A record of Next Available Unit (NAU) Documentation must be maintained on an ongoing basis for all move-ins and move-outs and for households exceeding 140 percent of the applicable income limit at recertification. The Next Available Unit Documentation records should be kept on a building-by-building basis, with a separate report utilized for each individual Building Identification Number (BIN), in order to document that the next available unit in the building, of comparable or smaller size, was rented to a qualified lower-income household in the following situations:

Recertification: If at any recertification a lower-income household's income increases to a level greater than 140 percent of the applicable AMI, the household may continue to be counted towards satisfaction of the lower- income requirements as long as the unit continues to be rent-restricted and the next unit in the building of comparable or smaller size is rented to a qualified lower-income household.

Vacancy: Vacant units most recently occupied for at least 31 days by a household certified as lower income may continue to count toward the federal lower-income requirement as long as the next unit in the development of comparable or smaller size is rented to a qualified lower-income household.

A. **MOVE-IN/MOVE-OUT/RECERT. EXECUTED DATE (MM/DD/YYYY)**   Enter the full date of the activity in the order in which it occurs (date/time sequence).

- **MOVE IN**   Enter the date the household takes occupancy.

- **MOVE OUT**   Enter the date the household vacates the unit.

- **RECERTIFICATION**   If at any recertification a household's income exceeds 140% of the applicable AMI, enter the date the recertification is *executed*.

B. **BULDING ADDRESS / UNIT NUMBER**   Enter the unit address identification used on the Recap of Household Income Certification Information report. Do not include BIN.

UNIT SIZE

C. • **NUMBER OF BEDROOMS**   Enter the number of bedrooms contained in the unit, i.e. 0 (Efficiency/Studio), 1, 2, etc.

D. • **SQUARE FEET**   Enter the total square footage of the unit.

E. **HOUSEHOLD LAST NAME, FIRST NAME**   Enter the household last name as it appears on the Recap; it is suggested to also include first name on the NAU documentation report.

LOWER INCOME

F. • **YES**   Check off if the unit is to be considered a qualified lower-income set-aside unit.

G. • **NO**   Check off if unit is not to be counted as lower income.

MOVE

H. • **OUT**   Check off if unit is vacant.

I. • **IN**   Check off if unit is occupied.

**IS UNIT TO BE A
CERTIFIED VACANT UNIT?**

J. • **YES**   Check off if unit is to be counted as a certified
                                  vacant.

K. • **NO**   Check off if unit is not to be counted as a certified
                                  vacant unit.

L. **RECERT INCOME
    EXCEEDS 140%**

    • **EFFECTIVE DATE**   Enter the *effective date* of the Recertification
                                  Tenant Income Certification on which the
                                  household's income exceeds 140% of the
                                  applicable AMI.

    **NEXT LOWER INCOME
    UNIT RENTED**   Complete this section only when a unit is a
                                  certified vacant or when executing a recertification
                                  on which household income exceeds 140%.

                                  Enter information that pertains to the NAU of
                                  comparable or smaller size which was rented and
                                  enables the vacated unit or over-income household
                                  to remain qualified.

M. • **BULDING ADDRESS /**   Enter the unit address identification used on the
       UNIT NUMBER   Recap of Household Income Certification
                                  Information report. Do not include BIN.

N. • **HOUSEHOLD**   Enter the household last name as it appears on the
       LAST NAME,   Recap; it is suggested to also include first name on
       FIRST NAME   the NAU documentation report.