

FORM **D-1302**
(10-2-2008)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Section 1 - IDENTIFICATION

**CENSUS COVERAGE MEASUREMENT (CCM)
INDEPENDENT LISTING BOOK (ILB)
2010 Census**

← APPLY LABEL HERE →

1. Cluster No.	
2. LCO name	Code
3. County	Code
4. State	Code
5. TEA	

BOOK
[]
OF
[]
BOOKS

CENSUS CONFIDENTIAL: RESTRICTED DATA FOR OFFICIAL USE ONLY. Information contained in this report is for use by the Census Bureau and is confidential by law (Title 13, U.S.C.). It may be seen only by persons sworn to protect the confidentiality of the data and may be used only for statistical purposes. Access restricted to authorized CCM staff.

6. Sample block(s) to be listed (after listing enter number of HUs in each block)

← APPLY LABEL HERE →

Blocks	HUs	Blocks	HUs	Blocks	HUs	Blocks	HUs	7. Description and notes ↘

8. Cluster situations – <i>Also make entry on "Notes Page."</i> 1 <input type="checkbox"/> Safety 2 <input type="checkbox"/> Restricted access 3 <input type="checkbox"/> Language 4 <input type="checkbox"/> No mailboxes 5 <input type="checkbox"/> Road conditions 6 <input type="checkbox"/> Other	10. Total number of HUs listed in the cluster.	[]
	11. Number of lines used in Section 4 of all ILBs for cluster.	[]
9. Other maps 1 <input type="checkbox"/> Sketch map 2 <input type="checkbox"/> Auxiliary map	12. DQC random start number	[][][][]

Section 2 - ASSIGNMENT INFORMATION

Position (a)	CLD (b)	Name (c)	FR Code (d)	Telephone Number (e)	Dates			
					Assigned (f)		Completed (g)	
					Month	Day	Month	Day
1. Crew Leader			[][][]	[][][] - [][][] - [][][][]	[][]	[][]	[][]	[][]
2. Lister			[][][]	[][][] - [][][] - [][][][]	[][]	[][]	[][]	[][]
3. Lister			[][][]	[][][] - [][][] - [][][][]	[][]	[][]	[][]	[][]
4. QC Crew Leader			[][][]	[][][] - [][][] - [][][][]	[][]	[][]	[][]	[][]
5. DQC Lister			[][][]	[][][] - [][][] - [][][][]	[][]	[][]	[][]	[][]
6. DQC Lister			[][][]	[][][] - [][][] - [][][][]	[][]	[][]	[][]	[][]

NOTICE TO FINDER

If found, please either call **1-301-763-3301** OR mail to:
**Field Division
US Census Bureau
4600 Silver Hill Road
Washington DC 20233-5700
Attn: Coverage Measurement Branch**
to arrange for pickup

CENSUS USE ONLY - To be completed by the National Processing Center

Cover Page(s) [][]	Section 4 Page(s) [][][]	Section 5 Page(s) [][][]	Section 6 Page(s) [][][]
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Cover page

Section 3 - QUALITY ASSURANCE

Hello, I am (Your name) from the U.S. Census Bureau. Here is my identification. Recently, Census employees checked addresses in this area as part of the 2010 Census. I am here to check the quality of their work. My questions should take about 2 minutes.

1. LISTING OFFICE EDIT				6. DQC OFFICE EDIT			
Result <input type="checkbox"/> Pass <input type="checkbox"/> Fail - <i>Send for repair</i>	Date (mm/dd/yy) ____ - ____ - ____	Office editor name _____	FR Code ____	Result <input type="checkbox"/> Pass <input type="checkbox"/> Fail - <i>Send for repair</i>	Date (mm/dd/yy) ____ - ____ - ____	Office editor name _____	FR Code ____

2. DQC OFFICE STAFF Start DQC in book _____, on line number _____, and continue with next 11 BSAs with HUs on ground.

3. DQC LISTER

ILB Line No.	Listing correct	Listing Incorrect: Types of Corrections								
		Section 4			Section 5			Section 6		
		Added a BSA	Deleted a BSA	Corrected a BSA's • Map Spot No. • Type of unit • Unit status • Address (exclude spelling and street-type errors) Each BSA must have: • A House No. and Road/Street name OR • A Rural Rte. No. and Box No. OR • A Physical location description or E-911 address • Structure Identifier, if required	Added one or more units	Deleted one or more units	Corrected one or more of the following: • Unit designation • Unit status	Added one or more units/sites	Deleted one or more units/sites	Corrected one or more of the following: • Map Spot No. • Unit status • Unit Identifier Each Housing unit/site must have: • A House No. and Road/Street name OR • A Lot No. and Road/Street name OR • A Rural Rte. No. and Box No. or • A Physical description (exclude spelling errors)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Total										

<p>4. DQC Result - Mark (X) only one.</p> <input type="checkbox"/> Pass - No errors in columns (3)-(11) <input type="checkbox"/> Fail - One or more errors in columns (3)-(11) <i>Rectify ILB(s) for entire cluster</i> <input type="checkbox"/> Fail/Redo - Lister listed wrong block(s) <i>STOP DQC - Turn in ILB(s) for Redo</i>	<p>5. RECTIFICATION</p> <p>1. Block number</p> <p>2. Number of addresses added</p> <p>3. Number of addresses deleted</p> <p>4. Number of addresses corrected</p>	
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FORM D-1302 (10-2-2008)

Cover page (interior)

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, item 6, on the front cover of this book. You must finish all three of these activities in each block before 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
- occupied or vacant at the time of your visit, but must be **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)
- a seasonal or weekend cottage, condominium, or a vacation home (vacant or occupied)
- a housing unit within, above, or behind a commercial building, church, or school, etc. (vacant or occupied)
- a boarded up housing unit (vacant or occupied)
- a future construction housing unit (with a sign indicating future construction, a building permit, or stakes in the ground, etc.)
- a housing unit under construction (with a foundation laid and building materials present)
- a housing unit that is partially torn down, condemned, or determined to be unfit for habitation where someone is living or could be living at that time
- a housing unit to be demolished if it is occupied at the time of your visit
- a 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.)
- an RV, camper, houseboat, lean-to (a building sharing a wall with a larger building and having a roof that leans against that wall), tent, train car, bus or automobile **if it is occupied at the time of your visit by person(s) with no other usual residence.** In other words, these types of places are **not** housing units unless they are occupied as a usual residence when you visit. (Campers or trailers **only** used for temporary overflow sleeping are **NOT** housing units.)
- an 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, 11½ Main Street and 11A Main Street are all BSAs. In multiunits where the apartment or unit designation comes after the street name – such as 11 Main Street Apt. A, 11 Main Street Apt. B, and 11 Main Street Apt. C – all individual units share the same BSA (11 Main Street).

CANVASSING

Begin at a convenient corner in any block, and travel clockwise around the block. Travel each court, alley, side road, and passageway as you come to it within the block, but always return to the point where you 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 15, **Remarks**, on the Listing Page. For all types of Housing Units complete the following fields:

Address Section

- Fill item 2, and items 3 through 9 as appropriate.
- For a *non-city style address*, fill items 10 and 11 as well.

Remarks and Contact Information Section

- Fill item 15, if there are any remarks.
- Fill item 16, mark (X) the appropriate box and fill in the respondent's name and telephone number.

In addition, fill the following items depending on the type of Housing Unit:

- 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 12a, and fill items 12b through 14b as appropriate.
- 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 12a, and fill items 14a and 14b.
NOTE: You will list the individual apartments at the multiunit Basic Street Address in Section 5, Multiunit Address Page. For more information, see the instructions in Section 5.
- Mobile homes or trailers not in a park** – Fill item 3, mark (X) box 3 in item 12a, and fill 12b through 14b as appropriate.
- 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 a map spot number to this listing). In item 12a mark (X) box 4.
NOTE: You will list the individual mobile homes, trailers and/or empty trailer lot/site at the park in Section 6, Mobile Home Park Page. For more information, see the instructions in Section 6.
- 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. Fill item 3, mark box 5 in item 12a, and enter a description of the Housing Unit (*occupied tent or occupied van, etc.*) and its location in item 15, **Remarks**.

Unit Status – Item 12b

- In item 12b, if you mark (X) box 3, also mark (X) all reasons that apply from items a through e.
- Whenever you mark (X) box 2, 3, 4, 5 or 8 in Item 12b, also describe the place in item 15, (**Remarks**).

Remarks – Item 15

Describe any unusual situations in item 15. (If appropriate, also go to the front cover of this book, Section 1, and fill item 8, **Cluster situations**, and go to the back of this book and fill a line on the Notes Page. Refer to Chapter 2 of your Lister Manual and the Notes Page of the ILB for detailed instructions.)

SPECIAL LISTING SITUATIONS

- 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).
- No Housing Units in a block** – If a block contains no Housing Units, enter the block number in item 2 on the first unused line, enter 0 in item 3, and enter 'No LQs in this BLK' (for 'No Living Quarters in this Block') in item 15, **Remarks**.
- Missed a Basic Street Address** – If you discover that you missed a Basic Street Address earlier in your canvass, list it on the next available line of the Listing Pages. Do **NOT** assign the next available map spot number to the address. Proceed as follows:
 - Go to the line on the Listing Pages that precedes the line where the missed address should have been listed.
 - Assign the map spot number entered in item 3 on that line – followed by the next available letter – to the 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 12B to the second missed address, 12C to the third, etc.)

Section 4 – SUMMARY LISTING PAGE INSTRUCTIONS – Continued

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 appropriate CCM Block 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 each block.*

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 building/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/structure.

Example: ●7 ●8 or ●9(3) ●10(3) or ●11(3) ●12(3) ●13

c. Different buildings/structures using the same Basic Street Address – If Housing Units in different buildings/structures use the same Basic Street Address – such as an occupied trailer behind a house, both using the address 110 W Pine St., or two buildings in the same complex, both using the address 224 Palmer Rd – assign separate map spot numbers to the buildings/structures and complete one line on the Listing Page for each building/structure. Remember to fill structure identifier for each line completed. Show their address as indicated in the following example.

Example: On the Listing Page, show the addresses as

(4) House No.	(5a) Road/Street name	(5b) Structure Identifier
110	W Pine ST	HSE
110	W Pine ST	TRLR
224	Palmer Rd	LEFT
224	Palmer Rd	RGHT

For buildings using different designations, such as BLDG A, BLDG B, etc., write the building designation in the Structure Identifier, item 5b.

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 entries 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 12a)

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 map(s). 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, both EXWY and Exwy are acceptable.

and	&	north	N
apartment(s)	APT (APTS)	northeast	NE
attic	ATC	northwest	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...	1st, 2nd... (see floor)	southeast	SE
floor	FL (or 1FL, 2FL...)	southwest	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	UC
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	W
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 is my identification. We are listing addresses as part of the 2010 Census, and I have a few questions to ask you. It should take us about 2 minutes. What is this address?

(1) Line No. 1	(2) Block No. 1 4 1 6 3	(3) Map Spot No. – Do not fill for Mobile Home Park. Number 1 2 Letter	(12a) Is this a single-family house, multiunit, mobile home, or trailer? <input checked="" type="checkbox"/> Single-family house (including townhouse, rowhouse, etc. if each has its own basic street address (BSA)) – Go to 12b <input type="checkbox"/> Multiunit – two or more housing units in a structure sharing a single BSA (such as an apartment house or building, or a house with attached basement or attic apartment) – SKIP to 14a <input type="checkbox"/> Mobile home or trailer, NOT in a park – Go to 12b <input type="checkbox"/> Mobile home or trailer, IN a park – <i>SPb</i> Section 6, Mobile Home Park Page <input type="checkbox"/> Other (occupied camper, tent, van, boat, etc.) – SKIP to 15 Reminder: If two or more buildings or structures (like an HU and a trailer) share the same BSA, list each building/structure on a separate line and enter a description in the "Structure Identifier" field to distinguish between buildings/structures.	(12b) Unit status <input checked="" type="checkbox"/> Occupied or vacant and intended for occupancy – Go to 13 <input type="checkbox"/> Under construction (foundation and building materials present) . . . <input type="checkbox"/> Future construction – Mark (X) all that apply. <input checked="" type="checkbox"/> a <input type="checkbox"/> A sign indicating future construction is planned, b <input type="checkbox"/> A building permit, c <input type="checkbox"/> Stakes in the ground, d <input type="checkbox"/> A zoning change sign from commercial use to residential use e <input type="checkbox"/> Other – Specify <input type="text"/> <input type="checkbox"/> Unfit for habitation <input type="checkbox"/> Boarded up <input type="checkbox"/> Storage of household goods – SKIP to 16 <input type="checkbox"/> Other – Skip to 15	(13) At (address), are there any basement or garage apartments, trailers, or other residences even if no one is living there now? 1 <input type="checkbox"/> Yes – How many? <input type="text"/> Is/Are the other residence(s) attached to the main residence (e.g., basement apartment) and/or detached (e.g., mobile home, carriage house)? a <input type="checkbox"/> Attached – Change item 12a to multiunit, then go to 14a. b <input type="checkbox"/> Detached – SKIP to 16 then go to the next line number and record other residence. 2 <input checked="" type="checkbox"/> No – SKIP to 16	
(4) House No. 241			(5a) Road/Street name Star Rte		(5b) Structure Identifier	
(6a) Rural Rte. No.		(6b) Box No.		(7) PO Box No.		
(8) City Atown			(9) ZIP Code 4 4 4 4 4			
Complete items 10 and 11 for areas with non-city style addresses.						
(10) Householder name First MI Last						
(11) Physical location description or E-911 address						

MULTIUNIT ADDRESS	(15) Remarks – Do not use this space for location description.	OFFICE EDIT
(14a) Canvass the multiunit and enter the number of units on each floor. Example: "5 APTS 14th FLR" Basement 1st floor 2nd floor 3rd floor 4th floor 5th floor 6th floor 7th floor 8th floor 9th floor 10th floor 11th floor 12th floor Attic <input type="checkbox"/> Other <input type="text"/>	(14b) (Ask if an apartment or a condominium) How many apartments, occupied or vacant, are there at (address)? Total number of Housing Units (occupied or vacant)	IL QC CL QC CL DQC
(16) Information obtained from: 1 <input checked="" type="checkbox"/> HH member* 3 <input type="checkbox"/> Manager* 2 <input type="checkbox"/> Proxy* 4 <input type="checkbox"/> Observation *Respondent name Ana Conte Telephone No. (991)555-1211 If multiunit (answered 14b), then go to Section 5, Multiunit Address Page.		

SAMPLE LISTING OF SINGLE-FAMILY HOUSE IN NON-CITY STYLE ADDRESS AREA

Hello, I'm (Your name) from the U.S. Census Bureau. Here is my identification. We are listing addresses as part of the 2010 Census, and I have a few questions to ask you. It should take us about 2 minutes. What is this address?

(1) Line No. 1	(2) Block No. 1 5 1 2 8	(3) Map Spot No. – Do not fill for Mobile Home Park. Number 2 3 Letter	(12a) Is this a single-family house, multiunit, mobile home, or trailer? <input checked="" type="checkbox"/> Single-family house (including townhouse, rowhouse, etc. if each has its own basic street address (BSA)) – Go to 12b <input type="checkbox"/> Multiunit – two or more housing units in a structure sharing a single BSA (such as an apartment house or building, or a house with attached basement or attic apartment) – SKIP to 14a <input type="checkbox"/> Mobile home or trailer, NOT in a park – Go to 12b <input type="checkbox"/> Mobile home or trailer, IN a park – <i>SPb</i> Section 6, Mobile Home Park Page <input type="checkbox"/> Other (occupied camper, tent, van, boat, etc.) – SKIP to 15 Reminder: If two or more buildings or structures (like an HU and a trailer) share the same BSA, list each building/structure on a separate line and enter a description in the "Structure Identifier" field to distinguish between buildings/structures.	(12b) Unit status <input checked="" type="checkbox"/> Occupied or vacant and intended for occupancy – Go to 13 <input type="checkbox"/> Under construction (foundation and building materials present) . . . <input type="checkbox"/> Future construction – Mark (X) all that apply. <input checked="" type="checkbox"/> a <input type="checkbox"/> A sign indicating future construction is planned, b <input type="checkbox"/> A building permit, c <input type="checkbox"/> Stakes in the ground, d <input type="checkbox"/> A zoning change sign from commercial use to residential use e <input type="checkbox"/> Other – Specify <input type="text"/> <input type="checkbox"/> Unfit for habitation <input type="checkbox"/> Boarded up <input type="checkbox"/> Storage of household goods – SKIP to 16 <input type="checkbox"/> Other – Skip to 15	(13) At (address), are there any basement or garage apartments, trailers, or other residences even if no one is living there now? 1 <input type="checkbox"/> Yes – How many? <input type="text"/> Is/Are the other residence(s) attached to the main residence (e.g., basement apartment) and/or detached (e.g., mobile home, carriage house)? a <input type="checkbox"/> Attached – Change item 12a to multiunit, then go to 14a. b <input type="checkbox"/> Detached – SKIP to 16 then go to the next line number and record other residence. 2 <input checked="" type="checkbox"/> No – SKIP to 16	
(4) House No.			(5a) Road/Street name		(5b) Structure Identifier	
(6a) Rural Rte. No. 3		(6b) Box No. 190		(7) PO Box No.		
(8) City Atown			(9) ZIP Code 4 4 4 4 4			
Complete items 10 and 11 for areas with non-city style addresses.						
(10) Householder name First MI Last Jean B Doe						
(11) Physical location description or E-911 address 1/4 mi S of County Rd 231, down long driveway W of Maple Rd.						

MULTIUNIT ADDRESS	(15) Remarks – Do not use this space for location description.	OFFICE EDIT
(14a) Canvass the multiunit and enter the number of units on each floor. Example: "5 APTS 14th FLR" Basement 1st floor 2nd floor 3rd floor 4th floor 5th floor 6th floor 7th floor 8th floor 9th floor 10th floor 11th floor 12th floor Attic <input type="checkbox"/> Other <input type="text"/>	(14b) (Ask if an apartment or a condominium) How many apartments, occupied or vacant, are there at (address)? Total number of Housing Units (occupied or vacant)	IL QC CL QC CL DQC
(16) Information obtained from: 1 <input checked="" type="checkbox"/> HH member* 3 <input type="checkbox"/> Manager* 2 <input type="checkbox"/> Proxy* 4 <input type="checkbox"/> Observation *Respondent name Jean Doe Telephone No. (991)555-2112 If multiunit (answered 14b), then go to Section 5, Multiunit Address Page.		

Section 4 – SUMMARY LISTING PAGE INSTRUCTIONS – Continued

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

Hello, I'm (Your name) from the U.S. Census Bureau. Here is my identification. We are listing addresses as part of the 2010 Census, and I have a few questions to ask you. It should take us about 2 minutes. What is this address?

(1) Line No. 1	(2) Block No. 1 5 3 4 4	(3) Map Spot No. – Do not fill for Mobile Home Park. Number 6 Letter	(12a) Is this a single-family house, multiunit, mobile home, or trailer? 1 <input type="checkbox"/> Single-family house (including townhouse, rowhouse, etc. if each has its own basic street address (BSA)) – Go to 12b 2 <input checked="" type="checkbox"/> Multiunit – two or more housing units in a structure sharing a single BSA (such as an apartment house or building, or a house with attached basement or attic apartment) – SKIP to 14a 3 <input type="checkbox"/> Mobile home or trailer, NOT in a park – Go to 12b 4 <input type="checkbox"/> Mobile home or trailer, IN a park – <i>SPb</i> Section 6, Mobile Home Park Page 5 <input type="checkbox"/> Other (occupied camper, tent, van, boat, etc.) – SKIP to 15 Reminder: If two or more buildings or structures (like an HU and a trailer) share the same BSA, list each building/structure on a separate line and enter a description in the "Structure Identifier" field to distinguish between buildings/structures.	(12b) Unit status 1 <input type="checkbox"/> Occupied or vacant and intended for occupancy – Go to 13 2 <input type="checkbox"/> Under construction (foundation and building materials present) . . . 3 <input type="checkbox"/> Future construction – Mark (X) all that apply. <input checked="" type="checkbox"/> a <input type="checkbox"/> A sign indicating future construction is planned, b <input type="checkbox"/> A building permit, c <input type="checkbox"/> Stakes in the ground, d <input type="checkbox"/> A zoning change sign from commercial use to residential use e <input type="checkbox"/> Other – Specify <input type="text"/> 4 <input type="checkbox"/> Unfit for habitation 5 <input type="checkbox"/> Boarded up 6 <input type="checkbox"/> Storage of household goods – SKIP to 16 8 <input type="checkbox"/> Other – Skip to 15	(13) At (address), are there any basement or garage apartments, trailers, or other residences even if no one is living there now? 1 <input type="checkbox"/> Yes – How many? <input type="text"/> Is/Are the other residence(s) attached to the main residence (e.g., basement apartment) and/or detached (e.g., mobile home, carriage house)? a <input type="checkbox"/> Attached – Change item 12a to multiunit, then go to 14a. b <input type="checkbox"/> Detached – SKIP to 16 then go to the next line number and record other residence. 2 <input type="checkbox"/> No – SKIP to 16
(4) House No. 7973			(5a) Road/Street name Jones Rd		
(5b) Structure Identifier			(6a) Rural Rte. No.		
(6b) Box No.			(7) PO Box No.		
(8) City Bigtown			(9) ZIP Code 7 7 7 7 7		
Complete items 10 and 11 for areas with non-city style addresses.					
(10) Householder name First MI Last					
(11) Physical location description or E-911 address					

MULTIUNIT ADDRESS	(15) Remarks – Do not use this space for location description.	OFFICE EDIT
(14a) Canvass the multiunit and enter the number of units on each floor. Example: "5 APTS 14th FLR" Basement 1st floor 2nd floor 3rd floor 4th floor 5th floor 6th floor <input type="text"/> <input type="text"/> 2 <input type="text"/> 2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 7th floor 8th floor 9th floor 10th floor 11th floor 12th floor Attic <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Other <input type="text"/>	(14b) (Ask if an apartment or a condominium) How many apartments, occupied or vacant, are there at (address)? <input type="text"/> 4 Total number of Housing Units (occupied or vacant)	IL QC
(16) Information obtained from: 1 <input type="checkbox"/> HH member* 2 <input type="checkbox"/> Proxy* 3 <input checked="" type="checkbox"/> Manager* 4 <input type="checkbox"/> Observation *Respondent name Rose Loe Telephone No. (991)555-0621 If multiunit (answered 14b), then go to Section 5, Multiunit Address Page.		CL QC CL
		DQC

SAMPLE LISTING OF SINGLE-FAMILY HOUSE IN NON-CITY STYLE ADDRESS AREA

Hello, I'm (Your name) from the U.S. Census Bureau. Here is my identification. We are listing addresses as part of the 2010 Census, and I have a few questions to ask you. It should take us about 2 minutes. What is this address?

(1) Line No. 1	(2) Block No. 1 3 3 6 3	(3) Map Spot No. – Do not fill for Mobile Home Park. Number 1 2 Letter	(12a) Is this a single-family house, multiunit, mobile home, or trailer? 1 <input type="checkbox"/> Single-family house (including townhouse, rowhouse, etc. if each has its own basic street address (BSA)) – Go to 12b 2 <input type="checkbox"/> Multiunit – two or more housing units in a structure sharing a single BSA (such as an apartment house or building, or a house with attached basement or attic apartment) – SKIP to 14a 3 <input type="checkbox"/> Mobile home or trailer, NOT in a park – Go to 12b 4 <input checked="" type="checkbox"/> Mobile home or trailer, IN a park – <i>SPb</i> Section 6, Mobile Home Park Page 5 <input type="checkbox"/> Other (occupied camper, tent, van, boat, etc.) – SKIP to 15 Reminder: If two or more buildings or structures (like an HU and a trailer) share the same BSA, list each building/structure on a separate line and enter a description in the "Structure Identifier" field to distinguish between buildings/structures.	(12b) Unit status 1 <input type="checkbox"/> Occupied or vacant and intended for occupancy – Go to 13 2 <input type="checkbox"/> Under construction (foundation and building materials present) . . . 3 <input type="checkbox"/> Future construction – Mark (X) all that apply. <input checked="" type="checkbox"/> a <input type="checkbox"/> A sign indicating future construction is planned, b <input type="checkbox"/> A building permit, c <input type="checkbox"/> Stakes in the ground, d <input type="checkbox"/> A zoning change sign from commercial use to residential use e <input type="checkbox"/> Other – Specify <input type="text"/> 4 <input type="checkbox"/> Unfit for habitation 5 <input type="checkbox"/> Boarded up 6 <input type="checkbox"/> Storage of household goods – SKIP to 16 8 <input type="checkbox"/> Other – Skip to 15	(13) At (address), are there any basement or garage apartments, trailers, or other residences even if no one is living there now? 1 <input type="checkbox"/> Yes – How many? <input type="text"/> Is/Are the other residence(s) attached to the main residence (e.g., basement apartment) and/or detached (e.g., mobile home, carriage house)? a <input type="checkbox"/> Attached – Change item 12a to multiunit, then go to 14a. b <input type="checkbox"/> Detached – SKIP to 16 then go to the next line number and record other residence. 2 <input checked="" type="checkbox"/> No – SKIP to 16
(4) House No.			(5a) Road/Street name Kelsey Point Cir		
(5b) Structure Identifier			(6a) Rural Rte. No.		
(6b) Box No.			(7) PO Box No.		
(8) City Btown			(9) ZIP Code 6 6 6 6 6		
Complete items 10 and 11 for areas with non-city style addresses.					
(10) Householder name First MI Last					
(11) Physical location description or E-911 address					

MULTIUNIT ADDRESS	(15) Remarks – Do not use this space for location description.	OFFICE EDIT
(14a) Canvass the multiunit and enter the number of units on each floor. Example: "5 APTS 14th FLR" Basement 1st floor 2nd floor 3rd floor 4th floor 5th floor 6th floor <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 7th floor 8th floor 9th floor 10th floor 11th floor 12th floor Attic <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Other <input type="text"/>	(14b) (Ask if an apartment or a condominium) How many apartments, occupied or vacant, are there at (address)? <input type="text"/> Total number of Housing Units (occupied or vacant)	IL QC
(16) Information obtained from: 1 <input type="checkbox"/> HH member* 2 <input type="checkbox"/> Proxy* 3 <input type="checkbox"/> Manager* 4 <input type="checkbox"/> Observation *Respondent name Telephone No. If multiunit (answered 14b), then go to Section 5, Multiunit Address Page.		CL QC CL
		DQC

Section 4 - LISTING PAGE

Hello, I'm (Your name) from the U.S. Census Bureau. Here is my identification. We are listing addresses as part of the 2010 Census, and I have a few questions to ask you. It should take us about 2 minutes. What is this address?

(1) Line No. 1	(2) Block No.	(3) Map Spot No. - Do not fill for Mobile Home Park. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	
(4) House No.	(5a) Road/Street name		
(5b) Structure Identifier			
(6a) Rural Rte. No.	(6b) Box No.	(7) PO Box No.	
(8) City		(9) ZIP Code	
Complete items 10 and 11 for areas with non-city style addresses.			
(10) Householder name First MI Last			
(11) Physical location description or E-911 address			
(12a) Is this a single-family house, multiunit, mobile home, or trailer?			
1 <input type="checkbox"/> Single-family house (including townhouse, rowhouse, etc. if each has its own basic street address (BSA)) - Go to 12b 2 <input type="checkbox"/> Multiunit - two or more housing units in a structure sharing a single BSA (such as an apartment house or building, or a house with attached basement or attic apartment) - SKIP to 14a 3 <input type="checkbox"/> Mobile home or trailer, NOT in a park - Go to 12b 4 <input type="checkbox"/> Mobile home or trailer, IN a park - SKIP to Section 6, Mobile Home Park Page 5 <input type="checkbox"/> Other (occupied camper, tent, van, boat, etc.) - SKIP to 15			
Reminder: If two or more buildings or structures (like an HU and a trailer) share the same BSA, list each building/structure on a separate line and enter a description in the "Structure Identifier" field to distinguish between buildings/structures.			
(12b) Unit status			
1 <input type="checkbox"/> Occupied or vacant and intended for occupancy - Go to 13 2 <input type="checkbox"/> Under construction (foundation and building materials present) . . . 3 <input type="checkbox"/> Future construction - Mark (X) all that apply. <input checked="" type="checkbox"/> a <input type="checkbox"/> A sign indicating future construction is planned, b <input type="checkbox"/> A building permit, c <input type="checkbox"/> Stakes in the ground, d <input type="checkbox"/> A zoning change sign from commercial use to residential use e <input type="checkbox"/> Other - Specify <input type="text"/> 4 <input type="checkbox"/> Unfit for habitation 5 <input type="checkbox"/> Boarded up 6 <input type="checkbox"/> Storage of household goods - SKIP to 16 8 <input type="checkbox"/> Other - Skip to 15			
(13) At (address), are there any basement or garage apartments, trailers, or other residences, even if no one is living there now?			
1 <input type="checkbox"/> Yes - How many? <input type="text"/> Is/Are the other residence(s) attached to the main residence (e.g., basement apartment) and/or detached (e.g., mobile home, carriage house)? a <input type="checkbox"/> Attached - Change item 12a to multiunit, then go to 14a. b <input type="checkbox"/> Detached - SKIP to 16 then go to the next line number and record other residence. 2 <input type="checkbox"/> No - SKIP to 16			

MULTIUNIT ADDRESS				(15) Remarks - Do not use this space for location description.		OFFICE EDIT	
(14a) Canvass the multiunit and enter the number of units on each floor.				(14b) (Ask if an apartment or a condominium) How many apartments, occupied or vacant, are there at (address)?		IL QC	
Basement	1st floor	2nd floor	3rd floor	4th floor	5th floor	6th floor	Example: "5 APTS 14th FLR"
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7th floor	8th floor	9th floor	10th floor	11th floor	12th floor	Attic	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total number of Housing Units (occupied or vacant)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other	
(16) Information obtained from:				1 <input type="checkbox"/> HH member* 3 <input type="checkbox"/> Manager*		CL QC CL	
				2 <input type="checkbox"/> Proxy* 4 <input type="checkbox"/> Observation		DQC	
*Respondent name				Telephone No.			
If multiunit (answered 14b), then go to Section 5, Multiunit Address Page.							

Hello, I'm (Your name) from the U.S. Census Bureau. Here is my identification. We are listing addresses as part of the 2010 Census, and I have a few questions to ask you. It should take us about 2 minutes. What is this address?

(1) Line No. 2	(2) Block No.	(3) Map Spot No. - Do not fill for Mobile Home Park. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	
(4) House No.	(5a) Road/Street name		
(5b) Structure Identifier			
(6a) Rural Rte. No.	(6b) Box No.	(7) PO Box No.	
(8) City		(9) ZIP Code	
Complete items 10 and 11 for areas with non-city style addresses.			
(10) Householder name First MI Last			
(11) Physical location description or E-911 address			
(12a) Is this a single-family house, multiunit, mobile home, or trailer?			
1 <input type="checkbox"/> Single-family house (including townhouse, rowhouse, etc. if each has its own basic street address (BSA)) - Go to 12b 2 <input type="checkbox"/> Multiunit - two or more housing units in a structure sharing a single BSA (such as an apartment house or building, or a house with attached basement or attic apartment) - SKIP to 14a 3 <input type="checkbox"/> Mobile home or trailer, NOT in a park - Go to 12b 4 <input type="checkbox"/> Mobile home or trailer, IN a park - SKIP to Section 6, Mobile Home Park Page 5 <input type="checkbox"/> Other (occupied camper, tent, van, boat, etc.) - SKIP to 15			
Reminder: If two or more buildings or structures (like an HU and a trailer) share the same BSA, list each building/structure on a separate line and enter a description in the "Structure Identifier" field to distinguish between buildings/structures.			
(12b) Unit status			
1 <input type="checkbox"/> Occupied or vacant and intended for occupancy - Go to 13 2 <input type="checkbox"/> Under construction (foundation and building materials present) . . . 3 <input type="checkbox"/> Future construction - Mark (X) all that apply. <input checked="" type="checkbox"/> a <input type="checkbox"/> A sign indicating future construction is planned, b <input type="checkbox"/> A building permit, c <input type="checkbox"/> Stakes in the ground, d <input type="checkbox"/> A zoning change sign from commercial use to residential use e <input type="checkbox"/> Other - Specify <input type="text"/> 4 <input type="checkbox"/> Unfit for habitation 5 <input type="checkbox"/> Boarded up 6 <input type="checkbox"/> Storage of household goods - SKIP to 16 8 <input type="checkbox"/> Other - Skip to 15			
(13) At (address), are there any basement or garage apartments, trailers, or other residences, even if no one is living there now?			
1 <input type="checkbox"/> Yes - How many? <input type="text"/> Is/Are the other residence(s) attached to the main residence (e.g., basement apartment) and/or detached (e.g., mobile home, carriage house)? a <input type="checkbox"/> Attached - Change item 12a to multiunit, then go to 14a. b <input type="checkbox"/> Detached - SKIP to 16 then go to the next line number and record other residence. 2 <input type="checkbox"/> No - SKIP to 16			

MULTIUNIT ADDRESS				(15) Remarks - Do not use this space for location description.		OFFICE EDIT	
(14a) Canvass the multiunit and enter the number of units on each floor.				(14b) (Ask if an apartment or a condominium) How many apartments, occupied or vacant, are there at (address)?		IL QC	
Basement	1st floor	2nd floor	3rd floor	4th floor	5th floor	6th floor	Example: "5 APTS 14th FLR"
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7th floor	8th floor	9th floor	10th floor	11th floor	12th floor	Attic	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total number of Housing Units (occupied or vacant)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Other	
(16) Information obtained from:				1 <input type="checkbox"/> HH member* 3 <input type="checkbox"/> Manager*		CL QC CL	
				2 <input type="checkbox"/> Proxy* 4 <input type="checkbox"/> Observation		DQC	
*Respondent name				Telephone No.			
If multiunit (answered 14b), then go to Section 5, Multiunit Address Page.							

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 for a total of 120 lines per page. This provides room to list three multiunit Basic Street Addresses with up to 40 apartments at each address. If there are 40 or fewer apartments at a Basic 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 41 through 80 of the **second** set of lines, and
- list the remaining 14 apartments on lines 81 through 94 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 ten items directly above each set of lines on the Multiunit Address Page. You must fill the appropriate heading items for *each used* set of lines, to identify the Basic Street Address for the apartments you will be listing on that set of lines.

You already entered the information for these items on the Listing Pages (Section 4), where you completed one line for the Basic Street Address. Copy the information from items 3 through 9 on the Listing Page to the appropriate items in this section. 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 the last header item, **Name of complex** (if applicable), item 8, 16, or 24, respectively.

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, 201A, 201B**; or **A**, then **B, C, D**. Otherwise, list the apartments by describing their locations, from the lowest floor at the Basic Street Address to the highest – e.g., **BSMT FRNT, BSMT BK, 1FL LEFT, 1FL RIGHT**.

SAMPLE LISTING OF APARTMENTS AT A MULTIUNIT BASIC STREET ADDRESS

Section 5 – MULTIUNIT ADDRESS PAGE

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

(1) Map Spot No. Number <u>6</u> Letter <u></u>			(9) Map Spot No. Number <u></u> Letter <u></u>			(17) Map Spot No. Number <u></u> Letter <u></u>											
(2) House No. <u>7913</u>		(3a) Road/Street name <u>Jones Rd</u>				(10) House No. <u></u>		(11a) Road/Street name <u></u>				(18) House No. <u></u>		(19a) Road/Street name <u></u>			
(3b) Structure Identifier <u></u>						(11b) Structure Identifier <u></u>						(19b) Structure Identifier <u></u>					
(4a) Rural Rte. No. <u></u>		(4b) Box No. <u></u>		(5) PO Box No. <u></u>		(12a) Rural Rte. No. <u></u>		(12b) Box No. <u></u>		(13) PO Box No. <u></u>		(20a) Rural Rte. No. <u></u>		(20b) Box No. <u></u>		(21) PO Box No. <u></u>	
(6) City <u>Bigtown</u>			(7) ZIP Code <u>77777</u>			(14) City <u></u>			(15) ZIP Code <u></u>			(22) City <u></u>			(23) ZIP Code <u></u>		
(8) Name of complex (if applicable) <u>Towers Apartments</u>						(16) Name of complex (if applicable) <u></u>						(24) Name of complex (if applicable) <u></u>					
Line No.	Unit designation (a)	Unit status (b)	Line No.	Unit designation (c)	Unit status (d)	Line No.	Unit designation (e)	Unit status (f)	Line No.	Unit designation (g)	Unit status (h)	Line No.	Unit designation (i)	Unit status (j)	Line No.	Unit designation (k)	Unit status (l)
1	<u>Apt 101</u>	<u>1</u>	21			41			61			81			101		
2	<u>Apt 102</u>	<u>1</u>	22			42			62			82			102		
3	<u>Apt 201</u>	<u>6</u>	23			43			63			83			103		
4	<u>Apt 202</u>	<u>1</u>	24			44			64			84			104		
20			40			60			80			100			120		

UNIT STATUS: 1 – Occupied or vacant and intended for occupancy 2 – Under construction (started) 3 – Future construction (not started) 4 – Unfit for habitation 5 – Boarded up 6 – Storage of household goods 8 – Other

Section 5 - MULTIUNIT ADDRESS PAGE

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

(1) Map Spot No. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>				(9) Map Spot No. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>				(17) Map Spot No. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>															
(2) House No.		(3a) Road/Street name		(10) House No.		(11a) Road/Street name		(18) House No.		(19a) Road/Street name													
(3b) Structure Identifier				(11b) Structure Identifier				(19b) Structure Identifier															
(4a) Rural Rte. No.		(4b) Box No.		(5) PO Box No.		(12a) Rural Rte. No.		(12b) Box No.		(13) PO Box No.		(20a) Rural Rte. No.		(20b) Box No.		(21) PO Box No.							
(6) City				(7) ZIP Code <input type="text"/>				(14) City				(15) ZIP Code <input type="text"/>				(22) City				(23) ZIP Code <input type="text"/>			
(8) Name of complex (if applicable)				(16) Name of complex (if applicable)				(24) Name of complex (if applicable)															
	Unit designation (a)	Unit status (b)		Unit designation (c)	Unit status (d)		Unit designation (e)	Unit status (f)	Line No.	Unit designation (g)	Unit status (h)	Line No.	Unit designation (i)	Unit status (j)	Line No.	Unit designation (k)	Unit status (l)						
1			21			41			61			81			101								
2			22			42			62			82			102								
3			23			43			63			83			103								
4			24			44			64			84			104								
5			25			45			65			85			105								
6			26			46			66			86			106								
7			27			47			67			87			107								
8			28			48			68			88			108								
9			29			49			69			89			109								
10			30			50			70			90			110								
11			31			51			71			91			111								
12			32			52			72			92			112								
13			33			53			73			93			113								
14			34			54			74			94			114								
15			35			55			75			95			115								
16			36			56			76			96			116								
17			37			57			77			97			117								
18			38			58			78			98			118								
19			39			59			79			99			119								
20			40			60			80			100			120								

UNIT STATUS: 1 – Occupied or vacant and intended for occupancy 2 – Under construction (started) 3 – Future construction (not started) 4 – Unfit for habitation 5 – Boarded up 6 – Storage of household goods 8 – Other

FORM D-1302 (10-2-2008)

0003

Section 5 – MULTIUNIT ADDRESS PAGE

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

(1) Map Spot No. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>			(9) Map Spot No. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>			(17) Map Spot No. Number <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>											
(2) House No.		(3a) Road/Street name				(10) House No.		(11a) Road/Street name				(18) House No.		(19a) Road/Street name			
(3b) Structure Identifier						(11b) Structure Identifier						(19b) Structure Identifier					
(4a) Rural Rte. No.		(4b) Box No.		(5) PO Box No.		(12a) Rural Rte. No.		(12b) Box No.		(13) PO Box No.		(20a) Rural Rte. No.		(20b) Box No.		(21) PO Box No.	
(6) City				(7) ZIP Code <input type="text"/>		(14) City				(15) ZIP Code <input type="text"/>		(22) City				(23) ZIP Code <input type="text"/>	
(8) Name of complex (if applicable)						(16) Name of complex (if applicable)						(24) Name of complex (if applicable)					

Line No.	Unit designation (a)	Unit status (b)	Line No.	Unit designation (c)	Unit status (d)	Line No.	Unit designation (e)	Unit status (f)	Line No.	Unit designation (g)	Unit status (h)	Line No.	Unit designation (i)	Unit status (j)	Line No.	Unit designation (k)	Unit status (l)
1			21			41			61			81			101		
2			22			42			62			82			102		
3			23			43			63			83			103		
4			24			44			64			84			104		
5			25			45			65			85			105		
6			26			46			66			86			106		
7			27			47			67			87			107		
8			28			48			68			88			108		
9			29			49			69			89			109		
10			30			50			70			90			110		
11			31			51			71			91			111		
12			32			52			72			92			112		
13			33			53			73			93			113		
14			34			54			74			94			114		
15			35			55			75			95			115		
16			36			56			76			96			116		
17			37			57			77			97			117		
18			38			58			78			98			118		
19			39			59			79			99			119		
20			40			60			80			100			120		

UNIT STATUS: 1 – Occupied or vacant and intended for occupancy 2 – Under construction (started) 3 – Future construction (not started) 4 – Unfit for habitation 5 – Boarded up 6 – Storage of household goods 8 – Other

FORM D-1302 (10-2-2008)

0004

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 homes, trailers, and/or empty trailer lots/sites in the park on the Mobile Home Park Pages. If there is no park office and the owner’s/manager’s mobile home or trailer is within the block cluster, it should also be listed in this section as a separate unit. Each 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 remaining 8 are in another block. (All the blocks are located within your block cluster.) For this block cluster, you would do the following:

- **First park (6 total units in one block)** – List the entire park on lines 1 through 6 of the **first** Mobile Home Park Page.
- **Second park (6 total units in one block)** – List the first 15 mobile homes, trailers, or empty trailer lots/sites in this park on lines 1 through 15 of the **second** page, and list the remaining mobile homes, trailers, or empty trailer lots/sites on lines 1 through 7 of the **third** page.

- **Third park (12 total units in two different blocks)** – List the first four mobile homes or trailers located in the first block of this park on lines 1 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.

IMPORTANT: If a particular mobile home or trailer is temporarily sitting somewhere other than at a lot/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 12, at the top of each Mobile Home Park Page. You must fill in the appropriate heading items at the top of **each** page with one or more listings, to identify the park containing the mobile homes, trailers, and/or empty trailer lots/sites listed on that page.

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 from the Listing Page to these items 1–12 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 on the appropriate CCM Block Map that the park is located within. Copy the map spot number from the map to column (a); fill columns (b) through (h) as appropriate; fill columns (i) and (j), and also fill column (k) 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)

Section 6 – MOBILE HOME PARK PAGE													
Ask the contact person of the mobile home park – Do you have any maps of the mobile home park that I can take with me?													
Mobile home park address (1) Block No. <u>13263</u>				(8) What is the total number of mobile homes, trailers, AND empty trailer lots/sites in the park? <u>4</u>				(9) Mobile home park number <u>2</u>					
(2) House No. <u>618</u>		(3a) Road/Street name <u>Kelsey Point Cir</u>		(10) Name of park <u>Marco Mobile Home Park</u>				(11) Name/Title/Phone No. of contact person for park <u>Marco De Tal-Owner/Manager, (991) 555-3813</u>					
(3b) Structure Identifier				(4a) Rural Rte. No.				(4b) Box No.		(5) PO Box No.			
(6) City <u>Btown</u>				(7) ZIP Code <u>66666</u>		(12) Information obtained from <input type="checkbox"/> HH member <input type="checkbox"/> Proxy <input checked="" type="checkbox"/> Manager <input type="checkbox"/> Observation							
Line No.	Map Spot No. (a)	House No. (b)	Lot No. (c)	Physical location description (d)	Road/Street name (e)	Rural Rte. No. (f)	Box No. (g)	PO Box No. (h)	Unit status (i)	ZIP Code (j)	Obtain householder name for areas with non-city style addresses (k)		
											First	MI	Last
1	Number <u>28</u> Letter <u></u>		<u>Lot 1</u>		<u>Kelsey Point Cir</u>				<u>1</u>	<u>66666</u>			
2	Number <u>29</u> Letter <u></u>		<u>Lot 2</u>		<u>Captains Ln</u>				<u>7</u>	<u>66666</u>			
3	Number <u>30</u> Letter <u></u>		<u>Lot 3</u>		<u>Captains Ln</u>				<u>1</u>	<u>66666</u>			
4	Number <u>31</u> Letter <u></u>		<u>Lot 4</u>		<u>Captains Ln</u>				<u>1</u>	<u>66666</u>			

UNIT STATUS: 1 – Occupied or vacant and intended for occupancy 4 – Unfit for habitation 5 – Boarded up 6 – Storage of household goods 7 – Empty trailer lot/site 8 – Other

Section 6 – MOBILE HOME PARK PAGE

Ask the contact person of the mobile home park – **Do you have any maps of the mobile home park that I can take with me?**

Mobile home park address		(1) Block No. <input type="text"/>		(8) What is the total number of mobile homes, trailers, AND empty trailer lots/sites in the park? <input type="text"/>				(9) Mobile home park number <input type="text"/>		
(2) House No. <input type="text"/>		(3a) Road/Street name <input type="text"/>		(10) Name of park <input type="text"/>						
(3b) Structure Identifier <input type="text"/>		(11) Name/Title/Phone No. of contact person for park <input type="text"/>								
(4a) Rural Rte. No. <input type="text"/>		(4b) Box No. <input type="text"/>		(5) PO Box No. <input type="text"/>		(12) Information obtained from <input type="checkbox"/> HH member <input type="checkbox"/> Proxy <input type="checkbox"/> Manager <input type="checkbox"/> Observation				
(6) City <input type="text"/>		(7) ZIP Code <input type="text"/>								

Line No.	Map Spot No.		House No.	Lot No.	Physical location description	Road/Street name	Rural Rte. No.	Box No.	PO Box No.	Unit status	ZIP Code	Obtain householder name for areas with non-city style addresses (k)		
	(a)	(b)										First	MI	Last
1	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	Number <input type="text"/>	Letter <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

UNIT STATUS: 1 – Occupied or vacant and intended for occupancy 4 – Unfit for habitation 5 – Boarded up 6 – Storage of household goods 7 – Empty trailer lot/site 8 – Other

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0005

NOTES PAGE

1. Cluster No.	2. CLD	3. County name	4. State

INSTRUCTIONS

Use the descriptions below to mark the correct box(es) in Section 1, item 8 on the cover of this listing book. Then, following the instructions below, write notes for each box marked.

If the situation applies to a particular address, for example a suspected drug house, fill in the map spot number of the address in column (a), and then write a note. If most or all addresses in the cluster are affected, for example the cluster is in a Spanish speaking neighborhood, leave the map spot number blank.

WHAT TO INCLUDE IN NOTES FOR THE COVER PAGE ITEM 8 ENTRIES

- 1. Safety** – Describe conditions that could affect interviewer personal safety, such as dark streets/hallways, suspected drug houses, dangerous dogs, etc.
- 2. Restricted access** – Describe situations such as gated communities, security high-rise buildings, posted no trespassing areas, etc., which could prevent the next interviewer from completing his/her work on time.
- 3. Language** – If it is necessary or useful for the next interviewer to speak a language other than English to work in this cluster, enter the name of the language. You may also enter the name, address, and telephone number of someone you located who is willing to be an interpreter in the future.

- 4. No mailboxes** – Indicate units that don't have a mailbox at the listed location, and would not get a letter delivered at the unit if we needed to contact a future resident.
- 5. Road conditions** – Describe the situation such as mudslide, bridge out, street flooded, and so forth.
- 6. Other** – Explain any other situation that could affect another interviewer's ability to locate the cluster or its boundaries, locate units within the cluster, or once a unit is found, get to a respondent.

Line No.	Map Spot No. (a)	Notes (b)
1	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
2	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
3	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
4	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
5	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
6	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
7	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
8	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
9	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
10	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	

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NOTES PAGE - Continued

Line No.	Map spot No. (a)	Notes (b)
11	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
12	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
13	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
14	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
15	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
16	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
17	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
18	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
19	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
20	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
21	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
22	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
23	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
24	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
25	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
26	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	
27	Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	

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