



Office Use Only:

Reviewed by: _____

Review Date: _____

Affirmative Marketing Compliance Report

Property Name: _____ Address: _____

Staff Completing Report: _____ Phone: _____

Units: _____ # HOME Units: _____ # Accessible Units: _____

Section I. Resident Data

Demographic Characteristics	Total Number of Residents in 2020
White	
Black or African American	
Asian	
American Indian or Alaska Native	
Native Hawaiian or Other Pacific Islander	
Hispanic or Latino	
Female Head of Household	
Elderly/Senior Head of Household (55+)	
Person with Disabilities	
Families with Children (under age 18)	
Other (specify):	

Part II. General Compliance

a. Is there an Equal Opportunity Fair Housing Poster prominently displayed in the rental office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
b. Is the Fair Housing Logo displayed on all applications, program and marketing materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
c. Is there a copy of the Owner’s Affirmative Fair Housing Marketing Plan (AFHMP) in the office or wherever prospective tenants may apply for rental housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
d. Does the Owner/Property Manager regularly review the AFHMP (every five years or when there are significant changes in the demographics of the property or the local market area) to ensure it is current and applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
e. What is the date of the last AFHMP update?	_____		
f. Does the Owner/Property Manager use the “Affirmative Marketing Outreach List” provided by the city to market the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
g. Of the total number of accessible units in the property, how many are occupied by persons with disabilities?	_____		



City of Boulder Housing & Human Services

Part III. Tenant Selection Plan

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| a. Does the Owner/Manager have an approved Tenant Selection Plan on site for applicant and tenant review? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| b. Does the project's Tenant Selection Plan include procedures for taking applications, selecting from the waiting list, and policy for opening, closing and maintaining the waiting list? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| c. Does the Tenant Selection Plan include policies for Fair Housing, Section 504, and assigning accessible units? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| d. Does the Tenant Selection Plan include policies for preferences? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

Part IV. Property Management Staff Training

- | | | | |
|---|------------------------------|-----------------------------|-----------------------------|
| a. Has the Owner/Property Manager provided training to property management staff regarding fair housing laws and the Affirmative Fair Housing Marketing Plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| b. How often does the Owner/Property Manager provide training to property management staff regarding fair housing laws and the Affirmative Fair Housing Marketing Plan? | <input type="text"/> | | |

Part V. Record-Keeping & Reporting

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| a. Does the Owner/Property Manager maintain a record of Fair Housing Complaints? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| b. Does the Owner/Property Manager collect and maintain data on race, ethnicity, gender, age, and disability for applicants? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| c. Does the Owner/Property Manager collect race and ethnicity data from applicants and residents? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

Part VI. Owner/Property Manager's Demographic Analysis

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| a. Does any of the demographic data show a low representation of any protected groups in either the properties applicants or residents? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| b. What reasons have you identified for these low numbers? <i>(if applicable)</i> | <input type="text"/> | | |
| c. What actions have been taken to correct the reasons for the low numbers? Please provide documentation of action taken. <i>(if applicable)</i> | <input type="text"/> | | |
| d. Has the Owner/Property Manager set-up and maintained records to reflect any studies or action taken? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |