

## TEMPLATE 2: Inventory of Community Rental Housing

This template will help you collect information about each existing affordable housing development in your community.

*Note: The Massachusetts Department of Housing and Community Development (DHCD) maintains the Subsidized Housing Inventory that is used in association with Chapter 40B housing production. For a quick summary of the community's total subsidized units, click [here](#). To get a listing of the specific projects within a city or town that comprise that municipality's inventory, contact [DHCD's Policy Office](#).*

### Identifying Information

Name of project: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact number/e-mail: \_\_\_\_\_

### Type of Housing

Rental (*no age restriction*)

Affordable ownership

Senior rental

Assisted living facility

Special needs

Other \_\_\_\_\_

### Funding Source (*e.g., HUD Section 8/Chapter 667, Tax Credits*):

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Total number of units

Total number of below-market units

Date built

## Project Amenities

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## Overall Housing Quality

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*Assessment of the existing housing stock is a qualitative measure—including age, outside appearance, and other indicators of physical deterioration; problems with occupancy due to the unit condition, size, or accessibility (for seniors). As you talk with local housing officials, you may want to ask about the condition of the property, how recently it received significant improvements, and related problems with occupancy.*

## Bedroom Size Distribution (Number of Units)

| Total Number   | Market Rate    | Below-Market   |
|----------------|----------------|----------------|
| ___ Studio     | ___ Studio     | ___ Studio     |
| ___ 1 bedroom  | ___ 1 bedroom  | ___ 1 bedroom  |
| ___ 2 bedrooms | ___ 2 bedrooms | ___ 2 bedrooms |
| ___ 3 bedrooms | ___ 3 bedrooms | ___ 3 bedrooms |
| ___ 4 bedrooms | ___ 4 bedrooms | ___ 4 bedrooms |

## Rent Range (or Sales Price Range, for Ownership)

| Bedroom Size | Market Rate | Below Market |
|--------------|-------------|--------------|
| Studio       | \$ _____    | \$ _____     |
| 1 bedroom    | \$ _____    | \$ _____     |
| 2 bedrooms   | \$ _____    | \$ _____     |
| 3 bedrooms   | \$ _____    | \$ _____     |
| 4 bedrooms   | \$ _____    | \$ _____     |

## Income Eligibility Requirements

| Income Limits    | Number of Units |
|------------------|-----------------|
| < 30% of AMI*    | _____           |
| < 50% of AMI     | _____           |
| < 60% of AMI     | _____           |
| < 80% of AMI     | _____           |
| No Income Limits | _____           |

## Current Vacancies & Waiting Lists

Vacancies? \_\_\_\_\_  
 \_\_\_\_\_ Number of units managed  
 \_\_\_\_\_ Number of certificates/vouchers managed

## Waiting List By Bedroom Size

| Number of Non-Elderly on List | Number of Elderly on List | Number of Handicapped/Special Needs on List |
|-------------------------------|---------------------------|---|
| _____ Studio                  | _____ Studio              | _____ Studio                                |
| _____ 1 bedroom               | _____ 1 bedroom           | _____ 1 bedroom                             |
| _____ 2 bedrooms              | _____ 2 bedrooms          | _____ 2 bedrooms                            |
| _____ 3 bedrooms              | _____ 3 bedrooms          | _____ 3 bedrooms                            |
| _____ 4 bedrooms              | _____ 4 bedrooms          | _____ 4 bedrooms                            |

## Waiting List By Type

| Type                                | Residents | Non-residents |
|-------------------------------------|-----------|---------------|
| Number of non-elderly               | _____     | _____         |
| Number of elderly                   | _____     | _____         |
| Number of handicapped/special needs | _____     | _____         |

Percent of Local Residents on All Waiting Lists \_\_\_\_\_

Is the waiting list open? \_\_\_\_\_ If not, when was it closed? \_\_\_\_\_

How recently was the waiting list updated? \_\_\_\_\_

Has there been any significant change in the waiting list in the past two years? \_\_\_\_\_

Other Comments \_\_\_\_\_

*Note: Some housing developments are privately owned but have subsidized units as a condition of their financing or permitting. The length of time these units will remain affordable should be included in the inventory. [CEDAC](#) has information on “expiring use” projects with expiration dates for the affordability restrictions.*