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:

<table>
<thead>
<tr>
<th>W</th>
<th>B</th>
<th>H</th>
<th>Asian</th>
<th>Indian</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Accepted</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Applications Rejected</td>
<td></td>
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<tr>
<td>Waiting List</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Total Applications</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

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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

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