

**Affirmative Marketing—Ongoing  
Compliance**

Date: \_\_\_\_\_

Dear Borrower/Property Manager

A separate questionnaire must be completed for each calendar year, beginning with the year in which the construction work was completed. The information provided below is for the **previous calendar year**.

Property owner: \_\_\_\_\_

Property address: \_\_\_\_\_

Management company name: \_\_\_\_\_

Number of units at the property: \_\_\_\_\_

Number of vacancies during the past 12 months: \_\_\_\_\_

Number of vacancies leased during the past 12 months: \_\_\_\_\_

<b>Please answer ALL questions below For No vacancies use N/A for the corresponding questions</b>		<b>Indicate One</b>	
1) Has the owner/management agent completed an annual update to the properties analysis for the demographics of the potential applicant population?		Yes	No
2) Is there a plan to make any changes to the marketing and advertisements to encourage a more diverse set of applicants (e.g., including minority models, people with visible disabilities in pictorial advertising?)		Yes	No
A) If yes, describe those changes: _____			
3) Is the Equal Housing Opportunity logo displayed wherever rentals and showings take place (i.e., Rental Office, Model Unit, etc.)?		Yes	No
Indicate location(s): _____			
4) Did the Equal Housing Opportunity logo or statement appear in all of the properties advertisements for vacant units?		Yes	No
		N/A	
<b>Please attach copies of all advertisements used to solicit applications for vacant units.</b>			
5) Did the owner/management agent advertise all vacancies in newspapers or other media? (If Yes, answer A & B)		Yes	No
		N/A	
A) If yes, please provide the names of the other media sources below: _____			
B) Was non-English advertising language used? (If yes, list languages below) _____			
		Yes	No

- |   |     |    |
|---|-----|----|
| 6) Is the property listed on the 211 Sacramento Community Resource List (formerly InfoLine Sacramento, www.211sacramento.org, Phone 916-498-1000 or 800-500-4931)?    | Yes | No |
| 7) Did the owner/property management agent take any other actions to affirmatively market your vacancies (e.g., correspond with community groups)? (If Yes, answer A) | Yes | No |
| A) If yes, indicate what action(s) were taken/which community groups you corresponded with: _____<br>_____  | N/A |    |
| 8) Did the owner/property management agent use the previously approved application form for all vacancies? (If Yes, answer A & B)                                     | Yes | No |
| A) Was the reason for denial(s) noted on all rejected applications?<br>Please provide the number of rejected applications during the year: _____                      | Yes | No |
| B) Are ALL applications (including denials) being maintained for a period of three (3) years?   | Yes | No |
| 9) Did the owner/property management agent receive any correspondence relating to allegations of discrimination?  | Yes | No |
| A) If yes, do you have copies of this correspondence on file?<br><b>Please attach copies of the correspondence.</b>   | Yes | No |

**I/We hereby certify that the information in this questionnaire is true and correct.  
I/We consent to verification being obtained from any source herein.**

\_\_\_\_\_  
Signature of Borrower or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Borrower or Authorized Representative

\_\_\_\_\_  
Date

**Warning:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.