

Affirmative Marketing Report

Date: _____ Lease Up Mid-Year Marketing 45-Day Vacancy Annual Report

Property Name: _____ Total Affordable Units: _____

Property Address: _____

Period of time report covers: Point in time Month Quarter Year

1. Did you provide notice of available affordable homes to three or more community-based organizations?

 Yes NoWas the outreach before or after general marketing? Before After

Organization 1: _____ Date(s) contacted: _____

Contact person or e-mail address: _____

E-mail correspondence attached to this report (required)? Yes No

Organization 2: _____ Date(s) contacted: _____

Contact person or e-mail address: _____

E-mail correspondence attached to this report (required)? Yes No

Organization 3: _____ Date(s) contacted: _____

Contact person or e-mail address: _____

E-mail correspondence attached to this report (required)? Yes No

Organization 4: _____ Date(s) contacted: _____

Contact person or e-mail address: _____

E-mail correspondence attached to this report (required)? Yes No2. Did you provide notice of affordable homes to the Seattle Housing Authority (SHA) at least two weeks in advance of initiating general marketing? Yes No

Contact person or e-mail address: _____ Date(s) contacted: _____

E-mail correspondence attached to this report (required)? Yes No3. Did the property have any vacant units for longer than 45 days? Yes NoIf so, did the property lower the rent or provide a concession to fill? Yes No

4. If the units remained vacant, did you contact additional agencies, follow-up with phone calls or attend community outreach events? Please describe your efforts.