

REPORTING INSTRUCTIONS FOR RESIDENTIAL BUILDINGS CONTAINING 2 OR MORE HOUSING UNITS

► Section A – PROJECT IDENTIFICATION

Correct any information in items 1 and 2 if necessary.

For the project described in item 1 to be eligible for this survey, it must be privately owned **during construction** and involve the erection of a new residential building(s) containing 2 or more housing units. If the project is government owned during construction or involves only remodeling, maintenance or repairs, please note so in item 10, Remarks, complete item 11, and return the form.

If the project description does not include all the buildings and units being worked on at this site, please change the description to include them.

► Section B – OWNERSHIP AND START DATE

Item 3 – As noted, this survey involves projects that are privately owned **during the construction phase**. If the project is government owned, check the appropriate box, note in item 10, Remarks, complete item 11, and return the form.

Item 4 – The start date is defined as the date that actual construction work first began on the project described in item 1. If the project is to start at some future date, please enter the date, complete item 11, and return the form.

► Section C – COST ESTIMATES

"Construction," for purposes of this survey, is defined as the building of fixed structures. This **INCLUDES**:

- a. The erecting of the structure.
- b. Mechanical and electrical installations – Plumbing, heating, electrical work, elevators, escalators, central air-conditioning, boilers, and other similar building services.
- c. Outside construction – Clearing and grading of undeveloped land and the fixed, auxiliary structures which the project owner builds within the property lines to serve the major building. Also sidewalks, roadways, parking lots, utility connections, outdoor lighting, swimming pools, and all similar auxiliary facilities.

Item 5a – Estimate the total amount to be paid to construction contractors by the project owner for work done on this project.

Item 5b – Estimate the total cost of labor by the owner’s construction employees working on the project, including supervisory personnel assigned to the project. Include the total cost of all construction materials supplied by the owner, including those the owner expects to supply to the contractor for installation in this project.

Item 5c – Sum of values reported in items 5a and 5b. **This is the value to be reported in item 8**, monthly value of construction put in place.

Item 6 – Estimate the total amount of fees which the project owner has paid or will pay to architectural and engineering firms for work on this project. Also estimate the total cost of all other construction items which the project owner will allocate on his books to this project. Include the project owner’s overhead and office costs, interest and taxes paid during construction, the cost of design work by the owner’s staff, and other miscellaneous construction fees and costs allocated on the owner’s books. **DO NOT** include the cost of land and furniture and furnishings.

► Section E – MONTHLY CONSTRUCTION PROGRESS REPORT

Item 8 – Report the monthly value of construction put in place for **the costs associated with item 5c**. These costs include:

- a. Work done by contractors and/or subcontractors, including any retainage being withheld until the work is complete.
- b. The cost of any materials installed which were provided by the owner.
- c. The work done by the project owner’s own construction employees, including supervisory personnel assigned to this project.

Initially, report monthly values from the start month to the most current month shown in item 8. Then each month, when the form is returned to you, report for the month shown and any revisions which you might have. When entering monthly data, **be sure to report the costs in the month in which the work was done rather than in the month in which payment was made**.

If the contractor’s bills are for periods other than monthly, estimate a monthly amount. In each month where there is no construction, enter a zero.

Item 9 – If construction is complete except for some minor work (up to 3 percent of item 5c), you may stop reporting on this project by indicating in item 10, Remarks, and entering the completion date in item 9.

► Section F – PERSON TO CONTACT REGARDING THIS REPORT

Item 11 – Enter the name, title, address, telephone and fax number of the person who can answer questions about this report.

10. REMARKS

Section F PERSON TO CONTACT REGARDING THIS REPORT – Please print or type				
11a. Name	b. Title	c. Telephone		
		Area code	Number	Extension
d. Organization	e. Address	f. Fax		
		Area code	Number	