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

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

N. • 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.