The following information will assist in completing the 811 PRA Review. Please collect the below information and be prepared to discuss.

Project Identification

Project Name: D#:

Address:

City State Zip:

Security

Indicate whether any of the events below have been documented in the last twelve months, and the frequency of the event(s).

Event	Frequency	Event	Frequency
❑ Break-ins		❑ Arrests	
❑ Vandalism		❑ Drug activity	
❑ Auto theft		❑ Other (specify):	
❑ Personal assaults		❑ None	

Comments:

Vacancy and Turnover

A. What is the vacancy rate for 811 units over the past 12 months?
   Comments:

B. Average length of time for unit turnover:

Maintenance Procedures

A. What is the average number of days from move-out until the unit is ready for occupancy?
   Comments :
B. What is the current number of open work orders/maintenance requests:
   - Between 1-3 days: _____ _____
   - Between 4-7 days: _____ _____
   - More than one week: _____ _____
   Comments:

Training

Does owner/agent have a formal ongoing training program for its staff?   Yes ❑ No ❑

If yes, indicate types of training used and the frequency.

Type	Frequency	Type	Frequency
❑ On-site		❑ Industry/Association Training	
❑ HUD seminars		❑ Local colleges	
❑ Energy conservation		❑ Other (specify):	

Lease, Deposits, Rent

A. Aside from rents and security deposits, what other charges are assessed (replacement keys, lockouts, etc.)?

B. List the type and amount of any of these charges.

C. Number of evictions completed during the last 12 months:_____

   Average cost per eviction: $_____

   Eviction handled by:
   ❑ Owner/Agent   ❑Attorney on staff   ❑Attorney on contract ❑ Attorney on call

Miscellaneous

A. Total number of Sec. 811 assisted units:_____
B. Total number of other (non-Sec. 811 assisted units) restricted to persons with disabilities:_____
C. Total number of units at the property (assisted + non-assisted):_____
D. Percentage of units restricted to persons with disability at the property (A+B) / C =_____