



## Section 811 Vacant Unit Notice

This form is used to report vacant units in the HUD 811 program at your property. Please report vacancies to NHHFA as soon as you know that a unit is coming available.

Property Name \_\_\_\_\_

Property Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person at the property \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Property Management Company \_\_\_\_\_

### Vacancy #1

Unit Number: \_\_\_\_\_ Bedrooms: \_\_\_\_ Baths: \_\_\_\_

Is this unit on the 1<sup>st</sup> floor? \_\_\_\_ If not, is there an elevator? \_\_\_\_\_ On-site laundry? \_\_\_\_\_

Available to show: \_\_\_\_\_ When will the unit be available for occupancy? \_\_\_\_\_

Is this unit Accessible? \_\_\_\_\_

### Vacancy #2

Unit Number: \_\_\_\_\_ Bedrooms: \_\_\_\_ Baths: \_\_\_\_

Is this unit on the 1<sup>st</sup> floor? \_\_\_\_ If not, is there an elevator? \_\_\_\_\_ On-site laundry? \_\_\_\_\_

Available to show: \_\_\_\_\_ When will the unit be available for occupancy? \_\_\_\_\_

Is this unit Accessible? \_\_\_\_\_

### Vacancy #3

Unit Number \_\_\_\_\_ Bedrooms \_\_\_\_ Baths \_\_\_\_\_

Is this unit on the 1<sup>st</sup> floor? \_\_\_\_ If not, is there an elevator? \_\_\_\_\_ On-site laundry? \_\_\_\_\_

Available to show: \_\_\_\_\_ When will the unit be available for occupancy? \_\_\_\_\_

Is this unit Accessible? \_\_\_\_\_

Please email this form to [ehernandez@rihousing.com](mailto:ehernandez@rihousing.com)

If you have any questions, please contact Elizabeth Hernandez, [ehernandez@rihousing.com](mailto:ehernandez@rihousing.com)