Affirmative Marketing Plan: First Year Reporting

Date: _____________________

This First Year Reporting form should be submitted as part of the property’s first Annual Certification Report. If this is not your property’s first time submitting an Annual Certification Report, please use the Annual Reporting Form (starting on page 3) instead.

If you have any questions about completing this form or complying with affirmative marketing requirements, please contact Joy Hunt (joy.hunt2@seattle.gov or 206-684-0262).

PROPERTY INFORMATION:

Property Name: ___________________________________________

Property Address: ___________________________________________

Date Opened: ______________________        Total Number of Affordable Units: ______________________

Affordable Housing Incentive Program (check all that apply):

☐ Multifamily Property Tax Exemption (MFTE)
☐ Incentive Zoning (IZ)
☐ Mandatory Housing Affordability (MHA)

SPECIAL OUTREACH FOR INITIAL LEASE-UP:

1. Did you provide notice of available affordable units to the Seattle Housing Authority (SHA) at least two weeks in advance of initiating general marketing?

☐ Yes  ☐ No

Date contacted: ________________________________

E-mail correspondence attached to the end of this report?  ☐ Yes  ☐ No
2. Did you provide notice of available affordable units to three community based organizations at least two weeks in advance of initiating general marketing?

☐ Yes  ☐ No

Organization 1: _______________________________________
Contact person or e-mail address: ________________________________
Date contacted: ________________________________
E-mail correspondence attached to the end of this report?  ☐ Yes  ☐ No

Organization 2: _______________________________________
Contact person or e-mail address: ________________________________
Date contacted: ________________________________
E-mail correspondence attached to the end of this report?  ☐ Yes  ☐ No

Organization 3: _______________________________________
Contact person or e-mail address: ________________________________
Date contacted: ________________________________
E-mail correspondence attached to the end of this report?  ☐ Yes  ☐ No
Affirmative Marketing Plan: Annual Reporting

Date: ____________________________

This Annual Reporting form should be submitted as part of the property’s Annual Certification Report. If this is your property’s first time submitting an Annual Certification Report, please use the First Year Reporting form (starting on page 1) instead.

If you have any questions about completing this form or complying with affirmative marketing requirements, please contact Joy Hunt (joy.hunt2@seattle.gov or 206-684-0262).

PROPERTY INFORMATION:

Property Name: ______________________________________________________________________________

Property Address: _____________________________________________________________________________

Date Opened: ______________________        Total Number of Affordable Units: ______________________

Affordable Housing Incentive Program (check all that apply):

☐ Multifamily Property Tax Exemption (MFTE)

☐ Incentive Zoning (IZ)

☐ Mandatory Housing Affordability (MHA)

ANNUAL SPECIAL OUTREACH:

1. Did you complete the Annual Special Outreach form and send it to three local community based organizations by October 31st?

☐ Yes    ☐ No

Organization 1: _______________________________________

Contact person or e-mail address: ______________________________________
Date contacted: ________________________________

E-mail correspondence attached to the end of this report?  □ Yes  □ No

Organization 2: _______________________________________.

Contact person or e-mail address: ________________________________

Date contacted: ________________________________

E-mail correspondence attached to the end of this report?  □ Yes  □ No

Organization 3: _______________________________________.

Contact person or e-mail address: ________________________________

Date contacted: ________________________________

E-mail correspondence attached to the end of this report?  □ Yes  □ No