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## Section 4 - SUMMARY LISTING PAGE INSTRUCTIONS

It is your job to canvass, to list, and to map spot all Housing Units in the block(s) shown in Section 1 starting the next.

## DEFINITIONS

## A Housing Unit (HU) is a:

- separate living quarters - that is, the occupants live separately from all other people in the building and
have direct access from the outside of the building or through a common hall
- vacant at the time of your visit, but intended for occupancy as a separate living quarters

Examples of Housing Units are a

- house, an apartment, a mobile home, a trailer, a group of rooms, or a single room (vacant or occupied) - seasonal or weekend cottage, condominium, or a vacation home (vacant or occupied)
- Housing Unit within, above, or behind a commercial building, church, or school, etc. (vacant or occupied)
- Boarded up Housing Unit
- Housing Unit under construction (foundation and building materials present)
- hotel or motel room if it is occupied at the time of your visit by person(s) with no other "usual residence. (Usual residence is defined as the place where a person lives AND sleeps most of the time. A vacant hotel or motel room is never a Housing Unit.)
- RV, camper, houseboat, lean-to, tent, train car, bus, or automobile only if it is occupied at the time of your visit by person(s) with no other usual residence. (Campers or trailers only used for temporary overflow sleeping are NOT Housing Units.)
- independent or assisted living unit if the unit is NOT provided with 24 -hour skilled nursing care

A Basic Street Address (BSA) is the house number (including any letters and fractions) and street name portion of an address. For example: 11 Main Street, $111 / 2$ Main Street and 11A Main Street are ali BSAs. In multiunits where the apartment or unit designation comes after the street name - such as 11 Main Street Ap. A, 11 Main Street Apt. B, and 11 Main Street Apt. C - all individual units share the same BSA (11 Mai Street)

## CANVASSING

Begin at a convenient corner in any block, and travel clockwise around the block. Travel each court, alley, turned off the main road

## LISting

As you canvass, look for and list all Housing Units on your right within the block. If you are in doubt, list then explain the situation in item 14, Remarks, on the Listing Page. For all types of Housing Units comple the following fields:
Address Section

- Fill item 2, and items 3 through 8 as appropriate.
address, fill items 9 and 10 as well
Remarks and Contact Information Section
- Fill item 14, if there are any remarks.
- Fill item 15, mark (X) and remarks.

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addition, fill the following items depending on the type of Housing Unit
a. Single-family houses - List each Housing Unit on a separate line of the Listing Page, except for Single-family houses - List each Housing Unit on a separate line of the Listing Page, except for
multiunits, mobile homes, and trailers (see b, c, and d below for these Housing Units). Fill item 3, mark (X) box 1 in item 11a, and fill items 11 b through 13 b as appropriate.
b. Multiunits - Complete one line on the Listing Page for the multiunit Basic Street Address; do not list individual apartments on the Listing Page. Fill item 3, mark (X) box 2 in item 11a, and fill items 13a and 13b. NOTE: You will list the individual apartments at the multiunit Basic Street Address in Section 5, Multiunit
. Mobile homes or trailers not in a park - Fill item 3, mark boxes 3 and a in item 11a, and mark (X) the appropriate boxes in 11 b .
d. Mobile home or trailer parks - Complete only one line on the Listing Page for the park office. If there is no office, fill the line for the owner's or manager's home. Do not list individual mobile homes, trailers, and/or empty trailer lots/sites at parks on the Listing Pages. Do not fill item 3 (that is, do not assign map spot number to this listing). In item 11a mark boxes 3 and b .
NOTE: You will list the individual mobile homes, trailers and/or empty trailer lot/site at the park in
e. Other Housing Units - Other Housing Units are Housing Units not covered in a through d above, such as campers, tents, vans, or houseboats, if presently occupied as an usual place of residence. Fil tem 3, mark box 4 in item 11a, and enter a description of the Housing Unit (occupied tent or occupied
van, etc.) and its location in item 14, (Remarks).

Unit Status - Item 11b
. In item 11b, if you mark $(X)$ box 3 , also mark $(X)$ all reasons that apply from items a through $e$. The
description you enter must conform to the category definition in Appendix B of your Lister Manual.
b. Whenever you mark ( X ) box 2, 3, 4, 5 or 8 in Item 11b, also describe the place in item 14, (Remarks)
emarks - Item 14
Describe any unusual situations in item 14. (If appropriate, also go to the front cover of this book, Section 1 , Chapter 2 of your Lister Manual and the Notes Page of this book and fill a line on the

## SPECIAL LISTING SITUATIONS

a. Commercial Buildings - Be sure to inquire at commercial buildings to see if they contain any Housing Units. However, do not list the address for any buildings that contain only business(es).
b. No Housing Units in a block - If a block contains no Housing Units, enter the block number in in this Block') in item 14, (Remarks).
c. Missed a Basic Street Address - If you discover that you missed a Basic Street Address earlie in your canvass, list it on the next available line of the Listing Pages. Do NOT ble map spot number to the address. Proceed as follows:

1. Go to the line on the Listing Pages that precedes the line where the missed address should have been listed.
2. Assign the map spot number entered in item 3 on that line - followed by the next available letter - to he missed address.
Example: You assigned map spot number 12 to the preceding address; therefore, you enter map spot number 12A for the missed address, both on the map and in item 3 of the Listing Page. (If two or more addresses were missed at that same point, you would assign map spot number $12 B$ to the

## MAP SPOTTING

Show the location of each Housing Unit and multiunit Basic Street Address you list in Section 4 - and each mobile home, trailer, and/or empty trailer lot/site you list in Section 6 - by entering a spot (•) followed by the next available map spot number, on the CCM Block Cluster Map. Assign map spot number 1 to the first such listing for the block cluster, 2 to the second, etc
After you finish canvassing, listing, and map spotting the first block, begin with another block (if there's more than one) on the next available line, etc., until all of the sample blocks are finished. Be sure to continue the map spot numbering sequence from each block to the next within the block cluster. Do not start with 1 in
a. Multiunits - If a map spot is for a multiunit Basic Street Address, also enter the number of apartments (Housing Units) at that address in parentheses after the map spot number
Example: You assign map spot number 4 to a multiunit Basic Street Address with 8 apartments, so you enter •4(8) on the map. (You also enter the map spot number only - 4 in this case - in item 3 on the Listing Page.)
b. Two or more Basic Street Addresses at one structure - If there are two or more Basic Street Addresses at one structure - such as a duplex at 106 Pine Street and 108 Pine Street - with one or more Housing Units at each address, assign a separate map spot number to each Basic Street Address. Also
draw a circle around the map spots on the map only, not on the Listing Page to show that those Basic Street Addresses are located in the same building

## Example:

$\qquad$ or $\quad 9(3) \cdot 10(3)$ $\qquad$
c. Different structures using the same Basic Street Address - If Housing Units in differen structures use the same Basic Street Address - such as an occupied trailer behind a house, both using Dr. - assign separate map spot numbers to the structures. Show their address as indicated in the following example.
Example: On the Listing Page, show the addresses as 110 Pine ST * HSE and 110 Pine ST * TRLR and as 224 Foss DR * LEFT and 224 Foss DR * RGHT.
For buildings using different building designations, such as BLDG A, BLDG B, etc., show as 224 Foss $D R^{*} B L D G A$ and 224 Foss $D R^{*} B L D G$. Note that the asterisk ( ${ }^{*}$ ) is required between the street address and the unit definer for computer processing reasons.

## REVIEWING YOUR WORK

a. Leave the OFFICE USE ONLY space blank.
b. Before you turn in this listing book as complete, review the Listing Pages to assure that all entrie are complete and that the following four problems do not exist

- Wrong or missing block numbers - (item 2)
- Heading information in Section 5 or 6 does not match the corresponding Section 4 entries
- Wrong, missing, or duplicate map spot numbers - (item 3)
- Missing type of Basic Street Address - (item 11a)
c. You must also look for and correct other types of problems; see your Lister Manual for details


## LIST OF ABBREVIATIONS

Use the abbreviations shown below when entering information on any of the pages in this book and on the CCM block cluster map. However, remember:
Do not abbreviate actual road names. For example, enter Green ST, not GR ST
You may write an abbreviation in all capital letters or you may capitalize only the first letter. For example You may write an abbreviation in all ca

|  | \& | north | N |
| :---: | :---: | :---: | :---: |
| apartment(s) | APT (APTS) | north east | NE |
| attic | ATC | north west | NW |
| avenue | AVE | number |  |
| back | BK | office | OFC |
| basement | BSMT | parkway | PKWY |
| black/block | BLK | penthouse | PH |
| blue | BL | place | PL |
| boarded up | BU | porch | PRCH |
| boulevard | BLVD | post office | PO |
| box | BOX | postal service center | PSC |
| brick | BRK | private road | PR RD |
| brown | BRN | railroad/rural route | RR |
| building | BLDG | refuse(al) | R |
| circle | CIR | right | RGHT |
| county | CO | road | RD |
| court | CT | route | RTE |
| downstairs | DWNSTR | rural route | RR |
| drive | DR | school | SCHL |
| east | E | seasonally vacant | SV |
| expressway | EXWY | south | S |
| first, second... | 1 st, 2nd... (see floor) | south east | SE |
|  | FL (or 1FL, 2FL...) | south west | SW |
| freeway | FWY | split level | SL |
| front | FRNT | state route | SR |
| garage | GRG | street/state | ST |
| general delivery | GEN DEL | suite | STE |
| green | GR | terrace | TER |
| highway | HWY | trail | TR |
| highway contract route | HCR | trailer | TRLR |
| house | HSE | township | TWP |
| household storage | HS | under construction |  |
| intersection | INT | unnamed road | UN RD |
| interstate highway | I- | upper | UPPR |
| lane | LN | vacant | V |
| left | LEFT | vacant storage | VS |
| living quarters | LQS | vehicular trail | VE TR |
| lockbox | LB | west |  |
| lower | LOWR | white | WHT |
| migrant living quarters | MIG LQS | with | W/ |
| mile | MI | yellow | YLW |
| No living quarters | No LQS |  |  |

Section 4 - SUMMARY LISTING PAGE INSTRUCTIONS - Continued
SAMPLE LISTING OF SINGLE-FAMILY HOUSE IN CITY STYLE ADDRESS AREA
Hello, I'm (Your name) from the U.s. Census Bureau. Here's my identification. We are listing addresses as part of the 2008 Census Dress Rehearsal, and I have a few questions to ask you.


SAMPLE LISTING OF SINGLE-FAMILY HOUSE IN NON-CITY STYLE ADDRESS AREA
Hello, I'm (Your name) from the U.S. Census Bureau. Here's my identification. We are listing addresses as part of the $\mathbf{2 0 0 8}$ Census Dress Rehearsal, and I have a few questions to ask you.

10) Physical location description or E-911 address
$1 / 4$ mi of County $R d$ 231, down Long driveway $W$ of Whiterook Rd.

MULTIUNIT ADDRESS


(14) Remarks - Do not use this space for Iocation descrition

Section 4 - SUMMARY LISTING PAGE INSTRUCTIONS - Continued

## SAMPLE LISTING OF MULTIUNIT BASIC STREET ADDRESS IN CITY STYLE ADDRESS AREA

## Hello, l'm (Your name) from the U.S. Census Bureau. Here's my identification. We are listing addresses as part of the 2008 Census Dress Rehearsal, and I have a few questions to ask your



## SAMPLE LISTING OF MOBILE HOME OR TRAILER PARK OFFICE

Hello, I'm (Your name) from the U.S. Census Bureau. Here's my identification. We are listing addresses as part of the 2008 Census Dress Rehearsal, and I have a few questions to ask you

MULTIUNIT ADDRESS


| (13b) (Ask if an apartment or condominium)How many apartments,occupied or vactant, arethere at (address)? there at (address)? |
| :---: |
|  |
|  |
|  |



## Hello, I'm (Your name) from the U.S. Census Bureau. Here's my identification. We are listing addresses as part of the 2008 Census Dress Rehearsal, and I have a few questions to ask you.



(11c) Could this place be a group quarters? (Examples include a aroup home
providing roam, board, and supportive sevices; enter. a migat beara, nark supporive senvices; a residential freatmen $1 \square$ Yes - Specify name if available Z
$2 \square$ No

| SKIP |  |
| :--- | :--- |
| to | (12) | taddress), are there any basement or garage apartments

or other residences, even if no one is living there now?
$1 \square$ Yes - How many?

residence e.g., basement aparment
(e.o., mobile home, carriage house)?
${ }_{\mathrm{a}} \square$ Attached - Go to 13 a
$\mathrm{b} \square$ Detached - SKIP to 15

- Detached - SIIP Po 1 then go to the next line number $2 \square$ No - SKIP to 15




## Hello, I'm (Your name) from the U.S. Census Bureau. Here's my identification. We are listing addresses as part of the 2008 Census Dress Rehearsal, and I have a few questions to ask you.




|  |
| :---: |
|  |  |

 center,
${ }_{1} \square$ Yes - Specity name if available $\boldsymbol{Z}$
$2 \square$ No
$\left(\begin{array}{l|l}\text { SKIP } \\ 14 \\ 14\end{array}{ }^{(12}\right.$
At (address), are There any basemen or garage apartmen
${ }_{1} \square$ Yes - How many? Change item 11 to to multiunit. is/Are the other residence(s) attached to the main
residence e.g., basement aparment) and/or detached
res. (e.g., mobile home, carriage house)?
${ }^{\text {a }} \square$ Attached - Go to 13 Ba
Attached - Go to 13 a
Detached - SKIP to 15 then go to the next line number
and recocrd other residence.
MULTIUNTT ADDRESS



## Section 5 - SUMMARY MULTIUNIT ADDRESS PAGE INSTRUCTIONS

In addition to completing one line on a Listing Page for each multiunit Basic Street Address, you must also list all apartments at that Basic Street Address on a Multiunit Address Page. Each Multiunit Address Page contains three sets of 40 lines. This provides room to list three multiunit Basic Street Street Address, list them all on the first unused set of lines; if there are 41 or more apartments, list 40 on the first unused set of lines and continue the listing on the following set(s) of lines.

Example: Assume you find two multiunit Basic Street Addresses while canvassing your block cluster; the first address has 12 apartments and the other has 54 apartments. In this case you would:

- list the address with the 12 apartments on the first set of lines on the Multiunit Address Pages,
- list the first 40 apartments of the address with the 54 apartments on lines 1 through 40 of the second set of lines, and
- list the remaining apartments on lines 1 through 14 of the third set of lines

NOTE: If a particular apartment does not qualify as a Housing Unit, do not list that apartment. (For more information see Definition of a Housing Unit at the beginning of the summary instructions for Section 4, Listing Page.)

1. Complete the heading items - These are the seven items directly above each set of lines on the Multiunit Address Page. You must fill the appropriate heading items for each completed set of lines, to identify the Basic Street Address for the apartments you will be listing on that set of lines.

For items 1 through 6, you already entered this information on the Listing Pages (Section 4), where you completed one line for the Basic Street Address. Copy the information from items 3 through 8 on the Listing Page to these items. If there are more than 40 apartments at the Basic Street Address, enter the same information at the top of each set of lines that contains listing(s) for the Basic Street
Address.

If there is a complex name for the apartments being listed, enter the name in item 7
2. List the apartments - List each apartment at the Basic Street Address in the Unit designation column; then indicate its status in the Unit Status column, by entering the appropriate code from the bottom of the page. If the apartments are numbered or lettered, list them in numeric or alphabetic order-i.e., 101, then 102, 201, 202; or 101A, then 101B, $201 \mathrm{~A}, 201 \mathrm{~B}$; or $\mathbf{A}$, then $\mathbf{B}, \mathbf{C}, \mathbf{D}$. Otherwise, list the apartments by describing their locations, from the lowest floor at the
Address to the highest - e.g., BSMT FRNT, BSMT BK, 1FL LEFT, 1FL RGHT.

## SAMPLE LISTING OF APARTMENTS AT A MULTIUNIT BASIC STREET ADDRESS

Ask the manager of an apartment complex - Do you have any maps of the apartment complex that I can take with me?


Ask the manager of an apartment complex - Do you have any maps of the apartment complex that I can take with me?


Ask the manager of an apartment complex - Do you have any maps of the apartment complex that I can take with me?


## Section 6 - SUMMARY MOBILE HOME PARK PAGE INSTRUCTIONS

In addition to completing one line on a Listing Page for each mobile home or trailer park office (see the instructions for Section 4) - or for the owner's or manager's home if there is no office - you must also list the Mobile Home Park Page contains 15 lines, or room to list up to 15 mobile homes, trailers, and/or empty trailer lots/sites. If there are 15 or fewer mobile homes, trailers, and/or empty trailer lots/sites in a park - and in one block within a park - list them all on the first unused Mobile Home Park Page; or, if there are 16 or more, list 15 on the first unused page and continue the listing on the following page(s).
NOTE: If the mobile homes, trailers, and/or empty trailer lots/sites at any park are spread out over two or more blocks, you must complete separate Mobile Home Park Page(s) for each of those blocks that is located within your block cluster.

Example: Assume you find three mobile home/trailer parks while canvassing your block cluster. The first park you find has 4 mobile homes or trailers and 2 empty trailer lots/sites, all located within one block. The second park has 19 mobile homes or trailers and 3 empty trailer lots/sites, all located within one block. The
third park has 12 mobile homes or trailers and no empty trailer lots/sites; the first 4 are located in one block and the cluster, you would do the following:

- First park - List the entire park on lines 1 through 6 of the first Mobile Home Park Page
- Second park - List the first 15 mobile homes, trailers, or empty trailer lots/sites in this park on lines through 15 of the second page, and list the remaining mobile homes, trailers, or empty trailer ots/sites on lines 1 through 7 of the third page.
- Third park - List the first four mobile homes or trailers located in the first block of this park on lines through 4 of the fourth page. List the eight mobile homes or trailers located in the different block on lines 1 through 8 of the fifth page

MPORTANT: If a particular mobile home or trailer is temporarily sitting somewhere other than at a ot/site - such as in a For Sale area or storage area at a park - do not list that mobile home or trailer.

1. Complete the heading items - These are items 1 through 11, at the top of each Mobile Home Park Page. You must fill the appropriate heading items at the top of each completed page, to identify the

Most of this information should already be entered on a Listing Page (in Section 4), where you completed one line for the park office (or for the owner's or manager's home). Copy the corresponding information rom the Listing Page to these items $1-11$ of the Mobile Home Park Page. If you are filling separate page(s) for each block within a multi-block park, be sure to enter the correct block number in item 1 on each page.
2. List the mobile homes, trailers, and/or empty trailer lots/sites - Spot the location of each mobile home, trailer, and/or empty trailer lot/site in the park - and in each block within the park - on the CCM Block Cluster Map. Copy the map spot number from the map to column (a); fill columns (b) through (f) as appropriate; fill columns (g) and (h), and also fill column (i) if the block cluster is located in a non-city style address area.

## SAMPLE LISTING OF MOBILE HOMES, TRAILERS, OR SITES IN A PARK (OR BLOCK WITHIN A PARK)







