

# Housing Collection Instrument Screen Shots

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(Contains Only Updated Screens Planned for Deployment in August 2020)

June 23, 2020

(S-1) OBSERVATION: TYPE OF STRUCTURE SCREEN - Modification of Structure Type List

OBSERVATION - TYPE OF STRUCTURE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
xx xx xx, JAMAICA, NY, 11432-4611

(OBSERVE):

Select type of structure from the following list

- MOBILE HOME TRAILER
- MULTI, 2 UNITS
- MULTI, 3 to 4 UNITS
- MULTI, 5 to 9 UNITS
- MULTI, 10 to 19 UNITS
- MULTI, 20 to 49 UNITS
- MULTI, 50 or MORE UNITS
- OTHER-SPECIFY

(S-2) OBSERVATION: TYPE OF STRUCTURE SCREEN - Addition of Elevator Question

OBSERVATION - TYPE OF STRUCTURE SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

1784 S 290  
1784 S 290 EAST ST, Orem city (pt.), UT, 84058

(OBSERVE):

Select type of structure from the following list

MULTI, 2 UNITS

Does this type of structure have an elevator ?

- YES
- NO
- DON'T KNOW

(S-3) OBSERVATION: TYPE OF STRUCTURE SCREEN – Display of All Possible Structure Type Fields

(S-4) OBSERVATION: ELIGIBILITY SCREEN – Addition of “Affordable Housing With Unit Based Subsidy” Option Near the End of the Ineligibility List

(S-5) OBSERVATION: PUBLIC HOUSING SCREEN - Updated Wording on Definition Window

OBSERVATION - PUBLIC HOUSING SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

(OBSERVE): Is this house Public Housing?

Definition YES NO DON'T KNOW

xx xx xx  YES  NO  DON'T KNOW

**PUBLIC HOUSING -**  
Housing units which are subsidized and owned or operated by a Federal, State, City, or other government agency. Rent paid by the occupant is usually based on income and the additional rental cost is covered by the government agency.

Close Window

(S-6) RESPONDENT: PUBLIC HOUSING SCREEN - Updated Wording on Definition Window

PUBLIC HOUSING SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

Is this apartment Public Housing?

Definition YES NO

xx xx xx  YES  NO

**PUBLIC HOUSING -**  
Housing units which are subsidized and owned or operated by a Federal, State, City, or other government agency. Rent paid by the occupant is usually based on income and the additional rental cost is covered by the government agency.

Close Window

(S-7) WHEN BUILT SCREEN - Addition of '2020 - 2029' to "Select Decade" and "Select Year" Lists

WHEN BUILT SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
 xx xx xx, TONAWANDA, NY, 14223-2470

In what year was this structure built?

| Select Decade | Select Year |   |
|---------------|-------------|---|
| Before 1900 > | 2020        | (The WO needs the actual year built for an important index calculation) |
| 1900 - 1909 > | 2021        |   |
| 1910 - 1919 > | 2022        |   |
| 1920 - 1929 > | 2023        |   |
| 1930 - 1939 > | 2024        |   |
| 1940 - 1949 > | 2025        |   |
| 1950 - 1959 > | 2026        |   |
| 1960 - 1969 > | 2027        |   |
| 1970 - 1979 > | 2028        |   |
| 1980 - 1989 > | 2029        |   |
| 1990 - 1999 > |             |   |
| 2000 - 2009 > |             |   |
| 2010 - 2019 > | DK          |   |
| 2020 - 2029 > |             |   |

|      |  |             |        |
|------|--|-------------|--------|
| YEAR |  |             | DECADE |
|      |  | 2020 - 2029 |        |

DON'T KNOW

(S-8) LEASE SCREEN - Standard Questions - Lease Agreement & Lease Length Questions

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
 xx xx xx, TONAWANDA, NY, 14223-2452

Definition

(Do you, Does the tenant) have a lease or other rental agreement ?

|  |     |    |            |         |
|--|-----|----|------------|---------|
|  | YES | NO | DON'T KNOW | REFUSED |
|--|-----|----|------------|---------|

YES  
  NO  
  DON'T KNOW  
  REFUSED

How long is the current lease agreement ?

Month-to-Month  
 12 months  
 Other  
 Don't Know  
 Refused

(S-9) LEASE SCREEN - Standard Questions - Lease Agreement, Lease Length, and Lease Start Date Questions (12 Months Lease)

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
 xx xx xx, SPRINGFIELD, MA, 01104-1918

Definition

(Do you, Does the tenant) have a lease or other rental agreement? YES NO DON'T KNOW REFUSED

YES  NO  DON'T KNOW  REFUSED

How long is the current lease agreement? 12 months

In what month and year did the current lease start?

◆

/

◆◆◆◆

DON'T KNOW REFUSED

DON'T KNOW  REFUSED

(S-10) LEASE SCREEN - Standard Questions - Lease, Lease Length, and Lease Start Date Questions (Other Months Lease- Number of Months)

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
 xx xx xx, SPRINGFIELD, MA, 01104-1918

Definition

(Do you, Does the tenant) have a lease or other rental agreement? YES NO DON'T KNOW REFUSED

YES  NO  DON'T KNOW  REFUSED

How long is the current lease agreement? Other Number of months

In what month and year did the current lease start?

◆

/

◆◆◆◆

DON'T KNOW REFUSED

DON'T KNOW  REFUSED

(S-11) LEASE SCREEN - Standard Questions - Lease, Lease Length, and Lease Start Date Questions  
(Don't Know or Refused Lease Start Date)

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
xx xx xx, HOUSTON, TX, 77047-1005

**Definition**

(Do you, Does the tenant) have a lease or other rental agreement? YES NO DON'T KNOW REFUSED  
 YES  NO  DON'T KNOW  REFUSED

How long is the current lease agreement? 12 months

In what month and year did the current lease start? DON'T KNOW REFUSED  
 DON'T KNOW  REFUSED

(S-12) LEASE SCREEN - Follow-up Questions - Previous Month-to-Month Lease (Still Month-to-Month Lease)

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
xx xx xx, HUNTINGTON BEACH, CA, 92646-5524

**Definition**

Previously, it was reported that there was a month-to-month lease for this apartment. Is that still the case? YES NO DON'T KNOW REFUSED  
 YES  NO  DON'T KNOW  REFUSED

(S-13) LEASE SCREEN - Follow-up Questions - Previous Month-to-Month Lease (Not Still Month-to-Month Lease)

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
xx xx xx, HUNTINGTON BEACH, CA, 92646-5524

**Definition**

Previously, it was reported that there was a month-to-month lease for this apartment. Is that still the case ?

YES NO DON'T KNOW REFUSED

YES  NO  DON'T KNOW  REFUSED

(Do you, Does the tenant) have a lease or other rental agreement ?

YES NO DON'T KNOW REFUSED

YES  NO  DON'T KNOW  REFUSED

How long is the current lease agreement ?

Other Number of months 18

In what month and year did the current lease start ?

1 / 2020 DON'T KNOW REFUSED

DON'T KNOW  REFUSED

MONTH YEAR

(S-14) LEASE SCREEN - Follow-up Questions - Previous 12 Months Lease or Other Months Lease (New Lease)

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
xx xx xx, GILBERT, AZ, 85297-3025

**Definition**

Previously, it was reported that there was a 12-month lease for this apartment that started in January 2019. Is there a new lease ?

YES NO DON'T KNOW REFUSED

YES  NO  DON'T KNOW  REFUSED

How long is the current lease agreement ?

Other Number of months 18

In what month and year did the current lease start ?

1 / 2020 DON'T KNOW REFUSED

DON'T KNOW  REFUSED

MONTH YEAR



(S-15) LEASE SCREEN - Follow-up Questions - Previous 12 Months Lease or Other Months Lease (No New Lease)

LEASE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
xx xx xx, GILBERT, AZ, 85297-3025

**Definition**

Previously, it was reported that there was a 12-month lease for this apartment that started in January 2019. Is there a new lease ?

YES  NO  DON'T KNOW  REFUSED

Did the lease for this apartment convert to a month-to-month agreement or will it convert by the end of this month?

YES  NO  DON'T KNOW  REFUSED

(S-16) LEASE SCREEN - Definition Window

LEASE SCREEN

**MONTH-TO-MONTH LEASE**

Month-to-month leases are verbal or written rental agreements that are automatically renewed each month until ended by either the tenant (renter) or the owner (landlord). Month-to-month rental agreements give flexibility to both renters and landlords. For landlords, month-to-month leases allow them to change the rent and control who occupies the property. Renters have the flexibility to move out on short notice.

**NO LEASE AGREEMENT**

No Lease Agreement, also known as tenancy or estate at will, allows a tenant (renter) to stay at the property for an unspecified length of time, without an oral or written agreement, and the tenancy can be ended by either the tenant or the owner (landlord).

**(S-17) LEASE SCREEN - Warning Message Window - Lease End Date Less Than Current Collection Period**  
**[Lease Not Active]**

LEASE SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

914 S 25T  
 914 S 25TH ST, Mount Vernon, IL, 62864

**Definition**

(Do you, Does the tenant) have a lease or other rental agreement? YES NO DON'T KNOW REFUSED

How long is the current lease agreement?

In what month and year did the current lease start? MONTH YEAR DON'T KNOW REFUSED

**Housing**

The lease agreement has ended based on the length and start date provided. Please update the lease length or start date or explain the situation in a field message.

OK

**(S-18) LEASE SCREEN - Warning Message Window - Lease Start Date Less Than the Move-in Date**

LEASE SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

107 NE 50 412  
 107 NE 50TH COURT 412, Kansas City, MO, 12345

**Definition**

Previously, it was reported that the month lease for this . Is that still the case?

(Do you, Does the tenant) have a lease or other rental agreement? USED

How long is the current lease agreement? 12 months

In what month and year did the current lease start? 1 / 1900 DON'T KNOW REFUSED

MONTH YEAR DON'T KNOW REFUSED

**Housing**

The start of the lease agreement provided is before the actual move-in date. Please update the lease start date or explain the situation in a field message.

OK

**(S-19) LEASE SCREEN LEASE SCREEN - Warning Message Window - Lease Start Date Less Than the Previous Lease End Date**

LEASE SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

13 NE 50 732  
13 NE 50TH COURT 732, Kansas City, MO, 12345

**Definition**

Previously, it was reported that the lease for this that started in January lease ?

**Housing** [X] REFUSED

The lease start date provided is before the month that the current lease agreement was scheduled to end. Please update the lease start date or explain the situation in a field message

OK

How long is the current lease agree

4

In what month and year did the current lease start ?

2 / 1998 [DON'T KNOW] [REFUSED]

MONTH YEAR [DON'T KNOW] [REFUSED]

**(S-20) RENT POD SCREEN - Rental Period - Change 'Daily' to 'Number of Days'**

RENT POD

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
xx xx xx, GILBERT, AZ, 85297-3025

**RENT AMOUNT**  
How much rent (are you, is the tenant) paying for this apartment now?  
What period of time does that rent cover?

| RESPONDENT             | On This Date  |
|------------------------|---|
| TENANT PAYS AND PERIOD | 9870  |
| SUBSIDY                | Select Period<br><input type="checkbox"/> One Month<br><input type="checkbox"/> Two Weeks<br><input type="checkbox"/> One Week<br><input type="checkbox"/> Number of Days |
| WORK                   | <input type="checkbox"/> EST  |
| REVIEW                 | <input type="checkbox"/> CERT   |

7 8 9  
4 5 6  
1 2 3  
0 .

(S-21) RENT POD SCREEN - Subsidy Wording

|  |           |              |    |            |          |      |        |      |                               |
|--|-----------|--------------|----|------------|----------|------|--------|------|-------------------------------|
| RENT POD   |           |              |    |            |          |      |        |      |                               |
| Disagg.  | Messages  | DCM          | KB | Incomplete | Previous | Jump | Return | Next |                               |
| xx xx xx<br>xx xx xx, TONAWANDA, NY, 14223-2470  |           |              |    |            |          |      |        |      |                               |
| <b>SUBSIDY</b>   |           |              |    |            |          |      |        |      |                               |
| Is the rent lower because the landlord receives a subsidy from a government program such as Section 8? |           |              |    |            |          |      |        |      |                               |
| <input type="radio"/> Yes <input type="radio"/> No   |           |              |    |            |          |      |        |      |                               |
| (IF YES) How much was the subsidy?   |           |              |    |            |          |      |        |      |                               |
| You may have to uncertify current month to make changes.   |           |              |    |            |          |      |        |      |                               |
| RESPONDENT   |           | On This Date |    |            |          |      |        |      |                               |
| TENANT PAYS AND PERIOD   | 987       |              |    |            |          |      |        |      |                               |
|  | One Month |              |    |            |          |      |        |      |                               |
| SUBSIDY  |           |              |    |            |          |      |        |      | <input type="checkbox"/> EST  |
| WORK   |           |              |    |            |          |      |        |      | <input type="checkbox"/> EST  |
| REVIEW   |           |              |    |            |          |      |        |      | <input type="checkbox"/> CERT |

|   |   |   |
|---|---|---|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| ⊗ | 0 | . |

(S-22) RENT POD SCREEN - Work Reduction Wording

|  |           |              |    |            |          |      |        |      |                               |
|--|-----------|--------------|----|------------|----------|------|--------|------|-------------------------------|
| RENT POD   |           |              |    |            |          |      |        |      |                               |
| Disagg.  | Messages  | DCM          | KB | Incomplete | Previous | Jump | Return | Next |                               |
| xx xx xx<br>xx xx xx, TONAWANDA, NY, 14223-2470              |           |              |    |            |          |      |        |      |                               |
| <b>WORK REDUCTION</b>  |           |              |    |            |          |      |        |      |                               |
| Is the rent lower because someone did work for the landlord? |           |              |    |            |          |      |        |      |                               |
| <input type="radio"/> Yes <input type="radio"/> No           |           |              |    |            |          |      |        |      |                               |
| (IF YES) How much was the reduction?                         |           |              |    |            |          |      |        |      |                               |
| You may have to uncertify current month to make changes.     |           |              |    |            |          |      |        |      |                               |
| RESPONDENT   |           | On This Date |    |            |          |      |        |      |                               |
| TENANT PAYS AND PERIOD                                       | 987       |              |    |            |          |      |        |      |                               |
|  | One Month |              |    |            |          |      |        |      |                               |
| SUBSIDY  | 0         |              |    |            |          |      |        |      | <input type="checkbox"/> EST  |
| WORK   |           |              |    |            |          |      |        |      | <input type="checkbox"/> EST  |
| REVIEW   |           |              |    |            |          |      |        |      | <input type="checkbox"/> CERT |

|   |   |   |
|---|---|---|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| ⊗ | 0 | . |

**(S-23) RENT POD SCREEN - Display Previous Respondent Information on T-6 Verification Window**

RENT POD

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
 xx xx xx, HUNTINGTON BEACH, CA, 92646-5524

**REVIEW**  
 (Please review the rent data, making all necessary adjustments. When you are finished, please certify the data.)

**VERIFY PREVIOUSLY COLLECTED RENT**  
 (Please verify the rent from the last collection attempt displayed in the second column below. Explain in a field message.)

| RESPONDENT             | On This Date                                 | In October 2019                               | RESP: Occupant (Different) |
|------------------------|--|---|----------------------------|
| TENANT PAYS AND PERIOD | 987<br>One Month                             | 3200<br>One Month                             |                            |
| SUBSIDY                | 0 <input type="checkbox"/> EST               | 0 <input type="checkbox"/> EST                |                            |
| WORK                   | 0 <input type="checkbox"/> EST               | 0 <input type="checkbox"/> EST                |                            |
| REVIEW                 | 987 <input checked="" type="checkbox"/> CERT | 3200 <input checked="" type="checkbox"/> CERT |                            |

|   |   |   |
|---|---|---|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| ⊗ | 0 | . |

**(S-24) UNIT OCCUPANT SCREEN - Move-in Date Wording (Same Occupant)**

UNIT OCCUPANT SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx  
 xx xx xx, DECATUR, IL, 62526-3488

\*\*\**(Since the last collection period, is the occupancy...?)*\*\*\*

Same  
 Different - Please update Name and enter a Move-In Date  
 Vacant

|               |                      |             |
|---------------|----------------------|-------------|
| OCCUPANT      | Update Occupant Info | xx          |
| xx            |                      |             |
| PHONE:        | EXT. xx              | ALT. PHONE: |
| CONTACT TIME: | EXT. xx              |             |

\*\*\**(If necessary, please update the Move-In Date for this occupant)*\*\*\*

|       |   |      |
|-------|---|------|
| 06    | / | 2016 |
| MONTH |   | YEAR |





(S-27) UNIT FACESHEET - Elevator

| SSR               | HOUSING UNIT CODE  | INDEX PSU | SEGMENT        | SECTOR   | LINE |
|-------------------|--|-----------|----------------|--|------|
| HO4               | 4020371  | S48A      | B0110          | 1  | 84   |
| COLLECTION PERIOD | 2020/04  | PANEL     | 4              | INTERVIEW TYPE                                     | SP   |
| UNIT ADDRESS      | xx xx  |           | xx             |  |      |
| COMPLEX NAME      | xx   |           |                |  |      |
| ELEVATOR          | <input type="text" value="YES"/><br><input type="text" value="YES"/><br><input type="text" value="NO"/><br><input type="text" value="DON'T KNOW"/> |           | STRUCTURE TYPE | <input type="text" value="MULTI, 10 to 19 UNITS"/> |      |
| MAP               |  |           |                |  |      |

(S-28) UNIT FACESHEET - Structure Type, Elevator, and Other Structure Type-Related Fields

| SSR                    | HOUSING UNIT CODE                                    | INDEX PSU | SEGMENT        | SECTOR                                     |  |
|------------------------|--|-----------|----------------|--|--|
| HO4                    | 4020371  | S48A      | B0110          | 1  |  |
| COLLECTION PERIOD      | 2020/04  | PANEL     | 4              | INTERVIEW TYPE                             |  |
| UNIT ADDRESS           | xx xx  |           | xx             |  |  |
| COMPLEX NAME           | xx   |           |                |  |  |
| ELEVATOR               | <input type="text" value="YES"/>                     |           | STRUCTURE TYPE | <input type="text" value="OTHER-SPECIFY"/> |  |
| SPECIFY STRUCTURE TYPE | <input type="text" value="Other Type of Structure"/> |           |                |  |  |