

Unit Vacancy and Resident Turnover Report

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner



Project Name			City, State			Total Number of Units in Project	Units Ready for Occupancy	Units Now Vacant Number Percentage	
(1) Quarter/ Month/Year	(2) Units/Beds Vacant End of Quarter No. %		(3) Units/Beds Ready for Occupancy	Resident Turnover			Unit Vacancy		
				(4) Units/Beds Becoming Vacant During Quarter	(5) Average Units/Beds Occupied	(6) Turnover Rate (4) + (5)	(7) Total Unit/Beds Days	(8) Total Vacancy Days	(9) Quarterly Vacancy Rate (8) + (7)

1. What lease term is used? (Board and Care Facilities Only) _____
2. Have vacancies been concentrated in any particular unit? _____
3. Over the last 12 months, what has been the average length of time to make units/beds ready for occupancy following move-out? _____
4. What has been the average length of stay of residents who have vacated during the last 12 months? _____
5. If the vacancy rate exceeded 5% during any period, attach an explanation of the cause of the vacancy.
6. If the resident turnover rate exceeded 8% during any quarter, attach an explanation of the cause of the turnover.

Name of Person Preparing this Report	Title	Date
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Instructions

This form is for analyzing trends in occupancy and turnover for the two-year period preceding the application for insurance. 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/beds vacant at the end of each quarter.
- 3) Enter the number of units/beds ready for occupancy at the end of each quarter.
- 4) Enter the number of units/beds becoming vacant during the quarter.
- 5) Calculate and enter the average number of units/beds occupied during the quarter.

$$\text{Average Units Occupied} = \frac{\text{Units/Beds Occupied, end of previous quarter} + \text{Units/Beds Occupied, end of this quarter}}{2}$$
- 6) Calculate and enter the turnover rate for each quarter.

$$\text{Turnover Rate} = \frac{\text{Total units/beds becoming vacant during quarter}}{\text{Average units/beds occupied during quarter}}$$
- 7) Calculate and enter the total number of unit days for each quarter.

$$\text{Unit days} = \text{Total number of units/beds in the project} \times \text{Number of days in the quarter}$$
- 8) Calculate and enter the total vacancy days for each quarter.

$$\text{Vacancy Days} = \text{The sum of the days each unit/bed was vacant}$$
- 9) Calculate and enter the vacancy rate for each quarter.

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