

**HOUSING AUTHORITY**  
**VACANCY TRACKING SYSTEM**  
**FYE: \_\_\_\_\_**

NAME	UNIT #	UNIT SIZE	REASON FOR VACATE CODE	DATE VACATED	DATE INSPECTED	DATE REFERRED TO MAINTENANCE FOR MAKE READY	DATE RETURNED TO MANAGEMENT FOR LEASE	DATE OF OCCUPANCY (NEW LEASE EXECUTED)	TOTAL VACANCY DAYS
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	
A. _____ B. _____				(A)				(B)	

**Reason for Vacate Codes:**

**VMO** - Vacate Move-out    **TRN** - Transfer    **EV** - Eviction    **EMR** - Emergency Relocation    **SK** - Skip