



FAQ – AMRS Occupancy Submissions

Q: What will I be required to enter in AMRS?

A: Properties with 13 or more units will be required to report the number of vacant units for each bedroom size and provide the number of people listed on the property's waiting list into the AMRS system. In cases where occupancy has dropped below 85%, the property will be required to answer additional questions to better explain the reasons for the underperforming occupancy.

Q: When is occupancy reporting due?

A: Occupancy should be reported **as of** the end of each month by the tenth of the following month in AMRS.

Q: Am I required to report waitlist information?

A: Yes, all properties should maintain a waitlist, and the total number of applicants on the development's waitlist at the end of the month should be reported in AMRS as part of the monthly occupancy submission.

Q: My development has special needs units. Is there any special reporting for special needs units?

A: Yes, all developments that have designated special needs units must report on the monthly occupancy report how many special needs units are occupied by a qualified special needs household at the end of each month.

Q: What do I do if I have vacancies within my designated special needs units?

A: For every vacancy, Management must provide the unit number and the date the vacancy occurred. The unit(s) must be held open for 90 days before the unit can be rented to a non-qualified special needs household. Once the 90 day waiting period is achieved, management will need to enter the date that specific special needs unit was rented to a non-qualified resident.

Q: What is "VAWA"?

A: VAWA stands for Violence Against Women Act.

Q: What is my reporting responsibility if a resident has requested an emergency transfer under VAWA?

A: MHDC is required to report the number of VAWA transfers that occur in our portfolio. As part of monthly occupancy reporting, developments must disclose whether they have received an emergency transfer request under VAWA. If no requests have been received, enter "0" and nothing further is needed. If the answer is yes, enter the number of instances, the date of each request, and what the outcome was. Outcome choices are as follows:

- a. Resident transferred to another unit within building
- b. Resident transferred to another unit on-site
- c. Resident transferred to another unit off-site
- d. Resident is waiting to be transferred to the next available unit
- e. Resident is ineligible to be transferred

Q: What are the questions that I would be required to answer if my property's occupancy has dropped below 85%?

A: The following questions are required to be answered if occupancy has dropped below 85%:

- Explain why occupancy is below 85%
- Explain what steps are being taken to boost occupancy
- Provide how many move-outs occurred during the month, and why

- Provide how many phone calls/inquiries were received during the month
- Provide how many applications were received during the month

The responses to these questions will be used to update the commission watch list. Please be as detailed as possible.

Q: What happens if I fail to report my occupancy information by the 10th of the month?

A: Properties that miss the 10th of the month reporting date will be placed in automatic noncompliance on the 11th day of each month. Noncompliance will be removed once all unsubmitted months are reported in AMRS.

Q: What does "Noncompliance Status" mean?

A: Noncompliance Status is a term used by MHDC when a project fails to submit any information as prescribed under the Regulatory Agreement, Land Use Restriction Agreement (LURA) or respond to any MHDC inquiry within the allotted time frame. Lack of response to MHDC's request is a direct violation of the Regulatory Agreement and/or LURA+. MHDC will not process any future requests (replacement reserve withdrawal, rent increases, surplus cash, etc.) from a project until the noncompliance issue is resolved. Excessive noncompliance is reported to the commission which could affect future business with MHDC.