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HOUSING DISCRIMINATION STUDY

Methodology and Data Documentation

HOUSING DISCRIMINATION STUDY

Methodology and Data Documentation

DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT

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The Urban Institute

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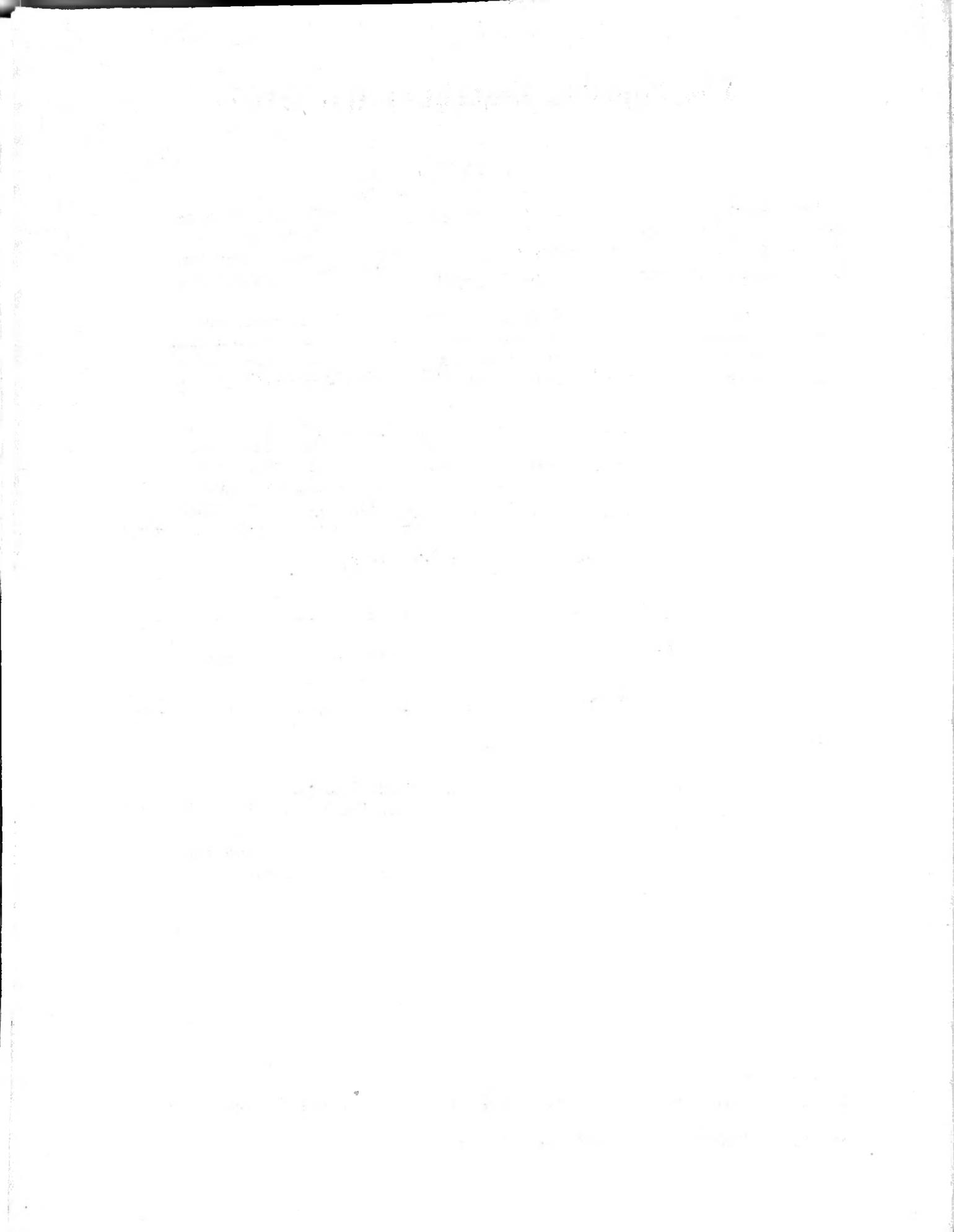
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PREFACE

This document provides information about the data sets produced for the Housing Discrimination Study (HDS). A large number of people and organizations contributed to the data collection effort. Cliff Schrupp organized and coordinated efforts in the early phases of the project including the design of the questionnaire. Genevieve Kenney and Dr. Edward Bryant designed the sampling and weighting procedures. The audits were conducted by more organizations than we can list here; however, a complete listing is provided in an annex. Veronica Reed was in charge of the weekly sampling activities. Amina Elmi supervised the construction and cleaning of the HDS data sets, and was ably assisted by John Edwards, Tracy Kremer, and Derotha Ferraro. Harold Katsura served as an advisor for the data preparation, and, with John Edwards, assembled the data documentation. Staff from the U.S. Department of Housing and Urban Development provided useful comments on a previous version of this document.

1. INTRODUCTION

The Housing Discrimination Study's primary goal was to produce reliable estimates of the extent of housing discrimination against Blacks and Hispanics in major urban areas of the United States. To achieve this, approximately 3,800 audits in 25 metropolitan areas were conducted during the summer of 1989--Table 1.1 shows the number of audits for each of the sites, which are listed alphabetically.

The assembly of the data for the Housing Discrimination Study was a complicated task. The audits generated about 43,500 computer records which have been stored in 15 data files. Nearly 1,200 variables were created. The data were processed at The Urban Institute using the SAS System running under the VMS operating system. However, to facilitate the use of the data with other computer systems, the data sets have been saved on a tape conforming to Department of Housing and Urban Development guidelines.

This report is divided into two main parts. The first part describes how the sample was drawn and how the weights were constructed. This section also describes the logistics of drawing the weekly sample. The second part of this report explains how the HDS data were gathered and prepared, and provides instructions and tips for users of the HDS data. A series of annexes contains other supporting documentation, including the data dictionary, survey instruments and auditor manual.

Table 1.1

HOUSING DISCRIMINATION STUDY
TARGET SAMPLE SIZES

Metro Area	Total
Atlanta	165
Austin	197
Bergen	197
Birmingham	75
Chicago	370
Cincinnati	75
Dayton	75
Denver	197
Detroit	75
Houston	197
Lansing	75
Los Angeles	370
Macon	75
Miami	197
New Orleans	75
New York	370
Orlando	75
Philadelphia	75
Phoenix	122
Pittsburgh	75
Pueblo	122
San Antonio	205
San Diego	122
Tucson	122
Washington, D.C.	75

PART I: THE SAMPLE

THE UNIVERSITY OF CHICAGO

2. SAMPLE SELECTION AND WEIGHTING

Introduction

The Housing Discrimination Study (HDS) had several major objectives. First and foremost, it had the goal of producing reliable estimates of the extent of discrimination against Blacks and Hispanics in the rental and sales markets in major urban areas (those with Metropolitan Statistical Area (MSA) populations of 100,000 or more) of the United States. Other important objectives included obtaining reliable estimates of steering behavior, and conducting more detailed analyses in 5 of the 25 sample sites. Essentially, the HDS called for the development of four distinct samples: (1) a sample of advertised units used for Black/White rental audits, (2) a sample of advertised units used for Hispanic/Anglo rental audits, (3) a sample of advertised properties used for Black/White sales audits, and (4) a sample of advertised properties used for Hispanic/Anglo sales audits. Because each audit was tied to an advertised unit or property, samples had to be drawn on a weekly basis until the target number of audits had been conducted.

The sample strategy was designed to achieve precise estimates of the extent and nature of housing discrimination by selecting certainty sites for in-depth analysis that contained a large proportion of the urban Black and Hispanic populations and by selecting audit sites that varied in geographic location and population size. Specifically, the sample was designed to detect differences in the treatment between the majority and minority auditors of 11 percent or more at a significance level of 5 percent and a power level of 95 percent. This section describes, first, how the MSAs were selected for inclusion in the HDS study and, second, how the available real estate and rental units were then selected within the sample sites.

First-Stage Selection of Sites

Sample frame of sites. Since housing market outcomes for both the Black and Hispanic populations were being studied in the HDS, a separate universe of MSAs for selecting the sample sites was established for each group. Using a single universe would not produce sound estimates of discrimination for the two groups, because the spatial distributions of the Hispanic and Black populations differ so much from one another. It would not have been an efficient use of resources to conduct Black (Hispanic) audits in sites with very low Black (Hispanic) populations.

The MSAs were first stratified into three categories on the basis of the relative size of the Hispanic and Black populations. The "Black/Hispanic" category contains MSAs with a 1980 central city population that is both more than 12 percent Black and 7 percent Hispanic. The "Black-only" category contains MSAs with a central city population that is more than 12 percent Black but less than 7 percent Hispanic. The "Hispanic-only" category contains MSAs

with a central city population that is more than 7 percent Hispanic but less than 12 percent Black. The 12 and 7 percent figures correspond to the proportions of Blacks and Hispanics in the U.S. population.

Table 2.1, which gives the population breakdown by size of the central city and the Hispanic and Black categories, demonstrates that there would have been very little coverage gain from conducting Black/White audits in the Hispanic-only sites or Hispanic/Anglo audits in the Black-only sites. Only 3.4 percent of the Black population living in these MSAs lives in the MSAs with central city populations that are less than 12 percent Black, and only 9.2 percent of the Hispanic population lives in the MSAs with central city populations that are less than 7 percent Hispanic.

The HDS project called for conducting audits in a total of 25 sites. In light of this constraint, it was decided to conduct audits only in MSAs that had central city populations of 100,000 or more. In the Housing Market Practices Survey (HMPS), in which Black/Anglo audits were done in 40 sites, Standard Metropolitan Statistical Areas with central city populations between 50,000 and 100,000 were also included. These sites were not included in the universe for the HDS because (a) it was feared that the sample would have been spread too thinly across many different types of sites; (b) in the HDS, the sites had to produce reliable estimates of discriminatory market behavior affecting the urban Hispanic population, whereas the HMPS did not include Hispanic/Anglo audits; and (c) analysis of the population distribution demonstrated that there would be very little additional coverage (either in terms of the overall population or the minority population) from including these smaller MSAs in the universe.

As can be seen in Table 2.1, the MSAs with central city populations of over 100,000 contain 90 percent of the total population in MSAs with central city populations of over 50,000 and 91 percent of the Black and Hispanic populations. These have been calculated over the appropriate universe, i.e., for Blacks, it is calculated over the Black/Hispanic and Black-only sites and for Hispanics, it is calculated over the Hispanic/Anglo and Hispanic-only sites.

In summary, the universe for Black/White audits was (a) MSAs with central city populations of over 100,000 that were at least 12 percent Black; and for Hispanic/Anglo audits, the universe was (b) MSAs with central city populations of over 100,000 that were at least 7 percent Hispanic. That is, Black/White audits were performed in the "Black/Hispanic" and "Black-only" categories, and Hispanic/Anglo audits were performed in the "Black/Hispanic" and "Hispanic-only" categories.

After determining the universe of sites for Black and Hispanic sites, the 25 sites were allocated across the three MSA audit categories. Because the precision of the Black/White (Hispanic/Anglo) estimates was positively related to the number of sites at which there were Black/White (Hispanic/Anglo) audits, an attempt was made to maximize the number of sites selected from the Black/Hispanic category. Also taken into account, however, was the population distribution across the three categories. To meet these two objectives, 8 sites

Table 2.1

**MSAs WITH CENTRAL CITY POPULATION OVER 50,000
BY RACE AND AUDIT CATEGORY**

	Population (millions)		
	Total	Black	Hispanic
<i>Central City Population Over 100,000</i>			
Black/Hispanic	44.2	7.1	6.6
Black-only	60.0	10.5	1.0
Hispanic-only	14.8	0.6	3.1
<i>Central City Population 50,000 to 100,000</i>			
Black/Hispanic	2.9	0.4	0.2
Black-only	7.5	1.2	0.1
Hispanic-only	3.8	0.1	0.8

Notes: The population data are from the 1980 census. The Black/Hispanic category contains MSAs with a central city population that is both more than 12 percent Black and 7 percent Hispanic. The Black-only category contains MSAs with a central city population that is more than 12 percent Black but less than 7 percent Hispanic. The Hispanic-only category contains MSAs with a central city population that is more than 7 percent Hispanic but less than 12 percent Black.

were selected from the Black/Hispanic category which had a universe of 23 MSAs, 12 were selected from the Black-only category which had a universe of 62 MSAs, and 5 were selected from the Hispanic-only category which had a universe of 20 MSAs.

In-Depth Sites. The study design called for the inclusion of five so-called "in-depth" sites where more audits would be done per site, to facilitate more detailed analysis of housing market behavior. These sites were selected so as to be geographically diverse and cover a large share of the Black and Hispanic populations. They were selected with certainty to enhance the precision of the estimates. The in-depth sites are listed along with the other twenty sites in Table 2.2 and are grouped by audit type. Three in-depth sites were selected from the Black/Hispanic category and one in-depth site was selected from each of the Black-only and Hispanic-only categories. The in-depth sites selected for the Black/White audits were: New York, Chicago, Los Angeles, and Atlanta (representing all four census regions); and for the Hispanic/Anglo audits, they were New York, Chicago, Los Angeles, and San Antonio (also representing all four census regions). The in-depth sites for the Black audits contain 23 percent of the total population and 27 percent of the Black population in the Black/Hispanic and Black-only categories. The in-depth sites for the Hispanic audits contain 39 percent of the total population and 46 percent of the Hispanic population in the Black/Hispanic and Hispanic-only categories.

Selection of the Remaining Sites. Selection of the twenty other sites was done using systematic sampling within each of the three audit categories. Probabilities of selection were proportional to population in the MSA. The MSAs were first grouped by region, using the four census regions.¹ They were then ordered by population size, alternating from largest to smallest in the first region to smallest to largest in the second region, then largest to smallest in the third region, and so on. This implicit stratification was done to ensure that the selected sites included MSAs that varied in size and location.

Systematic (or interval) sampling was then performed using a sampling interval equal to the sum of the MSA populations in a category divided by the number of sites to be selected from the category. A random start was used to obtain the first selection.

The selected sites, which appear in Table 2.2, represent a variety of different sizes and locations. The sample includes very small MSAs such as Pueblo, Colorado, and Macon-Warner-Robins, Georgia, as well as many of the largest MSAs in the country such as New York and Detroit. The sample is geographically diverse and covers many different states, including California, Texas, Arizona, Colorado, Alabama, Georgia, Louisiana, Florida, Pennsylvania, New York, New Jersey, Ohio, Michigan, and Illinois.

Also given in Table 2.2 are the first-stage weights for each sample site.

¹Since Gary, Indiana was the only remaining MSA in the North Central region (Chicago is also in that region but had already been selected with certainty), it was grouped with the North Eastern MSAs.

Table 2.2

SELECTED SITES FOR HOUSING DISCRIMINATION STUDY
AND FIRST-STAGE WEIGHTS

	First-Stage Weight ^a
<i>Black/Hispanic Category</i>	
New York ^b	1.00
Los Angeles ^b	1.00
Chicago ^b	1.00
Bergen-Passaic	3.46
Houston	1.64
Miami	2.75
Denver	3.13
Austin	8.35
<i>Black-Only Category</i>	
Atlanta ^b	1.00
Philadelphia	1.11
Detroit	1.17
Cincinnati	3.75
Washington, DC	1.62
New Orleans	4.18
Pittsburgh	2.37
Dayton/Springfield	5.58
East Lansing/Lansing	12.52
Orlando	7.51
Macon, Warner, Robins	19.94
Birmingham	5.95
<i>Hispanic-Only Category</i>	
San Antonio ^b	1.00
San Diego	1.84
Phoenix	2.27
Tucson	6.45
Pueblo	27.20

-
- a. The first-stage weight is the inverse of the first-stage selection probability.
b. An in-depth site.

The weights are the inverse of the selection probabilities. The first-stage weight is 1 for the in-depth sites which were selected with certainty. For the other sites, the weight is given by:

$$W_{ij} = \frac{\sum_{i=1}^{n_j} P_{ij}}{P_{ij}} + S_j$$

where $j = 1$ to 3 identifies the category;
 $i = 1$ to n_j identifies the MSA within a category;
 n_j is the number of MSAs in the j^{th} category;
 P_{ij} is the population of the i^{th} MSA; and
 S_j is the number of the non in-depth sites selected from the j^{th} category.

Second-Stage Selection of Available Units

Target Sample Sizes. In addition to selecting the sample sites, the allocation of audits across the sites was also determined. Originally, the analysis plan called for conducting a total of 2,680 audits; however, analysis of the adequacy of these samples led to the addition of 1,100 audits for a total of 3,780 audits.

The allocation of the audits across the four sample groups was targeted at:

- A. 770 Black/White rental audits, with 65 audits per in-depth site;
- B. 1,093 Black/White sales audits, with 100 audits per in-depth site;
- C. 813 Hispanic/Anglo rental audits, with 80 per in-depth site; and
- D. 1,100 Hispanic/Anglo sales audits, with 125 per in-depth site.

More sales audits were done because the HMPS data suggested that there would be greater variability across sites in the estimated levels of discrimination in the sales market compared to the rental market. A relatively large share of the Hispanic/Anglo audits was conducted in the in-depth sites because of the greater concentration of the urban Hispanic population in the in-depth sites.

More detail on the analysis underlying these decisions is provided in "HDS Research Report: Sampling Plan." Table 2.3 gives the target sample size for each ethnicity and tenure group in each MSA.

Sample Frame of Available Units. After the sites were selected, the classified sections of the newspapers with the largest circulations were studied to identify newspapers which consistently had the largest number of advertisements. Like the HMPS study, the sample of available units/properties for a site was drawn from the local newspaper with the largest classified section (hereafter

Table 2.3

**HOUSING DISCRIMINATION STUDY
TARGET SAMPLE SIZES**

Metro Area	Type	Total	Black		Hispanic	
			Rental	Sales	Rental	Sales
Atlanta	I/B	165	65	100		
Austin	J	197	32	43	55	67
Bergen	J	197	32	43	55	67
Birmingham	B	75	32	43		
Chicago	I/J	370	65	100	80	125
Cincinnati	B	75	32	43		
Dayton	B	75	32	43		
Denver	J	197	32	43	55	67
Detroit	B	75	32	43		
Houston	J	197	32	43	55	67
Lansing	B	75	32	43		
Los Angeles	I/J	370	65	100	80	125
Macon	B	75	32	43		
Miami	J	197	32	43	55	67
New Orleans	B	75	32	43		
New York	I/J	370	65	100	80	125
Orlando	B	75	32	43		
Philadelphia	B	75	32	43		
Phoenix	H	122			55	67
Pittsburgh	B	75	32	43		
Pueblo	H	122			55	67
San Antonio	I/H	205			80	125
San Diego	H	122			55	67
Tucson	H	122			55	67
Washington	B	75	32	43		

Type: I is in depth, J is joint, B is Black only, and H is Hispanic only.

referred to as the major newspaper). Since each major newspaper contained advertisements for units in all counties within the MSA and had so many more advertisements than the next closest competitor, only one newspaper was used in each site.

Supplementing the classified sections of the major newspapers with classified sections from additional newspapers was considered but this idea was rejected because of the burdensome complexity that would be added to the sampling. Using multiple newspapers would require that the advertised properties in one paper be matched against properties appearing in the other classified sections to prevent the sampling of duplicate properties. This additional step would have been very time-consuming and was likely to have prevented the adherence to the established schedules. Since the Sunday classified section has the highest number of advertisements of any day of the week, the classified section from the Sunday newspaper of the major newspaper in the MSA constituted the sample frame from which the units to be audited were selected.

Eligibility Criteria. As with the HMPS, some types of properties were not audited. The eligibility criteria established for the HDS were often guided by fair housing laws and led to many of the same exclusions used in the HMPS. Only properties/units located within the MSA were eligible for audits. Table 2.4 contains a list of the sales and rental properties that were not eligible for the HDS. Examples of rental properties that were excluded are single-family homes and apartments in buildings with four or fewer units. Examples of excluded sale properties are houses for sale by owner and very expensive units. In a departure from HMPS, condominiums were included in the sample frame because they have become an important part of the housing stock in some markets. The portions of the classified sections that contained only properties or units that were ineligible were excluded from the sample frame. Examples of such sections included those advertising rooms or houses for rent.

Because of the high amount of variability in the distribution of sales prices across sites, a maximum sales price was set for each of the 25 MSAs (see Table 2.5). In the HMPS, the same cut-off value had been employed for each MSA. For the HDS, the cutoff value was the value that separated the upper 10 percent of the distribution from the rest; this value was estimated for the second quarter of 1989 using data from the American Housing Survey and the National Association of Realtors.

Weekly Selection of Advertised Properties. Weekly samples were drawn for each of the sites beginning in May of 1989, with sample sites being phased in. Auditing was initiated first at the sites in which the largest numbers of audits were to be conducted. In the first week of sampling for a site, rental and sales properties were both selected and sent to the sites to be used in conjunction with auditor training as practice audits. Thereafter, rental and sales samples were sent on alternating weeks (for example, sales samples were sent the first week, rental samples were sent the second week, then sales samples were sent the third week, etc.). The rental audits were to be initiated (through a phone contact or visit) by the following Sunday, while sales audits were to be initiated within 10 days (by the

TABLE 2.4

HOUSING DISCRIMINATION STUDY AD SAMPLING PROPERTIES TO EXCLUDE FROM SAMPLE

For Sale Properties to Exclude:

- houses for sale by owner
- houses for sale by developer
- condominiums for sale by owner
- condominiums for sale at the condominium location
- cooperatives
- houses with prices above approximately the 90th percentile value for the MSA
- income generating property
- farms
- mobile homes

Rental Properties to Exclude:

- flats
- duplexes/townhomes unless in a townhome apartment complex
- apartments in buildings with four (4) or fewer units
- apartments to share
- single family homes
- cooperatives
- condominiums
- any sublet
- rooms to rent
- units offered by rental agencies

TABLE 2.5

HDS HOUSE PRICE UPPER LIMIT

Median, 80th and 90th Percentile House Values for HDS Areas
(In dollars)

MSA or PMSA:	1985		1985		1985		1988 II quarter		HDS Cut-off	
	AHS median house value	Realtor median house price	AHS 90th percentile	AHS 80th percentile	Realtor median price	House price-90 percentile	MSA or PMSA:	MSA or PMSA:		
Birmingham, AL	52,680	64,500	81,000	68,000	76,500	150,000	Birmingham, AL			
Tucson, AZ	70,111	"	145,000	90,000	"	150,000	Tucson, AZ			
Phoenix, AZ	84,999	74,700	160,000	125,000	79,100	160,000	Phoenix, AZ			
Los Angeles, CA	124,999	"	250,000	185,000	175,600	350,000	Los Angeles, CA			
San Diego, CA	109,999	106,400	190,000	155,000	142,500	280,000	San Diego, CA			
Denver, CO	82,578	84,300	130,000	111,000	83,400	170,000	Denver, CO			
Miami, FL	75,000	80,500	175,000	119,000	83,500	170,000	Miami, FL			
Orlando, FL	73,234	70,300	140,000	116,000	77,700	160,000	Orlando, FL			
Atlanta, GA	70,099	"	140,000	100,000	"	200,000	Atlanta, GA			
Chicago, ILL	75,030	81,100	145,000	110,000	99,300	200,000	Chicago, ILL			
New Orleans, LA	74,525	"	100,000	85,000	73,200	150,000	New Orleans, LA			
Detroit, MI	47,999	51,700	100,000	72,000	72,300	140,000	Detroit, MI			
Lansing, MI	53,126	50,300	"	68,000	57,800	120,000	Lansing, MI			
Bergen-Passaic, NJ	"	"	"	"	"	390,000	Bergen-Passaic, NJ			
New York, NY	125,000	134,000	250,000	199,000	194,000	390,000	New York, NY			
Cincinnati, OH	55,160	60,200	120,000	80,000	69,600	140,000	Cincinnati, OH			
Dayton, OH	"	"	"	"	"	140,000	Dayton, OH			
Washington, DC	100,000	97,100	186,000	147,000	131,200	260,000	Washington, DC			
Philadelphia, PA	62,691	74,000	100,000	89,000	101,900	200,000	Philadelphia, PA			
Pittsburgh, PA	50,310	"	85,000	73,000	62,200	120,000	Pittsburgh, PA			
Houston, TX	68,999	78,600	145,000	109,000	63,500	130,000	Houston, TX			
Austin, TX	90,262	"	165,000	150,000	"	170,000	Austin, TX			
San Antonio, TX	49,719	67,700	110,000	85,000	65,200	130,000	San Antonio, TX			
Pueblo, CO	"	"	"	"	"	120,000	Pueblo, CO			
Macon, GA	"	"	"	"	"	110,000	Macon, GA			

* - not available

- AHS 1985 national sample fell below 50 households.

Realtor data are from NAR monthly publication "Home Sales", defined as sales price.

AHS data are from the 1985 AHS national data tape, defined as property value for owners on less than 10 acres and no business on property.

The HDS estimate of the 1988 house value/price corresponding to the 90th percentile was estimated by comparing the 1985 90th percentile house values derived from the AHS to the NAR's 1985 median house price. The relationship was approximately two to one (2.14 average), therefore we took the 1988 NAR median house price and multiplied it by two and rounded the resulting figure to set the cut-off. For the MSAs where no data were available, we took the median house price of a MSA with a comparable size and geographic location and applied the same formula.

following Wednesday). The outcomes of practice audits were included in the final sample only if proper procedures were followed and the advertised unit/property was audited within the time limits.

In general, only one tenure was audited in each site on a given sample week. Drawing samples of a given tenure on alternating weeks was done because it reduced the sampling burden and because field supervisors felt that it would be more efficient. Generally, two samples were sent out in the joint sites each week; one for the Black/White audits and one for the Hispanic/Anglo audits.

Second-Stage Weight. The second-stage weight is the inverse of the selection probability and it equals

$$W_{2jklm} = \frac{A_{jklm}}{S_{jklm}}$$

where j goes from 1 to j and identifies the city;

k takes the value 1 or 2 for tenure where a 1 denotes a rental audit and a 2 denotes a sales audit;

l takes the value 1 or 2 for ethnicity where a 1 denotes a Black/White Audit and a 2 denotes a Hispanic/Anglo audit; and,

m takes the value 1 to m and denotes the week in which the advertisements were selected.

A_{jklm} is the total number of advertised properties or units that were counted for the jth city, of the kth tenure, in the mth week, and S_{jklm} is the total number of advertised properties that were selected for the jth city, of the kth tenure, for the lth ethnicity in the mth week.

Table 2.6 gives the mean, minimum and maximum values for the sampling rates in each of the four sample groups. The sampling rates for the sales markets tend to be larger than those for the rental markets because more properties were advertised in the former parts of the classified sections. Variability of the sampling rate arose within a site because of variability in the valid sample sizes across weeks.

Adjustment to Second-Stage Weights for High Volume Weeks. When a particularly high volume of advertisements (in the thousands) was encountered, the second-stage weights have an additional component. Because of the large number of sales advertisements in the Sunday classified sections in several sites, the advertised properties on only one half of the pages were included in the sample frame. Every other page was included the first time that sales properties were sampled, starting with the first page in the section. The second time that sales advertisements were selected, the starting point was the second page. When all weeks were taken together, a geographically diverse sample was obtained. However, within a given

Table 2.6
Mean, Minimum and Maximum Values for
Components of the Weights and for Weights 1 through 4

		Black Rental	Black Sales	Hispanic Rental	Hispanic Sales
Sampling Rate -	Mean Min. & Max.	28.94 [1.46, 143.25]	47.63 [2.89, 246.50]	23.28 [1.46, 84.04]	45.59 [1.31, 503.67]
Ineligibility Rate 1 -	Mean Min. & Max.	.48 [.00, .89]	.54 [.00, .92]	.47 [.06, .87]	.57 [.14, .91]
Ineligibility Rate 2 -	Mean Min. & Max.	.61 [.17, .92]	.66 [.25, .98]	.61 [.27, .91]	.70 [.40, .95]
Ineligibility Rate 3 -	Mean Min. & Max.	.54 [.11, .90]	.60 [.25, .94]	.54 [.21, .89]	.64 [.33, .93]
Non Response Adjustment 1 -	Mean Min. & Max.	1.70 [1.00, 12.00]	1.68 [1.00, 12.00]	1.62 [18.50]	1.28 [1.00, 5.00]
Non Response Adjustment 2 -	Mean Min. & Max.	2.59 [1.00, 20.00]	2.98 [1.24]	2.46 [1.03, 12.00]	2.06 [1.0, 7.50]
Non Response Adjustment 3 -	Mean Min. & Max.	2.15 [1.00, 14.00]	2.33 [1.00, 12.50]	2.04 [1.01, 10.25]	1.67 [1.00, 6.00]
Weight 1 -	Mean Min. & Max.	130.85 [5.91, 1288.83]	238.80 [13.65, 4236.43]	91.93 [1.77, 577.02]	144.78 [3.09, 1742.69]
Weight 2 -	Mean Min. & Max.	190.31 [6.68, 2319.90]	356.51 [14.48, 4236.43]	152.69 [2.18, 1153.63]	251.15 [3.48, 4356.72]
Weight 3 -	Mean Min. & Max.	160.58 [6.29, 1804.37]	297.66 [14.07, 4236.43]	122.31 [1.98, 721.02]	197.97 [3.42, 3049.7]
Weight 4 -	Mean Min. & Max.	160.59 [6.29, 1804.37]	307.41 [16.54, 4236.43]	122.31 [1.98, 721.02]	218.09 [3.42, 3049.70]

week the selected properties tended to be concentrated in several geographic areas.

The sample frame of sales advertisements consisted of one half of the advertised properties at least once in New York, Los Angeles, Chicago, Philadelphia, Atlanta, Washington D.C., and Cincinnati. The second-stage weights for these sample weeks have been multiplied by two to reflect the fact that the pages on which the advertised units or properties could be selected had been sampled first. The largest second-stage weights are found in the sites with the largest classified sections, which tend also to be the largest sites in terms of population size.

Non-Response and Ineligibles. Not all of the selected properties became valid audits. The advertisements that were classified as ineligible at the central sampling site contained information that indicated that the properties or units did not satisfy the eligibility criteria. Common reasons for ineligibility were prices that exceeded the price cut off, properties that were for sale by the owner or developer, or apartments that were in buildings with too few units. When properties/units were determined to be ineligible at the sampling site, a replacement was obtained immediately using the random selection process that is outlined in the next section.

Ineligibles were also established in the field when more information about the advertised property/unit was obtained. In those cases, replacements were supplied on demand by the central sampling team. The precise number of ineligible properties/units is not known with certainty because the field supervisors did not always give the reason that selected properties/units were not audited. Table 2.6 presents three alternate estimates of the percent of advertised properties/units that were ineligible. The first one assumes that none of the "Don't knows" was ineligible, the second one assumes that all of the "don't knows" were ineligible, and the third one assumes that half of the "don't knows" were ineligible. Overall, the ineligibility rates tended to be higher for sales properties than for rental properties. The average ineligibility rate based on the third ineligibility rate ranged from 54 to 64 percent.

"Non-responses" occurred when a selected property/unit was not audited but would have been eligible. This happened when scheduling or logistical problems did not permit the use of the audit, or when proper procedures were not followed. Again, we are not certain of the exact extent of this because "non-responses" cannot always be differentiated from the ineligibles.

Non-Response Adjustment. Three non-response adjustments have been created that correspond to the three ineligibility rates described above to compensate for the lack of precise knowledge about the number of ineligible properties discovered in the field. The first non-response adjustment classifies the selected properties that were not audited for unknown reasons as ineligibles, the second one classifies the selected properties that were not audited for unknown reasons as non-responses, and the third non-response adjustment is an average of the first two non-response adjustments. Each non-response adjustment (NRA_{jklm})

was calculated using the following formula:

$$NRA_{jklm} = \frac{R_{jklm} + NR_{jklm}}{R_{jklm}}$$

where j goes from 1 to j and identifies the city;

k takes the value 1 or 2 for tenure where a 1 denotes a rental audit and a 2 denotes a sales audit,

l takes the value 1 or 2 for ethnicity where a 1 denotes a Black/White Audit and a 2 denotes a Hispanic/Anglo audit,

m takes the value 1 to m and denotes the week in which the advertisements were selected,

R_{jklm} represents the total number of valid audits that were completed in a given week, and

NR_{jklm} represents the total number of "non-responses" in that week.

The mean, minimum and maximum values are given in Table 2.6 for the three different non-response adjustments. Overall, the biggest non-response adjustment was found for Black sales.

Adjustment to Weights in the Saturated Sites. As described in the following section on The Weekly Sampling Task, we were not able to audit some of the sale properties that were selected because of "realtor saturation" in Macon, Los Angeles, Denver and Pueblo, and because of "auditor saturation" in Westchester and Putnam Counties in New York. For the weeks during which saturation occurred, all the saturated properties were treated as ineligible when calculating the sampling rates. However, because this gives too little weight overall to those sites, the weights from the other sales week were adjusted upward when we computed the recommended set of weights. This adjustment tends to be small, as can be seen in Table 2.7. It is largest in Pueblo (at 2.41) because saturation was such a problem there due to the small size of the classified section and the market dominance of a few firms.

Table 2.7

**ADJUSTMENT FACTOR FOR WEEKS WITH NO SATURATION
IN SITES WITH SATURATION**

	Black Sales	Hispanic Sales
Denver	n/a	1.02
Macon	1.16	n/a
Los Angeles	1.07	1.01
New York	1.15	1.03
Pueblo	n/a	2.41

Final Weights. The final weights were calculated by taking the product of the first-stage weight, the adjusted second-stage weight and each of the three non-response adjustments. Five sets of weights have been created. The first set is based on the non-response adjustment that classifies the selected properties that were not audited for unknown reasons as ineligible, the second set (WEIGHT 2) is based on the non-response adjustment that classifies the selected properties that were not audited for unknown reasons as non-responses, and third set (Weight 3) is based on an average of the first two non-response adjustments. The fourth set (WEIGHT 4) is equivalent to Final Weight 3, except in the sites where saturation occurred. As described above, saturation happened only just a few weeks in the sales sample in five sites. Final Weight 3 was adjusted to correct, to the extent possible, for the effects of saturation.

After creating these weights, attention was focused on the large variation in the weights across weeks within a site. The range of the final weights is suggestive of this variability. Within sites, weights vary by a factor of 30 or more, simply because of unevenness in the numbers of valid audits conducted each week. Variability of this magnitude can greatly reduce the precision of estimates and it can lead to distorted results because of very high weights associated with a few audits. To reduce the variability in the weights, a fifth set of weights (called Final Weight) was created based on Weight 4.

For rental and sales audits in the non-saturated sites, an average weight was computed for each site (by ethnicity and tenure) to reduce the within site variability. For the saturated sites, two weights were computed: one for the weeks in which no saturation occurred and a second for the weeks in which saturation did occur. The adjustment factors given in Table 2.7 were used to align these two weights within the saturated sites. Table 2.8 gives the average

Table 2.8

**FINAL WEIGHT: SMOOTHED WEIGHTS
WITH ADJUSTMENT IN THE SATURATED SITES**

SMSA	Rental Mean weight		Sales Mean weight	
	<i>Black</i>	<i>Hispanic</i>	<i>Black</i>	<i>Hispanic</i>
Atlanta	25.36	-----	34.61	-----
Austin	113.62	69.79	172.65	125.14
Bergen County	70.19	42.54	397.18	312.33
Birmingham	107.62	-----	310.99	-----
Chicago	49.83	64.53	90.02	64.32
Cincinnati	203.01	-----	580.14	-----
Dayton	63.85	-----	198.74	-----
Denver	86.41	47.79	131.80	*
Detroit	27.24	-----	93.41	-----
Houston	21.83	10.23	78.77	48.10
Lansing	164.98	-----	156.60	-----
Los Angeles	58.43	38.78	*	*
Macon	95.98	-----	*	-----
Miami	60.55	57.44	143.30	88.43
New Orleans	142.52	-----	292.21	-----
New York	50.77	42.17	*	*
Orlando	87.83	-----	217.17	-----
Philadelphia	37.70	-----	77.99	-----
Phoenix	-----	95.57	-----	87.54
Pittsburgh	138.92	-----	56.48	-----
Pueblo	-----	83.65	-----	*
San Antonio	-----	3.38	4.43	-----
San Diego	105.37	-----	96.58	-----
Tucson	83.97	-----	106.47	-----
Washington	76.65	-----	165.48	-----

*Listed below are saturated sites with corrected average weight. Numbers in parentheses are ad weeks.

	<i>Black</i>	<i>Hispanic</i>
Denver	----- -----	65.28 (7) 66.58
Los Angeles	62.87 (6) 67.585	46.63 (6) 47.28
Macon	146.11 (8) 169.48	----- -----
New York	50.722 (8, 10) 58.467	33.735 (8, 10, 11) 34.882
Pueblo	----- -----	615.6623 255.59 (2, 4, 6, 7)

final weights for each site (by ethnicity and tenure). Analysis of this weight (Final Weight) is discussed following the presentation of two alternate sets of weights based on the population distribution.

Population-Based Weights. Another set of weights was developed which rely on the site-specific selection probabilities and the population distribution across sites.² Each set of weights was computed twice, once using the overall population levels and once using the Black or Hispanic population levels.

A national estimate for an outcome of interest is obtained with these weights using the following formula:

$$X = Q_1X_1 + Q_2X_2 + Q_3X_3 \quad \text{in which}$$

X_1 is the mean for the outcome of interest from the certainty sites and is calculated as $\sum P_i X_i$ where P_i is the proportion of the population in each certainty site and X_i is the corresponding mean from that site.

X_2 is the mean for the outcome of interest from the Black/Hispanic sites;

X_3 is the mean for the outcome of interest from the Black-only or Hispanic-only sites;

Q_1 is the proportion of the universe contained in the certainty selections;

Q_2 is the proportion of the universe contained in the Black/Hispanic sites; and,

Q_3 is the proportion of the universe contained in the Black-only or Hispanic-only sites.

For analysis of Black/White audits, we developed two sets of weights for the following six categories/sites: New York; Los Angeles; Chicago; Atlanta; the Black/Hispanic category; and the Black-only category. These weights are based on the population shares (total and Black) in each of the 6 categories/sites. These weights are given in Table 2.9. The first column in Table 2.6 gives weights that have been derived from the selection probabilities and the total population figures. These weights are applied to the sample averages for each of the 6 categories/sites to create a weighted national average, using the formula given above.

² The formulas for these weights were developed by Dr. Edward Bryant of WESTAT.

The weight for the Black-only category is large because it contains such a large share of the overall population, whereas the Atlanta weight is small because it contains a small share of the overall population. Note that the weights that are given in the second column of Table 2.9, which reflect the distribution of the Black population, do not differ radically from those that are based on the overall population distribution.

Table 2.10 gives the analogous weights for analyzing the data from the Hispanic/Anglo audits. Weights are given for combining the means from New York, Los Angeles, Chicago, and San Antonio and from the Black/Hispanic and Hispanic-only categories. Again, as with Table 2.9, the first column contains the weights that reflect the distribution of the overall population and the second column's weights reflect the distribution of the Hispanic population.

Many alternative weights have been presented here. A comparison was made of the impacts of the different sets of weights on an illustrative treatment measure. Table 2.11 contains weighted values of the treatment measure by ethnicity and tenure derived using the total population-based weights, the minority-population-based weights, the unsmoothed weight (weight 4) and the smoothed average weight (Final Weight). As can be seen from the table, the unsmoothed weight yields estimates that differ significantly from the other estimates. The closeness of the estimates derived from the population-based weights and the smoothed weights indicates a robustness that is reassuring. The deviation of the estimates based on the un-smoothed weight from the other estimates suggests that weighted estimates based on the unsmoothed weights are being unduly influenced by the outcomes of a few audits. Therefore, it is recommended that descriptive analysis rely on the smoothed weight (Final Weight), and that estimates also be derived using the population-based weights to assess the robustness of estimates.

Two weight variables are provided on the final data tape. The variable identified as WEIGHT corresponds to the smoothed weight (Final Weight). The variable identified as NWEIGHT contains normalized values of WEIGHT. In other words, $NWEIGHT = WEIGHT + \text{the mean value of WEIGHT}$. Both produce the same results, but some tests of statistical significance require the use of normalized weights.

Table 2.9

**WEIGHTS FOR COMBINING BLACK/WHITE ESTIMATES
ACROSS CATEGORIES/SITES**

Category/Site	Total Population^a	Black Population^b
Black/Hispanic	.211	.160
Black-Only	.564	.579
New York	.078	.106
Los Angeles	.070	.052
Chicago	.057	.074
Atlanta	.020	.029

a. Based on share of the total population in the category.

b. Based on share of the Black population in the category or site.

Table 2.10

**WEIGHTS FOR COMBINING HISPANIC/ANGLO ESTIMATES
ACROSS CATEGORIES/SITES**

Category/Site	Total Population^a	Hispanic Population^b
Black/Hispanic	.373	.254
Hispanic-Only	.246	.303
New York	.138	.143
Los Angeles	.124	.202
Chicago	.101	.051
San Antonio	.018	.047

a. Based on share of the total population in the category.

b. Based on share of the Hispanic population in the category or site.

Table 2.11

**VARIOUS ESTIMATES OF AN ILLUSTRATIVE TREATMENT
MEASURE USING ALTERNATIVE WEIGHTS**

Weight used:

	<i>Total Population</i>	<i>Minority Population</i>	<i>Smoothed Final Weight</i>	<i>Un-Smoothed Weight 4</i>
Black Rental	20.3	20.5	21.8	26.8
Black Sales	16.5	16.5	17.6	11.9
Hispanic Rental	11.8	12.1	11.6	10.0
Hispanic Sales	11.5	12.8	10.9	22.2

3. THE WEEKLY SAMPLING TASK

This chapter describes how the samples of eligible real estate properties were drawn for auditing on a weekly basis.¹ To achieve the objectives of the study, random samples of eligible advertised sales or rental properties had to be delivered within twenty-four hours to the local audit supervisors. Samples were drawn from the real estate classified section of the major Sunday newspaper in each of twenty-five metropolitan areas over a period of twelve weeks. Prompt turnaround was required, because each audit was linked to a specific advertised property or unit, making dated advertisements unusable. The logistics included:

- same day delivery of the Sunday papers to The Urban Institute via airplane and courier;
- random selection of eligible real estate ads at The Urban Institute; and,
- delivery of the random samples to the local audit supervisors via fax machine.

Sampling was completed on a weekly basis for three months by a group of fifteen sample workers.² Sample workers included a manager from The Urban Institute staff, an assistant manager, and samplers composed of high school seniors and college students. All sample workers, including the sampling manager and assistant manager, went through a four hour training session and received hands-on training the first week of sampling, producing samples for practice audits. Also, because sampling demands were low in the initial weeks, the samplers became more skillful at their jobs by the time the sampling demands were at their peak. All sample workers were required to sign the HDS Agreement of Confidentiality that required that they not discuss the particulars of their work.

Collecting the Newspapers

Under contract to The Urban Institute (UI), a messenger and delivery company created an airline based drop-off and delivery system for the newspapers that allowed the sample workers to meet the study's turnaround requirement. Air cargo accounts were opened with three airlines to guarantee that the newspapers arrived in Washington on the earliest flights available with a minimum of complexity. All that was required of a local group was that they package three copies of the Sunday

¹ Eligible properties are properties that fall within the mandates of the Fair Housing Law and meet a number of other specific criteria. For more details, see the preceding section on sample selection and weights.

² Annex 2 contains a copy of the specific instructions given to the samplers for preparing the samples.

paper and drop the package off at the airline's cargo counter at least 40 minutes before the departure of the flight.

Every Sunday, starting at noon, airport pick-ups and deliveries of newspapers to UI were made approximately every two hours, until all papers were delivered. The system was not without its problems -- packages missed their flights, flights arrived late, packages were temporarily lost, one courier was in a traffic accident -- but these problems were overcome and the overwhelmingly on-time deliveries were integral to the success of the sampling task.

Selecting the Sample

Upon delivery of a package of newspapers at UI, the appropriate city was checked off on a list that showed the type of sample and the sample size needed for that week. For each of the three copies received, the section(s) of the newspaper that contained the real estate classified ads was separated from the remainder of the paper. Three copies of the paper were requested to ensure that a good copy of the paper was available in the event that a copy was bad or a major counting error was made. The first week a sample was drawn for a site, both for sale and for rent samples were drawn. These samples were for practice audits at all sites. The second sample produced for each paper was a for sale sample for all sites, with all subsequent samples alternating on a weekly basis between rental and for sale samples.

Once the real estate classified section of the paper was separated, ineligible categories of ads were crossed out by the sampling managers, initially based on the type of sample needed -- for sale or for rent. Then categories that included areas that were not within the OMB defined metropolitan statistical area (MSA) and sections of ineligible properties, such as rooms for rent, houses for rent, housing to share, cooperatives for sale, and income generating properties were crossed out and not included in the sample frame. After this was done, each advertised property or unit in the sample frame was numbered. Individual advertised properties were the unit of analysis, therefore each property in ads that contained more than one property was counted separately. Once numbering was completed, the paper was checked by another sample worker to insure consecutive numbering throughout.

Next was the selection of a random sample from the total number of eligible advertised properties. The sample drawn for each site was based on the weekly target sample for the site. Using random number tables generated for different numbers of ads, sample ads were selected on the basis of their consecutive number. If a selected ad was ineligible for inclusion in the sample, it was dropped and the next random number was used to draw a sample ad. When the target sample size was reached for a site, copies of the selected ads along with identifying information were transferred to a transmittal form.

Sending the Sample

Fax machines were used to transmit the samples to the sites. As with the newspaper delivery system, use of the fax machines were essential for meeting the

turnaround requirements of the sampling task. The Urban Institute leased two fax machines for itself, because of the large volume of faxing that was required on a weekly basis, especially on Sundays and Mondays when completed target samples were faxed to the local audit groups.

Replacements

Replacements for the target sample were requested if (1) properties in the target sample turned out to be ineligible for auditing, (2) eligible properties yielded invalid audits, or (3) the local audit group wanted to do more audits than had been anticipated for that week. Rental replacement requests had to be made and filled within seven days of the initial sampling (the following Saturday). Sales replacement requests had to be made and filled within 10 days of the initial sampling (the following second Tuesday). This rule was based on the study guidelines that required auditor contact (at least by phone) with the rental agent or seller within these time frames.

Replacement requests were filled and faxed by the sample managers as quickly as possible. The same basic procedure used to produce the target sample was used to fill requests for replacements for the target sample. There was no limit to the number of replacements a local audit group could request.

Recordkeeping

A record of all sampling activity was completed at the conclusion of the sampling. Recorded information included the sample week and date, audit type, total ads, target sample size, the number of ineligible properties found by the samplers, and the number of replacements. In addition, non-valid audits were counted and categorized.

Special Cases

Practice samples. The sample drawn during the first week for a site was used by the local audit group to do practice audits. In most cases, the practice sample fulfilled all the requirements needed to produce valid audits, but at some sites--because of their auditor training schedule--practice audits were done with ads that were a week old. These sites requested practice samples, but did not have auditor training until the following Saturday. The practice audits followed training, thereby putting a weekend between the delivery of the sample and the auditing. Thus, not all sites produced valid practice audits, because the audits did not meet the initial contact requirements of the study. Only the practice audits that met all the requirements for being a valid audit were eligible to be included in the data files.

Large classified sections. Some cities -- namely New York, Chicago, Los Angeles, and Washington, D.C. -- had very large classified sections. Where this was the case, instead of counting every eligible advertised property on every page of the real estate classified section, those properties appearing on every other page were counted. Alternating the page where counting would start was done on a biweekly basis (because of the alternating of samples by tenure on a weekly basis).

Every other page would be crossed out beginning with the first or second page that the ads started on, depending upon which page had been crossed out the last time a sample was drawn for that tenure.

This system was employed because of the prohibitive amount of time it would take to count and check very large volumes of advertised properties. It was used for sales advertisements in Atlanta, Bergen County, Chicago, Cincinnati, Los Angeles and Washington, D.C., and for sales and rental advertisements in New York City. For example, the *New York Times* real estate classified section lists upward of 2,700 rental and 6,000 sales properties. The volume of sales ads in the major papers of the other cities ranged between 2,700 and 4,000 ads.

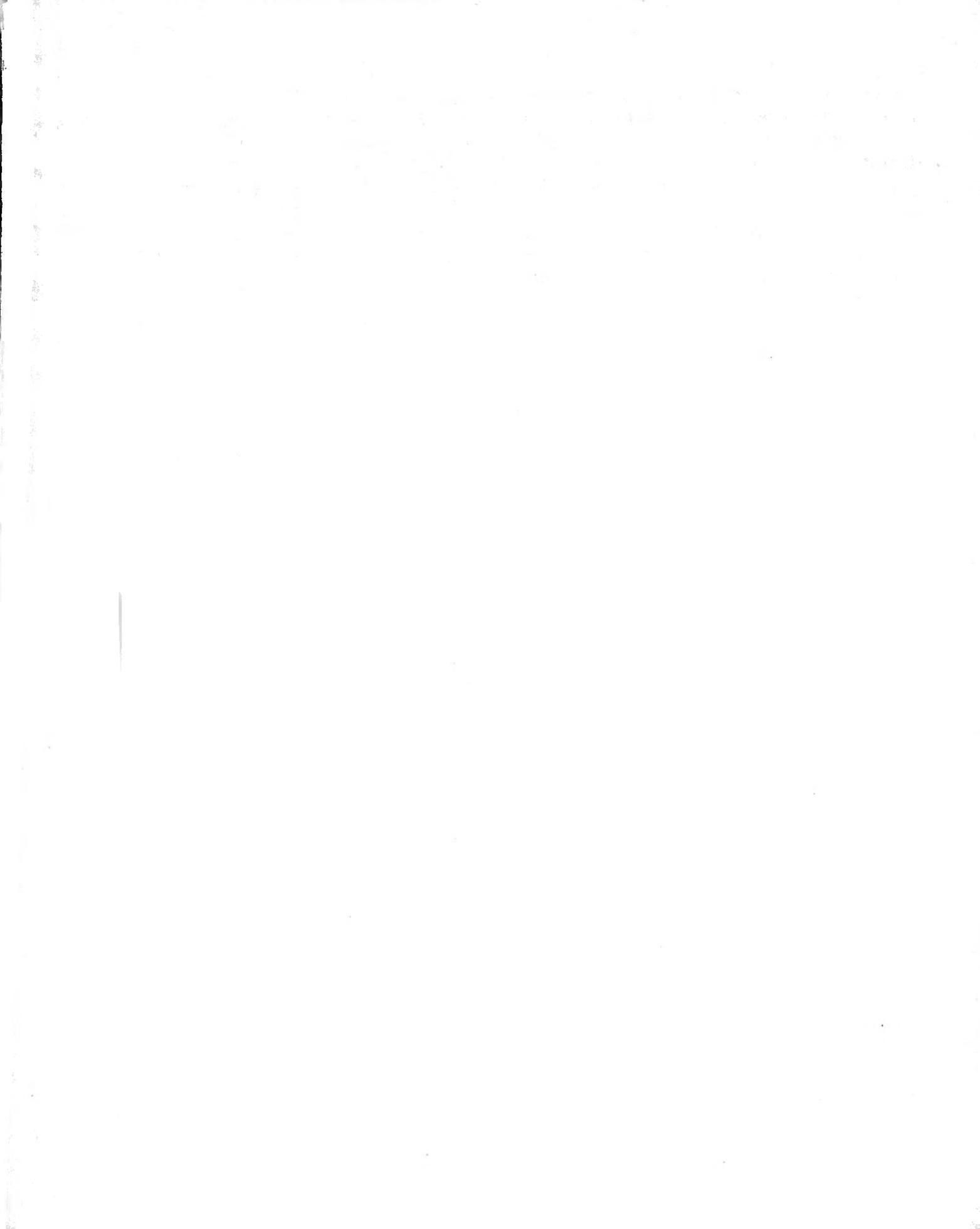
The large volume of for sale ads that needed to be counted for Los Angeles were treated somewhat differently, because the *Los Angeles Times* real estate classifieds section had supplements for the Valley and the Westside. Because of the large number of ads in each supplement, after initially including both supplements in the sample, they were included in the sample on an alternating basis. Both supplements were excluded from the final two sales samples sent to the Los Angeles audit group. Also, because a large portion of the ads in the supplements were priced above the price cut off for the MSA, all advertised properties priced above this cut off were crossed out prior to counting.

Auditor saturation of realtors. In some sites, because of the limited number of auditors and the large share of the market held by some real estate agents, there was auditor saturation of real estate companies. Saturation occurred when all available audit teams had visited a real estate agent, and subsequent visits by the same team or individual members of a team might arouse suspicion and jeopardize the secrecy of the study. Saturation happened with real estate agents in Denver, Los Angeles, Macon and Pueblo. Pueblo was by far the most extreme case. The paper in Pueblo typically had a small sales classified section -- approximately 250 advertised properties. One real estate company was the largest in the area and consequently had about 40 percent of the paper's listing. By the second week of sales auditing, auditing of this firm had reached the saturation point because of a computer network that linked all offices and contained all client information. This, in turn, caused saturation in a number of other relatively large real estate companies, because the company with the largest portion of ads in the paper could no longer be included in the sample.

Saturated companies were treated the same in all MSAs. After all advertised properties were counted and the sample was being drawn, if a property listed with a saturated company was randomly selected, a line was drawn through that random number on the Ad Number Selection form and the sampler moved to the next random number. During the follow-up recordkeeping the eligibility of all saturated properties was identified.

New York City. The sampling process in New York was affected by the limited number of auditors available in Westchester and Putnam Counties. A large portion of the houses and condominiums for sale in these counties was eligible for inclusion in the sample. Even though these counties did not represent a large

portion of the paper's sales ads, properties located in this part of the MSA were more likely to be included in the sample than properties located elsewhere. As a result, properties located in these counties were well represented in the sample. Unfortunately, there were not enough audit teams available to audit all of the properties that were randomly selected from these counties, so a limit was put on the number of properties from these counties that could be included in the sample. After this limit was reached, properties located in these counties were treated like properties listed with saturated realtors -- a line was drawn through the identification number on the Ad Number Selection form and the eligibility of the property was identified.



PART II: THE DATA



4. DATA COLLECTION AND VERIFICATION

This chapter and the next two chapters describe the data assembled for the HDS. This chapter presents an overview of the auditing and audit review procedures which yielded the data. Chapter 5 explains how the HDS database is organized and how it was prepared. The final chapter provides instructions on how to use the data.

The Audit Process

To ensure the uniformity of the audits, specific procedures were followed by auditors and their supervisors (a copy of the Auditor Training Manual appears in Annex 4). After a sample was received, audits had to be initiated within the allowable time-frame, which was six days for rental audits, and ten days for sale audits. The Local Audit Supervisor paired auditors into teams, and assigned them auditor characteristics. "Real" information provided by the auditors on their applications, such as names, addresses, and phone numbers, were used in assigning initial characteristics. However, to properly match the needs for a particular audit, it was sometimes necessary to change the age, marital status, income, employer, and type of job for an audit team. Each auditor was then given an Assignment Form with a number of key items pertaining to the audit:

- name and location of the firm to be audited;
- copy of the newspaper advertisement;
- address of the unit to be requested;
- date and time of the audit;
- auditor sequence for the site-visit;
- auditor characteristics for each audit.

Most of the audits required initial phone contacts with the firms being audited. Because agents might try to discern the race or national origin of a person on the first call, the initial contact was considered as the start of the audit. Auditors were instructed to initialize their first phone call no closer than fifteen minutes and no longer than one hour from each other, and to complete a Telephone Contact Form for each call. For sale site-visits initiated without advance appointments, the second auditor proceeded no sooner than four hours and no later than thirty-two hours after the first auditor. For rental site-visits initiated without advance appointments, the second auditor proceeded no sooner than one hour and no later than four hours after the first auditor.

After completing the site-visit, auditors were instructed to drive to a secure area and complete the HDS forms for that audit. The number of forms completed by each auditor depended on the type of audit (sale or rental), and how far each auditor proceeded in the audit. Table 4.1 lists the forms used for rental and sale audits.

Table 4.1

AUDIT FORMS

Form Type	Number Completed in Each Audit
<i>Sales</i>	
491-Audit Control Form - Sales	1
431-Sales Site-Visit Report Form	1-2
436-Condominium Association Supplement to Sales Site-Visit Report Form	varies
441-Sales Site-Visit House/Unit Inspection Form	varies
442-Supplemental House Identification Form	varies
443-Supplemental Neighborhood/Community Comment Form - Sales	varies
446-Condominium Unit Inspection Form	varies
451-Sales Site-Visit Follow-Up Contact Form	varies
471-Sales Audit Comparison Form	1
<i>Rental</i>	
391-Audit Control Form - Rental	1
331-Rental Site-Visit Report Form	1-2
341-Rental Site-Visit Unit Inspection Form	varies
343-Supplemental Neighborhood/Community Comment Form - Rental	varies
351-Rental Site-Visit Follow-Up Contact Form	varies
371-Rental Audit Comparison Form	1

Within twenty-four hours after each site-visit, auditors returned the completed forms to the Local Audit Supervisor who then debriefed them. The purpose of the debriefing session was to make sure that all forms were filled out, to correct any errors, to ensure that the timing of the audit was acceptable, and to hear the auditors' accounts of what happened. A Debriefing Form was signed by both auditors and the Supervisor stating that all items had been reviewed. The Supervisor had to complete a Valid Audit Checklist Form for each audit indicating whether the timing of the audit was within the specified guidelines, and that at least one auditor had completed a Site-Visit Report Form (Form 331 or 431). An audit was invalidated if neither auditor was able to speak with someone at the firm being audited despite repeated attempts. There were instances when messages were left on the answering machines of agents, and auditors' calls were never returned. As each site completed its auditing, all materials were forwarded to The Urban Institute for further review.

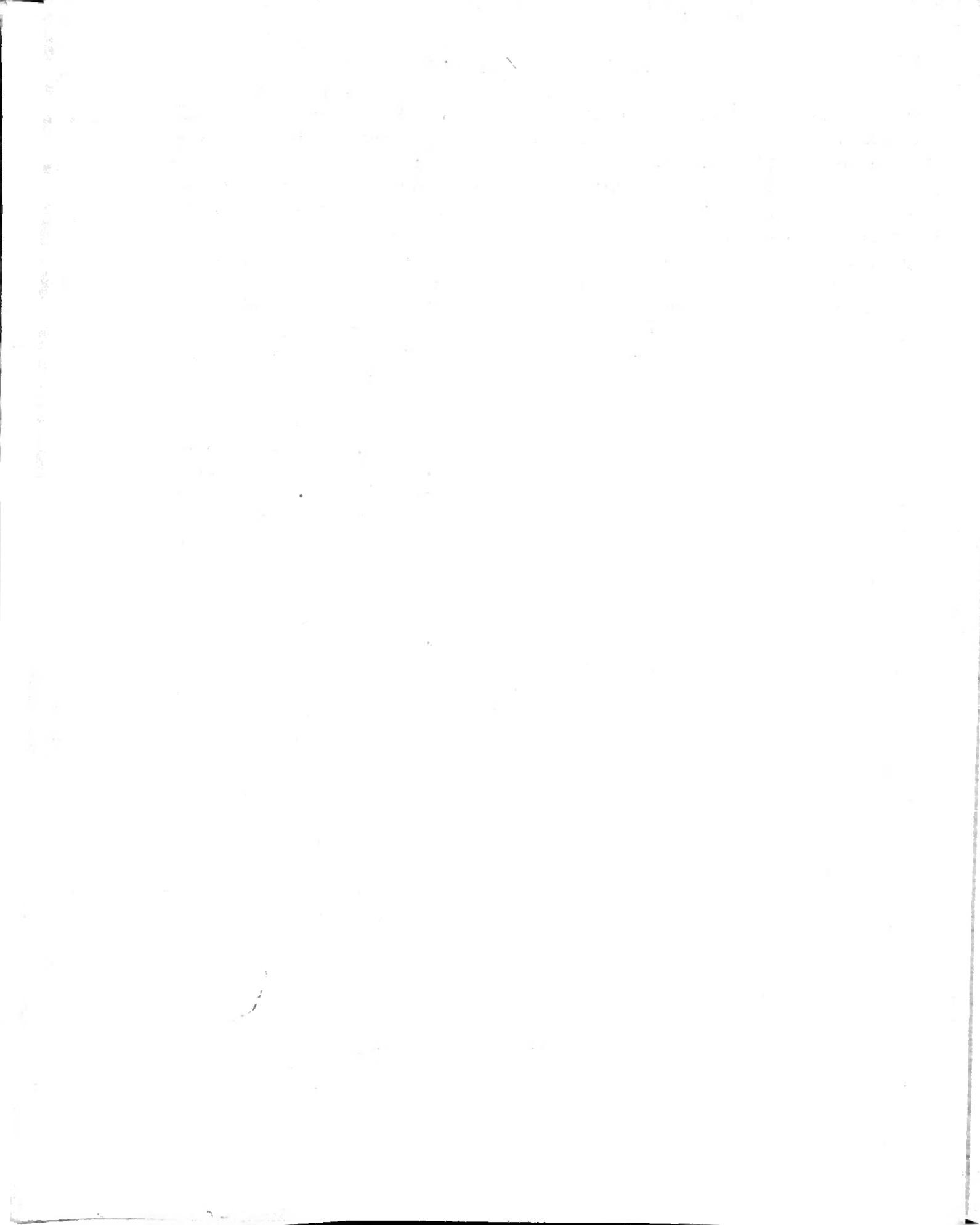
The Audit Review Process

A researcher from The Urban Institute was assigned as supervisor of the coding staff. All coders were trained to prepare the audit materials for data entry. Each coder had to become familiar with the various HDS forms and their intended usage. Several practice sessions were held to ensure the coders' understanding of the task.

The review process involved several steps. First, the coder had to locate the Valid Audit Checklist Form in the folder containing the audit materials; an audit was valid only if it had the signatures of the Local Audit Supervisor and the Regional Supervisor. If this form was missing from an audit folder, coders were instructed to notify the supervisor. The supervisor determined the validity of the audit by examining the date of the advertisement and the timing of the sequence of events.

Next, the contents of each valid audit folder were divided into miscellaneous items and non-miscellaneous items. The miscellaneous items--such as floor plans, multiple listings, brochures, and HDS management forms--were stapled to the inside of the folder. The non-miscellaneous items, namely the HDS forms, were carefully examined to make sure that identifiers were properly entered, entries were legible, and correct forms were used.

The coder then had to complete an Audit Control Form (Form 391 or 491) which was designed to summarize auditor characteristics from the Assignment Form as well as information from some other forms, and to inventory the number of forms submitted by each auditor for a particular audit. At this stage, the review process was completed for an audit, and the forms were ready for data entry. This process of sorting, reviewing and coding the various items in an audit folder was carefully monitored by the supervisor to ensure completeness and consistency.



5. DATA CLEANING AND FILE CREATION

This chapter is divided into three main parts. The first part describes how forms and variables are named. This is done up front to make subsequent discussions of the HDS data set easier. The second section contains a brief overview of the data cleaning and imputation procedures. The chapter concludes with a discussion of missing values.

Form and Variable Naming Conventions

To facilitate the use of the many forms comprising the HDS questionnaire, a simple form identification system was developed.¹ A three-digit number appearing near the top of each form identifies the type of form. The first digit is a "3" for rental audit forms and a "4" for sale audit forms. The remaining two digits are the same for both rental and sale audit forms for similar types of forms. For example, the site visit unit inspection form for rental audits is form 331; the site visit unit inspection form for sale audits is form 431.

Data from fifteen forms were included in the HDS database. A separate data set exists for each form. Although more than fifteen forms were used in the field by the interviewers, information from some of the forms was extracted and placed on the rental and sale audit control forms (forms 391 and 491, respectively). This was done to eliminate some redundant information. The fifteen forms included in the database are:

Form	Title
491	Audit Control Form - Sales
431	Sales Site-Visit Report Form
436	Condominium Association Supplement to Sales Site-Visit Report Form
441	Sales Site-Visit House/Unit Inspection Form
442	Supplemental House Identification Form
443	Supplemental Neighborhood/Community Comment Form - Sales
446	Condominium Unit Inspection Form
451	Sales Site-Visit Follow-Up Contact Form
471	Sales Audit Comparison Form
391	Audit Control Form - Rental
331	Rental Site-Visit Report Form
341	Rental Site-Visit Unit Inspection Form
343	Supplemental Neighborhood/Community Comment Form - Rental
351	Rental Site-Visit Follow-Up Contact Form
371	Rental Audit Comparison Form

¹Annex 1 contains a copy of the questionnaire. Variable names have been typed on this copy next to the data items they correspond to.

Most variable names appearing in the data dictionary follow rules that allow the user to readily identify which data items the variable names correspond to. The first three characters of a variable name identify the form. This is basically the form number described above, except an "R" replaces the "3" used to identify rental audits and an "S" replaces the "4" that identifies sale audits. The first three characters are then followed by the question number. This is denoted by the letter "Q" plus a number. If a question has multiple parts, the question number is followed by a letter of the alphabet. If a question part has several sub-parts, the question part number is followed by a number. A variable name always has at least five characters, but no more than eight.

Example: The variable S31Q26B3 corresponds to the interest rate reported in the "Fixed Rate Conventional" space (i.e., the third data item) appearing beneath part b of question 26 on page 7 of the sales site visit report form (form 431).

A complete listing of all variables is included in the data dictionary. The variables are listed by position in their respective data sets; in addition, each variable's attributes are displayed.

Data Cleaning and Imputation Procedures

Audit control forms (forms 391 and 491) were developed and filled out to ensure the integrity of the audit materials which were collected. The control forms had two main purposes. The first was to consolidate key audit information from all of the forms in one place. The second was to create an inventory of the many forms that belong to an audit. The control forms helped the data processing staff identify missing or incorrect forms before data entry took place.

Value ranges and skip patterns were checked for all data items except for dates and times. (The dates and times were not intended for analytical purposes and it would have been time consuming to correct them.)

Values for certain items were imputed (allocated) when they could be inferred from other responses. For example, when an address missing a zip code was otherwise identical to another address which was not missing a zip code, we would replace the missing zip code with the known zip code.

Sometimes, when answering a multiple response question, an auditor would respond that a question was not applicable, but at the same time would mark applicable responses. When this occurred, the applicable responses were assumed to be correct, and the not applicable response was removed.

Some inconsistencies remain between variables stating the total number of homes inspected or recommended and the total number of addresses recorded on various forms for inspected and recommended units. We did not try to reconcile these differences when they occurred, because it is difficult to know which is more accurate--the counts of addresses or the stated amounts. We suggest that counts of addresses be used, rather than the stated numbers. This problem occurs, for example, when an auditor says she inspected two units, but filled out only one inspection form. This problem could arise because the auditor anticipated seeing two units, but only got around to seeing one.

The form counts appearing on the audit control forms are correct. The above discussion pertains to questions appearing on form 331 and on form 431.

In some cases, an address appeared both as a recommended unit and as an inspected unit. When this happened, we treated the address as if it were an inspected unit only (i.e., we deleted the information for the recommended unit).

A few sale audits were determined to be ineligible because the asking price of the sampled unit was too high. If an asking price exceeded 130 percent of the target ceiling price, the audit was dropped.

Incidence of Missing Values

Because the HDS questionnaire was made up of a variable number of multiple forms--many of which were optional--it is difficult to describe the incidence of missing values in a conventional way (e.g., N observations had at least one missing value). For a count of missing values to have any meaning, it must be compared to the relevant population. For example, if we wanted to know the incidence of missing values for addresses of inspected rental units, we would compare the number of missing values to the total number of rental inspection forms.

In practice, it is difficult to define the relevant population for many variables because of implicit skip patterns. The relevant population should exclude not-applicable values; however, the design of the questionnaire makes it hard to distinguish true missing values from not-applicable values. Many questions ask about information offered by an agent (e.g., "What, if anything, did the agent say about . . . ?"). If an agent did not say much, or refused to offer information, entire sections of a questionnaire form might be blank. While provisions were made for not-applicable responses on the questionnaire, it appears that these were not always used when not-applicable responses were received. Whether to treat missing values as being not applicable has to be resolved on a case-by-case basis.

Complicating matters further, the applicability of a question is also determined by whether or not an auditor was supposed to prompt an agent for information (the information an auditor was supposed to request from an agent is discussed in the Auditor Training Manual, which appears in Annex 4). In sum, missing values counts must be interpreted with great care.

Overall, missing values were a minor problem. To give the reader a sense of the incidence of missing values, we have selected a number of key variables (from an analytical perspective), and have presented missing value counts for them in Table 5.1. Variables representing three different units of observation are shown in the table.

Table 5.1

MISSING VALUE COUNTS FOR SELECTED VARIABLES

Variable ^a	Description	Number Missing	Population	Percent Missing
R91Q2	sex of auditor team	5	1588	0.3
R91Q5	which auditor went first	25	1588	1.6
S91Q2	sex of auditor team	6	2157	0.3
S91Q6	which auditor went first	58	2157	2.7
R31Q10C	race of first person seen	146	3034	4.8
R31Q15	what agent said about availability	158	3034	5.2
R31Q33A	invited to fill out an application	104	3034	3.4
S31Q10C	race of first person seen	182	4197	4.3
S31Q15	what agent said about availability	140	4197	3.3
R41Q4A	street address of inspected unit	42	3853	1.1
R41Q5	relationship to advertised unit	144	3853	3.7
R41Q8	asking rent	112	3853	2.9
S41Q4A	street address of inspected unit	47	5102	0.9
S41Q5	relationship to advertised unit	148	5102	2.9
S41Q4I	asking price	317	5102	6.2

a. The unit of observation for the first group of variables is the audit. For the second group, the unit of observation is the site visit. For the third group, it is the dwelling unit.

6. DATA USAGE NOTES

This chapter provides information on how to properly use the HDS data. The first section gives instructions on how to combine data from different files. These instructions can help guide the user through one of the more difficult aspects of using the HDS data. This is followed by a section that explains how to create address based files and use them for analysis. The next section describes the census tract variables and how to use them with the other files. The chapter ends with a list of things a user should know about the data including the codes for a few special variables.

How to Combine Data From Different Files

The key to successfully using the HDS data is to always know which unit of observation you want to work with. Misunderstandings about the unit of observation can cause a lot of confusion. For most analyses, one of the three following units of observation will be used:

- (1) the audit;
- (2) the site visit (two per audit: a majority auditor and a minority auditor each perform one site visit per audit; therefore, the site visit and the auditor are equivalent units of observation); or,
- (3) the unit (units inspected or recommended, usually several per site visit (or auditor)).

Forms generally correspond to a particular unit of observation. For example, form 442 (Supplemental House Identification Form) contains information about units, and form 491 (Audit Control Form - Sales) contains information about the entire audit. Form 431 (Sales Site-Visit Report Form), however, contains information about a site visit and about units (e.g., question 23 on form 431 asks about recommended units).

The raw data is kept in fifteen separate files; each file corresponds to one form. Nine files (corresponding to forms 491, 431, 436, 441, 442, 443, 446, 451, and 471) are for sale audits; six files (corresponding to forms 391, 331, 341, 343, 351, and 371) are for rental audits. Using these files, one can build up to any level of observation.

The general approach to combining data from different files is the same, and is best described through an example. Suppose you wanted to know the average asking price of units inspected by each auditor. Working with the sales site-visit report form file and the sales site-visit unit inspection form file, you could do the following:

Step 1. Create a unique site-visit identification number variable by appending either a zero or a one to the variable AUDITID. Call this variable VISITID (for convenience, this variable has been added to most of the data sets). VISITID's last digit is a one if the visit was by a minority auditor, 0 otherwise (the R/NO variable, which is defined later in this chapter, is used to determine the minority status of the auditor). Create this variable for the visit file (form 431) and for the inspection file (form 441). You now have a link between the two files.

Step 2. Sort both files by VISITID.

Step 3. For any given visit form (431) you can have any number of inspection forms (441). To find out the average asking price of units inspected by an auditor, create two accumulator variables: one that sums the asking prices of all of the units inspected by the auditor, and one that counts how many units were inspected by the auditor. All of the inspection forms for a given visit will be grouped together because they have been sorted by VISITID.¹

Step 4. Once the totals have been calculated for a visit, you can divide the sum of the asking prices (i.e., the value of the first accumulator variable) by the total number of units inspected (i.e., the value of the second accumulator variable) to estimate the average asking price. You can then output a single record to a new file that contains the variable for average asking price along with the variable VISITID. This file may then be match-merged to the file containing visit forms. The visit file now has a variable for average asking price.

The procedure just outlined will work in a wide variety of situations. The general principle is that whenever you want to add data from a file that is different from the particular file you are working with, you must first make the data compatible with the unit of observation you are working with. In the above example, the unit of observation you were working with was the site visit (or auditor). Before you could append data from the inspection file (in which the dwelling unit is the unit of observation), you had to create a new file in which the unit of observation was the site visit (or auditor). The new file contained a variable that summarized some of the inspection data.

The only alternative to this approach is to create a rectangular file in which the data from all of the inspection forms for a visit are added to the visit record. This is extremely inefficient. Such data sets become very large and are expensive to store and process. In addition, the task of naming the appended variables is cumbersome. Sometimes, however, this approach may be the only

¹If you are using SAS, you can use a BY statement after your SET statement (e.g., SET dsname; BY VISITID;) to create the special FIRST.VISITID and LAST.VISITID by-variables. These by-variables can be used to initialize your accumulator variables, and to instruct SAS when to start and stop accumulating totals.

way to meet your analytical needs.

Be aware that some questions appear on more than one form. For example, information on recommended units can appear on form 431 in addition to form 442. To analyze recommended units, summary variables derived from the form 431 file must be combined with similar variables from form 442.

The common link between the fifteen files is the variable AUDITID. AUDITID has nine digits and is unique for each audit. The first four digits correspond to the SMSA number. The fifth through eighth digits contain the audit number. The final digit is either zero or one. It is one if the audit was a practice audit, zero otherwise. The files are not yet sorted by AUDITID. Depending on your software, you may have to do this before merging any files. Whenever you want to add audit information to a different unit of observation, you simply have to merge the data sets using AUDITID values.

VISITID is an identification variable which uniquely identifies a site visit or an auditor. Each audit has one majority (white) auditor and one minority (black or Hispanic) auditor, and many times analysis will call for looking at what happened to an auditor during a site visit rather than what happened in the entire audit. Comparisons of treatment received by the two different auditors is a common form of analysis. VISITID serves to link auditor-specific or visit-specific data. VISITID is a ten digit code where the first nine digits are exactly the same as AUDITID and the tenth digit is a zero if the site visit was conducted by a majority auditor or a one if the site visit was conducted by a minority auditor.

Creating and Using Address Files

You may want to use addresses or housing units as the unit of analysis. To do this, you must create an address file in which each record corresponds to a single address. Addresses of inspected or recommended sale and rental units for both the majority and minority auditors appear in the following files:

Sale Audits

- (file 2) sale recommendation (form 431-Q36 / up to 3 addresses per form)
- (file 4) sale house/unit inspection (form 441)
- (file 5) sale recommendation (form 442 / up to 2 addresses per form)
- (file 7) sale condo inspection (form 446)

Rental Audits

- (file 11) rental recommendation (form 331-Q23 / up to 4 addresses per form)
- (file 12) rental unit inspection (form 341)

Most audits yield many addresses - several for each auditor. Therefore, going from the audit to the address as the unit of observation greatly increases the number of observations one has. You must pull off addresses and corresponding information from the files listed above to create an address file.

Sometimes you may only want the inspected units or the recommended units, or the sales or rental units, and thus you need only pull off these addresses. You should probably create an address identification variable so that within a given audit you know which address you are working with and you can link the address back to the form which yielded the address.

For each of the audits, we examined addresses for each audit by hand to create a new variable, MATCHTYP,² which provides information on how auditors were treated. This variable has the following eight values:

- 1 = Unit was inspected by both the majority and minority auditors.
- 2 = Unit was recommended to both the majority and minority auditors.
- 3 = Unit was inspected by the majority auditor and recommended to the minority auditor.
- 4 = Unit was inspected by the minority auditor and recommended to the majority auditor.
- 5 = Unit was recommended to the majority auditor only.
- 6 = Unit was recommended to the minority auditor only.
- 7 = Unit was inspected by the majority auditor only.
- 8 = Unit was inspected by the minority auditor only.

Codes 1 through 4 only apply to pairs of addresses that appear within a single audit. Each of the addresses making up the pair are assigned the same code.

Because interviewers inconsistently reported apartment and condominium unit numbers, it was hard to uniquely match rental and condominium unit addresses with one another. As a result, we devised a coding scheme that would retain as much information as possible about the units recommended to or inspected by auditors. The rental and condominium unit coding scheme consists of two variables. The first variable is identical to MATCHTYP (we will refer to this as the audit outcome code). The second variable is a 4-digit "flag" variable which we describe in greater detail below after we define some terms.

Each address corresponds to either a minority or majority auditor. Each is also either the address of a recommended unit or that of an inspected unit. Thus, for any given address appearing in an audit, there are four possible combinations of auditor race and recommended/inspected status:

- (1) Recommended unit, majority auditor
- (2) Recommended unit, minority auditor
- (3) Inspected unit, majority auditor
- (4) Inspected unit, minority auditor

² S46MTYP is an example of a variable name actually appearing in a data set - the first three digits change depending on the form, and follow the naming conventions noted in chapter 5.

We will use the following terminology here. A building address, as defined here, does not necessarily uniquely identify a unit because it does not include an apartment unit number; a unit address uniquely identifies a unit. A building address can uniquely identify units in the case where there is a different "building address" for each unit in a building (e.g., 2022 Columbia Rd. and 2024 Columbia Rd. could be two apartment units in the same building - this could be a small multifamily row house). The term "address type" (or, alternatively, "type of address") will refer to one of the four combinations listed above.

The 4-digit flag variable, POSITION,³ was designed to handle cases where we could not uniquely identify an unit. This variable, which is based on building addresses as opposed to unit addresses, provides information on all possible combinations of the four address types mentioned above. Each digit corresponds to one of the address types:

- The first digit is either a "1" or a "0". It is "1" if the address is a building address of a unit recommended to the majority auditor, "0" otherwise.
- The second digit is either a "2" or a "0". It is "2" if the address is a building address of a unit recommended to the minority auditor, "0" otherwise.
- The third digit is either a "3" or a "0". It is "3" if the address is a building address of a unit inspected by the majority auditor, "0" otherwise.
- The fourth digit is either a "4" or a "0". It is "4" if the address is a building address of a unit inspected by the minority auditor, "0" otherwise.

Because a building address is not unique, it is possible for a building address to appear in more than two address type categories. (The name POSITION reflects the fact that when we created this variable we sorted addresses for each audit according to address type; this way, addresses of a certain type were always found in the same relative position.)

Example 1: Suppose we have a unique address--complete with an apartment number--for a unit inspected by the majority auditor. Suppose for the same audit we have a building address for a unit inspected by the minority auditor that is identical to the building address of the unit inspected by the majority auditor,

³ R31POS2 is an example of a variable name actually appearing in a data set - the first three digits change depending on the form and follow the naming conventions noted in chapter 5. The number "2" means the variable contains the value for the second address on the form.

except the apartment number is missing. In this example, we cannot say with certainty that they inspected the same unit; however, we can say with certainty that the units were in the same building. For each of these addresses we would assign a value of "0034" or simply "34" to the flag variable, POSITION.

audit	rec./insp.	min./maj.	address	unit#	POSITION	MATCHTYP
6091	i	maj	101 First St.	6	0034	7
6091	i	min	101 First St.		0034	8

Example 2: Starting with the above example, let us now assume that the same building address also appears for a unit recommended to the majority auditor. Note, however, that the unit number is unique ("3"). In this case, the flag variable would equal "1034" for each of the three addresses.

audit	rec./insp.	min./maj.	address	unit#	POSITION	MATCHTYP
6091	r	maj	101 1st St.	3	1034	5
6091	i	maj	101 First St.	6	1034	7
6091	i	min	101 First St.		1034	8

In the two examples just given, there are no exact matches between any two addresses. For instance, in the second example, the third address may or may not be the same unit as the first or second address--we cannot tell. From the viewpoint of coding the outcome variable (MATCHTYP), we treated the third address as if it were an address inspected by the minority auditor only. This is somewhat misleading since this address might be the same as one of the others. A better interpretation of the outcome code for the third address is that this exact address does not appear anywhere else for this audit, and this address corresponds to a unit inspected by the minority auditor. Looking at both the outcome code and the flag code (POSITION) for the third address we can tell that, although no other address exactly matches it, one unit in the same building was inspected by, and another was recommended to, the majority auditor.

If there were an exact match between the addresses of two units the outcome code would have a value from 1 to 4. If, for example, in the first example given above, both the minority and majority auditors inspected the same exact unit, the flag code for each of these addresses would be set to "0034" and the outcome code for each would be set to "1". It may be helpful to remember that outcome codes (MATCHTYP) are based on unit addresses whereas flag codes (POSITION) are based on building addresses. Unit addresses cannot appear more than twice within a single audit; building addresses can appear more than twice.

As noted above, the POSITION variable supplements the MATCHTYP outcome code for condominiums. Even if a unit is not a condominium, it will have a value for POSITION.

Other variables can provide information similar to that offered by

MATCHTYP and POSITION. However, these variables may not be entirely consistent with MATCHTYP and POSITION. For example, we did not compare the responses of each pair of auditors to the question "Is this the advertised unit?" to values for MATCHTYP and POSITION, although in some instances, when we were not exactly sure whether two addresses of inspected units were the same or not, we looked to see if each auditor said this was the advertised unit to determine whether it was probably the same unit. This problem may be greater for rental audits than for sale audits because rental advertisements frequently omit specific unit numbers (several units can be vacant). This, of course, makes it difficult to know what the advertised unit is. Another potential consistency problem is that the survey instrument asks auditors to enter the number of inspections they conducted. This number, however, may not agree with the number of inspection forms they filled out. It is better to rely on an actual count of inspected or recommended addresses appearing on forms than to depend on the total number of units inspected or recommended that an auditor simply states.

Census Tract Characteristics

All addresses appearing in the HDS database (i.e., addresses of recommended units, inspected units, and real estate firms) were geocoded by census tract. Geocoding is a process in which an address is matched to its corresponding six digit census code. This allows the user to merge census tract data onto HDS records. The geocoding work was contracted out to Harte-Hanks Data Technologies. The success rate for geocoding was as follows:

Type of Address	Percentage Geocoded
Sale	85 %
Rental	89 %
Office	92 %

National Decision Systems provided neighborhood characteristics for each of the census tracts in the 25 MSA's that were audited. These variables include, for example, the percent black, percent Hispanic, per capita income, median house value, and age of the housing stock. The data are based on the 1980 census, and most variables have been updated or revised with a 1988 figure. (A complete listing of these variables is included in the data dictionary.)

This census data can be merged with an address file. The last file on the tape contains the census tract information. A merge between the census file and an address file involves two variables. A census tract number is unique within its county, and a FIPS county code is unique within a state. SCFIPS is a variable created to help merge the census tract information. SCFIPS is a five digit code where the first two digits are the state FIPS code and the last three digits are the county FIPS code within that state. With the SCFIPS code and the census tract number you can uniquely identify any census tract. The data sets include a census tract and SCFIPS code for every address that was geocoded.

Therefore, all you have to do is select a group of addresses (for example, all rental inspected units) and a group of census tract variables (for example, percent black, household income, and population per square mile) and merge them together using the SCFIPS and census tract variables. The census tract characteristics allow you to analyze the neighborhoods in which the addresses appear.

Special Variables and Other Data Usage Notes

Analysts should be aware of the following:

- In some instances, there may not be two site visit (form 331 or form 431) records for an audit. This could occur if one of the auditors was simply turned away.
- The three digit prefix for the variable R31SMSA may be entered incorrectly as 341. This is due to a typographical error on the form. Normally, you will not need to use this variable since the forms have already been separated and placed into their own files.
- Practice audits were included in the samples of sites that did not end up with enough audits. These can be identified by the final digit in the AUDITID variable. The ninth digit is a "1" if the audit was a practice audit. These audits, as noted above, meet all the criteria of regular audits.
- On the top of the page of most forms are the data items "Ad Week", "Type", and "R/NO". Although their corresponding variable names do not appear on the questionnaire forms in Annex 1, most of the data sets include these variables; they are labeled "Ad Week", "Audit Type", and "Auditor Race", respectively. "Ad Week" is the number of the week in which the sample containing that particular audit was drawn. "Type" is equal to one if the audit is a Black/White audit; it is equal to two if the audit is a Hispanic/Anglo audit. "R/NO" describes the race/national origin of the auditor and has seven possible values:
 - 1 = Black
 - 2 = White
 - 3 = Hispanic with dark skin and heavy accent
 - 4 = Hispanic with dark skin and little/no accent
 - 5 = Hispanic with light skin and heavy accent
 - 6 = Hispanic with light skin and little/no accent
 - 7 = Anglo (equivalent to white, but used for Hispanic/Anglo audits)

ANNEX 1: QUESTIONNAIRES

ANNEX 1 CONTENTS

Form Number	Form Name
491	Audit Control Form - Sales
431	Sales Site-Visit Report Form
436	Condominium Association Supplement to Sales Site-Visit Report Form
441	Sales Site-Visit House/Unit Inspection Form
442	Supplemental House Identification Form
443	Supplemental Neighborhood/Community Comment Form - Sales
446	Condominium Unit Inspection Form
451	Sales Site-Visit Follow-Up Contact Form
471	Sales Audit Comparison Form
391	Audit Control Form - Rental
331	Rental Site-Visit Report Form
341	Rental Site-Visit Unit Inspection Form
343	Supplemental Neighborhood/Community Comment Form - Rental
351	Rental Site-Visit Follow-Up Contact Form
371	Rental Audit Comparison Form

AUDIT CONTROL FORM - SALES

1-2 CARD | 01 |
S91Q1

3-14 Audit Identification | 491 | _____ | _____ | _____ |
S91ID SMSA Audit# Type

15-16 Ad Week _____
S91WEEK

EXTRACT THE FOLLOWING INFORMATION FROM FORM 401:

1. What is the HDS number for:

17-20 Minority Auditor _____ (Q1b)
S91Q1A

21-24 Majority Auditor _____ (Q1d)
S91Q1B

25 2. What is the sex of the audit team? (Q2)
S91Q2 (Circle response)

F. Female

M. Male

26 3. What is the type of transaction? (Q4)
S91Q3 (Circle response)

A. Individual House

B. Condominium Unit

27 4. What is the first choice bedroom size? (Q5a)
S91Q4 Size _____

5. What is the price range requested by auditor? (Q6)

28-33 From \$ _____
S91Q5A

34-39 To \$ _____
S91Q5B

40 6. Did majority auditor go first? (Circle Y if response to Question 9
S91Q6 is B and/or D)

Y. Yes

N. No

41-60 7. What is the national origin of the hispanic auditor? (Q13a)

S91Q7 National Origin _____

8. Complete the following information for both auditors:

		Minority Auditor	Majority Auditor
61-62	Age	_____	(Q15a)
S91Q8A			_____ (Q15b)
63-64			
S91Q8B			
Use these codes: S=Single, M=Married, D=Divorced, W=Widow/er			
65	Marital Status	_____	(Q16a)
S91Q8C			_____ (Q16b)
66			
S91Q8D			
67	Number of Children	_____	(Q18a)
S91QE			_____ (Q18b)
68			
S91Q8F			
69	Under age 6? (Write Y, N or leave blank)	_____	(Q19a-24a)
S91Q8G			_____ (Q19c-24c)
70			
S91Q8H			
1-2	CARD	02	
S91CQ2			

10. What is the income of:

		Minority Auditor	Majority Auditor
3-8	Auditor	_____	(Q26a)
S91Q10A			_____ (Q26b)
9-14			
S91Q10B			
15-20	Spouse	_____	(Q26c)
S91Q10C			_____ (Q26d)
21-26			
S91210D			

11. What is the current type of housing (Use R for Rental and O for Owner)

		Minority Auditor	Majority Auditor
27	Type of Housing	_____	(Q38a)
S91Q11A			_____ (Q38b)
28			
S91Q11B			

14. How many of the following forms were submitted by each auditor?
 (IMPORTANT: The number of Form 441 completed should be the same as
 the number of units on Question 21 of Form 431)

		Minority Auditor	Majority Auditor
39-40	Form 441	_____	
S91Q14A			
41-42			_____
S91Q14B			
43-44	Form 442	_____	
S91Q14C			
45-46			_____
S91Q14D			
47-48	Form 443	_____	
S91Q14E			
49-50			_____
S91Q14F			

15. Is there a completed Form 451 that should be sent to keypunch?
 (Write Y or N)

	Minority Auditor	Majority Auditor
51	_____	
S91Q15A		
52		_____
S91Q15B		

16. How many of these forms were submitted for audits involving
 condominiums? (IMPORTANT: The number of Form 446 completed should
 be the same as the number of units on Question 21 of Form 431)

		Minority Auditor	Majority Auditor
53-54	Form 436	_____	
S91Q16A			
55-56			_____
S91Q16B			
57-58	Form 446	_____	
S91Q16C			
59-60			_____
S91Q16D			

- 61 17. Is there a completed Form 471? (Circle Y or N)
 S91Q17

Y. Yes
 N. No

| 421 | _____ | _____ | _____ | _____ | _____ |
SMSA Audit # Type R/NO Ad Week

Auditor HDS # _____

**HOUSING DISCRIMINATION STUDY
SALES SITE-VISIT COVER SHEET**

Card . 001 |

Identifier1 . 421 | _____ |
SMSA

Identifier2 | _____ | _____ | _____ | _____ |
Audit # Type R/NO Ad Week

NC

1. Auditor HDS # _____
2. Name of Auditor _____
3. Name Used by Auditor for Site-Visit _____
4. Name of Firm/Office Actually Visited _____

5. Phone(s) _____ ; _____
Area Code Number Area Code Number

6. Identification of Persons Contacted (Brokers, Agents, owners, other employees. List in the same order as encountered on the site-visit):

Name (if known)	Phone (if different than above)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____



Auditor HDS # _____

**HOUSING DISCRIMINATION STUDY
 SALES SITE-VISIT REPORT FORM**

1-3 Card 001 |
 S31C001
 4-10 Identifier1 431 | _____ |
 S31SMSA SMSA
 11-18 Identifier2 _____ | _____ | _____ |
 S31ID2 Audit # Type R/NO Ad Week

19 1. **Did you make telephone contact with anyone at the firm being audited prior to this Site-Visit?**
 S31Q1 (Circle the letter for the correct response)

- Y. Yes
- N. No

If "yes," be sure that the Sales Telephone Contact Form is completed and attached to this Sales Site-Visit Report Form.

2. **Please give the following information about the location of the firm/complex or rental office(s) that you visited on this site-visit (do not include addresses of units inspected here, they will be noted elsewhere):**

FIRST OFFICE:

20-59 a. Address: S31Q2A Suppressed
 60-63 b. Room # S31Q2B
 64-68 c. City S31Q2C
 89-90 d. State _____ (Use two letter abbreviation) S31Q2D
 91-95 e. Zip Code _____ S31Q2E

1-3 card 002 **SECOND OFFICE:** S31C002

4-43 f. Address: S31Q2F Suppressed
 44-47 g. Room # S31Q2G
 48-72 h. City S31Q2H
 73-74 i. State _____ (Use two letter abbreviation) H31Q2I
 75-79 j. Zip Code _____ S31Q2I

1-3 CARD 003 S31C003

3. **Date site-visit began:**

4-9 _____ / _____ / _____ S31Q3
 month day year

10-15 4. **Time site-visit began:**

a. _____ : _____ S31Q4A
 hour minute

Circle one

b. AM or PM

S31Q4B

Auditor HDS # _____

16-19 5. If office was not open and you did not complete the site-visit indicate the time you left the office:

a. _____ : _____ S31Q5A
hour minute

20-21 Circle one
b. AM or PM S31Q5B

6. Time completed this site-visit, including apartment inspections:

22-25 a. _____ : _____ S31Q6A
hour minute

26-27 Circle one
b. AM or PM S31Q6B

7. Total amount of time agent(s) spent servicing you during the site-visit:

28-29 a. Hours _____ S31Q7A

30-31 b. Minutes _____ S31Q7B

32-33 c. Seconds _____ (if total time was less than 1 minute) S31Q7C

34-39 8. Date this Site-Visit Report Form completed:

_____/_____/_____ S31Q8
month day year

40-45 9. Time this Site-Visit Report Form completed:

a. _____ : _____ S31Q9A
hour minute

Circle one
b. AM or PM S31Q9B

10. For each of the representatives of the firm that you saw or spoke with during the site-visit, please indicate the following (list below in the same order as they are listed on the Cover Sheet—add others not listed on the Cover Sheet).

46-47 a. **FIRST PERSON SEEN # 01** S31Q10A

48-55 b. Title _____ S31Q10B

56 c. Race/National Origin _____ S31Q10C
(B=Black, W=White, H=Hispanic)

57 d. Sex _____ S31Q10D (F=Female, M=Male)

58-59 e. Age _____ S31Q10E

60-61 f. **SECOND PERSON SEEN # 02** S31Q10F

62-69 g. Title _____ S31Q10G

70 h. Race/National Origin _____ S31Q10H
(B=Black, W=White, H=Hispanic)

71 i. Sex _____ S31Q10I (F=Female, M=Male)

72-73 j. Age _____ S31Q10J

74-75 k. **THIRD PERSON SEEN # 03** S31Q10K

1-3 CARD1004 S31C004

4-11 l. Title _____ S31Q10L

AFTER READING THE FOLLOWING QUESTIONS REVIEW THE POSSIBLE RESPONSES; THEN SELECT THE SINGLE CORRECT RESPONSE, OR ALL OF THE CORRECT RESPONSES; THEN CIRCLE THE LETTER(S) FOR THE CORRECT RESPONSE(S) TO THE LEFT OF THE QUESTION

11. Did you observe any of the following signs on public display at the firm/office visited? (Circle all correct responses):
- 16 S31Q11A a. Federal (HUD) Equal Opportunity in Housing sign/logo
 - 17 S31Q11B b. Other Federal agency fair housing/lending sign
 - 18 S31Q11C c. State fair housing sign
 - 19 S31Q11D d. Local (city, county, township) fair housing sign
 - 20 S31Q11E e. Private agency fair housing sign
 - 21 S31Q11F f. None of the above
 - 22 S31Q11G g. Other (explain) _____
12. Who greeted or first spoke with you? (See Question #10 above. Identify by the number used for that person):
- 23-24 S31Q12 Write the number _____
- 25 13. How long did you wait to be interviewed? (Circle the correct response)
- S31Q13
- a. Interviewed immediately.
 - b. Waited less than five minutes.
 - c. Waited five to ten minutes.
 - d. Waited ten to twenty minutes.
 - e. Waited more than twenty minutes.
 - f. Not interviewed, not invited to return.
 - g. Not interviewed, invited to return at a specific time.
 - h. Not interviewed, invited to return, no specific time offered.
 - i. Other (describe) _____
14. Who interviewed you? (See Question #10 above. Identify by the number used for that person):
- 26-27 S31Q14 Write the number _____
- 28 15. When you asked about the availability of the unit mentioned in the ad, what did the agent tell you? (Circle the correct response)
- S31Q15
- a. That the house was immediately available for sale and inspection.
 - b. That the house was available for sale, but not inspection at this time.
 - c. That the house was no longer available for sale.
 - d. That the agent did not know the status of the property.
 - e. Other (explain) _____
- 29 16. If the requested property was available what did the agent say/do next? (Circle the correct response)
- S31Q16
- a. Nothing, requiring you to ask whether you can inspect the property.
 - b. Offered to immediately show the property to you.
 - c. Offered to arrange to show you the property at some other time.
 - d. Asked you to further identify your housing needs and preferences.

Auditor HDS # _____

- e. Recommended other property(ies) to you.
- f. Asked you information about your qualifications to buy a house.
- g. Referred you to another agent who serviced you.
- h. Other (explain) _____

30 17.
 S31Q17

If the requested home was not available for sale or inspection, or the agent did know the status of the property, what did the agent say/do next? (Circle the correct response)

- a. Nothing, requiring you to ask about the availability of other houses similar to the one advertised.
- b. Recommended other properties to you.
- c. Asked you to further identify your housing preference.
- d. Asked you information about your qualifications to buy a house.
- e. Referred you to another agent who serviced you.
- f. Other (explain) _____

31 18.
 S31Q18

If other specific properties were discussed, please indicate whether:
 (Circle the correct response)

- a. The agent selected the specific properties.
- b. You selected specific properties.
- c. You selected some properties, the agent selected others.

If you selected any properties, please indicate the addresses of those properties that are listed by address elsewhere in the report form(s) for this audit.

19. **Describe the type of book or instrument(s) from which properties were selected**
 (Circle all correct responses):

- 32 S31Q19A a. Multiple listing book(s)
- 33 S31Q19B b. Public circulation housing director(ies)
- 34 S31Q19C c. Computer print-out
- 35 S31Q19D d. Computer screen
- 36 S31Q19E e. A television tape on a television screen
- 37 S31Q19F f. Slides, shown on a screen or viewer
- 38 S31Q19G g. Other printed sheet
- 39 S31Q19H h. File cards
- 40 S31Q19I i. Random scraps of paper
- 41 S31Q19J j. No properties were recommended to you by the agent
- 42 S31Q19K k. Other (describe) _____

Auditor HDS # _____

43-44 20. Including the advertised property, how many properties did the agent invite you to inspect on the inside during this site-visit?

S31Q20

Number of Properties _____

45-46 21. How many properties (including the advertised property) did you actually inspect on the inside during this site-visit?

S31Q21

Number of Properties _____

PLEASE COMPLETE A SALES UNIT INSPECTION FORM (441 or 446 FOR CONDOS) FOR EACH PROPERTY INSPECTED ON THE INSIDE DURING THIS SITE-VISIT AND ATTACH THOSE FORMS TO THIS SALES SITE-VISIT REPORT FORM

47-48 22. How many properties did you and the agent inspect (view) from the outside only?

S31Q22

Number of Properties _____

23. Please provide the following information for each property recommended for inspection by the agent that you did not inspect on the inside this site-visit, including those you drove by, but did not inspect on the inside and any others the agent may have recommended for inspection at a later date. Use the Supplemental House Identification Form (D 442) if you need additional space.

49-98 a. Street Address S31Q23A Suppressed

99-123 b. City S31Q23B

1-3 card 006 c. State S31C006 (Use two letter state abbreviation) S31Q23C

4-5 d. Zip Code: S31Q23D

11 e. Number of Bedrooms: S31Q23E

12-17 f. Lowest asking price: \$ S31Q23F

18-57 g. Street Address S31Q23G Suppressed

58-82 h. City S31Q23H

83-84 i. State _____ (Use two letter state abbreviation) S31Q23I

35-89 j. Zip Code: _____ S31Q23J

90 k. Number of Bedrooms: S31Q23K

91-96 l. Lowest asking price: \$ S31Q23L

1-3 card 007 m. Street Address S31Q23M Suppressed S31C007

44-68 n. City S31Q23N

69-70 o. State _____ (Use two letter state abbreviation) S31Q23O

71-75 p. Zip Code: _____ S31Q23P

76 q. Number of Bedrooms: S31Q23Q

77-82 r. Lowest asking price: \$ S31Q23R

S31C008

1-3 card 008 24. What, if any, information did the agent provide you about finding a mortgage company for financing a home purchase? (Circle the correct response)

- 66
- a. The agent provided you with the name/card of one or more mortgage companies. S31Q24
 - b. The agent stated that it would be possible to refer you to one or more mortgage companies, but did not provide specific names.
 - c. That you should shop around and locate a mortgage company.

d. Nothings was said about finding a mortgage company.

25. **When you asked, what information did the agent provide you about the type(s) of financing that might be available? (Circle all of the correct responses):**

- 67 S31Q25A a. The agent discussed FHA/VA financing
- 68 S31Q25B b. The agent discussed other government (state or federal) financing programs (describe)

- 69 S31Q25C c. The agent discussed conventional (private market) financing programs
- 70 S31Q25D d. The agent discussed mortgage assumptions
- 71 S31Q25E e. The agent discussed land contract sales
- 72 S31Q25F f. The agent discussed financing by the seller
- 73 S31Q25G g. The agent provided no information about types of financing
- 74 S31Q25H h. Other (explain) _____

26. **When you asked, what did the agent say about interest rates? (Circle all correct responses):**

- 75 S31Q26A a. The agent gave you specific information about interest rates for all or some of the homes inspected (see Sales Unit Inspection Form)
- 76 S31Q26B b. The agent gave you general information about current interest rates (indicate below, lowest rate stated):

1-3 CARD '009 S31C009

- 4-7 S31Q26B1 FHA/VA _____ . _____ %
- 8-11 S31Q26B2 Other governmental agency _____ . _____ %
- 12-15 Fixed Rate Conventional _____ . _____ % S31Q26B3
- 16-19 Adjustable Rate Conventional _____ . _____ % S31Q26B4
- 20-23 Assumption _____ . _____ % S31Q26B5
- 24-27 Land Contract _____ . _____ % S31Q26B6
- 28-29 Points _____ . _____ % S31Q26B7
- 30 c. The agent stated interest rates were "high" S31Q26C
- 31 d. The agent stated interest rates were "low" S31Q26D
- 32 e. The agent suggested you contact a lender for interest rate information S31Q26E
- 33 f. The agent did not discuss interest rates with you S31Q26F
- 34 g. Other (explain) _____ S31Q26G

27. **What, if anything, did the agent say about "earnest money" or deposits to hold a property pending mortgage approval? (Circle all correct responses):**

- 35 a. That the amount varies, depending on the wishes of the seller S31Q27A
- 36 b. That the amount is usually S31Q27B
- 37-42 Give amount \$ S31Q27B1 _____ . _____
- 43 c. That the amount is usually S31Q27C
- 44-47 Give percent _____ . _____ % S31Q27C1
- 48 d. The agent did not discuss "earnest money" with you S31Q27D

49 S31Q27E e. Other (explain) _____
 28. **When you asked, what did the agent say about down payments in a mortgage transaction?**
 (Circle all correct responses):

50 S31Q28A a. The agent gave you specific information about the down payment for all or most of the homes inspected (see Sales Unit Inspection Form)

51 S31Q28B b. The agent gave you general information about typical downpayment requirements: (If given by agent, indicate % required)

52-53 S31Q28B1 FHA/VA _____ %

54-55 S31Q28B2 Other governmental agency _____ %

56-57 S31Q28B3 Fixed Rate Conventional _____ %

58-59 S31Q28B4 Adjustable Rate Conventional _____ %

60-61 S31Q28B5 Assumption _____ %

62-63 S31Q28B6 Land Contract _____ %

64 S31Q28D d. The agent did not discuss downpayment requirements with you

65 S31Q28E e. Other (explain) _____

29. **After you indicated to the agent your interest in the advertised unit, what other information, if any, did the agent ask you for or did you volunteer about your housing needs?**
 (Circle all correct responses under the appropriate column):

	Agent Asked for	You Volunteered	
65 S31Q29A	1	2	Number of bedrooms desired
66 S31Q29B	1	2	Price of home desired
67 S31Q29C	1	2	Community/Neighborhood desired
68 S31Q29D	1	2	When you wished to move
69 S31Q29E	1	2	The size of your family
70 S31Q29F	1	2	The ages of your children
71 S31Q29G	1	2	Your current housing situation
			Other items (list)
72 S31Q29H	1	2	_____
73 S31Q29I	1	2	_____
74 S31Q29J	1	2	_____
75 S31Q29K	1	2	_____

30. **What information, if any, did the agent request or did you volunteer about your qualifications to purchase a house?** (Circle all correct responses under the appropriate columns):

Agent You
 Asked Volunteered
 for

1-3 CARD 010 S31C010

4 S31Q30A 1 2 Your marital status

5 S31Q30B 1 2 Your income

Auditor HDS # _____

- | | | | | |
|----|---------|---|---|------------------------------------|
| 6 | S31Q30C | 1 | 2 | Your spouse's income |
| 7 | S31Q30D | 1 | 2 | Your employment |
| 8 | S31Q30E | 1 | 2 | Your spouse's employment |
| 9 | S31Q30F | 1 | 2 | Your citizenship/employment status |
| 10 | S31Q30G | 1 | 2 | Your savings/assets |
| 11 | S31Q30H | 1 | 2 | Your debts |
| 12 | S31Q30I | 1 | 2 | Your credit references |
| 13 | S31Q30J | 1 | 2 | Your personal references |
| 14 | S31Q30K | 1 | 2 | Amount available for downpayment |
| | | | | Other items (list) |
| 15 | S31Q30L | 1 | 2 | _____ |
| 16 | S31Q30M | 1 | 2 | _____ |
| 17 | S31Q30N | 1 | 2 | _____ |
| 18 | S31Q30O | 1 | 2 | _____ |

31. **What information did the agent request from you about how you could be reached?**
 (Circle all correct responses):

- | | | | |
|----|---------|----|--|
| 19 | S31Q31A | a. | Your name |
| 20 | S31Q31B | b. | Your home telephone number |
| 21 | S31Q31C | c. | Your office telephone number |
| 22 | S31Q31D | d. | Your home address |
| 23 | S31Q31E | e. | Your business address |
| 24 | S31Q31F | f. | Agent did not specify, only asked how you could be reached |
| 25 | S31Q31G | g. | Other (explain) _____ |

32. **Was any of that information recorded, if so, how?** (Circle all correct responses):

- | | | | |
|----|---------|----|---|
| 26 | S31Q32A | a. | Yes, your name, by the agent on a standard form, file card, book or computer file |
| 27 | S31Q32B | b. | Yes, address(es), by the agent on a standard form, file card, book or computer file |
| 28 | S31Q32 | c. | Yes, your telephone number(s), by the agent, on a standard form, file card, book or computer file |
| 29 | S31Q32D | d. | Yes, your name, by the agent, on a random piece of paper or pad |
| 30 | S31Q32E | e. | Yes, your address(es), by the agent, on a random piece of paper or pad |
| 31 | S31Q32F | f. | Yes, your telephone number(s), by the agent on a random piece of paper or pad |
| 32 | S31Q32G | g. | Something was recorded by the agent but you could not determine what was recorded |
| 33 | S31Q32 | h. | You recorded your name, phone number and/or address on a Guest Card or Guest Registry and gave it to the agent |
| 34 | S31Q32I | i. | You recorded your name, phone number and/or address on an application and left it with the agent |
| 35 | S31Q32J | j. | You recorded your name, phone number and/or address on some other document, instrument or piece of paper and left it with the agent |
| 36 | S31Q32K | k. | Neither your name, address or phone number were recorded by you or the agent |

Auditor HDS # _____

37 33. **What, if anything, did the agent say about calling back or following up after this visit?**
 S31Q33 (Circle the correct response):

- a. That the agent will call/contact you.
- b. That you should call/contact the agent.
- c. Nothing was said.
- d. Other (explain) _____

34. **What, if anything, did the agent say about your qualifications to purchase a home in the price range requested? (Circle all correct responses):**

- 38 S31Q34A a. The agent recommended that you consider higher priced homes
- 39 S31Q34B b. The agent indicated that you would easily qualify
- 40 S31Q34C c. The agent indicated you would probably qualify
- 41 S31Q34D d. The agent didn't know whether you could qualify
- 42 S31Q34E e. The agent indicated you might have difficulty qualifying
- 43 S31Q34F f. The agent indicated that you should consider a lower price home
- 44 S31Q34G g. The agent doubted that you could qualify for any home purchase
- 45 S31Q34H h. Nothing was said about your qualifications to purchase a home

SPECIAL INSTRUCTIONS FOR QUESTIONS 35, 36 AND 37: *If comments were made by the agent about other neighborhoods or communities, in the categories requested in Questions 35, 36, and 37, please complete a separate Form D 443 for each neighborhood/community mentioned.*

35. **What, if anything, did the agent say to encourage you to consider purchasing a home in a specific neighborhood or community? (List the neighborhood/community by name and then write in the appropriate letter designation and the item number for all correct responses. Census tract information will be completed by your local Audit Supervisor.)**

46 S31Q35A a. The agent said nothing to encourage you to consider purchasing a home in a specific neighborhood or community.

47-56 S31Q35Bb. Name of first neighborhood/community that was mentioned: _____

57 S31Q35C c. Does this neighborhood include more than one census tract?

Y Yes

N No (SKIP to d2.)

If this neighborhood does include more than one census tract, please give the range of tracts included in this neighborhood.

58-63 d1. S3135D1A _____ . _____

64-69 S3135D1B _____ . _____

70-75 S3135D1C _____ . _____

1-3 CARD 011 S3135D1D _____ . _____

4-9 S3135D1E _____ . _____

10-15 S3135D1F _____ . _____

16-21 S3135D1F _____ . _____

If this neighborhood is only one census tract, please list the number:

22-27 d2. Census Tract S31Q35D2 _____ . _____

(Circle all correct responses)

- 28 S31Q35E e. That the neighborhood/community is a good investment, home values are rising
- 29 S31Q35F f. That homes in the neighborhood/community are a good value, below what you would pay elsewhere
- 30 S31Q35G g. That the neighborhood/community is beautiful, with lots of attractive homes
- 31 S31Q35H h. That the neighbors really care about their community
- 32 S31Q35G i. That the neighborhood/community has excellent schools, stores, recreation facilities
- 33 S31Q35J j. That the neighborhood/community is conveniently located to jobs, schools, etc.
- 34 S31Q35K k. That the neighborhood/community is very safe, secure, quiet
- 35 S31Q35L l. That the neighborhood/community is very cosmopolitan, a good mix of people
- 36 S31Q35I m. That the neighborhood/community is a very tight, close knit community, people know each other
- 37 S31Q35N n. That this neighborhood/community is just right for you
- 38 S31Q35O o. Other (describe): _____
- 39 S31Q35P p. Other (describe): _____
- 40 S31Q35Q q. Other (describe): _____

36. **What, if anything, did the agent say to discourage you from considering purchasing a house in any specific neighborhood/community?** (Circle all correct responses):

- 41 S31Q36R a. Nothing was said by the agent to discourage you from considering the purchase of a home in any specific neighborhood/community.

For comments made about the neighborhood/community identified in Question #35 answer the following:

- 42 S31Q36B b. That this neighborhood/community is not a good investment, prices haven't been holding
- 43 S31Q36B c. That houses in the neighborhood/community are overpriced, not a good value
- 44 S31Q36D d. That this neighborhood/community has been neglected, rundown
- 45 S31Q36E e. That the schools, stores, community facilities are not too good
- 46 S31Q36E f. That the neighborhood/community has had alot of problems with safety, security
- 47 S31Q36G g. That people in this neighborhood/community are not very friendly
- 48 S31Q36I h. That you would really be a long way from your jobs and friends in this neighborhood/community
- 49 S31Q36I i. That you probably wouldn't like this neighborhood/community
- 50 S31Q36J j. Other (describe) _____
- 51 S31Q36K k. Other (describe) _____
- 52 S31Q36L l. Other (describe) _____

37. **What, if any, statements about race or national origin did the agent make?**
 (Circle all correct responses)

- 53 S31Q37A a. No statements about race or national origin were made by the agent.

Auditor HDS # _____

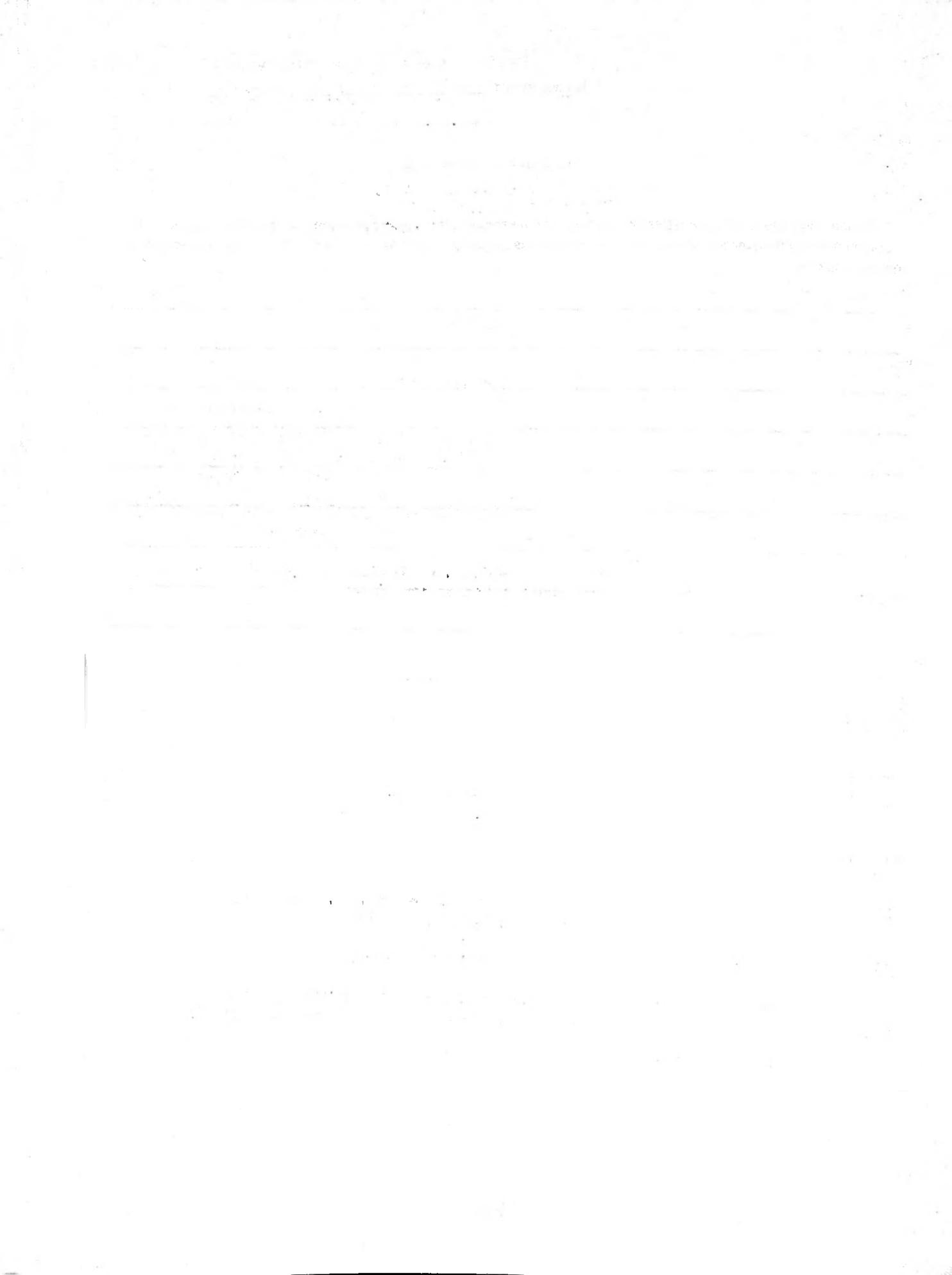
For comments made about the neighborhood/community identified in Question #35 answer the following:

- 54 S31Q37B b. The majority of people in the neighborhood/community are:
- B. Black
 - H. Hispanic
 - W. White
- 55 S31Q37C c. The prices have remained high because there are very few (no) people in the neighborhood community who are:
- B. Black
 - H. Hispanic
 - W. White
- 56 S31Q37D d. The prices have gone down because there are a lot (an increasing number) of people in the neighborhood/community who are:
- B. Black
 - H. Hispanic
 - W. White
- 57S31Q37E e. You might not feel comfortable here because so many of the people who live here are:
- B. Black
 - H. Hispanic
 - W. White
- 58 S31Q37F f. The people in the neighborhood/community would not be happy if someone sold a house in the neighborhood/community to someone who is:
- B. Black
 - H. Hispanic
 - W. White
- 59 S31Q37G g. You might like this neighborhood/community because a lot (some) of the people who live here are:
- B. Black
 - H. Hispanic
 - W. White
- 60 S31Q37H h. Other Statements (give exact quotes)

NC

CHRONOLOGICAL NARRATIVE

Please complete a narrative statement placing in chronological order the sequence of events on this site-visit. Use quotation marks wherever possible to designate statements by you or a representative of the firm visited. Use additional sheets, if needed.



- c. None, with no referral to any person or phone at the condo association.
- d. Some, with no referral to the condo association.
- e. Other (explain) _____

5. What, if anything, did the agent say about a condo association membership fee?

(Circle the letter of the correct response)

- 60-64 a. Gave a specific amount: \$ _____,
 S36Q5A per (D=daily W=Weekly M=Monthly Y=Yearly)
 65(S36Q5A1)
- 66-70 b. Gave a range: \$ _____,
 S36Q5B1 to \$ _____
 71-75 (76-S36Q25B) per (D=daily W=Weekly M=Monthly Y=Yearly)
 S36Q5B2
- 77 c. Agent did not know, referred you to the condo
 S36Q5C association.
- 78 d. Agent did not know, did not refered you
 S36Q25D to the condo association.
- 79 e. Nothing was said about membership fees.
 S36Q5E

6. What, if anything, did the agent say about your chances of being approved for membership in this condo association?

(Circle the letters for all correct responses):

- | | | | |
|-----|------|-----|---------|
| 1-3 | CARD | 003 | S36C003 |
|-----|------|-----|---------|
- 4 S36Q6A a. That membership approval is routine, there should be no problem.
 - 5 S36Q6B b. That membership in the condo is carefully reviewed, approval is not routine
 - 6 S36Q6C c. That you may have difficulty being approved for membership
 - 7 S36Q6D d. That you should make sure you will be approved for membership before the final closing on the property
 - 8 S36Q6E e. That you don't have to apply for membership until after the final closing on the property
 - 9 S36Q6F f. Nothing was said about chances for membership approval
 - 10 S36Q6G g. Other (explain) _____

7. Which, if any, of the following did the agent state were services provided by this condominium association? (Circle the letters for all correct responses):

- 11 S36Q7A a. Exterior maintenance provided
- 12 S36Q7B b. No extra charges for use of club house by members
- 13 S36Q7C c. No extra charges for access to cable television system
- 14 S36Q7D d. No extra charges for access to pool/sasuna/spa
- 15 S36Q7E e. No extra charges for parking/garage privileges
- 16 S36Q7F f. No extra charges for access to laundry facilities
- 17 S36Q7G g. Agent did not mention any specific services provided by the condo association
- 18 S36Q7H h. Other "no extra charge" items (describe) _____

8. Which, if any, of the following did the agent say to you about ownership of a condominium in this condominium association? (Circle the letters for all correct responses):

- 19 S36Q8A a. That this condominium was a good financial investment
- 20 S36Q8B b. That the taxes are reasonable at this condo
- 21 S36Q8C c. That this association is well run
- 22 S36Q8D d. That the units in this condo are well maintained
- 23 S36Q8E e. That units move quickly in this condo, you should apply soon
- 24 S36Q8F f. That this condo is over priced
- 25 S36Q8G g. That the agent has heard of problems with this condo
- 26 S36Q8H h. That units at this condo have not been well maintained
- 27 S36Q8I i. That you may want to consider other condo associations
- 28 S36Q8J j. Nothing was said by the agent about the value of ownership of a unit in this condo association
- 29 S36Q8K k. Other (explain) _____



- 47 S41Q11H h. That it will appreciate in value
- 48 S41Q11I i. That the house is a good buy right now
- 49 S41Q11J j. That the house comes with a home buyers warranty
- 50 S41Q11K k. That the agent just "loves" this house
- 51 S41Q11L l. No positive comments made by the agent
- 52 S41Q11M m. Other (describe) _____

12. Negative comments

- 53 S41Q12A a. That the house has not been kept up
- 54 S41Q12B b. That the house was not very well constructed
- 55 S41Q12C c. That the house is not very well designed
- 56 S41Q12D d. That the house is expensive to maintain
- 57 S41Q12E e. That there are some major items (furnace, electrical system, plumbing, etc.) that will need repair
- 58 S41Q12F f. That the house does not come with a home buyers warranty
- 59 S41Q12G g. That the taxes are quite high
- 60 S41Q12H h. That the utility costs are high
- 61 S41Q12I i. That the house is overpriced
- 62 S41Q12J j. That the house is not likely to appreciate in value
- 63 S41Q12K k. That the agent does not like this house
- 64 S41Q12L l. No negative statements made by the agent about this house
- 65 S41Q12M m. Other (describe) _____

13. Which, if any, of the following did the agent say about the neighborhood and/or community in which the house is located? (Circle all correct responses):

Positive statements

- 66 S41Q13A a. That this is in a nice, quiet neighborhood/community
- 67 S41Q13B b. That the neighbors really care about the community
- 68 S41Q13C c. That the neighborhood/community is very safe
- 69 S41Q13D d. That the neighborhood/community has good schools
- 70 S41Q13E e. That the neighborhood/community has good stores, recreational facilities, etc.
- 71 S41Q13F f. That the neighborhood/community is conveniently located
- 72 S41Q13G g. That buying a home in this neighborhood/community is a good investment
- 73 S41Q13H h. No positive statements made about the neighborhood/community in which the house is located
- 74 S41Q13I i. Other (describe) _____

1-3 CARD 003 | S41C003

14. Negative statements:

- 4 S41Q14A a. That some of the neighbors have not taken very good care of their property
- 5 S41Q14B b. That this neighborhood/community has been neglected
- 6 S41Q14C c. That it is not very safe in this community/neighborhood
- 7 S41Q14D d. That you might not feel comfortable in this neighborhood/community
- 8 S41Q14E e. That the schools are not very good
- 9 S41Q14F f. That the stores, recreational facilities, etc. are not good
- 10 S41Q14G g. That you can get a better home for the money in a different neighborhood/community
- 11 S41Q14H h. That this neighborhood/community is not a very good investment
- 12 S41Q14I i. No negative statements about the neighborhood/community were made by the agent
- 13 S41Q14J j. Other (describe): _____

15. From your observation describe the physical condition of the house.
 (Circle all correct responses)

- 14 S41Q15A a. New home, under construction
- 15 S41Q15B b. New home, construction completed, ready for occupancy
- 16 S41Q15C c. Previously occupied home
- 17 S41Q15D d. Fresh interior paint/wallpaper
- 18 S41Q15E e. Clean floors, walls
- 19 S41Q15F f. No broken windows, doors, electrical or plumbing fixtures
- 20 S41Q15G g. Lawn, shrubs, exterior of building neat, good repair
- 21 S41Q15H h. Interior paint/wallpaper was peeling
- 22 S41Q15I i. Debris on floor
- 23 S41Q15J j. Broken windows, doors, electrical or plumbing fixtures
- 24 S41Q15K k. Exterior paint peeling, gutters, screens need repair
- 25 S41Q15L l. Lawns, shrubs, exterior areas in need of care
- 26 S41Q15M m. Other (describe) _____

|442| _____ | _____ | _____ | _____ | _____ | _____ |
 SMSA Audit # Type R/NO Ad Week
 Auditor HDS # _____

**HOUSING DISCRIMINATION STUDY
 SUPPLEMENTAL HOUSE IDENTIFICATION FORM**

1-3 Card |001| S42C001
 4-10 Identifier1 |442| _____ | S42SMSA
 SMSA
 11-18 Identifier2 | _____ | _____ | _____ | _____ |
 Audit # Type R/NO Ad week S42ID2

This form is to be used by HDS Auditors as a supplement to Question #23 on the Sales Site-Visit Report Form (D 431). List any additional houses/units identified for inspection or consideration by a sales agent, either on a site-visit or in a follow-up contact, that were not actually inspected by the auditor. If you use more than one page, please mark the page numbers below:
 This is page # _____ of _____ pages.

FOR ALL HOMES RECOMMENDED FOR INSPECTION BY THE AGENT, (but not actually inspected), PLEASE PROVIDE AS MUCH OF THE FOLLOWING INFORMATION AS YOU OBTAINED FOR EACH HOUSE/UNIT (use as many pages as necessary):

NC 1a. HOUSE # _____
 Address _____
 19-58 b. _____ S42Q1B Suppressed
 number street
 59-83 c. _____ S42Q1C
 city
 84-85 d. _____ (Use two letter abbreviation) S42Q1D
 state
 36-90 e. _____ S42Q1E
 zip
 91-96 f. Asking Price \$ _____ S42Q1F
 97 g. Number of Bedrooms _____ S42Q1G
 1-3 card002 HOUSE # _____ S42C002
 Address _____
 4-43 b. _____ S42Q2B Suppressed
 number street
 44-68 c. _____ S42Q2C
 city
 69-70 d. _____ (Use two letter abbreviation) S42Q2D
 state
 71-76 e. _____ S42Q2E
 zip
 1-3 card 003 S42C003
 4-9 f. Asking Price \$ _____ S42Q2F
 10 g. Number of Bedrooms _____ S42Q2G



|443| _____ | _____ | _____ | _____ | _____ |
 SMSA Audit # Type R/NO Ad Week
 Auditor HDS # _____

**HOUSING DISCRIMINATION STUDY
 SUPPLEMENTAL NEIGHBORHOOD/COMMUNITY COMMENT FORM**

1-3 Card |001| S43C001
 4-10 Identifier1 |443| _____ | S435MSA
 SMSA
 11-18 Identifier2 | _____ | _____ | _____ | _____ | S43ID2
 Audit # Type Race Ad Week

INSTRUCTIONS: Use this form in relation to Questions 35, 36 and 37 of the Sales Site-Visit Report Form (D 431).

1. What, if anything, did the agent say to encourage you to consider purchasing a home in specific neighborhoods or communities? (List the neighborhood/community by name and then write in the appropriate letter designation and the item number for all correct responses. Census tract information will be completed by your local Audit Supervisor.)

19S43Q1A a. Nothing was said by the agent to encourage you to consider purchasing a home in this neighborhood.

If agent provided encouraging information complete the following:

Neighborhood/Community

20-59 b. Name _____
 S43Q1B

60 c. Does this neighborhood include more than one census tract?
 S43Q1C Yes
 No (SKIP TO d2.)

1-3 card 002
 S43C002

If this neighborhood does include more than one census tract, please give the range of tracts included in this neighborhood.

31-36 d1. _____ . _____ S43Q1D1A
 37-42 _____ . _____ S43Q1D1B
 43-48 _____ . _____ S43Q1D1C
 49-54 _____ . _____ S43Q1D1D
 55-60 _____ . _____ S43Q1D1E
 61-66 _____ . _____ S43Q1D1F

If this neighborhood is only one census tract, please list the number:

67-72 d2. Census Tract S43Q1D2 . _____

- 21 S43Q2E e. That the schools, stores, community facilities are not too good
 - 22 S43Q2F f. That the neighborhood/community has had alot of problems with safety, security
 - 23 S43Q2G g. That people in this neighborhood/community are not very friendly
 - 24 S43Q2H h. That you would really be a long way from your jobs and friends in this neighborhood/community
 - 25 S43Q2I i. That you probably wouldn't like this neighborhood/community
 - 26 S43Q2J j. Other (describe) _____
 - 27 S43Q2K k. Other (describe) _____
 - 28 S43Q2L l. Other (describe) _____
3. What, if any, statements about race or national origin did the agent make in relation to this neighborhood/community? (Circle all correct responses)
- 29 S43Q3A a. No statements about race or national origin were made by the agent in relation to this neighborhood/community.
 - 30 S43Q3B b. The majority of people in the neighborhood/community are:
 - B. Black
 - H. Hispanic
 - W. White
 - 31 S43Q3C c. The prices have remained high because there are very few (no) people in the neighborhood/community who are:
 - B. Black
 - H. Hispanic
 - W. White
 - 32 S43Q3D c. The prices have gone down because there are a lot (an increasing number) of people in the neighborhood/community who are:
 - B. Black
 - H. Hispanic
 - W. White

- 33 S43Q3E E. You might not feel comfortable here because so many of the people who live here are:
- B. Black
 - H. Hispanic
 - W. White
- 34 S43Q3F F. The people in the neighborhood/community would not be happy if someone sold a house in the neighborhood/community to someone who is:
- B. Black
 - H. Hispanic
 - W. White
- 33 S43Q3G G. You might like this neighborhood/community because a lot (some) of the people who live here are:
- B. Black
 - H. Hispanic
 - W. White
- 34 S43Q3H H. Other Statements (give exact quotes)
-

|446| _____ | _____ | _____ | _____ | _____ |
 SMSA Audit # Type R/NO Ad Week
 Auditor HDS # _____

HOUSING DISCRIMINATION STUDY
 CONDOMINIUM UNIT INSPECTION FORM

1-3 Card |001| S46C001

4-10 Identifier1 |446| _____ | S46SMSA
 SMSA

11-18 Identifier2 | _____ | _____ | _____ | _____ | S46ID2
 Audit # Type R/NO Ad Week

19-24 1. Date unit inspected: _____ / _____ / _____
 S46Q1 month day year

25-29 2. a. Time inspection began: _____ : _____ :
 S46Q2 hour minute
 b. AM or PM

30-34 3. a. Time inspection finished: _____ : _____ :
 S46Q3 hour minute
 b. AM or PM

35-44 4. Identify the Condominium Association discussed (see Cover
 S46Q4 Sheet, Item #7, and use the same number here)

45-84 5. Identify condo unit inspected:

S46Q5A Suppressed a. Address _____
 number street

85-109 b. _____
 S46Q5B city

110-111 c. _____
 S46Q5C state

112-116 d. _____
 S46Q5D ZIP

117-123 e. _____ . _____
 S46Q5E census tract

1-3 CARD |002| S46C002

4 f. Number of bedrooms _____ S46Q5F

5-10 g. Asking Price \$ _____ , _____ . S46Q5G

11
S46Q6

6. Please describe the unit in relation to your site-visit assignment: (Circle the letter of the correct response)

- a. It is the unit advertised and initially requested by you.
- b. A unit of the same bedroom size and purchase price as the advertised unit.
- c. A similar unit, but not exactly the same as your first choice (explain difference) _____
- d. Your second choice.
- e. Other (explain) _____

12-13
S46Q7

7. If located in an apartment building of five units or more, on which floor was the inspected unit located? (Give exact number)

14
S46Q8

8. If not in an apartment building please describe the unit. (Circle the letter for the correct response):

- a. A single family, detached home.
- b. One-half of a side-by-side duplex.
- c. One half of a two family flat.
- d. A house or townhouse in a row of attached houses.
- e. An apartment in a building/house with four or fewer units.
- f. Other (describe) _____

9. What type(s) of financing did the agent say would be available for this unit? (Circle the letters for all correct responses):

15 S46Q9A
16 S46Q9B
17 S46Q9C
18 S46Q9D
19 S46Q9E
20 S46Q9F
21 S46Q9G
22 S46Q9H

- a. FHA/VA
- b. Other government agency financing
- c. Standard Conventional
- d. Adjustable Rate Conventional
- e. Assumption
- f. Land Contract
- g. Seller financed
- h. Other (describe) _____

10. What, if anything, did the agent say would be the lowest interest rate available for this unit?

23-26
S46Q10

— — . — — %

11. What would be the least amount of downpayment required for this unit?

Indicate dollar amount:

27-31

\$ — — — —
 OR

S46Q11A

percent of asking price:

32-35

— — — — %

S46Q11B

12. What, if anything, did the agent say would be the monthly service (membership or carrying) charge payable to the condo association for this unit?

\$ — — — —

36-39

S46Q12

40

S46Q13

13. When did the agent tell you the unit would be available for occupancy? (Circle the letter for the correct response)

- a. Immediately.
- b. One month or less.
- c. Two to three months.
- d. Three to six months.
- e. Six months or more.
- f. More than six months.
- g. Agent did not say.

14. What did the agent say about submitting an offer on this unit? (Circle the letters for all correct responses):

41 S46Q14A

- a. That you could submit an offer immediately
- b. That the agent could not accept an offer at this time
- c. That you should submit an offer immediately or as soon as possible

42 S46Q14B

43 S46Q14C

44 S46Q14D

- d. That you should look at other properties before making an offer

15. Did the agent say any of the following things to you about the unit? (Circle the letters for all correct responses):

Positive comments:

45 S46Q15A

- a. That the unit is spacious and comfortable
- b. That the unit has been well maintained
- c. That the unit is in an excellent location in the condo
- d. That the unit is priced well
- e. That the unit is likely to appreciate in value
- f. That the items left by the owner (or that come with the condo - appliances, light fixtures, etc.) are in good condition

46 S46Q15B

47 S46Q15C

48 S46Q15D

49 S46Q15E

50 S46Q15F

51 S46Q15G

- g. That the view is good
- h. That the agent just "loves" this unit
- i. Other (describe) _____

52 S46Q15H

53 S46Q15I

16. Negative comments:

- 54S46Q16A a. That the unit has not been well maintained
- 55S46Q16B b. That the unit is expensive to maintained
- 56S46Q16C c. That the taxes are quite high
- 57S46Q16D d. That the utility costs are high
- 58S46Q16E e. That the unit is overpriced
- 59S46Q16F f. That the unit is not likely to appreciate in value
- 60S46Q16G g. That the agent does not really like this unit
- 61S46Q16H h. Other (describe) _____

17. From your own observation, describe the physical condition of the unit. (Circle the letters for all correct responses):

- 62S46Q17A a. New unit, still under construction
- 63S46Q17B b. New home, construction completed, ready for occupancy
- 64 S46Q17C c. Previously occupied unit
- 65 S46Q17D d. Being rehabilitated, repaired, not ready for occupancy
- 66 S46Q17E e. Newly rehabbed, ready for occupancy
- 67 S46Q17F f. Fresh (clean) interior paint/wallpaper
- 68 S46Q17G g. Clean floors, walls
- 69 S46Q17H h. No broken windows, doors, electrical or plumbing fixtures
- 70 S46Q17I i. Lawn, shrubs, exterior of building neat, good repair
- 71 S46Q17J j. Interior paint/wallpaper was peeling, in need of repair
- 72 S46Q17K k. Dirt and debris on floor, walls
- 73 S46Q17L l. Broken windows, doors, electrical or plumbing fixtures
- 74 S46Q17M m. Exterior paint peeling, gutters, screens need repair
- 75 S46Q17N n. Lawns, yard and driveway need maintenance
- 76 S46Q17O o. Other (describe) _____

* * * * *

|451| _____ | _____ | _____ | _____ |
SMSA AUDIT # TYPE R/NO AD Week
Auditor HDS # _____

HOUSING DISCRIMINATION STUDY
SALES SITE-VISIT FOLLOW-UP CONTACT FORM

1-3 Card |001| S51C001
4-10 Identifier1 |451| S51SMSA
SMSA
11-18 Identifier2 | S51ID2
Audit # Type R/NO Ad Week

19-24 1. DATE OF FOLLOW-UP CONTACT:

S51Q1
month / day / year

25 2. TYPE OF FOLLOW-UP (Circle the letter for the correct response):

- S51Q2
- a. A phone call from the agent who interviewed you.
 - b. A phone call from someone else at the firm/complex visited.
 - c. A personal visit from the agent who interviewed you.
 - d. A personal visit from someone else at the firm/complex visited.
 - e. A mailing from the agent or firm/office visited.
 - f. A chance meeting with the agent or someone from the firm/complex visited.
 - g. Other (describe) _____

3. WHAT WAS THE PURPOSE/CONTENT OF THE CONTACT? (Circle all correct responses):

- 26 S51QA a. To set up an appointment at the agent's office
- 27 S51QB b. To set up an appointment with you to inspect houses
- 28 S51QC c. To advise you of houses that you might want to inspect/consider.
- 29 S51QD d. To inquire if you were still interested in looking at houses(s) and/or having the agent continue to look for houses for you

- 30 e. To confirm information you may have provided to them or to request additional information about yourself or your qualifications
S51Q3E
- 31 f. To provide you with more information about the firm/office or housing available through that firm/office
S51Q3F
- 32 g. To encourage you to continue working with the agent
S51Q3G
- 33 h. Other (explain) _____

S51Q3H IF THE AGENT IDENTIFIED SPECIFIC HOUSES FOR YOU TO INSPECT OR CONSIDER, PLEASE LIST ALL OF THOSE HOUSES ON THE "SUPPLEMENTAL HOUSE IDENTIFICATION FORM"(D 442) AND ATTACH IT TO THIS FORM.

NC 4. IN NARRATIVE FORM, PLEASE INDICATE:

What did the person state to or request of you? _____

What was your response? _____

What, if anything, did you request of the agent/firm? _____

What was the response? _____

34-37 5. WHAT WAS THE LENGTH OF THE CONTACT:

S51Q5 _____ : _____
 minutes seconds

38-39 6. IF, AFTER TEN (10) DAYS, YOU DID NOT RECEIVE A FOLLOW-UP CONTACT FROM THE AGENT,

S51Q6 WRITE IN THE NUMBER '10', HERE: _____

- 38 S71Q4 4. Availability of "similar" or "second choice" houses/units
 (Circle the correct response)
- a. Both auditors were provided the same information about "similar" or "second choice" houses/units.
 - b. Black/Hispanic auditor was provided more favorable information.
 - c. White/Anglo auditor was provided more favorable information. (Note: apply "more favorable" to the number of houses/units and the date, or probable date, available; and to the existence and length of a waiting list.)
 - d. Unable to determine.
 - e. Other (explain) _____
-
- 39 S71Q5 5. Invitations to inspect houses/units
 (Circle the correct response)
- a. Both auditors invited to inspect the same number of houses/units.
 - b. Black/Hispanic auditor invited to inspect more houses/units.
 - c. White/Anglo auditor invited to inspect more houses/units.
 - d. Unable to determine.
 - e. Other (explain) _____
-
- 40 S71Q6 6. Houses/units inspected
 (Circle the correct response)
- a. Both auditors inspected the same number of houses/units.
 - b. Black/Hispanic auditor inspected more houses/units.
 - c. White/Anglo auditor inspected more houses/units.
 - d. Unable to determine.
 - e. Other (explain) _____
-
- 41 S71Q7 7. Purchase price and other financial information about advertised house/unit
 (Circle the correct response)
- a. Both auditors were provided same information.
 - b. Black/Hispanic was auditor provided more favorable information.
 - c. White/Anglo was auditor provided more favorable information. (Note: apply "more favorable" to amount of purchase price, downpayment needed, type of financing available, stated interest rates.)
 - d. Unable to determine.
 - e. Other (explain) _____
-
- 42 S71Q8 8. Purchase price and other financial information about other "similar" or "second choice" requests.
 (Circle the correct response)
- a. Both auditors were provided the same information about the cost of other units and the and terms of financing available.
 - b. Black/Hispanic auditor was provided more favorable information.

- c. White/Anglo auditor was provided more favorable information.
(Note: apply "more favorable" to the purchase price, downpayment needed, type of financing available, stated interest rates.)
- d. Unable to determine.
- e. Other (explain) _____

43
S71Q9

9. Qualifications to purchase

(Circle the correct response)

- a. Both auditors were provided the same information about the qualifications needed to purchase a house/unit.
- b. Black/Hispanic auditor was provided more favorable information.
- c. White/Anglo audit was provided more favorable information.
(Note: apply "more favorable" to differences in income requirements; family size or composition requirements; asset requirements; level of debt; credit checks length of time to be approved.)
- d. Unable to determine.
- e. Other (explain) _____

44S71Q10

10. Quality of houses/units offered

(Circle the correct response)

- a. Both auditors were offered units of comparable quality.
- b. Black/Hispanic auditor was offered units of higher quality.
- c. White/Anglo auditor was offered units of higher quality.
(Note: apply "higher quality" to the relationship of the offering to the actual request of the auditor; the physical appearance of the unit; the physical appearance of the neighborhood/community in which the houses/units are located.)
- d. Unable to determine.
- e. Other (explain) _____

45
S71Q11

11. Racial/ethnic steering

(Circle the correct response)

- a. Neither auditor was steered or encouraged away from the requested property.
- b. The Black/Hispanic auditor was steered to houses/units in a more integrated or predominantly Black/Hispanic complex or area.
- c. The Black/Hispanic auditor was steered to houses/units in a less integrated or predominantly White/Anglo complex or area.
- d. The White/Anglo auditor was steered to houses/units in a more integrated or predominantly Black/Hispanic complex or area.
- e. The White/Anglo auditor was steered to houses/units in a less integrated or predominantly White/Anglo complex or area.
- f. Unable to determine.
- g. Other (explain) _____

46

12. Racial remarks

(Circle the correct response)

S71Q12

- a. No racial remarks were made by the agent to either auditor.
- b. Negative racial remarks about Blacks/Hispanics or Black/Hispanic neighborhoods or communities were made to the Black/Hispanic auditor.
- c. Negative racial remarks about Blacks/Hispanics or Black/Hispanic neighborhoods or communities were made to the White/Anglo auditor.
- d. Neutral or positive remarks about any race or ethnic group were made to the Black/Hispanic auditor.
- e. Neutral or positive remarks about any race or ethnic group were made to the White/Anglo auditor.
- f. Negative racial remarks about Whites/Anglos or White/Anglo neighborhoods or communities were made to the Black/Hispanic auditor.
- g. Negative racial remarks about Whites/Anglos or White/Anglo neighborhoods were made to the White/Anglo auditor.
- h. Unable to determine.
- i. Other (explain) _____

47

13. Follow-up contact

(Circle the correct response)

S71Q13

- a. Neither auditor received follow-up contacts from the agent.
- b. Both auditors received comparable follow-up contacts from the agent.
- c. The Black/Hispanic auditor received a more favorable follow-up contact from the agent.
- d. The White/Anglo auditor received a more favorable follow-up contact from the agent.
 (Note: apply "more favorable" to: the purpose of the contact; the type of contact; the quality of services offered to be provided by the agent during the contact.)
- e. Unable to determine.
- f. Other (explain) _____

48

14. Considering the entire sequence of events on this audit, does the audit show

(Circle the correct response)

S71Q14

- a. That both auditors received substantially the same information and treatment.
- b. That the Black/Hispanic auditor received somewhat more favorable information and treatment.
- c. That the Black/Hispanic auditor received substantially more favorable information and treatment.
- d. That the White/Anglo auditor received somewhat more favorable information and treatment.
- e. That the White/Anglo auditor received substantially more favorable information and treatment.
- f. Unable to determine.
- g. Other (explain) _____

AUDIT CONTROL FORM - RENTAL

1-2 CARD | 01 |

R91C01

3-14 Audit Identification | 391 | _____ | _____ | _____ |
R91ID SMSA Audit# Type

15-16 Ad Week _____

R91WEEK

EXTRACT THE FOLLOWING INFORMATION FROM FORM 301:

1. What is the HDS number for:

17-20 Minority Auditor _____ (Q1b)

R91Q1A

21-24 Majority Auditor _____ (Q1d)

R91Q1B

25 2. What is the sex of the audit team? (Circle response) (Q2)

R91Q2

F. Female

M. Male

26 3. What is the first choice bedroom size? (Q4a)

R91Q3

Size _____

4. What is the rent range requested by auditor?

27-31 From \$ _____ (Q5a)

R91Q4A

32 Per D W M Y (where D=Daily, W=Weekly, M=Monthly, Y=Yearly)

R91Q4B

33-37 To \$ _____ (Q5c)

R91Q4C

38 Per D W M Y (where D=Daily, W=Weekly, M=Monthly, Y=Yearly)

R91Q4D

39 5. Did majority auditor go first? (Circle Y if response to Question 8
R91Q5 is B and/or D)

Y. Yes

N. No

40-59 6. What is the national origin of the hispanic auditor? (Q12a)

R91Q6

National Origin _____

7. Complete the following information for both auditors:

		Minority Auditor	Majority Auditor
60-61 R91Q7A	Age	_____ (Q14a)	
62-63 R91Q7B			_____ (Q14b)
Use these codes: S=Single, M=Married, D=Divorced, W=Widow/er			
64 R91Q7C	Marital Status	_____ (Q15a)	
65 R91Q7D			_____ (Q15b)
67 R91Q7E	Number of Children	_____ (Q17a)	
68 R91Q7F			_____ (Q17b)
69 R91Q7G	Under age 6? (Write Y, N or leave blank)	_____ (Q18a-22a)	
70 R91Q7H			_____ (Q18c-22c)

1-2 CARD | 02 |

R91C02 8. What is the income of:

		Minority Auditor	Majority Auditor
3-8 R91Q8A	Auditor	_____ (Q25a)	
9-14 R91Q8B			_____ (Q25b)
15-20 R91Q8C	Spouse	_____ (Q25c)	
21-26 R91Q8D			_____ (Q25d)

**GENERAL RULE: IF FORMS ARE MISSING THAT SHOULD BE THERE, PLACE
AUDIT FOLDER IN STACK TO BE VERIFIED BY SUPERVISOR**

9. Extract information from Form 311:

		Minority Auditor	Majority Auditor
27-28 R91Q9A1	a. # Of Auditor Initiated Calls	_____	
29-30 R91Q9A2			_____

b. Was auditor able to get an appointment? (Write Y for Yes and N for No) RESPONSE MAY BE "Y" EVEN IF THE AUDITOR DID NOT CONDUCT A SITE-VISIT. THE RESPONSE IS ALWAYS "Y" IF THE AUDITOR CONDUCTED A SITE-VISIT AFTER COMPLETING FORM 311.

		Minority Auditor	Majority Auditor
31 R91Q9B1	Appointment?	_____	

10. Is there a Form 321/331? (Write Y or N)

Minority Auditor

Majority Auditor

33

R91Q10A1

34

R91Q10A2

35

R91Q10B

b. Were both interviewed by the same agent? (Circle Y or N)

Y. Yes

N. No

36

R91Q10C

c. Did both auditors visit the same office? (Circle Y or N)

Y. Yes

N. No

11. How many of the following forms were submitted by each auditor?
(IMPORTANT: The number of Form 341 completed should be the same
as the number of units on Question 20 of Form 331)

Minority Auditor

Majority Auditor

37-38

Form 341

R91Q11A

39-40

R91Q11B

41-42

Form 343

R91Q11C

43-44

R91Q11D

12. Is there a completed Form 351 that should be sent to keypunch?
(Write Y or N)

Minority Auditor

Majority Auditor

45

R91Q12A

46

R91Q12B

47

R91Q13

13. Is there a completed Form 371? (Circle Y or N)

Y. Yes

N. No

| 321 | _____ | _____ | _____ | _____ | _____ |
SMSA Audit # Type R. NO Ad Week

Auditor HDS # _____

**HOUSING DISCRIMINATION STUDY
RENTAL SITE-VISIT COVER SHEET**

1 Auditor HDS # _____

2 Name of Auditor _____

3 Name Used by Auditor for Site-Visit _____

4 Name of Firm/Complex/Office Actually Visited _____

5 Phone(s) _____
 Area Code Number Area Code Number

6 Identification of Persons Contacted (Agents, owners, other employees. List in the same order as encountered on the site-visit):

Name (if known) _____ Phone (if different than above) _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

- 13 m. Race/National Origin R31Q10M
 (B=Black, W=White, H=Hispanic)
- 14 n. Sex R31Q10N (F=Female, M=Male)
- 15-16 o. Age R31Q100
- 17-18 p. **FOURTH PERSON SEEN # 04** R31Q10P
- 19-26 q. Title R31Q10Q
- 27 r. Race/National Origin R31Q10R
 (B=Black, W=White, H=Hispanic)
- 28 s. Sex R31Q10S (F=Female, M=Male)
- 29-30 t. Age R31Q10T
- 31-32 u. **FIFTH PERSON SEEN # 05** R31Q10U
- 33-40 v. Title R31Q10V
- 41 w. Race/National Origin R31Q10W
 (B=Black, W=White, H=Hispanic)
- 42 x. Sex R31Q10X (F=Female, M=Male)
- 43-44 y. Age R31Q10Y
- 45-46 aa. **SIXTH PERSON SEEN # 06** R31Q10AA
- 47-54 bb. Title R31Q10BB
- 55 cc. Race/National Origin R31Q10CC
 (B=Black, W=White, H=Hispanic)
- 56 dd. Sex R31Q10DD (F=Female, M=Male)
- 57-58 ee. Age R31Q10EE
- 59-60 ff. **SEVENTH PERSON SEEN # 07** R31Q10FF
- 61-68 gg. Title R31Q10GG
- 69 hh. Race/National Origin R31Q10HH
 (B=Black, W=White, H=Hispanic)
- 70 ii. Sex R31Q10II (F=Female, M=Male)
- 71-72 jj. Age R31Q10JJ
- 73-74 kk. **EIGHTH PERSON SEEN # 01** R31Q10KK
-
- 1-3 CARD 005 R31C005
- 4-11 ii. Title R31Q10LL
- 12 mm. Race/National Origin R31Q10MM
 (B=Black, W=White, H=Hispanic)
- 13 nn. Sex R31Q10NN (F=Female, M=Male)
- 14-15 oo. Age R31Q10OO

Auditor HDS # _____

AFTER READING THE FOLLOWING QUESTIONS REVIEW THE POSSIBLE RESPONSES; THEN SELECT THE SINGLE CORRECT RESPONSE, OR ALL OF THE CORRECT RESPONSES; THEN CIRCLE THE LETTER(S) FOR THE CORRECT RESPONSE(S) TO THE LEFT OF THE QUESTION

11. Did you observe any of the following signs on public display at the firm/office visited? (Circle all correct responses):
- 16 R31Q11A a. Federal (HUD) Equal Opportunity in Housing sign logo
 - 17 R31Q11B b. Other Federal agency fair housing, lending sign
 - 18 R31Q11C c. State fair housing sign
 - 19 R31Q11D d. Local (city, county, township) fair housing sign
 - 20 R31Q11E e. Private agency fair housing sign
 - 21 R31Q11F f. Other (explain) _____
12. Who greeted or first spoke with you? (See Question #10 above. Identify by the number used for that person):
- 22-23 Write the number _____ R31Q12
- 24 R31Q13 13. How long did you wait to be interviewed? (Circle the correct response)
- a. Interviewed immediately.
 - b. Waited less than five minutes.
 - c. Waited five to ten minutes.
 - d. Waited ten to twenty minutes.
 - e. Waited more than twenty minutes.
 - f. Not interviewed, not invited to return.
 - g. Not interviewed, invited to return at a specific time.
 - h. Not interviewed, invited to return, no specific time offered.
 - i. Other (describe) _____
- 25-26 R31Q14 14. Who interviewed you? (See Question #10 above. Identify by the number used for that person):
- 27 R31Q15 15. When you asked about the availability of the unit mentioned in the ad, what did the agent tell you? (Circle the correct response)
- a. That the unit was immediately available for rent and inspection.
 - b. That the unit was available for rent, but not inspection.
 - c. That the unit was available for inspection but not for rent.
 - d. That the unit was not available for rent now, but would be at some point in the future.
 - e. That the unit was not available for rent or inspection.
 - f. Agent did not know.
 - g. Other (explain) _____
- 28 R31Q16 16. Were any other units of the same bedroom size and price available for rent? (Circle the correct response)
- a. Yes
 - b. No

- c. Agent did not say
- 29-30 If yes, give exact number of units available:
 R31Q16D d. Units _____
- 31 17. If neither the requested unit nor any similar units were available for rent, was your "second
 R31Q17 choice" unit(s) available for rent? (Circle the correct response)
- a. Yes
 b. No
 c. Agent did not say
- 32-33 If yes, give exact number of units available:
 R31Q17D d. Units _____
- 34 18. If there were no immediately available units, when did the agent say units would become
 R31Q18 available? (Circle the correct response)
- a. One week or less.
 b. More than one week but less than a month.
 c. More than one month but less than two months.
 d. Two months, but less than three.
 e. Three to six months.
 f. Six months to one year.
 g. One year or more.
 h. Agent did not say when something might be available.
 i. Other (explain) _____
- 35-36 19. How many units, either immediately available or soon to become available, did the agent invite
 R31Q19 you to inspect on the inside? (Give the exact number):
 Units _____
- 37-38 20. How many units (including the advertised unit) did you actually inspect on the inside. (Give
 R31Q20 exact number):
 Units _____

FOR EACH UNIT INSPECTED PLEASE COMPLETE A RENTAL UNIT INSPECTION FORM (D 341) AND ATTACH IT TO THIS REPORT

- 39-40 21. In addition to any available units that you may have inspected, how many "model units" were
 R31Q21 you invited to inspect? (Give exact number):
 Units _____
- 41-42 22. How many "model units" did you actually inspect? (Give exact number):
 R31Q22 Units _____

DO NOT FILL OUT INSPECTION FORMS FOR "MODEL UNITS"

23. If the agent told you about available or soon to become available units and you did not inspect those units, please list below any information you received about each unit:

FIRST UNIT

- 43-52 a. Address R31Q23A Suppressed
- 53-56 b. Apt # R31Q23B

- 75 ff. Size _____ (0=Efficiency; 1=One Bedroom; 2=Two Bedroom; etc.) R31Q23FF
- 76-80 gg. Rental Rate \$ R31Q23CC
- 81 hh. Per R31Q23HH
 (D=Daily, W=Weekly, M=Monthly, Y=Year)
- 82-87 ii. Date Available _____ / _____ / _____ R31Q23II
- 88-93 jj. Census Tract _____ R31Q23JJ

24. What did the agent tell you were the ranges for rental rates?

- Your "first choice"
- 94-98 a. Low of \$ _____ R31Q24A
- 99-103 b. to a high of \$ _____ R31Q24B
- 104 c. Per _____ (D=Daily, W=Weekly, M=Monthly, Y=Yearly) R31Q24C
- Your "second choice"
- 105-109 d. Low of \$ _____ R31Q24D
- 1-3 card 009 R31C009
- 4-7 e. to a high of \$ _____ R31Q24E
- 8 f. Per _____ (D=Daily, W=Weekly, M=Monthly, Y=Yearly) R31Q24F
- Your "other choice"
- 9-12 g. Low of \$ _____ R31Q24G
- 13-16 h. to a high of \$ _____ R31Q24H
- 17 i. Per _____ (D=Daily, W=Weekly, M=Monthly, Y=Yearly) R31Q24I
- 18 j. Agent did not give ranges for rental rates. R31Q24J

25. What did the agent tell you were the procedures for obtaining a unit?

(Circle all the correct responses):

- 19 R31Q25A a. That a written application is required
- 20 R31Q25B b. That a written application is not required
- 21 R31Q25C c. That a credit check is required
- 22 R31Q25D d. That a credit check is not required
- 23 R31Q25E e. That a security deposit is required
- 24 R31Q25F f. That a security deposit is not required
- 25 R31Q25G g. That other fees (of any kind) are required
- 26 R31Q25H h. That no other fees (of any kind) are required
- 27 R31Q25I i. That an application or other fee is required before processing application
- 28 R31Q25J j. That the agent did not know
- 29 R31Q25K k. Other (explain) _____

26. Is an application fee required? (Circle correct response)

- 30 R31Q26 Y. Yes
- N. No
- O. Agent did not say

Auditor HDS # _____

If yes, give exact amount:

32-34 b. Amount _____

R31Q26B 27. Is a credit check fee required? (Circle correct response)

35 Y Yes

R31Q27 N. No

O. Agent did not say

If yes, give the exact amount:

37-39 b. Amount R31Q27B

40 28. If a security deposit is required, indicate the amount? (Circle the correct response):

R31Q28 a. The agent did not state an amount.

b. One month's rent or less.

c. More than one month but less than two.

d. More than two month's rent.

e. Security deposit required, but agent did not know amount.

f. Other (explain) _____

If the actual \$ amount was stated, please indicate the exact amount:

41-44 g. Amount _____

R31Q23G29. If any other fees are required what did the agent say they are for?

(Circle all correct responses and give the exact amount):

45-47 a. Cleaning or apartment preparation fee: R31Q29A

48-50 b. Parking/garage fee: R31Q29B

51-53 c. Television fee: R31Q29C

54-56 d. Other (give amount and explain) R31Q29D

57 30. What did the agent say about a lease? (Circle the correct response): R31Q30

a. That no lease is required.

b. Six month lease or less.

c. More than six months, but not more than one year.

d. More than one year lease requirement.

e. Lease required, but agent did not know length.

f. Agent did not say.

g. Other (explain) _____

58 31. How long did the agent say it would take you to be approved for a unit from the time of filing the application? (Circle the correct response)

R31Q31

a. Up to one week.

b. More than one week but less than one month.

c. One month or longer.

d. Agent did not say.

e. Other (explain) _____

32. What did the agent say, if anything, about special incentives being offered to those who rent units? (Where indicated give \$ amounts and circle all correct responses):

- 59 a. Nothing said about special incentives R31Q32A
- 60 b. That rental rates have been reduced for new renters R31Q32B
- Y. Yes
- N. No
- 61-63 c. If yes, give amount: R31Q32C
- 64 d. That there is one month free rent for new renters during the first 12 or 13 months R31Q32D
- Y. Yes
- N. No
- 65-67 e. If yes, give amount: R31Q32E
- 68 f. That there is a rebate to the tenant after the first year
- Y. Yes
- N. No
- 69-71 g. If yes, give amount: R31Q32G
- 72 h. That the security deposit and/or application has been waived or reduced for new renters R31Q32H
- Y. Yes
- N. No
- 73-75 i. If yes, give amount: R31Q32I
- 76 j. Other: explain R31Q32J
- Y. Yes
- N. No

1-3 CARDI 010 R31C010

4-6 k. If yes, give amount: R31Q32K

7 33. Were you invited to complete an application? (Circle the correct response) R31Q33A

- A. Y. Yes
- N. No

8 If yes, did you (Circle correct response): R31Q33B

- B. a. Complete the application and leave it with the agent
- b. Take the application with you to fill out later
- c. Other (Explain) _____

9 34. (a) If no units were immediately available for you, was there a waiting list? (Circle the correct response) R31Q34A

- Y. Yes
- N. No
- O. Agent did not say

10 34. (b) When you asked, what did the agent say was the length of the waiting list?

- b. Less than one month. R31Q34B

Auditor HDS # _____

- c. Less than two months.
- d. Less than three months.
- e. Three to six months.
- f. Six months to one year.
- g. More than one year
- h. Agent did not say.

11 Did the agent offer to add your name to the waiting list? (Circle the correct response) R31Q34C

- C. Y Yes
- N No

35. What did the agent ask you about your housing needs? (Circle all correct responses):

- 12 R31Q35A a. The number of bedrooms needed
- 13 R31Q35B b. The size of your family
- 14 R31Q35C c. Your price range
- 15 R31Q35D d. When you need to move
- 16 R31Q35E e. The agent did not ask about my housing needs
- 17 R31Q35F f. Other (Explain) _____

36. Did the agent (either verbally or by asking you to provide the information in writing to the agent during this site-visit) ask you about: (Circle all correct responses):

- 18 R31Q36A a. The amount of your income
- 19 R31Q36B b. Your employer or source of income
- 20 R31Q36C c. The amount of your spouses income
- 21 R31Q36D d. Your spouses employer or source of income
- 22 R31Q36E e. Other financial assets of you or your spouse
- 23 R31Q36F f. Debts or financial liabilities of you or your spouse
- 24 R31Q36G g. The agent did not ask about my income, employer or assets
- 25 R31Q36H h. Other (Explain) _____

37. What did the agent state about your need for a personal reference or a co-signor? (Circle all correct responses):

- 26 R31Q37A a. That you would need to give the names of personal references
- 27 R31Q37B b. That personal references were not needed
- 28 R31Q37C c. That you would need a co-signor
- 29 R31Q37D d. That you would not need a co-signor
- 30 R31Q37E e. The agent did not discuss personal references or co-signors
- 31 R31Q37F f. Other (Explain) _____

38. What information did the agent request from you about how you could be reached? (Circle all correct responses):

- 32 R31Q38A a. Your name
- 33 R31Q38B b. Your home telephone number

Auditor HDS # _____

- 34 c. Your work telephone number R31Q38C
- 35 d. Your home address R31Q38D
- 36 e. Your business address R31Q38E
- 37 f. Agent did not specify, only asked how you could be reached R31Q38F
- 38 g. Other (Explain) R31Q38G _____

39 **39. What, if anything, did the agent say about calling back or following up after this visit?** R31Q39
(Circle the correct response):

- a. That the agent will call/contact you
- b. That you should call/contact the agent
- c. Nothing was said
- d. Other (explain) _____

40. Was any of the information requested in Questions 36-39 recorded, if so, how?
(Circle all correct responses):

- 40 R31Q40A a. Yes, your name, by the agent on a standard form, file card, book or computer file
- 41 R31Q40B b. Yes, telephone number(s), by the agent on a standard form, file card, book or computer file
- 42 R31Q40C c. Yes, address(es), by the agent on a standard form, file card, book or computer file
- 43 R31Q40D d. Yes, your name, by the agent, but not on a standard form, file card, book or computer file
- 44 R31Q40E e. Yes, telephone number(s), by the agent, but not on a standard form, file card, book or computer file
- 45 R31Q40F f. Yes addresses, by the agent, but not on a standard form, file card, book or computer file
- 46 R31Q40G g. Something was recorded by the agent but you could not determine what was recorded
- 47 R31Q40H h. You recorded your name, phone number and/or address on a Guest Card or Guest Registry and gave it to the agent
- 48 R31Q40I i. You recorded your name, phone number and/or address on an application and gave it to the agent
- 49 R31Q40J j. You recorded your name, phone number and/or address on some other document, instrument or piece of paper and gave it to the agent
- 50 R31Q40K k. Neither your name, phone number nor your address were recorded by you or the agent

51 **41. What did the agent say about your qualifications to rent a unit?**
(Circle the correct response):

R31Q41

- a. That I was clearly qualified
- b. That I would probably qualify for a unit
- c. That I might have difficulty qualifying for a unit
- d. That I was clearly not qualified for a unit
- e. No statement about my qualifications to rent was made
- f. Other (Explain) _____

52 **42. Did the agent recommend that you consider applying at some other rental complex or building not managed by that agent?** (Circle the correct response)

R31Q42

- Y. Yes
- N. No

Auditor HDS # _____

O. Nothing was stated by the agent about applying elsewhere
 If yes, what reason(s) did the agent give for the referral? (Circle all correct responses):

- 53 R31Q42A a. That the other place(s) may have vacancies
- 54 R31Q42B b. That you might be able to qualify at the other place(s)
- 55 R31Q42C c. That the other place(s) may be more suited to your (your family's) needs
- 56 R31Q42D d. That the other place may be more conveniently located for you (your family)
- 57 R31Q42E e. Other (Explain) _____

43. What statements, if any, did the agent make about the apartment building(s) or complex of apartments in which you are seeking an apartment? (Circle all correct responses):

Positive comments:

- 58 R31Q43A a. That the owner/management takes good care of the property
- 59 R31Q43B b. That the residents take good care of their units
- 60 R31Q43C c. That the place is quiet and peaceful
- 61 R31Q43D d. That the place is secure
- 62 R31Q43E e. That the residents are friendly and get along with each other
- 63 R31Q43F f. That the rental rates are reasonable
- 64 R31Q43G g. That you would like living here
- 65 R31Q43H h. No positive comments were made by the agent
- 66 R31Q43I i. Other (Describe) _____

Negative comments:

- 67 R31Q43J j. That the property has not been well maintained
- 68 R31Q43K k. That the rental rates are too high
- 69 R31Q43L l. That the residents do not respect the property
- 70 R31Q43M m. That they have had problems with security
- 71 R31Q43N n. That you'll have to get used to the noise
- 72 R31Q43O o. That the residents are not very friendly
- 73 R31Q43P p. That you might not enjoy living here
- 74 R31Q43Q q. Other (Describe) _____

If statements were made by the agent about any other apartment buildings or complexes, please complete form D 343.

44. What statements, if any, did the agent make about the neighborhood or community in which the apartment building/complex is located? (Circle all of the correct responses):

Positive comments:

- 75 R31Q44A a. That the neighborhood/community is safe and quiet
- 76 R31Q44B b. That the schools are good
- 77 R31Q44C c. That recreational facilities are good
- 78 R31Q44D d. That shopping is convenient
- 79 R31Q44E e. That transportation facilities/highways are convenient

Auditor HDS # _____

- f. That the other residents would not be happy if the agent rented to:
 - 28 R31Q45F1 B. Blacks
 - 29 R31Q45F2 H. Hispanics
 - 30 R31Q45F3 W. Whites
- g. That some other apartment building/complex or neighborhood/community would be better for applicants who are:
 - 31 R31Q45G1 B. Black
 - 32 R31Q45G2 H. Hispanic
 - 33 R31Q45G3 W. White
- h. That schools are not good because there are too many students who are:
 - 34 R31Q45H1 B. Black
 - 35 R31Q45H2 H. Hispanic
 - 36 R31Q45H3 W. White
- i. Other (Give exact quotes): _____

If statements were made by the agent about other apartment buildings or complexes please complete form D 343.

NC

CHRONOLOGICAL NARRATIVE

Please complete a narrative statement placing in chronological order the sequence of events on this site-visit. Use quotation marks wherever possible to designate statements by you or a representative of the firm visited. Use additional sheets, if needed.

75 7. If not in an apartment building, circle the correct response:
 R41Q7

- a A single family, detached home.
- b One-half of a side-by-side duplex.
- c One-half of a two family flat.
- d A townhouse in a row of attached townhouses.
- e An apartment in a building/home with four or fewer units.
- f Other (describe) _____

8. What was the rental rate for the unit?

76-80 Rent \$ _____ (Write in the exact amount)
 R41Q8A
 1-3 CARD 003 R41C003
 4 D=Daily, W=Weekly, M=Monthly, Y=Yearly (Circle correct response)

9. Which of the following items did the agent say were included in the monthly rental rate at no extra charge to the renter? (Circle all correct responses.)

- 5 R41Q9A a. Electricity
- 6 R41Q9B b. Gas/Oil or other means of heating the unit
- 7 R41Q9C c. Air conditioning unit
- 8 R41Q9D d. Water
- 9 R41Q9E e. Telephone answering service
- 10 R41Q9F f. Use of laundry facilities on premises
- 11 R41Q9G g. Parking space, garage or covered parking
- 12 R41Q9H h. Use of recreational space/facilities (pool, party room, etc.)
- 13 R41Q9I i. Security guard, security access, alarms, etc
- 14 R41Q9J j. Agent did not say
- 15 R41Q9K k. Other (describe) _____

10. Which of the following things, if any, did the agent say about the unit. (Circle all correct responses.)

Positive Comments

- 16 R41Q10A a. That it is clean and well maintained
- 17 R41Q10B b. That it is conveniently located in the building/complex
- 18 R41Q10C c. That it is quiet
- 19 R41Q10D d. That it is secure
- 20 R41Q10E e. That the appliances are new/in good repair
- 21 R41Q10F f. That the unit has been freshly painted/repared
- 22 R41Q10G g. That the unit has a good view
- 23 R41Q10H h. That units are in demand and you should apply quickly
- 24 R41Q10I i. Agent made no positive comments about the unit
- 25 R41Q10J j. Other (describe) _____

Negative Comments

- 26 R41Q10K k. That the unit needs cleaning and/or some repairs
- 27 R41Q10L l. That the unit is not the most convenient in the building/complex
- 28 R41Q10M m. That it is a little noisy
- 29 R41Q10N n. That it is not as secure as they would like
- 30 R41Q10O o. That the appliances may need a little repair
- 31 R41Q10P p. That the owner/management intends to paint/repair the unit
- 32 R41Q10Q q. That the view is not the best
- 33 R41Q10R r. That you may want to look at other (different owner/mgr.) apartments or units
- 34 R41Q10S s. Agent made no negative statements about the unit
- 35 R41Q10T t. Other (describe) _____

11. From your own observation, describe the physical condition of the unit. (Circle all correct responses):

Positive Features

- 36 R41Q11A a. Fresh paint/wallpaper
- 37 R41Q11B b. Clean floors, walls
- 38 R41Q11C c. No broken windows, doors, electrical or plumbing fixtures
- 39 R41Q11D d. Exterior lawn mowed, walks and driveways clear of litter
- 40 R41Q11E e. Other (explain) _____

Negative Features

- 41 R41Q11F f. Paint/wallpaper was peeling
- 42 R41Q11G g. Debris on the floors
- 43 R41Q11H h. Broken windows, doors, electrical or plumbing fixtures
- 44 R41Q11I i. Lawn needs mowing, litter in yard, driveway, etc
- 45 R41Q11J j. Other (explain) _____

| 3431 | | | | | |
 SMSA Audit # Type R/NO Ad Week
 Auditor HDS # _____

**HOUSING DISCRIMINATION STUDY
 SUPPLEMENTAL NEIGHBORHOOD/COMMUNITY COMMENT FORM - RENTAL**

1-3 Card | 001 |
 R43C001
 4-10 Identifier1 | 343 | _____ |
 R43SMSA SMSA
 11-18 Identifier2 | _____ | | | |
 R43ID2 Audit # Type R/NO Ad Week

INSTRUCTIONS: Use this form in relation to Questions 43, 44 and 45 of the Rental Site-Visit Report Form (D 331). If the agent spoke about apartment buildings, complexes, neighborhoods or communities in addition to the one referred to in Questions 43, 44 and 45, please complete a separate D 343 Form for each such reference.

1. Identification of apartment building, complex, neighborhood or community.

19-38 a. Name: Suppressed
 R43Q1A
 39-78 b. Address or major cross streets: Suppressed
 R43Q1B

 79-103 c. City: _____
 R43Q1C
 104-105 d. State: _____
 R43Q1D

2. Does this apartment building, complex, neighborhood or community include more than one census tract? (Circle the correct response)

1-3 card 2. a. Yes
 002 b. No
 R43C002
 62 c. If "yes", please give the range of tracts included:

63-68 _____ . _____ R43Q2C1
 69-74 _____ . _____ R43Q2C2
 75-80 _____ . _____ R43Q2C3
 _____ . _____
 1-3 Card | 003 R43C003
 4-9 _____ . _____ R43Q2C4
 10-15 _____ . _____ R43Q2C5
 16-21 _____ . _____ R43Q2C6

d. If "no", please list the census tract number:

22-27 _____ . _____ R43Q2D

3. What statements, if any, did the agent make about this apartment building(s) or complex of apartments? (Circle all correct responses):

Positive comments:

- 28 R43Q3A a. That the owner/management takes good care of the property
- 29 R43Q3B b. That the residents take good care of their units
- 30 R43Q3C c. That the place is quiet and peaceful
- 31 R43Q3D d. That the place is secure
- 32 R43Q3E e. That the residents are friendly and get along with each other
- 33 R43Q3F f. That the rental rates are reasonable
- 34 R43Q3G g. That you would like living here
- 35 R43Q3H h. No positive comments were made by the agent
- 36 R43Q3I i. Other (Describe) _____

Negative comments:

- 37 R43Q3J j. That the property has not been well maintained
- 38 R43Q3K k. That the rental rates are too high
- 39 R43Q3L l. That the residents do not respect the property
- 40 R43Q3M m. That they have had problems with security
- 41 R43Q3N n. That you'll have to get used to the noise
- 42 R43Q3O o. That the residents are not very friendly
- 43 R43Q3P p. That you might not enjoy living here
- 44 R43Q3Q q. Other (Describe) _____

If statements were made by the agent about any other apartment buildings or complexes, please complete an additional form D 343 for each such reference.

4. What statements, if any, did the agent make about the neighborhood or community in which this apartment building/complex is located? (Circle all of the correct responses):

Positive comments:

- 45 R43Q4A a. That the neighborhood/community is safe and quiet.
- 46 R43Q4B b. That the schools are good
- 47 R43Q4C c. That recreational facilities are good

- 48 R43Q4D d. That shopping is convenient
- 49 R43Q4E e. That transportation facilities/highways are convenient
- 50 R43Q4F f. That there are many good restaurants and/or bars nearby
- 51 R43Q4G g. No positive statements were made by the agent
- 52 R43Q4H h. Other (Describe) _____

Negative comments:

- 53 R43Q4I i. That the neighborhood/community is pretty run down
- 54 R43Q4J j. That security has become a problem
- 55 R43Q4K k. That the schools are not too good
- 56 R43Q4L l. That shopping and other facilities are not too convenient
- 57 R43Q4M m. That transportation facilities/highways are not convenient
- 58 R43Q4N n. That this is not a friendly neighborhood/community
- 59 R43Q4O o. No negative statements were made by the agent
- 60 R43Q4P p. Other (Describe) _____

If statements were made by the agent about any other neighborhoods or communities, please complete an additional form D 343 for each such reference.

5. What, if any, statements about race or national origin did the agent make in relation to this apartment building, complex, neighborhood or community? (Circle all correct responses):

- 61 R43Q5A a. No statements about race or national origin were made by the agent.
- b. That the majority (or all) of the people who live in the apartment building are:
 - 62 B. Black
 - 63 R43Q5B1 H. Hispanic
 - R43Q5B2
 - 64 W. White
 - R43Q5B3
- c. That the majority of the people who live in the neighborhood/community are:
 - 65 B. Black
 - R43Q5C1
 - 66 H. Hispanic
 - R43Q5C2
 - 67 W. White
 - R43Q5C3

d. That the owner (manger) does not rent to:

- 68 R43Q5D1 B. Blacks
- 69 R43Q5D2 H. Hispanics
- 70 R43Q5D3 W. Whites

e. That the owner/manager has had alot of problems with tenants who are:

- 71 R43Q5E1 B. Black
- 72 R43Q5E2 H. Hispanic
- 73 R43Q5E3 W. White

f. That the other residents would not be happy if the agent rented to:

- 74 R43Q5F1 B. Blacks
- 75 R43Q5F2 H. Hispanics
- 76 R43Q5F3 W. Whites

g. That some other apartment building/complex or neighborhood/community would be better for applicants who are:

- 77 R43Q5G1 B. Black
- 78 R43Q5G2 H. Hispanic
- 79 R43Q5G3 W. White

1-3 Card 10)4 R43C004

h. That schools are not good because there are too many students who are:

- 4 R43Q5HI B. Black
- 5 R43Q5H2 H. Hispanic
- 6 R43Q5H3 W. White

7 R43Q5I i. Other (Give exact quotes): _____

If statements were made by the agent about other apartment buildings, complexes, neighborhoods or communities, please complete form D 343 for each such reference.

* * * * *

|351| _____ | _____ | _____ | _____ |
SMSA Audit # Type R/NO Ad Week
Auditor HDS # _____

**HOUSING DISCRIMINATION STUDY
RENTAL SITE-VISIT FOLLOW-UP CONTACT FORM**

1-3 Card |001| R51C001
4-10 Identifier1 |351| _____ | R51SMSA
SMSA
11-18 Identifier2 | _____ | _____ | _____ | R51ID2
Audit # Type R/NO Ad Week

19-24 R51Q1 1. DATE OF FOLLOW-UP CONTACT:

_____/_____/_____
month day year

25 R51Q2 2. TYPE OF FOLLOW-UP (Circle the letter for the correct response):

- a. A phone call from the agent who interviewed you.
- b. A phone call from someone else at the firm/complex visited.
- c. A personal visit from the agent who interviewed you.
- d. A personal visit from someone else at the firm/complex visited.
- e. A chance meeting with the agent or someone from the firm/complex visited.
- f. Other (describe) _____

3. WHAT WAS THE PURPOSE/CONTENT OF THE CONTACT? (Circle the letters for all correct responses):

- 26 R51Q3A a. That your first choice unit was, or would soon become available.
- 27 R51Q3B b. That a unit similar to your first choice unit was, or would soon become available
- 28 R51Q3C c. That your second choice was, or would soon become available
- 29 R51Q3D d. To inquire if you were still interested in a unit or remaining on the waiting list
- 30 R51Q3E e. To confirm information you provided to them or to request additional information about yourself or your qualifications

- 31 R51Q3F f. To indicate that you were no longer being considered as a possible tenant
- 32 R51Q3G g. To provide you with more information about the firm/complex
- 33 R51Q3H h. To encourage you to complete an application and/or to rent a unit at the building/complex visited
- 34 R51Q3I i. To arrange an appointment with you (note the reason for the appointment) _____
- 35 R51Q3J j. Other (explain) _____

NC 4. IN NARRATIVE FORM, PLEASE INDICATE:

- a. What did the person state to or request of you? _____

- b. What was your response? _____

- c. What, if anything, did you request of the agent/firm? _____

- d. What was the response? _____

5. WHAT WAS THE LENGTH OF THE CONTACT?

36-39 _____ : _____
R51Q5 minutes seconds

6. IF, AFTER TEN (10) DAYS, YOU DID NOT RECEIVE A FOLLOW-UP CONTACT FROM THE AGENT,

40-41 WRITE IN THE NUMBER '10', HERE... _____
R51Q6

|371| _____ | _____ | _____ | _____ | _____ |
SMSA Audit # Type R/NO Ad Week

HOUSING DISCRIMINATION STUDY
RENTAL AUDIT COMPARISON FORM

1-3 Card |001|
R71C001
4-10 Identifier1 |371| _____ |
R71SMSA SMSA
11-18 Identifier2 | _____ | _____ | _____ | _____ |
R71ID2 Audit # Type R/NO Ad week

(Note: The Rental Audit Comparison Form is to be completed by the Local Audit Supervisor following the completion of the entire audit, including the Debriefing and the submission of the Follow-up Forms ten days after the completion of the site-visit.)

19-28 Name of person completing this form: _____
R71NAME

29-34 Date form completed: __/__/__
R71DATE

35

1. Pre-site visit telephone contacts by auditors

(Circle the appropriate response)

R71Q1

- Both auditors received the same information on the phone contact.
- Black/Hispanic auditor received more favorable information.
- White/Anglo auditor received more favorable information.
(Note: apply "more favorable" to differences in availability of advertised unit; differences in securing an appointment; differences in willingness of agent to speak with auditor.)
- Unable to determine.
- Other (explain) _____

36

2. Site-visit availability of advertised unit

(Circle the appropriate response)

R71Q2

- Both auditors told advertised unit was available for rent.
- Black/Hispanic auditor given more favorable information.
- White/Anglo auditor given more favorable information.
(Note: apply "more favorable" to whether or not the unit was available and/or differences in the future date of availability.)
- Unable to determine.
- Other (explain) _____

37

3. Site-visit inspection of advertised unit

(Circle the appropriate response)

R71Q3

- Both auditors invited to inspect advertised unit.
- Black/Hispanic auditor invited; White/Anglo not invited.
- White/Anglo auditor invited; Black/Hispanic not invited.
- Unable to determine.
- Other (explain) _____

- 38 4. Availability of "similar" or "second choice" units
 (Circle the appropriate response)
 R71Q4 a. Both auditors were provided the same information about
 "similar" or "second choice" units.
 b. Black/Hispanic auditor was provided more favorable
 information.
 c. White/Anglo auditor was provided more favorable information.
 (Note: apply "more favorable" to the number of units
 and the date, or probable date, available; and to the
 existence and length of a waiting list.)
 d. Unable to determine.
 e. Other (explain) _____
- 39 5. Invitations to inspect units
 (Circle the appropriate response)
 R71Q5 a. Both auditors invited to inspect the same number of units.
 b. Black/Hispanic auditor invited to inspect more units.
 c. White/Anglo auditor invited to inspect more units.
 d. Unable to determine.
 e. Other (explain) _____
- 40 6. Units inspected
 (Circle the appropriate response)
 R71Q6 a. Both auditors inspected the same number of units.
 b. Black/Hispanic auditor inspected more units.
 c. White/Anglo auditor inspected more units.
 d. Unable to determine.
 e. Other (explain) _____
- 41 7. Rental rates and fees
 (Circle the appropriate response)
 R71Q7 a. Both auditors were provided same information.
 b. Black/Hispanic was auditor provided more favorable
 information.
 c. White/Anglo was auditor provided more favorable information.
 (Note: apply "more favorable" to amount of rental rates,
 security deposits, cleaning and other fees or rebates and
 special incentives offered to attract renters.)
 d. Unable to determine.
 e. Other (explain) _____
- 42 8. Conditions of rental
 (Circle the appropriate response)
 R71Q8 a. Both auditors were given the same information.
 b. Black/Hispanic auditor was provided more favorable
 information.
 c. White/Anglo auditor was provided more favorable information.
 (Note: apply "more favorable" to the length of lease,
 services and access to facilities included with rental,
 rules and regulations that apply to renters.)
 d. Unable to determine.
 e. Other (explain) _____

- 43 9. **Qualifications to rent**
(Circle the appropriate response)
R71Q9 a. Both auditors were provided same information about the qualifications needed to rent a unit.
b. Black/Hispanic auditor was provided more favorable information.
c. White/Anglo audit was provided more favorable information.
(Note: apply "more favorable" to differences in income requirements; asset requirements; level of debt; credit checks; length of time to be approved.)
d. Unable to determine.
e. Other (explain) _____
- 44 10. **Quality of units offered**
(Circle the appropriate response)
R71Q10 a. Both auditors were offered units of comparable quality.
b. Black/Hispanic auditor was offered units of higher quality.
c. White/Anglo auditor was offered units of higher quality.
(Note: apply "higher quality" to the relationship of the offering to the actual request of the auditor; the physical appearance of the unit; the location of the unit in relation to the building/complex.)
d. Unable to determine.
e. Other (explain) _____
- 45 11. **Racial/ethnic steering**
(Circle the appropriate response)
R71Q11 a. Neither auditor was steered or encouraged away from the requested property.
b. The Black/Hispanic auditor was steered to a more integrated or predominantly Black/Hispanic complex or area.
c. The Black/Hispanic auditor was steered to a less integrated or predominantly White/Anglo complex or area.
d. The White/Anglo auditor was steered to a more integrated or predominantly Black/Hispanic complex or area.
e. The White/Anglo auditor was steered to a less integrated or predominantly White/Anglo complex or area.
f. Unable to determine.
g. Other (explain) _____
- 46 12. **Racial remarks**
(Circle the appropriate response)
R71Q12 a. No racial remarks were made by the agent to either auditor.
b. Negative racial remarks about Blacks/Hispanics or Black/Hispanic neighborhoods or communities were made to the Black/Hispanic auditor.
c. Negative racial remarks about Blacks/Hispanics or Black/Hispanic neighborhoods or communities were made to the White/Anglo auditor.
d. Neutral or positive remarks about any race or ethnic group were made to the Black/Hispanic auditor.
e. Neutral or positive remarks about any race or ethnic group were made to the White/Anglo auditor.

- f. Negative racial remarks about Whites/Anglos or White/Anglo neighborhoods or communities were made to the Black/Hispanic auditor.
- g. Negative racial remarks about Whites/Anglos or White/Anglo neighborhoods were made to the White/Anglo auditor.
- h. Unable to determine.
- i. Other (explain) _____

47

13. Follow-up contact

(Circle the appropriate response)

R71Q13

- a. Neither auditor received follow-up contacts from the agent.
- b. Both auditors received comparable follow-up contacts from the agent.
- c. The Black/Hispanic auditor received a more favorable follow-up contact from the agent.
- d. The White/Anglo auditor received a more favorable follow-up contact from the agent.
(Note: apply "more favorable" to: the purpose of the contact; the type of contact; the quality of services offered to be provided by the agent during the contact.)
- e. Unable to determine.
- f. Other (explain) _____

48

14. Considering the entire sequence of events on this audit, does the audit show

(Circle the appropriate response)

R71Q14

- a. That both auditors received substantially the same information and treatment.
- b. That the Black/Hispanic auditor received somewhat more favorable information and treatment.
- c. That the Black/Hispanic auditor received substantially more favorable information and treatment.
- d. That the White/Anglo auditor received somewhat more favorable information and treatment.
- e. That the White/Anglo auditor received substantially more favorable information and treatment.
- f. Unable to determine.
- g. Other (explain) _____

ANNEX 2: NEWSPAPER SAMPLING INSTRUCTIONS



NEWSPAPER SAMPLING INSTRUCTIONS

May 14, 1989

These are the steps for drawing the sample of advertised properties or units:

1. We will take the rental or sales classified advertisements section and cross out whole categories that are irrelevant to this study. Whole categories that might be excluded include sections with properties that are clearly outside of the MSA boundaries, rental sublets or apartments to share, etc. The Blue Binder contains maps that identify the boundaries and counties contained in each metro area. The Form entitled Properties to Exclude From Sample should be consulted when deciding whether whole categories should be excluded. It is better to include a category when in doubt because ineligible properties will be detected at later stages in the audit process.

2. In the remaining sections, you will number the advertised properties in increments of 10, i.e., 10, 20, 30. Blue ballpoint pens will be used since they show up against the white and black print and felt tip pens bleed. When writing the 10 on the tenth ad, you must be careful not to write over information in the ad, but even more importantly, you must make it clear which ad is the tenth one.

*****Since advertised properties are the unit of analysis, each property counts as a separate advertised property in advertisements that contain more than one property. Any time you are in doubt about how to handle an advertisement, please ask.*****

3. Once Step 2. is completed, someone else should do several spot checks to make sure that the numbering did not get off track, i.e., when moving from one column to another, or from one page to another.

4. After verifying the counts, the Total Number of Ads (the number of advertised properties counted) should be transmitted to Veronica Reed or her designated substitute. She will need to know the total number of rental properties (for rental samples) counted and the city. She will then give you an Ad Number Selection Form that contains a list of numbers. She will have filled out the City Name, the Date, the Tenure, the Total Ads, the Hispanic Target and Nos. Assigned, the Black Target and Nos. Assigned, and the Sample Week. You will fill in your name on the line marked Sampler.

For sites at which only Black audits will be done, a target sample size will be given for the Black audits and the Hispanic target and Nos. Assigned will be crossed out. For sites at which only Hispanic audits will be done, a target sample size will be given for Hispanic audits and the Black target and Nos. Assigned will be crossed out. For the sites at which both Black and Hispanic audits will be done, target sample sizes for Hispanic and Black audits and the Numbers Assigned to each group will be given at the top of the page.

The 8 sites at which both Black and Hispanic audits will be done require special attention. The heading on the Ad Number Selection Form for the joint sites will indicate:

1. Target Sample size and Numbers assigned to Hispanic Audits;
2. Target Sample size and Numbers assigned to Black Audits.

In this example, the target sample size is 30 for the Hispanic audits and 20 for the Black audits. Numbers 1 through 90 have been assigned to the Hispanic audits and Numbers 91 through 160 have been assigned to the Black audits.

5. The list of numbers on the Ad Number Selection Form identifies the advertised properties for each sample. The first column gives the sequence in which the properties should be identified and the second column gives the ID Number (#) for the identified property. In this example, the first property selected in the Hispanic sample is the advertised property that was listed 70th. You should use green ink to identify ads in the Hispanic sample and red ink to identify ads in the Black sample. We then find the 70th ad and circle it in green (since this is for the Hispanic sample) and write the ID Number within the circled advertisement, also in green ink, to signify that the property has been selected into the Hispanic audit sample. The ID number (in this case, a 70) should be placed in the upper right hand corner where possible. You then look at the second row, and second column and find the ID Number for the second advertised property included in the Hispanic audit sample, and so on.

You won't have any problem identifying the advertised property selected unless you are given an Ad number that is greater than the total number of ads you have in the newspaper that week. For instance, if the Ad ID number is 196 (which corresponds to the 8th number in the sequence) and yet the newspaper had only 150 ads, there will be no 196th ad. In this case, you should cross out that number on the Ad Number Selection Form and proceed to the next ID number in sequence. Once you have identified the ads associated with the first 30 ID

numbers in sequence, you should count up how many numbers were crossed out. For each number crossed out, you will need a replacement. For the target sample size of 30 and one number crossed out, you should take the 31st Ad ID Number, for two numbers crossed out, you should take the 31st and 32nd Ad ID Numbers, etc.

Only after you have finished identifying the 30 advertised properties in the Hispanic audit sample and have obtained the target number of properties, should you move on to identifying the advertised properties for the Black sample. The first advertised property identified in the Black sample is the 55th advertised property, the Ad ID Number associated with Seq. Number 91. The 55th ad should be circled in red and the number 55 should be written inside the circle.

*****Once you have reached the target sample sizes of advertised properties and have circled all the corresponding ads, you will have Veronica Reed (or her designated substitute) check over your Ad Number Selection Form and newspaper.

6. Next, you will complete an Audit Target Transmittal Form for each advertised property in the sample. When doing the joint sites, remember that the properties for the Black sample have been circled in red while the properties for the Hispanic sample have been circled in green. There are three types of Transmittal Forms: one for Rental Audits, and two for Sales Audits. For the Sales Audits, there is a separate form for Condo Sales Audits and an additional form for all other Sales Audits. (Note that all Condos for Rent are excluded from the study so that the only Condos we will have in the study will

be those that are for sale.) All the items in Bold print must be filled out here in Washington before the forms are sent to the local supervisor. This information will be filled out over the course of steps 6. through 9.

You must first fill out the following sections of the Control Number which is in the upper right hand corner of the Transmittal Form: the SMSA, the Audit Number, the type of audit, and the week for the sample. Form E521, The Audit Control Number Explanation Form contains instructions for filling out the first three of these items. The Sample Week should be transferred from the Ad Number Selection Form. You will not be filling out the Portion of the Control Number that is labeled R/NO.

You should also fill in your name, the date you completed the form, the names of the metro area and newspaper, the publication date for the newspaper and the Ad Sample ID Number. The Ad Sample ID Number is on the Ad Number Selection Form and it is the Number which you wrote within each circled advertised property that was identified for the sample. You should fill in what section, page and column of the newspaper the advertised property was located. You should also fill out Items 19. and 20. at the bottom on the Sample Type and Type of Audit to be Conducted. Samples drawn the first time (Sample Week equal to One) for a site are Practice audits, and all samples drawn for that site on subsequent weeks (Sample week is greater than One) for a site are Valid Audits. For item 20, circle B/W for Black Audits and circle H/A for Hispanic Audits. Item 21., Which auditor will initiate contact, will be filled out, later, during step 9.

Most of the remaining information will come from the advertisement. In many cases, the ad will not contain all of the information requested, in which case you are to leave the item blank. You should fill in the requested information when possible. Two items: the Rental or Sales Range requested and the First Choice number of bedrooms to be requested should be filled out, when possible, following the Instruction sheet on Procedures for Assigning Roles to Auditors.

7. Next, you will verify whether each of the selected properties is indeed eligible to be in the sample. Using the List of Properties to Exclude from the Sample and the List of Maximum Sales Prices, you will remove the Transmittal Forms for the properties that should definitely be excluded from the sample. The total number of definite ineligibles should be entered on the Tally sheet. This is a very important step.

8. Next, if there are ineligible properties, you must return to the Ad Number Selection Form and the newspaper to identify replacement (substitute) properties. You must obtain one replacement advertised property for each ineligible property that you have identified. The advertised properties to be used for selecting replacements (substitutes) are identified on the Ad Number Selection Form.

For example, if 5 replacements are needed for Hispanic audits because 5 of the initial properties in the Hispanic sample were ineligible, you would go back to the Ad Number Selection Form and continue where you had left off in selecting the target Hispanic sample. If 32 numbers were used to obtain the target sample of 30, the first replacement property would be the 33rd number in

sequence—Ad ID Number 160, the second replacement property would correspond to Ad ID Number 152, etc. To draw the replacements for the Black sample, you would go to the last ID Number used to obtain the target Black Audit sample and then start with the next ID Number in sequence.

Once the replacement advertised properties have been identified, you must fill out Audit Target Transmittal Forms. Then following steps 6. and 7. above, you will determine whether any of the replacement properties are ineligible. Every ineligible and replacement must be recorded on the Tally sheet. If any replacement properties are ineligible, you must return to the Ad Number Selection Form and newspaper to obtain replacements for the ineligible replacements. This process will continue until you obtain the target number of properties with no known Ineligibles for each sample being drawn.

9. Only after you have obtained the target number of properties (with no known ineligibles), do you then address Item 21., Which auditor will initiate contact, on the Audit Transmittal Form. You should circle B/H (meaning that the Black or Hispanic auditor will initiate contact) on the first Transmittal form, and then circle W/H. on the second form (indicating that the White or Anglo auditor should initiate contact), and then circle B/H on the third form, and alternate that way until you get to the last Transmittal Form.

*****Veronica (or her designated substitute) will then check your Transmittal Forms to make certain that Item 21. was completed properly and that the forms are complete.

10. Photocopies of each selected property will be made and a copy will be affixed to the Audit Transmittal Form. In the cases where the advertisement is too large to be affixed to the bottom of the Transmittal Form, you will affix it to Form E545, that is blank except for a blank Control Number at the top. You must copy the Control Number from the original Transmittal Form onto the form that has the photocopied ad.

11. Copies of the completed Audit Transmittal Forms will then be faxed to the local supervisor with a cover sheet that indicates how many forms are being sent in total.

IMPORTANT: IF YOU HAVE ANY QUESTIONS ABOUT HOW TO DO SOMETHING, ASK!!!!!!!!!!
THE SOONER A MISUNDERSTANDING IS CLEARED UP, THE SOONER THE WORK WILL GET DONE.

ANNEX 3: DATA DICTIONARY



DATA DICTIONARY

This section documents the contents of the tape. There are 16 files on the tape. The tape has the following characteristics:

Tape length: 2400
Density: 1600
Character Code: EBCDIC
Labels: Non-labelled
External ID: HDS001

For each of the 16 files, the logical record length, block size, number of records, record format, data set organization and record layout are provided. The record layout presents the following information for each data item:

1. **Name** - This is a 5 to 8 character identifier for each variable. It contains a reference to a form and question number in the survey instrument (see page 5-2 for an explanation of the naming conventions).
2. **Beginning Column** - The starting location of the variable in the record.
3. **Length** - This is the size of the variable in characters and can range from 1 to 50. This information combined with the beginning column number gives the exact location of the variable. For example, S91Q3 begins in column 36 and has a length of 2 which means it is located in columns 36 and 37 of the record. One other thing to note is that several variables contain decimal points. If a variable has an implied decimal point, the length value will have a decimal point after it and then a number telling how many places are on the right side of the decimal point. For example, a length of 8.2 means that the total variable size is 8, but a decimal point should appear before the last two digits in the eight character field. Consequently, there are 6 digits to the left of the decimal place, then the implied decimal point, and then two digits to the right for a total of 8 characters. [Note: There are also variables where decimal points are actually written on the data tape (i.e., the values contain explicit decimal points). Where this occurs, the description of the variable will state where the decimal is located.]
4. **Data Type** - There are two types of data items in these files: Numeric, represented by an "N", and character, represented by a "C". [Note: Some character variables may contain some numerals as well as letters, but numeric data contains only numerals.]

5. **Description** - This briefly describes the variable and, if necessary, lists the possible values for the variable.

As noted on the bottom of each page of this dictionary, missing values are represented by a -9 for the numeric data and a blank for the character data. A table of 25 SMSA's which served as audit sites and their corresponding FIPS (Federal Information Processing Standards) codes is on the next page. These codes are applicable to the SMSA variable that appears in each of the 16 files.

In order to preserve confidentiality, the names and addresses of firms, houses, and apartments have been suppressed on this tape. Where they should appear is noted in the codebook, but on the tape these spaces are simply blank.

SMSA CODES FOR THE SAMPLE SITES

Site Name	FIPS Code
Atlanta	0520
Austin	0640
Bergen County	0875
Birmingham	1000
Chicago	1600
Cincinnati	1640
Dayton	2000
Denver	2080
Detroit	2160
Houston	3360
Lansing	4040
Los Angeles	4480
Macon	4680
Miami	5000
New Orleans	5560
New York	5600
Orlando	5960
Philadelphia	6160
Phoenix	6200
Pittsburgh	6280
Pueblo	6560
San Antonio	7240
San Diego	7320
Tucson	8520
Washington, D.C.	8840



FILE CONTENTS

File Number	Form Number	Form Name
1	491	Audit Control Form - Sales
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File Number 1 - SALES91

Logical Record Length: 172
 Block Size: 1892
 Number of Records: 2157

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S91ID	1	12	C	AUDIT IDENTIFICATION
S91WEEK	13	2	N	AD WEEK
S91SMSA	15	4	N	SMSA CODE (see SMSA table)
S91AUDIT	19	4	C	AUDIT NUMBER
S91TYPE	24	2	N	AUDIT TYPE
S91Q1A	26	4	C	MINORITY AUDIT NUMBER
S91Q1B	30	4	C	MAJORITY AUDIT NUMBER
S91Q2	34	2	C	SEX AUDITOR TEAM M male F female
S91Q3	36	2	C	TYPE OF TRANSACTION A house B condo
S91Q4	38	2	N	BEDROOM SIZE REQUESTED
S91Q5A	40	6	N	FIRST PRICE REQUESTED
S91Q5B	46	6	N	SECOND PRICE REQUESTED
S91Q6	52	2	C	DID MAJORITY GO FIRST? Y yes N no
S91Q7	54	20	C	NATIONAL ORIGIN OF HISPANIC AUDITOR
S91Q8A	74	2	N	AGE OF MINORITY AUDITOR
S91Q8B	76	2	N	AGE OF MAJORITY AUDITOR
S91Q8C	78	1	C	MARITAL STATUS OF MINORITY AUDITOR
S91Q8D	79	1	C	MARITAL STATUS OF MAJORITY AUDITOR S single M married D divorced W widow
S91Q8E	80	2	N	NUMBER OF CHILDREN OF MINORITY AUDITOR
S91Q8F	82	2	N	NUMBER OF CHILDREN OF MAJORITY AUDITOR
S91Q8G	84	1	C	CHILDREN <6 YRS OF MINORITY AUDITOR? Y yes N no
S91Q8H	85	1	C	CHILDREN <6 YRS OF MAJORITY AUDITOR? Y yes N no
S91Q10A	86	6	N	INCOME OF MINORITY AUDITOR
S91Q10B	92	6	N	INCOME OF MAJORITY AUDITOR
S91Q10C	98	6	N	INCOME OF MINORITY SPOUSE
S91Q10D	104	6	N	INCOME OF MAJORITY SPOUSE
S91Q11A	110	1	C	CURRENT TYPE OF HOUSING-MINORITY R rental O owner
S91Q11B	111	1	C	CURRENT TYPE OF HOUSING-MAJORITY R rental O owner
S91Q12A1	112	2	N	NUMBER OF CALLS INITIATED BY MINORITY
S91Q12A2	114	2	N	NUMBER OF CALLS INITIATED BY MAJORITY
S91Q12B1	116	1	C	APPOINTMENT GIVEN TO MINORITY? Y yes N no

Name	Beginning Column	Length	Data Type	Description
S91Q12B2	117	1	C	APPOINTMENT GIVEN TO MAJORITY? Y yes N no
S91Q13A1	118	1	C	FORM 421/431 COMPLETED BY MINORITY? Y yes N no
S91Q13A2	119	1	C	FORM 421/431 COMPLETED BY MAJORITY? Y yes N no
S91Q13B	120	1	C	BOTH AUDITORS INTERVIEWED BY SAME AGENT? Y yes N no
S91Q13C	121	1	C	BOTH AUDITORS VISITED SAME OFFICE? Y yes N no
S91Q14A	122	2	N	NUMBER OF FORM 441 COMPLETED BY MINORITY
S91Q14B	124	2	N	NUMBER OF FORM 441 COMPLETED BY MAJORITY
S91Q14C	126	2	N	NUMBER OF FORM 442 COMPLETED BY MINORITY
S91Q14D	128	2	N	NUMBER OF FORM 442 COMPLETED BY MAJORITY
S91Q14E	130	2	N	NUMBER OF FORM 443 COMPLETED BY MINORITY
S91Q14F	132	2	N	NUMBER OF FORM 443 COMPLETED BY MAJORITY
S91Q15A	134	1	C	COMPLETED FORM 451 BY MINORITY? Y yes N no
S91Q15B	135	1	C	COMPLETED FORM 451 BY MAJORITY? Y yes N no
S91Q16A	136	2	N	NUMBER OF FORM 436 COMPLETED BY MINORITY
S91Q16B	138	2	N	NUMBER OF FORM 436 COMPLETED BY MAJORITY
S91Q16C	140	2	N	NUMBER OF FORM 446 COMPLETED BY MINORITY
S91Q16D	142	2	N	NUMBER OF FORM 446 COMPLETED BY MAJORITY
S91Q17	144	2	C	COMPLETED FORM 471? Y yes N no
AUDITID	146	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	156	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA -----
NWEIGHT	164	6	N	NORMALIZED MEAN WEIGHT -----

File Number 2 - SALES31

Logical Record Length: 996
 Block Size: 1992
 Number of Records: 4197

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S31ID	1	8	N	ID NUMBER 1
S31ID2	9	9	C	ID NUMBER 2
S31SMSA	18	4	N	SMSA CODE (see SMSA table)
S31AUDIT	22	4	C	AUDIT NUMBER
S31TYPE	26	2	N	AUDIT TYPE
S31RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
S31WEEK	30	2	N	AD WEEK
S31Q1	32	1	C	DID YOU CALL FIRM BEFORE VISIT? Y yes N no
S31Q2A	33	40	C	STREET ADDRESS OF FIRST OFFICE - SUPPRESSED
S31Q2B	73	4	C	ROOM NUMBER OF FIRST OFFICE
S31Q2C	77	25	C	CITY OF FIRST OFFICE
S31Q2D	102	2	C	STATE ABBREVIATION OF FIRST OFFICE
S31Q2E	104	5	N	ZIP CODE OF FIRST OFFICE
S31Q2F	109	40	C	STREET ADDRESS OF SECOND OFFICE - SUPPRESSED
S31Q2G	149	4	C	ROOM NUMBER OF SECOND OFFICE
S31Q2H	153	25	C	CITY OF SECOND OFFICE
S31Q2I	178	2	C	STATE ABBREVIATION OF SECOND OFFICE
S31Q2J	180	5	N	ZIP CODE OF SECOND OFFICE
S31Q3	185	6	N	DATE SITE-VISIT BEGAN
S31Q4A	191	6	N	TIME SITE-VISIT BEGAN
S31Q4B	197	2	C	AM OR PM
S31Q5A	199	4	N	IF OFFICE IS CLOSED - TIME LEFT OFFICE
S31Q5B	203	2	C	AM OR PM
S31Q6A	205	4	N	TIME SITE-VISIT & INSPECTION COMPLETED
S31Q6B	209	2	C	AM OR PM
S31Q7A	211	2	N	HOURS AGENT SPENT WITH YOU
S31Q7B	213	2	N	MINUTES AGENT SPENT WITH YOU
S31Q7C	215	2	N	SECONDS AGENT SPENT WITH YOU
S31Q8	217	6	N	DATE SITE-VISIT FORM COMPLETED
S31Q9A	223	6	N	TIME SITE-VISIT FORM COMPLETED
S31Q9B	229	2	C	AM OR PM
S31Q10A	231	2	N	NUMBER OF FIRST PERSON SEEN
S31Q10B	233	8	C	TITLE OF FIRST PERSON SEEN
S31Q10C	241	1	C	RACE OF FIRST PERSON SEEN B Black W White H Hispanic
S31Q10D	242	1	C	SEX OF FIRST PERSON SEEN M male F female
S31Q10E	243	2	N	AGE OF FIRST PERSON SEEN
S31Q10F	245	2	N	NUMBER OF FIRST PERSON SEEN

Name	Beginning Column	Length	Data Type	Description
S31Q10G	247	9	C	TITLE OF SECOND PERSON SEEN
S31Q10H	256	1	C	RACE OF SECOND PERSON SEEN B Black W White H Hispanic
S31Q10I	257	1	C	SEX OF SECOND PERSON SEEN M male F female
S31Q10J	258	2	N	AGE OF SECOND PERSON SEEN
S31Q10K	260	2	N	NUMBER OF THIRD PERSON SEEN
S31Q10L	262	8	C	TITLE OF THIRD PERSON SEEN
S31Q10M	270	1	C	RACE OF THIRD PERSON SEEN B Black W White H Hispanic
S31Q10N	271	1	C	SEX OF THIRD PERSON SEEN M male F female
S31Q10O	272	2	N	AGE OF THIRD PERSON SEEN
S31Q10P	274	2	N	NUMBER OF FOURTH PERSON SEEN
S31Q10Q	276	8	C	TITLE OF FOURTH PERSON SEEN
S31Q10R	284	1	C	RACE OF FOURTH PERSON SEEN B Black W White H Hispanic
S31Q10S	285	1	C	SEX OF FOURTH PERSON SEEN M male F female
S31Q10T	286	2	N	AGE OF FOURTH PERSON SEEN
S31Q10U	288	2	N	NUMBER OF FIFTH PERSON SEEN
S31Q10V	290	8	C	TITLE OF FIFTH PERSON SEEN
S31Q10W	298	1	C	RACE OF FIFTH PERSON SEEN B Black W White H Hispanic
S31Q10X	299	1	C	SEX OF FIFTH PERSON SEEN M male F female
S31Q10Y	300	2	N	AGE OF FIFTH PERSON SEEN
S31Q10AA	302	2	N	NUMBER OF SIXTH PERSON SEEN
S31Q10BB	304	8	C	TITLE OF SIXTH PERSON SEEN
S31Q10CC	312	1	C	RACE OF SIXTH PERSON SEEN B Black W White H Hispanic
S31Q10DD	313	1	C	SEX OF SIXTH PERSON SEEN M male F female
S31Q10EE	314	2	N	AGE OF SIXTH PERSON SEEN
S31Q10FF	316	2	N	NUMBER OF SEVENTH PERSON SEEN
S31Q10GG	318	8	C	TITLE OF SEVENTH PERSON SEEN
S31Q10HH	326	1	C	RACE OF SEVENTH PERSON SEEN B Black W White H Hispanic

Name	Beginning Column	Length	Data Type	Description
S31Q10II	327	1	C	SEX OF SEVENTH PERSON SEEN M male F female
S31Q10JJ	328	2	N	AGE OF SEVENTH PERSON SEEN
S31Q10KK	330	2	N	NUMBER OF EIGHTH PERSON SEEN
S31Q10LL	332	8	C	TITLE OF EIGHTH PERSON SEEN
S31Q10MM	340	1	C	RACE OF EIGHTH PERSON SEEN B Black W White H Hispanic
S31Q10NN	341	1	C	SEX OF EIGHTH PERSON SEEN M male F female
S31Q10OO	342	2	N	AGE OF EIGHTH PERSON SEEN
S31Q11A	344	1	C	SIGNS ON PUBLIC DISPLAY A EQUAL OPPORTUNITY SIGN
S31Q11B	345	1	C	B OTHER FEDERAL FAIR HOUSING SIGN
S31Q11C	346	1	C	C STATE FAIR HOUSING SIGN
S31Q11D	347	1	C	D LOCAL FAIR HOUSING SIGN
S31Q11E	348	1	C	E PRIVATE AGENCY FAIR HOUSING SIGN
S31Q11F	349	1	C	F NONE OF THE ABOVE
S31Q11G	350	1	C	G OTHER SIGNS
S31Q12	351	2	N	NUMBER OF PERSON WHO GREETED YOU
S31Q13	353	1	C	HOW LONG DID YOU WAIT FOR INTERVIEW? A no wait B waited 0-5 minutes C waited 5-10 minutes D waited 10-20 minutes E waited more than 20 minutes F not interviewed, not invited to return G not interviewed, appointment set for later H not interv'd, invited to return, no specific time I other
S31Q14	354	2	N	NUMBER OF PERSON WHO INTERVIEWED YOU
S31Q15	356	1	C	WHAT DID AGENT SAY ABOUT AVAILABILITY? A available for sale and inspection B available for sale, no inspection C no longer available D agent did not know E other
S31Q16	357	1	C	IF AVAILABLE, WHAT DID AGENT SAY? A nothing B offered to immediately show C offered to arrange to show D asked about housing needs E recommended other property F asked about your qualifications G referred you to another agent H other

Name	Beginning Column	Length	Data Type	Description
S31Q17	358	1	C	IF UNAVAILABLE, WHAT DID AGENT SAY? A nothing B recommended other properties C asked about housing preference D asked about your qualifications E referred you to another agent F other
S31Q18	359	1	C	WHO SELECTED OTHER SPECIFIC PROPERTIES? A agent selected properties B you selected properties C you selected some, agent selected others WHERE PROPERTIES SELECTED FROM:
S31Q19A	360	1	C	A MULTIPLE LISTING BOOK
S31Q19B	361	1	C	B PUBLIC CIRCULATION HOUSING DIRECTORIES
S31Q19C	362	1	C	C COMPUTER PRINT-OUT
S31Q19D	363	1	C	D COMPUTER SCREEN
S31Q19E	364	1	C	E TELEVISION TAPE ON TV SCREEN
S31Q19F	365	1	C	F SLIDES ON SCREEN OR VIEWER
S31Q19G	366	1	C	G OTHER PRINTED SHEET
S31Q19H	367	1	C	H FILE CARDS
S31Q19I	368	1	C	I RANDOM SCRAPS OF PAPER
S31Q19J	369	1	C	J NO PROPERTIES RECOMMENDED BY AGENT
S31Q19K	370	1	C	K OTHER RECOMMENDATIONS
S31Q20	371	2	N	PROPERTIES INVITED TO INSPECT ON INSIDE
S31Q21	373	2	N	PROPERTIES ACTUALLY INSPECTED ON INSIDE
S31Q22	375	2	N	PROPERTIES VIEWED FROM OUTSIDE WITH AGENT
S31Q23A	377	49	C	STREET ADDRESS OF RECOMMENDED PROPERTY 1 - SUPPRESSED
S31Q23B	425	25	C	CITY OF RECOMMENDED PROPERTY 1
S31Q23C	450	2	C	STATE ABBREVIATION OF PROPERTY 1
S31Q23D	452	5	N	ZIP CODE OF PROPERTY 1
S31Q23E	457	2	N	BEDROOMS IN PROPERTY 1
S31Q23F	459	6	N	LOWEST ASKING PRICE OF PROPERTY 1
S31Q23G	465	40	C	STREET ADDRESS OF RECOMMENDED PROPERTY 2 - SUPPRESSED
S31Q23H	504	25	C	CITY OF RECOMMENDED PROPERTY 2
S31Q23I	529	2	C	STATE ABBREVIATION OF PROPERTY 2
S31Q23J	531	5	N	ZIP CODE OF PROPERTY 2
S31Q23K	536	2	N	BEDROOMS IN PROPERTY 2
S31Q23L	538	6	N	LOWEST ASKING PRICE OF PROPERTY 2
S31Q23M	544	40	C	STREET ADDRESS OF RECOMMENDED PROPERTY 3 - SUPPRESSED
S31Q23N	583	25	C	CITY OF RECOMMENDED PROPERTY 3
S31Q23O	608	2	C	STATE ABBREVIATION OF PROPERTY 3
S31Q23P	610	5	N	ZIP CODE OF PROPERTY 3
S31Q23Q	615	2	N	BEDROOMS IN PROPERTY 3
S31Q23R	617	6	N	LOWEST ASKING PRICE OF PROPERTY 3
S31Q24	623	1	C	INFORMATION AGENT GAVE ABOUT MORTGAGE CO. A gave specific name(s) of mortgage companies B said he could refer you, no specific names given C said you should find a company D said nothing about mortgage companies
				TYPES OF FINANCING
S31Q25A	624	1	C	A AGENT DISCUSSED FHA FINANCING
S31Q25B	625	1	C	B AGENT DISCUSSED OTHER GOVERNMENT FINANCING
S31Q25C	626	1	C	C AGENT DISCUSSED CONVENTIONAL FINANCING
S31Q25D	627	1	C	D AGENT DISCUSSED MORTGAGE ASSUMPTIONS
S31Q25E	628	1	C	E AGENT DISCUSSED LAND CONTRACT SALES

Name	Beginning Column	Length	Data Type	Description
S31Q25F	629	1	C	F AGENT DISCUSSED FINANCING BY SELLER
S31Q25G	630	1	C	G AGENT PROVIDED NO FINANCING INFORMATION
S31Q25H	631	1	C	H AGENT DISCUSSED OTHER FINANCING
WHAT AGENT SAID ABOUT INTEREST RATES				
S31Q26A	632	1	C	A AGENT GAVE SPECIFIC INTEREST RATE INFO
S31Q26B	633	1	C	B AGENT GAVE INFO ON CURRENT RATES
S31Q26B1	634	5.2	N	FHA/VA RATE
S31Q26B2	639	5.2	N	OTHER GOVT AGENCY INTEREST RATE
S31Q26B3	644	5.2	N	FIXED RATE CONVENTIONAL
S31Q26B4	649	5.2	N	ADJUSTABLE RATE CONVENTIONAL
S31Q26B5	654	5.2	N	ASSUMPTION
S31Q26B6	659	5.2	N	LAND CONTRACT
S31Q26B7	664	5.2	N	POINTS
S31Q26C	669	1	C	C AGENT STATED INTEREST RATES TOO HIGH
S31Q26D	670	1	C	D AGENT STATED INTEREST RATES TOO LOW
S31Q26E	671	1	C	E AGENT SUGGESTED CONTACTING A LENDER
S31Q26F	672	1	C	F AGENT DID NOT DISCUSS INTEREST RATES
S31Q26G	673	1	C	G OTHER RATES MENTIONED BY AGENT
WHAT AGENT SAID ABOUT "EARNEST MONEY"				
S31Q27A	674	1	C	A DEPOSIT VARIES, DEPENDING ON SELLER
S31Q27B	675	1	C	B AMOUNT OF DEPOSIT IS USUALLY
S31Q27B1	676	7.2	N	DOLLAR AMOUNT
S31Q27C	683	1	C	C AMOUNT OF DEPOSIT IS USUALLY
S31Q27C1	684	5.2	N	PERCENT
S31Q27D	689	1	C	D AGENT DID NOT DISCUSS EARNEST MONEY
S31Q27E	690	1	C	E OTHER DEPOSITS DISCUSSED
WHAT AGENT SAID ABOUT DOWN PAYMENT				
S31Q28A	691	1	C	A SPECIFIC INFO ABOUT DOWN PAYMENT FOR ALL
S31Q28B	692	1	C	B GENERAL INFO ABOUT TYPICAL DOWN PAYMENT
S31Q28B1	693	2	N	FHA/VA RATE
S31Q28B2	695	2	N	OTHER GOVT AGENCY INTEREST RATE
S31Q28B3	697	2	N	FIXED RATE CONVENTIONAL
S31Q28B4	699	2	N	ADJUSTABLE RATE CONVENTIONAL
S31Q28B5	701	2	N	ASSUMPTION
S31Q28B6	703	2	N	LAND CONTRACT
S31Q28D	705	1	C	D AGENT DID NOT DISCUSS DOWN PAYMENT
S31Q28E	706	1	C	E OTHER DOWN PAYMENT REQUIREMENTS
QUESTIONS ABOUT YOUR HOUSING NEEDS				
S31Q29A	707	2	N	NUMBER OF BEDROOMS DESIRED
S31Q29B	709	2	N	PRICE OF HOME DESIRED
S31Q29C	711	2	N	COMMUNITY/NEIGHBORHOOD DESIRED
S31Q29D	713	2	N	WHEN YOU WISH TO MOVE
S31Q29E	715	2	N	THE SIZE OF YOUR FAMILY
S31Q29F	717	2	N	THE AGES OF YOUR CHILDREN
S31Q29G	719	2	N	YOUR CURRENT HOUSING SITUATION
S31Q29H	721	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED
S31Q29I	723	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED
S31Q29J	725	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED
S31Q29K	727	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED
The following apply to S31Q29A - S31Q29K above:				
1 agent asked for				
2 you volunteered				
YOUR QUALIFICATIONS FOR HOME BUYING				
S31Q30A	729	2	N	YOUR MARITAL STATUS
S31Q30B	731	2	N	YOUR INCOME
S31Q30C	733	2	N	YOUR SPOUSE'S INCOME

Name	Beginning Column	Length	Data Type	Description
S31Q30D	735	2	N	YOUR EMPLOYMENT
S31Q30E	737	2	N	YOUR SPOUSE'S EMPLOYMENT
S31Q30F	739	2	N	YOUR CITIZENSHIP/EMPLOYMENT STATUS
S31Q30G	741	2	N	YOUR SAVINGS/ASSETS
S31Q30H	743	2	N	YOUR DEBTS
S31Q30I	745	2	N	YOUR CREDIT REFERENCES
S31Q30J	747	2	N	YOUR PERSONAL REFERENCES
S31Q30K	749	2	N	AMOUNT AVAILABLE FOR DOWN PAYMENT
S31Q30L	751	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED
S31Q30M	753	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED
S31Q30N	755	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED
S31Q30O	757	2	N	OTHER INFORMATION ASKED OR VOLUNTEERED

The following apply to S31Q30A - S31Q30O above:

- 1 agent asked for
- 2 you volunteered

WHAT INFORMATION DID AGENT ASK FOR?

S31Q31A	759	1	C	A AGENT ASKED YOUR NAME
S31Q31B	760	1	C	B AGENT ASKED YOUR HOME TELEPHONE NUMBER
S31Q31C	761	1	C	C AGENT ASKED YOUR WORK TELEPHONE NUMBER
S31Q31D	762	1	C	D AGENT ASKED YOUR HOME ADDRESS
S31Q31E	763	1	C	E AGENT ASKED YOUR BUSINESS ADDRESS
S31Q31F	764	1	C	F AGENT ASKED HOW YOU COULD BE REACHED
S31Q31G	765	1	C	G OTHER QUESTIONS ASKED BY AGENT

HOW WAS INFORMATION RECORDED?

S31Q32A	766	1	C	A AGENT RECORDED NAME ON FORM, FILE, BOOK
S31Q32B	767	1	C	B AGENT RECORDED ADDRESS ON FORM, FILE
S31Q32C	768	1	C	C AGENT RECORDED PHONE #'S ON FORM, FILE
S31Q32D	769	1	C	D AGENT RECORDED NAME ON PIECE OF PAPER
S31Q32E	770	1	C	E AGENT RECORDED ADDRESS ON PIECE OF PAPER
S31Q32F	771	1	C	F AGENT RECORDED PHONE # ON PIECE OF PAPER
S31Q32G	772	1	C	G AGENT RECORDED SOMETHING - UNDETERMINED
S31Q32H	773	1	C	H YOU RECORDED NAME, PHONE, ADDRESS ON CARD
S31Q32I	774	1	C	I YOU RECORDED NAME, PHONE, ADDRESS ON APPLICAT'N
S31Q32J	775	1	C	J YOU RECORDED NAME, PHONE, ADDRESS ON PAPER
S31Q32K	776	1	C	K NOTHING RECORDED BY YOU OR AGENT

S31Q33 777 1 C WHAT DID AGENT SAY ABOUT CALLING BACK?

- A agent will call you
- B you call the agent
- C nothing
- D other

WHAT DID AGENT SAY ABOUT YOUR QUALIFICATIONS?

S31Q34A	778	1	C	A AGENT SAID CONSIDER HIGHER PRICED HOMES
S31Q34B	779	1	C	B AGENT SAID YOU WOULD QUALIFY EASILY
S31Q34C	780	1	C	C AGENT SAID YOU WOULD PROBABLY QUALIFY
S31Q34D	781	1	C	D AGENT DID NOT KNOW WHETHER YOU QUALIFY
S31Q34E	782	1	C	E AGENT SAID YOU MIGHT HAVE DIFFICULTY
S31Q34F	783	1	C	F AGENT SAID CONSIDER LOWER PRICED HOMES
S31Q34G	784	1	C	G AGENT DOUBTED YOU QUALIFY FOR ANY HOMES
S31Q34H	785	1	C	H NOTHING SAID ABOUT QUALIFICATIONS

STATEMENTS TO "ENCOURAGE" YOU TO SPECIFIC

NEIGHBORHOOD				
S31Q35A	786	1	C	A NOTHING SAID TO ENCOURAGE COMMUNITY
S31Q35B	787	10	C	NAME OF FIRST COMMUNITY MENTIONED
S31Q35C	797	1	C	MORE THAN 1 CENSUS TRACT IN COMMUNITY?
				Y yes
				N no

Name	Beginning Column	Length	Data Type	Description
S3135D1A	798	6.2	N	FIRST CENSUS TRACT GIVEN
S3135D1B	804	6.2	N	SECOND CENSUS TRACT GIVEN
S3135D1C	810	6.2	N	THIRD CENSUS TRACT GIVEN
S3135D1D	816	6.2	N	FOURTH CENSUS TRACT GIVEN
S3135D1E	822	6.2	N	FIFTH CENSUS TRACT GIVEN
S3135D1F	828	6.2	N	SIXTH CENSUS TRACT GIVEN
S31Q35D2	834	6.2	N	IF ONLY 1 CENSUS TRACT: GIVE NUMBER
STATEMENTS TO "ENCOURAGE" YOU IN SPECIFIC NEIGHBORH'D				
S31Q35E	840	1	C	E NEIGHBORHOOD IS GOOD INVESTMENT
S31Q35F	841	1	C	F HOMES IN NEIGHBORHOOD ARE GOOD VALUE
S31Q35G	842	1	C	G NEIGHBORHOOD IS BEAUTIFUL, ATTRACTIVE
S31Q35H	843	1	C	H NEIGHBORS CARE ABOUT COMMUNITY
S31Q35I	844	1	C	I COMMUNITY HAS EXCELLENT SCHOOLS, STORES
S31Q35J	845	1	C	J COMMUNITY IS CONVENIENTLY LOCATED
S31Q35K	846	1	C	K COMMUNITY IS VERY SAFE, SECURE
S31Q35L	847	1	C	L COMMUNITY IS COSMOPOLITAN, MIX OF PEOPLE
S31Q35M	848	1	C	M COMMUNITY IS CLOSE KNIT, VERY TIGHT
S31Q35N	849	1	C	N COMMUNITY IS JUST RIGHT FOR YOU
S31Q35O	850	1	C	O OTHER POSITIVE COMMENTS ABOUT COMMUNITY
S31Q35P	851	1	C	P OTHER POSITIVE COMMENTS ABOUT COMMUNITY
S31Q35Q	852	1	C	Q OTHER POSITIVE COMMENTS ABOUT COMMUNITY
STATEMENTS TO "DISCOURAGE" YOU IN SPECIFIC NEIGHBORH'D				
S31Q36A	853	1	C	A NOTHING TO DISCOURAGE NEIGHBORHOOD
S31Q36B	854	1	C	B NEIGHBORHOOD IS NOT A GOOD INVESTMENT
S31Q36C	855	1	C	C HOUSES IN NEIGHBORHOOD ARE OVERPRICED
S31Q36D	856	1	C	D NEIGHBORHOOD HAS BEEN NEGLECTED
S31Q36E	857	1	C	E SCHOOLS, STORES ARE NOT GOOD
S31Q36F	858	1	C	F NEIGHBORHOOD HAS A LOT OF PROBLEMS
S31Q36G	859	1	C	G PEOPLE IN NEIGHBORHOOD NOT FRIENDLY
S31Q36H	860	1	C	H YOU WILL BE LONG WAY FROM JOB AND FRIENDS
S31Q36I	861	1	C	I YOU WILL NOT LIKE NEIGHBORHOOD
S31Q36J	862	1	C	J OTHER NEGATIVE COMMENTS ABOUT COMMUNITY
S31Q36K	863	1	C	K OTHER NEGATIVE COMMENTS ABOUT COMMUNITY
S31Q36L	864	1	C	L OTHER NEGATIVE COMMENTS ABOUT COMMUNITY
RACIAL STATEMENTS MADE				
S31Q37A	865	1	C	A NO STATEMENTS MADE ABOUT RACE
S31Q37B	866	1	C	MAJORITY OF PEOPLE IN NEIGHBORHOOD
S31Q37C	867	1	C	PRICES REMAINED BECAUSE OF FEW
S31Q37D	868	1	C	PRICES WENT DOWN BECAUSE OF TOO MANY
S31Q37E	869	1	C	YOU MIGHT BE UNCOMFORTABLE - SO MANY
S31Q37F	870	1	C	PEOPLE WILL BE UNHAPPY IF HOUSE SOLD TO
S31Q37G	871	1	C	YOU WILL LIKE AREA, A LOT OF PEOPLE ARE
The following apply to S31Q37B - S31Q37G above:				
B Black				
H Hispanic				
W White				
S31Q37H	872	1	C	H OTHER RACIAL STATEMENTS
AUDITID	873	10	N	UNIQUE AUDIT ID NUMBER
VISITID	883	12	N	UNIQUE AUDITOR ID NUMBER
S31CT1T	895	8	N	CENSUS TRACT OF 1ST RECOMM'D PROPERTY
S31CT1SC	903	6	N	STATE AND COUNTY FIPS CODE OF 1ST PROPERTY

Name	Beginning Column	Length	Data Type	Description
S31MTYP1	909	2	N	MATCHING ADDRESS OUTCOME CODE OF 1ST PROPERTY 1 unit inspct'd by majority and minority auditors 2 unit recomd'd to majority and mionrity auditors 3 unit inspct'd by majority, recomd'd to minority 4 unit inspct'd by minority, recomd'd to majority 5 unit recomd'd to majority auditor only 6 unit recomd'd to minority auditor only 7 unit inspct'd by majority auditor only 8 unit inspct'd by minority auditor only
S31POS1	911	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE OF 1ST PROPERTY 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor
S31CT2T	915	8	N	CENSUS TRACT OF 2ND RECOMMENDED PROPERTY
S31CT2SC	923	6	N	STATE AND COUNTY FIPS CODE OF 2ND PROPERTY
S31MTYP2	929	2	N	MATCHING ADDRESS OUTCOME CODE OF 2ND PROPERTY 1 unit inspct'd by majority and minority auditors 2 unit recomd'd to majority and minority auditors 3 unit inspct'd by majority, recomd'd to minority 4 unit inspct'd by minority, recomd'd to majority 5 unit recomd'd to majority auditor only 6 unit recomd'd to minority auditor only 7 unit inspct'd by majority auditor only 8 unit inspct'd by minority auditor only
S31POS2	931	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE OF 2ND PROPERTY 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor.
S31CT3T	935	8	N	CENSUS TRACT OF RECOMMD'D 3RD PROPERTY
S31CT3SC	943	6	N	STATE AND COUNTY FIPS CODE OF 3RD PROPERTY
S31MTYP3	949	2	N	MATCHING ADDRESS OUTCOME CODE OF 3RD PROPERTY 1 unit inspct'd by majority and minority auditors 2 unit recomd'd to majority and minority auditors 3 unit inspct'd by majority, recomd'd to minority 4 unit inspct'd by minority, recomd'd to majority 5 unit recomd'd to majority auditor only 6 unit recomd'd to minority auditor only 7 unit inspct'd by majority auditor only 8 unit inspct'd by minority auditor only
S31POS3	951	4	N	SUPPLEMENTAL ADDRESS OUTCOME CODE OF 3RD PROPERTY 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor
S31CTO1T	955	8	N	CENSUS TRACT OF 1ST OFFICE
S31CTO1S	963	6	N	STATE AND COUNTY FIPS CODE OF 1ST OFFICE
S31CTO2T	969	8	N	CENSUS TRACT OF 2ND OFFICE
S31CTO2S	977	6	N	STATE AND COUNTY FIPS CODE OF 2ND OFFICE
WEIGHT	983	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA
NWEIGHT	991	6	N	NORMALIZED MEAN WEIGHT

File Number 3 - SALES36

Logical Record Length: 204
 Block Size: 1836
 Number of Records: 374

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S36ID	1	8	N	ID NUMBER 1
S36ID2	9	9	C	ID NUMBER 2
S36SMSA	18	4	N	SMSA CODE (see SMSA table)
S36AUDIT	22	4	C	AUDIT NUMBER
S36TYPE	26	2	N	AUDIT TYPE
S36RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
S36WEEK	30	2	N	AD WEEK
S36Q1	32	10	C	CONDO ASSOCIATION NUMBER - SUPPRESSED
S36Q2A	42	40	C	STREET ADDRESS - SUPPRESSES
S36Q2B	82	25	C	CITY OF CONDO ASSOCIATION
S36Q2C	107	2	C	STATE ABBREVIATION OF CONDO ASSOCIATION
S36Q2D	109	5	N	ZIP CODE OF CONDO ASSOCIATION
S36Q3	114	7	N	CENSUS TRACT OF CONDO ASSOCIATION
S36Q4	121	1	C	INFORMATION ABOUT MEMBERSHIP IN CONDO
				INFO ABOUT CONDO ASSOCIATION FEE
S36Q5A	122	5	N	A SPECIFIC AMOUNT OF MEMBERSHIP FEE
S36Q5A1	127	1	C	RATE PAID: D daily W weekly M monthly Y yearly
S36Q5B	128	5	N	B MEMBERSHIP FEE RANGES FROM _ _ _ _ _
S36Q5B1	133	5	N	MEMBERSHIP FEE UP TO _ _ _ _ _
S36Q5B2	138	1	C	RATE PAID: D daily W weekly M monthly Y yearly
S36Q5C	139	1	C	C REFERRED TO ASSOCIATION FOR FEE INFO
S36Q5D	140	1	C	D NOT REFERRED TO ASSOCIATION FOR FEE INFO
S36Q5E	141	1	C	E NOTHING SAID ABOUT MEMBERSHIP FEES
				COMMENTS ON CHANCES FOR APPROVAL INTO ASSOCIATION
S36Q6A	142	1	C	A MEMBERSHIP APPROVAL IS ROUTINE
S36Q6B	143	1	C	B MEMBERSHIP CAREFULLY REVIEWED
S36Q6C	144	1	C	C MAY HAVE DIFFICULTY BEING APPROVED
S36Q6D	145	1	C	D MAKE SURE OF APPROVAL BEFORE CLOSING
S36Q6E	146	1	C	E APPLY FOR MEMBERSHIP AFTER CLOSING
S36Q6F	147	1	C	F NOTHING SAID ABOUT MEMBERSHIP APPROVAL
S36Q6G	148	1	C	G OTHER COMMENTS ABOUT APPROVAL
				SERVICES PROVIDED BY CONDO ASSOCIATION
S36Q7A	149	1	C	A EXTERIOR MAINTENANCE PROVIDED

Name	Beginning Column	Length	Data Type	Description
S36Q7B	150	1	C	B USE OF CLUB HOUSE - NO CHARGE
S36Q7C	151	1	C	C ACCESS TO CABLE TV - NO CHARGE
S36Q7D	152	1	C	D ACCESS TO POOL/SAUNA/SPA - NO CHARGE
S36Q7E	153	1	C	E PARKING/GARAGE PRIVILEGES - NO CHARGE
S36Q7F	154	1	C	F ACCESS TO LAUNDRY FACILITY - NO CHARGE
S36Q7G	155	1	C	G NO MENTION OF SERVICES PROVIDED
S36Q7H	156	1	C	H OTHER ITEMS AT NO CHARGE
COMMENTS ABOUT CONDO OWNING				
S36Q8A	157	1	C	A CONDO IS GOOD INVESTMENT
S36Q8B	158	1	C	B TAXES ARE REASONABLE AT THIS CONDO
S36Q8C	159	1	C	C ASSOCIATION IS WELL RUN
S36Q8D	160	1	C	D UNITS IN CONDO ARE WELL MAINTAINED
S36Q8E	161	1	C	E UNITS MOVE QUICKLY - APPLY SOON
S36Q8F	162	1	C	F CONDO IS OVERPRICED
S36Q8G	163	1	C	G AGENT HEARD PROBLEMS WITH CONDO
S36Q8H	164	1	C	H UNITS IN THIS CONDO NOT WELL MAINTAINED
S36Q8I	165	1	C	I YOU MAY WISH TO CONSIDER OTHER CONDO
S36Q8J	166	1	C	J NOTHING SAID ABOUT OWNERSHIP VALUE
S36Q8K	167	1	C	K OTHER COMMENTS ABOUT OWNERSHIP VALUE
AUDITID	168	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	178	8.2	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA
NWEIGHT	186	6.2	N	NORMALIZED MEAN WEIGHT
VISITID	192	12	N	UNIQUE AUDITOR ID NUMBER

File Number 4 - SALES41

Logical Record Length: 288
 Block Size: 1728
 Number of Records: 5102

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S41ID	1	8	N	ID NUMBER 1
S41ID2	9	9	C	ID NUMBER 2
S41SMSA	18	4	N	SMSA CODE (see SMSA table)
S41AUDIT	22	4	C	AUDIT NUMBER
S41TYPE	26	2	N	AUDIT TYPE
S41RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
S41WEEK	30	2	N	AD WEEK
S41Q1	32	6	N	DATE UNIT INSPECTED
S41Q2	38	4	N	TIME UNIT INSPECTED
S41Q2A	42	2	C	AM OR PM
S41Q3	44	4	N	TIME INSPECTION FINISHED
S41Q3A	48	2	C	AM OR PM
S41Q4A	50	39	C	STREET ADDRESS OF INSPECTED UNIT - SUPPRESSED
S41Q4B	89	4	C	APARTMENT NUMBER OF INSPECTED UNIT
S41Q4C	93	25	C	CITY OF INSPECTED UNIT
S41Q4D	118	2	C	STATE ABBREVIATION OF INSPECTED UNIT
S41Q4E	120	5	N	ZIP CODE OF INSPECTED UNIT
S41Q4F	125	16	C	POLITICAL JURISDICTION
S41Q4H	141	2	N	NUMBER OF BEDROOMS
S41Q4I	143	6	N	ASKING PRICE
S41Q5	149	1	C	HOUSE IN RELATION TO VISIT ASSIGNMENT? A advertised unit B unit of same size/price C similar unit D different unit E other
S41Q6A	150	1	C	TYPE OF AVAILABLE FINANCING: A FHA/VA
S41Q6B	151	1	C	B OTHER GOVERNMENT AGENCIES
S41Q6C	152	1	C	C FIXED RATE CONVENT.
S41Q6D	153	1	C	D ADJUSTABLE RATE CONVENT.
S41Q6E	154	1	C	E ASSUMPTION
S41Q6F	155	1	C	F LAND CONTRACT
S41Q6G	156	1	C	G SELLER FINANCED
S41Q6H	157	1	C	H NO INFO PROVIDED
S41Q6I	158	1	C	I OTHER
S41Q7	159	5.2	N	LOWEST INTEREST RATE AVAILABLE
S41Q8A	164	5	N	AMOUNT OF DOWN PAYMENT REQUIRED
S41Q8B	169	2	N	AMOUNT OF DOWN PAYMENT REQUIRED
S41Q9	171	1	C	WHEN IS HOUSE AVAILABLE FOR OCCUPANCY? A immediately B 0-1 months C 2-3 months D 3-6 months E more than 6 months F no date given

Name	Beginning Column	Length	Data Type	Description
S41Q10	172	1	C	AGENT INVITED YOU TO SUBMIT AN OFFER? Y yes N no
				POSITIVE COMMENTS ABOUT UNIT
S41Q11A	173	1	C	A HOUSE HAS BEEN WELL MAINTAINED
S41Q11B	174	1	C	B HOUSE IS WELL CONSTRUCTED
S41Q11C	175	1	C	C LAYOUT OF ROOMS IS GOOD
S41Q11D	176	1	C	D MAINTENANCE COSTS ARE LOW
S41Q11E	177	1	C	E TAXES ARE LOW
S41Q11F	178	1	C	F UTILITY COSTS ARE LOW
S41Q11G	179	1	C	G BASIC ITEMS ARE IN GOOD REPAIR
S41Q11H	180	1	C	H HOUSE WILL APPRECIATE IN VALUE
S41Q11I	181	1	C	I HOUSE IS GOOD BUY RIGHT NOW
S41Q11J	182	1	C	J HOUSE COMES WITH HOME BUYERS WARRANTY
S41Q11K	183	1	C	K AGENT LOVES THIS HOUSE
S41Q11L	184	1	C	L NO POSITIVE COMMENTS BY AGENT
S41Q11M	185	1	C	O OTHER POSITIVE COMMENTS BY AGENT
				NEGATIVE COMMENTS ABOUT THE UNIT
S41Q12A	186	1	C	A HOUSE HAS NOT BEEN KEPT UP
S41Q12B	187	1	C	B HOUSE NOT VERY WELL CONSTRUCTED
S41Q12C	188	1	C	C HOUSE NOT VERY WELL DESIGNED
S41Q12D	189	1	C	D HOUSE IS EXPENSIVE TO MAINTAIN
S41Q12E	190	1	C	E MAJOR ITEMS NEED REPAIR
S41Q12F	191	1	C	F HOUSE IS WITHOUT HOMEBUYERS WARRANTY
S41Q12G	192	1	C	G TAXES ARE QUITE HIGH
S41Q12H	193	1	C	H UTILITY COSTS ARE HIGH
S41Q12I	194	1	C	I HOUSE IS OVERPRICED
S41Q12J	195	1	C	J HOUSE IS NOT LIKELY TO APPRECIATE
S41Q12K	196	1	C	K AGENT DOES NOT LIKE THIS HOUSE
S41Q12L	197	1	C	L NO NEGATIVE COMMENTS BY AGENT
S41Q12M	198	1	C	M OTHER NEGATIVE COMMENTS ABOUT HOUSE
				POSITIVE STATEMENTS ABOUT NEIGHBORHOOD
S41Q13A	199	1	C	A NEIGHBORHOOD IS NICE
S41Q13B	200	1	C	B NEIGHBORS CARE ABOUT COMMUNITY
S41Q13C	201	1	C	C NEIGHBORHOOD IS VERY SAFE
S41Q13D	202	1	C	D NEIGHBORHOOD HAS GOOD SCHOOLS
S41Q13E	203	1	C	E NEIGHBORHOOD HAS GOOD STORES, REC. FACILITIES
S41Q13F	204	1	C	F NEIGHBORHOOD IS CONVENIENTLY LOCATED
S41Q13G	205	1	C	G BUYING HOME IN NEIGHBORH'D IS GOOD INVESTMENT
S41Q13H	206	1	C	H NO POSITIVE COMMENT ABOUT NEIGHBORHOOD
S41Q13I	207	1	C	I OTHER POSITIVE NEIGHBORHOOD COMMENT
				NEGATIVE STATEMENTS ABOUT NEIGHBORHOOD
S41Q14A	208	1	C	A NEIGHBORS DO NOT CARE FOR PROPERTY
S41Q14B	209	1	C	B NEIGHBORHOOD HAS BEEN NEGLECTED
S41Q14C	210	1	C	C COMMUNITY NOT VERY SAFE
S41Q14D	211	1	C	D YOU WILL NOT FEEL COMFORTABLE IN NEIGHBORHOOD
S41Q14E	212	1	C	E SCHOOLS ARE NOT VERY GOOD
S41Q14F	213	1	C	F STORES, RECREATIONAL FACILITIES ARE NOT GOOD
S41Q14G	214	1	C	G CAN GET BETTER HOME IN OTHER NEIGHBORHOOD
S41Q14H	215	1	C	H COMMUNITY IS NOT A GOOD INVESTMENT
S41Q14I	216	1	C	I NO NEGATIVE COMMENTS ABOUT NEIGHBORHOOD
S41Q14J	217	1	C	J OTHER NEGATIVE COMMENTS ABOUT NEIGHBORHOOD
				PHYSICAL CONDITION OF THE UNIT
S41Q15A	218	1	C	A NEW HOME, UNDER CONSTRUCTION
S41Q15B	219	1	C	B NEW HOME, READY FOR OCCUPANCY
S41Q15C	220	1	C	C PREVIOUSLY OCCUPIED HOME
S41Q15D	221	1	C	D FRESH INTERIOR PAINT/WALLPAPER
S41Q15E	222	1	C	E CLEAN FLOORS/WALLS
S41Q15F	223	1	C	F NO BROKEN WINDOWS, DOORS, ELECTRICAL
S41Q15G	224	1	C	G LAWN, EXTERIOR OF BUILDING NEAT
S41Q15H	225	1	C	H INTERIOR PAINT/WALLPAPER PEELING
S41Q15I	226	1	C	I DEBRIS ON FLOOR

Name	Beginning Column	Length	Data Type	Description
S41Q15J	227	1	C	J BROKEN WINDOWS, DOORS, ELECTRICAL
S41Q15K	228	1	C	K EXTERIOR PAINT PEELING, REPAIR SCREENS
S41Q15L	229	1	C	L LAWNS, SHRUBS, EXTERIOR AREA NEED CARE
S41Q15M	230	1	C	M OTHER OBSERVED CONDITIONS
AUDITID	231	10	N	UNIQUE AUDIT ID NUMBER
VISITID	241	12	N	UNIQUE AUDITOR ID NUMBER
S41CTT	253	8	N	CENSUS TRACT FOR INSPECTED UNIT ADDRESS _ _ _ _ _
S41CTSC	261	6	N	STATE AND COUNTY FIPS CODE FOR UNIT
S41MTYP	267	2	N	MATCHING ADDRESS OUTCOME CODE FOR UNIT
				1 unit inspct'd by majority and minority auditors
				2 unit recomd'd to majority and minority auditors
				3 unit inspct'd by majority, recomd'd to minority
				4 unit inspct'd by minority, recomd'd to majority
				5 unit recomd'd to majority auditor only
				6 unit recomd'd to minority auditor only
				7 unit inspct'd by majority auditor only
				8 unit inspct'd by minority auditor only
S41POS	269	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE FOR UNIT
				1000 address recommended to majority auditor
				200 address recommended to minority auditor
				30 address inspected by majority auditor
				4 address inspected by minority auditor
WEIGHT	273	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA _ _ _ _ _
NWEIGHT	281	6	N	NORMALIZED MEAN WEIGHT _ _ _ _ _

Logical Record Length: 268
 Block Size: 1876
 Number of Records: 693

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S42ID	1	8	N	ID NUMBER 1
S42ID2	9	9	C	ID NUMBER 2
S42SMSA	18	4	N	SMSA CODE (see SMSA table)
S42AUDIT	22	4	C	AUDIT NUMBER
S42TYPE	26	2	N	AUDIT TYPE
S42RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
S42WEEK	30	2	N	AD WEEK
S42Q1B	32	40	C	STREET ADDRESS - RECOMMENDED ADDRESS 1 - SUPPRESSED
S42Q1C	72	25	C	CITY - RECOMMENDED ADDRESS 1
S42Q1D	97	2	C	STATE ABBREVIATION - RECOMMENDED ADDRESS 1
S42Q1E	99	5	N	ZIP CODE - RECOMMENDED ADDRESS 1
S42Q1F	104	6	N	ASKING PRICE - RECOMMENDED ADDRESS 1
S42Q1G	110	2	N	NUMBER OF BEDROOMS - RECOMMENDED ADDRESS 1
S42Q2B	112	40	C	STREET ADDRESS - RECOMMENDED ADDRESS 2 - SUPPRESSED
S42Q2C	152	25	C	CITY - RECOMMENDED ADDRESS 2
S42Q2D	177	2	C	STATE ABBREVIATION - RECOMMENDED ADDRESS 2
S42Q2E	179	5	N	ZIP CODE - RECOMMENDED ADDRESS 2
S42Q2F	184	6	N	ASKING PRICE - RECOMMENDED ADDRESS 2
S42Q2G	190	2	N	NUMBER OF BEDROOMS - RECOMMENDED ADDRESS 2
AUDITID	192	10	N	UNIQUE AUDIT ID NUMBER
VISITID	202	12	N	UNIQUE AUDITOR ID NUMBER
S42CT1T	214	8	N	CENSUS TRACT - RECOMMENDED ADDRESS 1
S42CT1SC	222	6	N	STATE AND COUNTY FIPS CODE - RECOMM'D ADDRESS 1
S42MTYP1	228	2	N	MATCHING ADDRESS OUTCOME CODE - RECOMM'D ADDRESS 1 1 unit inspct'd by majority and minority auditors 2 unit recomd'd to majority and minority auditors 3 unit inspct'd by majority, recomd'd to minority 4 unit inspct'd by minority, recomd'd to majority 5 unit recomd'd to majority auditor only 6 unit recomd'd to minority auditor only 7 unit inspct'd by majority auditor only 8 unit inspct'd by minority auditor only
S42POS1	230	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE-RCMD'D ADDRESS 1 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor
S42CT2T	234	8	N	CENSUS TRACT - RECOMMENDED ADDRESS 2
S42CT2SC	242	6	N	STATE AND COUNTY FIPS CODE - RECOMMENDED ADDRESS 2

Name	Beginning Column	Length	Data Type	Description
S42MTYP2	248	2	N	MATCHING ADDRESS OUTCOME CODE - RCMD'D ADDRESS 2 1 unit inspc't'd by majority and minority auditors 2 unit recomd'd to majority and minority auditors 3 unit inspc't'd by majority, recomd'd to minority 4 unit inspc't'd by minority, recomd'd to majority 5 unit recomd'd to majority auditor only 6 unit recomd'd to minority auditor only 7 unit inspc't'd by majority auditor only 8 unit inspc't'd by minority auditor only
S42POS2	250	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE-RCMD'D ADDRESS 2 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor
WEIGHT	254	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA -----
NWEIGHT	262	6	N	NORMALIZED MEAN WEIGHT -----

Missing Values: - 9 for numeric data and a blank for character data

File Number 6 - SALES43

Logical Record Length: 192
 Block Size: 1920
 Number of Records: 760

Data Set Organization: Physical Sequential
 Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S43ID	1	8	N	ID NUMBER 1
S43ID2	9	9	C	ID NUMBER 2
S43SMSA	18	4	N	SMSA CODE (see SMSA table)
S43AUDIT	22	4	C	AUDIT NUMBER
S43TYPE	26	2	N	AUDIT TYPE
S43RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
S43WEEK	30	2	N	AD WEEK
S43Q1A	32	1	C	NOTHING SAID TO ENCOURAGE COMMUNITY A yes
S43Q1B	33	40	C	NAME OF NEIGHBORHOOD/COMMUNITY
S43Q1C	73	1	C	MORE THAN 1 CENSUS TRACT ON COMMUNITY Y yes N no
S43Q1D1A	74	7.2	N	FIRST CENSUS TRACT GIVEN
S43Q1D1B	81	7.2	N	SECOND CENSUS TRACT GIVEN
S43Q1D1C	88	7.2	N	THIRD CENSUS TRACT GIVEN
S43Q1D1D	95	7.2	N	FOURTH CENSUS TRACT GIVEN
S43Q1D1E	102	7.2	N	FIFTH CENSUS TRACT GIVEN
S43Q1D1F	109	7.2	N	SIXTH CENSUS TRACT GIVEN
S43Q1D2	116	7.2	N	IF ONLY 1 CENSUS TRACT, GIVE NUMBER ENCOURAGING COMMENTS ABOUT NEIGHBORHOOD
S43Q1E	123	1	C	E COMMUNITY IS GOOD INVESTMENT, VALUE
S43Q1F	124	1	C	F GOOD VALUE, PRICE LOWER THAN ELSEWHERE
S43Q1G	125	1	C	G COMMUNITY IS BEAUTIFUL, ATTRACTIVE HOMES
S43Q1H	126	1	C	H NEIGHBORS CARE ABOUT COMMUNITY
S43Q1I	127	1	C	I EXCELLENT SCHOOL, STORES, REC. FACILITY
S43Q1J	128	1	C	J CONVENIENT TO JOBS, SCHOOLS
S43Q1K	129	1	C	K COMMUNITY IS VERY SAFE, SECURE, AND QUIET
S43Q1L	130	1	C	L VERY COSMOPOLITAN, GOOD MIX OF PEOPLE
S43Q1M	131	1	C	M COMMUNITY IS VERY TIGHT, CLOSE KNIT
S43Q1N	132	1	C	N COMMUNITY IS JUST RIGHT FOR YOU
S43Q1O	133	1	C	O OTHER POSITIVE COMMENTS ABOUT COMMUNITY
S43Q1P	134	1	C	P OTHER POSITIVE COMMENTS ABOUT COMMUNITY
S43Q1Q	135	1	C	Q OTHER POSITIVE COMMENTS ABOUT COMMUNITY
				DISCOURAGING COMMENTS ABOUT NEIGHBORHOOD
S43Q2A	136	1	C	A NOTHING SAID TO DISCOURAGE NEIGHBORHOOD
S43Q2B	137	1	C	B COMMUNITY IS NOT A GOOD INVESTMENT
S43Q2C	138	1	C	C HOUSES ARE OVERPRICED, NOT A GOOD VALUE
S43Q2D	139	1	C	D COMMUNITY HAS BEEN NEGLECTED, RUNDOWN
S43Q2E	140	1	C	E SCHOOL, STORES, & SCHOOLS ARE NOT GOOD
S43Q2F	141	1	C	F COMMUNITY HAD SECURITY PROBLEMS
S43Q2G	142	1	C	G PEOPLE ARE NOT VERY FRIENDLY
S43Q2H	143	1	C	H LONG WAY FROM YOUR JOBS AND FRIENDS
S43Q2I	144	1	C	I YOU PROBABLY WILL NOT LIKE NEIGHBORHOOD
S43Q2J	145	1	C	J OTHER NEGATIVE COMMENTS ABOUT COMMUNITY

Name	Beginning Column	Length	Data Type	Description
S43Q2K	146	1	C	K OTHER NEGATIVE COMMENTS ABOUT NEIGHBORHOOD
S43Q2L	147	1	C	L OTHER NEGATIVE COMMENTS ABOUT NEIGHBORHOOD RACIAL STATEMENTS
S43Q3A	148	1	C	A NO RACIAL STATEMENTS ABOUT NEIGHBORHOOD
S43Q3B	149	1	C	THE MAJORITY OF PEOPLE IN NEIGHBORHOOD ARE _____
S43Q3C	150	1	C	PRICES REMAINED HIGH BECAUSE OF VERY FEW (OR NO) _____
S43Q3D	151	1	C	PRICES WENT DOWN DUE TO A LOT OF _____
S43Q3E	152	1	C	YOU WILL BE UNCOMFORTABLE BECAUSE OF _____
S43Q3F	153	1	C	PEOPLE WILL BE UNHAPPY IF HOUSE SOLD TO _____
S43Q3G	154	1	C	YOU WILL LIKE AREA, A LOT OF PEOPLE ARE _____

The following apply to S43Q3B - S43Q3G above:

B Black
H Hispanic
W White

S43Q3H	155	1	C	H OTHER RACIAL COMMENTS
AUDITID	156	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	166	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA _ _ _ _ _
NWEIGHT	174	6	N	NORMALIZED/MEAN WEIGHT _ _ _ _ _
VISITID	180	12	N	UNIQUE AUDITOR ID NUMBER

Logical Record Length: 264
 Block Size: 1848
 Number of Records: 1472

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S46ID	1	8	N	ID NUMBER 1
S46ID2	9	9	C	ID NUMBER 2
S46SMSA	18	4	N	SMSA CODE (see SMSA table)
S46AUDIT	22	4	C	AUDIT NUMBER
S46TYPE	26	2	N	AUDIT TYPE
S46RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
S46WEEK	30	2	N	AD WEEK
S46Q1	32	6	N	DATE UNIT INSPECTED
S46Q2	38	4	N	TIME INSPECTION BEGAN
S46Q2A	42	1	C	A AM P PM
S46Q3	43	4	N	TIME INSPECTION FINISHED
S46Q3A	47	1	C	A AM P PM
S46Q5A	48	40	C	STREET ADDRESS OF INSPECTED CONDO - SUPPRESSED
S46Q5B	98	25	C	CITY OF INSPECTED CONDO
S46Q5C	123	2	C	STATE ABBREVIATION OF INSPECTED CONDO
S46Q5D	125	5	N	ZIP CODE OF INSPECTED CONDO
S46Q5F	130	2	N	NUMBER OF BEDROOMS OF INSPECTED CONDO
S46Q5G	132	6	N	ASKING PRICE
S46Q6	138	1	C	UNIT IN RELATION TO VISIT ASSIGNMENT A advertised unit B unit of same size/price C unit of similar size/price D second choice E other
S46Q7	139	2	N	FLOOR NUMBER OF INSPECTED UNIT
S46Q8	141	1	C	TYPE OF BUILDING A single family home B duplex C two family flat D townhouse/rowhouse E apartment on building with 4 or less units F other
S46Q9A	142	1	C	TYPE OF AVAILABLE FINANCING A FHA/VA
S46Q9B	143	1	C	B OTHER GOVERNMENT AGENCIES
S46Q9C	144	1	C	C STANDARD CONVENTIONAL
S46Q9D	145	1	C	D ADJUSTABLE RATE CONV.
S46Q9E	146	1	C	E ASSUMPTION
S46Q9F	147	1	C	F LAND CONTRACT
S46Q9G	148	1	C	G SELLER FINANCED
S46Q9H	149	1	C	H OTHER
S46Q10	150	5.2	N	LOWEST INTEREST RATE AVAILABLE
S46Q11A	155	5	N	AMOUNT OF DOWN PAYMENT REQUIRED
S46Q11B	160	5.2	N	AMOUNT OF DOWN PAYMENT REQUIRED

Name	Beginning Column	Length	Data Type	Description	
S46Q12	165	4	N	MONTHLY SERVICE CHARGE FOR MEMBERSHIP WHEN IS UNIT AVAILABLE FOR OCCUPANCY? A immediately B 0-1 months C 2-3 months D 3-6 months E 6 months or more F more than 6 months G agent did not say	
S46Q13	169	1	C		
S46Q14A	170	1	C		WHAT AGENT SAID ABOUT SUBMITTING AN OFFER:
S46Q14B	171	1	C		A YOU COULD SUBMIT AN OFFER IMMEDIATELY
S46Q14C	172	1	C		B AGENT COULD NOT ACCEPT OFFER
S46Q14D	173	1	C		C YOU SHOULD SUBMIT OFFER IMMEDIATELY
S46Q15A	174	1	C		D LOOK AT OTHER PROPERTIES BEFORE OFFER
S46Q15B	175	1	C		POSITIVE COMMENTS ABOUT UNIT
S46Q15C	176	1	C		A UNIT IS SPACIOUS AND COMFORTABLE
S46Q15D	177	1	C		B UNIT HAS BEEN WELL MAINTAINED
S46Q15E	178	1	C	C UNIT IN EXCELLENT LOCATION IN CONDO	
S46Q15F	179	1	C	D UNIT IS PRICED WELL	
S46Q15G	180	1	C	E UNIT LIKELY TO APPRECIATE IN VALUE	
S46Q15H	181	1	C	F ITEMS LEFT BY OWNER IN GOOD CONDITION	
S46Q15I	182	1	C	G THE VIEW IS GOOD	
S46Q16A	183	1	C	H AGENT JUST LOVES THIS UNIT	
S46Q16B	184	1	C	I OTHER POSITIVE COMMENTS BY AGENT	
S46Q16C	185	1	C	NEGATIVE COMMENTS ABOUT UNIT	
S46Q16D	186	1	C	A UNIT HAS NOT BEEN WELL MAINTAINED	
S46Q16E	187	1	C	B UNIT IS EXPENSIVE TO MAINTAIN	
S46Q16F	188	1	C	C TAXES ARE QUITE HIGH	
S46Q16G	189	1	C	D UTILITY COSTS ARE HIGH	
S46Q16H	190	1	C	E UNIT IS OVERPRICED	
S46Q17A	191	1	C	F UNIT NOT LIKELY TO APPRECIATE IN VALUE	
S46Q17B	192	1	C	G AGENT DOES NOT REALLY LIKE THIS UNIT	
S46Q17C	193	1	C	H OTHER NEGATIVE COMMENTS BY AGENT	
S46Q17D	194	1	C	PHYSICAL CONDITION OF UNIT	
S46Q17E	195	1	C	A NEW UNIT, STILL UNDER CONSTRUCTION	
S46Q17F	196	1	C	B NEW HOME, READY FOR OCCUPANCY	
S46Q17G	197	1	C	C PREVIOUSLY OCCUPIED UNIT	
S46Q17H	198	1	C	D BEING REPAIRED, NOT READY FOR OCCUPANCY	
S46Q17I	199	1	C	E NEWLY REHABBED, READY FOR OCCUPANCY	
S46Q17J	200	1	C	F FRESH INTERIOR PAINT/WALLPAPER	
S46Q17K	201	1	C	G CLEAN FLOOR/WALLS	
S46Q17L	202	1	C	H NO BROKEN WINDOWS, DOORS, ELECTRICAL	
S46Q17M	203	1	C	I LAWN, EXTERIOR OF BUILDING NEAT	
S46Q17N	204	1	C	J INTERIOR PAINT/WALLPAPER PEELING	
S46Q17O	205	1	C	K DIRT AND DEBRIS ON FLOOR, WALLS	
AUDITID	206	10	N	L BROKEN WINDOWS, DOORS, ELECTRICAL	
VISITID	216	12	N	M EXTERIOR PAINT PEELING, REPAIR SCREENS	
S46CTT	228	8	N	N LAWNS, YARD, DRIVEWAY NEED MAINTENANCE	
S46CTSC	236	6	N	O OTHER OBSERVED CONDITIONS	
S46MTYP	242	2	N	UNIQUE AUDIT ID NUMBER	
				UNIQUE AUDITOR ID NUMBER	
				CENSUS TRACT OF OF INSPECTED CONDO	
				STATE AND COUNTY FIPS CODE OF INSPECTED CONDO	
				MATCHING ADDRESS OUTCOME CODE OF INSPECTED CONDO	
				1 unit inspc't'd by majority abd minority auditors	
				2 unit recomd'd to majority and minority auditors	
				3 unit inspc't'd by majority, recomd'd to minority	
				4 unit inspc't'd by minority, recomd'd to majority	
				5 unit recomd'd to majority auditor only	
				6 unit recomd'd to minority auditor only	
				7 unit inspc't'd by majority auditor only	
				8 unit inspc't'd by minority auditor only	

Name	Beginning Column	Length	Data Type	Description
S46POS	244	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE OF INSPCTD CONDO 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor
WEIGHT	248	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA _ _ _ _ _
NWEIGHT	256	6	N	NORMALIZED MEAN WEIGHT _ _ _ _ _

Logical Record Length: 88
 Block Size: 1936
 Number of Records: 960

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S51ID	1	8	N	ID NUMBER 1
S51ID2	9	9	C	ID NUMBER 2
S51SMSA	18	4	N	SMSA CODE (see SMSA table)
S51AUDIT	22	4	C	AUDIT NUMBER
S51TYPE	26	2	N	AUDIT TYPE
S51RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
S51WEEK	30	2	N	AD WEEK
S51Q1	32	6	N	DATE OF FOLLOW-UP CONTACT
S51Q2	38	1	C	TYPE OF FOLLOW-UP: A call from agent B call from someone else C visit from agent D visit from someone else E mailing F chance meeting G other
S51Q3A	39	1	C	PURPOSE OF FOLLOW-UP: A SET UP APPOINTMENT AT AGENT'S OFFICE
S51Q3B	40	1	C	B SET UP APPOINTMENT TO INSPECT HOUSES
S51Q3C	41	1	C	C ADVISE AUDITOR OF HOUSES TO INSPECT
S51Q3D	42	1	C	D IS AUDITOR STILL INTERESTED IN HOUSES?
S51Q3E	43	1	C	E CONFIRM/REQUEST INFO FROM AUDITOR
S51Q3F	44	1	C	F PROVIDE INFORMATION ABOUT FIRM
S51Q3G	45	1	C	G ENCOURAGE AUDITOR TO WORK WITH AGENT
S51Q3H	46	1	C	H OTHER REASONS
S51Q5	47	4	N	LENGTH OF CONTACT
S51Q6	51	2	N	NO AGENT FOLLOW-UP AFTER 10 DAYS 10 yes
WEIGHT	63	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA _ _ _ _ _
AUDITID	53	10	N	UNIQUE AUDIT ID NUMBER
NWEIGHT	71	6	N	NORMALIZED MEAN WEIGHT _ _ _ _ _
VISITID	77	12	N	UNIQUE AUDITOR ID NUMBER

File Number 9 - SALES71

Logical Record Length: 88
 Block Size: 1936
 Number of Records: 2148

Data Set Organization: Physical Sequential
 Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
S71ID	1	8	N	ID NUMBER 1
S71ID2	9	9	N	ID NUMBER 2
S71SMSA	18	4	N	SMSA CODE (see SMSA table)
S71AUDIT	22	4	C	AUDIT NUMBER
S71TYPE	26	2	N	AUDIT NUMBER
S71RACE	28	2	N	AUDITOR RACE
S71WEEK	30	2	N	AD WEEK
S71NAME	32	10	C	NAME OF PERSON COMPLETING FORM
S71DATE	42	6	N	DATE FORM COMPLETED
S71Q1	48	1	C	COMPARISON OF PRE-SITE PHONE CONTACT BY AUDITORS
S71Q2	49	1	C	COMPARISON OF AVAILABILITY OF ADVERTISED HOUSE/UNIT
S71Q3	50	1	C	COMPARISON OF INSPECTION OF ADVERTISED HOUSE/UNIT
S71Q4	51	1	C	COMPARISON OF AVAILABILITY OF SIMILAR HOUSES/UNITS
S71Q5	52	1	C	COMPARISON OF INVITATIONS TO INSPECT HOUSES/UNITS
S71Q6	53	1	C	COMPARISON OF HOUSES/UNITS INSPECTED
S71Q7	54	1	C	COMPARISON OF PRICE/FINANCIAL INFO OF ADVERTISED UNIT
S71Q8	55	1	C	COMPARISON OF PRICE/FINANCIAL INFO OF SIMILAR UNIT
S71Q9	56	1	C	COMPARISON OF QUALIFICATIONS TO PURCHASE
S71Q10	57	1	C	COMPARISON OF QUALITY OF HOUSES/UNITS OFFERED
The following apply to S71Q1 - S71Q10:				
A both auditors treated equally				
B minority auditor favored				
C majority auditor favored				
D unable to determine				
E other				
S71Q11	58	1	C	RACIAL/ETHNIC STEERING
A no steering				
B minority steered toward minority neighborhood				
C minority steered toward majority neighborhood				
D majority steered toward minority neighborhood				
E majority steered toward majority neighborhood				
F unable to determine				
G other				
S71Q12	59	1	C	RACIAL REMARKS
A no racial remarks				
B anti-minority remarks made to minority				
C anti-minority remarks made to majority				
D positive remarks made to minority				
E positive remarks made to majority				
F anti-majority remarks made to minority				
G anti-majority remarks made to majority				
H unable to determine				
I other				
S71Q13	60	1	C	FOLLOW-UP CONTACT
A no follow-up calls				
B both auditors treated equal				
C minority auditor favored				
D majority auditor favored				
E unable to determine				
F other				

Name	Beginning Column	Length	Data Type	Description
S71Q14	61	1	C	WHAT DOES THE AUDIT SHOW? A both treated equal B minority favored a little C minority favored a lot D majority favored a little E majority favored a lot F unable to determine G other
AUDITID	62	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	72	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA -----
NWEIGHT	80	6	N	NORMALIZED MEAN WEIGHT -----

File Number 10 - RENTAL91

Logical Record Length: 152
 Block Size: 1976
 Number of Records: 1588

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
R91ID	1	12	C	AUDIT IDENTIFICATION
R91WEEK	13	2	N	ADD WEEK
R91SMSA	15	4	N	SMSA CODE (see SMSA table)
R91AUDIT	19	4	C	AUDIT NUMBER
R91TYPE	23	2	N	AUDIT TYPE
R91Q1A	25	4	C	MINORITY AUDIT NUMBER
R91Q1B	29	4	C	MAJORITY AUDIT NUMBER
R91Q2	33	1	C	SEX OF AUDITOR TEAM F female M male
R91Q3	34	2	N	BEDROOM SIZE REQUESTED
R91Q4A	36	5	N	FIRST RENT REQUESTED
R91Q4B	41	1	C	RENT PAID D daily W weekly M monthly
R91Q4C	42	5	N	SECOND RENT REQUESTED
R91Q4D	47	1	C	RENT PAID D daily W weekly M monthly
R91Q5	48	1	C	DID MAJORITY GO FIRST? Y yes N no
R91Q6	49	20	C	NATIONAL ORIGIN OF HISPANIC AUDITOR
R91Q7A	69	2	N	AGE OF MINORITY AUDITOR
R91Q7B	71	2	N	AGE OF MAJORITY AUDITOR
R91Q7C	73	1	C	MARITAL STATUS OF MINORITY AUDITOR S single M married D divorced W widow
R91Q7D	74	1	C	MARITAL STATUS OF MAJORITY AUDITOR S single M married D divorced W widow
R91Q7E	75	2	N	NUMBER OF CHILDREN OF MINORITY AUDITOR
R91Q7F	77	2	N	NUMBER OF CHILDREN OF MAJORITY AUDITOR
R91Q7G	79	1	C	CHILDREN <6 YRS FOR MINORITY AUDITOR? Y yes N no
R91Q7H	80	1	C	CHILDREN <6 YRS FOR MAJORITY AUDITOR? Y yes N no
R91Q8A	81	6	N	INCOME OF MINORITY AUDITOR
R91Q8B	87	6	N	INCOME OF MAJORITY AUDITOR
R91Q8C	93	6	N	INCOME OF MINORITY SPOUSE
R91Q8D	99	6	N	INCOME OF MAJORITY SPOUSE
R91Q9A1	105	2	N	NUMBER OF CALLS INITIATED BY MINORITY
R91Q9A2	107	2	N	NUMBER OF CALLS INITIATED BY MAJORITY

Name	Beginning Column	Length	Data Type	Description
R91Q9B1	109	1	C	APPOINTMENT GIVEN TO MINORITY? Y yes N no
R91Q9B2	110	1	C	APPOINTMENT GIVEN TO MAJORITY? Y yes N no
R91Q10A1	111	1	C	FORM 321/331 COMPLETED BY MINORITY? Y yes N no
R91Q10A2	112	1	C	FORM 321/331 COMPLETED BY MAJORITY? Y yes N no
R91Q10B	113	1	C	BOTH AUDITORS INTERVIEWED BY SAME AGENT? Y yes N no
R91Q10C	114	1	C	BOTH AUDITORS VISITED SAME OFFICE? Y yes N no
R91Q11A	115	2	N	NUMBER OF FORM 341 COMPLETED BY MINORITY
R91Q11B	117	2	N	NUMBER OF FORM 341 COMPLETED BY MAJORITY
R91Q11C	119	2	N	NUMBER OF FORM 343 COMPLETED BY MINORITY
R91Q11D	121	2	N	NUMBER OF FORM 343 COMPLETED BY MAJORITY
R91Q12A	123	1	C	COMPLETED FORM 351 BY MINORITY? Y yes N no
R91Q12B	124	1	C	COMPLETED FORM 351 BY MAJORITY? Y yes N no
R91Q13	125	1	C	COMPLETED FORM 371? Y yes N no
AUDITID	126	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	136	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA - - - - -
NWEIGHT	144	6	N	NORMALIZED MEAN WEIGHT - - - - -

File Number 11 - RENTAL31

Logical Record Length: 1044
 Block Size: 1044
 Number of Records: 3034

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
R31ID	1	8	N	ID NUMBER 1
R31ID2	9	9	C	ID NUMBER 2
R31SMSA	18	4	N	SMSA CODE (see SMSA table)
R31AUDIT	22	4	C	AUDIT NUMBER
R31TYPE	26	2	N	AUDIT TYPE
R31RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
R31WEEK	30	2	N	AD WEEK
R31Q1	32	1	C	DID YOU MAKE TELEPHONE CONTACT BEFORE VISIT? Y yes N no
R31Q2A	33	40	C	STREET ADDRESS OF FIRST OFFICE - SUPPRESSED
R31Q2B	73	4	C	ROOM NUMBER OF FIRST OFFICE
R31Q2C	77	25	C	CITY OF FIRST OFFICE
R31Q2D	102	2	C	STATE ABBREVIATION OF FIRST OFFICE
R31Q2E	104	5	N	ZIP CODE OF FIRST OFFICE
R31Q2F	109	40	C	STREET ADDRESS OF SECOND OFFICE - SUPPRESSED
R31Q2G	149	4	C	ROOM NUMBER OF SECOND OFFICE
R31Q2H	153	25	C	CITY OF SECOND OFFICE
R31Q2I	178	2	C	STATE ABBREVIATION OF SECOND OFFICE
R31Q2J	180	5	N	ZIP CODE OF SECOND OFFICE
R31Q3	185	6	N	DATE SITE-VISIT BEGAN
R31Q4A	191	4	N	TIME SITE-VISIT BEGAN
R31Q4B	195	2	C	AM OR PM
R31Q5A	197	4	N	IF OFFICE IS CLOSED, TIME LEFT OFFICE
R31Q5B	201	2	C	AM OR PM
R31Q6A	203	4	N	TIME SITE VISIT AND INSPECTION COMPLETED
R31Q6B	207	2	C	AM OR PM
R31Q7A	209	2	N	HOURS SPENT SERVICING YOU
R31Q7B	211	2	N	MINUTES SPENT SERVICING YOU
R31Q7C	213	2	N	SECONDS SPENT SERVICING YOU
R31Q8	215	6	N	DATE SITE-VISIT FORM COMPLETED
R31Q9A	221	4	N	TIME SITE-VISIT FORM COMPLETED
R31Q9B	225	2	C	AM OR PM
R31Q10A	227	2	N	NUMBER OF FIRST PERSON SEEN
R31Q10B	229	8	C	TITLE OF FIRST PERSON SEEN
R31Q10C	237	1	C	RACE OF FIRST PERSON SEEN B Black W White H Hispanic
R31Q10D	238	1	C	SEX OF FIRST PERSON SEEN M male F female
R31Q10E	239	2	N	AGE OF FIRST PERSON SEEN

Name	Beginning Column	Length	Data Type	Description
R31Q10F	241	2	N	NUMBER OF SECOND PERSON SEEN
R31Q10G	243	8	C	TITLE OF SECOND PERSON SEEN
R31Q10H	251	1	C	RACE OF SECOND PERSON SEEN B Black W White H Hispanic
R31Q10I	252	1	C	SEX OF SECOND PERSON SEEN M male F female
R31Q10J	253	2	N	AGE OF SECOND PERSON SEEN
R31Q10K	255	2	N	NUMBER OF THIRD PERSON SEEN
R31Q10L	257	8	C	TITLE OF THIRD PERSON SEEN
R31Q10M	265	1	C	RACE OF THIRD PERSON SEEN B Black W White H Hispanic
R31Q10N	266	1	C	SEX OF THIRD PERSON SEEN M male F female
R31Q10O	267	2	N	AGE OF THIRD PERSON SEEN
R31Q10P	269	2	N	NUMBER OF FOURTH PERSON SEEN
R31Q10Q	271	8	C	TITLE OF FOURTH PERSON SEEN
R31Q10R	279	1	C	RACE OF FOURTH PERSON SEEN B Black W White H Hispanic
R31Q10S	280	1	C	SEX OF FOURTH PERSON SEEN M male F female
R31Q10T	281	2	N	AGE OF FOURTH PERSON SEEN
R31Q10U	283	2	N	NUMBER OF FIFTH PERSON SEEN
R31Q10V	285	8	C	TITLE OF FIFTH PERSON SEEN
R31Q10W	293	1	C	RACE OF FIFTH PERSON SEEN B Black W White H Hispanic
R31Q10X	294	1	C	SEX OF FIFTH PERSON SEEN M male F female
R31Q10Y	295	2	N	AGE OF FIFTH PERSON SEEN
R31Q10AA	297	2	N	NUMBER OF SIXTH PERSON SEEN
R31Q10BB	299	8	C	TITLE OF SIXTH PERSON SEEN
R31Q10CC	307	1	C	RACE OF SIXTH PERSON SEEN B Black W White H Hispanic
R31Q10DD	308	1	C	SEX OF SIXTH PERSON SEEN M male F female
R31Q10EE	309	2	N	AGE OF SIXTH PERSON SEEN
R31Q10FF	311	2	N	NUMBER OF SEVENTH PERSON SEEN
R31Q10GG	313	8	C	TITLE OF SEVENTH PERSON SEEN
R31Q10HH	321	1	C	RACE OF SEVENTH PERSON SEEN B Black W White H Hispanic

Name	Beginning Column	Length	Data Type	Description
R31Q10II	322	1	C	SEX OF SEVENTH PERSON SEEN M male F female
R31Q10JJ	323	2	N	AGE OF SEVENTH PERSON SEEN
R31Q10KK	325	2	N	NUMBER OF EIGHTH PERSON SEEN
R31Q10LL	327	8	C	TITLE OF EIGHTH PERSON SEEN
R31Q10MM	335	1	C	RACE OF EIGHTH PERSON SEEN B Black W White H Hispanic
R31Q10NN	336	1	C	SEX OF EIGHTH PERSON SEEN M male F female
R31Q10OO	337	2	N	AGE OF EIGHTH PERSON SEEN
R31Q11A	339	1	C	FEDERAL EQUAL OPPORTUNITY SIGN
R31Q11B	340	1	C	OTHER FEDERAL FAIR HOUSING SIGN
R31Q11C	341	1	C	STATE FAIR HOUSING SIGN
R31Q11D	342	1	C	LOCAL FAIR HOUSING SIGN
R31Q11E	343	1	C	PRIVATE AGENCY FAIR HOUSING SIGN
R31Q11F	344	1	C	OTHER SIGNS
R31Q12	345	2	N	NUMBER OF PERSON WHO GREETED YOU
R31Q13	347	1	C	HOW DID YOU WAIT FOR INTERVIEW?
R31Q14	348	2	N	NUMBER OF PERSON WHO INTERVIEWED YOU
R31Q15	350	1	C	WHAT DID AGENT SAY ABOUT AVAILABILITY?
R31Q16	351	1	C	OTHER UNITS OF SAME SIZE/PRICE AVAILABLE
R31Q16D	352	2	N	NUMBER OF UNITS AVAILABLE
R31Q17	354	1	C	WAS SECOND CHOICE UNIT AVAILABLE?
R31Q17D	355	2	N	NUMBER OF SECOND CHOICE UNITS AVAILABLE
R31Q18	357	1	C	WHEN WOULD UNIT BECOME AVAILABLE?
R31Q19	358	2	N	UNITS IMMEDIATELY OR SOON AVAILABLE?
R31Q20	360	2	N	UNITS INSPECTED ON THE INSIDE
R31Q21	362	2	N	MODEL UNITS INVITED TO INSPECT
R31Q22	364	2	N	MODEL UNITS ACTUALLY INSPECTED
R31Q23A	366	40	C	STREET ADDRESS OF RECOMMENDED UNIT 1 - SUPPRESSED
R31Q23B	406	4	C	APARTMENT NUMBER OF RECOMMENDED UNIT 1
R31Q23C	410	25	C	CITY OF RECOMMENDED UNIT 1
R31Q23D	435	2	C	STATE ABBREVIATION OF RECOMMENDED UNIT 1
R31Q23E	437	2	N	SIZE OF RECOMMENDED UNIT 1
R31Q23F	439	5	N	RENTAL RATE OF RECOMMENDED UNIT 1
R31Q23G	444	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R31Q23H	445	6	N	AVAILABILITY DATE OF RECOMMENDED UNIT 1
R31Q23J	451	40	C	STREET ADDRESS OF RECOMMENDED UNIT 2 - SUPPRESSED
R31Q23K	491	4	C	APARTMENT NUMBER OF RECOMMENDED UNIT 2
R31Q23L	495	25	C	CITY OF RECOMMENDED UNIT 2
R31Q23M	520	2	C	STATE ABBREVIATION OF RECOMMENDED UNIT 2
R31Q23N	522	2	N	SIZE OF RECOMMENDED UNIT 2
R31Q23O	524	5	N	RENTAL RATE OF RECOMMENDED UNIT 2
R31Q23P	529	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R31Q23Q	530	6	N	AVAILABILITY DATE OF RECOMMENDED UNIT 2

Name	Beginning Column	Length	Data Type	Description
R31Q23S	536	40	C	STREET ADDRESS OF RECOMMENDED UNIT 3 - SUPPRESSED
R31Q23T	576	4	C	APARTMENT NUMBER OF RECOMMENDED UNIT 3
R31Q23U	580	25	C	CITY OF RECOMMENDED UNIT 3
R31Q23V	605	2	C	STATE ABBREVIATION OF RECOMMENDED UNIT 3
R31Q23W	607	2	N	SIZE OF RECOMMENDED UNIT 3
R31Q23X	609	5	N	RENTAL RATE OF RECOMMENDED UNIT 3
R31Q23Y	614	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R31Q23A1	615	6	N	AVAILABILITY DATE OF RECOMMENDED UNIT 3
R31Q23BB	621	40	C	STREET ADDRESS OF RECOMMENDED UNIT 4 - SUPPRESSED
R31Q23CC	657	4	C	APARTMENT NUMBER OF RECOMMENDED UNIT 4
R31Q23DD	661	25	C	CITY OF RECOMMENDED UNIT 4
R31Q23EE	686	2	C	STATE ABBREVIATION OF RECOMMENDED UNIT 4
R31Q23FF	688	2	N	SIZE OF RECOMMENDED UNIT 4
R31Q23GG	690	5	N	RENTAL RATE OF RECOMMENDED UNIT 4
R31Q23HH	695	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R31Q23II	696	6	N	AVAILABILITY DATE OF RECOMMENDED UNIT 4
R31Q24A	702	5	N	FIRST CHOICE - RENT STARTS AT A LOW OF
R31Q24B	707	5	N	FIRST CHOICE - RENT UP TO A HIGH OF
R31Q24C	712	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R31Q24D	713	5	N	SECOND CHOICE - RENT STARTS AT A LOW OF
R31Q24E	718	5	N	SECOND CHOICE - RENT UP TO A HIGH OF
R31Q24F	723	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R31Q24G	724	5	N	OTHER CHOICE - RENT STARTS AT A LOW OF
R31Q24H	729	5	N	OTHER CHOICE - RENT UP TO A HIGH OF
R31Q24I	734	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R31Q24J	735	1	C	J AGENT DID NOT GIVE RENT RANGES
R31Q25A	736	1	C	PROCEDURE FOR OBTAINING UNIT A WRITTEN APPLICATION IS REQUIRED
R31Q25B	737	1	C	B WRITTEN APPLICATION IS NOT REQUIRED
R31Q25C	738	1	C	C CREDIT CHECK IS REQUIRED
R31Q25D	739	1	C	D CREDIT CHECK IS NOT REQUIRED
R31Q25E	740	1	C	E SECURITY DEPOSIT IS REQUIRED
R31Q25F	741	1	C	F SECURITY DEPOSIT IS NOT REQUIRED
R31Q25G	742	1	C	G OTHER FEES ARE REQUIRED
R31Q25H	743	1	C	H NO OTHER FEES ARE REQUIRED
R31Q25I	744	1	C	I FEE REQUIRED FOR APPLICATION PROCESS

Name	Beginning Column	Length	Data Type	Description
R31Q25J	745	1	C	J AGENT DID NOT KNOW PROCEDURES
R31Q25K	746	1	C	K OTHER PROCEDURES FOR OBTAINING UNIT
R31Q26	747	1	C	IS AN APPLICATION FEE REQUIRED? Y yes N no O agent did not say
R31Q26B	748	3	N	AMOUNT OF APPLICATION FEE Y yes N no O agent did not say
R31Q27	751	1	C	IS A CREDIT CHECK FEE REQUIRED? Y yes N no O agent did not say
R31Q27B	752	3	N	AMOUNT OF CREDIT CHECK FEE
R31Q28	755	1	C	AMOUNT OF DEPOSIT REQUIRED A not given B 0-1 month's rent C 1-2 month's rent D over 2 month's rent E required but unknown F other
R31Q28G	756	4	N	EXACT AMOUNT OF DEPOSIT
R31Q29A	760	3	N	CLEANING/APARTMENT PREPARATION FEE
R31Q29B	763	3	N	PARKING/GARAGE FEE
R31Q29C	766	3	N	TELEVISION FEE
R31Q29D	769	3	N	OTHER FEES
R31Q30	772	1	C	WHAT DID AGENT SAY ABOUT LEASE? A no lease B 0-6 month lease C 6-12 month lease D over 1 year lease required E lease required, length unknown F agent did not say G other
R31Q31	773	1	C	HOW LONG BEFORE APPROVAL FOR UNIT? A 0-1 week B 1 week - 1 month C over 1 month D agent did not say E other
R31Q32A	774	1	C	WHAT AGENT SAID ABOUT INCENTIVES A NOTHING SAID ABOUT INCENTIVES
R31Q32B	775	1	C	RENTAL RATES REDUCED FOR NEW RENTERS? Y yes N no
R31Q32C	776	3	N	AMOUNT OF RENTAL REDUCTION
R31Q32D	779	1	C	ONE MONTH FREE RENT THE FIRST YEAR? Y yes N no
R31Q32E	780	3	N	AMOUNT OF FREE RENT
R31Q32F	783	1	C	A REBATE TO TENANT AFTER FIRST YEAR? Y yes N no
R31Q32G	784	3	N	AMOUNT OF REBATE
R31Q32H	787	1	C	DEPOSIT/APPLICATION WAIVED OR REDUCED? Y yes N no
R31Q32I	788	3	N	AMOUNT WAIVED OR REDUCED
R31Q32J	791	1	C	ANY OTHER SPECIAL INCENTIVES? Y yes N no

Name	Beginning Column	Length	Data Type	Description
R31Q32K	792	3	N	AMOUNT OF OTHER INCENTIVES
R31Q33A	795	1	C	WERE YOU INVITED TO FILL OUT AN APPLICATION? Y yes N no
R31Q33B	796	1	C	IF INVITED, WHAT DID YOU DO? A complete it B take it home with you C other
R31Q34A	797	1	C	WAS THERE A WAITING LIST FOR UNITS? Y yes N no O agent did not say
R31Q34B	798	1	C	WHAT WAS LENGTH OF WAITING LIST? B 0-1 month C 1-2 months D 2-3 months E 3-6 months F 6-12 months G over 1 year H agent did not say
R31Q34C	799	1	C	AGENT OFFERED TO ADD YOUR NAME TO LIST? Y yes N no
R31Q35A	800	1	C	WHAT DID AGENT ASK YOU ABOUT YOUR HOUSING NEEDS? A AGENT ASKED NUMBER OF BEDROOMS DESIRED
R31Q35B	801	1	C	B AGENT ASKED SIZE OF YOUR FAMILY
R31Q35C	802	1	C	C AGENT ASKED YOUR PRICE RANGE
R31Q35D	803	1	C	D AGENT ASKED WHEN YOU NEED TO MOVE
R31Q35E	804	1	C	E AGENT DID NOT ASK YOUR HOUSING NEEDS
R31Q35F	805	1	C	F AGENT ASKED OTHER HOUSING NEEDS WERE YOU ASKED? A AGENT ASKED YOUR INCOME
R31Q36A	806	1	C	B AGENT ASKED YOUR EMPLOYER
R31Q36B	807	1	C	C AGENT ASKED INCOME OF YOUR SPOUSE
R31Q36C	808	1	C	D AGENT ASKED EMPLOYER OF SPOUSE
R31Q36D	809	1	C	E AGENT ASKED YOUR OTHER FINANCIAL ASSETS
R31Q36E	810	1	C	F AGENT ASKED YOUR DEBTS/LIABILITIES
R31Q36F	811	1	C	G AGENT DID NOT ASK ABOUT INCOME/ASSETS
R31Q36G	812	1	C	H AGENT ASKED OTHER INFORMATION
R31Q36H	813	1	C	AGENT SAID ABOUT REFERENCES/CO-SIGNERS A NEED TO GIVE NAMES OF REFERENCES
R31Q37A	814	1	C	B PERSONAL REFERENCES NOT REQUIRED
R31Q37B	815	1	C	C YOU WOULD NEED A CO-SIGNER
R31Q37C	816	1	C	D YOU WOULD NOT NEED A CO-SIGNER
R31Q37D	817	1	C	E AGENT DID NOT DISCUSS REFERENCES
R31Q37E	818	1	C	F AGENT DISCUSSED OTHER NEEDS
R31Q37F	819	1	C	AGENT ASKED FOR A AGENT REQUESTED YOUR NAME
R31Q38A	820	1	C	B AGENT REQUESTED YOUR HOME NUMBER
R31Q38B	821	1	C	C AGENT REQUESTED YOUR WORK NUMBER
R31Q38C	822	1	C	D AGENT REQUESTED YOUR HOME ADDRESS
R31Q38D	823	1	C	E AGENT REQUESTED YOUR BUSINESS ADDRESS
R31Q38E	824	1	C	F AGENT ASKED ONLY HOW YOU COULD BE REACHED
R31Q38F	825	1	C	G OTHER
R31Q38G	826	1	C	WHAT DID AGENT SAY ABOUT CALLING BACK? A agent will call you
R31Q39	827	1	C	B you will call agent C nothing D other

Name	Beginning Column	Length	Data Type	Description	INFORMATION
R31Q40A	828	1	C	A	AGENT RECORDED NAME ON FORM, FILE, BOOK
R31Q40B	829	1	C	B	AGENT RECORDED PHONE ON FORM, FILE, BOOK
R31Q40C	830	1	C	C	AGENT RECORDED ADDRESS ON FORM, FILE, BOOK
R31Q40D	831	1	C	D	AGENT RECORDED NAME - NOT ON FORM, FILE
R31Q40E	832	1	C	E	AGENT RECORDED PHONE - NOT ON FORM, FILE
R31Q40F	833	1	C	F	AGENT RECORDED ADDRESS - NOT ON FORM, FILE
R31Q40G	834	1	C	G	AGENT RECORDED SOMETHING - UNDETERMINED
R31Q40H	835	1	C	H	YOU RECORDED NAME, PHONE, ADDRESS ON CARD
R31Q40I	836	1	C	I	YOU RECORDED NAME, PHONE, ADDRESS ON APPLICATION
R31Q40J	837	1	C	J	YOU RECORDED NAME, PHONE, ADDRESS ON PAPER
R31Q40K	838	1	C	K	NOTHING RECORDED BY YOU OR AGENT
R31Q41	839	1	C		WHAT DID AGENT SAY ABOUT QUALIFICATIONS
				A	clearly qualified
				B	probably qualified
				C	might have difficulty
				D	clearly not qualified
				E	no statement made
				F	other
R31Q42	840	1	C		DID AGENT RECOMMENDED APPLYING AT OTHER BUILDING?
				Y	yes
				N	no
					REASONS FOR REFERRAL
R31Q42A	841	1	C	A	OTHER PLACES MAY HAVE VACANCIES
R31Q42B	842	1	C	B	YOU MIGHT QUALIFY AT OTHER PLACES
R31Q42C	843	1	C	C	OTHER PLACES MAY BE MORE SUITED TO YOU
R31Q42D	844	1	C	D	OTHER PLACES MAY BE MORE CONVENIENT FOR YOU
R31Q42E	845	1	C	E	OTHER REASONS FOR REFERRAL
					POSITIVE COMMENTS
R31Q43A	846	1	C	A	OWNER TAKES GOOD CARE OF PROPERTY
R31Q43B	847	1	C	B	RESIDENTS TAKE GOOD CARE OF THEIR UNITS
R31Q43C	848	1	C	C	PLACE IS QUIET AND PEACEFUL
R31Q43D	849	1	C	D	PLACE IS SECURE
R31Q43E	850	1	C	E	RESIDENTS ARE FRIENDLY
R31Q43F	851	1	C	F	RENTAL RATES ARE REASONABLE
R31Q43G	852	1	C	G	YOU WOULD LIKE LIVING HERE
R31Q43H	853	1	C	H	NO POSITIVE COMMENTS MADE BY AGENT
R31Q43I	854	1	C	I	OTHER POSITIVE COMMENTS MADE BY AGENT
					NEGATIVE COMMENTS
R31Q43J	855	1	C	J	PROPERTY HAS NOT BEEN WELL MAINTAINED
R31Q43K	856	1	C	K	RENTAL RATES ARE TOO HIGH
R31Q43L	857	1	C	L	RESIDENTS DO NOT RESPECT PROPERTY
R31Q43M	858	1	C	M	THEY HAVE HAD PROBLEMS WITH SECURITY
R31Q43N	859	1	C	N	YOU WILL GET USED TO THE NOISE
R31Q43O	860	1	C	O	RESIDENTS ARE NOT VERY FRIENDLY
R31Q43P	861	1	C	P	YOU MIGHT NOT ENJOY LIVING HERE
R31Q43Q	862	1	C	Q	OTHER NEGATIVE COMMENTS BY AGENT
					POSITIVE COMMENTS ABOUT NEIGHBORHOOD
R31Q44A	863	1	C	A	NEIGHBORHOOD IS SAFE AND QUIET
R31Q44B	864	1	C	B	SCHOOLS ARE GOOD
R31Q44C	865	1	C	C	RECREATIONAL FACILITIES ARE GOOD
R31Q44D	866	1	C	D	SHOPPING IS CONVENIENT
R31Q44E	867	1	C	E	TRANSPORTATION FACILITIES ARE CONVENIENT
R31Q44F	868	1	C	F	MANY GOOD RESTAURANTS/BARS NEARBY
R31Q44G	869	1	C	G	NO POSITIVE COMMENTS MADE BY AGENT
R31Q44H	870	1	C	H	OTHER POSITIVE COMMENTS MADE BY AGENT
					NEGATIVE COMMENTS ABOUT NEIGHBORHOOD
R31Q44I	871	1	C	I	NEIGHBORHOOD IS PRETTY RUN DOWN
R31Q44J	872	1	C	J	SECURITY HAS BECOME A PROBLEM
R31Q44K	873	1	C	K	SCHOOLS ARE NOT TOO GOOD
R31Q44L	874	1	C	L	SHOPPING/FACILITIES ARE NOT GOOD
R31Q44M	875	1	C	M	TRANSPORTATION IS NOT CONVENIENT
R31Q44N	876	1	C	N	IT IS NOT A FRIENDLY NEIGHBORHOOD

Name	Beginning Column	Length	Data Type	Description
R31Q44O	877	1	C	O NO NEGATIVE COMMENTS BY AGENT
R31Q44P	878	1	C	P OTHER NEGATIVE COMMENTS BY AGENT
				RACIAL COMMENTS
R31Q45A	879	1	C	A NO STATEMENTS MADE ABOUT RACE/ORIGIN
R31Q45B1	880	1	C	B MAJORITY OF PEOPLE IN APARTMENT ARE BLACK
R31Q45B2	881	1	C	H MAJORITY OF PEOPLE IN APARTMENT ARE HISPANIC
R31Q45B3	882	1	C	W MAJORITY OF PEOPLE IN APARTMENT ARE WHITE
R31Q45C1	883	1	C	B MAJORITY OF PEOPLE IN NEIGHBORHOOD ARE BLACK
R31Q45C2	884	1	C	H MAJORITY OF PEOPLE IN NEIGHBORHOOD ARE HISPANIC
R31Q45C3	885	1	C	W MAJORITY OF PEOPLE IN NEIGHBORHOOD ARE WHITE
R31Q45D1	886	1	C	B OWNER DOES NOT RENT TO BLACKS
R31Q45D2	887	1	C	H OWNER DOES NOT RENT TO HISPANICS
R31Q45D3	888	1	C	W OWNER DOES NOT RENT TO WHITES
R31Q45E1	889	1	C	B OWNER HAD PROBLEMS WITH BLACK TENANTS
R31Q45E2	880	1	C	H OWNER HAD PROBLEMS WITH HISPANIC TENANTS
R31Q45E3	891	1	C	W OWNER HAD PROBLEMS WITH WHITE TENANTS
R31Q45F1	892	1	C	B TENANTS NOT HAPPY IF RENTED TO BLACKS
R31Q45F2	893	1	C	H TENANTS NOT HAPPY IF RENTED TO HISPANICS
R31Q45F3	894	1	C	W TENANTS NOT HAPPY IF RENTED TO WHITES
R31Q45G1	895	1	C	B SOME COMMUNITIES BETTER FOR BLACKS
R31Q45G2	896	1	C	H SOME COMMUNITIES BETTER FOR HISPANICS
R31Q45G3	897	1	C	W SOME COMMUNITIES BETTER FOR WHITES
R31Q45H1	898	1	C	B SCHOOLS NOT GOOD - MANY BLACKS
R31Q45H2	899	1	C	H SCHOOLS NOT GOOD - MANY HISPANIC
R31Q45H3	900	1	C	W SCHOOLS NOT GOOD - MANY WHITES
R31Q45I	901	1	C	I OTHER COMMENTS
AUDITID	902	10	N	UNIQUE AUDIT ID NUMBER
VISITID	912	11	N	UNIQUE AUDITOR ID NUMBER
R31CT1T	923	8	N	CENSUS TRACT OF 1ST RECOMD'D UNIT
R31CT1SC	931	6	N	STATE AND LOCAL FIPS CODE OF 1ST RECOMD'D UNIT
R31MTYP1	937	2	N	MATCHING ADDRESS OUTCOME CODE OF 1ST RECOMD'D UNIT
				1 unit inspct'd by majority and minority auditors
				2 unit recomd'd to majority and minority auditors
				3 unit inspct'd by majority, recomd'd to minority
				4 unit inspct'd by minority, recomd'd to majority
				5 unit recomd'd to majority auditor only
				6 unit recomd'd to minority auditor only
				7 unit inspct'd by majority auditor only
				8 unit inspct'd by minority auditor only
R31POS1	939	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE-1ST RCMD'D UNIT
				1000 address recommended to majority auditor
				200 address recommended to minority auditor
				30 address inspected by majority auditor
				4 address inspected by minority auditor
R31CT2T	943	8	N	CENSUS TRACT OF 2ND RECOMD'D UNIT
R31CT2SC	951	6	N	STATE AND LOCAL FIPS CODE OF 2ND RECOMD'D UNIT
R31MTYP2	957	2	N	MATCHING ADDRESS OUTCOME CODE OF 2ND RECOMD'D UNIT
				1 unit inspct'd by majority and minority auditors
				2 unit recomd'd to majority and minority auditors
				3 unit inspct'd by majority, recomd'd to minority
				4 unit inspct'd by minority, recomd'd to majority
				5 unit recomd'd to majority auditor only
				6 unit recomd'd to minority auditor only
				7 unit inspct'd by majority auditor only
				8 unit inspct'd by minority auditor only
R31POS2	959	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE-2ND RECMD'D UNIT
				1000 address recommended to majority auditor
				200 address recommended to minority auditor
				30 address inspected by majority auditor
				4 address inspected by minority auditor

Name	Beginning Column	Length	Data Type	Description
R31CT3T	963	8	N	CENSUS TRACT OF 3RD RECOMD'D UNIT
R31CT3SC	971	6	N	STATE AND LOCAL FIPS CODE OF 3RD RECOMD'D UNIT
R31MTYP3	977	2	N	MATCHING ADDRESS OUTCOME CODE OF 3RD RECOMD'D UNIT 1 unit inspt'd by majority and minority auditors 2 unit recomd'd to majority and minority auditors 3 unit inspt'd by majority, recomd'd to minority 4 unit inspt'd by minority, recomd'd to majority 5 unit recomd'd to majority auditor only 6 unit recomd'd to minority auditor only 7 unit inspt'd by majority auditor only 8 unit inspt'd by minority auditor only
R31POS3	979	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE-3RD RECOMD'D UNIT 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor
R31CT4T	983	8	N	CENSUS TRACT OF 4TH RECOMD'D UNIT
R31CT4SC	991	6	N	STATE AND LOCAL FIPS CODE OF 4TH RECOMD'D UNIT
R31MTYP4	997	2	N	MATCHING ADDRESS OUTCOME CODE OF 4TH RECOMD'D UNIT 1 unit inspt'd by majority and minority auditors 2 unit recomd'd to majority and minority auditors 3 unit inspt'd by majority, recomd'd to minority 4 unit inspt'd by minority, recomd'd to majority 5 unit recomd'd to majority auditor only 6 unit recomd'd to minority auditor only 7 unit inspt'd by majority auditor only 8 unit inspt'd by minority auditor only
R31POS4	999	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE-4TH RECOMD'D UNIT 1000 address recommended to majority auditor 200 address recommended to minority auditor 30 address inspected by majority auditor 4 address inspected by minority auditor
R31CTO1T	1003	8	N	CENSUS TRACT OF 1ST OFFICE
R31CTO1S	1011	6	N	STATE AND COUNTY FIPS CODE OF 1ST OFFICE
R31CTO2T	1017	8	N	CENSUS TRACT OF 2ND OFFICE
R31CTO2S	1025	6	N	STATE AND COUNTY FIPS CODE OF 2ND OFFICE
WEIGHT	1031	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA
NWEIGHT	1039	6	N	NORMALIZED MEAN WEIGHT

File Number 12 - RENTAL41

Logical Record Length: 236
 Block Size: 1888
 Number of Records: 3853

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
R41ID	1	8	N	ID NUMBER 1
R41ID2	9	9	C	ID NUMBER 2
R41SMSA	18	4	N	SMSA CODE (see SMSA table)
R41AUDIT	22	4	C	AUDIT NUMBER
R41TYPE	26	2	N	AUDIT TYPE
R41RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
R41WEEK	30	2	N	AD WEEK
R41Q1	32	6	N	DATE UNIT INSPECTED
R41Q2A	38	4	N	TIME INSPECTION BEGAN
R41Q2B	42	2	C	AM OR PM
R41Q3A	44	4	N	TIME INSPECTION FINISHED
R41Q3B	48	2	C	AM OR PM
R41Q4A	50	42	C	ADDRESS OF INSPECTED UNIT - SUPPRESSED
R41Q4B	92	4	C	APARTMENT NUMBER OF INSPECTED UNIT
R41Q4C	96	25	C	CITY OF INSPECTED UNIT
R41Q4D	121	2	C	STATE CODE OF INSPECTED UNIT
R41Q4E	123	5	N	ZIP CODE OF INSPECTED UNIT
R41Q5	128	1	C	UNIT IN RELATION TO VISIT ASSIGNMENT A advertised unit B unit of same size/price C similar unit D 2nd choice E other
R41Q6	129	3	N	FLOOR NUMBER OF INSPECTED UNIT
R41Q7	132	1	C	TYPE OF BUILDING A single family detached B duplex C two family flat D townhouse/rowhouse E apart. in building with less than 4 units F other
R41Q8A	133	6	N	RENTAL RATE FOR THE BUILDING
R41Q8B	139	1	C	RATE PAID: D daily W weekly M monthly Y yearly
R41Q9A	140	1	C	INCLUDED IN RENT AT NO EXTRA CHARGE A ELECTRICITY INCLUDED IN RENT
R41Q9B	141	1	C	B GAS/OIL INCLUDED IN RENT
R41Q9C	142	1	C	C AIR CONDITION INCLUDED IN RENT
R41Q9D	143	1	C	D WATER INCLUDED IN RENT
R41Q9E	144	1	C	E PHONE ANSWERING SERVICES INCLUDED IN RENT
R41Q9F	145	1	C	F LAUNDRY FACILITIES INCLUDED IN RENT
R41Q9G	146	1	C	G PARKING SPACE INCLUDED IN RENT
R41Q9H	147	1	C	H RECREATIONAL FACILITY INCLUDED IN RENT

Name	Beginning Column	Length	Data Type	Description
R41Q9I	148	1	C	I SECURITY GUARD INCLUDED IN RENT
R41Q9J	149	1	C	J AGENT DID NOT SAY ITEMS INCLUDED IN RENT
R41Q9K	150	1	C	K OTHER ITEMS INCLUDED IN RENT
				POSITIVE COMMENTS ABOUT UNIT
R41Q10A	151	1	C	A UNIT IS CLEAN AND WELL MAINTAINED
R41Q10B	152	1	C	B UNIT IS CONVENIENTLY LOCATED IN BUILDING
R41Q10C	153	1	C	C UNIT IS QUIET
R41Q10D	154	1	C	D UNIT IS SECURE
R41Q10E	155	1	C	E APPLIANCES ARE NEW/IN GOOD REPAIR
R41Q10F	156	1	C	F UNIT HAS BEEN FRESHLY PAINTED/REPAIRED
R41Q10G	157	1	C	G UNIT HAS GOOD VIEW
R41Q10H	158	1	C	H UNIT IS IN DEMAND, APPLY QUICKLY
R41Q10I	159	1	C	I AGENT MADE NO POSITIVE COMMENTS
R41Q10J	160	1	C	J OTHER POSITIVE COMMENTS ABOUT UNIT
				NEGATIVE COMMENTS ABOUT UNIT
R41Q10K	161	1	C	K UNIT NEEDS CLEANING/SOME REPAIR
R41Q10L	162	1	C	L UNIT NOT MOST CONVENIENT IN BUILDING
R41Q10M	163	1	C	M UNIT IS A LITTLE NOISY
R41Q10N	164	1	C	N UNIT IS NOT AS SECURE AS THEY LIKE
R41Q10O	165	1	C	O APPLIANCES NEED A LITTLE REPAIR
R41Q10P	166	1	C	P OWNER INTENDS TO PAINT/REPAIR THE UNIT
R41Q10Q	167	1	C	Q THE VIEW IS NOT THE BEST
R41Q10R	168	1	C	R YOU MAY WANT TO LOOK AT OTHER UNITS
R41Q10S	169	1	C	S AGENT MADE NO NEGATIVE COMMENTS
R41Q10T	170	1	C	T OTHER NEGATIVE COMMENTS ABOUT UNIT
				PHYSICAL CONDITION OF UNIT
R41Q11A	171	1	C	A POSITIVE FEATURES: FRESH PAINT/WALLPAPER
R41Q11B	172	1	C	B POSITIVE FEATURES: CLEAN FLOORS/WALLS
R41Q11C	173	1	C	C POSITIVE FEATURES: NO BROKEN WINDOWS/DOORS
R41Q11D	174	1	C	D POSITIVE FEATURES: CLEAR WALKS/DRIVEWAY
R41Q11E	175	1	C	E POSITIVE FEATURES: OTHER
R41Q11F	176	1	C	F NEGATIVE FEATURES: PEELING PAINT
R41Q11G	177	1	C	G NEGATIVE FEATURES: DEBRIS ON FLOOR
R41Q11H	178	1	C	H NEGATIVE FEATURES: BROKEN WINDOWS, DOORS
R41Q11I	179	1	C	I NEGATIVE FEATURES: LITTER IN YARD, LAWN
R41Q11J	180	1	C	J NEGATIVE FEATURES: OTHER
AUDITID	181	10	N	UNIQUE AUDIT ID NUMBER
VISITID	191	12	N	UNIQUE AUDITOR ID NUMBER
R41CTT	203	8	N	CENSUS TRACT OF INSPECTED UNIT
R41CTSC	210	6	N	STATE AND COUNTY FIPS CODE OF INSPECTED UNIT
R41MTYP	216	2	N	MATCHING ADDRESS OUTCOME CODE OF INSPECTED UNIT
				1 unit inspct'd by majority and minority auditors
				2 unit recomd'd to majority and minority auditors
				3 unit inspct'd by majority, recomd'd to minority
				4 unit inspct'd by minority, recomd'd to majority
				5 unit recomd'd to majority auditor only
				6 unit recomd'd to minority auditor only
				7 unit inspct'd by majority auditor only
				8 unit inspct'd by minority auditor only
R41POS	218	4	N	SUPPLEMENTAL MATCHING OUTCOME CODE OF INSPECTED UNIT
				1000 address recommended to majority auditor
				200 address recommended to minority auditor
				30 address inspected by majority auditor
				4 address inspected by minority auditor
WEIGHT	222	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA
NWEIGHT	230	6	N	NORMALIZED MEAN WEIGHT

File Number 13 - RENTAL43

Logical Record Length: 256
 Block Size: 1792
 Number of Records: 197

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
R43ID	1	8	N	ID NUMBER 1
R43ID2	9	9	C	ID NUMBER 2
R43SMSA	18	4	N	SMSA CODE (see SMSA table)
R43AUDIT	22	4	C	AUDIT NUMBER
R43TYPE	26	2	N	AUDIT TYPE
R43RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
R43WEEK	30	2	N	AD WEEK
R43Q1A	32	20	C	NAME OF APT. COMPLEX/NEIGHBORHOOD - SUPPRESSED
R43Q1B	52	40	C	STREET ADDRESS OF APT. COMPLEX - SUPPRESSED
R43Q1C	92	25	C	CITY OF APT. COMPLEX/NEIGHBORHOOD
R43Q1D	117	2	C	STATE ABBREVIATION OF APT. COMPLEX/NEIGHBORHOOD
R43Q2	119	1	C	MORE THAN 1 CENSUS TRACT IN COMMUNITY Y yes N no
R43Q2C1	120	6.2	N	FIRST CENSUS TRACT GIVEN
R43Q2C2	126	6.2	N	SECOND CENSUS TRACT GIVEN
R43Q2C3	132	6.2	N	THIRD CENSUS TRACT GIVEN
R43Q2C4	138	6.2	N	FOURTH CENSUS TRACT GIVEN
R43Q2C5	144	6.2	N	FIFTH CENSUS TRACT GIVEN
R43Q2C6	150	6.2	N	SIXTH CENSUS TRACT GIVEN
R43Q2D	156	6.2	N	IF ONLY 1 CENSUS TRACT, GIVE NUMBER
R43Q3A	162	1	C	POSITIVE COMMENTS ABOUT APARTMENT COMPLEX A OWNER/MANAGER TAKES GOOD CARE OF BUILDING
R43Q3B	163	1	C	B RESIDENTS TAKE GOOD CARE OF THEIR UNITS
R43Q3C	164	1	C	C PLACE IS QUIET AND PEACEFUL
R43Q3D	165	1	C	D PLACE IS SECURE
R43Q3E	166	1	C	E RESIDENTS ARE FRIENDLY AND GET ALONG
R43Q3F	167	1	C	F RENTAL RATES ARE REASONABLE
R43Q3G	168	1	C	G YOU WOULD LIKE LIVING HERE
R43Q3H	169	1	C	H NO POSITIVE COMMENTS MADE BY AGENT
R43Q3I	170	1	C	I OTHER POSITIVE COMMENTS MADE BY AGENT
R43Q3J	171	1	C	NEGATIVE COMMENTS ABOUT APARTMENT COMPLEX J PROPERTY HAS NOT BEEN WELL MAINTAINED
R43Q3K	172	1	C	K RENTAL RATES ARE TOO HIGH
R43Q3L	173	1	C	L RESIDENTS DO NOT RESPECT PROPERTY
R43Q3M	174	1	C	M THEY HAVE HAD PROBLEMS WITH SECURITY
R43Q3N	175	1	C	N YOU WILL HAVE TO GET USED TO THE NOISE
R43Q3O	176	1	C	O RESIDENTS ARE NOT VERY FRIENDLY
R43Q3P	177	1	C	P YOU MIGHT NOT ENJOY LIVING HERE
R43Q3Q	178	1	C	Q OTHER NEGATIVE COMMENTS MADE BY AGENT
R43Q4A	179	1	C	POSITIVE COMMENTS ABOUT THE NEIGHBORHOOD A NEIGHBORHOOD IS SAFE AND QUIET
R43Q4B	180	1	C	B THE SCHOOLS ARE GOOD
R43Q4C	181	1	C	C RECREATIONAL FACILITIES ARE GOOD
R43Q4D	182	1	C	D SHOPPING IS CONVENIENT

Name	Beginning Column	Length	Data Type	Description
R43Q4E	183	1	C	E TRANSPORTATION FACILITIES ARE CONVENIENT
R43Q4F	184	1	C	F THERE ARE GOOD RESTAURANTS/BARS NEARBY
R43Q4G	185	1	C	G NO POSITIVE COMMENT MADE BY AGENT
R43Q4H	186	1	C	H OTHER POSITIVE COMMENTS BY AGENT
				NEGATIVE COMMENTS ABOUT THE NEIGHBORHOOD
R43Q4I	187	1	C	I NEIGHBORHOOD IS PRETTY RUN DOWN
R43Q4J	188	1	C	J SECURITY HAS BECOME A PROBLEM
R43Q4K	189	1	C	K THE SCHOOLS ARE NOT GOOD
R43Q4L	190	1	C	L SHOPPING IS NOT TOO CONVENIENT
R43Q4M	191	1	C	M TRANSPORTATION IS NOT CONVENIENT
R43Q4N	192	1	C	N THIS IS NOT A FRIENDLY NEIGHBORHOOD
R43Q4O	193	1	C	O NO NEGATIVE COMMENTS MADE BY AGENT
R43Q4P	194	1	C	P OTHER POSITIVE COMMENTS MADE BY AGENT
				RACIAL STATEMENTS ABOUT NEIGHBORHOOD
R43Q5A	195	1	C	A NO RACIAL STATEMENTS ABOUT NEIGHBORHOOD
R43Q5B1	196	1	C	B MAJORITY OF PEOPLE IN APARTMENT ARE BLACK
R43Q5B2	197	1	C	H MAJORITY OF PEOPLE IN APARTMENT ARE HISPANIC
R43Q5B3	198	1	C	W MAJORITY OF PEOPLE IN APARTMENT ARE WHITE
R43Q5C1	199	1	C	B MAJORITY OF PEOPLE IN NEIGHBORHOOD ARE BLACK
R43Q5C2	200	1	C	H MAJORITY OF PEOPLE IN NEIGHBORHOOD ARE HISPANIC
R43Q5C3	201	1	C	W MAJORITY OF PEOPLE IN NEIGHBORHOOD ARE WHITE
R43Q5D1	202	1	C	B OWNER DOES NOT RENT TO BLACKS
R43Q5D2	203	1	C	H OWNER DOES NOT RENT TO HISPANICS
R43Q5D3	204	1	C	W OWNER DOES NOT RENT TO WHITES
R43Q5E1	205	1	C	B OWNER HAD PROBLEMS WITH BLACK TENANTS
R43Q5E2	206	1	C	H OWNER HAD PROBLEMS WITH HISPANIC TENANTS
R43Q5E3	207	1	C	W OWNER HAD PROBLEMS WITH WHITE TENANTS
R43Q5F1	208	1	C	B TENANTS NOT HAPPY IF RENTED TO BLACKS
R43Q5F2	209	1	C	H TENANTS NOT HAPPY IF RENTED TO HISPANICS
R43Q5F3	210	1	C	W TENANTS NOT HAPPY IS RENTED TO WHITES
R43Q5G1	211	1	C	B SOME COMMUNITIES BETTER FOR BLACKS
R43Q5G2	212	1	C	H SOME COMMUNITIES BETTER FOR HISPANICS
R43Q5G3	213	1	C	W SOME COMMUNITIES BETTER FOR WHITES
R43Q5H1	214	1	C	B SCHOOLS NOT GOOD - MANY BLACK STUDENTS
R43Q5H2	215	1	C	H SCHOOLS NOT GOOD - MANY HISPANIC STUDENTS
R43Q5H3	216	1	C	W SCHOOLS NOT GOOD - MANY WHITE STUDENTS
R43Q5I	217	1	C	I OTHER COMMENTS
AUDITID	218	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	228	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA
NWEIGHT	236	6	N	NORMALIZED MEAN WEIGHT
VISITID	242	12	N	UNIQUE AUDITOR ID NUMBER

File Number 14 - RENTAL51

Logical Record Length: 92
 Block Size: 1932
 Number of Records: 144

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
R51ID	1	8	N	ID NUMBER 1
R51ID2	9	9	C	ID NUMBER 2
R51SMSA	18	4	N	SMSA CODE (see SMSA table)
R51AUDIT	22	4	C	AUDIT NUMBER
R51TYPE	26	2	N	AUDIT TYPE
R51RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
R51WEEK	30	2	N	AD WEEK
R51Q1	32	6	N	DATE OF FOLLOW-UP CONTACT
R51Q2	38	1	C	TYPE OF FOLLOW-UP A call from agent B call from someone else C visit by agent D visit by someone else E chance meeting F other
R51Q3A	39	1	C	PURPOSE OF FOLLOW-UP A FIRST CHOICE UNIT IS AVAILABLE
R51Q3B	40	1	C	B SIMILAR UNIT IS AVAILABLE
R51Q3C	41	1	C	C SECOND CHOICE IS AVAILABLE
R51Q3D	42	1	C	D IS AUDITOR STILL INTERESTED IN A UNIT
R51Q3E	43	1	C	E CONFIRM/REQUEST INFO FROM AUDITOR
R51Q3F	44	1	C	F NO LONGER CONSIDERED AS POSSIBLE TENANT
R51Q3G	45	1	C	G PROVIDE MORE INFO ABOUT FIRM
R51Q3H	46	1	C	H ENCOURAGE TO APPLY/RENT UNIT
R51Q3I	47	1	C	I ARRANGE APPOINTMENT WITH AUDITOR
R51Q3J	48	1	C	J OTHER REASONS
R51Q5	49	4	N	LENGTH OF CONTACT
R51Q6	53	2	N	NO AGENT FOLLOW-UP AFTER 10 DAYS 10 no follow-up
AUDITID	55	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	65	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA
NWEIGHT	73	6	N	NORMALIZED MEAN WEIGHT
VISITID	79	12	N	UNIQUE AUDITOR ID NUMBER

Logical Record Length: 88
 Block Size: 1936
 Number of Records: 1573

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
R71ID	1	8	N	ID NUMBER 1
R71ID2	9	9	C	ID NUMBER 2
R71SMSA	18	4	N	SMSA CODE (see SMSA table)
R71AUDIT	22	4	C	AUDIT NUMBER
R71TYPE	26	2	N	AUDIT TYPE
R71RACE	28	2	N	AUDITOR RACE 1 Black 2 White 3 Hispanic with dark skin and heavy accent 4 Hispanic with dark skin and little/no accent 5 Hispanic with light skin and heavy accent 6 Hispanic with light skin and little/no accent 7 Anglo (equiv to white, used for Hisp/Anglo audits)
R71WEEK	30	2	N	AD WEEK
R71NAME	32	10	C	NAME OF PERSON COMPLETING FORM
R71DATE	42	6	N	DATE FORM COMPLETED
R71Q1	48	1	C	PRE-SITE PHONE CONTACTS BY AUDITORS
R71Q2	49	1	C	AVAILABILITY OF ADVERTISED UNIT
R71Q3	50	1	C	INSPECTION OF ADVERTISED UNIT
R71Q4	51	1	C	AVAILABILITY OF SIMILAR UNITS
R71Q5	52	1	C	INVITATIONS TO INSPECT UNIT
R71Q6	53	1	C	UNITS INSPECTED
R71Q7	54	1	C	RENTAL RATES AND FEES
R71Q8	55	1	C	CONDITIONS OF RENTAL
R71Q9	56	1	C	QUALIFICATIONS TO RENT
R71Q10	57	1	C	QUALITY OF UNITS OFFERED
The following apply to R71Q2 - R71Q10 above: A both auditors treated equally B minority auditor favored C majority auditor favored D unable to determine E other				
R71Q11	58	1	C	RACIAL/ETHNIC STEERING A no steering B minority steered toward minority neighborhood C minority steered toward majority neighborhood D majority steered toward minority neighborhood E majority steered toward majority neighborhood F unable to determine G other
R71Q12	59	1	C	RACIAL REMARKS A no racial remarks B anti-minority remarks made to minority C anti-minority remarks made to majority D positive remarks made to minority E positive remarks made to majority F anti-majority remarks made to minority G anti-majority remarks made to majority H unable to determine I other

Name	Beginning Column	Length	Data Type	Description
R71Q13	60	1	C	FOLLOW-UP CONTACT A no follow up calls B both auditors treated equally C minority auditor favored D majority auditor favored E unable to determine F other
R71Q14	61	1	C	WHAT DOES THE AUDIT SHOW A both treated equally B minority favored a little C minority favored a lot D majority favored a little E majority favored a lot F unable to determine G other
AUDITID	62	10	N	UNIQUE AUDIT ID NUMBER
WEIGHT	72	8	N	MEAN WEIGHT FOR ENTIRE SAMPLE BY MSA _ _ _ _ _
NWEIGHT	80	6	N	NORMALIZED MEAN WEIGHT _ _ _ _ _

File Number 16 - CTDATA

Logical Record Length: 492
 Block Size: 1968
 Number of Records: 13810

Data Set Organization: Physical Sequential

Record Format: Fixed

RECORD LAYOUT:

Name	Beginning Column	Length	Data Type	Description
CTRACT	1	12	N	CENSUS TRACT _ _ _ _
SCFIPS	13	10	N	STATE AND COUNTY FIPS CODE
POP88	23	10	N	1988 ESTIMATED POPULATION
HHPOP88	33	10	N	1988 ESTIMATED HOUSEHOLDS
HHPOP80	43	10	N	1980 HOUSEHOLDS
WPERC88	53	10	N	1988 ESTIMATED PERCENT WHITE _ _ _ _
BPERC88	63	10	N	1988 ESTIMATED PERCENT BLACK _ _ _ _
HPERC88	73	10	N	1988 ESTIMATED PERCENT HISPANIC POP. (AS RACE) _ _ _ _
WPERC80	83	10	N	1980 PERCENT WHITE _ _ _ _
BPERC80	93	10	N	1980 PERCENT BLACK _ _ _ _
HPERC80	103	10	N	1980 PERCENT HISPANIC ORIGIN _ _ _ _
THUNIT80	113	10	N	1980 TOTAL OCCUPIED HOUSING UNIT
OOUNIT80	123	10	N	1980 PERCENT OWNER OCCUPIED HOUSING UNITS _ _ _ _
RNUNIT80	133	10	N	1980 PERCENT RENTER OCCUPIED HOUSING UNITS _ _ _ _
HH75INC	143	10	N	1988 HH'S WITH ANNUAL INCOME \$75,000 OR MORE
HH50INC	153	10	N	1988 HH'S WITH ANNUAL INCOME 50,000 TO 74,999
HH35INC	163	10	N	1988 HH'S WITH ANNUAL INCOME 35,000 TO 49,999
HH25INC	173	10	N	1988 HH'S WITH ANNUAL INCOME 25,000 TO 34,999
HH15INC	183	10	N	1988 HH'S WITH ANNUAL INCOME 15,000 TO 24,999
HH7INC	193	10	N	1988 HH'S WITH ANNUAL INCOME 7,500 TO 14,999
HH0INC	203	10	N	1988 HH'S WITH ANNUAL INCOME 7,499 OR LESS
MHHINC80	213	10	N	1980 MEDIAN HOUSEHOLD INCOME
MHHINC88	223	10	N	1988 ESTIMATED MEDIAN HOUSEHOLD INCOME
PCINC80	233	10	N	1980 PER CAPITA INCOME
PCINC88	243	10	N	1988 ESTIMATED PER CAPITA INCOME
MAGE80	253	10	N	1980 MEDIAN AGE
MAGE88	263	10	N	1988 ESTIMATED MEDIAN AGE
POPSQM88	273	10	N	1988 POPULATION PER SQUARE MILE
MHVAL80	283	10	N	1980 MEDIAN HOUSE VALUE
HHSQM88	293	10	N	1988 HOUSEHOLDS PER SQUARE MILE
MXPOP80	303	10	N	1980 TOTAL MEXICAN POPULATION
PRPOP80	313	10	N	1980 TOTAL PUERTO RICAN POPULATION
CBPOP80	323	10	N	1980 TOTAL CUBAN POPULATION
OHPOP80	333	10	N	1980 TOTAL OTHER SPANISH POPULATION
H80VAL0	343	10	N	1980 TOTAL OWNER-OCCUP'D HOUSE VALUES UNDER \$25,000
H80VAL25	353	10	N	1980 TOTAL OWNER-OCCP'D HOUSE VALUES 25,000 - 39,999
H80VAL40	363	10	N	1980 TOTAL OWNER-OCCP'D HOUSE VALUES 40,000 - 49,999
H80VAL50	373	10	N	1980 TOTAL OWNER-OCCP'D HOUSE VALUES 50,000 - 79,999
H80VAL80	383	10	N	1980 TOTAL OWNER-OCCP'D HOUSE VALUES 80,000 - 99,999
H80VL100	393	10	N	1980 TOTAL OWNER-OCCP'D HOUSE VALUES 100,000 - 149,999
H80VL150	403	10	N	1980 TOTAL OWNER-OCCP'D HOUSE VALUES 150,000 - 199,999
H80VL200	413	10	N	1980 TOTAL OWNER-OCCP'D HOUSE VALUES OVER 200,000
HSTK7980	423	10	N	1980 TOTAL HOUSING UNITS BUILT 1979 TO 1980
HSTK7578	433	10	N	1980 TOTAL HOUSING UNITS BUILT 1975 TO 1978
HSTK7074	443	10	N	1980 TOTAL HOUSING UNITS BUILT 1970 TO 1974
HSTK6069	453	10	N	1980 TOTAL HOUSING UNITS BUILT 1960 TO 1969
HSTK5059	463	10	N	1980 TOTAL HOUSING UNITS BUILT 1950 TO 1959
HSTK4049	473	10	N	1980 TOTAL HOUSING UNITS BUILT 1940 TO 1949
HSTKBF39	483	10	N	1980 TOTAL HOUSING UNITS BUILT 1939 OR EARLIER

ANNEX 4: AUDITOR TRAINING MANUAL



HOUSING DISCRIMINATION STUDY

AUDITOR TRAINING MANUAL

C 222

4/15/89

HOUSING DISCRIMINATION STUDY
AUDITOR TRAINING MANUAL

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HOUSING DISCRIMINATION STUDY
AUDITOR TRAINING MANUAL

I. INTRODUCTION

Thank you for helping in this study of housing discrimination in the nation's sales and rental housing markets. Your role as an "auditor" is absolutely critical to the success of the study. Your activities will provide the raw materials from which others will be able to make assessments about the nature and extent of practices of housing discrimination by members of the housing industry. We thank you for your assistance and welcome you as a participant in the Housing Discrimination Study.

A. The Housing Discrimination Study

The Housing Discrimination Study (HDS) is a national project funded by the United States Department of Housing and Urban Development (HUD) and conducted by The Urban Institute, a Washington, D.C. based, non-profit, research and planning organization. The HDS is a two year project, with the auditing portion of the project condensed into just over two months of that time-frame. The time prior to the actual conduct of the audits has been spent developing the research design and the auditing materials; the time following the conduct of the audits will be spent reviewing and assessing the audit results.

A housing discrimination study, like the HDS, is designed to measure, in as scientific way as possible, differences in the treatment accorded to homeseekers because of their race, national origin, sex or some other identifiable characteristics. The HDS will focus on measuring the differences in treatment based on race (Black/White) and ethnicity (Hispanic/Anglo). The study will rely on "audits" (in other studies, sometimes referred to as "tests", "surveys" or "checks") conducted by individuals who pose as homeseekers for the purpose of gaining information that can be recorded on report forms and compared to identify differences in the treatment accorded to Black/White and Hispanic/Anglo auditors. Your job, as an "auditor", is to conduct the individual site-visits that form the basis for the study.

B. Fair Housing Laws

Differences in treatment based on race, national origin, color, religion and sex, have been made unlawful by many local, state and federal fair housing laws. Most specifically, for the purposes of this study, Title VIII of the Civil Rights Act of 1968 (as amended) prohibits such discrimination in nearly all types of rental and sales transactions. Prior to the existence of Title VIII, and the enforcement of that and other fair housing laws beginning in 1968, practices of discrimination in housing based on race, national origin and other factors were both open and common. Evidence since 1968, including the evidence from thousands of court cases, suggests that although unlawful practices may be less open, they are still common. How open, and how common are some of the questions we hope to help answer through this Housing Discrimination Study.

C. Previous Auditing Studies

In 1977 the first and, until now, only national study of discriminatory housing practices was conducted: the Housing Market Practices Survey (HMPS). Funded by HUD, through a contract with the National Committee Against Discrimination in Housing, the HMPS provided conclusive evidence that racial discrimination against Black homeseekers was a continuing practice and serious problem in both the sales and rental housing markets.

Subsequent "audit" based local or regional studies (in Dallas, Denver, Boston, Cincinnati and many other metropolitan areas) have provided further evidence that unlawful discriminatory practices continue to flourish in the housing industry, inspite of fair housing laws and the possible positive impact of those laws. The HDS is designed to provide a second national study of the nature and extent of racial discrimination and will, for the first time, provide an assessment of the nature and extent of discrimination against Hispanics in the sales and rental housing markets.

Findings from the first national HMPS proved instrumental in securing higher levels of funding for fair housing enforcement activities, and helped pave the way for the recent passage (in September, 1988) of amendments to strengthen the administrative enforcement powers of HUD and broaden the coverage of Title VIII. It can be expected that findings from HDS will provide further basis for future policy and program decisions by Congress, HUD and many other agencies and units of government.

D. The Sponsoring Groups

1. The United States Department of Housing and Urban Development

Title VIII of the 1968 Civil Rights Act authorizes HUD to conduct research in the area of fair housing and to publish the results of such research. The HDS is one of many research projects HUD has sponsored to meet its obligations under Title VIII. The HDS project is being administered through HUD's Office of Policy Development and Research. HUD's specific role in relation to the actual implementation of this contract is to closely monitor the progress of the contract, as reported to HUD by The Urban Institute, and to provide funds, through The Urban Institute, for the implementation of project activities. HUD has exclusive rights to all of the information and products produced under this project.

2. The Urban Institute

The Urban Institute is a non-profit policy and research organization established in Washington, D.C. in 1968. The staff investigates the social and economic problems confronting the nation and government policies and programs

designed to alleviate them. The Institute's research has three goals: to sharpen thinking about society's problems and efforts to solve them, to improve government decisions and their implementation, and to increase citizens' awareness about important public choices. To achieve these goals, Institute researchers provide comprehensive and accurate information on a wide range of issues. They evaluate existing policy options and offer conceptual clarification and technical assistance in the development of new strategies. The HDS is one of many research projects currently under the direction of The Urban Institute. A major portion of the responsibility for developing the research design and analyzing the results of the audits has been sub-contracted by The Urban Institute to the Maxwell School at Syracuse University.

3. The Local Audit Group

The actual conduct of the audits in each of the metropolitan areas included in this study is being supervised by a local audit group, in most instances a private, non-profit fair housing group, or a similar type organization with an interest in fair housing issues. A Local Audit Supervisor has been selected to coordinate the audits in each of the metro areas. That Supervisor, and/or Assistant Supervisor, is the person who will instruct you concerning your responsibilities in this project, and is the person you will contact if you have any questions about this project.

II. PROJECT DESIGN

This project has been designed by research staff from The Urban Institute and Syracuse University, with the advice and counsel of staff persons from HUD and a panel of fair housing and research experts. The HDS project design was developed in accordance with a description of project intent and goals developed by HUD. Fortunately, because the 1977 HMPS study was so effectively managed, it has been possible to use many of the materials from that study as a basis for the current project. It has not been necessary to reinvent the wheel. Several key items that are vital parts of the design for this project are described below.

A. Confidentiality

Remember your Agreement to Confidentiality. Confidentiality is of absolute importance for the success of this entire project. Any exposure of information about this project, or your involvement in it, could jeopardize the project and call into question any conclusions that we might seek to draw from the study.

Studies of this nature rely on auditors being treated as if they were bona fide homeseekers by sales and rental owners and/or their agents. Any disclosures to an agent or owner, either directly or indirectly, that you are an auditor, that their firm is being audited, or that their metro area is being included in the HDS, could call into question whether or not you were treated as a bona fide homeseeker. Any doubts about that questions would have a negative impact on the integrity of the auditing being done in your metro area and throughout the nation.

Other than those people who live with you and may answer the phone when you are not home, no one should know anything about your participation in this project. If you are asked by friends or relatives about your activities you can respond that you are involved in a research project. Do not use the terms "auditing", "testing", HUD, "fair housing" or similar phrases to describe your activities.

Please treat the use of this Manual and all other documents and forms related to this project as strictly confidential material. Do not leave these materials unattended, and never take them into a sales or rental office when you are conducting an audit. Do not leave them in an unlocked automobile and, during an audit, make sure that any HDS materials are securely hidden from view by anyone who may walk by or ride with you in your car.

If you have any reason to believe that you have disclosed information about your participation in HDS to someone not authorized to have that information, or if you believe that an agent or owner being audited suspected that you are an auditor, notify your Local Audit Supervisor immediately.

Confidentiality was maintained during the 1977 HMPS project and has been maintained in hundreds of other audit studies conducted by fair housing groups. With your cooperation, it can and will be maintained during this project. When all of the audits have been completed in all of the metro areas included in this study you will be informed by the HDS Central Office that you are released from your pledge of confidentiality, at which time you will be able to openly discuss your participation in this project with anyone.

B. Agreement to Research Objectives (A 011)

All participants in the HDS, including all auditors, have agreed to abide by the basic research objectives and standards of this project. Besides "confidentiality" and the other standards listed below, HDS participants have agreed that none of the material developed in the course of this study will be used by them for the purpose of initiating a housing discrimination administrative or court action or for the support of any such administrative or court action. HUD has required the inclusion of this agreement in all HDS contracts and from all HDS auditors.

C. Standardization

Mr. George Schermer, who directed the 1977 HMPS study and who has contributed wise counsel and advice to the HDS, repeated time after time during HMPS: "There are many ways to conduct an audit - there is only one way in which this audit will be conducted." The same applies to the HDS. There may be better ways to conduct an audit study - there certainly are many other ways to conduct an audit. However, in order to be able to develop comparable information in each of the sites included in this study, it is necessary that the same auditing procedures be followed in each of the sites and in each of the audits.

Even though many of the local groups, and many of the auditors conducting the audits, have conducted audits before, the specific procedures and forms to be used for this study are all new, produced for use by the HDS. Auditors, no matter how experienced, will need to go through the same training and will need to use the forms and materials developed for this project. They may not be the forms and procedures you are used to, they may not even be the best, but they are the ones that will be used for the HDS.

D. Random Selection

Some fair housing audit studies, especially those that are designed to produce evidence for litigation, select audit sites that are deemed likely to yield evidence of unlawful treatment. That is a legitimate and necessary approach to the conduct of some audits. It is not the approach being used by the HDS.

The metropolitan areas selected for this study have been chosen randomly within the framework of scientific sampling criteria. Likewise, the specific firms that will be audited within each metro area will be randomly selected from classified ads that appear in major metro area newspapers. That means some firms and audit sites may be in predominantly Black communities, some in predominantly Hispanic communities, and some in predominantly White communities. The intent of the HDS is to gather estimates of discrimination throughout the total housing market, as reflected in newspaper ads, not just in a portion of the market. Random selection from all of those ads is necessary in order to provide broad estimates and to provide credibility to the results of the study.

E. Objectivity

All elements of the HDS project must reflect a high level of objectivity in order to produce results that will be respected. That is particularly true for the auditors. You have not been selected to be an auditor because of your commitment, or lack of commitment, to fair housing. You have been selected, in large part, because someone was impressed with the possibility that you will be able to report objectively what has happened to you during an audit. We will be interested in what an agent "said" or "did", not what you believe the agent "meant". We will want to know how many bedrooms a house has, how much it cost, or when it will be available, not whether or not you thought it was "too expensive" or "absolutely beautiful". There will be time and opportunity during debriefings to discuss with your Local Audit Supervisor your subjective reactions to the audits; we are not looking for those items on the report forms.

When you conduct an audit, your level of objectivity is increased when you remember that you are only one-half of the audit. You are not in a position to know, based solely on what happened to you, whether or not discrimination has occurred. That cannot be determined until your experience has been compared with the experience of your audit partner. As an objective auditor you will not even try to speculate on whether or not discrimination has occurred - you will simply record what has happened to you, and you will not discuss what has happened to you with your audit partner.

F. Accuracy

Similarly, the HDS project depends on accuracy throughout the entire process. Accuracy in the reporting of information from the audits is the cornerstone for the accurate tabulation of the results of these audits. You were selected as an auditor, in another large part, because someone felt that you could accurately report what happened to you during the audit. Your attention to detail is essential for this project. Accurate completion of the various report forms requires that you remember a number of pieces of very specific information during a site-visit and then accurately record that information on report forms within ten minutes of the site-visit. The Auditor Training program will provide you with some tools and practice experience to help make sure that the information provided during this study is accurate. Your Local Audit Supervisor will remind you of the continuing need for accurate reporting of the events from each audit.

G. Time Constraints

A major factor in the design of this project is the plan that all of the audits in all of the metro areas included in the HDS be completed during the same two month time period. That puts a good deal of time pressure on the HDS staff, on staff of the Local Audit Group, and on all of the auditors. It is critical that auditors be available for the entire auditing period in your metro area, and that you respond promptly to any requests or instructions given by your Local Audit Supervisor. There simply is no time for delay.

H. Following Instructions

As you will see later in this Manual (Section VI. H) there will be occasions when you may be called on to use your ingenuity and creativity. However, in the HDS, you will more often be called upon to follow instructions precisely and promptly. You will be instructed what sites to audit; you will be instructed whether to begin the audit with a phone call or a site-visit; you will be instructed how and when to record your observations from the site-visit; you will be instructed when the audit is to be concluded; and you may be instructed to return to the office of the Local Audit Group to make corrections to or fully complete an incomplete audit report form. The success of the HDS depends on the willingness of each and every auditor to carry out instructions carefully and completely.

I. Limitations on the Applicability and Use of These Auditing Materials and Procedures

Inherent to this HDS is the idea that this Auditors Manual and all of the materials used in the HDS are designed solely for this project. Other audits studies that may have other research goals will require different materials and procedures. Similarly, audit studies conducted for the investigation of housing

discrimination complaints or in the anticipation of litigation, should not use these materials and procedures without extensive revision. The requirements for court proceedings are often much different than those needed to make a national estimate of discrimination in the sales and rental housing markets. Users of these materials who do not understand those differences and who wish to develop a fair housing complaint investigation program based on the use of auditors should consult with a private fair housing group that has a history in complaint-based investigations for advice on developing appropriate auditing forms and materials.

III. DEFINITIONS OF TERMS AND MATERIALS USED IN THIS PROJECT

As in many areas of specialization, individuals and groups involved with "fair housing" and "fair housing auditing" have developed certain terms that have very specific meanings. We have tried to minimize the number and usage of specialized terms being used in this Manual and during the Auditor Training program. The following list is limited to those terms that are not otherwise clearly defined.

A. AUDIT

An audit includes all of the contacts, by both audit team members, with a particular sales or rental office, in response to the same audit assignment. This may include: phone contacts to set up an appointment; site-visits to the sales or rental office; inspections of houses or apartments available for sale or rent; follow-up contacts of any kind with representatives of the firms visited.

B. AUDIT STUDY

A study of housing discrimination (like the HDS) that includes a number of separate audits.

C. LOCAL AUDIT GROUP

The local organization that is under contract to The Urban Institute to conduct the auditing in each metropolitan area included in the HDS.

D. LOCAL AUDIT SUPERVISOR

The individual who has responsibility for managing the auditing in each metro area. Your Audit Supervisor is responsible for recruiting and training auditors and for providing all of the necessary directions to you for the auditing in your particular area.

E. REGIONAL SUPERVISOR

The individual who represents the HDS in your region of this national project. The Regional Supervisor monitors local audit activities, provides advice and counsel on the implementation of the project and will review and approve all documents prior to submission to the HDS Central Office.

F. AUDIT TEAM

An audit team consists of two individuals, alike in every respect except the variable being studied (race or national origin), who separately visit the same sales or rental office within a precise time frame and record their homeseeking experiences for later comparison by other HDS project participants. You may, during the course of this audit, be paired with different teammates, depending on the type of auditing required. The HDS will not use matched "couples" to form audit teams.

G. SITE-VISIT

A site-visit is an actual homeseeking visit by an auditor to a firm included in this audit study. Two site-visits, one by each auditor, are, in most instances, the minimum elements necessary for the successful completion of one audit in this study.

IV. AUDITOR TRAINING

All auditors in the HDS must participate in the Auditor Training Program. There will be no exceptions to this policy - no "special" training for any who miss some or all of the auditor training session in your area. It is recognized that some of you who are participating in the HDS have been "auditors", "testers" or "checkers" in other studies or in complaint-based investigations. Your experience is valuable for this study. However, the HDS is a different program and requires different training and, in order to make sure that the same research standards are met in all audit locations, it is necessary that all auditors take part in the same training program. The elements of the Auditor Training Program are explained below.

A. Review of The Auditor Training Manual

Every effort has been made to include all of the basic instructions you will need for participation in the HDS in this Auditor Training Manual. Other supplemental instructions may be issued, but they will be kept to a minimum. Remember to keep this Manual and any supplemental instructions in a secure place. It must be returned to your Local Audit Supervisor when you have completed all of your assignments in this HDS.

Your review of this Manual is your first step in the Auditor Training Program. You will receive the Manual in advance of the Group Training session. You must read the Manual prior to participating in that session. Reference will be made to the Manual during the Group Training, but it will be assumed that you have read it and are acquainted with the instructions contained in it.

B. Group Training

All auditors must participate in the Group Training session. Only one such session will be held in each metro area. If you do not participate in that session you will not participate in the HDS.

The Group Training will be conducted by your Local Audit Supervisor, the HDS Regional Supervisor and, in some cases, other HDS staff. The Group Training will be a six hour program conducted in a one day session or in two, three hour sessions, depending on the wishes of the Local Audit Group and the availability of the HDS staff. You will be notified by your Local Audit Supervisor of the time and place for the Group Training Session.

C. Practice Audits

At the conclusion of the Group Training you will be given two, "real world", practice audit assignments: one for a sales site-visit; one for a rental site-visit. The purposes of the practice audits are: to provide auditors, especially new auditors, with the experience of posing as homeseekers; to provide you further opportunity to become acquainted with the audit report forms and the type of information you will need to remember during the site-visit in order to accurately complete those forms; to provide your Local Audit Supervisor an opportunity to become acquainted with the auditors and the types of support and advice auditors may need. Practice audits must be completed before you are assigned any of the audits that will be included in the HDS final analysis and report.

D. Debriefings

Following every audit, including the Practice Audits, you will be debriefed by your Local Audit Supervisor. The debriefing will normally take from 5 to 10 minutes per site-visit. The purposes of the debriefings are: to make sure that you have recorded all of the information from the site-visit that needs to appear on the Report Form; to check for any errors of fact that may exist on the form; to make sure that all items have been answered and that Control Numbers are noted on every document and every page in each document; to provide an opportunity for the auditor to request and/or for the Audit Supervisor to provide additional instruction or guidance for future audits; to provide an opportunity for the auditor and the Local Audit Supervisor to share feelings and

express their emotions about anything that may have happened during the site-visit. Auditing is not simply a "sociological study". Sometimes the unlawful discrimination is blatant enough to appear obvious to the auditor. Emotional reaction to unlawful discrimination is warranted and, for many people, very deeply felt. Given the constraints of confidentiality associated with the HDS, the debriefing session is the only opportunity, prior to the conclusion of the project, that you will have, as an auditor, to be able to express those emotions.

V. AUDITOR ASSIGNMENTS

Auditors are "role players". Some say "actors". You are not actually homeseekers. You are pretending to be homeseekers. It is your job to make your audience, the real estate owner or agent, believe that you are a homeseeker. Thousands of people, most with no formal training as "actors", have successfully played the role of a homeseeker in similar housing discrimination audits. Seldom have any of those role players ever been suspected, much less detected, of being anything other than a bona fide homeseeker.

Auditors will be provided with specific assignments. Auditors will not select sites to be audited nor will auditors select their role or characteristics - those will all be provided for you. The following describes the Assignment Form and identifies the procedures that will be used to convey your assignment to you.

A. Assignment Forms

- D 301 - Rental Site-Visit Assignment Form
- D 401 - Sales Site-Visit Assignment Form

An Assignment Form will be prepared by the Local Audit Supervisor for each of the audits assigned to you. The Assignment Form will provide you with a number of key pieces of information, including:

- The name, location and phone of the firm to be visited.
- Directions to the audit site.
- A copy of the newspaper ad that is prompting your contact with the firm.
- The specific "first choice" house or type of housing that you are seeking.
- A "second choice" of housing unit to be requested in the event your first choice is not available
- The date and time the audit is to be conducted.
- The members of the audit team for each specific audit.

- The sequence of the site-visits (i.e., which auditor goes first).
- The characteristics you will use for the audit (name, address, phone, age, marital status, etc.). Please note, your characteristics may change from one audit to another. You must make sure that you are fully acquainted with the specific characteristics to be used for each different audit.

If there are items on the Assignment Form that you do not understand, please review them with your Local Audit Supervisor before attempting to complete the audit. If you have been given characteristics that make you feel uncomfortable (you are actually single, you just can't imagine having a spouse and three children; you are an accountant, you have no idea how to explain what a civil engineer does), bring those concerns to the attention of your Local Supervisor. In most instances, the Supervisor will be able to work out satisfactory changes in your assignment. However, do not make any changes to the assignment without the permission of your Local Audit Supervisor.

B. Assignment Procedures

The selection of sites to be audited will be made by the HDS staff from a sampling of ads in local newspapers. Your specific assignment and the characteristics you are to assume will be provided by your Local Audit Supervisor.

You will be provided a separate Assignment Form for each audit. The Assignment Form will either be delivered (mailed) to you or you will pick it up before you begin your audit. You may receive several Assignment Forms at the same time. Be sure to review each Assignment Form immediately in order to clarify problems, make sure you know where and when you will conduct the audit and who your audit partner will be for each audit. If the Assignment Form calls on you to audit a place where you have previously lived or a firm with whom you have done business, or you suspect that you may be known or know someone at the firm, please inform the Local Audit Supervisor immediately. You will probably not be asked to audit that firm.

Your Local Audit Supervisor will instruct you if you will need to contact your audit partner in order to coordinate your site-visits. You are not to discuss your assignment, your characteristics or the results of your auditing contacts with your audit partner, only the scheduling of your phone contacts (if any) and the scheduling of your site-visits.

C. Newspaper Advertisements

Your visit to a specific sales or rental site will be triggered by a newspaper ad. A copy of that ad will be attached to your Assignment Form. However, do not take the ad in to the sales or rental office with you. Your

Assignment Form will indicate the specific type of advertised unit and/or the specific advertised address that you are seeking from the firm. As subsequent instructions will make clear, your initial request to representatives of the firm will make reference to the ad and the housing being advertised.

D. Assigned Auditor Characteristics

Your Local Audit Supervisor will rely on information provided on your Auditor Application Form and any other information the Supervisor may have obtained from you in order to assign your characteristics for the audit. To the extent possible those characteristics will correspond with your actual characteristics, including use of your own name, address and phone number. However, in order to properly match you with your audit partner and to match both audit partners with the needs of each particular audit, it may be necessary to change such things as: your age, marital status, family size, income, employer, type of job or the amount of your assets or debts. Please review those characteristics carefully. If you are uncomfortable with any of them, discuss the matter with your Local Audit Supervisor. In most instances acceptable adjustments can be made. In no case should you change your characteristics without the specific permission of the Local Audit Supervisor and without making those changes in writing on all of the relevant documents.

VI. CONDUCTING THE AUDITS

A. Coordinating the Auditors

After receiving and reviewing your Assignment Form be sure that you or your Local Audit Supervisor has contacted your audit partner to coordinate the timing of your contacts with the firm being audited. In some audits you will make the first contact, in others your audit partner will make the first approach. The key to a successful audit is that both auditors make the same type of approach requesting the same unit or the same type of unit.

B. Understanding and Preparing for Your Role

The main idea of an audit is to gain objective information on precisely how you were treated by a sales or rental agent. An audit is not a test of you or how much or how little you know about housing or housing transactions. We are auditing the behavior of agents, not you. The important instruction for you is that you and your audit partner approach the agent in the same way, with the same level of persistence and the same knowledge (limited or extensive) about housing and housing transactions. The Group Training Program will provide opportunity to practice your roles. The following points can assist you in preparation for your role as an auditor:

- Become thoroughly acquainted with your assigned characteristics.
- Recall times when you have been a bona fide homeseeker. Imagine yourself in that position again - "psyche" yourself into a house hunting mood.

- Relax. Remember that it is the agent being audited, not you.
- Plan your schedule so that you will have plenty of time to complete the audit, including inspections of units/houses. Rental audits can take anywhere from a few minutes to an hour; sales audits can extend for several hours and may require return visits to complete inspections of houses.
- Be sure to carry with you a pen or pencil and a slip of paper or envelope on which to make notes during a site-visit.
- Review the appropriate Reminders to Audits form (C 201, 286 and 291) before beginning each site-visit.

C. Telephone Contacts with Audit Sites

Many of the audits to be conducted in this study will require that each auditor make an initial phone contact with the firm being audited. That initial contact by an auditor, for whatever reason, is the start of the audit. Some agents may attempt to discern a person's race or national origin on the basis of the first phone call and may treat callers differently based on whatever assumptions the agent may have made about those characteristics. It is for that reason that you will be asked to complete a Telephone Contact Report Form (D 311 or D 411) for each phone contact, including initial calls, that you initiate with the firm. The process for completing that form is explained below (Section VII. B). The following are some key points to keep in mind when making a telephone contact:

- Both auditors will attempt to make phone contact for the same purpose. Phone contacts should be initiated no closer than 15 minutes and no longer than one hour of each other.
- Introduce yourself by name to whomever answers and state that you are calling in response to a newspaper ad and that you would like to make an appointment to see the advertised property.
- If the advertised property is no longer available ask whether there are other, similar houses/units that might be considered.
- If the advertised unit and no other similar houses/units are available ask about the availability of your "second" choice unit.
- If there are no units available for consideration and you are not invited to come by the office (either with or without an appointment) thank the agent and end the phone contact.
- If the advertised unit or other units are available attempt to make an appointment with someone who can provide you with information and show you the house/unit.

- If an appointment can be arranged, be sure to get the name of the person(s) you are to see, the address and directions to the sales or rental office, the time of the appointment and, if possible, the name of the person with whom you have been speaking.
- If a unit is available and an appointment cannot be arranged, attempt to clarify why the appointment cannot be arranged, thank the person and end the phone contact.

Agents will often seek to use the initial phone contact as a means of learning more about you, your housing needs or your qualifications to buy or rent housing. Without being discourteous, attempt to postpone further discussion until the appointment ("I'm sorry, someone just came to the door, we'll talk more when I come by the office"). If you find it necessary to provide more information about yourself, be sure to adhere to the characteristics on your Assignment Form.

When you have completed your phone contact immediately complete the Telephone Contact Report Form and attach any notes you may have made during the conversation to that form. Then, report your phone conversation to the Local Audit Supervisor and await further instructions. Do not discuss the contents of your phone conversation with your audit partner.

D. Preparing for a Site-Visit

Every effort will be made to have both auditors visit the selected real estate sales or rental office without advance notice or appointments. However, as has been noted, many of your site-visits will have been preceded with a telephone contact. The following points are applicable to either situation:

- Make sure that your Local Audit Supervisor is aware of your planned site-visit and that you are in coordination with your audit partner.
- Carefully review your Audit Assignment Form to make sure that you are fully acquainted with your assignment and characteristics.
- Review the appropriate sales or rental Audit Report Forms to remind yourself of the type of information you will need to record.
- Bring something unofficial looking to write on - the back of an envelope or a slip of paper - while you are on the site-visit. Remember, you will only be making notes of the types of information that homeseekers would want to record (prices, addresses, room sizes, etc.), not evaluative comments or statements about racial/ethnic groups or neighborhoods.
- Review the appropriate "Reminders to Auditors" (see forms C 281, 286 or 291) checklist.

- Make sure that you have hidden all HDS materials in your car so they cannot be seen by anyone. It is not uncommon for agents to ask that the two of you ride together in your car when going to inspect a unit/house.
- In case you encounter an aggressive agent, have in mind one or more reasons why you cannot or will not put a deposit down on a house/unit today ("I've just started looking for houses"; "I need to consult with my spouse"; "This place is nice, but I'd like to look at a few others in the same price range".)
- Also have in mind how you plan to conclude the site-visit ("I need to get back to work"; "I'm meeting my spouse for dinner"; etc.).

E. Conducting the Sales Site-Visit

Some people find the house they wish to purchase during the first visit to a sales agent - others spend many months considering and looking at hundreds of properties before deciding to buy, or not to buy. While the typical homeseeker falls somewhere between those extremes, real estate agents are not surprised to encounter a wide variety of types of homeseekers. The important point for this audit study is that both partners in an audit present themselves in the same way, with the same level of interest and persistence. Your Assignment Form provides you with essentially the same characteristics as your audit partner. Adhering to the following instructions can help ensure that you and your partner will present yourselves and your characteristics in essentially the same way.

- Before leaving on the site-visit reconfirm your assignment with your Local Audit Supervisor.
- For Sales site-visits initiated without advance appointments, the second auditor will proceed no sooner than four hours and no later than 32 hours after the first auditor. If appointments have been made, the auditors should proceed according to the appointment schedule.
- When you arrive at the sales office park your car in whatever appears to be the normal parking location (if any) for visitors to the office. Make, and take with you, a written note of the name and address of the firm to be audited as it appears on the Assignment Form as well as the address and/or description of the property you are seeking from that firm. Then make sure you have hidden all HDS project materials so they are not visible in your car or on you or anything you may be carrying during the site-visit.
- Check the actual name and address of the office. If not the same as on your note from the Assignment Form immediately contact your Local Audit Supervisor
- Make a mental note of the time when you entered the sales office.

- When you enter the office, and throughout the site-visit, pay attention to the: number, race, national origin, sex and approximate age of all employees that you see; the presence and location of any HUD, state, local or private agency fair housing signs. Those items will need to be recorded on your Audit Report Forms (D 331 or D 431).
- Explain to the receptionist or first person that greets you that you saw their newspaper ad for... (give the specific house address or other information as noted on your Assignment Form) and would like to speak to someone about it. If you already have an appointment give that first person your name and ask to speak with... (give name of agent).
- If the agent with whom you had an appointment is not in, or the agent who is handling the advertised property is not in, ask to speak with another agent.
- When you begin speaking with an agent indicate (again) that you are responding to an ad and would like information about the advertised property.
- Either at this point, or at some point in the interview, many agents will ask you a number of questions about your housing needs, family size, employment, current address and current housing status, income, assets and credit history. Agents refer to this as a "pre-qualification" to help them determine the size and price range of housing for which you might qualify. Be prepared to respond with the information provided on your Assignment Form. If you provide information in addition to that provided on the Assignment Form, or provide any information that is different from your Assigned Characteristics, be sure to note those items in the narrative portion of your Report Form and call those additions/differences to the attention of the Local Audit Supervisor
- If the advertised property is still available, ask whether you can inspect it.
- If the advertised property is no longer available, or not available for inspection at this time, ask whether they have similar size houses in the same price range. Do not indicate a geographic, neighborhood or community preference. Express interest in those that are in your price range and size requirements and ask the agent to recommend which of those you might inspect.
- If neither the advertised property or similar properties are available asked the agent about the availability of your "second choice" selection.

- Be sure to indicate your readiness to inspect any houses that might be recommended to you by the agent. One of your major goals with a sales agent is to make sure the agent knows you would like to inspect properties and that you would like the agent to recommend other properties for you to inspect (drive-by). Auditors should attempt to inspect at least three houses with the agent. If less than three are inspected it may be necessary to to ask you to return to that sales office for additional inspections.
- If the agent invites you to inspect more than three units, in order to preserve your credibility as a serious homeseeker, auditors should accept such invitations. If it is not possible to do so, auditors should ask the agent to provide the addresses and financial information about those properties to you so you can drive by them on your own.
- If the advertised unit is available for inspection indicate your desire to inspect that unit and any other units in the same size and price range.
- If, after being asked, the agent does not arrange any inspections on your initial visit to the sales office, ask the agent to recommend specific addresses for you to inspect from the outside (drive-by), and attempt to set an appointment for another visit when you can inspect units. (You will later be instructed by your Local Audit Supervisor if you are to keep or cancel that appointment.)
- If nothing is available for inspection today or available for possible inspection (inside or drive-by) later, ask the agent when something might be available. Attempt to gain as much information as you can from the agent about the process of purchasing a home through the agent's firm, thank the agent and leave.
- If the agent asks you why you are interested in the advertised unit, indicate that it is the size and price of home for which you had been looking. Do not make any reference to its location or the neighborhood or community in which it is located.
- If asked by the agent about your neighborhood or community preference, be non-committal and indicate that your main concern is finding a good home in the price range and size desired.
- If asked by the agent about other features you might like (brick construction, three car garage, swimming pool, etc.), again be non-committal and indicate that you are open to the agent's suggestion as long as the home is in the price range and size needed.

- The agent may offer you a multiple-listing book or provide you with a computer print-out of many listed homes and then ask you to select several that you would like to inspect (either on the inside or on a drive-by). Do not make those selections. The agent knows the housing market and the quality of listed homes better than you do. Ask the agent to recommend homes for you to inspect. Some responses for you might be: "That's a lot of homes to consider, can you make some suggestions?"; "I really get confused by these cards (lists, etc), I would prefer if you could suggest some to me."; "I haven't bought a house before (or in a long time), I really need your advice." "I think I would get a better idea of what I am looking for if you could just pick a few in my price range that we could look at together."
- For each property inspected be sure to ask about and make note of the following items about the property:
 - ~ complete address
 - ~ bedroom size
 - ~ lowest asking price
 - ~ type of financing available
 - ~ current interest rate
 - ~ amount needed for a downpayment
 - ~ probable date available for occupancy
- Also, pay particular attention to the physical condition of the house, yard and other buildings. The Audit Report Forms (D 431 and D 441) ask for information concerning a number of additional items related to the inspected property that you do not need to ask about but may be mentioned by the agent (comments about the quality of the house, or the quality of the neighborhoods or community in which the house is located). You should remember those items and be prepared to note them at the appropriate places on the report forms.
- For each property recommended for inspection but not actually inspected on the inside, be sure to make note of the following:
 - ~ complete address
 - ~ bedroom size
 - ~ lowest asking price
- Do not introduce any discussion about race, ethnic or national origin, the quality of the neighborhood or the quality of the community.

- Agents may make comments about the race, ethnic or national origin of persons, a neighborhood or community. Remaining non-committal in the face of some types of statements is difficult, but it is also the only way we can conduct this study. Remember any such statements so that you can record them on your Report Form.
- Be sure to remember any evaluative comments (positive or negative) the agent makes about any specific home, neighborhood or community. In particular, note the types of things that the agent says to encourage or discourage you to consider a particular house, neighborhood or community. Note if the agent describes any house, neighborhood or community as "likely to increase in value", or describes any other house, neighborhood or community as being an "exceptional buy for the money".
- At the conclusion of the site-visit express your appreciation and indicate your desire to be kept informed of any properties the agent may spot that might interest you. If the agent has invited you back to inspect more houses, accept the invitation and schedule an appointment - it can be cancelled later, if appropriate.
- Return to your car, drive to a safe location and complete your Audit Report Form. Then call your Local Audit Supervisor to receive further instructions.

F. A Condominium Transaction

You may also, in this study, be assigned to visit a real estate sales office to ask about the purchase of a unit in a condominium. The actual unit may be in a building that looks very much like a standard apartment building, or it may be a unit in a row of connected townhouse styles units, or it may even be a single family detached home. The significance is in the type of ownership of the unit, not the type of structure. Renters pay rent to a landlord who is normally responsible for all exterior and most major interior maintenance and repairs to the property. Condominium owners normally purchase their living space and share responsibility for the "community space" (hallways, lobbies, parking areas, grounds, etc.) through a condominium association composed of the owners of the various properties in that association and are responsible for the maintenance of the interior of their own unit. A condominium purchaser normally buys the living space (often requiring a mortgage) and applies for membership in the condominium association. Many condominium units are marketed by real estate companies, with an agent and broker receiving commissions from the seller for selling the unit.

Since condominium units are sold, they are being considered as a "sales audit" for the purposes of the HDS. . The timing of the non-appointment site-visits (no sooner than four hours and no longer than 32 hours apart) is the same as that of a regular sales audit. Many of the forms to be used for a condo audit, especially the Site-Visit Report Form (D 431), are the same forms used for other sales audits. However, there are a few specific condominium forms (D 422, 436 and 446) for recording unique items related to condo units and condo associations. Be sure to review those forms before proceeding on a condo audit.

As an auditor you should feel comfortable approaching the condo audit as a novice. Since each condominium association is, or can be, organized in a slightly different manner, it is appropriate for you to ask the agent to explain how condos work and what you need to do in order to acquire a unit. Once you have stated your reason for seeking a unit (referring to an ad that you saw in the paper) proceed with the audit as you would with a normal sales audit. If the advertised unit is available, attempt to see the unit and any other condo units the agent may recommend to you. If the advertised unit is not available, attempt to gain information about and inspect any other similar size and price condo units in the same or other condominiums. If similar units are not available, ask about your "second choice" selection. If no condo units are available, do not display any interest in housing cooperative or other types of sales transactions, simply thank the agent and conclude the site-visit.

For each condo unit actually inspected, be sure to ask about and make note of the following items about each unit:

- complete address (unit number and floor number, if in an apartment building)
- bedroom size
- asking price
- type of financing available
- probable interest rate
- amount needed for a downpayment
- probable date available for occupancy
- condo fee or monthly service charge
- the process for being approved for membership in the condo association

For each condo unit recommended for inspection, but not actually inspected, be sure to ask about and note:

- complete address (unit number and floor number, if in an apartment building)
- bedroom size
- lowest asking price

You will also need to make note of any information you receive about membership in the condo association: application requirements and procedures; initial membership fees; monthly fees; services provided to members; tax benefits; resale rights and likely appreciation on the investment. If, during the same audit or site-visit, you inspect, are invited to inspect, or are told

about condominium units that are part of different (other) condo associations, be sure to note the name, phone number and the name of a contact person (if given) of each such association (for later recording on the Condominium Association: Supplement to Sales Site-Visit Cover Sheet - D 422). Also, note the address and other information about each Condo Association mentioned (for later recording of the Condominium Association: Supplement to Sales Site-Visit Report Form - D 436). Conclude your condo site-visit as you would any sales audit, leave the area, write your Audit Report and phone your Local Audit Supervisor.

G. Conducting Rental Site-visits

Rental audits are likely to occur in any of three possible sites:

- Apartment buildings/complexes with a management/rental office on-site.
- A management or real estate office that is not located in an apartment/building or rental complex.
- An owner occupied unit with five or more units (usually a large house). If you are sent to an owner-occupied building that has fewer than five units, and have not actually started the site-visit, do not conduct the site-visit and promptly notify your Local Audit Supervisor. Most such properties are exempt from Title VIII coverage and, therefore, are not included in this study. If you have already begun the site-visit when you discover that it is owner occupied with fewer than five units, complete the site-visit as you would any other, and then notify your Local Audit Supervisor.

On rental site-visits made without advance appointments the second auditor will proceed no sooner than one hour and no later than four hours from the first auditor. Your Rental Assignment Form will instruct you regarding which auditor goes first and will provide you with instructions regarding your first and second choice of units for rent. Those "choices" will be based on information from an ad in a local newspaper. Be sure you have received copies of that ad and are familiar with your second choice request in the event that your first choice is not available. If neither choice is available, ask whether there is anything available, or when something might become available. If your first or second choice unit is available ask to inspect it, making sure that you note the unit number (address) and the other items that you will need to note in order to complete the Rental Site-Visit Unit Inspection Form (D 341). If neither your first or second choice units are available for inspection, inspect other units if they are large enough to accommodate your family needs (not more than two persons per bedroom) and are within your price range. Always be willing to inspect model units, whether or not other units are available for inspection.

Even if no units are available for inspection or for your consideration, be sure to ask for and remember the following pieces of information:

- If they have a waiting list; if you can have your name placed on that list; and the length of the waiting list (if known).
- If a written application is required, whether you can have one to fill out, and when the application is to be completed.
- The rental rates for your first and second choice units.
- The amount of security deposit, application fees or other fees and when payment of those fees is required.
- Whether or not a lease is required and the length of the lease.
- Whether or not a credit check is required.
- How long it is likely to take to be approved after submitting an application.

When you are ready to leave, ask for a business card if you have not already been offered one. If the agent does not have a card, ask for the agent's name and phone number. You should not find it difficult to end a rental audit - simply say you are going to look at other apartments. Be sure not to leave the impression with the agent that you intend to rent the unit(s) being offered to you. Indicate that you have not made up your mind at this time. Thank the agent for spending time with you and indicate that you have other places to consider.

H. What to do if....

Part of the reason that you were selected to be an auditor is because the same someone who thought you would be objective and accurate also thought you were creative and could respond well under pressure. From time to time an audit can present opportunities for you to exercise your creativity and composure. The following are some examples of what to do if a situation we hope won't happen, happens.

1. (Q) You are initiating a sales audit with a telephone contact to arrange an appointment to see a unit. Your story, that you have already provided to the agent, is that of a married person. The agent informs you that she will only set up an appointment to view houses if your spouse can come with you, she feels that without your spouse it would be a waste of her time and your time.

- (A) Respond that it is not possible to do so at this time (spouse is out of town for a month, spouse is not well, spouse refuses to look at houses, etc.). If one excuse does not work, do not press the issue, thank the agent and indicate you may call back at a later date when your spouse is available. Remember, this is an audit and the agent may not require the same spousal presence from your audit partner.
2. (Q) You are, in fact, a school teacher and your assigned role is that of a school teacher. You visit a rental office and the receptionist introduces you to the agent, who says, "Oh, Ms. Brown, remember me? I used to be in your 10th grade English class."
- (A) Of course you remember her, teachers always remember their students. You greet the agent, share a few memories, and, if your assigned story is plausible, tell the agent about some of the changes in your life (as reflected by your Assignment and Characteristics) that now cause you to be a single person, looking for a one bedroom apartment. When you complete your site-visit and write your report, be sure to note in the Narrative that you and the agent are acquainted. Then call your Local Audit Supervisor with that same information.
3. (Q) You are, in fact, a single person working as an insurance adjuster. You are assigned to be a married person, with two children, working as an office supervisor for the local telephone company. You meet a co-worker from your insurance company who, it turns out, works part-time selling real estate. Your co-worker is anxious to sell you a house.
- (A) The site-visit should not be completed. There is no way you can carry-on the assigned story, no matter how imaginative you may be, without having it exposed when you return to work. Your job now is to exit as gracefully as possible, without letting anyone know of your actual auditing intent. Quickly invent a revised story (your opportunity for creativity) and complete the site-visit as expeditiously as possible. After writing your report, immediately contact your Local Audit Supervisor and report what happened.
4. (Q) The agent asks, "Are you a tester?" and later, "You sure don't act like someone who wants to buy a house."
- (A) Initially, you are confused. "What's a tester?" or "What's that?" If the questioning persists you may become a bit more assertive. "I'm here to buy/rent a house" or even "Do you want to help me or not - if not I'll go somewhere else." Do not, under any circumstances, admit to being an "auditor", or "tester".
5. (Q) You have made an appointment with an agent to see a specific advertised house. When you arrive the receptionist tells you the agent is sick and will not be in until tomorrow. She asks, "Can I reschedule you for tomorrow or can someone else help you?"

- (A) "I would like to speak with someone else."
6. (Q) You have not made an appointment. When you arrive a receptionist informs you that the only person who can show you the advertised unit will not be in until Saturday.
- (A) "I had really planned to get started on my house hunting today. May I speak with someone else, perhaps there are other properties that someone could show me."
7. (Q) You have completed a sales site-visit posing as a single person with no children. The phone rings, your son answers and calls "Dad, phone is for you". You greet the person who introduces herself as the agent you spoke with last week. She inquires about "dad".
- (A) You immediately sense that you should have briefed your children on how to handle such situations and that now you are in deep trouble. You can try: "I'm sorry, Roger isn't here right now. I'm his brother. Can I take a message for him." Or: "That must have been my brother who was in your office. He sometimes gives my phone number because he is not at his place very much. Can I take a message for him." Or: "I baby-sit so much for my cousin's children that they call me dad. Did you spot anything I can look at."
8. (Q) You have provided the agent with false information (e.g. your name, address, credit, income, amount of assets/debts, employer) about yourself. The agent leaves the office and returns in a few minutes with word that he has checked your address (or name, credit etc.) and had some problems with it.
- (A) Your alternatives depend in large part on the type of challenge presented by the agent. Some possibilities: "Some people still know me by my former name"; "I guess I will need to speak to the personnel office (or bank, or credit bureau) to update my file - they obviously have some wrong information;" "Quite frankly, that is why I am looking for housing. You see, I just found out my (spouse) has taken money from our savings account without my knowledge. I have already spoken with an attorney about a divorce." If none seem possible, just simply exist, without explanation. Then call the Local Audit Supervisor.
9. (Q) The agent, upon seeing you and/or hearing your voice on the phone says, "We don't rent (sell) to (Blacks/Hispanics/Whites/Anglos)."
- (A) "What was that, I'm not sure I understood you?" There is no need to prolong the conversation, simply make sure that you have heard correctly and then hang-up/leave.

I. Completing and Returning the Audit Report Forms

After completing your site-visit, drive a sufficient distance (1 or 2 miles) to a secure place away from the audit site and complete your Audit Report Form for that site-visit. Do not go on to another site-visit until your previous Report Form has been completed. Make sure that it takes no longer than ten minutes from the time you complete the site-visit until the time you begin completing the Report Form. Detailed instructions on how to complete the Report Forms are included in the next section of this Manual (Section VII). You can expect to spend from 20 - 30 minutes completing your Audit Report Forms after each site-visit. Plan accordingly, giving yourself ample time to complete the forms before proceeding on another site-visit.

After completing the Report Forms call your Local Audit Supervisor before proceeding to your next site-visit and/or returning to the Local Audit Group's office. Your Local Audit Supervisor will instruct you whether to proceed as scheduled or whether changes need to be made. Be sure to inform your Supervisor of any unusual occurrences during the site-visit that might require prompt attention (the office is closing in ten minutes; the agent accused you of being an auditor, etc.). Your site-visit report forms should then be returned (within twenty-four hours) to the Local Audit supervisor. Do not, under any circumstances, discuss the results of your visit with your audit partner.

J. Debriefing

Within twenty-four hours after each site-visit (or a day of site-visits) each auditor is to return to the Local Audit Group's office to turn in the completed report forms and to be debriefed by the Local Audit Supervisor. The purposes of the debriefing session were noted above (Section IV.D). The debriefing session is extremely important for the integrity of this study - we think it is equally important for the Local Audit Supervisor and the Auditor.

Your Local Audit Supervisor has a checklist of items to review with you during each debriefing session. After reviewing your completed Report Forms, making any clarification or additions that need to be made, and after hearing your account of what happened on the site-visit, both you and the Local Audit Supervisor will sign the Debriefing Form, indicating that the Report Forms have been reviewed and the debriefing has been completed.

K. Follow-up Contacts

One of the reasons we are asking that you will normally use your own name, address and phone number on the audit is to make it possible to record any follow-up contacts that may be initiated by an audited agent or firm. Follow-up contacts, if made to one auditor and not another, may provide important evidence of differential treatment by a real estate sales or rental agent.

If the agent has not requested or obtained your name, address or phone, there will probably be no follow-up contact. However, even if such information was not provided to the agent, we are still asking that, for a period of ten days following each site-visit, you record, on the appropriate Sales or Rental Follow-up Contact Form (D 351 and D 451), a brief account of any follow-up

contact made, or indicate on that form that no such contact was made. You, and anyone who answers the phone for you, should continue to operate under the assumption that you are still an interested homeseeker during those ten days. Make appointments to see properties or return to the sales or rental office and provide additional verbal information as requested.

Immediately following any follow-up contact, report the nature of the contact to your Local Audit Supervisor and await instructions. Do not terminate your role as a homeseeker prior to ten days unless you have been instructed to do so by your Local Audit Supervisor. After the ten days, if you receive a follow-up contact, simply state that you are no longer looking for housing.

VII. AUDIT REPORT FORMS

A. General Instructions for Completing All Forms

When you first look at the various Audit Report Forms they may seem long and complex. After you have practiced filling them out a few times, however, you will not find them difficult, if you follow instructions.

Only by responding fully and accurately to the questions on the form will the information you have gathered during the audit be useful to the study. Errors fed into the computer cannot be corrected by the computer. Nor can the computer fill in omitted data. Study the forms carefully; familiarize yourself with them thoroughly; complete every item, it is essential to the success of this project.

This entire effort will have been wasted if auditors become careless in filling out the Report Forms. The importance of having every item on every form completely and accurately filled out cannot be overstated. An improperly or inadequately completed form is not only wasted, it jeopardizes the integrity of the entire study.

1. Audit Control Numbers

The Audit Control Number is a series of numbers that look like this:

SAMPLE: 0 1 4
 3 3 1 - 4 8 2 2
 0 7 6 6 - 0 2 - 0 6 - 0 3

The first line of digits is a computer code identifier. The second line of digits identify the specific form being used and the metro area in which the audit is being conducted. The third line of digits identify: the number of that specific audit; the type of audit being conducted; the characteristics of the

specific auditor completing the report; and the week during which the newspaper ad was selected. All of those numbers will be supplied to you on the Assignment Form. It will be your job to write in the complete Audit Control Number on every page of every completed form. You will also be responsible for writing those numbers on any materials that are provided to you by the agent during the audit and for submitting those materials, along with the completed forms, to your Local Audit Supervisor. This is extremely important. We cannot take a chance on losing track of any of the pages or items in this study. The control numbers will make it possible to properly piece together forms that may become separated. The forms will be reviewed - if the numbers are not recorded, you will be asked to return to the office to record them.

2. HDS Auditor Number

You will also be given, by your Local Audit Supervisor, an HDS Auditor number. That number will appear on the upper right-hand corner of your Audit Assignment Form (D 301 or D 401). It will be your responsibility to write in your HDS Auditor Number on each page of every form for which the HDS Auditor Number is requested.

3. Site-Visit Numbers

Several of the forms provide a place underneath the third line of the Control Number to record the site-visit number for each specific site-visit made during the course of the same audit. In most cases there will be only one site-visit, and the number "1" will be the only number used. However, it may be necessary to conduct a second or third site-visit in some situations. It will be your responsibility to write in the Site-Visit Number on each page of every form requesting the Site-Visit Number.

4. Selecting the "Correct" Response

Most of the questions on the Report Form call for multiple choice type responses. Some of the questions contain instructions asking you to choose a single, "correct" response, others ask you to select all of the correct responses. In either case, you are being asked to make a selection that may not exactly conform with what really was said or what really happened. No one else can make that selection - the computers cannot make that selection for you. Therefore, you, the one closest to the event, are being asked to select the "correct" response from the alternatives that are available.

5. "OTHER" Responses

The corollary to choosing the "correct" response is to avoid choosing the "other" response. Our computers can make no sense of "other" responses. If none of the specific alternatives provided can be used and you feel compelled to give an "other" response, please describe, in narrative form, exactly what happened or what was said so that subsequent reviewers know why you chose "other". During the Debriefing, you and the Local Audit Supervisor will review those "other" responses to see if any may fall within the framework of one of the specific alternatives.

6. Recording Your Responses

In order to facilitate the process of coding the data on these forms for entry into the computer files, we are asking that you circle the number to the left of the one (or more) correct responses to each question. You will normally encounter two types of alternatives:

Question: (Circle the correct response):

- 1. Possible response
- 2. Possible response
- 3. Possible response
- 4. Possible response
- 5. Other (explain) _____

or

Question: (Circle all of the correct responses):

- 1. Possible response
- 2. Possible response
- 3. Possible response
- 4. Possible response
- 5. Possible response
- 6. Other (explain) _____

7. Noting Prices of Houses/Units

There are several places on the Audit Report Forms that request auditors to provide the price of houses/units for sale or rent, the amount of downpayment or the amount of the security deposit. When you see a dollar sign (\$), prepare to fill in all of the spaces...

\$ 0, 0 7 5, 8 0 0

for a home listed at \$75,800; or...

\$ 0, 7 4 5

for a unit that rents for \$745 per month.

8. Noting Interest Rates

Small differences in interest rates can mean thousands of dollars in differences over the term of a mortgage. We are therefore asking that you record the interest rates that may be mentioned to you by an agent to the hundredth point, as follows...

0 9 . 7 5 %

for a 9.75% interest rate.

9. Census Tract Notations

Auditors can disregard the request for census tract notations. They will be filled in by the HDS Central Office based on the accurate and complete addresses provided on the Report Forms by the auditor. Specifically, that means: attempting to obtain actual street addresses, not post office box numbers; complete and accurate spelling of street names; correctly differentiating between street names that sound the same (Beach and Beech) or that have two parts to the name (Ridge Road; Ridge Avenue; Ridgeview); including the name of the city and the ZIP code whenever possible; avoiding the use of abbreviations for any of the above. The analysis of many very important pieces of data depends on complete and accurate addresses.

10. Direct Quotations

There is little need for preserving direct quotations of agents in this study, except for the following types of comments:

- Racial or ethnic statements.
- Statements to encourage or discourage you from considering a specific house, unit, neighborhood or community.
- Statements about your qualifications to rent or purchase a unit.

You may record quotations in the Chronological Narrative portion of the Report Forms or adjacent to the appropriate question. Use quotation marks to indicate what was said and use the agent's code number (see Audit Report Forms D 331 or D 431, Question #10) to indicate which agent made the statement.

11. The Chronological Narrative

The Site-visit Report Forms (Sales and Rental) provide space on the final page for recording a brief chronological narrative of what happened on the site-visit. It will help later reviewers understand what happened to you if you describe, in a concise manner, the sequence of events. However, the computer will not read your narrative. The narrative is a supplement, not a substitute, for an accurately and completely filled out Report Form.

12. Literature and Other Materials from the Audited Firm

If you are presented with items of descriptive literature, application forms, fountain pens, business cards or other items from the audited firm, write (or attach) the full Audit Control Number and your HDS Auditor # on each item and return all materials, with your Report Forms, to the Local Audit Supervisor. Do not gather materials for yourself from display tables or other places at the firm. Only bring back and code those items that were provided to you by the agent or a representative of the firm.

B. Telephone Contact Report Forms

- D311 - Rental Telephone Contact Form
- D411 - Sales Contact Report Form

These two forms are to be used when a telephone contact with a firm being audited is initiated by someone from the Local Audit Group (a staff person or an auditor; calls received from an audited firm are to be recorded on the Follow-up Contact Forms). The Telephone Contact Report Forms are to be filled out immediately after making each contact.

The phone calls, if necessary at all, are intended to be short communications designed to obtain the address of and directions to a sales or rental office, and/or to make an appointment to see an agent about an advertised unit. Auditors making such calls should be polite, cordial and interested in obtaining the desired housing. They should not volunteer information and should make every effort to leave substantive discussions for the site-visit.

The actual forms are short and largely self-explanatory. It is not necessary to write lengthy narratives unless substantive issues about your qualifications, your housing needs or the availability of the housing desired are discussed. Be sure to discuss the results of the call with your Local Audit Supervisor before proceeding with the site-visit or other portions of the audit.

C. Cover Sheets to Site-Visit Report Forms

- D 321 - Rental Site-Visit Cover Sheet
- D 421 - Sales Site-Visit Cover Sheet
- D 422 - Condominium Association: Supplement
to Sales Site-Visit Cover Sheet

Each Audit Site-Visit Report Form begins with a Cover Sheet. This is the only page on the Report Form on which your name and the name of the agent and firm being audited will appear. After being used in order to assist the HDS staff clarify items on the Report Forms, the Cover Sheets will be removed from the Report Forms and destroyed. Neither the Cover Sheets nor the names that appear on them will be forwarded to HUD or made available to other researchers.

Most items on the cover sheets are self-explanatory. It is not necessary to list the names of all of the persons you may have met during the site-visit (see Item #6), just those names of agents/owners who interviewed you or gave you substantive information. Please note: you will record the address of the firm visited (or the Condominium Associations identified) on the Site-Visit Report Forms, not on the Cover Sheets.

D. Site-Visit Report Forms

- D 331 - Rental Site-Visit Report Form
- D 431 - Sales Site-Visit Report Form
- D 436 - Supplemental Sales Report Form for Condominiums

These forms are the documents on which you will report what happens to you on each site-visit you make to one of the audited firms. If you make more than one site-visit to complete an audit, use a separate Report Form for each site-visit. Be sure to note the Control Number on each page of the Report Form.

You will gain experience using these forms during the Auditor Training Session and in the practice audits. They should be used to record all items discussed with an agent in conducting the site-visit (whether in an office, hallway, auto, model home or on a house/unit inspection). There are three additional forms (D 341, D 441 and D 442, see discussion below, Section VII. E) to provide very specific additional information from the inspections that you make of units available for sale or rent. However, your report on the Site-Visit Report Form should incorporate all of the time spent and items discussed in the entire site-visit, including the inspections of houses/units. For example: if the agent did not ask you about your income and employment in the office, but did do so during an inspection of a home, you would still record that information on the Site-Visit Report Form (see Rental Form, D 331, Question # 36; Sales Form, D 431, Question #30). Similarly, if you learned pieces of information during an initial telephone conversation that were not specifically repeated to you during the site-visit (the agent's full name, the price of the property, the length of a lease) record that information in response to the relevant question on the appropriate Site-Visit Report Form.

Both Site-Visit Report Forms (D 331 and D 431) conclude with a page for a Chronological Narrative of the audit. In addition to using the Chronological Narrative page to place the site-visit in chronological order, you may also record on that page additional explanations or relevant information for any of the specific questions or items on the Report Form. You will need to reference the Question # in the Narrative and write "see narrative" in the margin by the appropriate question. For this audit study, auditors are advised to complete the Chronological Narrative after you have completed the other questions on the Site-Visit Report Forms and the Unit Inspection Forms.

1. Rental Site-Visit Report Form D 331

In addition to the Audit Control Number and Auditor HDS #, indicate the Site-Visit # for this report. Rarely will you make more than one site-visit per rental audit. If you make more than one, use a separate Site-Visit Report Form for each Site-Visit, and number the visits consecutively.

Question #2. In the rare instance that you were taken to a second rental office of the same rental firm during one site-visit, please give the address of that second office and explain the second address in the Chronological

Narrative. You should also pay particular attention to noting the name and address of the firm actually visited on the site-visit. Do not assume that you can simply repeat the name (on the Cover Sheet) and address (on the Site-Visit Report Form) as they were given to you on your Assignment Form - you may have actually visited a different place or the name/address of the firm may have changed. If you note such a difference before conducting the site-visit, and error is not simply corrected by your going to the proper address as listed on the Assignment Form, immediately (before conducting the site-visit) contact your Local Audit Supervisor for instructions. If you note the difference after completing the site-visit complete the Report Form and immediately contact your Local Audit Supervisor.

Question #7. We do not expect auditors to keep track of the time the agent spent with you to the "second". The line for "seconds" is there for use only in those situations where the agent spent less than one minute with you.

Question #10. Indicate the race (B/W) and national origin (H/A or "other") along with the title (or apparent employment position), sex and approximate age of each employee of the firm encountered during the site-visit.

Question #23. If you received addresses to more units than can be recorded in the space provided, simply record the additional addresses on a piece of paper and attach it to the report form.

2. Sales Site-Visit Report Form (D 431)

A second Site-Visit to the same firm on the same audit is not as unlikely an occurrence in sales audits. It is very important that we be able to separate what happened on each site-visit. Be sure to complete the Site-Visit # line on the appropriate Report Forms.

Question #18. We hope the second response to this question (that you selected some of the properties that were discussed or inspected) is never used. Auditors are to make every effort to have the agent identify and recommend specific properties to you. In the unlikely event that you selected some properties, it is essential that you record which ones they were, by address.

Question #25, 26, 28 and any others that begin with the phrase "When you asked". These questions should be understood to include a request for that same information, even if it was provided to you without being asked. This study is not attempting to identify every form of information "volunteered" to you by an agent. The important issue is to make sure that we know what information was provided by you in relation to each of those questions. The significance of "When you asked" is to help you remember to ask for that information.

Questions #34, 35, and 36. These questions ask you to identify, by specific neighborhood/community, the kinds of comments the agent makes about a specific neighborhood/community and/or the people who live in that neighborhood/community. You should never solicit such comments, but you should remember them when they are made. If comments are made about more than one neighborhood, use the Supplemental Neighborhood Comment Form (D 443) to record those comments.

3. Condominium Association: Supplement to
Sales Site-Visit Report Form (D 436)

The supplemental form for condominiums (D 436) is to be used in conjunction with the Sales Site-Visit Report Form (D 431). Homeseekers purchase condominiums so that use of the Sales Form will cover most of the items covered in a condominium transaction. The few unique items to condominium buyers (e.g. information about membership in the association and joint use of the property) are covered in the supplemental form.

E. House/Unit Inspection Forms

- D 341 - Rental Site-Visit Unit Inspection Form
- D 441 - Sales Site-Visit House Inspection Form
- D 446 - Condominium Site-Visit Unit Inspection Form

These forms are to be used for each available house/unit actually inspected by an auditor. They are not to be used for the inspection of model rental units (see Questions #21 and 22 of the Rental Site-Visit Report Form, D 331, for recording information about inspection of "model units"). Any additional "narrative" type comments from the inspection portion of your site-visit should be recorded in the Chronological Narrative of the appropriate Site-Visit Report Form.

F. Supplemental House Identification Form (D 442)

This form is to be used in relation to Question #23 on the Sales Site-Visit Report Form (D 431). That Question asks you to record information about every home recommended for inspection by an agent, but not actually inspected by you. There is space for recording three such referrals on the Report Form. You may receive information on several more. Remember, we are not asking you to report on all of the properties talked about, but we do want information on any that the agent recommended that you inspect together or that you could inspect on your own (drive-by inspection). If you do not receive all of the information requested for each house, at least try to fill in the address. If you did not receive the address, then it should not be included as a house that was recommended to you for inspection.

G. Supplemental Neighborhood Comment Form (D 443)

This form is to be used in relation to questions #35, 36 and 37 of the Sales Site-Visit Report Form. Those questions ask auditors to report any evaluative statements made by an agent about a neighborhood/community or about the racial/ethnic make-up of any neighborhood or community. The form is to be used if comments were made during the audit about more than one such neighborhood/community.

H. Follow-up Contact Forms

- D 351 - Rental Site-Visit Follow-up Contact Form
- D 451 - Sales Site-Visit Follow-up Contact Form

These forms are to be used to record any contact initiated by the firm audited with the auditor. Complete at least one such form for each site-visit, even if there has not been a follow-up call. If there is a follow-up call within ten days of the site-visit, complete the form, notify your Local Audit supervisor immediately, and return the completed form to the Local Audit Group's office. If, after ten days from the initial site-visit, you have not received a follow-up call, complete Question #7 on the form and return the form to the Local Audit Group.

VIII. AUDITOR MANAGEMENT AND REIMBURSEMENT FORMS AND PROCEDURES

A. Auditor Profile Form (B 131)

You have already completed this form. Following completion of auditing activities in your metropolitan area, that form will be forwarded, along with the other materials from the study, to the HDS office. Some of the information (but not your name, address or phone number) from the application form will be coded and entered on the computer data tapes and incorporated into the analysis portion of this study. Then the Profile Forms will be destroyed. Neither your name, address or phone number will be made available to HUD or to any subsequent researchers.

B. Agreement of Confidentiality (A 001) and Agreement to Research Objectives (A 011)

Similarly, you have already signed your Agreement of Confidentiality and the Agreement to Research Objectives forms. The original copies of these documents will be forwarded to the HDS office and then destroyed. You may dispose of your copies as you please. At the conclusion of the auditing portion of this study you will receive a letter from the HDS Audit Manager releasing you from your pledge of confidentiality. Until you receive that letter we ask that you maintain your Agreement of Confidentiality.

C. Auditing Schedule Worksheet (E 572)

The Auditing Schedule Worksheet has been developed as a way to assist auditors keep track of when and where you are going to be conducting audits. The HDS, including the auditing in your metro area, is on a very tight schedule. Failing to conduct site-visits at the scheduled times can disrupt that entire schedule and may result in your termination from this project. Please utilize the worksheet - but more importantly, make sure that you complete your assignments and return your forms on time.

D. Auditor Log and Request for Reimbursement

Your Local Audit Supervisor will provide you with forms and specific instructions for keeping track of your audits for the purpose of reimbursement by the Local Audit Group.

IX. REPORTING OF AUDIT RESULTS BY HDS

As noted earlier, it will take at least one year, following the auditing portion of this study, for The Urban Institute to complete the Final Report for submission to HUD. A complete copy of that report will be provided to the Local Audit Group in each metro area included in the HDS. An Executive Summary of the report will be mailed to the each of the auditors that participated in the study.

The HDS is designed to provide a national estimate of the nature and extent of housing discrimination against Black and Hispanic homeseekers. It is not designed to produce either regional or metropolitan estimates. Although the number of audits conducted in each region metro area may appear to be very large, those numbers are not sufficient to provide a statistically reliable basis for making regional or metropolitan estimates. The Final Report will contain those national estimates.

In addition to delivering the Final Report, The Urban Institute will also deliver computerized data sets to HUD. Those data sets will include the coded information from the audits, but not the names of the auditors or the names of the firms audited. The data sets will be available, through HUD, to other researchers and research groups.

If we have done our auditing work carefully and accurately, the HDS researchers and future researchers will have a good deal of very valuable information to assess. We thank you for your efforts to help identify patterns and practices of discrimination in the nation's housing market.

* * * * *

HOUSING DISCRIMINATION STUDY

AUDITOR ASSIGNMENTS

ANNUAL/MONTHLY/WEEKLY INCOME COMPARISON GUIDE

Use of this Guide:

This guide is designed to be used with the "Income" lines on the "Assigned Characteristics" portion of the Auditor Assignment Form (D 301 and D 401).

Income amounts for the two auditors assigned to the same audit should always indicate that the income of the Protected Auditor (the Black or Hispanic auditor) is slightly higher than the income of the Comparison Auditor (the White or Anglo auditor). In order to avoid sending auditors to the same audit site with incomes that appear to be very similiar, auditors should be given their income using different pay schedules. For example: if a Black or Hispanic auditor is assigned an "annual income," the White or Angle auditor should have a slightly lower income expressed in a monthly or weekly rate.

The following chart can help you quickly convert an annual income to its comparable monthly or weekly rate. The chart provides rates for both the Protected Auditor and the Comparison Auditor.

ANNUAL / MONTHLY / WEEKLY INCOME COMPARISON GUIDE
(C 271)

If the Annual Income is....		The Monthly Income is....		The Weekly Income is....	
Protected	Comparison	Protected	Comparison	Protected	Comparison
10,000	9,700	833	808	192	187
12,000	11,700	1,000	975	231	225
15,000	14,700	1,250	1,225	288	283
18,000	17,600	1,500	1,467	346	338
20,000	19,600	1,667	1,633	385	377
22,000	21,600	1,833	1,800	423	415
25,000	24,600	2,083	2,050	481	473
28,000	27,600	2,333	2,300	538	531
30,000	29,600	2,500	2,467	577	569
32,000	31,500	2,667	2,625	615	606
35,000	34,500	2,917	2,875	673	663
38,000	37,500	3,167	3,125	731	721
40,000	39,500	3,333	3,292	769	760
45,000	44,500	3,750	3,708	865	856
50,000	49,500	4,167	4,125	962	952
55,000	54,400	4,583	4,533	1,058	1,046
60,000	59,400	5,000	4,950	1,154	1,142
65,000	64,400	5,417	5,367	1,250	1,238
70,000	69,400	5,833	5,783	1,346	1,335
75,000	74,400	6,250	6,200	1,442	1,431
80,000	79,200	6,667	6,600	1,538	1,523
85,000	84,200	7,083	7,017	1,635	1,619
90,000	89,200	7,500	7,433	1,731	1,715
95,000	94,200	7,917	7,850	1,827	1,812
100,000	99,200	8,333	8,267	1,923	1,908
110,000	109,000	9,167	9,083	2,115	2,096
120,000	119,000	10,000	9,917	2,308	2,288
130,000	128,500	10,833	10,708	2,500	2,471
140,000	138,500	11,667	11,542	2,692	2,663
150,000	148,000	12,500	12,333	2,885	2,846
160,000	157,000	13,333	13,083	3,077	3,019
170,000	167,000	14,167	13,917	3,269	3,212
180,000	177,000	15,000	14,750	3,462	3,404
190,000	187,000	15,833	15,583	3,654	3,596
200,000	197,000	16,667	16,417	3,846	3,788

HOUSING DISCRIMINATION STUDY

AUDITOR ASSIGNMENTS

"ASKING PRICE" COMPARED TO AUDITOR INCOME AND ASSETS

Use of this Guide:

For Sales Audits, this Guide is to be used with the "price range to be requested" question (#4 d) and the "Income," "Financial Institution," and "Other Assests" items on the Assigned Characteristics portion of the Sales Assignment Form (D 401). The amounts are based on the sales price not exceeding 150% of the total household income and assets of at least 50% of the total household income.

Remember, when making assignments, "Income" and "Other Assets" should be slightly higher for Protected Auditors (Black or Hispanic auditors) than for Comparison Auditors (White or Anglo auditors).**

**All figures calculated from "Protected" household incomes.

ASKING PRICE compared to AUDITOR INCOME and ASSETS
(C 272)

If the "Price Range" to be requested is....	Then the total household income should be....	And the total household assets should be....
15,000	10,000	5,000
18,000	12,000	6,000
22,500	15,000	7,500
27,000	18,000	9,000
30,000	20,000	10,000
33,000	22,000	11,000
37,500	25,000	12,500
42,000	28,000	14,000
45,000	30,000	15,000
48,000	32,000	16,000
52,500	35,000	17,500
57,000	38,000	19,000
60,000	40,000	20,000
67,500	45,000	22,500
75,000	50,000	25,000
82,500	55,000	27,500
90,000	60,000	30,000
97,500	65,000	32,500
105,000	70,000	35,000
112,500	75,000	37,500
120,000	80,000	40,000
127,500	85,000	42,500
135,000	90,000	45,000
142,500	95,000	47,500
150,000	100,000	50,000
165,000	110,000	55,000
180,000	120,000	60,000
195,000	130,000	65,000
210,000	140,000	70,000
225,000	150,000	75,000
240,000	160,000	80,000
255,000	170,000	85,000
270,000	180,000	90,000
285,000	190,000	95,000
300,000	200,000	100,000

HOUSING DISCRIMINATION STUDY

AUDITOR ASSIGNMENTS

"RENTAL RATE" COMPARED TO AUDITOR INCOME AND ASSETS

Use of this Guide:

For Rental Audits, this Guide is to be used with the "rental rate to be requested" question (#4 c) and the "Income", "Financial Institution," and "Other Assets" items on the Assigned Characteristics portion of the Rental Assignments Form (D 301). The amounts are based on rental rates not exceeding 20% of the total annual household income and assets of at least 30% of the total annual household income.

Remember, when making assignments, "Income" and "Other Assets" should be slightly higher for Protected Auditors (Black and Hispanic auditors) than for Comparison Auditors (White or Anglo auditors).**

**All figures calculated from "Protected" household incomes.

RENTAL RATE compared to AUDITOR INCOME and ASSETS
(C 273)

If the monthly "rental rate" to be requested is....	Then the total household income should be....	And the total household assets should be....
200	12,000	3,600
250	15,000	4,500
300	18,000	5,400
350	21,000	6,300
400	24,000	7,200
450	27,000	8,100
500	30,000	9,000
550	33,000	9,900
600	36,000	10,800
650	39,000	11,700
700	42,000	12,600
750	45,000	13,500
800	48,000	14,400
850	51,000	15,300
900	54,000	16,200
950	57,000	17,100
1,000	60,000	18,000
1,100	66,000	19,800
1,200	72,000	21,600
1,300	78,000	23,400
1,400	84,000	25,200
1,500	90,000	27,000
1,600	96,000	28,800
1,700	102,000	30,600
1,800	108,000	32,400
1,900	114,000	34,200
2,000	120,000	36,000
2,100	126,000	37,800
2,200	132,000	39,600
2,300	138,000	41,400
2,400	144,000	43,200
2,500	150,000	45,000
3,000	180,000	54,000
3,500	210,000	63,000
4,000	240,000	72,000

HOUSING DISCRIMINATION STUDY

AUDITOR ASSIGNMENTS

OCCUPATION/INCOME COMPARISON GUIDE

Use of this Guide:

This Guide is to be used with the "Income" and "Occupation" items on the Assigned Characteristics portion of the Auditor Assignment Forms (D 301 and D 401). The amounts given for each occupation are based on national estimates ---actual salaries may vary by metro area. Three lists have been prepared. Each contain different occupations based on how the salary was represented by the Bureau of Labor Statistics, i.e., annual range, annual average, and weekly range. All occupations are listed in assending order by salary.

OCCUPATION / INCOME COMPARISON GUIDE
(C 276)

OCCUPATION	ANNUAL SALARY	
	Lowest 10% earned </-	Highest 10% earned >/-
Nursing aid	\$ 7,000	\$ 19,300
Childcare worker	7,500	11,500
File clerk	8,100	21,100
Bank teller	8,500	18,700
Telephone operator	8,900	24,400
Typist / word processor	9,500	22,900
Bookkeeper / accounting clerk	9,600	24,200
Computer operator	10,100	29,000
Statistical clerk	10,200	28,000
Flight attendant	12,500	35,000
Clerical supervisor / manager	13,200	39,700
Engineering technician	14,000	36,600
Designer	15,200	46,500
Home appliance repairman	15,600	24,000
Computer programmer	15,700	43,100
Computer service technicians	15,800	40,800
Architect	16,200	51,100
Secretary	16,300	29,100
Corrections officer	17,100	21,500
Firefighter	18,600	24,100
Pharmacist	19,100	41,500
Computer systems analyst	19,200	51,300
Chiropractor	20,000	55,000
Operations research analyst	20,800	51,700
Insurance underwriter	21,300	40,600
Education administrator	23,000	41,000
Aircraft mechanic	26,000	35,000
Engineer	27,900	79,000

OCCUPATION	WEEKLY SALARY	
	Lowest 10% earned </=	Highest 10% earned >/=
Ticket agent	\$ 99	\$ 668
Retail sales worker	130	510
Janitor / cleaner	140	435
Dental assistant	145	370
Painter	165	590
Bus driver	180	550
Inspector / tester / grader	180	590
general maintenance mechanic	205	660
Blue-collar supervisor	210	790
Plumber	246	774
Carpenter	265	660
Concrete mason	275	490
Drywall worker	290	535
Line installer / cable splicer	331	701

OCCUPATION	AVERAGE ANNUAL SALARY
Building inspector	\$ 27,100
Financial manager	30,400
Air traffic controller	37,400
Psychologist	39,500
Veterinarian	43,000
Optometrist	60,000
General Practitioner	72,000
Pediatrician	84,300
Lawyer	101,000
Radiologist	147,500

HOUSING DISCRIMINATION STUDY
AUDITOR ASSIGNMENTS
DEBT LEVEL TO INCOME/ASSET GUIDE

Use of this Guide:

This Guide is to be used with "Income" and "Debts" items on the Assigned Characteristics portion of the Auditor Assignment Forms (D 301 and D 401). The total household fixed monthly (or annual) debt payments should not exceed 10% of the auditor's total monthly (or annual) income. Similarly, the total amount of auditor debt should not exceed 10% of the combined total of auditor household income and assets.

DEBT LEVEL to INCOME / ASSET GUIDE
(C 279)

If the monthly income is....	Total monthly payments should not exceed....	If the total of annual income and assets is....	The total debt should not exceed....
833	83	15,000	1,500
1,000	100	18,000	1,800
1,250	125	22,500	2,250
1,500	150	27,000	2,700
1,667	167	30,000	3,000
1,833	183	33,000	3,300
2,083	208	37,500	3,750
2,333	233	42,000	4,200
2,500	250	45,000	4,500
2,667	267	48,000	4,800
2,917	292	52,500	5,250
3,167	317	57,000	5,700
3,333	333	60,000	6,000
3,750	375	67,500	6,750
4,167	417	75,000	7,500
4,583	458	82,500	8,250
5,000	500	90,000	9,000
5,417	542	97,500	9,750
5,833	583	105,000	10,500
6,250	625	112,500	11,250
6,667	667	120,000	12,000
7,083	708	127,500	12,750
7,500	750	135,000	13,500
7,917	792	142,500	14,250
8,333	833	150,000	15,000
9,167	917	165,000	16,500
10,000	1,000	180,000	18,000
10,833	1,083	195,000	19,500
11,667	1,167	210,000	21,000
12,500	1,250	225,000	22,500
13,333	1,333	240,000	24,000
14,167	1,417	255,000	25,500
15,000	1,500	270,000	27,000
15,833	1,583	285,000	28,500
16,667	1,667	300,000	30,000



TABLE A.5.1**ORGANIZATIONS THAT CONDUCTED AUDITS**

SITE	ORGANIZATION
Chicago	Chicago Area Fair Housing Alliance
Phoenix	Chicanos por la Causa
Tucson	Chicanos por la Causa
Washington, D.C.	David Harvey
Birmingham	Fair Housing Center of Birmingham
Detroit	Fair Housing Center of Metropolitan Detroit
Los Angeles	Fair Housing Congress of So. California
Bergen	Fair Housing Council of No. New Jersey
Philadelphia	Fund for an Open Society
Lansing	Greater Lansing Fair Housing Centre
San Diego	Heartland Human Relations Association
Denver	Housing for All
Miami	Housing Opportunities for Excellence
Cincinnati	Housing Opportunities Made Equal
Houston	Houston Area Urban League
Pueblo	H.O.P.E. Alive
Austin	League of United Latin American Citizens
Atlanta	Metro Fair Housing Services
Macon	Metro Fair Housing Services
Orlando	Metropolitan Orlando Urban league
Dayton	Montgomery County Fair Housing Center
San Antonio	M.A.U.C. Industries
New York	Open Housing Center, Inc.
New Orleans	Urban League of Greater New Orleans
Pittsburgh	Urban League of Pittsburgh

**DEPARTMENT OF HOUSING
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