

DOCUMENTING MONITORING CONCLUSIONS
- AFFIRMATIVE FAIR HOUSING MARKETING PLANS
(Sample Format)

Date: _____
Project No: _____
City: _____
County: _____

Project Name: _____

Project Address: _____

Sponsor/Developer: _____

Rental/Sales Agent: _____

Management Agent: _____

Person Interviewed: _____ Title: _____

A. Occupancy

1. Total Housing units on approved AFHMP: _____

2. Results of Affirmative Marketing:

	W	B	H	Asian	Indian	Total
Applications Accepted						
Applications Rejected						
Waiting List						
Total Applications						

B. AFHMP. Was the AFHMP available for public inspection? () Yes () No

C. Fair Housing Poster.

1. Was the Poster displayed in the Sales/Rental Office? Yes No
2. Was the Poster displayed in the model unit? Yes No
- D. Billboards/Signs.
1. Was the outdoor sign prominently located on site? Yes No
2. Was the EO logotype properly included? Yes No
3. If human models were used, did they reasonably represent both majority and minority races? Yes No
 Not applicable
- E. Community Contacts. Did the applicant actually make contact with the organizations listed in the approved AFHM Plan? Yes No
- F. Training. Did the owner instruct the management/sales staff regarding fair housing laws and the approved AFHM Plan? Yes No
- G. Availability of the Plan. Was a copy of the approved Plan available at the project? Yes No
- H. Recordkeeping and Reporting.
1. Did the applicant submit a monthly occupancy report in a timely manner? Yes No

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2. Did the applicant maintain data by race/ethnicity and gender of persons applying for occupancy (in cases of Section 8 Projects)? Yes No
3. Did the applicant maintain data on the race/ethnicity composition

of the tenant population?

Yes

No