

**VACANCY REPORT**

Please prepare a separate sheet for each vacant unit in the building within the development or scattered site. This form should be used by property owners/managers to report a vacant unit in the Moderate Rehabilitation and Project Based Voucher/ Property Rental Assistance.

Please fill in all required fields and return a signed copy via fax (312-786-6970) or email ([praleasing@thecha.org](mailto:praleasing@thecha.org)), indicate "VACANCY REPORT" in the subject line. Vacancies must be reported within 10 calendar days upon learning of a vacancy or expected vacancy.

Name of tenant that vacated the unit:

Tenant ID (if known):

Address (include unit #):

Size of unit that was vacated (if SRO, indicate "SRO"):

If the tenant has already vacated - Vacancy Date:

If the tenant is expected to vacate - Expected Vacancy Date:

Reason for vacancy (must indicate reason):

- Evicted - Delinquent Rent       Violation of Lease or Family Obligation
- Moved with Notice       Moved without Notice

Other:

If other reason was provided, did the tenant provide notice of vacating unit?  YES  NO

CHA Referral needed  YES  NO

I hereby certify that to the best of my knowledge the tenant listed above has vacated (or will vacate) the unit as indicated per this report.

Name and title (print):

Signature:  Date:

Telephone Number:

Email:

For Office Use Only –

Vendor ID #		Property ID#	
Date Received:		By:	
Referrals mailed:	<input type="checkbox"/> Email   <input type="checkbox"/> Postal Mail	Number of referrals	
Referrals mailed on:		Referrals mailed By:	
Program Type:	<input type="checkbox"/> Moderate Rehabilitation	<input type="checkbox"/> Property Rental Assistance	