

Government of the District of Columbia  
Department of Housing and Community Development



Office of Program Monitoring

Vacancy Table Report

**Vacancy Table Instructions:**

For use with Low Income Housing Tax Credit (LIHTC) units.

**General Instructions:**

The **Vacancy Table** is used to track whether or not a unit continues to be LIHTC eligible under the scenarios, noted below:

**Vacant Unit Scenarios:**

*if* a unit that was previously occupied by a tax credit eligible household is vacated, the unit is still counted toward the applicable fraction. If a tax credit eligible household never occupied a unit, the unit is not counted toward the applicable fraction. For mixed-income developments, the **Vacancy Table** is used to verify that the **Next Available Unit** rule is enforced.

**Instructions for Specific Columns:**

**(Column 1)** Vacant Unit # : The number of the unit that is being reported as vacant.

**(Column 2)** Number of Bedrooms: SRO - Eff., 1BR, 2BR, 3BR, etc.

**(Column 3)** Date Vacated: The date that the unit became vacant.

**(Column 4)** Unit Square Footage: The actual square footage of the specific unit being reported.

**(Column 5)** Vacating Head of Household: Last name of tenant, is sufficient.

**(Column 6)** Next Available Unit # Occupied: The number of the next available unit rented to an eligible household.

**(Column 7)** Date Next Available Unit Rented: The date the tenant moved into the next available unit.

**(Column 8)** Head of Household: Last name of the tenant in the next available unit rented.

**(Column 9)** Qualifying Income of new tenant qualifying for LIHTC purposes.