INSTRUCTION FOR COMPLETING THE
APARTMENT UNIT VACANCY AND TENANT TURNOVER REPORT

The purpose of this suggested form is to assist in analyzing trends in occupancy and turnover for the two-year period preceding the application for coinsurance. Data in the heading above the chart should be compiled as of the date the Form is prepared.

(1) Enter the end date (month and year) of the last calendar quarter and the last month of each preceding quarter.

(2) Enter the number and percentage of units vacant at the end of quarter.

(3) Enter the number of units in rentable condition at the end of each quarter.

(4) Enter the number of units becoming vacant during the quarter.

(5) Calculate and enter the average number of units occupied during the quarter.

\[
\text{Average Units Occupied} = \frac{\text{Units Occupied, end of previous quarter} + \text{Units Occupied, end of this quarter}}{2}
\]

(6) Calculate and enter the turnover rate for each quarter.

\[
\text{Turnover Rate} = \frac{\text{Total units becoming vacant during quarter}}{\text{Average units occupied during quarter}}
\]

(7) Calculate and enter the total number of unit days for each quarter.

\[
\text{Unit Days} = \text{Total number of units, in the project} \times \frac{\text{Number of days in the quarter}}{}
\]

(8) Calculate and enter the total vacancy days for each quarter.
Vacancy Days = The sum of the days each unit was vacant

(9) Calculate and enter the vacancy rate for each quarter.

Vacancy Rate = \[ \frac{\text{Total vacancy days for quarter}}{\text{Total unit days for quarter}} \]