
Affirmative Marketing Plan: **First Year Reporting**

Date: _____

This First Year Reporting form should be submitted as part of the property's first Annual Certification Report. If this is not your property's first time submitting an Annual Certification Report, please use the Annual Reporting Form (starting on page 3) instead.

If you have any questions about completing this form or complying with affirmative marketing requirements, please contact Joy Hunt (joy.hunt2@seattle.gov or 206-684-0262).

PROPERTY INFORMATION:

Property Name: _____

Property Address: _____

Date Opened: _____ Total Number of Affordable Units: _____

Affordable Housing Incentive Program (check all that apply):

- Multifamily Property Tax Exemption (MFTE)
- Incentive Zoning (IZ)
- Mandatory Housing Affordability (MHA)

SPECIAL OUTREACH FOR INITIAL LEASE-UP:

1. **Did you provide notice of available affordable units to the Seattle Housing Authority (SHA) at least two weeks in advance of initiating general marketing?**

Yes No

Date contacted: _____

E-mail correspondence attached to the end of this report? Yes No

2. Did you provide notice of available affordable units to three community based organizations at least two weeks in advance of initiating general marketing?

Yes No

Organization 1: _____

Contact person or e-mail address: _____

Date contacted: _____

E-mail correspondence attached to the end of this report? Yes No

Organization 2: _____

Contact person or e-mail address: _____

Date contacted: _____

E-mail correspondence attached to the end of this report? Yes No

Organization 3: _____

Contact person or e-mail address: _____

Date contacted: _____

E-mail correspondence attached to the end of this report? Yes No

Affirmative Marketing Plan: **Annual Reporting**

Date: _____

This Annual Reporting form should be submitted as part of the property's Annual Certification Report. If this is your property's first time submitting an Annual Certification Report, please use the First Year Reporting form (starting on page 1) instead.

If you have any questions about completing this form or complying with affirmative marketing requirements, please contact Joy Hunt (joy.hunt2@seattle.gov or 206-684-0262).

PROPERTY INFORMATION:

Property Name: _____

Property Address: _____

Date Opened: _____ Total Number of Affordable Units: _____

Affordable Housing Incentive Program (check all that apply):

- Multifamily Property Tax Exemption (MFTE)
- Incentive Zoning (IZ)
- Mandatory Housing Affordability (MHA)

ANNUAL SPECIAL OUTREACH:

- 1. Did you complete the Annual Special Outreach form and send it to three local community based organizations by October 31st?**

 Yes No

Organization 1: _____

Contact person or e-mail address: _____

Date contacted: _____

E-mail correspondence attached to the end of this report? Yes No

Organization 2: _____

Contact person or e-mail address: _____

Date contacted: _____

E-mail correspondence attached to the end of this report? Yes No

Organization 3: _____

Contact person or e-mail address: _____

Date contacted: _____

E-mail correspondence attached to the end of this report? Yes No