



New York State Division of Housing and Community Renewal
Housing Management Bureau
25 Beaver Street New York, NY 10004

Marketing Activity Report for Month Ending _____ 20____

Development Name: _____ Number: _____

Apartment Size by Number of Bedrooms	0	1	2	3	4	5 or more	Total
1. Number of apartments							
2. Number of apartments under lease at start of month							
3. Number of apartments vacated during month							
4. Number of apartments leased during month							
5. Number of apartments under lease at end of month ([line 2 – line 3] + line 4)							
6. Number of apartments not under lease at end of month* (line 1 - line 5)							
7. Number of prospective tenants on waiting list							

* List all apartments vacant for more than 60 days below or on attached sheet:

<u>Bldg. #</u>	<u>Apt. #</u>	<u>Vacate Date</u>	<u>Reason for Extended Vacancy</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Remarks: _____

Prepared by: _____ Date: _____ Telephone: _____