reporting System

### Welcome Wellfleet Housing Authority

Unit Selection    Manage Waiver    Reports    Certification                    User Guides    Return to Housing Apps

### Unit Selection

Development  200-01 - Veterans Housing ▾
Facility  All ▾
Status  ⦿ All  ○ Vacant

| Unit | Development | Facility | Bedroom Size | Vacated Date | Days Vacant | Waiver Expiration Date |
|------|-------------|----------|--------------|--------------|-------------|------------------------|
| 11 | 200-01 - Veterans Housing | Veterans 1 | 3 | 06/07/2016 | 155 | 12/07/2016 |
| 13 | 200-01 - Veterans Housing | Veterans 1 | 3 | | | |
| 44 | 200-01 - Veterans Housing | Veterans 10 | 3 | 06/01/2016 | 161 | |
| 46 | 200-01 - Veterans Housing | Veterans 10 | 3 | | | |

FIRST, GO TO THE "UNIT SELECTION" OPTION IN THE UPPER LEFT OF YOUR SCREEN. THEN SELECT THE UNIT THAT HAS THE FEE YOU ARE CONCERNED ABOUT – HERE, UNIT #44.

# FEE ASSESSMENTS – WHY IS THERE A FEE?

**Vacancy Reporting System**

Welcome Wellfleet Housing Authority

User Guides        Return to Housing Apps

om Size  **Days Vacant**  **Waiver Expiration Date**

161

Fair

y Date

Days Currently Subject to Vacancy Fees    101

1.  NOTE THE "DAYS VACANT" AT THE RIGHT END OF THE GRAY BAR.  UNITS VACANT OVER 60 DAYS WITHOUT A WAIVER ARE SUBJECT TO FEES.  THIS UNIT HAS BEEN VACANT 161 DAYS.
2.  SINCE NO FEE IS ASSESSED FOR THE FIRST 60 DAYS AFTER THE UNIT BECOMES VACANT, THIS UNIT OWES FEES FOR 101 DAYS: 161 MINUS 60.
3.  YOU CAN SEE THIS AT ANY TIME IN THE "DAYS CURRENTLY SUBJECT TO WAIVER FEES" FIELD UNDER THE RIGHT END OF THE RED BAR.

# FEE ASSESSMENTS – WHY IS THERE A FEE?

1. FEES ARE $5.50/DAY FOR DAYS 61-90 AND $11/DAY THEREAFTER.

2. THE FEE FOR THIS UNIT VACANT FOR 161 DAYS WOULD BE:

| DAYS VACANT | FINE PER DAY | | NUMBER OF DAYS | | FEE |
|---|---|---|---|---|---|
| FIRST 60 DAYS VACANT (DAYS 1 TO 60) | $0 | x | 60 DAYS | = | $0 |
| NEXT 30 DAYS VACANT (DAYS 61 TO 90) | $5.50/DAY | x | 30 DAYS | = | $165 |
| ANY DAYS VACANT BEYOND 90 DAYS (DAYS 91+) | $11/DAY | x | 71 DAYS | = | $781 |
| TOTAL DAYS VACANT | | | 161 TOTAL DAYS | | Total Fee: $946 |

# FEE ASSESSMENT – BEST PRACTICES:

- LHAs should regularly:
  - 1) Look to see if they have fees
  - 2) Analyze how they received those fees
  - 3) Remedy any fees if possible

- Regularly monitor vacancy and waiver expiration dates

- Apply for waiver extensions as needed

- Share Vacancy Report and Fee Assessment Report with LHA Commissioners

- NOTE:  It is the responsibility of the LHAs to address any concerns about fees BEFORE the fee assessment date. Once fees are assessed on the four key dates throughout the year, DHCD will not change fees other than those resulting from DHCD error.

# KEY DATES TO REMEMBER

# KEY DATES

|  | FYE: December 31 | FYE: March 31 | FYE: June 30 | FYE: September 30 |
|---|---|---|---|---|
| **Vacancy certifications due to DHCD and All Vacancy Waiver Requests In\*** | 1st Qtr. Apr. 30<br>2nd Qtr. Jul. 31<br>3rd Qtr. Oct. 31<br>*Year-End*: January 31 | 1st Qtr. Jul 31<br>2nd Qtr. Oct. 31<br>3rd Qtr. Jan. 31<br>*Year-End*: April 30 | 1st Qtr. Oct. 31<br>2nd Qtr. Jan. 31<br>3rd Qtr. Apr. 30<br>*Year-End*: July 31 | 1st Qtr. Jan. 31<br>2nd Qtr. Apr. 30<br>3rd Qtr. Jul. 31<br>*Year-End*: October 31 |
| **Fee Assessment (All Quarters) / PMR Snapshot Date (Year End only)** | 1st Qtr. May 15<br>2nd Qtr. Aug. 14<br>3rd Qtr. Nov. 14<br>*Year-End*: February 14 | 1st Qtr. Aug. 14<br>2nd Qtr. Nov. 14<br>3rd Qtr. Feb. 14<br>*Year-End*: May 15 | 1st Qtr. Nov. 14<br>2nd Qtr. Feb. 14<br>3rd Qtr. May 15<br>*Year-End*: August 14 | 1st Qtr. Feb. 14<br>2nd Qtr. May 15<br>3rd Qtr. Aug. 14<br>*Year-End*: November 14 |

\*Note: The dates presented in the table above for waiver requests are the last possible dates vacancy waivers can be submitted in order for the waivers to be processed by DHCD in time for the "snapshot" of PMR data and for fee assessments. Any waiver requests submitted after these dates will not be processed by DHCD in time for the "snapshot" or to avoid fee assessments for that quarter end. Depending on the date the unit became vacant, waivers may need to be requested prior to the deadlines stated above. Best practice is to apply for a vacancy waiver as close as possible to the vacated date.

# AND LASTLY, GOOD NEWS!!!

# NO FEES FOR UNITS VACANT PRIOR TO 10/1/16!!

- DHCD WILL ONLY ASSESS FEES FOR UNITS VACANT WITHOUT WAIVERS ON OR AFTER OCTOBER 1, 2016.

- Fees appearing in the online Fee Assessment Report for the 9/2016 quarter-end will still be visible in the report but will be waived.

- First fee assessment date – February 14th, 2017 (for units vacant without a waiver 10/1/16-12/31/16)