Instructions - Multifamily Weatherization Occupancy Worksheet

Tab 1 – Property Information Worksheet

Column A-B	Property Name	Property Name commonly used to refer to property (e.g., Empire State Building)
Column C-D	Property Address	Primary address for the property, include City
Column E	State Abbreviation	Abbreviations assigned by the United State Postal Office
Column F	5 Digit Zip Code Number	Zip code number assigned by the United State Postal Office
Column G-H	Property Identification Number	For HUD-assisted properties, use iREMS Property Identification Number, a nine digit number that starts with the number 8000 (i.e., 8000027/95)
Column I-J	Other Identification Number	Equivalent Housing Finance Agency or LIHTC Allocating Agency (TCAA) ID Number
Column A-E Contract Information	Contract Number	Number assigned for rental assistance contracts (i.e., Project-based Section 8 Housing Assistance Payment (HAP) and 202/811 Project Rental Assistance Contracts). The contract number is an eleven digit number that always starts with the state abbreviation (e.g., CA16M000000 for property located in the state of California). Enter contract expiration date for each contract

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Tabs 2-10. - Building Worksheets: Use one Worksheet for each building

Column 1	Contract Number	Number assigned for rental assistance contracts (i.e., Project-based Section 8 Housing Assistance Payment (HAP) and 202/811 Project Rental Assistance Contracts). Same as Column C (Worksheet 1) above
Column 2	Unit Identifier	Commonly a unique number assigned by the owner and/or the city to a specific unit (i.e., apartment) within a building.
Column 3	Building Identification Number (BIN)	Commonly a unique number assigned by the owner and/or city to a specific building within the property.
Column 4	Building Street Address	Street address for a specific building
Column 6	Unoccupied Unit	Enter YES if unoccupied
Column 7	Market Rate Unit	Enter YES if market rate
Column 8	Voucher Unit	Enter YES if unit is occupied by voucher holder
Column 9	Household Income	Enter the certified annual household income for each occupied unit. The income reported must be supported by property records. Enter "N/A" if there is no income record for the occupied unit.
Column 10	Household Size	Household size for the unit number listed. For unoccupied units enter 0.