

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.