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## Affirmative Marketing Report

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

If you have any questions about completing this form or complying with affirmative marketing requirements, please email [OFH\\_MFTE@seattle.gov](mailto:OFH_MFTE@seattle.gov) or call 206-386-1366.

### PROPERTY INFORMATION:

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

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

Date Project Began Leasing or Listed Units for Sale: \_\_\_\_\_

Total Number of Affordable Units: \_\_\_\_\_

Affordable Housing Incentive Program (check all that apply):

- Multifamily Property Tax Exemption (MFTE) Rental Homes
- Multifamily Property Tax Exemption (MFTE) Homes for Sale
- Mandatory Housing Affordability (MHA) Rental Homes
- Mandatory Housing Affordability (MHA) Homes for Sale

### AFFIRMATIVE MARKETING FOR NEW AFFORDABLE HOMES

1. Did you provide notice of new affordable homes to three community-based organizations in advance of general marketing using the Special Outreach for Affirmative Marketing form?

Yes       No

Organization 1: \_\_\_\_\_

Contact person or e-mail address: \_\_\_\_\_

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

E-mail correspondence attached to this report (required)?  Yes  No

Organization 2: \_\_\_\_\_

Contact person or e-mail address: \_\_\_\_\_

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

E-mail correspondence attached to this report (required)?  Yes  No

Organization 3: \_\_\_\_\_

Contact person or e-mail address: \_\_\_\_\_

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

E-mail correspondence attached to this report (required)?  Yes  No

**2. For rental properties only: Did you provide notice of new affordable homes 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 this report (required)?  Yes  No

**SUPPLEMENTAL OUTREACH FOR RENTAL PROPERTIES WITH EXTENDED VACANCIES**

**1. Did you provide notice of available affordable homes to three community-based organizations and the Seattle Housing Authority if your properties had multiple vacancies for more than 45 days.**

Yes  No

Organization 1: \_\_\_\_\_

Contact person or e-mail address: \_\_\_\_\_

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

E-mail correspondence attached to this report (required)?  Yes  No

Organization 2: \_\_\_\_\_

Contact person or e-mail address: \_\_\_\_\_

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

E-mail correspondence attached to this report (required)?  Yes  No

Organization 3: \_\_\_\_\_

Contact person or e-mail address: \_\_\_\_\_

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

E-mail correspondence attached to this report (required)?  Yes  No

**2. If the units remained vacant, did you contact additional agencies, follow-up with phone calls or attend community outreach events? Please describe your efforts.**

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