



The Conversion of Rental Housing to Condominiums and Cooperatives

Appendix 2

on·do·min·i·um (kōn'də min/ē əm), *n.*, *pl.* -u
ominium. 2. an apartment house in which the a
re individually owned, each owner receiving a rec
to sell, mortgage, exchange, etc., his apartment inc
the other apartments in the building. 3. an apartm
internat. Law. joint sovereignty over a territory by
on-; DOMINION, -ium]

on·ver·sion (kən vūr/zhən, -shən), *n.* 1. the act of
rocess of being converted. 3. an alteration of fo
adaptation to different means or uses. 5. a change
titudes. 6. the act of obtaining equivalent value,
measurement, in an exchange or calculation. 7. *Mat*
nits of an expression. 8. *Logic.* the transposition of
f a proposition. 9. *Law.* a. unauthorized assumpt
f ownership over personal property belonging to
ealty into personalty, or vice versa. [ME *conversio*
conversio] a. complete change of sex, etc.

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The Conversion of Rental Housing to Condominiums and Cooperatives

Appendix 2

Division of Policy Studies

June 1980

1933
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The Conversion of Rental
Housing to Condominiums
and Cooperatives

Appendix 2

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United States

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Introduction

Appendix 2

Supporting materials for the report entitled, The Conversion of Rental Housing to Condominiums and Cooperatives: A National Study of Scope, Causes and Impacts, are contained in two appendix volumes.

Appendix 1 consists of field reports for each of the metropolitan areas included in the study, a review of Federal programs related to condominium and cooperative conversions, and supplemental tabular data. The tables contained in this volume are referenced in the main body of the report.

This volume, Appendix 2, consists of several reports which explain the methodology used in the study, questionnaires that were used for the household and local officials surveys, a detailed listing of municipal ordinances and state statutes, and citations for these statutes and ordinances.

Appendix 2

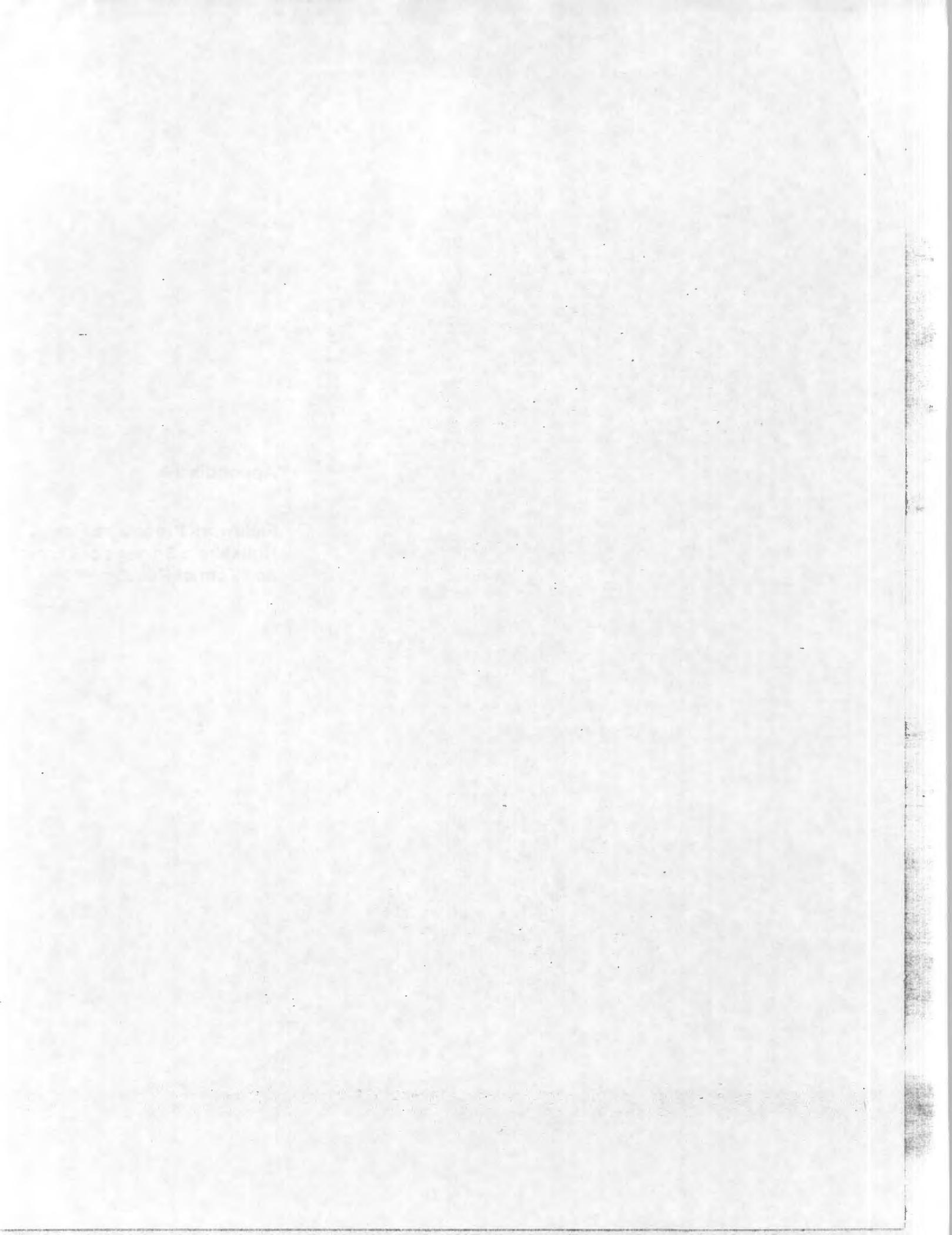
The following table shows the results of the analysis of variance for the different treatments. The values are given in the order of the treatments.

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Appendix 2-1

**Fieldwork Procedures for
Household Surveys of Current
and Former Residents**



Appendix 2-I

Fieldwork Procedures for Household Surveys of Current and Former Residents

Introduction

This Appendix summarizes the principal activities undertaken to conduct household interviews with current and former residents of buildings/complexes converted to condominium and cooperative ownership. These activities began in October 1979 and ended in March 1980.

Sampling, locating, and interviewing a representative sample of current and former residents in a very short period of time is an ambitious undertaking. Two aspects of this project are particularly noteworthy because of the special challenges that were presented and for the amount of care that was taken to assure the highest quality of response.

- o Gaining access to converted buildings for the purpose of listing units as a basis for sampling, obtaining names of former residents, and conducting interviews with current occupants was especially challenging. In most household surveys, the majority of interviewing takes place in single-family, detached houses or in multiple-entrance townhouses. For this survey, it was frequently necessary to gain access to single-entrance, multi-family buildings with security provisions such as buzzer systems, intercoms, doormen, or receptionists. It was also generally necessary to gain the cooperation of on-site managers, management agents, homeowners associations, as well as persons who were selected for interview. The problems associated with gaining this access and cooperation and the special procedures used to overcome these problems are detailed below.
- o Tracking residents of rental apartments who moved out of buildings at the time of conversion proved to be a second challenge, especially in light of the tight time constraints imposed on this study. Documented below are the procedures used to complete this tracking and to minimize bias that can result from failure to locate all former residents.

The tight quality controls applied at all stages of the survey are outlined in the sections that follow. Section 2 presents a synopsis of the survey preparation activities; Section 3

summarizes the data collection efforts; Section 4 describes the tasks associated with data reduction; Section 5 presents the results of the field survey; and Section 6 consists of some of the documents used by field staff in carrying out their assignments, and reports on staff experiences.

SURVEY PREPARATIONS

A. Overview

Survey preparations for the Condominium/Cooperative Conversion Study involved the listing of sample buildings; selecting sample housing units (HU's) within those buildings; tracking former residents; developing the questionnaires; recruiting of field interviewers; and establishing data collection procedures. The activities associated with these tasks are described in this section.

B. Field Listing and Tracking

1. Preparation

Preparation for field listing and tracking entailed the construction of a sample of qualified buildings to be listed and the development of forms and procedures for use in listing and tracking. Field listing and tracking comprised the first phase of field work for the survey. These tasks were performed concurrently from October through December 1979. Tracking former residents overlapped the data collection period (second field phase) in January and February, 1980.

a. Sample

Prior to sample selection, a list of converted condominium and cooperative buildings in 12 SMSAs was prepared. See Appendix 2, "Field Procedures for Estimating the Volume of Conversion Activity." This list included the name, address and number of converted units for all buildings converted since January 1, 1977. A sampling frame was then developed which yielded an equal probability sample of 280 converted buildings in the 12 SMSAs. Estimates of the number of interviews to be concluded in each SMSA were also generated.

b. Initial Telephone Contacts

At the initiation of the study, a schedule of rapid information collection was designed. It consisted of three basic steps:

- o Telephone contacts were made with representatives of the 280 buildings/complexes which had been selected for the sample to determine their status and eligibility for the study.
- o On the basis of this information, a sample of buildings and housing units was drawn for inclusion in the former resident sample.
- o Field staff then conducted listing activities and tracking of former residents concurrently.

A telephone contact operation began on October 19, 1979. Sampling staff designed a 6-digit "Building ID Number" with codings for city-site, location in relation to central city, weights for number of case selections and series. ID Numbers were assigned to each of the 280 selected buildings and a "Building Information Sheet" was designed for use by telephone staff members to record contacts with information sources. (See figure 1.) Estimates of conversion date, number of units, and pre-conversion status were pre-entered on the forms. A telephone tracing questionnaire was also developed to secure current status and eligibility information for each building: status when built; date of conversion; number of units before and after conversion; occupancy rates; and incidence of elderly and low income residency. (See figure 2.) Telephone staff members were instructed to note corrections of the original estimates on the "Building Information Sheets" and, if possible, to account for the discrepancies.

The telephone tracing operation was conducted from October 19, to October 25, 1979. Cases for which no information could be secured were designated "Unable to Contact" (UTC) buildings. The operation yielded a final count of 240 contact cases and 40 UTC buildings. Of the 25 cases re-submitted for further tracing attempts, 21 cases still could not be contacted with a final result of 305 cases worked and 240 completed questionnaires.

As a result of information gathered by the telephone survey, 67 buildings were dropped from the sample for the following reasons:

- o Some had been converted prior to 1977;
- o Others were built as a condominium instead of being converted from rental apartments; .
- o In some of the buildings, all of the units were still rental - none had yet been converted;

Figure 1

Research Triangle Institute
 Research Triangle Park, N.C. 27709

October 1979
 RTI Project 1717-4
 Form #1

HUD-Condominium/Cooperative Personal Interview Study

BUILDING INFORMATION SHEET

PSU _____ Building ID # _____
 Telephone Interviewer's Name _____ RTI ID # _____

Building or Complex	# of Units	Comments
	Year of Conversion	
	Preconversion Status	

Call Number	Date (M/D/Y)	Time	TO	Phone Number	Results
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Please record name, address, phone number and description of each successful contact on reverse side of this sheet.

Figure 2

Project #1717-41

October, 1979

HUD Condominium Study

Building I.D. # _____

1. Was this apartment building or complex built as a condominium (cooperative) or converted to a condominium (cooperative)? (Check one)
 1. Built as a condominium (cooperative)
(If built as a condominium (cooperative) - END THE INTERVIEW)
 2. Converted to a condominium (cooperative)
2. What was the year of conversion for this building or complex to condominiums (cooperatives)? That is, what was the date that the first condominium (cooperative) unit was offered for sale? (Check one)
 1. Prior to January 1, 1977
 2. 1977
 3. 1978
 4. 1979
3. What was the total number of apartments or units in the building or complex before conversion?
_____ Number of apartments or units
4. What is the total number of units or apartments in the converted building or complex after conversion?
_____ Number of units or apartments
5. IF THE NUMBER OF UNITS CONVERTED TO CONDOMINIUMS OR COOPERATIVES (IN QUESTION #4) DIFFERS BY MORE THAN 50 PERCENT FROM THE ESTIMATED NUMBER ON THE FACE SHEET, PLEASE EXPLAIN ANY POSSIBLE REASONS YOU CAN IDENTIFY FOR THIS DISCREPANCY.

Figure 2 (continued)

6. What is the total number of units or apartments currently occupied?
_____ Number of occupied units or apartments
7. Of the occupied units, how many are occupied by people who lived in the building or complex before conversion?
_____ Number of units or apartments
8. Prior to conversion of the apartments or units to condominiums (cooperatives), approximately what proportion of the apartments (units) were occupied by low income families? (By low income we mean family income less than \$10,000 per year.)
- 1. None
 - 2. Less than 1/4
 - 3. 1/4 - 1/2
 - 4. About 1/2
 - 5. 1/2 - 3/4
 - 6. More than 3/4
9. Prior to conversion of the apartments or units to condominiums (cooperatives), approximately what proportion of the apartments (units) were occupied by one or more persons 65 years of age or older?
- 1. None
 - 2. Less than 1/4
 - 3. 1/4 - 1/2
 - 4. About 1/2
 - 5. 1/2 to 3/4
 - 6. More than 3/4
10. PLEASE NOTE ANY OTHER INFORMATION YOU FEEL MIGHT BE OF HELP IN DETERMINING THE STATUS OF THIS BUILDING (COMPLEX) BEFORE AND/OR AFTER CONVERSION.

- o In other cases, the units in the building were not occupied, or the building had no housing units, or had been destroyed.

An additional drop occurred when two sections of the same complex were merged under one Building ID Number, leaving 212 buildings in the sample with 40 UTCs. Many discrepancies with original estimates emerged during this initial stage. As examples, one building was discovered to be a prep school and another to be a town hall.

Because 40 buildings had not as of October 25, 1979 been reached by telephone and no field contacts had yet been made, more clean-up and drops from the building sample would result during the field listing and interviewing stages.

2. Field Work

During the initial field phase of the study, staff were assigned three immediate tasks: (1) contacting UTC buildings, completing the questionnaire and determining building status and eligibility; (2) listing the housing units (HUs) of eligible buildings in the sample; (3) tracking a pre-selected sample of former residents.

a. Field Procedures

Specific procedures and forms were designed for use by field staff in completing the listing and tracking assignments. All information collected on the remaining 212 sampled buildings was relayed to field staff through these instructions and forms.

Assignments were identified by current resident and former resident "Sample Building Cover Sheets." (See figures 3 and 4.) Identification information for each building was pre-printed on the forms with additional "Comments" for leads. The expected number of HUs was provided for each building and field staff were instructed to call in for additional instructions if the actual number discovered exceeded the estimate. In these cases, a re-ordering of the sampling interval and number of cases for study was figured. Field staff were instructed to immediately telephone in the number of HUs listed for every building in order to draw the current resident sample according to the established design and to verify the pre-selected former resident sample.

The "Former Resident Sample Building Cover Sheet" contained the pre-selected sample of line numbers at the bottom of the sheet. Field staff were instructed to list the former resident buildings and track the eligible former resident households which moved from the corresponding apartment numbers. Selected households which remained in a building after conversion were also noted on

Figure 3

HUD CONDOMINIUM/COOPERATIVE CONVERSION STUDY

Current Resident Sample Building Cover Sheet

Building/Complex Address:	Comments

LISTING INSTRUCTIONS:

1. On the "List of Housing Units" forms list all housing units (HU's) in this building/complex according to multi-unit listing procedures specified in the RTI Field Sampling Manual.

(If more than ___ units are discovered in this building/complex, do not list. Instead, obtain as much information as possible about the number of housing units and their location and call RTI for further instructions.)
2. Upon completion of the listing process, report the total number of housing units listed for this building/complex to RTI by telephone (Dave McFadden). Total HU's listed _____.
3. After steps 1 and 2 have been completed, return this cover sheet along with the completed "List of Housing Units" forms to RTI.

Figure 4

HUD CONDOMINIUM/COOPERATIVE CONVERSION STUDY
Former Resident Sample Building Cover Sheet

Building/Complex:

Comments:

LISTING INSTRUCTIONS:

1. On the "List of Housing Units" forms list all housing units (HU's) as they existed prior to the conversion of this building/complex to condominium or cooperative ownership.
 - a) In order to obtain accurate information about the location of HU's prior to conversion, contact building management, owners associations, or whatever authority is necessary.
 - b) If more than _____ units existed prior to conversion, do not list. Instead, obtain as much information as possible about the number of prior HU's and their location and call RTI for further instructions.
2. Upon completion of the listing process, report the total number of prior HU's listed for this building/complex to RTI by telephone (to Dave McFadden). Total HU's listed _____.
3. The following line numbers on the "List of Housing Units" forms have been selected for the former resident survey. (The units selected should be noted by the field staff and work begun immediately to trace the location of the residents who occupied the unit at the time the unit was converted from apartment to condominium or cooperative.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. For procedures to be used in locating sample former residents, see the Former Resident Tracking Form.

the tracking forms provided for this assignment (described below). In cases where selected households had moved outside of the SMSA, field staff were instructed to track these long-distance outmovers to their current addresses.

The standard form used for listing housing units is shown in figure 5. A separate line number was provided for each housing unit. The "Former Resident Tracking Form" is shown in figure 6. Field staff were instructed to transfer the building and unit identification from the "Former Resident Sample Building Cover Sheet" and "List of Housing Units" forms to the top of the tracking form and to immediately begin tracking the household. The reverse side of the form provided space to record any available socio-economic information on the household.

Specific assignments for securing identification information about the 40 UTC buildings were also made at this time. Copies of the "Building Information Sheets" and 10-item "HUD Condominium Study" questionnaires were forwarded to the field. Field staff were instructed to visit the UTC buildings and to telephone in the information elicited by these forms. Staff then proceeded to list the buildings.

Packages of forms and instructions for listing, tracking and identifying UTC buildings were shipped to the twelve field sites on October 26, 1979. The instruction memo provides, in more detail, the procedures and use of the forms described here (See Section 6). Included in the packages were instructions for listing multi-unit structures.

In late November 1979 revised estimates of desired interview distribution by SMSA were made on the basis of building information received and schedule changes. These new estimates were drawn up in a table and provided to Field Supervisors and Site Coordinators in the 12 field sites.

b. Field Problems

Section 3 of this Appendix includes a detailed discussion of field tracking problems and "problem buildings" encountered throughout both phases of field work. Other problems with field listing and tracking are discussed in this section.

Because many of the condominiums in the sample were not only multi-unit but also multi-structure (more than one building), some confusion in listing resulted in the field. In those cases where buildings were not designated by a progression of numbers or letters, specific listing instructions were relayed to field staff. The result was that specific changes in street addresses were included in the selected housing unit addresses.

Figure 5

LIST OF HOUSING UNITS

BUILDING ID _____

Page _____ of _____

DATE LISTED _____

CITY _____

HU NO	APT NO	HU NO	A												
01		26		51		76		01		26		51		76	
02		27		52		77		02		27		52		77	
03		28		53		78		03		28		53		78	
04		29		54		79		04		29		54		79	
05		30		55		80		05		30		55		80	
06		31		56		81		06		31		56		81	
07		32		57		82		07		32		57		82	
08		33		58		83		08		33		58		83	
09		34		59		84		09		34		59		84	
10		35		60		85		10		35		60		85	
11		36		61		86		11		36		61		86	
12		37		62		87		12		37		62		87	
13		38		63		88		13		38		63		88	
14		39		64		89		14		39		64		89	
15		40		65		90		15		40		65		90	
16		41		66		91		16		41		66		91	
17		42		67		92		17		42		67		92	
18		43		68		93		18		43		68		93	
19		44		69		94		19		44		69		94	
20		45		70		95		20		45		70		95	
21		46		71		96		21		46		71		96	
22		47		72		97		22		47		72		97	
23		48		73		98		23		48		73		98	
24		49		74		99		24		49		74		99	
25		50		75		00		25		50		75		00	

Figure 6

HUD CONDOMINIUM/COOPERATIVE CONVERSION STUDY

Former Resident Tracking Form

Page ____ of ____

BUILDING NAME _____ (from Building Cover Sheet)

BUILDING ID NO. _____ (from Building Cover Sheet)

SAMPLE HU NO. _____ (from List of Housing Units)

ORIGINAL ADDRESS: _____ ORIGINAL RESIDENT'S NAME _____

(from List of Housing Units and Building Cover Sheet) _____ SPOUSE'S NAME _____

- I.
 - A. Locate the current residence of the person(s) listed above, using information from Building Management, neighbors, Postal Service, and any other source necessary.
 - B. Document all contacts thoroughly in the spaces provided below.
 - C. On the reverse side of this form provide any of the specified information you can obtain about prior residents whose current residence(s) you are unable to locate.

(CIRCLE FINAL RESULT)

Date	Person Contacted	Address	Telephone No.	Results

Date	Person Contacted	Address	Telephone No.	Results

Date	Person Contacted	Address	Telephone No.	Results

Figure 6 (continued)

II.

In the spaces provided below please record any information which is volunteered by or which you obtain through contacts with neighbors, building management, authorities, etc.

Size of Family: _____
unable to obtain

Income of Family: _____
unable to obtain

Profession of Head: _____
unable to obtain

Profession of Spouse: _____
unable to obtain

Did family members split when they moved? Explain.

unable to obtain

Did residents(s) receive any assistance or aid in obtaining alternative housing from owners or authorities? Explain.

unable to obtain

Did resident(s) move to subsidized housing? Explain.

unable to obtain

A problem with the definitions of conversion and former resident also arose during listing and tracking. Very specific definitions had been developed for these terms and were included in a "Definition Clarifications" sheet sent to all listers and trackers. (See figure 7.)

A second phase of tracking was conducted in December 1979 to augment the former resident sample. The initial tracking produced only 190 former residents successfully tracked. In order to develop a higher yield of tracked former residents; (1) 13 buildings which were formerly in the unable-to-contact category, were included for listing; ^{1/} (2) all "unable to locate" tracking forms were returned to the field for further attempts; and (3) all unclear tracking cases were returned to the field for clarification. Instruction memos dated December 10 and 11, 1979 (Section 6), discuss this assignment in detail.

A minor problem in the Chicago SMSA was the necessity to research real estate index numbers and several conjunctive files to obtain the names and addresses of the selected buildings.

C. Listing and Tracking Results

At the beginning of data collection, 172 buildings/complexes had been listed and sampled for the Current Resident Survey. All 40 UTC buildings were listed and/or dropped if ineligible. Thirteen former UTC buildings were added to the original former resident sample of 50 buildings, bringing the total to 63 former resident buildings.

Problem buildings which were blocked from listing or which carried listing and tracking obstacles over into data collection are itemized and discussed in Section 3. One early problem building was cleared for listing during data collection and added to the current and former resident samples. The final sample was 64 former resident buildings sub-sampled from 173 current resident buildings.

Drops occurred at three stages: (1) telephone surveying, (2) listing, and (3) data collection. A total of 107 buildings was dropped because of ineligibility.

^{1/} See Appendix 2, "Sample Design, Selection and Estimation," for a description of, and rationale for, the sampling procedures used in this study.

Figure 7

DEFINITION CLARIFICATION

- (1) Conversion - For purposes of this study, a conversion means any building/complex which had at least one unit sold as a condominium or cooperative by January 1, 1977.

- (2) Former Resident (Outmover) - A household which occupied a sampled housing unit before learning that conversion activity was to take place and which moved out (physically, from the entire complex) after learning about the conversion plan. This may include households which moved before, during or after conversion activity (offer of a previously rented unit for sale) actually transpired. (A household which moved into the same unit after a qualified former resident moved out, and then subsequently moved away, is not the former resident (outmover). The former resident whose occupancy preceded conversion plans and who moved out after learning of conversion plans is the former resident qualified for this survey).

At the beginning of data collection, 200 former residents had been successfully tracked. Continued tracking during data collection produced 355 tracked former residents. Of these, 25 were out of the original SMSA, 33 refused to be interviewed, 5 were incapacitated, 3 were deceased, and 40 were never home, even after repeated attempts to find them, or were away during data collection.

C. Questionnaire Development

1. Initial Instrument Development

The survey instruments for the Condominium/Cooperative Study were designed to assess the impacts of condominium and cooperative conversions on current and former residents of converted buildings. The Current Resident Survey resulted in the development of four survey instruments which were distinguished by both the respondent's residential location at the time of conversion and respondent's tenure status in the condominium or cooperative.

These four instruments are as follows: (1) The Long Term Owner Questionnaire, designed for current residents who rented a unit prior to conversion and who purchased a unit during or after conversion; (2) The Long Term Renter Questionnaire, designed for current residents who rented a unit prior to conversion and who have continued renting after conversion; (3) The Short Term Owner Questionnaire, designed for current residents who purchased and moved into a unit after conversion; and (4) The Short Term Renter Questionnaire, designed for individuals who rented a unit after conversion. Successfully tracked former residents of the condominiums/cooperatives were administered the Former Resident Questionnaire. Each of the five questionnaires was developed to collect the following data: relevant demographic characteristics; changes in the quality of living conditions; differences in the work-residence relationship between short-term and long-term residents; changes in housing costs; and residential and neighborhood satisfaction.

The initial development of the questionnaires involved the selection of relevant questions, the standardization of identical questions across the various questionnaires, and the formatting of each questionnaire.

2. Pretest

The five types of questionnaires developed were pretested on current and former residents of converted condominiums in Charlotte, North Carolina. Potentially confusing questions were noted on the instruments, respondents' suggestions were recorded, and points in need of revision were illuminated. These revisions, along with suggested revisions by The Office of Management and Budget (OMB), were incorporated into the final versions of the instrument.

D. Development of Field Procedures and Materials

Prior to the beginning of data collection, survey procedures and materials were designed to facilitate rapid communication between field and in-house staff and to assist the Site Coordinators and Field Interviewers with their assignments.

1. Field Interviewer's Manual and Site Coordinator's Training Memo

A training and reference manual for the Field Interviewers was prepared. Topics included were:

- o Background and purpose of the HUD Condominium/Cooperative Survey
- o Confidentiality of the data
- o Use of all forms and materials for data collection
- o Contacting and screening sample households
- o Continued tracking of former residents
- o Handling problem buildings
- o Explaining the survey and obtaining cooperation
- o Verification and quality control procedures
- o Scheduling and reporting
- o Questionnaire administration
- o Administrative procedures

Included also was a Field Interviewer's General Manual.

A Site Coordinator's Training Memo was prepared and forwarded to the 12 Site Coordinators prior to the training sessions. Detailed in this memo were instructions for assigning field work, supervising contacts with the Field Interviewers, reviewing the status of the interviewer's assignment, verifying field work and refusal conversion, editing of completed work, and reporting and mailing procedures.

2. Assignment Forms

Several forms were developed for screening sample households, controlling assignments, and reporting. Brief descriptions and examples of these forms are included in this section.

a. Household Screening Forms

Both Current Resident and Former Resident Household Screening Forms were designed as screening and assignment control documents for individual sampled households. Examples of these forms are found in Figure 8, (current resident) and Figure 9, (former resident).

Figure 8

Project: #1717-42

HUD Condominium/Cooperative Conversion Study
CURRENT RESIDENT HOUSEHOLD SCREENING FORM

Building

Housing Unit Line No. _____

Address _____

Telephone No. _____

DESIGNATED RESPONDENT:

INTERVIEW RESPONDENT DESIGNATED BELOW.
IF NO HEAD OF DESIGNATED SEX, INTERVIEW
OTHER HEAD.

____ FEMALE HEAD OF HOUSEHOLD. . . 01

____ MALE HEAD OF HOUSEHOLD. . . . 02

COMPLETE NONINTERVIEW REPORT WHENEVER
SCREENING OR INTERVIEW IS NOT COMPLETE

RECORD OF CALLS

Date	Time	Initials	Results	Comments

Result Codes: NH - Not Home CO - Complete SP - Other
 RE - Refused CB - Call Back (SPECIFY) _____
 OT - Out of Town LB - Language Barrier

Hello, I am _____, an interviewer for Research Triangle Institute (of North Carolina). We are conducting a study for the U.S. Department of Housing and Urban Development in which we are trying to document the experience and attitudes of a variety of people in regard to condominium and cooperative conversion.

A. First I need to know whether

You presently own or rent this unit?

1 OWN (GO TO B)

2 RENT (GO TO C)

B. Were you renting in this building when the tenants were first notified that the units would be converted to condominium (cooperative) units?

1 YES (ADMINISTER LONG TERM OWNER QUESTIONNAIRE)

2 NO (ADMINISTER SHORT TERM OWNER QUESTIONNAIRE)

Figure 8 (continued)

- C. Were you renting in this building when the tenants were first notified that the units would be converted to condominium (cooperative) units?
- 1 YES (ADMINISTER LONG TERM RENTER QUESTIONNAIRE)
- 2 NO (ADMINISTER SHORT TERM RENTER QUESTIONNAIRE)

Current Resident
Non-interview Report
(Parts A, B, and C)

- (Circle One)
- Screening Non-interview
- 01 . . Not a HU
- 02 . . Vacant
- 03 . . Never Home
(Complete B and C)
- 04 . . Away during field period
(Complete B and C)
- 05 . . Incapacitated
(Complete B and C)
- 06 . . Language Barrier
(Complete B and C)
- 07 . . Refused
(Complete B and C)
- 08 . . Other (Specify) _____
- _____
(Complete B and C)

- A. REASON FOR NON-INTERVIEW (Circle One)
- Questionnaire Non-interview
- 01 . . Eligible Respondent Never Home
(Complete B and C)
- 02 . . Eligible Respondent Away
(Complete B and C)
- 03 . . Incapacitated
(Complete B and C)
- 04 . . Language Barrier
(Complete B and C)
- 05 . . Refusal/breakoff
(Complete B and C)
- 06 . . Other _____
(Complete B and C)

- B. HOUSING UNIT INFORMATION (About designated respondent)
1. Person Contacted _____
2. Relationship to Head _____
3. Approximate Age _____
4. Sex
Male 01
Female 02
5. Predominant racial/ethnic household background:
White 01
(Non-Hispanic)
Black 02
Hispanic 03
Oriental 04
Not Observed 05
Other _____ . 06

6. Approximate Household Income
Under \$10,000 01
\$10,000 to \$25,000. 02
Over \$25,000. 03
Could Not Obtain. 04
7. In the Space Provided List All Members of this Household along with their Sex and Age.

Relationship to Head	Sex	Age
Head		

- C. DOCUMENTATION
1. Describe efforts to contact and problems encountered: _____
- _____
- _____

(BEFORE LEAVING HOUSEHOLD SAY) A certain percentage of my work will be verified. May I please have a telephone number where you can be reached for this purpose? RECORD HERE AND ON PAGE 1.

Telephone No. () _____

Figure 9 (continued)

First I need to know if:

A. (Name of Former Resident) lives at this address?

- 1 YES (GO TO B)
- 2 NO (GO TO C)

B. (Were you) (was he/she) renting a unit at (address of building) when the tenants first learned that the units would be converted to condominium (cooperative) units?

- 1 YES (ADMINISTER FORMER RESIDENT QUESTIONNAIRE)
- 2 NO (GO TO B.1)

B.1 According to our records (you) (name of former resident) (were) (was) living at (former address) at the time tenants first learned that the building would be converted. If this was not the case, can you help us reconcile this information? Did (you) (he/she) ever live at (former address), and if so, did (you) (he/she) move?

- 1 Before learning of conversion (TERMINATE)
- 2 After learning of conversion (COMPLETE FORMER RESIDENT QUESTIONNAIRE)
- 3 Never lived at former address (OBTAIN ANY INFORMATION ABOUT CORRECT FORMER RESIDENT AND TRY TO LOCATE AND READMINISTER THIS SCREENER).

C. According to our records (former resident) who lived at (former address - MENTION BUILDING NAME) was supposed to have moved here.

C.1 Can you tell me where he/she resides now?

- 1 YES (RECORD NEW ADDRESS) _____
- 2 NO (GO TO C.2)

(IF NEW ADDRESS IS WITHIN SMSA TRY TO LOCATE AND CONDUCT INTERVIEW THERE.
IF NEW ADDRESS IS OUT OF SMSA OR IF PERSON DECEASED ASK QUESTION C.2)

C.2 Did you or anyone living here live with (former resident) at (former address)?

- 1 YES (IN THE SPACE PROVIDED BELOW, LIST ALL MEMBERS OF THIS HOUSEHOLD WHO ALSO LIVED AT FORMER ADDRESS. CONDUCT FORMER RESIDENT INTERVIEW WITH APPROPRIATE HEAD (MALE/FEMALE) AS DESIGNATED ON PAGE 1 OF THIS SCREENER. IF NO HEAD OF DESIGNATE SEX, INTERVIEW OTHER HEAD.)

Relationship to Head	Sex	✓ Resp.
Head		

- 2 NO (TERMINATE)

Pre-entered on the forms were household identification information (building, housing unit line number and household address) and a designation for the head of household. A Record of Calls section was provided to record household calls, contacts and results. A section of screening questions determined eligibility of the respondent and, for current residents, the type of questionnaire to be administered. Non-interview information was provided for in a "Non-interview Report" section of the forms. (See figure 10.) Space provisions were also made for verification and documentation.

b. Former Resident Screening Form Addendum

Late in the listing and tracking field phase, it had become evident that an unexpectedly high percentage of sampled former resident households had continued to live in the selected condominiums/cooperatives after conversion. This addendum (see figure 11) was developed to determine whether the households remained as renters or owners. Field Interviewers (FIs) were instructed to administer the addendum to each sampled household which continued to live in the selected building/complex.

c. Assignment Control Forms

Control forms for maintaining records of production and status for each building and HU case, and for reporting purposes, were developed for Site Coordinators and Field Interviewers. This section provides descriptions and examples of these forms.

The Current Resident and Former Resident Interviewer Control Forms (See figures 12 and 13) contained the building assignments to FIs. Pre-entered information included the building name, address and ID Number and a list of the HU cases (apartment addresses), with corresponding line numbers, to be worked. A series of columns provided space for recording the status or result of each case. Serving a dual purpose, the Interviewer Control Forms enabled the FIs (1) to verify completeness and accuracy of their assignments in conjunction with the provided screening forms; and (2) to indicate the status of each case as a basis for weekly reporting to their supervisors.

Site Coordinators were provided mirror reflections of the Interviewers Control Forms for recording reported cases: the Current Resident and Former Resident Supervisor Building Control Forms (See figures 14 and 15). These forms enabled SCs to maintain a current record of the work performed and results for all of the selected HU cases and buildings in the SMSA.

Figure 10

Former Resident
Non-interview Report
(Parts A, B, C, D, and E)

A. REASON FOR NON-INTERVIEW
(Circle appropriate reason)

- | Screening | Questionnaire |
|---|---|
| 01 . . Not a HU at time of conversion notification | 01 . . Eligible Respondent Never Home
(Complete B, C, and E) |
| 02 . . HU Vacant at time of notification | 02 . . Eligible Respondent Away
(Complete B, C, and E) |
| 03 . . Former Residents never moved from building/complex | 03 . . Incapacitated
(Complete B, C, and E) |
| 04 . . Cannot Locate
(Complete B, C, and E) | 04 . . Language Barrier
(Complete B, C, and E) |
| 05 . . Never Home
(Complete B, C, and E) | 05 . . Refusal/breakoff
(Complete B, C, and E) |
| 06 . . Away during field period
(Complete B, C, and E) | 06 . . Other (Specify) _____
(Complete B, C, and E) |
| 07 . . Incapacitated
(Complete B, C, and E) | |
| 08 . . Language Barrier
(Complete B, C, and E) | |
| 09 . . Refused
(Complete B, C, and E) | |
| 10 . . Other (Specify) _____
(Complete B, C, and E) | |

B. HOUSING UNIT INFORMATION (About designated respondent)

- | | |
|---|---|
| 1. Person Contacted _____ | 7. Profession of Head (USE CODES ON CARD)

NA Unable to obtain |
| 2. Relationship to Head _____ | 8. Profession of Spouse (USE CODES ON CARD)

NA Unable to Obtain |
| 3. Approximate Age _____ | 9. Did family receive assistance or aid from owners or authorities in obtaining alternative housing when they left the converted building?
Yes 01
No 02 |
| 4. Sex
Male 01
Female 02 | |
| 5. Predominant racial background
01 . . White (Non-Hispanic)
02 . . Black
03 . . Oriental
04 . . Other (Specify) _____ | |
| 6. Approximate Household Income
01 . . under \$10,000
02 . . \$10,000 - \$25,000
03 . . over \$25,000
04 . . unable to obtain | |

Figure 10 (continued)

C. FORMER ADDRESS HOUSEHOLD INFORMATION

ENUMERATE THE MEMBERS OF THE HOUSEHOLD WHO LIVED AT THE FORMER ADDRESS, CIRCLE ONE OF THE SPACES PROVIDED TO INDICATE WHERE EACH MEMBER NOW RESIDES (SAME ADDRESS, SAME CITY, SAME STATE, DIFFERENT STATE).

Relationship to Head	Sex M/F	Age	At This Address	Same City	Same State	Different State
Head			01	02	03	04
			01	02	03	04
			01	02	03	04
			01	02	03	04
			01	02	03	04
			01	02	03	04
			01	02	03	04
			01	02	03	04
			01	02	03	04

D. VERIFICATION

BEFORE LEAVING HOUSEHOLD SAY TO RESPONDENT:

A certain percentage of my work will be verified. May I please have a telephone number where you can be reached for this purpose?

RECORD HERE AND ON PAGE 1 OF THIS SCREENER.

Telephone No. () _____

E. DOCUMENTATION

- Describe efforts to contact and problems encountered _____

Figure 11

Project: #1717-42

HUD Condominium/Cooperative Conversion Study
FORMER RESIDENT SCREENING FORM ADDENDUM

Building _____ Housing Unit Line No. _____
Address _____
Telephone No. _____

PLACE ID LABEL HERE

COMPLETE NONINTERVIEW REPORT WHENEVER
SCREENING OR INTERVIEW IS NOT COMPLETE

RECORD OF CALLS

Date	Time	Initials	Results	Comments

Result Codes: NH - Not Home CO - Complete SP - Other
RE - Refused CB - Call Back (SPECIFY) _____
OT - Out of Town LB - Language Barrier

Hello, I am _____, an interviewer for Research Triangle Institute (of North Carolina). We are conducting a study for the U.S. Department of Housing and Urban Development in which we are trying to document the experience and attitudes of a variety of people in regard to condominium and cooperative conversion.

- A. First I need to know whether
You presently own or rent this unit?
1 OWN
2 RENT
- B. Were you renting in this building when the tenants were first notified that the units would be converted to condominium (cooperative) units?
1 YES
2 NO

Building

HUP Condominium/Cooperative Conversion Survey
Former Resident Survey
Interviewer Control Form

Project: 111/
Page of

[Empty box for Building information]

Interviewer _____
Interviewer No. _____

Circle those
as calls
are made
↓

HUP No.	Address	FINAL RESULTS										Date Final Status Reported	Date To Superv.	No. Calls Made		
		(A) Comp. Intv.	(B) Not A HUP	(C) Vacant	(D) Never Moved	(E) Unable To Locate	(F) Never Home	(G) Away	(H) Incapacitated	(I) Lang. Barr.	(J) Refused				(K) Other	
																1 7 3
																4 5 6
																1 7 1
																4 5 6
																1 2 1
																4 5 6
																1 7 3
																4 5 6
																1 7 3
																4 5 6
																1 2 3
																4 5 6
																1 2 3
																4 5 6
																1 2 3
																4 5 6

3. Quality Control Procedures

Specific procedures were developed to insure the integrity and overall quality of the data. These procedures were primarily the responsibility of the Site Coordinator and involved the edit of completed materials (screening forms and questionnaires) and the verification of individual cases. Details of these procedures are included in the Field Interviewer's Manual and the Site Coordinator Training Memo contained in Section 6. Brief descriptions are provided below.

a. Field Edit

An initial edit of field work was carried out by the FIs before leaving a household residence and again before delivery to the SC. Each SC was instructed to complete a 100 percent edit of an interviewer's work of the first week. This edit was carried out in the presence of the interviewer so that problems could be discussed and confusions cleared. On subsequent weeks the SC completed a 10 percent edit of each interviewer's completed materials. This procedure insured an interviewer's understanding of the instruments and enabled the SC to correct and/or retrain an interviewer when necessary.

b. Verification of Field Work

A random sample of housing units was selected for quality control checks. These checks averaged two cases per building and were pre-indicated on the SC's Supervisor Building Control Forms.

After receiving completed result codes or materials for these cases, SCs called respondents to verify the interview or non-response. Building authorities were contacted to verify results such as "vacant" or "away".

4. Non-response Procedures

Procedures were developed whereby all non-response cases were subject to the approval of the Site Coordinator. SCs were instructed to review non-responses and to make suggestions to interviewers on follow-up activities. Requests for assistance on individual cases were relayed to the survey director.

Site Coordinators were also responsible for refusal conversions. Instructions for converting refusals were provided in the training manual and SC Training Memo. The procedure involved re-contacting the respondent and attempting to overcome his/her objections to the survey.

3. DATA COLLECTION

A. Overview

Field data collection, the second phase of field work for the survey, began immediately following interviewer training sessions (January 3-8, 1980) and continued through early February.

Section 2 outlines the materials used and procedures implemented for data collection. All additional activities related to the actual collection of data in the field are discussed in this section.

B. FI Training

FI training sessions were conducted on January 3 and 4, and January 7 and 8, 1980. Considerable time during the first day was devoted to background of the study, data collection forms and procedures, assignments, supervision, administrative and reporting procedures, refusal conversions and potential problems. The second day focused on the survey instruments: questionnaire administration was discussed, using the five types of instruments and the specifications provided in the manual. Mock interviews were also conducted to clear up potential confusions regarding the questions and format.

Trainers met with Site Coordinators on the evenings before and after the first day of training to discuss supervision duties and responsibilities. The Site Coordinator Training Memo in Section 6 presents both the agenda and substance of this individual training. At these times the individual FI building assignments were planned by trainers and SCs.

At the conclusion of training, FIs were provided with their specific building assignments and a supply of the materials necessary for field data collection.

C. Field Data Collection

1. Contacting Sample HUs

Many FIs experienced problems in finding respondents at home during the first two weeks of data collection. SCs coordinated call-back schedules for FIs with low response rates to produce maximum opportunities to contact respondents. In several cases FIs were asked to make more than the required six calls in their attempts to establish contact.

2. Questionnaire Administration

Immediately following the training sessions, a memo was prepared for field staff containing clarification of errors and confusions with the questionnaires which had arisen during the sessions. This memo was forwarded to SCs, who in turn relayed the information to interviewers. These clarifications insured a uniform interpretation of the instruments and prevented delays which might have resulted from further confusion in the field.

D. Other Data Collection Activities

Other activities undertaken during field data collection were: (1) handling questions and problems relayed by SCs and FIs; (2) taking weekly field reports and compiling weekly 12 site progress reports; (3) handling problem buildings; and (4) preparing data entry code books and specifications for data reduction. Considerable time was devoted to clearing problem buildings; Part E of this Section discusses these activities in detail.

An additional technique was utilized during field data collection to increase interview response. A centralized telephone interviewing operation was used to augment the former resident interview survey. Non-response cases were collected and forwarded to the Telephone Tracing Department. These cases included: (1) "Out of SMSA" cases; (2) "Unable to Locate" cases; (3) "Never Home" and "Away" cases; and (4) "Refusals." Telephone interviewers then conducted long-distance tracing and interviewing. Results of the telephone interviewing operation are discussed in Section 5, below.

E. Problems

1. Introduction

Field problems for the survey fall into two general categories: tracking and problem buildings. Tracking former residents to their current residences became a difficult task. In many cases the sampled movers had left the converted building as long as two years before the field tracking period. Both phases of field work produced "problem buildings," in which field staff encountered obstacles and objections to entering buildings, listing, researching former tenants and interviewing in the multi-unit structures.

2. Tracking Problems

In many buildings, a major problem which developed in tracking former residents occurred, in the initial task of constructing a roster of former tenants to be tracked. A sampled former resident building in which this problem emerged was designated as a "problem building." Primary designated sources for obtaining names of former residents were: building managers, current residents, neighbors, security and house staff, realtors, standard and criss-cross telephone directories, developers, previous owners and managers, and tenants and condominium associations. A failure or refusal to provide names by any of these sources delayed the tracking process and necessitated repeated building authority contacts by field staff, house staff and HUD representatives.

After obtaining names of former residents for tracking, field staff began to target households. A list of the various sources used in tracking is found in a February 16, 1980 report entitled "Tracking Sources and Procedures" (Section 6 below). Problems encountered included:

- o No such name in telephone directories
- o No change of address form available at post offices
- o Refusal by neighbors or building authorities to provide a name, a current address or lead
- o No record of name at tax offices, realtors, trade unions, tenant or condominium associations, Department of Motor Vehicles or Police Department
- o Refusal by suggested sources to reveal information

Limitations were also discovered in the use of criss-cross directories for tracking former residents. A report entitled "Problem Buildings and Procedures," dated February 6, 1980, includes a discussion of the use and limitations of criss-cross directories (Section 6, below). Further discussions of former resident tracking may be found in memoranda from a Site Coordinator and Field Interviewer. (See figures 16 and 17.)

Field staff completed tracking with 190 "unable to locate" cases. All of these cases were turned over to the Telephone Tracing Department for further tracking.

Figure 16

MEMO

TO: Survey Operations Center
RE: Use of reverse directories in HUD Condominium Study
FROM: San Francisco Site Coordinator

We found reverse directories to be of limited use. Most libraries which had reverse directories leased them from the publisher and were required to return the previous year's edition upon receipt of the present year's edition. As a result, reverse directories for the year immediately prior to conversion of a given building were not always available.

Secondly, when reverse directories were available, they usually did not list residents by apartment number, but rather alphabetically under the building address. Therefore, they could not be used to discover the name of a former resident of a given unit.

Nevertheless, reverse directories were of use in some cases. For some buildings we had reverse directories from previous years. We obtained some names from other sources and found phone numbers for them in the directories. We also tracked down names from the directories themselves. But the total number of located former residents in these cases was not more than four or five.

Figure 17

MEMO

TO: Survey Operations Center

RE: Concerning Tracking Former Residents in HUD Study

FROM: Massachusetts Site Coordinator

I had the most success in tracking former residents by using a rather hit-and-miss method of approaching current residents in the lobby and hallways of the building, and questioning any residents I interviewed. I was lucky to speak in the hallway to a woman who turned out to be the head of the tenants' organization, and to get several leads from her. Once I contacted a few former residents, they were able to give me more names.

I found voter registration lists and telephone cross-reference lists (of former residents from the time they actually were residents) to be helpful only in providing names. If directory assistance had no number for a particular name, then I was quickly at a dead end. I also used the names to jog the memories of residents and former residents I was able to contact.

There seems to be no clear-cut method of tracking former residents (when the cooperation of an organized building manager or developer is unavailable). I have mostly relied on luck and instinct to extract names and numbers from a very touchy group of former and current residents.

3. Problem Buildings

a. Introduction

Many types of problems were encountered during data collection which are inherent in contacting a designated unit or respondent in a multi-unit structure. Many multi-unit structures carry a policy which is protective of residents; this policy is administered by security staff, building managers, owners and developers. For reasons of privacy, confidentiality and security, obstacles and deterrents to non-resident personal contact had been implemented in many of the buildings included in the survey. The forms which these obstacles and deterrents assume were:

- o Denial by security staff of physical entrance into a building/complex
- o Refusal by building authorities to permit an FI to enter living areas (upstairs floors) to list housing units or to contact respondents
- o Refusal by building authorities to divulge information on previous layout of the building when it was a rental apartment or to give information about former tenants
- o Buzzer and intercom systems which prevented personal contact with designated respondents and resulted in a high refusal rate
- o Buzzer and intercom systems which did not work
- o Coded mailboxes which prevented determination of a specific housing unit or the designated respondent's name
- o Objections by residents to the presence of a non-resident in what appeared to be the role of a solicitor
- o Hostility and, at times, abuse from on-premises staff and residents
- o A general aversion to surveys or government studies

b. Problem Building Clearance

Anticipating that certain problems would emerge as the field staff carried out the survey, two handouts were provided to field listers and trackers during the initial phase of field work in November and December, 1979. (See figures 18 and 19.) These handouts provided authorization, broad explanatory outlines of the study, confidentiality assurances and information contacts.

Early in field listing and tracking, FIs learned that explanations and handouts were not sufficient to clear some objections; "problem buildings" began to emerge. Problems were reported to Field Supervisors (listing and tracking phase), and to Site Coordinators (interviewing phase). A constant effort, through letters and telephone calls, was made to clear these problems.

Prior to the January 1980 field data collection training sessions, letters were sent to approximately 1,900 selected households. These households included all sampled units for the Current Resident Survey and all of the tracked households to be approached for the Former Resident Survey. At the training sessions field staff were given extra copies of the letters to present to those households which did not receive the introductory letter before field contact.

Two additional handouts were provided to Field Interviewers at the data collection training sessions. During the initial listing and tracking field phase many building authorities had requested, letters and explanations on formal HUD letterhead as proof of HUD authorization for the survey. A "HUD Letterhead Handout" was used with building authorities and residents to help gain their cooperation for interviewing. Another handout was used by Field Interviewers as the mandatory explanation of a respondent's rights and confidentiality in relation to the study. All five handouts used by field staff proved to be very helpful in gaining respondent cooperation and clearing objections from many building authorities.

However, after two weeks of field data collection (mid-January 1980), it was apparent that problems in gaining resident and building manager cooperation had blocked an unexpectedly large number of cases from the Current Resident Survey. A major obstacle at this point was the existence of outdoor and lobby buzzer and intercom systems. Interviewers were frequently not able to gain admission for an interview through intercom contact. On January 17 and 18, 1980, letters were mailed to all HU case residents affected by the blockages and to the managers of their buildings. A total of 21 building manager letters and 210 resident letters were mailed. When contact was made again via the intercom a new wave of refusal conversions occurred and entry to buildings where FIs were previously denied entrance was allowed.

Figure 18

RESEARCH TRIANGLE INSTITUTE
POST OFFICE BOX 12194
RESEARCH TRIANGLE PARK, NORTH CAROLINA 27709
(919) 541-8000
SURVEY OPERATIONS CENTER



Condominium Survey

A sample of approximately 250 buildings or complexes in 12 major U.S. cities which have been converted from apartments to condominiums within the past three years has been selected for a nationwide survey. This study is being conducted by the Center for Population and Urban-Rural Studies at the Research Triangle Institute (RTI) in North Carolina. RTI is a national research organization with over 20 years of field research experience. The survey is designed to gather data concerning the recent trend of converting rental buildings or complexes into condominiums or cooperatives.

Representatives of RTI, carrying proper identification, are now in the field gathering general information about these converted buildings in regard to identification, location and number of individual housing units. A small random selection of condominium residents will be made for a later study.

The names of buildings, management, owners and residents will not be associated in any way with the results of this project. All information used for the study will be held in the strictest confidence.

Mr. Sam Leaman, Senior Analyst in RTI's Center for Population and Urban-Rural Studies, is the principal investigator for this study. If you would like further information about the project you may call Mr. Leaman at RTI's toll free number 1-800-334-8571.

Figure 19

RESEARCH TRIANGLE INSTITUTE

POST OFFICE BOX 12194

RESEARCH TRIANGLE PARK, NORTH CAROLINA 27709

(919) 541-8000

SURVEY OPERATIONS CENTER



HUD CONDOMINIUM SURVEY

Your building/complex has been selected as part of a survey being conducted by the U.S. Department of Housing and Urban Development (HUD). The study is designed to gather data concerning the recent trend of converting rental buildings or complexes into condominiums or cooperatives. The information gathered will be used to assess the impacts of conversion activity on owners, managers, residents, former residents and local housing markets. This assessment will be included in a report which will be submitted to the U.S. Congress this spring.

The survey is now being conducted in 12 major cities nationwide by interviewers working for the Research Triangle Institute (RTI). RTI is a North Carolina based, not-for-profit contract research organization with over 20 years of surveying experience.

Our interviewers will be administering a questionnaire to randomly selected heads of households who are now living in converted buildings and, as an additional feature of the survey, to a number of residents who moved out of these buildings after learning of the plan to convert. From a random nationwide sample of 250 converted buildings, 1500 households were chosen for interview by means of scientific sampling procedures. Your own building/complex is one of those selected for the study.

We would like to emphasize that participation in the survey is strictly voluntary and there is no penalty for failure to answer questions. All data gathered will be treated in confidence according to the Privacy Act of 1974. The names of buildings, management, owners and residents will not be associated in any way with the results of this project.

Your participation in this survey will be appreciated by the Institute and the U.S. Department of Housing and Urban Development. Should you have any questions about the study, please contact me at our toll-free number, 800-334-8571.

Sincerely,

Dave McFadden

Dave McFadden
Project Specialist

DM:pwm

Many custom-tailored letters were sent to building authorities and residents in the field where problems existed. One such case, for example, occurred in Washington, D.C. After three months of effort to secure cooperation from the building management and the condominium association, a special letter was sent to the selected residents of that building. Because no names or telephone numbers were available, the letter requested that each selected resident telephone in to be interviewed. There were no responses to the letter; and, therefore, no interviews. By persistent research, the field staff was able to determine the disposition of 7 of the 21 former resident cases and all of the 10 current resident cases for this building by the end of field data collection. The result was 1 former resident interview and 5 current resident interviews.

Efforts to clear obstacles and list early problem buildings were continued through the entire data collection period. Where listings were obtained for early problem buildings, an assignment of units sampled for interview was sent to the field in early January for data collection. In those cases where a housing unit listing or roster of former resident names could not be obtained in November and December, 1979, a summary of the problems for each building/complex was provided to field staff at the training sessions. Specific assignments to clear these problem buildings were made to the Site Coordinators and Field Interviewers.

In several early problem buildings, field staff members were able to determine a listing of housing units despite being denied entrance to the multi-unit structures. Several problem buildings were cleared, listed, and sampled during the first phase of field work, and assigned at SMSA training sessions. Minor problems were encountered by listers and trackers in several additional buildings in late October and November 1979 and during field interviewing. These problems were generally cleared early and the buildings/complexes involved were never designated as "problem buildings."

A second phase of obstacles and problems was met by Field Interviewers at the beginning of data collection in early January 1980. The primary obstacle to field interviewing in this new wave of problem buildings related to the necessity for FIs to physically enter the building/complex and directly contact the designated respondents. In many sampled buildings, FIs were forbidden by management and housing security staff to enter a building to interview or administer Former Resident Addendums. Where an FI was able to gain entrance to a common lobby only, buzzer and intercom systems prevented a solid contact with the designated respondents. This resulted in a high refusal rate. Delays were incurred because property and management boards insisted on meeting and voting on a decision to admit field staff to the building. Not all votes were favorable.

Continued efforts to obtain a list of names of a building's tenants prior to conversion (for the Former Resident Survey) were blocked by uncooperative managers and developers, when the latter were the only sources for the names. Through research of criss-cross directories, indirect contacts and extensive telephone work by field staff, these blocked cases were cleared and worked.

The primary reasons given to Field Interviewers for refusing entrance to building/complexes were security, privacy, and confidentiality. Especially in high income buildings, this protective policy was encountered. In a number of buildings, Field Interviewers entered a building, began interviewing, and were told to leave by managers who had been alerted by residents. Through letters, telephone calls and field visits, most of these partial cases were cleared. Figure 20 summarizes the results and presents the effectiveness of efforts to clear problem buildings during the data collection period in a final percentage column.

4. DATA PREPARATION AND REDUCTION

A. Overview

After a completed questionnaire was received from the field or obtained by telephone, it was logged in and placed in a group (batch) of 25 for the routing to various document-processing departments. The activities of these departments are described in this Section.

B. Mail Receipt Procedures

As the questionnaires were received they were logged into a mail receipt book. This book contains a copy of the Supervisor Control Form for each building and is organized by site. The questionnaire version or the final non-response code was entered on the corresponding line for the sample housing unit. The questionnaire and non-response forms were then batched according to questionnaire type.

C. Edit and Data Preparation

A Condominium/Cooperative Field Edit Manual containing general edit instructions and question-by-question edit specifications for all five questionnaires was developed and used in the training of the editors.

Figure 20

Late Problem Buildings

Blockage and Clearance Summary

	Number During Data Collection	Number After Data Collection	Number Cleared	Per Cent Cleared
Sites	8	4	8*	100
Buildings	29	8	28*	97
Former Resident Cases	276	34	242	88
Current Resident Cases	290	31	259	89
Total Blocked Cases	566	65	501	89

*Complete or partial clearance

In reviewing the questionnaires, the editors were instructed to enter the consistent codes, these being DK for "Don't Know," BD for "Bad Data," MR for "Multiple Response," RE for "Refused," and NA for "Not Applicable," where necessary. The editors were also instructed to review each questionnaire for consistency and clarity. Each of the five types of questionnaires contained specific questions for which the responses were essential to the analysis of the data. These questions were labeled "key questions," and the editors were instructed to "fail" any questionnaire which had missing or insufficient data for these questions.

Each questionnaire which "failed edit" was given an edit problem sheet. These sheets, color coded for questionnaire type, listed the key questions which were essential for data analysis and secondary questions which were basic to the analysis. The editors were instructed to indicate the edit problem next to the question number on these sheets. A problem with any key question would cause the questionnaire to fail edit. Problems with secondary questions were noted, but did not cause the questionnaire to fail edit.

After a batch had been edited, the questionnaires were divided into two groups: the A group contained all the pass-edit questionnaires, and the B group included the fail-edit questionnaires. The A group was sent to Document Control to await keying, while the B group was routed to the Telephone Tracing Department, where experienced telephone interviewers recontacted the respondent and corrected the missing or inconsistent data for both the key and secondary questions.

A total of 1,162 questionnaires was edited. Of these, 194 failed edit and required a telephone follow-up. One hundred fifty-five cases were corrected by phone, resulting in a total of 39 fail-edit questionnaires and 1,123 pass-edit questionnaires.

D. Document Control

The purpose of the Document Control Unit was to serve as a central point for survey documents as they were processed. Document Control retained the completed batches after they had been processed by the edit and telephone departments. A card file was kept on each batch showing the date, batch count and location of each batch. As the batches were checked out, either to project staff or to Data Entry, a count was made to insure the integrity of the batch. The new location of the batch was recorded in the card file. When the batch returned, a count was again made to insure that all documents were present.

E. Data Entry

Pass-edit and fail-edit batches were sent from Document Control to Data Entry. Upon receipt of these batches, the Data Entry Supervisor counted the questionnaires and recorded the batch numbers. This system provided a manual check on all of the batches in Data Entry.

Prior to the keying of the questionnaires, code books were written for each questionnaire. These code books specified the field width and numeric range for each question. This information was used by the programmer in formatting the keying program. This procedure allows for edit checks during the actual keying. These checks include range checks and checks for proper data type. If a keyer enters something which violates the program edits, the machine locks, not allowing the keyer to proceed until the error is corrected.

Quality control for Data Entry consisted of a 100 percent re-keying of the pre-coded questions. If the first and second keyings disagreed, the data entry machine would note the discrepancy so that the correct answer could be entered.

5. FIELD SURVEY RESULTS

A. Overview

The survey produced 860 current resident interviews from 1,605 sampled HU cases and 301 former resident interviews out of 1,246 sampled cases.

Reasons for the total production figures are found in a breakdown of non-response cases. Part B of this Section defines and examines the types of non-responses in the field survey. Subsequent sections discuss the current resident, former resident and combined surveys.

B. Non-interview Classifications

Field data collection produced the following types of non-responses:

Not a HU

This refers to eligibility of the sampled housing unit. If an assigned HU was not a permanent residence (e.g., manager's office or business), this final result was designated. Many "Not a HU" cases in this survey resulted from structural changes in process within a building.

<u>Vacant</u>	The HU was not occupied.
<u>Never Home</u>	FIs noted this final result after six call-backs. In many cases, more than six call-backs were required by SCs before the designation was made.
<u>Away</u>	This result indicates a failure to secure an interview because the respondent was away from home for the entire data collection period. This result was noted only when it was definitely ascertained that the respondent was away from the data collection area: (e.g., on vacation). It is probable that several "Never Home" cases were actually "Away."
<u>Incapacitated</u>	This denotes failure to secure an interview due to illness or inability to respond because of the conditions of age. Most of the "Incapacitated" cases in this survey were elderly people who could not understand the questions.
<u>Language Barrier</u>	Very few language barriers were encountered in the survey. A Spanish-speaking interviewer in Miami converted several "Language Barriers" into interviews.
<u>Deceased</u>	Three sample former residents in the survey had passed away before field interviewing.
<u>Refusal</u>	This category was designated only after SC attempts at conversion.
<u>No Contact</u>	This was the result of the barriers to contact presented by problem buildings. "No Contact" means no interview could be conducted, or class of non-response indicated, because the FI was blocked from the building or from needed information.
<u>Never Moved</u>	Designated respondents in sampled former resident units remained in the building/complex as owners or renters.

Unable to
Locate

A failure to track a sampled former resident household to a current address. Tracking continued through field data collection and a subsequent telephone tracing operation.

Out of
SMSA

The respondent had moved out of the field interviewing area. FIs obtained forwarding addresses, when available, and follow-up interview attempts were made by the Telephone Tracing Department. All of the original "Out of SMSA" cases eventually became interviews, refusals or "unable to locate" designations.

Pending
Cases

This category was used to indicate cases not yet completed for field progress reports during data collection.

C. Current Resident Survey

Figure 21 presents final case totals for the Current Resident Survey in the 12 SMSAs. The Current Resident Survey produced 856 field interviews with an additional four interviews from telephone operations. "Ineligible" cases ("Vacant" and "Not a HU"), for calculation of response rates, totaled 299. Figure 22 presents the response rates for the 12 study sites; the total survey response rate for current residents was 66 percent.

D. Former Resident Survey

Figure 23 outlines the final case results for the Former Resident Survey in the 12 selected SMSAs. Field interviewing yielded 249 former resident interviews, an addition of 52 telephone interviews moved the total to 301. "Ineligible" cases for the Former Resident Survey included "Vacant," "Not a HU," and "Never Moved." An unexpectedly large number of sampled households (545) never moved from the sampled buildings after learning of conversion, bringing total ineligible cases to 632 out of 1,246 sample HUs. 2/

2/ These are actual numbers of cases, prior to the application of weights which are necessary because of sample stratification procedures. The proportion of "Never Moved" residents cannot therefore, be calculated from the numbers presented in this Appendix.

Figure 21

FINAL CASE RESULTS

IND. CURRENT RESIDENT SURVEY

Site	No. Rtdgs.	No. Ill Cases	Completed Interviews	No. Vacant. in Unit	No. Not in HU	No. Awny	No. Incap.	Never Ill	No. Language Barrier	No. Refused	No. Increased	No. Contact (Prob.)	No. Pending Cases	Out of SISA
New York	18	164	94	12	4	8	0	18	1	18	0	9	0	0
Boston	9	81	57	4	1	3	0	9	0	7	0	0	0	0
Washington	23	234	124	68	1	5	2	15	0	19	0	0	0	0
Bham	8	73	22	36	0	2	0	8	0	5	0	0	0	0
Tampa	9	79	35	16	0	14	1	7	0	6	0	0	0	0
Denver	13	118	45	37	0	1	0	14	0	21	0	0	0	0
Houston	10	93	48	24	3	0	0	17	0	1	0	0	0	0
Los Angeles	9	84	38	4	2	2	1	11	1	11	0	14	0	0
San Francisco	10	92	49	2	1	4	0	19	0	17	0	0	0	0
Seattle	8	70	46	10	0	0	0	9	0	5	0	0	0	0
Montreal	5	43	32	3	1	0	0	4	0	3	0	0	0	0
Chicago	51	474	270	66	4	4	2	55	4	61	0	8	0	0
Total	173	1605	860	282	17	43	6	186	6	174	0	31	0	0

Figure 22

RESPONSE RATES
CURRENT RESIDENT SURVEY

SITE	HU CASES	ELIG. CASES	INELIG. CASES	INTERVIEWS	RESPONSE RATE (%)
NEW YORK	164	147	17	94	64
BOSTON	81	76	5	57	75
WASHINGTON	234	165	69	124	75
MIAMI	73	37	36	22	59
TAMPA	79	63	16	35	56
DENVER	118	81	37	45	56
HOUSTON	93	66	27	48	73
LOS ANGELES	84	78	6	38	49
SAN FRANCISCO	92	89	3	49	55
SEATTLE	70	60	10	46	77
MINNEAPOLIS	43	39	4	32	82
CHICAGO	474	405	69	270	67
TOTALS	1605	1306	299	860	66

*Blocked cases are counted as eligibles.

Some of the non-response category totals on the Current Resident Survey were unexpectedly large and warrant explanation:

- Vacant (282) - The high vacancy rate resulted from the fact that many of the buildings were undergoing structural changes due to conversion. Buildings which underwent structural re-arrangement or renovation to condominiums, however, were a small minority of the total number of buildings selected. An equally contributing factor to the high vacancy rate was the market during the field period: many of the selected units had not yet been sold. Washington had the highest vacancy rate.
- Away or Never Home (229) - As mentioned in the previous section, "Away" cases were those households that were definitely determined to be away (vacation, etc.) during field data collection. The majority of "Never Home" cases were, in all likelihood, "Away" cases which could not be determined. January is a month which produces a high total of "Away" and "Never Home" non-responses in household surveys.

Figure 24 presents the 12-site response rates. The total Former Resident Survey response rate was 48 percent -- 301 interviews from 614 eligible cases. The total of 202 "Unable to Locate" cases, associated with tracking outmovers, accounts for the low response rate.

E. Combined Survey

Figure 25 presents the response rates for the combined field survey: current and former residents. An overall response rate of 60 percent was achieved -- 66 percent for the Current Resident Survey and 49 percent for the Former Resident Survey.

An unexpectedly high rate of "Vacant" and "Never Home-Away" cases in the Current Resident Survey (511 of 1,605 selected cases, or 32 percent), accounted for the low response rate for current residents. The former resident response rate was seriously affected by the number of "Unable to Locate" cases for outmovers (202 of 701, or 29 percent). The fact that 48 percent of the sampled former residents never moved contributed significantly to the lower than desired interview production. Of the 2,851 selected units for the combined survey, 931 (33 percent) were ineligible for data collection.

The 65 blocked cases are considered "eligibles" for calculating response rates. This reduced total of blockages, previously 300 in January, became a diminished factor in rate of response and interview totals.

The telephone survey operation during field data collection was crucial to the total data collection effort. Telephone tracers located and interviewed 52 additional former residents and 4 current residents.

6. FIELD DOCUMENTS AND REPORTS

This section contains copies of several documents prepared for or by field staff in carrying out the field phase of the current and former resident surveys. The first set of documents consists of instruction memos to field supervisors:

- o A listing and tracking memorandum
- o Multi-unit listing instructions
- o Second tracking phase memoranda
- o A site coordinator training memorandum
- o Additional field instructions

Figure 24

RESPONSE RATES
FORMER RESIDENT SURVEY

SITE	HU CASES	ELIG. CASES*	INELIG. CASES	INTERVIEWS	RESPONSE RATE (%)
NEW YORK	162	22	140	5	23
BOSTON	83	43	40	25	58
WASHINGTON	246	140	106	53	38
MIAMI	59	23	36	9	39
TAMPA	52	22	30	18	82
DENVER	101	79	22	54	68
HOUSTON	40	29	11	10	34
LOS ANGELES	40	32	8	18	56
SAN FRANCISCO	102	73	29	30	41
SEATTLE	73	65	8	40	62
MINNEAPOLIS	20	5	15	2	40
CHICAGO	268	81	187	37	46
TOTALS	1246	614	632	301	49

* Blocked cases are counted as eligibles.

Table V-5 outlines displacement figures for the 1,246 sampled former resident cases. Fifty-two percent of the households moved out of the selected buildings after learning of conversion; 48% remained as owners or renters. Original estimates of 72% displaced, revised to 58% prior to field interviewing, were excessive.

Figure 25

RESPONSE RATES
COMBINED FIELD SURVEY

SITE	HU Cases	Elig. Cases*	Inelig. Cases	Interviews	Response Rate (%)
New York	326	169	157	99	59
Boston	164	119	45	82	69
Washington	480	305	175	177	58
Miami	132	60	72	31	52
Tampa	131	85	46	53	62
Denver	219	160	59	99	62
Houston	133	95	38	58	61
Los Angeles	124	110	14	56	51
San Francisco	194	162	32	79	49
Seattle	143	125	18	86	69
Minneapolis	63	44	19	34	77
Chicago	742	486	256	307	63
Totals	2,851	1,920	931	1,161	60

*Blocked cases are counted as eligibles; ineligibles are "Vacant", "Not a HU" and "Never Moved" cases.

The second set of documents consists of reports about procedures and progress prepared by project and field staff:

- o A problem building and procedures report
- o A tracking sources and procedures report
- o Problem building summaries

Omitted from these reports are names of field staff members, building managers, condominium association representatives, buildings, and street and city locations of buildings.



SURVEY OPERATIONS CENTER

October 26, 1979

MEMORANDUM

LISTING AND TRACKING PROCEDURES

I. PROJECT OVERVIEW

This survey is designed to provide the U.S. Department of Housing and Urban Development (HUD) with an assessment of the positive and negative impacts that condominium and cooperative conversions have had or are likely to have on households currently or formerly living in converted buildings. RTI will conduct interviews with adult members of households that, after conversion, either bought a unit, continued renting a unit, or rented an investor-owned unit in a converted building. Field staff will also locate and interview adult members of households that lived in buildings prior to conversion and moved out after the conversion process began.

RTI will draw a sample of approximately 250 converted buildings from lists HUD has developed for 12 SMSA's. Field Interviewers will be asked to complete 1,000 interviews with current residents of the condominiums or cooperatives in the sample.

The second stage of the survey will entail a sub-sample of 60 buildings from the 250 converted buildings. RTI will obtain the names of the residents at the time of conversion and locate and interview approximately 500 households (former residents) that left the building after conversion. A conversion (for purpose of this study) will be any building which has or had units changed from rental to condominium or cooperative units for sale since January 1, 1977.

The interviews of current residents may include questions about socio-economic data, major reasons households decided to remain in or move to converted units, rent paid prior to conversion versus monthly condominium expenses, characteristics of prior residence, level of satisfaction with the condominium/cooperative, and future residential plans. Information obtained from the interviews with the former residents may include socio-economic data, length of time in converted building, reasons for leaving, type of relocation assistance, previous and present housing costs, characteristics of and satisfaction level with previous and present housing and neighborhood, problems caused by conversion for obtaining new housing and future residential plans.

MEMORANDUM

II. GENERAL INSTRUCTIONS:

RTI requests that you hire the number of interviewers for your study site as designated on the "HUD Condominium Study" chart recently mailed to you. Some Field Supervisors will have already hired or designated many or all of the people needed to work in their areas. Those Field Supervisors who are required by other project work to be away from their sites at any time during the field work period of this survey are asked to hire one quality Site Coordinator for their survey area. This should be done by all Field Supervisors who will be supervising a study site distant from their home areas.

Actual training for interviewing and data collection will not take place until RTI has received OMB clearance for this project. RTI will hopefully receive this clearance some time between November 10 and November 16, 1979. As a result of this slippage in clearance date, a new general work schedule for the project has been developed.

Field work will begin in late October or early November, depending on the availability of sampling information and the workload within each SMSA. Some field tracing may be necessary to identify and locate buildings or complexes in your site which were listed by HUD but eluded the telephone tracing conducted at RTI last week. Initial tasks will include visiting the buildings/complexes within your SMSA, listing the housing units in each building/complex and applying the sampling rate provided to you for identifying selected units in selected buildings for the former resident survey according to the instructions provided with this memo. Additional work of immediate importance will be to trace and locate those heads of households sampled as the target population for the former resident survey. RTI anticipates that this will be a fairly difficult part of the project and will entail extensive use of tracking procedures. RTI is therefore anxious to complete as much of this identification and location of former residents that is possible before the mid-November training session and interviewing period. This would relieve an already compressed time schedule and facilitate completion of the data collection within the scheduled time period.

Because approximately half of the field work for this survey will be conducted in Chicago and Washington, D.C., several SMSA's have been delegated relatively light working assignments. It is possible that a Field Supervisor, working alone, can complete the initial tasks described above in these very light assignment SMSA's. This will depend on outside work commitments, number of buildings to be listed and number of former residents to be traced (see survey chart). Each Field Supervisor is asked to assess the workload in his/her SMSA for these initial tasks and to hire and use the number of qualified people deemed necessary to complete them. Ideally this work will be completed before the training

sessions for questionnaire administration.

RTI is providing with this memo the following items which are to be used in the listing, sampling and tracking assignments:

- 1) Current Resident Sample Building Cover Sheets
- 2) Former Resident Sample Building Cover Sheets
- 3) List of Housing Units blank forms
- 4) Study Description Handouts
- 5) Former Resident Tracking Forms
- 6) RTI postage-paid manila envelopes

III. LISTING, SAMPLING AND TRACKING INSTRUCTIONS

All of the buildings and complexes targeted for this survey are classified as multi-unit structures (buildings which contain more than one unit that qualifies as a housing unit). Field Supervisors are asked to review the instructions for listing multi-unit structures in Appendix A of the RTI Field Sampling Manual (pp. 16-18). All field staff used for the initial listing tasks should be familiarized with the basic procedures for listing multi-unit structures. Listing rules should be followed uniformly. The following points deserve emphasis:

- 1) Condominiums/cooperatives listed in this survey may include more than one building or structure with more than one street address. They will be grouped under the name of the complex. Specific identifications and addresses should be recorded for each building.
- 2) All buildings should be visited and listed within multi-structure complexes. Variations in floor/unit patterns and numbering/lettering systems may occur from building to building.

Buildings/complexes should be assigned to the field staff members you have selected to perform these tasks and forms distributed accordingly. Special instructions are provided on each form. The following additional instructions should be helpful in explaining procedures and use of forms to field staff members:

MEMORANDUM

1) CURRENT RESIDENT SAMPLE BUILDING COVER SHEET

RTI's Sampling Department has provided the needed information for identifying and locating the specific building or complex. "Building/Complex Address" will denote the building name, address and possibly the telephone number. "Comments" will supply any additional information, gathered by RTI's Telephone Tracing Department, which will help to identify and locate the building (owner, manager, real estate office, additional telephone numbers, etc.). In item 1 Sampling has provided a maximum number of HU's to be considered for listing. If the actual number of units exceeds this number, call RTI for further instructions. Item 2 should be filled in by the field staff member after listing. This form should be stapled to the "List of Housing Units" form(s) used to make the listing.

2) FORMER RESIDENT SAMPLE BUILDING COVER SHEET

This form provides building/complex identification and instructions for listing HU's in buildings selected by RTI sampling personnel for the former resident survey. "Building/Complex" and "Comments" provide identification and location information identical to that used on the cover sheet for current resident listing (above). Item 1(a) notes that before listing, field staff are asked to contact management, owners or other necessary authorities to determine the configuration of HU's in a building prior to conversion. A maximum number of units to be considered for listing is provided by Sampling in 1(b). When listing is completed, enter the total number of HU's listed in item 2 and report the total to RTI (Dave McFadden) by telephone.

Item 3 will contain the line number pre-selected by Sampling to be used for identifying and locating residents of HU's who occupied the unit at the time of conversion and have since moved. Field staff are asked to begin tracking these households immediately. It should be noted that for a building/complex used for both current resident and former resident listings, there will be two sets of cover sheets with listing forms. RTI requests that you mail these materials in to RTI, using the enclosed envelopes, immediately upon completion. A record of the former resident households selected for tracking should be kept by the Field Supervisors. This information will be transferred to the Former Resident Tracking Form which is described later in this memo.

3) "LIST OF HOUSING UNITS" FORMS

This standard form will be used to list both the HU's for current residents and the HU's as they existed prior to conversion. The "Building ID No." should be transferred from the Current Resident Sample Building Cover Sheet or the Former Resident Sample Building Cover Sheet before listings are made. There should be a separate line number for each housing unit. In a structure with a very large number of units, field staff may identify and indicate a clear and definite pattern of unit placement within the building. This information should be mailed in to RTI immediately with the other cover and listing sheets. RTI in-house personnel assigned to this project will complete the HU listing forms with the information provided.

4) FORMER RESIDENT TRACKING FORM

This form will be used to record the tracking of pre-conversion residents who moved out at the time of conversion. The HU's to be used for this sub-sample are determined by the line numbers in Item 3 of the Former Resident Sample Building Cover Sheet and the completed "List of Housing Unit" forms. Names of these former residents may be obtained from current and previous managers and owners, neighbors, local Post Offices, Tax Assessor Offices, Building Permit Offices and any other source necessary to identify and trace these people. Former residents who continued to live in the building as owners or renters after conversion are to be located, but will be dropped from the former resident study. Former residents who have moved a long distance away (outside the metropolitan area) from their original residence will also be dropped. Using every available source for tracing the former resident households, field staff should fill in the "Former Resident Tracking Form" according to the self-explanatory instructions. The purpose of tracking these households at this time is to locate them for later interviewing. No interviewing of selected households will take place at this time.

5) STUDY DESCRIPTION HANDOUTS

These handouts are to be used as necessary for introductory purposes with security personnel, managers, owners, residents and other information contacts.

IV. ADDITIONAL INSTRUCTIONS

1) LISTING EXCEPTIONS

Within the buildings and complexes selected for the condominium survey, field staff are asked to exclude from their listings those units which are not used as residential housing units. These exceptions may include businesses, management offices, maintenance quarters, etc. For large complex listings that indicate a grouping or numbering/lettering pattern, these exceptions should be clearly indicated. Complete unit listings will be itemized by RTI in-house personnel from the groupings and indicated exceptions.

2) UTC (unable to contact) BUILDINGS

RTI's Telephone Tracing Department was unable to establish an information contact for approximately 40 buildings/complexes which were selected for study. RTI needs to locate, identify and classify as many of these UTC condominiums that is possible in order to draw a more complete sample for the selection and interviewing of current and former resident households. The two forms used by Telephone Interviewers to gather basic information about selected condominiums are being forwarded

MEMORANDUM

to Field Supervisors with this package. A general description of the forms is given below. RTI requests that field staff first complete, as much as possible, this tracing information for the indicated buildings in your study site and telephone the information to Jerry Durham or Dave McFadden at RTI.

(a) Personal Interview Study - BUILDING INFORMATION SHEET

This form has been used by Telephone Interviewers to record tracing. The top of the form notes PSU (city), Building ID No. and whatever information HUD provided in regard to address, telephone number and other helpful leads ("Comments"). A record of telephone tracing is indicated below and on the reverse side. The information gathered and recorded on this form should be used to finish tracking the UTC buildings and complexes.

(b) HUD Condominium Study Form

This 10-item questionnaire was the form used by Telephone Interviewers to record the classification information needed by RTI's Sampling Department. When a UTC condominium is located and an information contact established, field staff are asked to complete a questionnaire form for each UTC building. "Building ID No." should be transferred from the "Building Information Sheet". RTI requests that you telephone in all information elicited by this questionnaire.

If you find that this building/complex has been converted to a condominium since January 1, 1977, RTI asks that you proceed to list it.

3) RTI is including copies of instructions for listing multi-unit structures taken from Appendix A of the RTI Field Sampling Manual (pp. 16-18). These may be distributed to field staff as needed.

MULTI-UNIT STRUCTURES

A multi-unit structure, as the name implies, is one which contains more than one unit that qualifies as a housing unit. Such structures may contain as few as two units (duplex) to as many as hundreds of apartments. While structures with single housing units are designated by you on the segment sketch with the symbol "X," you are to draw a square at the location on the sketch corresponding to the location of the multi-unit structure and write the number of housing units the structure contains in the square (for example, a duplex would be indicated as 2).

DEFINITION

In multi-unit structures, use the following rules when listing:

LISTING RULES

1. Apartments with a Numbering or Lettering System:

- ... Begin listing on the Segment List of Housing Units with the lowest number or letter and continue listing in order to the highest number or letter.
- ... If there are basement or lower level units in the structure that are not included in the numbering or lettering system, list the basement unit(s) before the numbered or lettered apartments, if access to the basement apartment(s) is through the same main entrance as the other units (if not, list it in the order in which you come to the entrance serving the basement).

2. Apartments with No Numbering or Lettering System:

- ... Begin listing on the lowest floor.
- ... List units on each floor as they occur as you proceed in a counter-clockwise direction. This means that you are to turn to the right from the main entrance of each floor and keep to the right as you move around the floor, listing each unit in sequence.

As in the case of any housing unit, each apartment must be identified or described clearly on the Segment List so that it can be accurately located by anyone else who uses the list.

IDENTIFY
UNITS ON
SEGMENT LIST

a. Street Address.

In every instance, the address or location of the structure must be clearly entered on the first line to be used to list units in that structure. Then indicate that the same address applies to all other lines on which units from that structure are listed.

BU #	Street and Address	Apartment
1	100 South Main Street	A
2		B
3		C
4	▼	D
5	110	1st Floor Right
6	▼	1st Floor Left
7	112	A
8	▼ ▼	B

b. Apartment Location.

In the column headed "Apartment" on the Segment List of Housing Units form, you are to enter the numbers or letters of the units in the structure if such a system exists.

If no numbering or lettering system exists, clearly describe the location in the "Apartment" column. Some descriptions commonly used are:

- ... "right front," "left front," etc.
- ... "1st floor right," "1st floor left," etc.
- ... "front," "rear," etc.
- ... "1st right front," "1st right rear," etc.

If units are arranged so that their location cannot be clearly described, assign letters in alphabetical order and circle these assigned letters after writing them in the Segment List of Housing Units column headed "Apartment." Then prepare a small sketch on blank paper, and identify the apartment units on the sketch with the assigned letter and line number. Also identify the sketch by entering the segment number and the street address of the multi-unit structure. When complete, clip it to the Segment List of Housing Units.

If you encounter a multi-unit structure that is under construction, attempt to secure information about the number and location of units the building will have when completed. Usually, you will be able to get this information from the architect's floor plans with the cooperation of the site supervisor or from the contractor.

MULTI-UNIT
STRUCTURES
UNDER
CONSTRUCTION

- ... If the numbering or lettering system is known, use it for listing as would be done for a completed building.
- ... If no system has been established, but location and number of units is available, follow procedures for listing any multi-unit building that does not have a lettering or numbering system.
- ... If the total number of apartments the structure will contain is the only accurate information available, leave that number of lines blank in the appropriate part of the Segment List of Housing Units form and explain the situation on an attached note. Include in the note the name and address of the company that will manage the building, scheduled occupancy dates, and any other pertinent information. Advise your supervisor of the situation during your next telephone contact.

RESEARCH TRIANGLE INSTITUTE

POST OFFICE BOX 12194

RESEARCH TRIANGLE PARK, NORTH CAROLINA 27709



December 11, 1979

MEMORANDUM

SECOND TRACKING PHASE

I. Assignment

This assignment is a continuation of the initial field assignment for the HUD Condominium Survey. For the past several weeks field staff have been listing housing units in designated converted (rental to condominium) buildings and complexes. A sample selection of units to be interviewed for the survey of current residents is being drawn at this time. A pre-selection of former resident units from a sub-sample of former resident buildings was made before the initial listing and tracking began in order to use the interim time (November and early December) for the tracking of these displaced households. Field staff were asked to check the designated units within the designated former resident buildings and determine if the household residing there before learning of conversion plans moved away (physically, out of the complex) after learning of the intent to convert. They then obtained names of these outmovers and tracked them to their new addresses. This first phase of tracking former residents is now at an end and, because the sample did not produce enough tracked former residents for our Former Resident Survey (500 to be interviewed nationwide), this second phase of sampling and tracking former residents has been initiated. Only a few additional buildings (formerly UTC's or "unable to contact" buildings which we listed) will be added in each area.

RTI requests that you initiate tracking as soon as you receive your assignment and complete the assignment as soon as possible. These additional former residents must be tracked before the interviewer training session during the first week of January. With the holiday interruption and the critical need to bring the former resident sample up to the required number for interviewing, RTI requests that assignments be made (divided) to field staff who have the time available to complete this tracking and to meet the end-of-the-year deadline.

Memorandum

December 11, 1979

Another part of this assignment is (a) to clear up tracking forms which were unclear as to name, address or final result and (b) to try one more time (at HUD's request) to locate former residents whom we tracked earlier and could not find. This package will include the original tracking forms which we ask you to use to try to locate these people once again. When you have cleared up the confusing forms and exhausted available sources for locating the original "unable to locate" former residents, telephone the results to RTI for each of these. If you have located a new former resident from these tracking forms being sent back to the field, take the completed tracking form to the RTI Site Coordinator at the HUD Training session in your site in early January and send copies to RTI (Attn: Dave McFadden) as soon as they are complete. Please circle your final result or the tracked name and address.

II. Forms and Procedures

You will receive two sets of forms for this assignment:

A. Former Resident Tracking Forms

These green forms are reproductions of the Former Resident Tracking Forms used in the first phase of tracking. Depending on how many new sampling line numbers of housing units were selected, you will use several tracking forms for each building. "Sample HU No." and "Original Address" (the apartment number in the building from which they moved) are provided on the blue "Unit Address" form described below. Transfer these items to the tracking form and enter the name of the original resident and spouse whom you will be tracking when you have obtained them. The tables at the bottom record your tracking efforts. **CIRCLE THE FINAL ADDRESS OR RESULT**. Other final results may include "still living in converted building," "vacant," "not a housing unit," "moved to another state," etc. A final result of "unable to locate" may be entered and circled only after you have persistently used every available resource to locate the household and should be kept to a minimum. If most of your designated households remained in the building/complex, notate these on your blue "Unit Addresses" form (under "Address") and use tracking forms only for outmovers you are actually tracking. This will save time and forms.

B. Unit Addresses for Tracking Forms

These blue forms present you with the newly selected sample of former residents. "Site Building Address" and "Building ID No." will be filled in at RTI before mailing. The numbers will be called out to you to get you started. "Line No." will contain the new selection of line

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numbers to be checked and tracked and the corresponding apartment number will be pre-entered in "Address." It is at these apartment addresses that you should check for qualified former residents (outmovers) and track them.

C. Procedures

Obtaining the names of former residents and tracking them to their new, current addresses is not a simple assignment. The initial tracking phase turned up numerous obstacles to tracking which were overcome only by persistently checking every available lead and information source.

Use your RTI ID Card and Handout as necessary with managers, owners, etc. for gaining cooperation. Any problems with these people should be phoned in to RTI and we will call HUD for assistance in getting cooperation. Once you have obtained the name of a former resident who lived at the designated apartment unit, transfer the identifying information to a tracking form and begin tracking.

Helpful information sources include:

- (1) Neighbors in previous apt./condo residence
- (2) Building management and realtors
- (3) Previous owners - ownership often changes at conversion
- (4) Cross directories - listings by address found at libraries, telephone offices and sometimes Post Offices
- (5) Post Offices - a record of address changes is kept at Post Offices - if the move was recent enough, you can usually get a copy of their change of address form for \$1.00
- (6) Place of employment - if you can find out where they worked you can usually get a current address
- (7) Tenants' organizations - many multi-unit complexes' residents belong to one - they usually keep new address records
- (8) Telephone directories - hit and miss calling of every listed person by a given name in a metropolitan area often turns up the former resident.

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III. Disposition

RTI asks that you telephone in a report of progress and problems on this assignment at least once weekly to Dave McFadden (Ext. 6062) or Bill Chapman (Ext. 6044) using the toll-free number (800) 334-8571. Please call in a final report when you have completed the tracking. If you are attending the January training session for this project, keep the completed tracking forms and blue "Unit Address for Tracking" forms and take them to your training and give them to the appointed Site Coordinator. Otherwise, turn them over to a field worker who will be attending the training session. Call Dave McFadden if you need the name and address of the person who should receive these forms.

IV. Summary

A few more buildings have been sampled as former resident buildings in your site. RTI requests that you track the new sample of former residents quickly and persistently - time is short and this tracking is crucial to the project.

If the numbers are called out to you for an early start while the forms are in transit, begin tracking and fill in the forms later. If necessary, get help from someone who worked on the initial listing and tracking and divide the assignment to insure completion.

- Make an additional set of copies of your completed tracking forms when you are finished and mail them to RTI when complete.
- WRITE CLEARLY the final name, address and/or result; many of the tracking forms already received at RTI are unclear.
- Clear up the tracking forms mailed in this package back to your site and try one more time to locate those households which we were unable to locate earlier. Phone in to RTI your new results from these forms.
- Account for all sampled apartment units either on tracking forms or by notations on the Unit Addresses Forms.
- Call in to RTI at least once weekly to report progress and problems.
- If you are attending the January training session, take the completed tracking forms with you and turn them over to the appointed Site Coordinator. If you will not be attending training, give them to a field staff member who will - call Dave McFadden at RTI for a name and address. Send photo copies to RTI as soon as they are completed.
- BE PERSISTENT - the main ingredient for successful tracking.

HUD CONDOMINIUM SURVEY

SITE COORDINATOR TRAINING MEMO

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

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MEMORANDUM

SUBJECT: HUD Condominium Survey--SC Duties and Responsibilities

I. Overview of Responsibilities

- A. Maintaining constant level of production and quality control during data collection to insure completion of the data collection by the end-of-January deadline.
- B. Making and controlling individual assignments to Field Interviewers (FI's) in your city/site.
- C. Taking production and status reports from FI's on a weekly basis and maintaining both the Former Resident and Current Resident Supervisor Building Control Forms and Weekly Summaries.
- D. Making a weekly production and status report to RTI's central office.
- E. Making a field edit of materials (questionnaire and screening forms) for each completed interview case and screening forms for other final status cases; checking Production, Time and Expense Reports.
- F. Verification of a sample of each FI's work.
- G. Making and/or coordinating refusal conversion attempts.
- H. Coordinating and cleaning up of any left-over tracking cases.
- I. Mailing of completed questionnaires and screening forms to RTI.
- J. Being available to handle questions and problems from your FI's in the field.

II. Interviewer Assignments

Before making assignments to your FI's you should be certain that you have an address and telephone number for each interviewer and that you have provided them with your own. You should maintain notes on the individual interviewer's other personal and work time commitments. This will prepare you to assign workloads according to the time available to each FI for working on this project. As Site Coordinator you should encourage maximum time commitment to this study to insure data collection in your site within the scheduled time frame (the month of January).

Wise assignment decisions can help meet this deadline and defray costs. You should consider the proximity of FI's to the sample buildings/complexes and the consequent convenience of proper matching for making calls. Also, the matching of ethnicity and socio-economic backgrounds of FI's with sample residents will increase the response rate. An interviewer is more comfortable working in a familiar ethnic or socio-economic setting and is more easily accepted by the respondents.

In a case where an FI is not achieving the expected production, you should review the problem with your FI at the weekly contact (to be described later in this memo) and report the problem to RTI (Dave McFadden or Bill Chapman at 1-800-334-8571). If an FI is not carrying out an assignment correctly you should make an appointment to re-train that FI in the area of confusion.

The basic assignment unit is a building/complex to be worked. In most cases for the Current Resident Survey, one interviewer will be responsible for all of the selected housing units within a building/complex. In some cases, where an interviewer does not have a car, interviewers may be paired for transportation to and from an assigned building/complex or group of buildings/complexes that are relatively

close in location. An interviewer, of course, may be assigned more than one building/complex to work for the Current Resident Survey. All sample housing units (HU's) for a particular building/complex will be listed on a Current Resident Survey Interviewer Control Form for that particular building/complex (example on page a). An assignment is made by providing the interviewer with (a) the Current Resident Survey Interviewer Control Forms for buildings/complexes which he/she is to work and (b) the Current Resident Screening Forms (example on page b) for each of those buildings/complexes assigned. A screening form has been generated for each individual HU listed on the control form. The FI will report production and progress on the basis of the control form and attempt to administer the screening form upon contact with the respondent. The peel-off ID Number stickers attached to the control forms should be attached to the appropriate questionnaire administered for an HU.

For the Former Resident Survey an FI will be assigned housing units to interview on the basis of the building/complex from which former residents have moved. The Former Resident Survey Interviewer Control Form (example on page c) is anchored to this building/complex selected for former resident study. Housing unit line numbers and corresponding addresses (apartment numbers) selected from the building/complex are listed at the left side of the control form. The FI will use the Former Resident Survey Interviewer Control Form to maintain records of production and status for each HU and for reporting purposes. The new addresses at which the former resident households will be interviewed are found on the Former Resident Tracking Forms (both green and white forms have been used - example on page d). These tracking forms will be stapled to the Former Resident Screening Forms (example on page e). You should check over all of these forms to see that they have been properly mated

by Building and HU ID Number before making assignments.

Not all of the attached tracking forms indicate a final, tracked new address. Other stapled tracking forms may indicate "never moved", "bought a unit in original building", "rented a unit in original building", "original unit vacant before conversion", "resident moved out of city/state", etc. There will also be Former Resident Screening Forms for selected HU's with no tracking form attached. This is because when the sampled former resident HU's were first checked, field staff in some sites filled out a tracking form for only the actual outmovers. For those households which remained in the original building/complex (indicated on the tracking form or by the absence of an attached tracking form) RTI asks that you check back at the housing unit and determine if the resident who lived there before conversion rented or bought a unit in the building/complex. HUD has recently requested this data because our findings have indicated that an unexpectedly large percentage of households remained after conversion. The white form attached to the blue Former Resident Screening Form provides spaces for recording this distinction of buyers and renters (see example of the Former Resident Screening Form Addendum on page f). Because this data is important to our sponsor you should make sure FI's have checked selected HU's in the original building/complex to determine this distinction. Some of the attached tracking forms will already have indicated "bought" or "continued to rent" and the information can merely be transferred to the addendum.

The questionnaire interviews of the tracked former residents at their new addresses secure the primary data for the Former Resident Survey and are very important to this study. As Site Coordinator you should encourage persistence in securing these interviews. It is also important to the Former Resident Survey that interviewers obtain the information distinguishing owners

from renters from those households which did not move. Because a much larger than expected percentage (approximately half) of the residents did remain in their building/complexes, HUD is seeking this additional data about them.

RTI feels that it is best to keep individual assignments divided by Current Resident Survey buildings/complexes and Former Resident Survey buildings/complexes. Individual interviewers who are working former resident building assignments should be prepared to (a) travel to the new, tracked household addresses and to (b) re-visit the original buildings/complexes to obtain any necessary data about selected households which remained.

When assignments have been made to interviewers, it should be emphasized to them that they should not trade or pass off assignments among themselves without first clearing the change through you, the Site Coordinator. This occurred in some city/sites in the initial listing and tracking period and resulted in loss of production, time and control.

RTI asks that you set aside time for the evening of the first day of training to meet with the RTI trainer. The trainer will work with you in dividing up the individual assignments for the most efficient pattern of workload. The preferred pattern is that one interviewer be responsible for each individual building/complex - whether this building/complex is in the Current Resident Survey only or in both the Current Resident and Former Resident Surveys.

III. Weekly Status Reports

Once a week at a scheduled time each FI will report the status of every assigned case to the Site Coordinator. Specific forms are used by the interviewers and Site Coordinators for case reporting and control of assignments. Examples of these forms (reduced in size) are provided in Section X.

A. Control Forms

FI's will document the status of each case on (depending on the assignment)

the Current Resident Survey Interviewer Control Form or the Former Resident Survey Interviewer Control Form. One of these forms has been generated for each case building/complex. Those buildings/complexes which are included in the Former Resident Survey will have both a Current Resident Survey and Former Resident Survey Interviewer Control Form for documenting the status of each housing unit case in both surveys. FI's will check the appropriate columns and circle the appropriate number (in the "No. Calls Made" column) to indicate the number of attempts made to secure an interview at each HU.

Site Coordinators will use mirror reflections of the Interviewer Control Forms to record reported cases: the Current Resident Survey Supervisor Building Control Form and the Former Resident Survey Supervisor Building Control Form. You should maintain one of these forms for each current resident and former resident building/complex case. Housing units for status check-off are listed on these forms identically to the corresponding Interviewer Control Forms. An additional column on the supervisor's former resident form is the "Status as of Mo.-Day" column. The month and day should be changed each reporting week (use pencil and erasures) and UTL (Unable to Locate) or NC (No Contact with Respondent) coded in the appropriate columns as an additional status of former resident cases. The current resident control form for supervisors includes a "Data Verified" column. Cases for which an FI's work should be verified are pre-checked in this column. Verification checks for former resident cases have been entered at the right side of the Former Resident Survey Supervisor Building Control Form. The "Date to RTI" column on the Current Resident Survey Supervisor Building Control Form can be used to enter dates of status reporting of individual HU cases to RTI.

The SC should record the same information on his/her supervisor control form that is reported by the FI's from their interviewer control forms. By reviewing each FI's assignment case by case in this fashion, the SC will be

able to perceive problem trends in each FI's work. Production levels and response problems can be effectively monitored in this way and, whenever problems are perceived, corrective action can be initiated by the SC.

B. Supervisor Weekly Status Reports

At a scheduled time each week the SC will call in to RTI a summary of reports received by him/her from the FI's. These summaries are composites taken from the supervisor and interviewer control sheets and are recorded on the Current Resident and Former Resident Supervisor Weekly Summary sheets (see examples on pages i and j). There is one summary sheet for each building/complex case.

The Current Resident Summary is compiled by totalling each column on the corresponding Current Resident Survey Supervisor Building Control Forms. Each summary contains ample lines for cumulative totals to be compiled over a period of several weeks. In addition to totalling columns A-I from the Supervisor Building Control Form the Current Resident Weekly Summary allows for a tally of the various types of Current Resident Questionnaires administered. The type of questionnaire (LTO, STO, LTR, STR) administered is coded for each HU in column A of the Supervisor Building Control Form. A tally of these codes can be made and entered in the appropriate column on the Current Resident Survey Supervisor Weekly Summary.

The column headed "Expected Completion Date" is based on the SC's and FI's joint projection for completion. The last two columns are to be reported on the basis of the SC's documentation. "No. mailed/sent to RTI" is self-explanatory. The final column, "Percent Completed", is figured by dividing the number in column A by the number of HU's selected for this building/complex (first column) less the ineligible (a sum of columns B and C). If there are ten HU cases of which three are vacant and one is not an eligible housing unit, with five

completed interviews already in, the figuring would be $5 + 10 - (3 + 1)$ or $5/6$ (83%)

The Former Resident Survey Supervisor Weekly Summary is also compiled by totalling columns (A-K) from the corresponding Former Resident Survey Supervisor Building Control Form. This form also provides for cumulative weekly totals over a period of several weeks. Reference the correct weekly dates in the left column.

Because there is only one Former Resident (Outmover) Questionnaire, no code is required in Column A. A check (✓) will indicate a completed interview. Please note that columns D and E ("No. Never Moved" and "No. Unable to Locate") are unique to the Former Resident Survey. Either of these outcomes will constitute a final status.

In all other respects the Former Resident Survey Supervisor Weekly Summary is used identically to the Current Resident Survey Supervisor Weekly Summary in compiling the weekly status report.

C. Reporting Procedures

SC's are asked to make arrangements to have their FI's visit them once weekly for reporting and delivery purposes:

- Edit the completed work (Screening Forms and Questionnaires) for each week. This should be a 100% edit for the first weekly visit and 10% of their work each week thereafter. For problem FI's, continue to edit 100% of their work or relieve them of their assignment as necessary.
- Record the FI status report. This is taken from FI interviewer Control Forms and recorded on your Supervisor Building Control Forms. You should secure a status report on every HU case on the basis of these forms. All final non-interview results, documented in the "Non-interview Report" section of the screening forms, must be approved by the SC.

- Discuss with the FI any problems which he/she may have. Contact RTI on any problems and questions you deem necessary.
- Examine the Production, Time and Expense Report of each FI before it is mailed to RTI.

In city/sites where data collection training takes place on January 3 and 4, 1980, SC's are asked to schedule their first weekly visit with FI's on January 9th and 10th (Wednesday and Thursday). You are then asked to report results to RTI (Dave McFadden or Bill Chapman) on the morning of Friday, January 11th. You will then be advised of a time to phone in your report to RTI for each week thereafter. After this first weekly report SC's may schedule their weekly meetings with FI's at a time which is most convenient for them. Weekly reports to RTI will continue to be scheduled for each Friday morning of data collection.

In city/sites where the training session was held after January 4, 1980, SC's are asked to meet with FI's on the morning of Friday, January 11th, and to telephone the report in to RTI on the afternoon of that same day. The RTI report will be scheduled for Friday afternoons thereafter. You will be advised of a specific time to call. Meetings with FI's after this first week of data collection may be scheduled at the convenience of the SC and FI's.

REPORTING SCHEDULE

<u>Site</u>	<u>Meeting with FI's (January, 1980)</u>	<u>First Report to RTI (January, 1980)</u>
New York	9th and 10th	11th AM
Washington, D.C.	9th and 10th	11th AM
Chicago	9th and 10th	11th AM
Minneapolis-St. Paul	9th and 10th	11th AM
Denver	9th and 10th	11th AM
Los Angeles	9th and 10th	11th AM
Miami	9th and 10th	11th AM
Houston	11th AM	11th PM
Boston	11th AM	11th PM
Tampa/St. Pete	11th AM	11th PM
San Francisco	11th AM	11th PM
Seattle	11th AM	11th PM

IV. Field Editing

As Site Coordinator you are expected to conduct field edits of completed questionnaires, screening forms and Production Reports. Field editing is always a major responsibility of interviewers, and the effectiveness of each individual's edit is a primary concern to you. Project leaders at RTI require that field edits be done well, since extensive edit and error resolution at the Institute is extremely costly and should not have to occur if the fieldwork has been completed properly.

FI's should quickly edit their completed screening forms and questionnaires while at the respondent's home. Resolution of errors at this point can save costly call-backs. Interviewers should also edit these materials more extensively before delivering them to you each week. RTI asks that you check over thoroughly all of the FI's completed work for the first week and 10% of the FI's work thereafter. For those FI's with a high rate of error, continue to check all of their work and conduct interviewer retraining activities as required. Results of edit checks at RTI will be furnished to the SC's, who are expected to review the feedback with interviewers and take necessary steps so that reported errors do not recur.

SC's should also attempt to examine FI's Production, Time and Expense Reports during the weekly FI visit. A bi-weekly form is being used for this project. Check for error and a correspondence in production and time reported. FI's should bring a copy of their completed report to you for examination before they mail it to RTI.

V. Verification of Fieldwork

Fieldwork verification procedures are implemented for each project conducted at RTI. Verification serves two purposes: (1) it aids in

assuring quality of data collected, and (2) it provides a measure of the accuracy of each interviewer's work.

Cases to be verified for this project are indicated by a check (✓) in the "Verification" column on the Current Resident Survey Supervisor Building Control Form and at the right side of the Former Resident Survey Supervisor Building Control Form. Interviewers have been instructed to record the telephone numbers of the respondent households at the beginning and end of the screening forms administered. Use this number to call back the respondent and re-administer the screening form.

If more than one item discrepancy is discovered in a single screening case, proceed to verify enough of the questionnaire so that a distinction can be made between a probable error and a situation where the interviewer's work is not valid. If the discrepancy can be attributed to an understandable error, correct the error and, at the first opportunity, review the case with the interviewer. If a case of fraudulent or invalid work is discovered, notify Dave McFadden at RTI at once. Provide full details of the problem so that all work completed by that interviewer can be verified.

VI. Refusal Conversion

Site Coordinators are expected to assist interviewers in dealing with reluctant or refusing sample members. Efforts to obtain cooperation from such individuals is important so that the highest possible response rate is achieved.

The SC should review non-interview cases during each visit from an interviewer. During this review, obtain as much information as possible for each case about the circumstances that culminated in the refusal or

unwillingness to cooperate. This survey includes a section on the screening forms for completing a non-interview report for each case, but the SC should discuss the case fully with the interviewer to elicit as much information as possible to aid in the decision to follow-up.

After obtaining as much information as possible from the FI, the SC should determine the best follow-up approach. It may be that (1) the interviewer should be instructed to call at the household again at a more appropriate time; (2) that reassignment to another interviewer would produce better results; (3) that a letter from the central office would be helpful; (4) that the SC should proceed with a contact; (5) that no further contact is warranted.

Generally, after all other efforts have failed to produce cooperation, the SC is expected to attempt to convert the non-cooperative potential respondent. The first objective in such a contact, after introducing the purpose of the call, is to verify that the individual is eligible to be interviewed based on project specifications. If the individual is eligible, explain the nature of the study, the confidentiality with which participation will be treated, and the importance of cooperation. Based on analysis of information provided by the FI, deal with the situation in an effort to meet the individual's objections before they are raised and to concisely answer any questions. When an individual agrees to participate arrange for an appointment for the interview.

If a potential respondent continues to refuse to participate, accept the refusal courteously and thank him/her for speaking with you. Although participation of as many sample members as possible is important, efforts to convert refusals should never be conducted to the degree that they constitute harassment of an individual or infringe on a citizen's right to privacy.

VII. Clean-up Tracking

In a few of the city/sites for this survey there will be some spill-over of the efforts to track former residents during December, 1979. Completed tracking forms (i.e. those with a final address or other result) are stapled to the blue Former Resident Household Screening Forms for assignments. Some of these tracking forms will indicate that the HU was vacant before conversion, that the former resident moved outside of the study site or that the former resident remained in the converted building/complex after conversion.

If an indication is made on the tracking form that the former resident remained, and also that he/she either bought or continued to rent, the FI should transfer this information to the screening form and attached Addendum. If no indication of "bought" or "continued to rent" is made on the tracking form, the FI should contact the sampled HU in the assigned building to obtain this information. It should then be transferred to the screening form and Addendum.

A few tracking forms will indicate that the former resident moved out of the study/site. You should identify these cases and assign an FI to attempt to get forwarding addresses and phone numbers for these households. RTI will attempt to interview these designated respondents by long-distance telephone.

SC's should check in the completed tracking being brought from the field to the training session. One person in each city/site has been assigned to bring this lately completed tracking information to training. These tracking forms will be (1) tracked former residents from a very small sample of buildings/complexes added to the survey in mid-December

(not all sites have these); (2) tracking forms which were confusing or unclear when received at RTI and which were sent back to the field; (3) tracking forms which will reflect one final attempt to locate a previously "unable to locate" former resident. These were also sent back to the field by RTI in mid-December. Staple these additional tracking forms from the field to the corresponding Former Resident Household Screening Form (identified by Building and HU ID Numbers) before making assignments.

After these additional tracking forms have been attached to the appropriate screening forms, check for those screening forms with no attached tracking form. Because HUD and RTI require a definite disposition or classification for every HU sampled for the Former Resident Survey, an attempt should be made by the FI assigned to that building/complex to account for HU's with no attached tracking form. This should be done by consulting the original tracker for that building/complex if he/she is available. It may require returning to the sampled HU or building authority (manager, realtor, etc.) to obtain this information. Transfer the final disposition discovered to the appropriate blue screening form and Addendum ("vacant," "bought the unit," etc.).

RTI suggests that these tracking assignments be made to FI's who worked on the November and December tracking assignment. If these individuals are not working on the January data collection, assign one or more FI's specifically to tracking assignments. As each tracking form is completed during data collection, attach it to the appropriate screening form and indicate on that form the HU's final disposition. If a new former resident has been tracked, the new case is then ready to be assigned.

VIII. Problem Buildings

In several study sites (Washington, San Francisco, Houston and Chicago) RTI has encountered difficulty in securing cooperation from authorities for listing housing units within specific buildings/complexes and obtaining the names of former residents. Field staff members have been working with RTI in-house personnel and HUD staff for the past several weeks to gain this cooperation through telephone calls and letters. These buildings have been included in the assignment envelopes and provide a notice of "Problem Building" with the latest efforts documented on the sheet.

RTI will continue to attempt to list those buildings and use them in our survey -- these efforts will continue through the data collection period. SC's are responsible for continuing these efforts to gain cooperation from building authorities. Consult the field staff members who originally contacted these authorities for leads and helpful information and continue to check with RTI for any new information on HUD assistance.

HUD has requested that RTI field staff document all efforts and contacts on behalf of securing the desired information about these problem buildings. Remember to include date and method of contact and person contacted (name, position, company and telephone number). This information will be included in RTI's final report to HUD.

HUD recently provided RTI with an unsigned letter description of the study on HUD letterhead. Copies of this letter are provided in the "Problem Building" assignment envelopes. Use this letter as a handout as necessary with current problem buildings and for any new problem buildings which your FI's encounter to gain entrance for interviewing.

IX. Disposition of Completed Materials

RTI asks that SC's mail completed questionnaires and screening forms in to RTI using the provided manilla mailing envelopes. This material should be

mailed by Tuesday P.M. of each week. Screening forms (with Addendums) should be paper clipped to the appropriate questionnaires. Please mail in all non-response cases, indicated by a screening form with a completed "Non-Interview Report" section, in a separate mailing envelope. More than one case may be placed in an envelope.

SC's should retain screening forms for refusals or pending conversion/refusals. RTI will base your attempts at conversion of very difficult cases on the response rate your study/site is achieving.

As mentioned, SC's should examine each FI's completed Production, Time and Expense Report on a bi-weekly basis. FI's are instructed to mail the original and yellow copies to RTI, submit the pink copy to the SC during contact and keep the gold copy for personal records. SC's should check over the pink copies for accuracy, completeness and reasonableness.

The last page of this training memo is a mailing inventory table for you to use in documenting your mailings to RTI. Number the outside of each envelope mailed and be prepared to report the number of cases (questionnaires, screening forms, non-response cases) included in each envelope. You should report these figures during your weekly telephone report to RTI.

RTI asks that you study the material in this memo along with the provided Field Interviewers's Manual during training. Your RTI trainer will answer any questions you may have regarding these training materials.

X. Form Examples

The following pages are examples of the forms referenced in this training memo. Please study them with their corresponding instructions. The final form is to be used by each SC to document mailings of completed materials.

RESEARCH TRIANGLE INSTITUTE

POST OFFICE BOX 12194

RESEARCH TRIANGLE PARK, NORTH CAROLINA 27709

(919) 541-6000



SURVEY OPERATIONS CENTER

January 11, 1980

MEMORANDUM

SUBJECT: Additional Field Instructions

During the training sessions held over the past week, several questions and/or problem areas surfaced which need explanation or further definition. I can assure you that neither the training manual nor this memo will cover all potential field situations. Just remember, if you are confronted with a situation that you cannot handle, contact your Site Coordinator immediately for advice. If your SC is not readily available, telephone RTI toll-free at 800-334-8571 and ask for Dave McFadden or me.

Likewise, if you have questions concerning anything contained in this memo, please discuss them with your SC. I will use the same format in this memo that was used for the QxQ Spec Section of the training manual.

Question

Specifications

- | | | |
|--|---|---|
| 13 LTR, LTO
15 FRQ | . | Item J, Amount of Traffic, refers specifically to vehicular street traffic. Do not include pedestrian traffic on sidewalks or inside the building. |
| 16 LTR, LTO | . | The headings for Column B has caused some problems. "Owner" always refers to the respondent. A more appropriate heading would be "You" (or possibly "Respondent") since this is how the question reads. |
| 49 STR (and all other utility/mortgage payment questions in all forms) | . | If the question does not specify a time frame, assume monthly. In some areas of the country, utilities are billed bi-monthly so you should probe to make sure you are obtaining monthly figures. |
| 50 STO | . | If a respondent does not know how much a utility charge (or mortgage, etc.) is, before accepting a DK response, probe to |

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find out if the unknown amount is included in the rent/mortgage. This information is vitally important for the analysis and we would prefer that both DK and the code for "Included In Rent/Mortgage" be circled.

101 LTR . When reading response options, add "Cooperative
65 STO apartment" to the list. If the respondent
76 STR indicates such, enter "Coop" in the margin
86 LTO to the right of the question.

106 LTR (and all other . If the response is "less than one month",
time frame questions in enter 01 in the "Months" box.
all forms)

FRO ONLY

59 . The question should be changed to read:
"(Are/Were) utility charges included
in your rent at (ADDRESS) *when you
first moved in?*"

61 . The question should be changed to read:
"(Are/Were) utility charges included
in your rent at (ADDRESS) *when you
left?*"

75 . The question should be changed to read:
"HAND CARD A. This card lists reasons
why people move from one place to
another. Look at reason A on the card
and tell me if that was a reason
for your move from (CONVERTED ADDRESS).
CIRCLE CODE IN MOVE 1 COLUMN. ASK A
FOR EACH ADDITIONAL MOVE THEN ASK
REASONS B-V FOR REMAINING MOVES."

Household Roster Section, All Forms

7 . If person is less than one year old, enter
001 in response box.

8 . If race is obvious for persons other than
the respondent and you can correctly
circle a response option for those persons,
do so. However, if no other household
members are present, code the race of each
individual the same race of the respondent.

Memorandum

January 11, 1980

9, 10

- . Work (or employed) means a "job-for-pay," either full-time or part-time. Pay may be wages, salary, commission, fees from professional practice, profit from a business or partnership, earnings from a farm, payment in kind such as room and board. Also included in this definition of work are:
 - (1) Teachers on 12 months salary who have a winter/summer vacation, but will return to their job after the recess;
 - (2) Unpaid work done in a related household member's business or farm.
 - (3) Leave of absence from a job with pay (as for example, "Sabbatical leave").
 - (4) Someone on temporary layoff (such as a strike) who has a definite job to which to return.

Not included are:

- (1) Leave of absence without pay;
- (2) Unpaid volunteer work, i.e., for a church or other charity;

11

- . We are interested in the household income for 1979.
- . If unrelated persons share the same residence, we are interested in each person's income, which when added together, will give us a total income for that *household*.

12, 13

- . These questions refer to 1979.

14, 15

- . If retired, circle code representing person's primary occupation while employed. For questionnaires that have been completed prior to receipt of this memo and for whom you have a respondent's telephone number, please call the respondent and obtain the corrected information if not as stated here.

Memorandum

January 11, 1980

- . If there is no spouse because of divorce, separation, or death, circle "00" for Q.15.
- . If a man and a woman live together but are not married, circle "00" for Q.15.

Roster Appendix

- . Person numbers should begin with 2 since the HEAD is always person 1.

RW:mr

cc: Project Staff

February 6, 1980

Problem Building and Procedures Report

A new wave of "problem buildings" was encountered by field staff at the beginning of data collection in early January, 1980. Sampled cases were blocked from both the Current Resident and Former Resident Surveys. The following obstacles were encountered: FIs were forbidden by management to enter the building to interview or administer Former Resident Addendums; buzzer and intercom systems prevented a solid contact with the designated respondents and resulted in a high refusal rate; recalcitrant managers, security staff and developers would not aid staff in securing information on tenants prior to conversion. Field staff during data collection encountered blockages in 26 buildings affecting approximately 300 cases in both surveys. On January 25, 1980, these figures were 149 cases blocked from the Former Resident Survey and 156 cases blocked from the Current Resident Survey.

Today these figures are 60 cases for the Former Resident Survey and 71 cases for the Current Resident Survey with progress still being made in all affected buildings. Twelve buildings are still affected - eight of the twelve are buildings where only partial blockages occur through buzzer refusals (Current) or (Former) an inability to determine the disposition of some of the sampled units prior to or at the time of conversion.

Much progress for clearing these buildings has been made through letters and telephone calls. Several cases were cleared very recently by a persistent "warming up" of the appropriate developers and managers by the Site Coordinators. On January 17 and 18, 1980, letters were sent to all HU case residents affected by the blockages and to the managers of their buildings. This resulted in a wave of refusal conversions after a second attempt over the intercom systems and breakthroughs in buildings where FIs were denied entrance previously. Follow-up calls were made to managers and developers of problem buildings by the Site Coordinators and, in cases where refusal was adamant, FIs were instructed to attempt to obtain telephone numbers of current residents through criss-cross directories and names on mailboxes in an attempt to initiate contact and secure an interview.

Criss-cross directories have been used extensively by field staff in the original former resident tracking stage and in follow-up tracking during data collection. These directories list apartment buildings and street addresses without a unit address. In some cities either a current or old (date of conversion) directory was not available and in one city (San Francisco) a substantial fee was required for its use. A recent check of problem areas indicates that despite these limitations, field staff have used and relied on criss-cross and standard directory information extensively in securing names and tracking former residents. This check has also revealed that field staff have used a criss-cross directory to call every resident of a building to contact a sampled current resident or resident of a sampled former resident unit. This technique is currently being used by staff in Washington and Boston.

February 16, 1980

HUD CONDOMINIUM SURVEY

TRACKING SOURCES AND PROCEDURES

As mentioned in a recent report "Fieldwork Progress Statistics as of 1-24-80," all "unable to locate" tracking forms were returned to the field on December 16, 1979, for another attempt to locate former residents. RTI field staff were instructed, in addition, to track former residents sampled from 13 new buildings designated for the Former Resident Survey. This constituted a second phase of tracking prior to the January, 1980 training sessions. All "unable to locate" cases at the time of training were assigned for further tracking in the field during the data collection period. As mentioned in the field work progress report, all of the cases with a final result of "unable to locate" received at RTI from the field have been turned over to RTI's Telephone Tracing Department for further tracking attempts.

Many of the procedures used in tracking former residents are included in an instruction memo for the second phase of tracking, dated December 11, 1979. Page 3 of that memo outlines these procedures and a copy is provided with this report. A more extensive description of the use of criss-cross directories may be found in "Problem Buildings and Procedures," written and submitted on February 6, 1980.

Some additional progress in obtaining names and addresses for former residents has been made through contact with local condominium association authorities. Permission to work a building was frequently subject to a subsequent board or association meeting's vote. This route of tracking former residents was followed when no other source provided all of the needed names and addresses and when the field worker had determined for certain that a board or association possessed this information.

RTI's Telephone Tracing Department has provided the following lists of sources now being used to track "out of SMSA" and "unable to locate" former residents. In addition to the 199 former resident cases submitted to this department for follow-up, 31 current resident cases ("on vacation" and "never home") have been submitted for contact attempts. As of this date, 23 former resident interviews have been completed by RTI's Telephone Tracing Department. This progress report is included with this report.

DEFINITE TRACING SOURCES

Directory Assistance
City and criss-cross directories
Post Office
Tax office/city clerks
Neighbors
Employers

POSSIBLE TRACING SOURCES

Department of Motor Vehicles
Religious organizations and federations
School Records
Previous employers
Voter registration
Military locators
Utility companies
Credit or collection agencies
Chamber of Commerce
Phone books (all same last names)
Police Department
Realtors
Trade Unions
Local historians
Tenants associations
Merchants in similar business

PROBLEM BUILDING SUMMARIES

(011-1-11) ^{1/} Late problem building ^{2/} in New York; the field interviewer (FI) ^{2/} - was refused entrance to knock on doors; doorman would buzz tenants, who would refuse to see her; three visits by FI; letters sent to all sampled residents and the building manager on January 17, 1980; the site coordinator (SC) spoke to the building manager and, with the aid of the letters, this building was soon cleared.

(011-1-03) - Late problem building in New York; tenants and rental agent leary of non-residents because a nearby foreign mission had been bombed two months prior; the FI was refused admission and the superintendent would not acknowledge that he had permitted survey field staff to list the building in November, 1979; telephone calls made from the SC and survey unit before January 23, 1980, Board of Directors meeting; letters sent to sampled residents and building supervisor January 17, 1980; the FI obtained permission to interview February 5, 1980.

(011-1-13) - Late problem building in New York with both a current resident (CR) and former resident (FR) sample; the FI entered building and completed two interviews before a senior citizen resident complained of her presence and she was told to leave; superintendent then denied that he had permitted the field supervisor (FS) and FI to list the building in November, 1979; FI secured Former Resident Addendum information from doorman; SC and survey unit telephoned real estate agent; letters sent to current resident sample of residents and superintendent; SC cleared permission through building authorities and worked the building the final week of January, 1980.

(011-1-19) - Late problem building in New York; the FI was told by building manager that he would absolutely not permit her to enter the building or provide information; letter sent to building manager January 21, 1980, with enclosures explaining the study; telephone calls from SC, FI, and survey unit; manager talked over the study with the residents and sent letter to the FI giving permission to work the building under his rules and time schedule; cleared February 4, 1980.

(011-1-25) - late problem building in New York; the FI denied entrance by rental agent, Board President and property manager; repeated telephone calls and letters from SC and survey unit to these authorities, who kept referring the problem to each other; SC got property manager to agree to write to the Board of Directors and provide an answer by February 11, 1980; continued calls to property manager, who kept saying he could not reach anyone; no permission by February 18, 1980; 9 current resident cases blocked.

^{1/} FI = field interviewer, SC = site coordinator, and FS field supervisor.

^{2/} *Early problem building - A problem building encountered during the first phase (listing and tracking) of fieldwork, October-December, 1979.

*Late problem building - A problem building encountered during the second phase (interviewing) of fieldwork, January-February, 1980.

(021-107) - Early problem building in Boston; Field Supervisor encountered several refusals to enter and list the building; repeated letters and telephone calls by survey unit to developer; developer agreed to a sample questionnaire interview as a prerequisite to permission for survey staff to work the building; FS interviewed him December 10, 1979; obtained permission and listed this building the same day; no later problems with data collection.

3/ (024-1-05) - Late problem building in Boston with both a CR and FR sample; SC refused entrance - property manager pleasant but firm; stated that the residents were elderly people and that he would not permit interviewers to disturb them; repeated visits by SC; calls from survey unit resulted in property manager's permission to buzz up to the residents from downstairs; after initial refusals, FIs were able to make personal contacts on weekend of February 8, 1980 and complete interviews.

(021-1-06) - Late problem building in Boston; a minor problem in this building was that the building manager wanted the FI to pay her for the remaining former resident names needed to complete tracking; the survey unit instructed the FI to offer her the Post Office rate for forwarding addresses - \$1.00 per case; paid \$14.00 for 14 names and a few forwarding addresses on January 21, 1980 and completed tracking former residents.

(032-2-53) - Late problem building in Washington; FI encountered difficulty getting permission from the building manager to interview the complex; the problem was cleared by the SC through telephone calls and visits the third week of data collection; letters were sent to current resident households and building manager January 17, 1980; the building yielded 14 current resident interviews out of 18 selected cases.

(037-1-18) - Both early and late problem building in Washington; current resident information and listing cleared by FI in November, 1979; building manager refused to give out former resident names; contacted previous manager who stated that he had given the names to the realtor; realtor adamantly refused FI and the survey unit; tracked owner in Los Angeles, and gave the name to the survey contractor; the contractor met with a developer in Washington and could not obtain the names; letter and calls from the survey unit futile; FI attempted to get former resident information from the Post Office and the county directory at the public library with no luck; according to the FI, 95 percent of the former residents moved out - she was unable to identify any of them in the process of interviewing current residents; letters sent to current residents and building manager January 18, 1980; SC did extensive directory research on the building after repeated refusals to cooperate from building authorities; SC could uncover only two former residents who lived at the building from 1973 to 1975; a third former resident felt so strongly about the subject of conversion ("I loved that apartment") that he refused to discuss it; survey Project Director received a final refusal letter February 25, 1980, from the realtor; 20 cases blocked from the Former Resident Survey.

3/ CR = Current Resident and FR = Former Resident

(037-124) - Early and late problem building in Washington with both a CR and FR sample; FI very thorough in his efforts to list and trace former residents; FI obtained an accurate listing of the building through the sales office and met a stone wall of refusals on former resident information from resident manager and realtor; repeated survey unit contacts with uncooperative realtor in November and December, 1979; FI continued search of information through the Montgomery County Office of Consumer Affairs, the county Property Assessment Office and the Building Permit Division of the Montgomery County Environmental Protection Agency - no information available from these records; when data collection began in January, the FI managed to get past the front desk and began knocking on doors - her presence was reported and she was thrown out of the building; letters sent to sampled current residents and building manager January 1, 1980, through research of directories; the SC made some progress:

"By using the criss-cross directories, the Lusk reports on property sales and by writing personal letters to the current residents in our sample, I was able to complete 50 percent of the current interviews. Two current residents (who did not respond to my letter but whose names I found through Lusk) refused to be interviewed; one of them complained to the management, primarily concerned that I had been able to find her name.

Comparing the list of building residents in the criss-cross with the latest telephone directory, I discovered at least 30 former residents who had clearly moved out. I was able to reach 15 of them by phone, explaining the study and asking if they knew any of the inhabitants of the apartments in our sample. This tedious procedure turned up one interview, the name of another former resident who moved to Phoenix, and a great deal of gossip about the building. This is the one building in our sample where former residents consider themselves better off for having moved out, primarily because of the unpleasant atmosphere fostered by the management."

SC discovered that no former residents were allowed to continue renting their former apartments after conversion; survey unit mailed letters January 22, 1980, to building's sampled residents requesting that they call in for an interview - no response; 3 of 10 cases blocked from Current Resident Survey - 13 of 21 cases blocked from Former Resident Survey.

(037-1-25) - Early and late problem building in Washington; FI was not permitted to enter building to list in November, 1979; FI obtained listing layout from the sales office; resident manager refused to provide information on former residents after promising to do so; letter sent to resident manager November 21, 1979 - no response; FI went into the building and was able to secure names on all sampled units including names of some neighbors; FI obtained telephone numbers from the criss-cross directory and called the names; he learned that most renters had not bought their units and was able to get information on 8 of the 20

former resident cases; when another FI tried to interview in January, 1980, she was able to get information on former residents who never moved out from the former building handyman; she completed two current resident interviews before she was asked to leave by the management; letters sent to sampled current residents and building manager January 18, 1980; SC, using criss-cross directories, located three former residents - two interviews and one refusal; 20 former residents cases blocked from the Current Resident Survey; the SC provided the survey unit with the name and phone number of one of the blocked current residents after field interviewing was completed.

(037-2-51) - Early and late problem building in Washington in both former and current resident sample; FI could not get cooperation on listing and information on former tenants from resident manager, who referred him to the Management Company; management representative refused to give any information and referred FI to manager in the Chicago office; the survey unit telephoned the Chicago manager and obtained permission to get information from local manager, who refused FI again; letters sent to local manager; FI went on to use contacts and directories to secure the needed information for tracking former residents; the survey unit again encountered resistance from building authorities when attempting to interview current residents in January, 1980; letters were mailed to all sampled current residents and to resident manager on January 18, 1980; arrangements were made by the survey unit, the SC, the contractor, and the manager in Chicago to conduct the interviews during the week of January 21, 1980; the SC sent in three FIs and completed the data collection.

(051-1-02) - Early problem building in Tampa; Field Supervisor was able to list the building and determine the pre-conversion configuration of the building, but encountered difficulty getting information about former residents; during the early tracking and listing phase, the attorney for the developer stated that the government was out to get them - to report owners/developers in a bad light; the FI and SC, through outside research, determined that 17 of the 20 selected case households had never moved; they went on to complete 2 former resident interviews and 6 current resident interviews with no cases blocked.

(062-1-05) - Late problem building in Denver; when the FI went to interview this building in early January, 1980, she could not get permission to knock on doors of living quarters; the buzzer system in the lobby produced only refusals; letters sent January 1, 1980, from survey unit to the 9 sampled current resident units and the building manager; the FI could still not secure permission to knock on doors but through the letters converted 4 refusals to interviews.

(061-1-10) - Late problem building in Denver; the FI was not able to get past the intercom system and was getting no answers from her intercom calls; letters sent to the 9 sampled current resident cases and the building manager January 17, 1980; the FI was able to determine from the management that 6 of the sampled units were vacant and the other three were away during data collection; continued attempts on the three "away-never home" cases yielded no response.

(061-1-15) - Late problem building in Denver; the FI encountered a buzzer system yielding only refusals; letters were mailed to the 9 sampled current resident households and to the building manager requesting cooperation for the study; 5 refusals were converted to interviews although permission was not granted to enter living areas and knock on doors.

(064-1-17) - Late problem building in Denver; the FI entered building and was able to complete one current resident interview before being asked to leave; the SC visited the building manager and the survey unit mailed letters to the sampled current residents and manager on January 17, 1980; the FI was granted permission to enter and complete the interviewing and administration of Former Resident Addendums; the building yielded 5 current resident and 10 former resident interviews.

(064-5-21) Early problem building in Denver; the SC could not locate or identify the building on the basis of the address provided; the two streets provided run parallel; several buildings on both streets could have fit the description; no specific address became available and the building was never assigned a sample.

(061-1-20) - Late problem building in Denver; the FI could not get past the intercom system for personal respondent contact at the beginning of data collection; high refusal rate resulted; letters mailed to the 10 selected households and building manager January 18, 1980; the FI obtained permission to knock on doors, resulting in 7 current resident interviews.

(071-1-14) - Early problem building in Houston; the FI was denied entrance to list by resident manager in November, 1979; the FI and Field Supervisor were referred by the resident manager to the Property Management Company - no contact after 10 attempts; a contact with another manager was arranged; the FS obtained information layout for listing from meeting with this manager; during early data collection the building was continually locked; the building was later open and yielded 3 current resident interviews; the FI reported that most of the complex appeared to be vacant.

(071-1-15) - Early problem building in Houston with both a former and current resident sample; the FI was initially not permitted to enter the building in November, 1979; she provided the name of the property manager, who denied that she had refused the FI access to the building; the FI later entered the building and listed it; she was able to get former resident names through contact with current residents and use of criss-cross directories; tracking continued through data collection.

(071-1-17) - Early problem building in Houston; the FI was denied permission to list the complex November 7, 1979, by manager; the Management Company wanted details of the study in writing; study descriptions sent and property manager was called; she told HUD there was no problem in getting permission to list; FI re-contacted property manager who denied her previous remarks; the FI and Field Supervisor could only obtain a county courthouse drawing of the building - the information was not specific enough to construct a listing; no sample drawn for this building.

(071-1-19) - Early problem building in Houston; the FI encountered a locked complex and was told by the manager to contact the Board of Management; letter sent November 9, 1979; Asst. Mgr. was supposed to contact a specific member of the Owner's Association for the FI, but kept delaying and offering excuses; repeated contact gave no results; the FI made rough drawings of the condominium complex from courthouse records; the Field Supervisor made three visits to the complex in December, 1979, and attempted contacts with the Owner's Association during data collection; no sample selected for data collection.

(071-1-21) - Early problem building in Houston; the Field Supervisor was denied access by the management; letters and enclosures were sent to the property manager December 14, 1979, in regard to the complexes; the FS obtained a listing layout from the managers and permission for later access to interview; the FS reported that there was a high vacancy rate in the building, which eventually yielded 4 current resident interviews out of 9 sampled cases.

(082-1-01-and-082-1-03) - Late problem building in Los Angeles; this is a gated complex of 14 buildings divided into two sets (9 cases each) for the current resident sample; guard denied the FI entrance through the gate unless she asked for a specific party and received acceptance over the intercom; the SC contacted the management firm; the firm suggested a letter be sent to the Board of Directors for the next meeting on January 21, 1980; letters sent to Board, to all 18 HU resident households and to the resident manager; the SC contacted Board Vice President, who was very indifferent to her efforts; the V.P. stated she would contact the selected resident and the guard, but never did so; the SC secured one interview in 082-1-01 by permission over the intercom; two interviews were conducted in 082-1-03 by telephone - one was ironically with the V.P. and the other was through the only working number turned up in the Haines Directory.

(082-1-06) - Late problem building in Los Angeles; the FI denied entrance through gate by the guard, who required party names instead of apartment numbers; Haines Directory turned up no names or telephone numbers; no answer from resident manager's office after 6 attempts; the FI called developers, who supplied name of the management executive; the SC carried a letter to the Director for the January 16th board meeting; letters sent to 10 HU households selected and the resident manager; the Director informed the SC of board approval and left a letter with the guard at the gate arranging access; net result: 7 interviews, 1 refusal, and 2 never found at home.

(092-1-01) - Early problem building in San Francisco; the FI encountered difficulty in obtaining names for former residents and lack of cooperation on the part of management to provide former tenant information; efforts to obtain names and track continued through data collection; two FIs researched all available standard and criss-cross directory information with only partial success; while conducting current resident interviews, an FI obtained the remaining names and tracked all of the former residents that could be found in the bay area; 5 current resident interviews, and 3 former resident interviews.

(092-1-02) - Early problem building in San Francisco; FIs encountered difficulties with management getting information on former tenants; directories yielded partial information; tracking of names and addresses through data collection led to 11 former resident interviews of the 21 selected cases; in the Current Resident Survey, 7 interviews out of 9 selected cases were conducted.

(095-1-06) - Early problem building in San Francisco; the FI could not gain access through the electric gates and was reported to police for his presence; he presented ID and after several visits was able to obtain a listing for the building although the directory and mailboxes for the building residents were coded; at the District Assessor's Office in Redwood City, the FI obtained 5 of the 20 sampled unit names for the building; the FI continued contacts through the management firms and obtained names for 9 more of the selected units; another FI continued tracking through data collection; no problem in conducting current resident interviews at the building was encountered during data collection.

(095-1-10) - Early problem building in San Francisco; the FI encountered difficulty in obtaining names of former residents; Sales and Administration Offices refused to provide information on former residents; the Administrator provided layouts of buildings for listing, but no information on former tenants; letter sent to the Administrator November 9, 1979; the FI checked San Mateo Post Office and the supervisor of the bay area collection and delivery department; the department's files were computerized by name only and could not provide the information; calls from the survey unit resulted in his turning over a box of old records to the FI, who found three names; current resident files produced two more names; the Field Supervisor, SC, and FI continued tracking through data collection; all former and current resident cases were accounted for by the end of data collection.

(010-1-07) - Late problem building in Seattle; the FI encountered an intercom system with coded names and aptment numbers that prevented contact with respondents during the early period of data collection; the SC reported the problem to the survey unit and contacted the building manager, who refused to cooperate; letters were sent to the 8 current resident households selected and to the building manager February 18, 1980; the SC called the President of the Board of Directors and received permission to knock on doors; building manager subsequently refused again; the SC set up a contact with the Board Director and manager and interviewed the building; 8 current resident interviews out of 8 selected cases.

(101-1-08) - Late problem building in Seattle; the FI encountered an intercom system which did not work; the SC attempted to report the problem to manager, who was out of town; letters were sent to 10 selected case residents and to the building manager January 18, 1980; the SC subsequently spoke to the manager on 3 occasions, requesting that the intercom be repaired; intercom was repaired February 2, 1980, but no permission was granted to knock on doors; interviews were conducted February 2, 1980, to February 8, 1980: 4 interviews, 3 refusals, and 3 households never home.

(121-3-06) - Early and late problem building in Chicago; the FI encountered a rude refusal to enter and list this building; repeated contacts by the SC and the survey unit met repeated refusal by management office; letter mailed and follow-up phone calls from the SC several times in January and SC received permission to list February 1, 1980; building was listed and sampled on the same day and tracking former residents and interviewing current residents began immediately.

(121-3-08) - Early problem building in Chicago; building manager refused the FI permission to list; letter sent to the building manager and a call made; he granted permission to list, but would reveal no information about former tenants; research of directories turned up no names; other tracking contacts unsuccessful in producing former resident information; building assigned with only a current resident sample with further assignment to obtain former resident information; 6 current resident interviews out of 9 selected cases.

(121-3-34) - Late problem building in Chicago; high income building; the FI was denied entrance on January 5, 1980, and January 9, 1980, by building manager; problem reported to the survey unit and contractor; the contractor called the building manager and met her request for a letter to be presented to the Board of Directors meeting; letters sent to the building manager, and the 9 case resident January 17, 1980; building cleared and worked, producing three interviews.

(121-3-37) - Late problem building in Chicago; the FI got by doorman and completed 2 interviews; a resident complained to the management and the FI was told to leave; doorman was instructed not to re-admit her for any reason; the SC phoned building manager 7 times during data collection and met polite refusals; survey unit calls and letter to no avail; 7 cases blocked from the current resident survey.

(121-3-41) - Late problem building in Chicago; original listing and tracking information indicated 15 of 19 cases never moved; current resident interviewing was blocked when building manager refused the FI entrance to interview; calls from the SC, survey unit, and contractor; letters sent to the building manager and 8 case residents January 1, 1980; provided letter for board meeting; board director repeatedly refused permission to interview; 8 cases blocked from Current Resident Survey.

(121-3-42) - Late problem building in Chicago; the FI denied entrance by building manager on January 13, 1980; she requested a call or letter and received calls from the SC and contractor; building cleared January 18, 1980, and worked; 7 current resident interviews out of 9 cases.

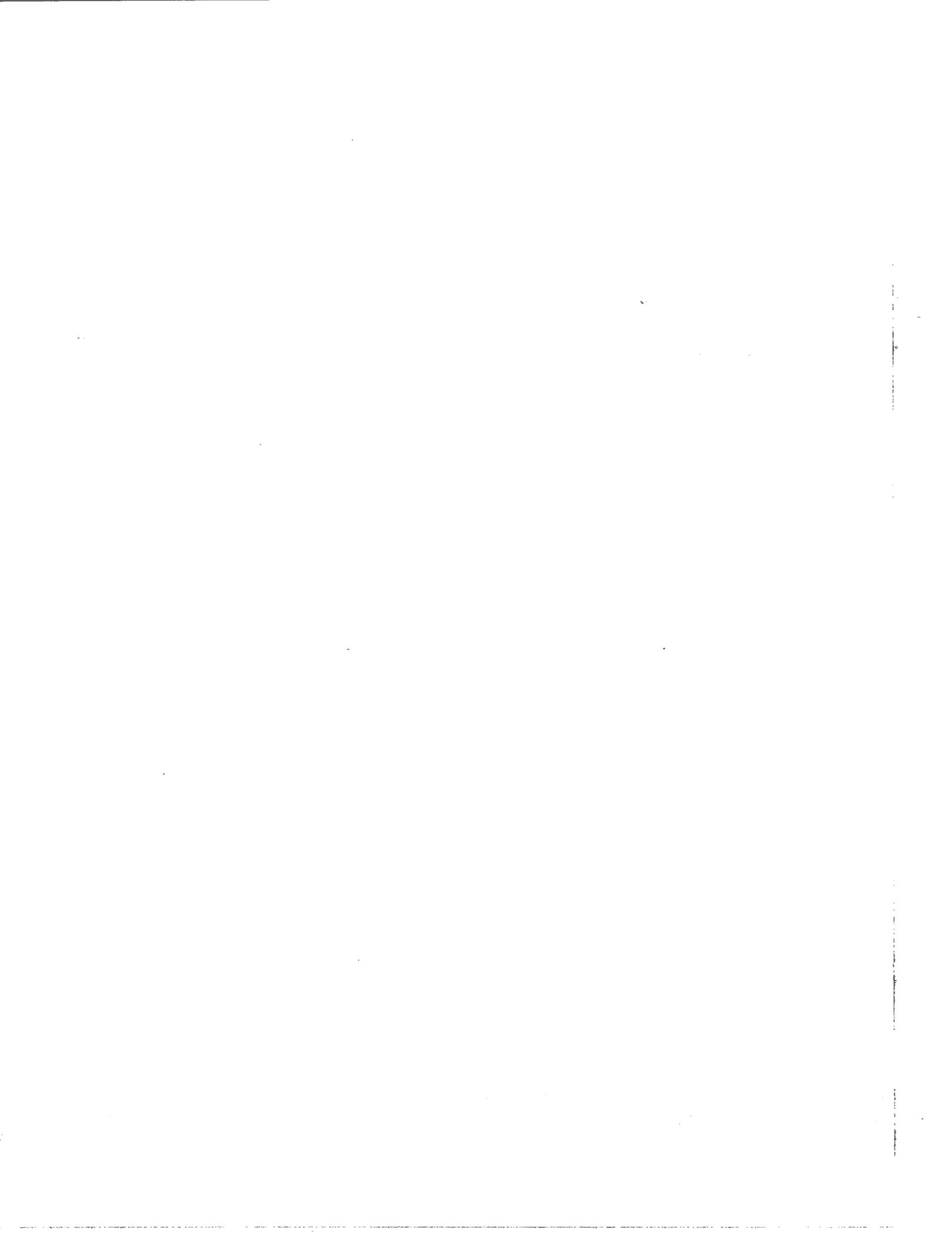
(121-3-52) - Early problem building in Chicago; lister denied permission to enter and list this tight security building; calls to management office by the SC and survey unit letter met refusal; a follow-up of board meeting was made; board director refused adamantly and spoke of the high degree of confidentiality paid for by the tenants; repeated follow-ups by the SC during data collection met continued refusal; building never listed or sampled.

(121-3-68) - Late problem building in Chicago; doorman would not permit the FI past reception area on January 9, 1980, visit; she visited the property manager who insisted on a meeting with the Board of Directors; calls from the SC and contractor; letters sent to building manager and 9 case residents January 18, 1980; follow-up call by the FI gained permission to have doormen ring up to units; 8 current resident interviews.

(121-4-01) - Late problem building in Chicago with both a FR and CR sample; the FI entered building and completed 6 interviews on first two visits; head of security informed her on next visit that the Board of Directors had met on January 18, 1980, and decided to keep interviewers out; letters and calls from the SC and survey unit; security man agreed to buzz the units if the FI would provide unit numbers; building produced 4 former resident interviews and 13 current resident interviews.

Appendix 2-II

**Sample Design, Selection, and
Estimation for the
Condominium/Cooperative
Household Survey**



Appendix 2-II

Sample Design, Selection, and Estimation for the Condominium/ Cooperative Household Survey

The purpose of the Condominium/Cooperative Conversion Personal Interview Survey was to develop an accurate assessment of the positive and negative impacts that condominium and cooperative conversions have had or are likely to have on individuals directly affected by such conversions. Pursuant to this aim, two surveys were conducted, one involving current residents and the other involving former residents of complexes that had recently been converted to condominium or cooperative complexes. This appendix describes the population and sample design for both surveys while the following appendix discusses the field operations for both.

1. Definition of Population

Both surveys were restricted to the 12 Standard Metropolitan Statistical Areas (SMSAs) which were thought to have had the highest rates of conversion activity. Within these 12 SMSAs, the defined population consisted of households associated with buildings or complexes that had been converted to condominium or cooperative buildings or complexes between January 1, 1977 and October 1979, in the case of current residents, and between January 1, 1978 and October 1979 in the case of former residents.

Population definitions hinge on two key dates, the date on which the tenants of a building were notified that the building was to be converted to condominium or cooperative units, and the date on which the first converted unit was offered for sale. This latter date is referred to as the "date of conversion," which, if it falls within the time period included in the survey definition, makes the building or complex eligible for the survey. The former date is used in categorizing current residents and in defining former residents.

Current residents were households residing in an eligible, recently converted building at the time the data collection for the study began, in early January, 1980. Current residents were categorized as owners if they owned or were buying their unit, and as renters if they were renting their unit. They were further classified

into long term owners or long term renters, if they had been living in the building or complex at the time the tenants were notified of the intentions to convert, and as short term owners or short term renters, if they were not living in the building or complex at that time.

Former residents were those households who were residing in an eligible converted building at the time of notification of conversion and who had moved from the building prior to early January, 1980.

2. The Sample Design

For the current resident survey, a "representative" or self-weighting sample of current residents of recently converted buildings in the 12 SMSAs was desired. The sample was to be of sufficient size to yield approximately 1000 interviews. The sample that was selected was a two stage, stratified, clustered, equal probability sample of households in recently converted buildings. The first stage consisted of selecting a probability sample of buildings or complexes that had been recently converted, while the second stage consisted of selecting dwellings within selected buildings. (From the household associated with a sample dwelling, a "male head-of-household" or a "female head-of-household" was randomly designated to be a respondent. This respondent selection process could be thought of as a third stage of sampling.) The procedures used in selecting the sample of current residents are described in section B-1.

For the former resident survey, a sample of former residents of recently converted buildings in the 12 SMSAs was desired. Former residents were defined as households that had been renting in an eligible converted building at the time of notification of conversion, and had afterwards moved from the building. The sample was to yield an expected 400 interviews.

In order to insure a sufficient number of low-income and elderly households for analytic purposes, it was decided to include with greater probability those buildings expected to contain a large proportion of low income or elderly. This resulted in an unequal probability sample of households, which requires the use of compensating weights in order to produce unbiased estimates.

The sample selection procedures produced a three stage, stratified, clustered, unequal probability sample of former residents of

recently converted buildings. The first stage consisted of the selection of buildings for the current resident survey; the second stage consisted of subselecting buildings for the former resident survey; and the third stage consisted of selecting addresses, the former occupants of which were included in the survey if they had resided there at the time of notification of conversion. Again, one could conceive of the random selection of either the male head or female head as a respondent as being a fourth stage. The detailed procedures for selecting the former resident sample are presented in Section B-2.

A. The Current Resident Sample: The first step in any sample selection procedure involves the construction of a sampling frame. The sampling frame for this survey was constructed from locally obtained information and consisted of 1) lists of buildings or complexes which had been converted to condominiums or cooperatives, or if not available, then 2) lists of buildings or complexes which had been registered for conversion. Because in all 12 SMSAs, some registration must take place prior to conversion, the lists were felt to provide excellent coverage of the target population. However, because registration of intent to convert does not necessarily mean that the conversion actually occurs soon thereafter or, indeed, that it ever occurs at all, the lists were expected to contain some buildings that would in fact fail to meet the eligibility criteria for the survey.

The steps that followed frame construction were a.) cleansing and numbering the frame, b.) randomly selecting sample buildings, c.) doing further cleansing by means of a telephone survey, d.) listing of addresses of all dwellings in the sample buildings, e.) randomly selecting sample addresses, f.) determining the eligibility status of sample addresses, g.) randomly selecting a respondent from among the male head and the female head of household and h.) attempting to interview the designated respondent.

(1) Cleansing and Numbering the Frame: The frame listings of converted buildings allowed for the recording of descriptive information about the conversion and/or the building, such as date of conversion, number of units, type of building, etc. Where information was provided indicating that the conversion did not meet the survey eligibility specifications, the listed building was eliminated from the frame. The remaining listings were assigned sequential frame numbers, within each SMSA.

(2) Random Selection of Sample Buildings: The sample buildings were selected with probability proportional to the number of dwelling units in the building. Selection of buildings with probability proportional to size, and selection of dwellings within sample buildings with probability inversely proportional to size, produces an equal probability sample (i.e., a self-weighting or "representative" sample), with approximately equal size clusters (i.e., number of sample dwelling units in a sample building). Selection of sample clusters of equal size provides for certain efficiencies in field operations and for increased precision of survey estimates.

Buildings having 21 or more dwelling units were sequentially ordered by number of dwellings from small to large, and then from large to small, then small to large, etc., proceeding in a serpentine fashion from SMSA to SMSA. Using a sequential selection procedure,^{1/} a sample of buildings was selected with probability proportional to the estimated number of dwelling units in the building, selecting one building for every 600 units. A separate but similar selection procedure was carried out for buildings having 20 or fewer dwellings. The distribution of selected building is presented in Table 1. Note that any building having more than 600 dwellings could be selected more than once. As can be seen by comparing numbers in the last two columns of Table 1, double selections occurred in 6 instances, twice in the Washington, D.C. SMSA, once in San Francisco and three times in Chicago.

In all, 286 building selections were made, bringing into the sample 280 separate buildings or complexes.

(3) The Telephone Screening Survey: A telephone screening was done of the 280 buildings selected into the sample. The purpose of the screening was threefold. First, it provided an opportunity to obtain information about the actual conversion status of the building because at least one converted unit must have been offered for sale in order for the building to qualify for the survey.

^{1/} See Chromy, J. R. "Sequential Sample Selection Methods" presented at the annual meeting of the American Statistical Association, Washington, D.C., 1979, and Williams, R. L. and Chromy, J. R. "SAS Sample Selection MACROS."

TABLE 1
NUMBER OF CURRENT RESIDENT BUILDING SELECTIONS BY SMSA

SMSA	Number of buildings selected		Total	Total Number of Building Selections
	having 21+ estimated dwellings	having 20 or fewer estimated dwellings		
1. New York	19	1	20	20
2. Boston	7	4	11	11
3. Washington, D.C.	54	2	56	58
4. Miami	9	0	9	9
5. Tampa	8	1	9	9
6. Denver	20	1	21	21
7. Houston	21	0	21	21
8. Los Angeles	8	1	9	9
9. San Francisco	11	1	12	13
10. Seattle	12	2	14	14
11. Minneapolis	7	1	8	8
12. Chicago	79	11	90	93
Total	255	25	280	286

Second, it provided an opportunity to check on the number of occupied dwellings in the building. Such information was needed in order to determine the sampling rate needed to yield 1000 completed current resident interviews. The third purpose of the telephone screening was to obtain information about the residents of the building prior to the time of conversion. Knowing the number of dwellings that had been occupied by low income or elderly residents and the number of dwellings whose occupants had moved since conversion intentions were announced would provide a basis for developing sampling rates and procedures for the former resident survey.

Information pertaining to the conversion status of the building and to the characteristics of the pre-conversion and current residents was obtained for approximately 86 percent of the sample buildings. The principle reason for not obtaining information about a sample building was the inability of the telephone interviewer to obtain a telephone number of someone having knowledge of the conversion and resident characteristics of the building. All buildings with insufficient telephone screening information were visited by a field interviewer and the necessary information was obtained. Where building characteristics obtained on the telephone interview or personal interview indicated that the building did not meet the survey definitions (e.g., no converted unit had been or would be offered for sale during the eligibility period, the building was originally built as a condominium and therefore was not a conversion, etc.) the building was dropped from the sample.

(4) Listing Addresses of Dwellings in Converted Buildings: The addresses of the sample buildings were sent to the field interviewers, who were asked to list on a separate line the address (usually an apartment number) of every current dwelling unit in the sample building. The listings were returned to the main office for processing. Information on the conversion status of the building was also obtained at the time of listing. Buildings recorded as not having been converted during the eligible time period were removed from the sample. The disposition of the sample buildings is shown in Table 2.

(5) Selecting Addresses: An overall sampling rate of 9.2/600 was determined to be the rate sufficient to yield an expected 1000 current resident interviews. This meant that within each building an expected 9.2 addresses were to be selected into the sample. This was done by applying a sampling interval to the listed addresses.

The interval was computed as follows.

$$I_i = S_i/9.2 \quad \text{for single selections} \quad (1)$$

and

$$I_i = S_i/18.4 \quad \text{for double selections} \quad (2)$$

where

I_i = the interval for selecting addresses in building i .

S_i = the estimated number of dwellings in building i . This is the measure of size used in selecting buildings.

For each building, a random number between (and including) 1 and I_i was selected and the interval I_i was repeatedly added to the random number, which is usually referred to as the "random start," generating a set of selection numbers. Each selection number is linked to the corresponding line number on the listing sheet for the building. Because a fixed proportion of addresses (rather than a fixed number) was selected from each sample building, inaccuracies in S_i , the number of estimated dwellings in the building, are reflected in the number of addresses that are selected into the sample. This feature "corrects" for inaccuracies in estimates of size.

TABLE 2.
DISPOSITION OF CURRENT RESIDENT SAMPLE BUILDINGS

SMSA	Buildings Retained in Sample		Buildings Dropped Because of Ineligibility		Total Dropped		
	Number of Buildings	Number of Building Selections	Conv. Before 1977	Built as Condo		Never Conv.	Other
1. New York	18	18	-	-	-	2	2
2. Boston	9	9	1	-	-	1	2
3. Washington, D.C.	23	25	10	1	20	2	33
4. Miami	8	8	-	-	1	-	1
5. Tampa	9	9	-	-	-	-	-
6. Denver	13	13	1	1	4	2	8
7. Houston	10	10	2	5	1	3	11
8. Los Angeles	9	9	-	-	-	-	-
9. San Francisco	10	11	1	-	1	-	2
10. Seattle	8	8	-	-	6	-	6
11. Minneapolis	5	5	2	1	-	-	3
12. Chicago	51	54	1	30	6	2	39
Total	173	179	18	38	39	12	107

Each selected address was written on a screening form on which the field interview could record information about the sample address. The screening forms were then sent to the field interviewers for completion.

(6) Determining Eligibility: The field interviewer visited each sample address to determine whether or not the dwelling corresponding to the sample address was occupied. Vacant dwellings were recorded as such and no interview was taken. For each occupied dwelling associated with a sample address, the field interviewer obtained information about the residents, determined the proper instrument to use, and attempted to complete an interview. The following instruments were used:

- | | |
|---------------------|---|
| Tenant Buyers: | For current residents who had been living in the building (or complex) at the time the conversion was announced, and who had purchased or were purchasing a unit. |
| Outside Buyers: | For current residents who had moved into the building (or complex) after conversion was announced, and who had purchased or were purchasing a unit. |
| Continuing Renters: | For residents who were currently renting, and who had been living in the building or complex at the time conversion was announced. |
| New Renters: | For residents who were currently renting, and who had not been living in the building or complex at the time conversion was announced. |

Where an interview was not obtained, the screening form was completed, indicating reason for non-interview, e.g., never at home, refusal, etc., and providing as much of the requested demographic information about the sample household as the interviewer was able to obtain.

(7) Random Selection of Respondent: Alternate screening forms were designated "Male head-of-household" and "Female head-of-household." In each household in which there was both a male head and a female head, attitudinal information was obtained only from the randomly designated head-of-household, although factual information could be obtained from either head. In households having only one head, the designation of respondent was ignored, and the sole head was interviewed on both factual and attitudinal items.

(8) Selection Probabilities: The probabilities associated with selecting current resident households into the Condominium/ Cooperative Conversion Study sample are expressed in the following equation:

$$\frac{S_i}{600} \times \frac{9.2}{S_i} = \frac{9.2}{600} \quad (3)$$

where: S_i = estimated number of dwellings in converted building i.

$\frac{S_i}{600}$ = probability of selecting building i into sample

$\frac{9.2}{S_i}$ = conditional probability of selecting a household in building i, given that the building had been selected into the sample.

$\frac{9.2}{600}$ = overall probability of selection of a current resident household.

(9) Disposition of Sample: As was noted in Table 2, a total of 107 sample buildings were dropped because of ineligibility. Eighteen of the 280 selected buildings were dropped because the conversion (i.e., offering the first unit for sale), took place prior to 1977, 38 were built as condominiums and were therefore ineligible, 39 had not yet been converted (and some perhaps never would be), and 12 were ineligible for other reasons (e.g., destroyed by fire.) There were, therefore, 173 eligible buildings, representing 179 building selections, retained in the sample.

From these 173 eligible buildings, a total of 1,605 addresses were

selected, yielding 860 interviews and 446 non-interviews. A total of 299 addresses contained no eligible household, chiefly because the dwelling associated with the sample address was vacant. (See Table 3)

B. Former Residents: The former resident sample was selected from a subset of the buildings making up the current resident sample. Using the information obtained on the telephone screening (or in a field screening, if a telephone contact had not been obtained), the current resident buildings were classified according to the income and age characteristics of residents at the time the tenants were notified that the building was to be converted.

(1) Random Subselection of Buildings for Former Resident Survey: Those eligible current resident buildings having conversion dates of 1978 or 1979, were given a chance of selection into the former resident sample.

If the building occupancy was reported to have been at least 50 percent elderly or at least 50 percent low income at the time the conversion intentions were announced, the building was subselected with certainty into the former resident sample.^{2/} The occupancy information on which the subselection was based was obtained from the telephone screening or in a few cases from a field screening. Of the remaining buildings, either 1/2, 1/3, or 1/7 were randomly selected for the former resident survey. In all, a total of 66 building selections were made, representing 64 separate buildings or complexes for the former resident sample. (See Table 4)

^{2/} "Elderly" was defined as persons 65 years of age and over, and "low income" was defined as family income less than \$10,000 per year.

TABLE 3.
ELIGIBILITY AND RESPONSE CHARACTERISTICS CURRENT RESIDENT SAMPLE ADDRESSES

SMSA	Number of Addresses Selected	Number of Ineligible Addresses	Number of Eligible Addresses	Number of Interviews	Number of Non-interviews
1. New York	164	17	147	94	53
2. Boston	81	5	76	57	19
3. Washington, D.C.	234	69	165	124	41
4. Miami	73	36	37	22	15
5. Tampa	79	16	63	35	28
6. Denver	118	37	81	45	36
7. Houston	93	27	66	48	18
8. Los Angeles	84	6	78	38	40
9. San Francisco	92	3	89	49	40
10. Seattle	70	10	60	46	14
11. Minneapolis	43	4	39	32	7
12. Chicago	474	69	405	270	135
Total	1,605	299	1,306	860	446

(2) Listing Addresses of Dwellings in Sample Buildings: The addresses of the sample buildings were sent to the field interviewers, who were asked to list on a separate line the address (usually an apartment number) of every dwelling unit in the sample building at the time the conversion intentions were announced. In most cases, the before-conversion and after-conversion listings were identical. There were, however, a number of cases where the two listings were different because there had not been a one-to-one conversion of units.

(3) Selecting Addresses: A sampling rate yielding an expected 20 addresses per sample building was determined to be sufficient to yield the desired 400 former resident interviews. For each building the addresses were selected by applying a sampling interval to the listed addresses. The interval was computed as follows.

$$I_i = \frac{S_i}{20} \quad \text{for single selections.}$$

and

$$I_i = \frac{S_i}{40} \quad \text{for double selections.}$$

where

I_i = the interval for selecting addresses in building i .

S_i = the estimated number of dwellings in building i . This is the measure of size used in selecting buildings.

For each building, a random number in the range 1 and I_i was selected and the interval I_i was repeatedly added to the random number, or "random start," generating a set of selection numbers. Each selection number is linked to the corresponding line number on the former resident listing sheet for the building. Because a fixed proportion of addresses (rather than a fixed number) was selected from each sample building, inaccuracies in S_i , the number of estimated dwellings in the building, are reflected in the number of addresses that were selected into the sample, thus "correcting" for inaccuracies in estimates of size.

TABLE 4.

NUMBER OF FORMER RESIDENT BUILDING SELECTIONS

SMSA	<u>Number of Buildings Selected</u>			Total number of building selections
	Having 21+ estimated dwelling units	Having 20 or fewer estimated dwelling units	Total	
1. New York	8	-	8	8
2. Boston	4	-	4	4
3. Washington, D.C.	9	2	11	12
4. Miami	3	-	3	3
5. Tampa	3	-	3	3
6. Denver	5	-	5	5
7. Houston	2	-	2	2
8. Los Angeles	2	-	2	2
9. San Francisco	6	-	6	6
10. Seattle	3	2	5	5
11. Minneapolis	1	-	1	1
12. Chicago	14	-	14	15
Total	60	4	64	66

Each selected address was written on a tracing form by the interviewer, after having matched selection numbers with line numbers to determine the selected addresses.

(4) Determining Eligibility: For each selected address, the field interviewer determined the names of the household members who were living at that address when the intent to convert was announced. For each of these households, a determination was made as to whether the household members still lived in the converted building. If so, it was so indicated on the tracing form and the address was classified as "ineligible former resident." If the household members who had lived there at the time of the conversion announcement had moved from the complex, the address and associated household members were classified as "eligible former resident." The address and former household were included in the former resident sample, and the tracing operation began. Of the 1,246 sample addresses, 614 addresses, or 49 percent of the total, were found to be eligible former resident households. (See Table 5)

(5) Tracing of Former Residents: The current whereabouts of all eligible former resident households was sought. For those located in the same locale, a personal interview was attempted, while for those who had moved from the area, a telephone interview was attempted.

(6) Random Selection of Respondent: Alternate screening forms were designated "Male head-of-household" and "Female head-of-household." Where the household had a sole head, that person was interviewed. Where the household had both a male and female head, either could be interviewed to obtain factual information. For attitudinal items, however, only the randomly designated male or female head was permitted to respond.

(7) Selection Probabilities: The probabilities associated with selecting former resident households into the sample are expressed in the following equation:

$$\frac{S_i}{600} \times \frac{1}{K_i} \times \frac{20}{S_i} = \frac{20}{600K_i} \quad (4)$$

where

- S_i = estimated number of dwellings in converted building i.
- $\frac{S_i}{600}$ = probability of selecting building i into the current resident sample.
- $\frac{1}{K_i}$ = the probability of subselecting building i into the former resident survey. $K_i = 1, 2, 3$ or 7 .
- $\frac{20}{S_i}$ = conditional probability of selecting a former resident household in building i, given that the building had been subselected into the former resident sample.
- $\frac{20}{600K_i}$ = overall probability of selection of a former resident household.
 $\frac{20}{600K_i} = \frac{20}{600}, \frac{20}{600 \cdot 2}, \frac{20}{600 \cdot 3},$ or $\frac{20}{600 \cdot 7}$.

(8) Disposition of the Sample: As was noted in Table 5, a total of 1,246 former resident addresses were selected into the former resident sample. Of the 1,246 addresses, 614 or 49 percent yielded eligible former resident households and, of these 301 households, or 49 percent, yielded an interview.

TABLE 5.

ELIGIBILITY AND RESPONSE CHARACTERISTICS
OF FORMER RESIDENT SAMPLE ADDRESSES

SMSA	Number of Addresses Selected	Number of Ineligible Addresses	Number of Eligible Addresses	Number of Interviews	Number of Non-interviews
1. New York	162	140	22	5	17
2. Boston	83	40	43	25	18
3. Washington, D.C.	246	106	140	53	87
4. Miami	59	36	23	9	14
5. Tampa	52	30	22	18	4
6. Denver	101	22	79	54	25
7. Houston	40	11	29	10	19
8. Los Angeles	40	8	32	18	14
9. San Francisco	102	29	73	30	43
10. Seattle	73	8	65	40	25
11. Minneapolis	20	15	5	2	3
12. Chicago	268	187	81	37	44
Total	1,246	632	614	301	313

C. The Problem of Non-Response: The sample design called for former residents to be given a chance for inclusion in the survey by sampling dwellings in the converted complexes where they formerly lived. However, former residents were to be traced to their current place of residence for interviewing. Because tracing movers is often a difficult and time consuming procedure, there was great concern about the problem of non-response, particularly as it involved former residents. Because of the potential for bias due to non-response, everything possible was done to keep non-response to an absolute minimum and to minimize its effect on the survey estimates. The plan of action called for extreme efforts to be put forth to trace all movers. When a former resident was traced to an address outside of the metropolitan area, a telephone interview was attempted, rather than simply accepting a non-response because a personal interview was not possible.

An attempt was made to minimize the effects of differential response rates for both current resident and former resident samples. Response rates were computed for different categories of buildings and were found to differ notably among geographic regions and among buildings of different sizes. Because of these differences in rates, non-response adjustment factors were computed within weighting classes formed as follows. Separately within each of the 12 sample points, weighting classes were formed by grouping buildings of similar size (i.e., similar number of dwelling units). In the case of former residents, consideration was also given to the classification regarding the concentration of elderly and poor among the residents of the building at the time of conversion. Within each weighting class formed, a weight adjustment for non-response was calculated and used in conjunction with the weight reflecting the probability of selection. Such a procedure is designed to minimize any potential bias that could result from non-response.

In summary, great efforts were put forth to reach former residents in particular within the time constraints of the survey. The weighting class adjustments should have the effect of reducing potential bias associated with non-response.

3. Estimation

Estimates made from the personal interview survey data describe the population of households from which the sample was drawn. Because such estimates are based on a sample of households rather than the entire population of households they are subject to sampling error.

A. Explanation of Sampling Error: The sampling error of an estimate provides a measure of the magnitude of the range within which the population value can be expected to lie.

The only way to determine the exact population value is to obtain information from each and every element of the population, a task which is frequently prohibitively expensive and time consuming. Fortunately, most policy decisions only require knowledge of approximate population values, rather than exact population values, permitting the use of data from sample surveys. Sample surveys are designed with the aim of obtaining information from a sufficiently large number of elements in the population to provide estimates of population values, where the range within which the real population value is likely to lie is as narrow as is needed to make the desired policy decisions. In more technical terminology, the sampling error, or standard error, can be described as:

Assuming a normal sampling distribution, under repeated identical sampling, the probability that an estimate X will fall within 1 standard error of the real population value X is 68 percent; the probability that it will fall within 2 standard errors is 95 percent.

It is this principle that underlies the type of statements often made by researchers: "The probability of the real population value lying within the range $X \pm 2$ standard errors is 95 percent." Although not technically correct, because the real population value is a fixed number which either lies within the range or does

not, this type of logic enables the researcher or policy maker to make decisions based on "facts," 95 percent of which, over the long haul, will indeed be true.

(B) Computing Estimated Percentages: The personal interview survey estimates presented in this report are percentages of the type

$$\hat{p} = \frac{100 \sum_h \sum_i \sum_j W_{hi} X_{hij} Y_{hij}}{\sum_h n_h \sum_i m_{hi}} = \frac{100\hat{X}}{\hat{Y}} \quad (1)$$

where

- \hat{p} = the estimated percentage
- W_{hi} = the weight assigned to all sample households in complex i in stratum h. This weight is the inverse of the probability of selection multiplied by a non-response adjustment factor.
- X_{hij} = the value for household j in complex i in stratum h.
- Y_{hij} = an indicator variable taking on the value 1 if hij is in the domain of interest, otherwise taking on the value 0.
- m_{hi} = the number of responding sample households in complex i of stratum h.
- n_h = the number of sample complexes in stratum h.
- H = the number of strata.
- \hat{X} = estimated total number of households in the domain of interest having a specified characteristic.
- \hat{Y} = estimated total number of households in the domain of interest.

(C) Computing Estimated Sampling Errors: The sampling errors or standard errors of \hat{P} were computed using formulas that reflect the stratification, clustering and unequal weighting associated with the sample design. A SAS computer program called SESUDAAN was used.^{3/} The computing algorithm is based on sampling variance formulas developed using a Taylor series linearization.

$$\text{var}(\hat{P}) = (100)^2 \frac{1}{\hat{Y}^2} [\text{var } \hat{X} + \hat{P}^2 \text{var } \hat{Y} - 2 \hat{P} \text{cov}(\hat{X}, \hat{Y})] \quad (2)$$

The standard error of \hat{P} is simply the square root of $\text{var}(\hat{P})$.

The familiar textbook sampling variance formula

$$\text{var}(\hat{P}) = \frac{\hat{P}(100-\hat{P})}{n} \quad (3)$$

assumes an unrestricted random sample and is, therefore, not appropriate for use on the personal interview survey data. Incorrect use of formula (3) could lead to underestimation of the sampling error.

^{3/} For theoretical development and user instructions see "SESUDAAN: Standard Errors Program for Computing of Standardized Rates from Sample Survey Data," prepared by B.V. Shah of Research Triangle Institute, for the University of North Carolina, Chapel Hill, North Carolina, June 1979.

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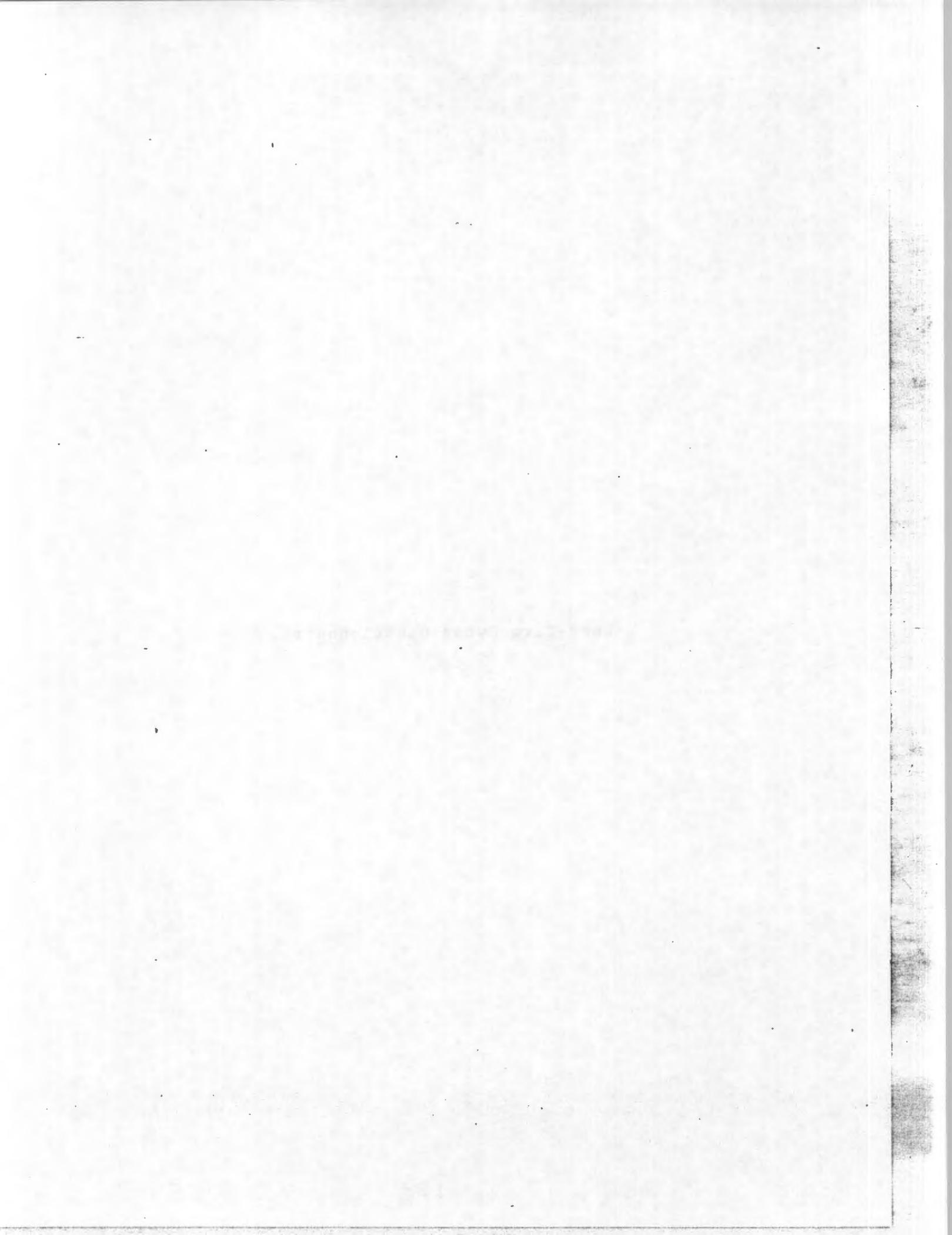
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Appendix 2-III

**Questionnaires Used for
Household Surveys of Current
and Former Residents**

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Long-Term Owner Questionnaire



125

LONG TERM OWNER QUESTIONNAIRE

(ID Label Here)

Classification Information

- A. BY OBSERVATION, CIRCLE ONE NUMBER INDICATING THE GENERAL LOCATION OF THIS BUILDING.
- Central City . . . 01 Suburban Area . . . 02 Town/Rural Area . . . 03
- B. CIRCLE ONE NUMBER INDICATING THE TYPE OF STRUCTURE OF THIS BUILDING/COMPLEX.
- | | |
|--|--|
| Apartment bldg., high rise,
more than 9 floors 01 | Triplex 07 |
| Apartment bldg., mid-rise,
5-9 floors 02 | Detached house 08 |
| Apartment bldg., low-rise
1-4 floors 03 | Cooperative/condominium,
high-rise 09 |
| Townhouse 04 | Cooperative/condominium,
mid-rise 10 |
| Rowhouse 05 | Cooperative/condominium,
low-rise 11 |
| Duplex 06 | Other (SPECIFY) 12 |
-
- C. CIRCLE ONE NUMBER INDICATING THE GENERAL AREA OF THE COUNTRY IN WHICH THIS BUILDING/COMPLEX IS LOCATED.
- | | |
|---------------------------|----------------------------|
| Northeast 01 | North Central 05 |
| Mid-Atlantic 02 | South Central 06 |
| Southeast 03 | Southwest 07 |
| Great Lakes 04 | Northwest 08 |

1. What is the name of this building/complex? ENTER BELOW OR CIRCLE APPROPRIATE CODE.

No name 01 Don't Know DK

2. What is the age of this building/complex?

YEARS				MONTHS	

3. How many units are there in this building/complex?

Units			

4. How many units were there in this building/complex prior to conversion to condominium/cooperatives?

--	--	--	--

Units

5. How many units in this building/complex are rental units?

--	--	--	--

Units

6. How satisfied are you with this building/complex as a place to live?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK
- Refuse. RE

7. How satisfied are you with this particular unit as a place to live?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK
- Refuse. RE

8. Is this the unit you rented prior to the time the building/complex was converted to a condominium?

- Yes 01
- No. 02
- Don't know. DK

9. Has the developer improved this unit since the building/complex was converted or since conversion began?

- Yes 01
- No. 02
- Don't know. DK } (13)

10. Did the developer renovate or remodel the building or other apartments for the new tenants while you were still living in the apartment?

- Yes 01
- No. 02
- Don't know. DK } (13)

11. Was this remodelling inconvenient to you and your family?

Yes 01
 No 02
 Don't know DK

12.. Here is a list of changes that might be made in a building by the developer when it is converted. For each, please tell me whether or not you recall the change being made here.

	YES	NO	DK
a. Fresh paint in halls of units	01	.02	.DK
b. Minor fix-up, cleaning.	01	.02	.DK
c. New roof.	01	.02	.DK
d. New bathroom fixtures	01	.02	.DK
e. New kitchen fixtures.	01	.02	.DK
f. New heating system.	01	.02	.DK
g. New air conditioning system	01	.02	.DK
h. New electrical system	01	.02	.DK
i. New swimming pool	01	.02	.DK
j. New windows	01	.02	.DK
k. New security system	01	.02	.DK
l. Landscaping improvements.	01	.02	.DK
m. Building completely gutted and rehabilitated	01	.02	.DK

13. Now, I'm going to read a list of building/complex characteristics. I'd like to know how each characteristic compares with the same characteristic prior to conversion. First, how does the quietness of this building compare to the quietness prior to conversion? CIRCLE APPROPRIATE CODE. CONTINUE WITH EACH CHARACTERISTIC, CIRCLING THE CODE FOR THE RESPONSE GIVEN.

	Better	About the Same	Worse	Don't Know	Not Applicable
a. Quietness of building	01	02	03	DK	NA
b. Crowdedness of building	01	02	03	DK	NA
c. Safety of building	01	02	03	DK	NA
d. Privacy of building	01	02	03	DK	NA
e. Overall appearance of building	01	02	03	DK	NA
f. Maintenance of building	01	02	03	DK	NA
g. Amount of litter	01	02	03	DK	NA
h. Amount of crime and vandalism	01	02	03	DK	NA
i. Amount of traffic	01	02	03	DK	NA
j. Proximity of friends and/or relatives	01	02	03	DK	NA
k. Type of people in the building	01	02	03	DK	NA

14. What do you think of the condition of this building/complex? Does it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs 01
- Minor repairs 02
- Major repairs 03
- Don't know DK

15. What was the condition of this building/complex prior to conversion? Did it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs 01
- Minor repairs 02
- Major repairs 03
- Don't know DK

16. I'm going to read a list of items usually associated with a home or apartment. Please tell me how each item currently compares with the same item prior to conversion. First, let's talk about heating. How does the heating compare with the heating prior to conversion? Is it better, about the same, or worse? CIRCLE ONE CODE IN COLUMN A. IF BETTER (01) ASK: You've said the (ITEM) is better now. Was the improvement made by you or the developer? CIRCLE ONE CODE IN COLUMN B. CONTINUE WITH NEXT ITEM AND COMPLETE SERIES.

Item	A					B		
	Better	About Same	Worse	Don't Know	Not Appli.	Owner	Developer	Don't Know
Heating	01	.02	.03	.DK	NA	.04	.05	.DK
Air conditioning. . .	01	.02	.03	.DK	NA	.04	.05	.DK
Plumbing and wiring .	01	.02	.03	.DK	NA	.04	.05	.DK
Major appliances (stove, refrigerator) . . .	01	.02	.03	.DK	NA	.04	.05	.DK
Condition of walls, ceilings, floors (e.g., cracks, peeling, or water stained paint, etc.)	01	.02	.03	.DK	NA	.04	.05	.DK
Exterior condition of the building . .	01	.02	.03	.DK	NA	.04	.05	.DK
Appearance of land- scaping and grounds	01	.02	.03	.DK	NA	.04	.05	.DK
Security.	01	.02	.03	.DK	NA	.04	.05	.DK
Over-all size of the unit.	01	.02	.03	.DK	NA	.04	.05	.DK
Recreational facilities.	01	.02	.03	.DK	NA	.04	.05	.DK

17. Generally, how would you compare this building/complex with the building/complex prior to conversion? Would you say it is . . .
- Much better 01
 - Somewhat better 02
 - About the same. 03
 - Somewhat worse. 04
 - Much worse. 05
 - Don't know. DK
18. What do you think about the condition of this unit? Does it need little or no repairs, minor repairs, or major repairs?
- Little or no repairs. . . . 01
 - Minor repairs 02
 - Major repairs 03
 - Don't know. DK
19. Generally, how would you compare the condition of this unit with your unit before the conversion? Would you say it is . . .
- Much better 01
 - Somewhat better 02
 - About the same. 03
 - Somewhat worse. 04
 - Much worse. 05
 - Don't know. DK
20. Is the present developer/condominium association generally helpful in making necessary repairs?
- Yes 01
 - No. 02
 - Don't know. DK
21. Is the maintenance service you receive now better, worse, or about the same as the maintenance service you received prior to conversion?
- Better. 01
 - About the same. 02
 - Worse 03
 - Don't know. DK
 - No service. NA
22. How many of your close friends and relatives lived in this neighborhood prior to conversion?
- All or most of them 01
 - Some of them. 02
 - None of them. 03
 - Don't know. DK

23. How satisfied were you with your neighbors prior to conversion?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

24. Prior to conversion, how did you compare with the people in your building/complex in regard to (READ CATEGORY)? Would you say most people were the same as you, different from you, or some the same and some different?

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests01	.02	.03	.DK	.NA
b. Level of education01	.02	.03	.DK	.NA
c. Income01	.02	.03	.DK	.NA
d. Age.01	.02	.03	.DK	.NA
e. Race01	.02	.03	.DK	.NA
f. Religion01	.02	.03	.DK	.NA
g. Ethnic background or nationality.01	.02	.03	.DK	.NA

25. How many of your close friends and relatives live in this neighborhood now?

- All or most of them 01
- Some of them. 02
- None of them. 03
- Don't know. DK

26. How satisfied are you with your current neighbors?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

27. How do you compare with the people in this building/complex in regard to (READ CATEGORY)? Would you say most people are the same as you, different from you, or some the same and some different?

	Most Same	Some Same, Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests	01	02	03	DK	NA
b. Level of education.	01	02	03	DK	NA
c. Income.	01	02	03	DK	NA
d. Age	01	02	03	DK	NA
e. Race.	01	02	03	DK	NA
f. Religion.	01	02	03	DK	NA
g. Ethnic background or nationality	01	02	03	DK	NA

28. Compare this unit now and prior to conversion as a place to live. Overall is it better, worse or about the same?

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

29. When you first found out that the building/complex was being converted to condominium/cooperative units did you look for another place to live?

- Yes 01
- No. 02
- Don't know. DK } (33)

30. Did you look for another place to live in . . .

	Yes	No	Don't Know
a. This neighborhood	01	02	.DK
b. Other neighborhoods in the city	01	02	.DK
c. A suburb of this city	01	02	.DK
d. Someplace outside the city.	01	02	.DK

31. Did you want to buy or rent?

- Buy 01
- Rent. 02
- Undecided 03
- Don't know. DK

32. Did you look for a

	Yes	No	Don't Know
a. Condominium	01	02	DK
b. Cooperative Apartment	01	02	DK
c. Detached House.	01	02	DK
d. Apartment	01	02	DK
e. Other	01	02	DK
(SPECIFY) _____			
f. Didn't matter	01	02	DK

33. Were you offered any of the following incentives to buy from the owner/ developer that were not offered to outside buyers? READ LIST AND CIRCLE ONE CODE FOR EACH.

	Yes	No	Don't Know
a. Mortgage with lower interest rates	01	02	DK
b. Mortgage with smaller down payment	01	02	DK
c. Discount/reduced price	01	02	DK
d. Deferred down payments	01	02	DK
e. Payment of part or all of the real estate taxes.	01	02	DK
f. Additional renovation.	01	02	DK
g. Other.	01	02	DK
(SPECIFY) _____			

34. Did the owner/developer provide tenants any relocation assistance if they were unable to remain in the building after conversion?

- Yes 01
- No 02
- Don't know DK } (37)

35. Were funds provided to pay or help pay for the relocation?

- Yes 01
- No 02
- Don't know DK } (37)

36. How much was provided?

\$

37. When the building/complex was converted or began converting to condominium/cooperative units, did you receive any housing loans, assistance, or advice from a government agency?

- Yes 01
- No 02
- Don't know DK } (41)

38. What agency(ies) helped you?

38a. CIRCLE ALL THAT APPLY.

- Local agency 01
- State agency 02
- Federal agency 03

39. Did you get any of the following types of help?

	Yes	No	DK
a. Housing counselling	01	02	.DK
b. Help in finding a home	01	02	.DK
c. Names of apartment buildings and/or landlords	01	02	.DK
d. Rent subsidy	01	02	.DK
e. Grant	01	02	.DK
f. Loan	01	02	.DK
g. Other	01	02	.DK
(SPECIFY) _____			

IF NO FOR EACH LINE SKIP TO Q.41

40. How satisfied were you with this assistance?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

41. When it was announced that this building/complex was going to be converted to a condominium/cooperative did you initially want to purchase in this building/complex?

- Yes 01
- No. 02
- Undecided 03
- Don't know. DK

42. Were the following factors important in your decision to buy in this building/complex after conversion activity began?

	Yes	No	Don't Know
a. Previous renters obtained a discount price or other incentives	01	02	DK
b. You preferred to purchase rather than rent.	01	02	DK
c. You wanted a condominium/cooperative unit rather than a house	01	02	DK
d. You liked the unit.	01	02	DK
e. You liked the building.	01	02	DK
f. You liked the neighborhood.	01	02	DK
g. You couldn't find another rental unit you liked in an area you wanted to move to.	01	02	DK
h. You liked the service contract that came with the building	01	02	DK
i. You liked the security arrangements in the building.	01	02	DK
j. You liked the benefits for residents, such as pool, other recreational facilities, clubhouse.	01	02	DK
k. Inflation/rising housing costs.	01	02	DK
l. Tax shelter/investment considerations	01	02	DK
m. Cost of a single family house was too expensive	01	02	DK
n. Ease of maintenance in condominium/cooperative compared to single family house	01	02	DK
o. Didn't want to move	01	02	DK

43. Which factor was most important in your decision to buy. ENTER LETTER FROM Q.42.

50. How much was your down payment for this unit (or shares in the cooperative)?

\$

51. What is your current monthly mortgage payment (or carrying charges if a cooperative)?

\$

52. How much do you pay for . . .

		Per Month	Per Year	Included in Mortgage	Doesn't Apply	Don't Know	Refuse
a. Principal	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01 . . .	02 . . .	03	NADK	RE
b. Interest	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01 . . .	02 . . .	03	*NADK	RE
c. Taxes	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01 . . .	02 . . .	03	NADK	RE
d. Insurance	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01 . . .	02 . . .	03	NADK	RE
e. Recreation Fee	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01 . . .	02 . . .	03	NADK	RE

53. Do you receive any services through either membership in a condominium association, payment on a service contract, or a maintenance fee?

- Yes 01
- No 02 (58)

54. How much is your current monthly fee?

\$

55. Do you feel the present fee is . . .

- Too low 01
- About right, or 02
- Too high. 03
- Don't know. DK

56. Are any of the following services covered by this fee?

	Yes	No	Don't Know	Doesn't Apply
a. Upkeep of grounds	01	02	DK	NA
b. Upkeep of building exterior	01	02	DK	NA
c. Upkeep of halls, lobbies, etc.	01	02	DK	NA
d. Upkeep of major appliances.	01	02	DK	NA
e. Upkeep of wiring.	01	02	DK	NA
f. Upkeep of plumbing.	01	02	DK	NA
g. Upkeep of heating	01	02	DK	NA
h. Upkeep of air conditioning.	01	02	DK	NA
i. Trash pick-up	01	02	DK	NA
j. Carpet cleaning	01	02	DK	NA
k. Internal vacuuming system	01	02	DK	NA
l. Interior repairs.	01	02	DK	NA
m. Security.	01	02	DK	NA
n. Homeowners insurance.	01	02	DK	NA

57. Overall, how satisfied are you with the services provided under the service contract or maintenance fee?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

58. How much do you pay each month for the following utilities?

			Included In Fee	Not Applicable	Don't Know	Refused
a.	Electricity	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.	Gas	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	Water	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.	Oil	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

59. Are your present monthly housing costs lower, about the same, or higher than those estimated by the seller?

- Lower than estimated. 01
- About the same as estimated . . . 02
- Higher than estimated 03
- Don't know. DK

60. Overall, would you say that the cost for this unit, including mortgage payments, utilities, and fees is low, moderate, or high?

- Very low. 01
- Low 02
- Moderate. 03
- High. 04
- Very high 05
- Don't know. DK

61. What was your monthly rent prior to conversion?

\$

62. Prior to conversion, what were your monthly utility charges for:

			Included In Fee	Not Applicable	Don't Know	Refused
a.	Electricity	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.	Gas	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	Water	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.	Oil	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

63. Did you pay any maintenance or additional fees before conversion?

- Yes 01
- No. 02
- Don't know. DK (66)

64. How much were your monthly payments?

Type fees	Monthly payment
a. Maintenance	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b. Additional	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

65. Prior to conversion, would you say that the cost of this unit including rent, utilities and fees was low, moderate, or high?

- Very low. 01
- Low 02
- Moderate. 03
- High. 04
- Very high 05
- Don't know. DK

66. When the conversion was announced, did the tenants attempt to purchase the building/complex from the developer/owner?

- Yes 01
- No. 02
- Don't know. DK (68)

67. Was this effort successful, that is did the tenants purchase the building?

- Yes 01 (71)
- No. 02

68. Why weren't these efforts successful? CIRCLE ALL THAT APPLY.

- Lack of cooperation 01
- Lack of funds 02
- Lack of time. 03
- Lack of information 04
- Other 05

(SPECIFY) _____

69. Were any other efforts made to stop the conversion of the building?

- Yes 01
- No. 02 } (71)
- Don't know. DK }

70. What efforts were made to stop the conversion? _____

71. When you were renting a unit in this building did you feel pressured into buying a unit when the building was converted?

- Yes 01
- No. 02 } (74)
- Don't know. DK }

72. Who pressured you? CIRCLE ALL THAT APPLY.

- Previous neighbors. 01
- New neighbors/owners. 02
- Developer 03
- Family. 04
- Friends 05
- Other 06

(SPECIFY) _____

73. What form did this pressure take? _____

74. Is there an organization in this building consisting of only condominium/cooperative unit owners?

- Yes 01
- No. 02
- Don't know. DK

75. Is there a separate organization in this building consisting of only renters?

- Yes 01
- No. 02
- Don't know. DK
- No rental units NA (81)

76. Have there been any confrontations between the owner's and renter's organizations or between owners and renters in general?

- Yes 01
- No. 02 } (78)
- Don't know. DK }

77. What types of confrontations have occurred?

78. Would you prefer that this building have no rental units?

- Yes 01
- No. 02
- Don't care. 03
- Don't know. DK

79. Have you experienced any difficulties with individuals who are renting in this building?

- Yes 01
- No. 02
- Don't know. DK } (81)

80. What type of difficulties have you had?

81. Would you like to be living in the neighborhood two years from now?

- Yes 01
- No. 02
- Don't know. DK

82. Would you like to be living in this unit two years from now?

- Yes 01
- No. 02
- Don't know. DK

83. How likely is it that you will actually be living in this unit two years from now?

- Not likely. 01
- Somewhat likely 02
- Very likely 03 } (85)
- Don't know. DK

84. Why do you expect to move?

84a. CIRCLE ONE

- Forced. 01
- Personal choice 02

85. The next time you move would you like to buy or rent?

- Buy 01
- Rent. 02
- Don't know. DK
- Don't plan to move. NR (87)

86. The next time you move, will you . . .

- Buy a one-family house. 01
- Buy a townhouse/rowhouse. 02
- Buy a condominium, or 03
- Rent an apartment/house 04
- Don't know. DK

cooperative apartment

87. Is this the first home you have owned?

- Yes 01 (89)
- No. 02
- Don't know. DK

88. Have you ever owned any of the following types of homes?

	Yes	No	Don't Know
Townhouse/rowhouse	01	.02	DK
Duplex/triplex	01	.02	DK
Detached house	01	.02	DK
Cooperative/Condominium.	01	.02	DK

89. How long have you lived in this building?

 Years Months

90. How long have you lived in this neighborhood?

 Years Months

91. How long have you lived in this city/community?

 Years Months

SECRET

(THIS PAGE INTENTIONALLY LEFT BLANK)

HOUSEHOLD ROSTER

To complete this interview, I need to ask you some questions about the people who live and will be used only for the analysis of the data obtained. Your name will not be

1. What is the name of the head of this household? ENTER NAME ON ROSTER APPENDIX.
2. What are the names of all other persons related to (HEAD) who live here now? Let's IF MORE THAN 10 PERSONS IN HOUSEHOLD, USE CONTINUATION PAGE A.
3. How is (PERSON) related to (HEAD)? ENTER UNDER "RELATIONSHIP" IN PERSON COLUMNS.
4. I have listed (NAMES). Is there anyone else staying here now, such as friends or ENTER APPROPRIATE DESCRIPTION (ROOMER, BOARDER, ETC.) UNDER "RELATIONSHIP."
5. Have I missed anyone who usually lives here but is temporarily away from home? IF
6. CIRCLE LETTER CORRESPONDING TO PERSON'S SEX. DO THIS BY OBSERVATION, OBVIOUS NAME
7. What is (NAME'S) age? ENTER IN PERSON COLUMN UNDER "AGE."
8. RECORD RACE BY OBSERVATION. BLACK=01, WHITE=02, HISPANIC=03, OTHER=04. IF UNABLE
9. ASK FOR EACH PERSON 14 YEARS OR OLDER: Has (PERSON) been employed at any time
10. ASK FOR EACH PERSON 14 YEARS OR OLDER: Is (PERSON) now employed? CIRCLE CODE UNDER

	HEAD	PERSON 2	PERSON 3	PERSON 4	PERSON 5
3	Relationship <input type="checkbox"/> 01 HEAD	Relationship	Relationship	Relationship	Relationship
6	Sex M F				
7	Age <input type="text"/>				
8	Race 01 02 03 04				
9	Empl. Last Year Yes . . . 01 No . . . 02	Empl. Last Year Yes . . . 01 No . . . 02	Empl. Last Year Yes . . . 01 No . . . 02	Empl. Last Year Yes . . . 01 No . . . 02	Empl. Last Year Yes . . . 01 No . . . 02
10	Empl. Now Yes . . . 01 No . . . 02	Empl. Now Yes . . . 01 No . . . 02	Empl. Now Yes . . . 01 No . . . 02	Empl. Now Yes . . . 01 No . . . 02	Empl. Now Yes . . . 01 No . . . 02

here now. Let me remind you that the information you provide is strictly confidential entered on this questionnaire or associated with your responses in any way.

list them in order of age beginning with the oldest first. ENTER IN REMAINING PERSON COLUMNS.

roomers? Do not include people whose usual residence is elsewhere. ENTER ON ROSTER APPENDIX.

YES, ENTER NAME(S) ON ROSTER APPENDIX. OBTAIN RELATIONSHIP TO HEAD AND ENTER IN SPACE.

GENDER, OR RELATIONSHIP.

TO CLASSIFY BY OBSERVATION ASK: What is (PERSON'S) ethnic background?

during the past year. CIRCLE CODE UNDER "Empl. Last Year" IN PERSON COLUMN.

"Empl. Now" IN PERSON COLUMN.

PERSON 6	PERSON 7	PERSON 8	PERSON 9	PERSON 10
Relationship	Relationship	Relationship	Relationship	Relationship
Sex M F				
Age [][]				
Race 01 02 03 04				
Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02
Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02

11. HAND CARD C. Please give me the number beside the figures that best represent your family's total annual income. Include income from all sources such as interest, dividends, salaries, etc.

Under \$ 3,000.01	12,500 - 16,999.02
3,000 - 3,999.02	17,000 - 21,499.08
4,000 - 5,249.03	21,500 - 25,999.09
5,250 - 6,749.04	26,000 - 29,999.10
6,750 - 8,749.05	Over 30,000.11
8,750 -12,499.06	Refused.RE
	Don't knowDK

12. Other than salaries, does any member of this household receive income from any of the following sources? READ LIST AND CIRCLE APPROPRIATE CODE.

	Yes	No	DK
Social security.	01.	02.DK
Unemployment pensions.	01.	02.DK
Workman's compensation	01.	02.DK
Public assistance (welfare, food stamps, housing subsidies).	01.	02.DK
Veteran's payments	01.	02.DK
Private pensions or annuities.	01.	02.DK
Alimony or child support	01.	02.DK
Rental income.	01.	02.DK

13. IF ANY INCOME FROM PUBLIC ASSISTANCE ASK: How much of the total family income is from public assistance?

\$

14. ASK FOR HEAD OF HOUSEHOLD. HAND CARD C. This card lists descriptions and examples of different kinds of jobs. Please tell me the number of the category that best describes (HEAD'S) main occupation.

- Professional 01
- Manager, official, proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman. 05
- Operative, unskilled laborer (except farm). . . 06
- Service worker 07
- Farmer, farm manager, farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. 11

15. ASK FOR SPOUSE. HAND CARD C. Please tell me the number that best describes (NAME OF SPOUSE) occupation.

- No spouse. 00
- Professional 01
- Manager, official,
proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman . . . 05
- Operative, unskilled
laborer (except farm). 06
- Service worker 07
- Farmer, farm manager,
farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. RE

FOR INTERVIEWER USE ONLY; DO NOT ASK OF RESPONDENT.

Circle the code below that best represents your opinion of the respondent's attitude and/or feelings relating to the conversion activity.

- Angry about the conversion . . . 01
- Satisfied with the conversion. . 02
- Noncommittal. 03
- Other. 04

(SPECIFY) _____

Short-Term Owner Questionnaire

1911-12

SHORT TERM OWNER QUESTIONNAIRE

(ID Label Here)

Classification Information

A. BY OBSERVATION, CIRCLE ONE NUMBER INDICATING THE GENERAL LOCATION THIS BUILDING.
 Central City . . . 01 Suburban Area . . . 02 Town/Rural Area . . . 03

B. CIRCLE ONE NUMBER INDICATING THE TYPE OF STRUCTURE OF THIS BUILDING/COMPLEX

Apartment bldg., high rise, more than 9 floors 01	Triplex 07
Apartment bldg., mid-rise 5-9 floors 02	Detached house 08
Apartment bldg., low-rise 1-4 floors 03	Cooperative/condominium, high-rise 09
Townhouse 04	Cooperative/Condominium, mid-rise 10
Rowhouse 05	Cooperative/Condominium, low-rise 11
Duplex 06	Other (SPECIFY) 12

C. CIRCLE ONE NUMBER INDICATING THE GENERAL AREA OF THE COUNTRY IN WHICH THIS BUILDING/COMPLEX IS LOCATED.

Northeast 01	North Central 05
Mid-Atlantic 02	South Central 06
Southeast 03	Southwest 07
Great Lakes 04	Northwest 08

1. What is the name of this building/complex? ENTER BELOW OR CIRCLE APPROPRIATE CODE.

No name 01 Don't Know DK

2. What is the age of this building/complex?

--	--	--

Years

--	--

Months

3. How many units are there in this building/complex?

--	--	--	--

Units

4. How many units in this building/complex are rental units?

--	--	--	--

Units

5. How satisfied are you with this building/complex as a place to live?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't Know. DK
- Refused RE

6. How satisfied are you with this particular unit as a place to live?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't Know. DK
- Refused RE

7. Here is a list of changes that might be made in a building by the developer when it is converted. For each, please tell me whether or not you recall the change being made here.

	Yes	No	DK
a. Fresh paint in halls or units	01	02	DK
b. Minor fix-up, cleaning.	01	02	DK
c. New roof.	01	02	DK
d. New bathroom fixtures	01	02	DK
e. New kitchen fixtures.	01	02	DK
f. New heating system.	01	02	DK
g. New air conditioning system	01	02	DK
h. New electrical system	01	02	DK
i. New swimming pool	01	02	DK
j. New windows	01	02	DK
k. New security system	01	02	DK
l. Landscaping improvements.	01	02	DK
m. Building completely gutted and rehabilitated.	01	02	DK

8. What do you think about the condition of this building/complex? Does it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs. 01
- Minor repairs 02
- Major repairs 03
- Don't Know. DK

9. I'm going to read a list of items usually associated with a home or apartment. Please tell me how each item at your present address compares with the same item at your previous house/apartment. First, let's talk about heating. How does the heating in your present residence compare with the heating at your previous house/apartment? Is it better, about the same, or worse? CIRCLE ONE CODE BELOW. CONTINUE WITH REMAINING ITEMS AND CIRCLE APPROPRIATE CODE FOR EACH.

Item	Better	About the Same	Worse	Don't Know	Not Applicable
a. Heating	01 . . .	02 . . .	03 . . .	DK . . .	NA
b. Air conditioning.	01 . . .	02 . . .	03 . . .	DK . . .	NA
c. Plumbing and wiring	01 . . .	02 . . .	03 . . .	DK . . .	NA
d. Major appliances (stove, refrigerator)	01 . . .	02 . . .	03 . . .	DK . . .	NA
e. Condition of walls, ceilings, floors (e.g., cracks, peeling, or water stained paint, etc.,).	01 . . .	02 . . .	03 . . .	DK . . .	NA
f. Exterior condition of the building.	01 . . .	02 . . .	03 . . .	DK . . .	NA
g. Appearance of landscaping and grounds	01 . . .	02 . . .	03 . . .	DK . . .	NA
h. Security.	01 . . .	02 . . .	03 . . .	DK . . .	NA
i. Over-all size of the unit	01 . . .	02 . . .	03 . . .	DK . . .	NA
j. Recreational facilities	01 . . .	02 . . .	03 . . .	DK . . .	NA

10. Generally, how would you compare the condition of this building/complex with your previous residence? Would you say it is . . .

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

11. What do you think about the condition of this unit? Does it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs. 01
- Minor repairs 02
- Major repairs 03
- Don't know. DK

12. Is the present developer/condominium association generally helpful in making necessary repairs?

- Yes 01
- No. 02
- Don't know. DK

13. What was the location of your previous residence? Was it . . .

- Within this neighborhood. 01 (18)
- Within this city, but not in this neighborhood. 02
- In the suburbs of this city. 03
- Another city. 04
- Don't know. DK

14. Overall, how does this neighborhood compare with your previous neighborhood? That is, is it better, worse, or about the same?

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

15. How many of your close friends and relatives lived in your previous neighborhood?

- All or most of them 01
- Some of them. 02
- None of them. 03
- Don't know. DK

16. How satisfied were you with your neighbors at your previous address?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

17. At your previous address, how did you compare with the people in your neighborhood in regard to (READ CATEGORY)? Would you say most people were the same as you, different from you, or some the same and some different?

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests01	.02	.03	DK	NA
b. Level of education01	.02	.03	DK	NA
c. Income01	.02	.03	DK	NA
d. Age01	.02	.03	DK	NA
e. Race01	.02	.03	DK	NA
f. Religion01	.02	.03	DK	NA
g. Ethnic background or nationality01	.02	.03	DK	NA

18. How many of your close friends and relatives live in this neighborhood?

- All or most of them 01
- Some of them 02
- None of them 03
- Don't know DK

19. How satisfied are you with your current neighbors?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

20. How do you compare with the people in this building/complex in regard to (READ CATEGORY)? Would you say most people are the same as you, different from you, or some the same and some different?

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests	01	.02	.03	.DK	.NA
b. Level of education	01	.02	.03	.DK	.NA
c. Income	01	.02	.03	.DK	.NA
d. Age	01	.02	.03	.DK	.NA
e. Race	01	.02	.03	.DK	.NA
f. Religion	01	.02	.03	.DK	.NA
g. Ethnic background or nationality	01	.02	.03	.DK	.NA

21. Compare this unit and your previous residence as a place to live. Overall, is it better, worse or about the same?

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

22. When you moved from your previous residence, did you look at other housing?

- Yes 01
- No. 02
- Don't know. DK } (26)

23. Did you look for another place to live in . . .

	Yes	No	Don't Know
a. This neighborhood	01	.02	DK
b. Other neighborhoods in the city	01	.02	DK
c. A suburb of this city	01	.02	DK
d. Someplace outside the city.	01	.02	DK

24. Did you want to buy or rent?

- Buy 01
- Rent. 02
- Undecided. 03
- Don't know. DK

25. Did you look for a . . .

	Yes	No	Don't Know
a. Condominium	01	.02	DK
b. Cooperative Apartment	01	.02	DK
c. Detached House.	01	.02	DK
d. Apartment	01	.02	DK
e. Other	01	.02	DK
(SPECIFY) _____			
f. Didn't matter	01	.02	DK

26. When you purchased this unit, did you receive any housing loans, assistance, or advice from a government agency?

- Yes 01
- No 02
- Don't know DK } (28)

27. What agency(ies) helped you?

--	--

27a. CIRCLE ALL THAT APPLY

- Local agency 01
- State agency 02
- Federal agency 03

28. Did you get any of the following types of help?

	Yes	No	Don't Know
a. Housing counselling	01	.02	DK
b. Help in finding a home.	01	.02	DK
c. Names of apartment buildings and/or landlords	01	.02	DK
d. Rent subsidy.	01	.02	DK
e. Grant	01	.02	DK
f. Loan.	01	.02	DK
g. Other	01	.02	DK
(SPECIFY) _____			

IF NO FOR EACH LINE, SKIP TO Q.30

29. How satisfied were you with this assistance?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

30. Were any of the following factors important in your decision to buy in this building?

	Yes	No	Don't Know
a. You preferred to purchase rather than rent	01	02	DK
b. You wanted a condominium/cooperative unit rather than a house	01	02	DK
c. You liked the unit	01	02	DK
d. You liked the building	01	02	DK
e. You liked the neighborhood	01	02	DK
f. You couldn't find a rental unit you liked in an area in which you wanted to move to	01	02	DK
g. You liked the service contract that came with the building	01	02	DK
h. You liked the security arrangements in the building.	01	02	DK
i. You liked the benefits for residents such as pool, other recreational facilities, clubhouse	01	02	DK
j. Inflation--rising housing costs.	01	02	DK
k. Tax shelters/investment considerations	01	02	DK
l. The cost of a single family house was too expensive.	01	02	DK
m. East of maintenance in condo/coop as compared to single family houses	01	02	DK

31. Which factor was most important in your decision to buy? ENTER LETTER FROM Q.30.

32. How many rooms does your unit have excluding bathrooms, closets, and halls?

33. Is your unit a loft of an efficiency?

- Loft. 01
- Efficiency. 02
- Neither 03
- Don't know. DK

34. How much did you pay for your unit?

\$

35. How much was your down-payment for this unit (or shares in the cooperative)?

\$

36. What is your current monthly mortgage payment (or carrying charge if a cooperative)?

\$

37. How much do you pay for . . .

		Per Month	Per Year	Included In Mortgage	Doesn't Apply	Don't Know	Refuse
a. Principal	\$	<input type="text"/>	01 . . 02 . . . 03	NADK	RE	
b. Interest	\$	<input type="text"/>	01 . . 02 . . . 03	NADK	RE	
c. Taxes	\$	<input type="text"/>	01 . . 02 . . . 03	NADK	RE	
d. Insurance	\$	<input type="text"/>	01 . . 02 . . . 03	NADK	RE	
e. Recreation fees	\$	<input type="text"/>	01 . . 02 . . . 03	NADK	RE	

38. Do you receive any services through either membership in a condominium association, payment on a service contract, or a maintenance fee?

Yes 01
 No. 02 (43)

39. How much is your current monthly fee?

\$

40. Do you feel that the present fee is . . .

Too low 01
 About right or. 02
 Too high. 03
 Don't know. DK

41. Are any of the following services covered by this fee?

	Yes	No	Don't Know	Not Applicable
a. Upkeep of grounds	01	02	DK	NA
b. Upkeep of building exterior	01	02	DK	NA
c. Upkeep of halls, lobbies, etc.	01	02	DK	NA
d. Upkeep of major appliances.	01	02	DK	NA
e. Upkeep of wiring.	01	02	DK	NA
f. Upkeep of plumbing.	01	02	DK	NA
g. Upkeep of heating	01	02	DK	NA
h. Upkeep of air conditioning.	01	02	DK	NA
i. Trash pick up	01	02	DK	NA
j. Carpet cleaning	01	02	DK	NA
k. Internal vacuuming system	01	02	DK	NA
l. Interior repairs.	01	02	DK	NA
m. Security.	01	02	DK	NA
n. Homeowner's insurance	01	02	DK	NA

42. Overall, how satisfied are you with the services provided under the service contract or maintenance fee?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

43. How much do you pay each month for the following utilities?

	Included In Fee	Not Applicable	Don't Know	Refused
a. Electricity \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NA	DK	RE
b. Gas \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NA	DK	RE
c. Water \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NA	DK	RE
d. Oil \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NA	DK	RE

44. Are your present monthly housing costs lower, about the same, or higher than those estimated by the seller?

- Lower than estimated. 01
- About the same as estimated 02
- Higher than estimated 03
- Don't know. DK

45. Overall, would you say that the cost for this unit including mortgage payments, utilities, and fees is low, moderate, or high?

- Very low. 01
- Low 02
- Moderate. 03
- High. 04
- Very high 05
- Don't know. DK

46. What type of housing were you living in at your previous address?

- Apartment building. 01
- Townhouse 02
- Rowhouse. 03
- Duplex. 04
- Triplex 05
- Detached house. 06
- Condominium 07
- Cooperative 08
- Other 09

(SPECIFY)

- Don't know. DK

47. In your previous residence did you rent, own, or live rent free?

- Rent. 01
- Own 02 (49)
- Live rent free. 03 } (51)
- Don't know. DK }

48. What was your monthly rent at your previous address?

\$

(51)

49. What was your monthly mortgage payment at your previous address?

\$

50. How much did you pay for . . .

	Per Month	Per Year	Included in Mortgage	Not Applicable	Don't Know	Refusal
a. Principal \$	<input type="text"/>	01 . . 02 03	NADKRE	
b. Interest \$	<input type="text"/>	01 . . 02 03	NADKRE	
c. Taxes \$	<input type="text"/>	01 . . 02 03	NADKRE	
d. Insurance \$	<input type="text"/>	01 . . 02 03	NADKRE	
e. Cooperative, Association or Condominium fees \$	<input type="text"/>	01 . . 02 03	NADKRE	

51. How much did you pay for utilities at your previous residence?

	Included In Fee/Rent	Not Applicable	Don't Know	Refused	
a. Electricity \$	<input type="text"/>	01	NADKRE
b. Gas \$	<input type="text"/>	01	NADKRE
c. Oil \$	<input type="text"/>	01	NADKRE
d. Water \$	<input type="text"/>	01	NADKRE

52. Do you feel that the cost at your previous residence including rent/mortgage, utilities, and maintenance was low, moderate, or high?

- Very low 01
- Low 02
- Moderate 03
- High 04
- Very high 05
- Don't know DK

53. Is there an organization in this building consisting of only condominium/cooperative unit owners?

- Yes 01
- No 02
- Don't know DK

54. Is there a separate organization in this building consisting of only renters?

- Yes 01
- No 02
- Don't know DK
- No rental units NA (60)

55. Have there been any confrontations between the owner's and renter's organizations or between owners and renters in general?

- Yes 01
- No 02
- Don't know DK } (57)

56. What types of confrontations have occurred?

--	--	--

57. Would you prefer that this building have no rental units?

- Yes 01
- No 02
- Don't care 03
- Don't know DK

58. Have you experienced any difficulties with individuals who are renting in this building?

- Yes 01
- No 02
- Don't know DK } (60)

59. What types of difficulties have you had?

--	--	--

60. Would you like to be living in this neighborhood two years from now?

- Yes 01
- No 02
- Don't know DK

61. Would you like to be living in this unit two years from now?

- Yes 01
- No 02
- Don't know DK

62. How likely is it that you will actually be living in this unit two years from now?

- Not likely 01
- Somewhat likely. 02
- Very likely. 03 } (64)
- Don't know DK }

63. Why do you expect to move?

--	--	--	--

63a. CIRCLE ONE

- Forced 01
- Personal choice. 02

64. The next time you move would you like to buy or rent?

- Buy. 01
- Rent 02
- Don't know DK } (66)
- Don't plan to move NA }

65. The next time you move, will you . . .

- Buy a one-family house . . . 01
- Buy a townhouse/rowhouse . . 02
- Buy a condominium or 03
- Rent an apartment. 04
- Don't know DK

66. Is this the first home you have owned?

- Yes. 01 (68)
- No 02
- Don't know DK

67. Have you owned any of the following types of homes?

	Yes	No	Don't Know
a. Townhouse/rowhouse	01	02	DK
b. Duplex/Triplex	01	02	DK
c. Detached house	01	02	DK
d. Coop/condo	01	02	DK

68. How long have you lived in this building?

--	--

Years

--	--

Months

69. How long have you lived in this neighborhood?

--	--

Years

--	--

Months

70. How long have you lived in this city/community?

--	--

Years

--	--

Months

71. How long have you owned this particular apartment/unit?

--	--

Years

--	--

Months

HOUSEHOLD ROSTER

To complete this interview, I need to ask you some questions about the people who live and will be used only for the analysis of the data obtained. Your name will not be

1. What is the name of the head of this household? ENTER NAME ON ROSTER APPENDIX.
2. What are the names of all other persons related to (HEAD) who live here now? Let's IF MORE THAN 10 PERSONS IN HOUSEHOLD, USE CONTINUATION PAGE A.
3. How is (PERSON) related to (HEAD)? ENTER UNDER "RELATIONSHIP" IN PERSON COLUMNS.
4. I have listed (NAMES). Is there anyone else staying here now, such as friends or ENTER APPROPRIATE DESCRIPTION (ROOMER, BOARDER, ETC.) UNDER "RELATIONSHIP."
5. Have I missed anyone who usually lives here but is temporarily away from home? IF
6. CIRCLE LETTER CORRESPONDING TO PERSON'S SEX. DO THIS BY OBSERVATION, OBVIOUS NAME
7. What is (NAME'S) age? ENTER IN PERSON COLUMN UNDER "AGE."
8. RECORD RACE BY OBSERVATION. BLACK=01, WHITE=02, HISPANIC=03, OTHER=04. IF UNABLE
9. ASK FOR EACH PERSON 14 YEARS OR OLDER: Has (PERSON) been employed at any time
10. ASK FOR EACH PERSON 14 YEARS OR OLDER: Is (PERSON) now employed? CIRCLE CODE UNDER

	HEAD	PERSON 2	PERSON 3	PERSON 4	PERSON 5
3	Relationship <input type="text" value="01"/> HEAD	Relationship	Relationship	Relationship	Relationship
6	Sex M F				
7	Age <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Age <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Age <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Age <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Age <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
8	Race 01 02 03 04				
9	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02
10	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02

here now. Let me remind you that the information you provide is strictly confidential entered on this questionnaire or associated with your responses in any way.

list them in order of age beginning with the oldest first. ENTER IN REMAINING PERSON COLUMNS.

roomers? Do not include people whose usual residence is elsewhere. ENTER ON ROSTER APPENDIX.

YES, ENTER NAME(S) ON ROSTER APPENDIX. OBTAIN RELATIONSHIP TO HEAD AND ENTER IN SPACE. GENDER, OR RELATIONSHIP.

TO CLASSIFY BY OBSERVATION ASK: What is (PERSON'S) ethnic background?

during the past year. CIRCLE CODE UNDER "Empl. Last Year" IN PERSON COLUMN.

"Empl. Now" IN PERSON COLUMN.

PERSON 6	PERSON 7	PERSON 8	PERSON 9	PERSON 10
Relationship	Relationship	Relationship	Relationship	Relationship
Sex M F				
Age [][]				
Race 01 02 03 04				
Empl. Last Year Yes . . 01 No . . 02	Empl. Last Year Yes . . 01 No . . 02	Empl. Last Year Yes . . 01 No . . 02	Empl. Last Year Yes . . 01 No . . 02	Empl. Last Year Yes . . 01 No . . 02
Empl. Now Yes . . 01 No . . 02	Empl. Now Yes . . 01 No . . 02	Empl. Now Yes . . 01 No . . 02	Empl. Now Yes . . 01 No . . 02	Empl. Now Yes . . 01 No . . 02

11. HAND CARD C. Please give me the number beside the figures that best represent your family's total annual income. Include income from all sources such as interest, dividends, salaries, etc.

Under \$ 3,000.01	12,500 - 16,999.02
3,000 - 3,999.02	17,000 - 21,499.08
4,000 - 5,249.03	21,500 - 25,999.09
5,250 - 6,749.04	26,000 - 29,999.10
6,750 - 8,749.05	Over 30,000.11
8,750 -12,499.06	Refused.RE
	Don't knowDK

12. Other than salaries, does any member of this household receive income from any of the following sources? READ LIST AND CIRCLE APPROPRIATE CODE.

	Yes	No	DK
Social security.	01.	02DK
Unemployment pensions.	01.	02DK
Workman's compensation	01.	02DK
Public assistance (welfare, food stamps, housing subsidies).	01.	02DK
Veteran's payments	01.	02DK
Private pensions or annuities. 01.	01.	02DK
Alimony or child support	01.	02DK
Rental income.	01.	02DK

13. IF ANY INCOME FROM PUBLIC ASSISTANCE ASK: How much of the total family income is from public assistance?

\$

14. ASK FOR HEAD OF HOUSEHOLD. HAND CARD C. This card lists descriptions and examples of different kinds of jobs. Please tell me the number of the category that best describes (HEAD'S) main occupation.

- Professional 01
- Manager, official, proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman. 05
- Operative, unskilled laborer (except farm). . . 06
- Service worker 07
- Farmer, farm manager, farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. 11

15. ASK FOR SPOUSE. HAND CARD C. Please tell me the number that best describes (NAME OF SPOUSE) occupation.

- No spouse. 00
- Professional 01
- Manager, official, proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman . . . 05
- Operative, unskilled laborer (except farm). 06
- Service worker 07
- Farmer, farm manager, farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. RE

FOR INTERVIEWER USE ONLY; DO NOT ASK OF RESPONDENT.

Circle the code below that best represents your opinion of the respondent's attitude and/or feelings relating to the conversion activity.

- Angry about the conversion . . . 01
- Satisfied with the conversion. . 02
- Noncommittal. 03
- Other. 04

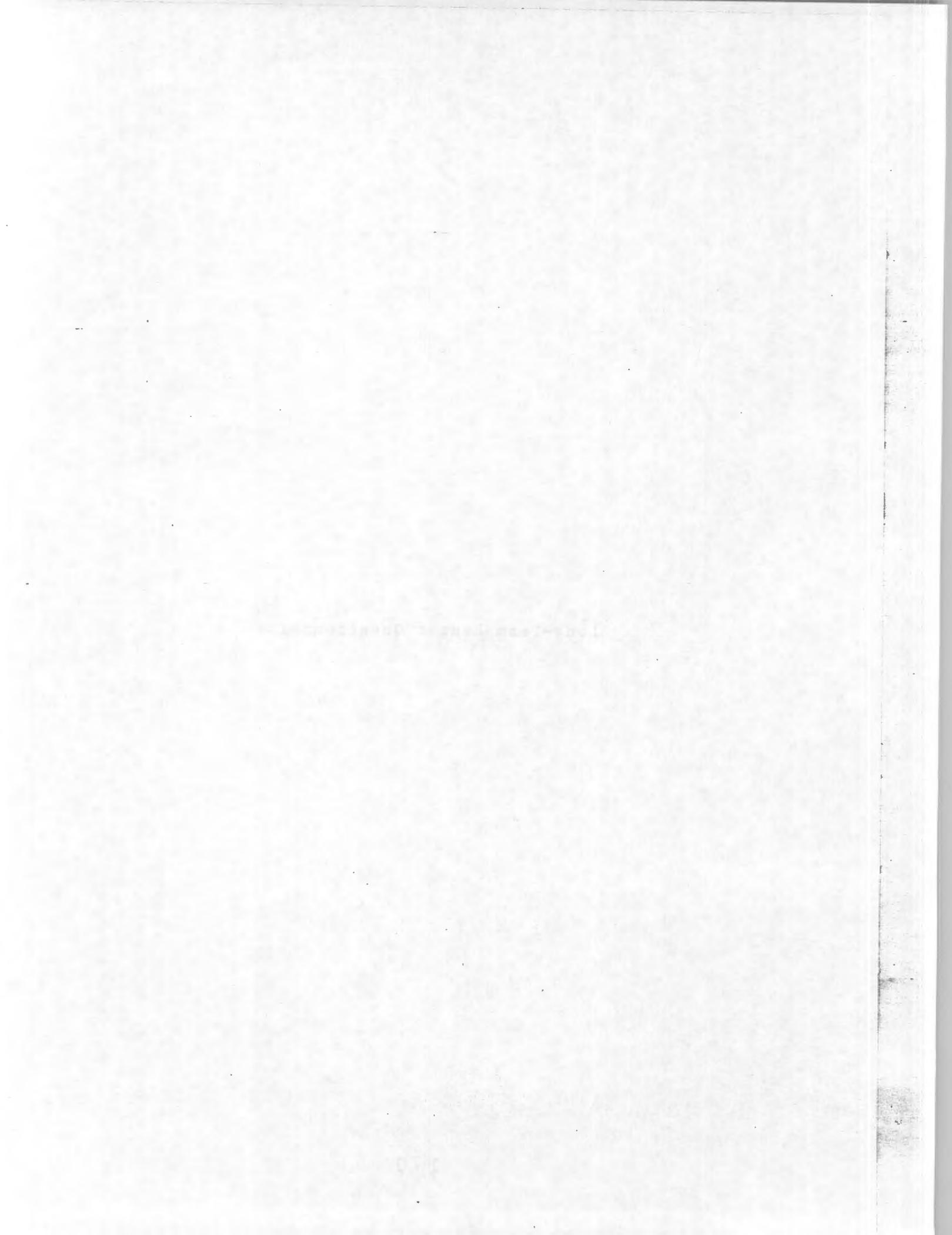
(SPECIFY) _____

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Long-Term Renter Questionnaire



LONG TERM RENTER QUESTIONNAIRE

(ID Label Here)

Classification Information

A. BY OBSERVATION, CIRCLE ONE NUMBER INDICATING THE GENERAL LOCATION OF THIS BUILDING/COMPLEX.
 Central City . . . 01 Suburban Area . . . 02 Town/Rural Area . . . 03

B. CIRCLE ONE NUMBER INDICATING THE TYPE OF STRUCTURE OF THIS BUILDING/COMPLEX.
 Apartment bldg., high rise, more than 9 floors . . . 01 Triplex . . . 07
 Apartment bldg., mid-rise, 5-9 floors . . . 02 Detached house . . . 08
 Apartment bldg., low-rise 1-4 floors . . . 03 Cooperative/condominium, high-rise . . . 09
 Townhouse . . . 04 Cooperative/condominium, mid-rise . . . 10
 Rowhouse . . . 05 Cooperative/condominium, low-rise . . . 11
 Duplex . . . 06 Other (SPECIFY) . . . 12

C. CIRCLE ONE NUMBER INDICATING THE GENERAL AREA OF THE COUNTRY IN WHICH THIS BUILDING/COMPLEX IS LOCATED.
 Northeast . . . 01 North Central . . . 05
 Mid-Atlantic . . . 02 South Central . . . 06
 Southeast . . . 03 Southwest . . . 07
 Great Lakes . . . 04 Northwest . . . 08

1. What is the name of this building/complex? ENTER BELOW OR CIRCLE APPROPRIATE CODE.

No name . . . 01 Don't Know . . . DK

2. What is the age of this building/complex?

Years			Months	

3. How many units are there in this building/complex?

Units			

4. How many units were there in this building/complex prior to conversion to condominiums/cooperatives?

Units			

5. How many units in this building/complex are rental units?

Units			

6. How satisfied are you with this building/complex as a place to live?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied. 03
- Fairly dissatisfied. 04
- Very dissatisfied. 05
- Don't know DK
- Refuse RE

7. How satisfied are you with this particular unit as a place to live?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied. 03
- Fairly dissatisfied. 04
- Very dissatisfied. 05
- Don't know DK
- Refuse RE

8. Is this the unit you rented prior to the time the building/complex was converted to a condominium?

- Yes. 01
- No 02
- Don't know DK

9. Has the developer improved this unit since the building/complex was converted or since conversion began?

- Yes. 01
- No 02 } (13)
- Don't know DK

10. Did the developer renovate or remodel the building or other apartments for the new tenants while you were still living in the apartment?

- Yes. 01
- No 02 } (13)
- Don't know 03

11. Was this remodelling inconvenient to you and your family?

- Yes. 01
- No 02
- Don't know DK

12. Here is a list of changes that might be made in a building by the developer when it is converted. For each, please tell me whether or not you recall the change being made here.

	YES	NO	DK
a. Fresh paint in halls or units	01	.02	.DK
b. Minor fix-up, cleaning.	01	.02	.DK
c. New roof.	01	.02	.DK
d. New bathroom fixtures	01	.02	.DK
e. New kitchen fixtures.	01	.02	.DK
f. New heating system.	01	.02	.DK
g. New air conditioning system	01	.02	.DK
h. New electrical system	01	.02	.DK
i. New swimming pool	01	.02	.DK
j. New windows	01	.02	.DK
k. New security system	01	.02	.DK
l. Landscaping improvements.	01	.02	.DK
m. Building completely gutted and rehabilitated. . .	01	.02	.DK

13. Now, I'm going to read a list of building/complex characteristics. I'd like to know how each characteristic compares with the same characteristic prior to conversion. First, how does the quietness of this building compare with the quietness prior to conversion? CIRCLE APPROPRIATE CODE. CONTINUE WITH EACH CHARACTERISTIC, CIRCLING THE CODE FOR THE RESPONSE GIVEN.

	Better	About the Same	Worse	Don't Know	Not Applicable
a. Quietness of building	01	.02	.03	.DK	NA
b. Crowdedness of building	01	.02	.03	.DK	NA
c. Safety of building.	01	.02	.03	.DK	NA
d. Privacy of building.	01	.02	.03	.DK	NA
e. Overall appearance of the building.	01	.02	.03	.DK	NA
f. Maintenance of the building	01	.02	.03	.DK	NA
g. Amount of litter.	01	.02	.03	.DK	NA
h. Amount of crime and vandalism	01	.02	.03	.DK	NA
i. Amount of traffic	01	.02	.03	.DK	NA
j. Proximity of friends and/or relatives.	01	.02	.03	.DK	NA
k. Type of people in the building.	01	.02	.03	.DK	NA

14. What do you think of the condition of this building/complex? Does it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs 01
- Minor repairs. 02
- Major repairs. 03
- Don't know DK

15. What was the condition of this building/complex prior to conversion? Did it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs 01
- Minor repairs. 02
- Major repairs. 03
- Don't know DK

16. I'm going to read a list of items usually associated with a home or apartment. Please tell me how each item currently compares with the same item prior to conversion. First, let's talk about heating. How does the heating compare with the heating prior to conversion? Is it better, about the same, or worse? CIRCLE ONE CODE IN COLUMN A. IF BETTER (01) ASK: You've said the (ITEM) is better now. Was the improvement made by you or the developer? CIRCLE ONE CODE IN COLUMN B. CONTINUE WITH NEXT ITEM AND CONTINUE SERIES.

A

B

Item	A					B		
	Better	About Same	Worse	Don't Know	Not Appl.	Owner	Developer	Don't Know
a. Heating	01	.02	.03	.DK	.NA	.04	.05	.DK
b. Air conditioning. . .	01	.02	.03	.DK	.NA	.04	.05	.DK
c. Plumbing and wiring .	01	.02	.03	.DK	.NA	.04	.05	.DK
d. Major appliances (stove, refrigerator.	01	.02	.03	.DK	.NA	.04	.05	.DK
e. Condition of walls, ceilings, floors (e.g., cracks, peeling, or water stained paint, etc.).	01	.02	.03	.DK	.NA	.04	.05	.DK
f. Exterior condition of the building	01	.02	.03	.DK	.NA	.04	.05	.DK
g. Appearance of landscaping and grounds	01	.02	.03	.DK	.NA	.04	.05	.DK
h. Security.	01	.02	.03	.DK	.NA	.04	.05	.DK
i. Over-all size of the unit.	01	.02	.03	.DK	.NA	.04	.05	.DK
j. Recreational facilities.	01	.02	.03	.DK	.NA	.04	.05	.DK

17. Generally, how would you compare this building/complex with the building/complex prior to conversion. Would you say it is . . .

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

18. What do you think about the condition of this unit? Does it need little or no repairs, minor repairs or major repairs?

- Little or no repairs. . . . 01
- Minor repairs 02
- Major repairs 03
- Don't know. DK

19. Generally, how would you compare the condition of this unit with your unit before conversion? Would you say it is . . .

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

20. Is the present developer/condominium association generally helpful in making necessary repairs?

- Yes 01
- No. 02
- Don't know. DK

21. Is the maintenance service you receive now better, worse, or about the same as the maintenance service you received prior to conversion?

- Better. 01
- About the same. 02
- Worse 03
- Don't know. DK
- No service. NA

22. How many of your close friends and relatives lived in this neighborhood prior to conversion?

- All or most of them 01
- Some of them. 02
- None of them. 03
- Don't know. DK

23. How satisfied were you with your neighbors prior to conversion?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

24. Prior to conversion, how did you compare with the people in your building/complex in regard to (READ CATEGORY)? Would you say most people were the same as you, different from you, or some the same and some different?
CIRCLE APPROPRIATE CODE FOR EACH CATEGORY.

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests	01	02	03	DK	NA
b. Level of education	01	02	03	DK	NA
c. Income	01	02	03	DK	NA
d. Age	01	02	03	DK	NA
e. Race	01	02	03	DK	NA
f. Religion	01	02	03	DK	NA
g. Ethnic background or nationality	01	02	03	DK	NA

25. How many of your close friends and relatives live in this neighborhood now?

- All or most of them 01
- Some of them 02
- None of them 03
- Don't know DK

26. How satisfied are you with your current neighbors?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

27. How do you compare with the people in this building/complex in regard to (READ CATEGORY)? Would you say most people are the same as you, different from you, or some the same and some different? CIRCLE APPROPRIATE CODE FOR EACH CATEGORY.

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests01	.02	.03	.DK	NA
b. Level of education01	.02	.03	.DK	NA
c. Income01	.02	.03	.DK	NA
d. Age.01	.02	.03	.DK	NA
e. Race01	.02	.03	.DK	NA
f. Religion01	.02	.03	.DK	NA
g. Ethnic background or nationality.01	.02	.03	.DK	NA

28. Compare this unit now and prior to conversion as a place to live. Overall, is it better, worse, or about the same?

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

29. When you first found out that the building was being converted to condominium/cooperative units did you look for another place to live?

- Yes 01
- No. 02
- Don't know. DK } (33)

30. Did you look for another place to live in . . .

	Yes	No	Don't Know
a. This neighborhood	01	02	DK
b. Other neighborhoods in the city	01	02	DK
c. A suburb of this city	01	02	DK
d. Someplace outside the city.	01	02	DK

31. Did you want to buy or rent?

Buy 01
 Rent. 02
 Undecided 03
 Don't know. DK

32. Did you look for a . . .

	Yes	No	Don't Know
a. Condominium	01	.02	.. DK
b. Cooperative Apartment	01	.02	.. DK
c. Detached House.	01	.02	.. DK
d. Apartment	01	.02	.. DK
e. Other	01	.02	.. DK
(SPECIFY) _____			
f. Didn't matter	01	.02	.. DK

33. Were you offered any of the following incentives to buy from the owner/developer that were not offered to outside buyers?

	Yes	No	Don't Know
a. Mortgage with lower interest rates	01	.02	.. DK
b. Mortgage with smaller down payment	01	.02	.. DK
c. Discount/reduced price	01	.02	.. DK
d. Deferred down payments	01	.02	.. DK
e. Payment of part or all of the real estate taxes.	01	.02	.. DK
f. Additional renovation.	01	.02	.. DK
g. Other.	01	.02	.. DK
(SPECIFY) _____			

34. Did the owner/developer provide tenants any relocation assistance if they were unable to remain in the building after conversion?

Yes 01
 No. 02 } (37)
 Don't know. DK

35. Were funds provided to pay or help pay for the relocation?

Yes 01
No 02 (37)

36. How much was provided?

\$

37. When the building/complex was converted or began converting to condominium/cooperative units, did you receive any housing loans, assistance, or advice from a government agency?

Yes 01
No 02 } (41)
Don't know DK

38. What agency(ies) helped you?

38a. CIRCLE ALL THAT APPLY.

Local agency 01
State agency 02
Federal agency 03

39. Did you get any of the following types of help?

	Yes	No	Don't Know
a. Housing counselling	01	.02	. DK
b. Help in finding a home.	01	.02	. DK
c. Names of apartment buildings and/or landlords	01	.02	. DK
d. Rent subsidy.	01	.02	. DK
e. Grant	01	.02	. DK
f. Loan.	01	.02	. DK
g. Other	01	.02	. DK
(SPECIFY) _____			

IF NO FOR EACH LINE SKIP TO Q.41.

40. How satisfied were you with this assistance?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

41. When it was announced that this building/complex was going to be converted to a condominium/cooperative did you initially want to purchase in this building/complex?

- Yes 01
- No 02
- Undecided 03
- Don't know DK

42. Were any of the following factors important in your decision to continue renting in this building/complex after conversion activity began?

	Yes	No	Don't Know
a. There was little or no rent increase	01	.02	. . DK
b. You could continue to rent with the option to buy.	01	.02	. . DK
c. You could rent for a long period before having to move	01	.02	. . DK
d. You liked the unit	01	.02	. . DK
e. You liked the building	01	.02	. . DK
f. You liked the neighborhood	01	.02	. . DK
g. You could not find another rental unit in an area you wished to move to.	01	.02	. . DK
h. You live here rent free.	01	.02	. . DK
i. The location is convenient to your job	01	.02	. . DK
j. Location is generally good	01	.02	. . DK
k. You might buy a unit in this building.	01	.02	. . DK
l. Management in the building is good	01	.02	. . DK
m. Repair/maintenance is adequate	01	.02	. . DK

43. Which factor was most important in your decision to continue renting?

ENTER LETTER FROM Q.42.

44. Are you currently renting from the person or company that converted these units to condominiums/cooperatives?

- Yes 01
- No 02
- Don't know DK

45. How many units in this building are owned by the person/company from whom you rent?

--	--	--	--

Units

46. Were any of the following factors important in your decision not to purchase a unit in this building/complex?

	Yes	No	Don't Know
a. You didn't like the unit well enough	01	02	DK
b. You could not afford to buy the unit	01	02	DK
c. You wanted to continue renting	01	02	DK
d. You wanted to buy a house, not an apartment.	01	02	DK
e. You didn't want to buy in this neighborhood.	01	02	DK
f. You could afford to buy, but the unit wasn't what you wanted	01	02	DK
g. Your neighbors changed	01	02	DK
h. There were too many legal problems with ownership.	01	02	DK
i. The management changed	01	02	DK
j. Your family situation changed.	01	02	DK
k. Your income situation changed.	01	02	DK

47. Which factor was most important in your decision not to purchase?
 ENTER LETTER FROM Q.46.

55. Did your rent increase after conversion?

Yes 01
 No. 02
 Don't know. DK } (57)

56. Was this increase due to a new or additional maintenance fee?

Yes 01
 No. 02
 Don't know. DK

57. What is your current monthly rent?

\$

58. How much do you pay each month for the following utilities?

		Included In Rent	Not Applicable	Don't Know	Refused
a. Electricity	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK	RE
b. Gas	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK	RE
c. Water	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK	RE
d. Oil	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK	RE

59. Do you receive any services through either payment of a service contract or a maintenance fee?

Yes 01
 No. 02 (85)

60. What is your current monthly fee?

\$

61. Do you feel the present fee is . . .

Too low 01
 About right 02
 Too high. 03
 Don't know. DK

62. Are any of the following services covered by this fee?

	Yes	No	Don't Know	Doesn't Apply
a. Upkeep of grounds	01	02	DK	.NA
b. Upkeep of building exterior	01	02	DK	.NA
c. Upkeep of halls, lobbies, etc.	01	02	DK	.NA
d. Upkeep of major appliances.	01	02	DK	.NA
e. Upkeep of wiring.	01	02	DK	.NA
f. Upkeep of plumbing.	01	02	DK	.NA
g. Upkeep of heating	01	02	DK	.NA
h. Upkeep of air conditioning.	01	02	DK	.NA
i. Trash pick-up	01	02	DK	.NA
j. Carpet cleaning	01	02	DK	.NA
k. Internal vacuuming system	01	02	DK	.NA
l. Interior repairs.	01	02	DK	.NA
m. Security.	01	02	DK	.NA
n. Renter's insurance.	01	02	DK	.NA
o. Utilities	01	02	DK	.NA

63. Overall, how satisfied are you with the services provided under the service contract or maintenance fee?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

64. Overall, would you say that the cost of this unit including rent, utilities and fees is low, moderate, or high?

- Very low. 01
- Low 02
- Moderate. 03
- High. 04
- Very high 05
- Don't know. DK

65. What was your monthly rent prior to conversion?

\$

66. Prior to conversion, what were your monthly utility charges for . . .

		Included In Rent	Not Applicable	Don't Know	Refused
a. Electricity	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK . .	RE
b. Gas	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK . .	RE
c. Water	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK . .	RE
d. 011	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	01	NADK . .	RE

67. Did you pay any maintenance or additional fees before conversion?

- Yes 01
- No. 02
- Don't know. DK } (69)

68. How much were your monthly payments?

Type fees	Monthly payment
a. Maintenance fee	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b. Additional fee	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

69. Prior to conversion, would you say that the cost of this unit including rent, utilities and fees was low, moderate, or high?

- Very low. 01
- Low 02
- Moderate. 03
- High. 04
- Very high 05
- Don't know. DK

70. Do you feel pressured into moving from this building?

- Yes 01
- No. 02
- Don't know. DK } (72)

71. How are you being pressured?

72. Have you been notified that you can no longer rent in this building?

- Yes 01
 - No. 02
 - Don't know. DK
- } (B4)

73. How much longer do you have before you must move?

- Less than 1 month 01
- One to three months 02
- Three to six months 03
- Over six months 04
- Don't know. DK

74. Have you located a new place to live?

- Yes 01
 - No. 02
 - Don't know. DK
- } (B2)

75. Is your new home or apartment located in this neighborhood?

- Yes 01
- No. 02
- Don't know. DK

76. Are you buying or renting at your new location?

- Buying. 01 (78)
- Renting 02

77. What will your monthly rent be?

\$ (79)

78. What will your monthly mortgage payment be?

\$

79. Is your new residence a . . .

- Apartment building. 01
 - Duplex. 02
 - Triplex 03
 - Townhouse 04
 - Rowhouse. 05
 - Detached house. 06
 - Condominium 07
 - Cooperative 08
- } (B2)

80. What will your monthly fees be at your new condominium/cooperative unit?

\$

81. What was/is the purchase price of your new home?

\$

82. Will this move be a burden on you and your family?

- Yes 01
- No. 02
- Don't know. DK } (84)

83. What type of burden? CIRCLE ALL THAT APPLY

- Cost involved 01
- Time involved 02
- Pressure and worry. 03
- Other 04

(SPECIFY) _____

84. When the conversion was announced, did the tenants attempt to purchase the building/complex from the developer/owner?

- Yes 01
- No. 02
- Don't know. DK } (87)

85. Was this effort successful, that is did the tenants purchase the building?

- Yes 01 (87)
- No. 02

86. Why weren't these efforts successful? _____

87. Were there any other efforts made to stop the conversion of the building?

- Yes 01
- No. 02
- Don't know. DK } (89)

88. What efforts were made to stop the conversion? _____

89. Is there an organization in this building consisting of only condominium/cooperative unit owners?
Yes 01
No. 02
Don't know. DK

90. Is there a separate organization in this building consisting of only renters?
Yes 01
No. 02
Don't know. DK

91. Have there been confrontations between owner's and renter's organizations or between owners and renters in general?
Yes 01
No. 02 } (93)
Don't know. DK }

92. What types of confrontations have occurred? _____

93. Have you experienced any difficulties with new people who have moved into the building since it was converted?
Yes 01
No. 02 } (95)
Don't know. DK }

94. Were these problems with new renters or owners?
Renters 01
Owners. 02
Both. 03
Don't know. DK

95. Do you feel that the new owners who have moved into the building have been trying to eliminate the remaining rental units from the building?
Yes 01
No. 02
Don't know. DK

96. Would you like to be living in this neighborhood two years from now?

- Yes 01
- No. 02
- Don't know. DK

97. Would you like to be living in this unit two years from now?

- Yes 01
- No. 02
- Don't know. DK

98. How likely is it that you will actually be living in this unit two years from now?

- Not likely. 01
 - Somewhat likely 02
 - Very likely 03
 - Don't know. DK
- } (100)

99. Why do you expect to move? _____

--	--

99a. CIRCLE ONE

- Forced. 01
- Personal choice 02

100. The next time you move would you like to buy or rent?

- Buy 01
 - Rent. 02
 - Don't know. DK
 - Don't plan to move. NA
- (102)

101. The next time you move, will you

- Buy a one-family house. 01
- Buy a townhouse/rowhouse. 02
- Buy a condominium, or 03
- Rent an apartment/house 04
- Don't know. DK

102. How likely is it that you will buy a unit in this building?

- Very likely 01
- Somewhat likely 02
- Not likely. 03
- Don't know. DK

103. How long have you lived in this building?

--	--

Months

--	--

Years

104. How long have you lived in this neighborhood?

--	--

Months

--	--

Years

105. How long have you lived in this city/community?

--	--

Months

--	--

Years

106. How long have you rented this particular unit?

--	--

Months

--	--

Years

191

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HOUSEHOLD ROSTER

To complete this interview, I need to ask you some questions about the people who live and will be used only for the analysis of the data obtained. Your name will not be

1. What is the name of the head of this household? ENTER NAME ON ROSTER APPENDIX.
2. What are the names of all other persons related to (HEAD) who live here now? Let's IF MORE THAN 10 PERSONS IN HOUSEHOLD, USE CONTINUATION PAGE A.
3. How is (PERSON) related to (HEAD)? ENTER UNDER "RELATIONSHIP" IN PERSON COLUMNS.
4. I have listed (NAMES). Is there anyone else staying here now, such as friends or ENTER APPROPRIATE DESCRIPTION (ROOMER, BOARDER, ETC.) UNDER "RELATIONSHIP."
5. Have I missed anyone who usually lives here but is temporarily away from home? IF
6. CIRCLE LETTER CORRESPONDING TO PERSON'S SEX. DO THIS BY OBSERVATION, OBVIOUS NAME
7. What is (NAME'S) age? ENTER IN PERSON COLUMN UNDER "AGE."
8. RECORD RACE BY OBSERVATION. BLACK=01, WHITE=02, HISPANIC=03, OTHER=04. IF UNABLE
9. ASK FOR EACH PERSON 14 YEARS OR OLDER: Has (PERSON) been employed at any time
10. ASK FOR EACH PERSON 14 YEARS OR OLDER: Is (PERSON) now employed? CIRCLE CODE UNDER

	HEAD	PERSON 2	PERSON 3	PERSON 4	PERSON 5
3	Relationship <input type="checkbox"/> 01 HEAD	Relationship	Relationship	Relationship	Relationship
6	Sex M F	Sex M F	Sex M F	Sex M F	Sex M F
7	Age <input type="text"/>	Age <input type="text"/>	Age <input type="text"/>	Age <input type="text"/>	Age <input type="text"/>
8	Race 01 02 03 04	Race 01 02 03 04	Race 01 02 03 04	Race 01 02 03 04	Race 01 02 03 04
9	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02
10	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02

here now. Let me remind you that the information you provide is strictly confidential entered on this questionnaire or associated with your responses in any way.

list them in order of age beginning with the oldest first. ENTER IN REMAINING PERSON COLUMNS.

roomers? Do not include people whose usual residence is elsewhere. ENTER ON ROSTER APPENDIX.

YES, ENTER NAME(S) ON ROSTER APPENDIX. OBTAIN RELATIONSHIP TO HEAD AND ENTER IN SPACE.

GENDER, OR RELATIONSHIP.

TO CLASSIFY BY OBSERVATION ASK: What is (PERSON'S) ethnic background?

during the past year. CIRCLE CODE UNDER "Empl. Last Year" IN PERSON COLUMN.

"Empl. Now" IN PERSON COLUMN.

PERSON 6	PERSON 7	PERSON 8	PERSON 9	PERSON 10
Relationship	Relationship	Relationship	Relationship	Relationship
Sex M F				
Age □ □ □				
Race 01 02 03 04				
Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02
Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02

11. HAND CARD C. Please give me the number beside the figures that best represent your family's total annual income. Include income from all sources such as interest, dividends, salaries, etc.

Under \$ 3,000.01	12,500 - 16,999.02
3,000 - 3,999.02	17,000 - 21,499.08
4,000 - 5,249.03	21,500 - 25,999.09
5,250 - 6,749.04	26,000 - 29,999.10
6,750 - 8,749.05	Over 30,000.11
8,750 -12,499.06	Refused.RE
	Don't knowDK

12. Other than salaries, does any member of this household receive income from any of the following sources? READ LIST AND CIRCLE APPROPRIATE CODE.

	Yes	No	DK
Social security.	01.	02.DK
Unemployment pensions.	01.	02.DK
Workman's compensation	01.	02.DK
Public assistance (welfare, food stamps, housing subsidies).	01.	02.DK
Veteran's payments	01.	02.DK
Private pensions or annuities.	01.	02.DK
Alimony or child support	01.	02.DK
Rental income.	01.	02.DK

13. IF ANY INCOME FROM PUBLIC ASSISTANCE ASK: How much of the total family income is from public assistance?

\$

14. ASK FOR HEAD OF HOUSEHOLD. HAND CARD C. This card lists descriptions and examples of different kinds of jobs. Please tell me the number of the category that best describes (HEAD'S) main occupation.

- Professional 01
- Manager, official, proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman. 05
- Operative, unskilled laborer (except farm). 06
- Service worker 07
- Farmer, farm manager, farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. 11

15. ASK FOR SPOUSE. HAND CARD C. Please tell me the number that best describes (NAME OF SPOUSE) occupation.

- No spouse. 00
- Professional. 01
- Manager, official,
proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman . . . 05
- Operative, unskilled
laborer (except farm). 06
- Service worker 07
- Farmer, farm manager,
farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. RE

FOR INTERVIEWER USE ONLY; DO NOT ASK OF RESPONDENT.

Circle the code below that best represents your opinion of the respondent's attitude and/or feelings relating to the conversion activity.

- Angry about the conversion . . . 01
- Satisfied with the conversion. . 02
- Noncommittal. 03
- Other. 04

(SPECIFY) _____

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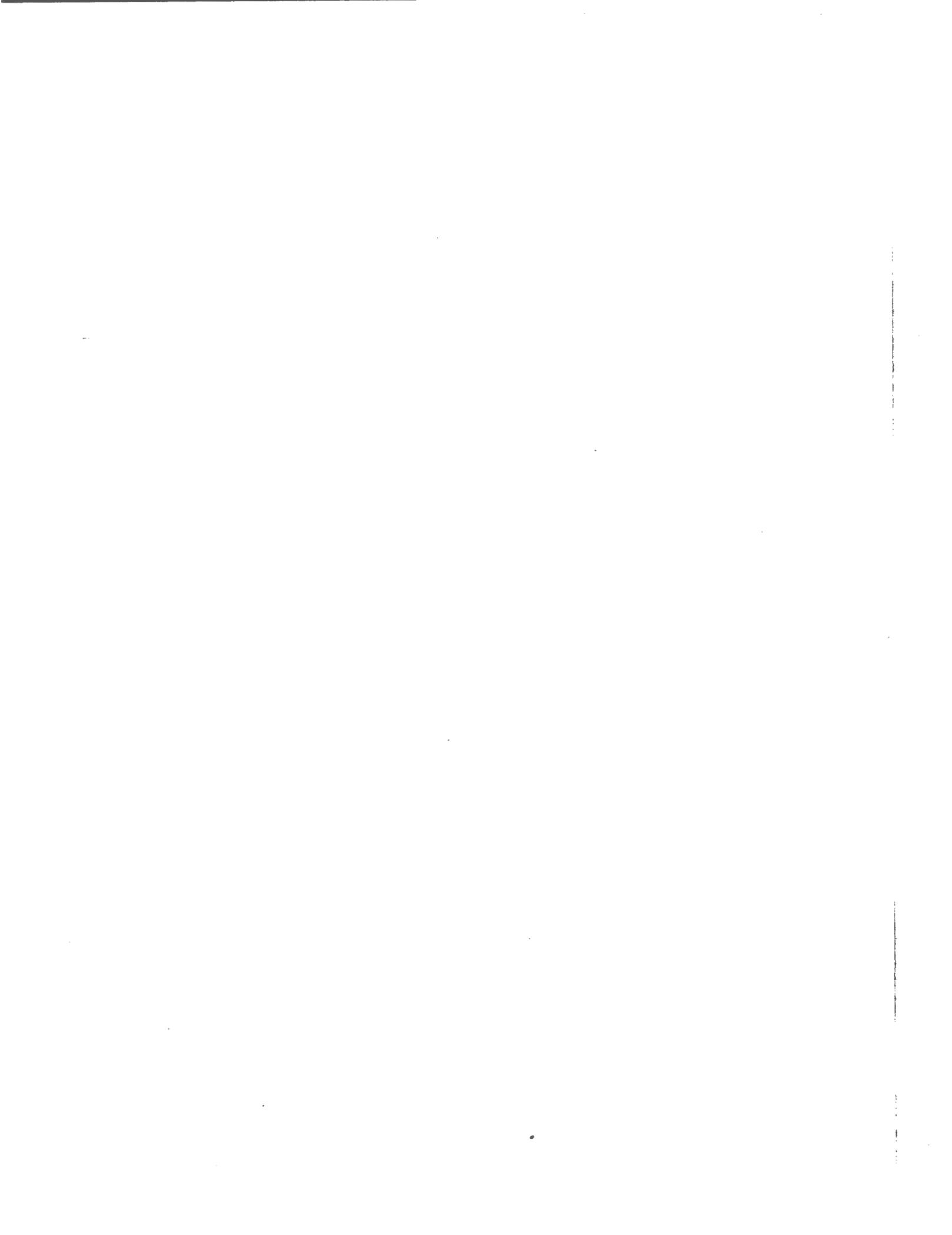
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2. Author
3. Editor
4. Publisher
5. Date
6. Subject
7. Call number
8. Price
9. Notes
10. Other

Short-Term Renter Questionnaire



SHORT TERM RENTER QUESTIONNAIRE

(ID Label Here)

Classification Information

A. BY OBSERVATION, CIRCLE ONE NUMBER INDICATING THE GENERAL LOCATION OF THIS BUILDING/COMPLEX.
 Central City . . . 01 Suburban Area . . . 02 Town/Rural Area . . . 03

B. CIRCLE ONE NUMBER INDICATING THE TYPE OF STRUCTURE OF THIS BUILDING/COMPLEX.

Apartment bldg., high rise, more than 9 floors 01	Triplex 07
Apartment bldg., mid-rise, 5-9 floors 02	Detached house. 08
Apartment bldg., low-rise 1-4 floors 03	Cooperative/condominium, high-rise 09
Townhouse. 04	Cooperative/condominium, mid-rise. 10
Rowhouse 05	Cooperative/condominium, low-rise. 11
Duplex 06	Other (SPECIFY) 12

C. CIRCLE ONE NUMBER INDICATING THE GENERAL AREA OF THE COUNTRY IN WHICH THIS BUILDING/COMPLEX IS LOCATED.

Northeast. 01	North Central 05
Mid-Atlantic 02	South Central 06
Southeast. 03	Southwest 07
Great Lakes. 04	Northwest 08

1. What is the name of this building/complex?

No name 01 Don't Know. DK

2. What is the age of this building/complex?

Years			Months	

3. How many units are there in this building/complex?

Units			

4. How many of these units are rental units?

Units			

5. How satisfied are you with this building/complex as a place to live?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied. 03
- Fairly dissatisfied. 04
- Very dissatisfied. 05
- Don't know DK
- Refuse RE

6. How satisfied are you with this particular unit as a place to live?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied. 03
- Fairly dissatisfied. 04
- Very dissatisfied. 05
- Don't know DK
- Refuse RE

7. Here is a list of changes that might be made in a building by the developer when it is converted. For each, please tell me whether or not you recall the change being made here.

	Yes	No	DK
a. Fresh paint in halls or units	01	02	.DK
b. Minor fix-up, cleaning.	01	02	.DK
c. New roof.	01	02	.DK
d. New bathroom fixtures	01	02	.DK
e. New kitchen fixtures.	01	02	.DK
f. New heating system.	01	02	.DK
g. New air conditioning system	01	02	.DK
h. New electrical system	01	02	.DK
i. New swimming pool	01	02	.DK
j. New windows	01	02	.DK
k. New security system	01	02	.DK
l. Landscaping improvements.	01	02	.DK
m. Building completely gutted and rehabilitated.	01	02	.DK

8. What do you think about the condition of this building/complex. Does it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs 01
- Minor repairs. 02
- Major repairs. 03
- Don't know DK

9. I'm going to read a list of items usually associated with a home or apartment. Please tell me how each item at your present address compares with the same item at your previous house/apartment. First, let's talk about heating. How does the heating in your present residence compare with the heating at your previous house/apartment? Is it better, about the same, or worse? CIRCLE ONE CODE BELOW. CONTINUE WITH REMAINING ITEMS AND CIRCLE APPROPRIATE CODE FOR EACH.

Item	Better	About the Same	Worse	Don't Know	Not Applicable
a. Heating	01	02	03DK.	NA
b. Air conditioning.	01	02	03DK.	NA
c. Plumbing and wiring	01	02	03DK.	NA
d. Major appliances (stove, refrigerator)	01	02	03DK.	NA
e. Condition of walls, ceilings, floors (i.e., cracks, peeling or water stained paint, etc.)	01	02	03DK.	NA
f. Exterior condition of the building.	01	02	03DK.	NA
g. Appearance of landscaping and grounds	01	02	03DK.	NA
h. Security.	01	02	03DK.	NA
i. Over-all size of the unit	01	02	03DK.	NA
j. Recreation facilities	01	02	03DK.	NA

10. Generally, how would you compare the condition of this building/complex with your previous residence? Would you say it is . . .

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

11. What do you think about the condition of this unit? Does it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs. 01
- Minor repairs 02
- Major repairs 03
- Don't know. DK

12. Is the present developer/condominium association generally helpful in making necessary repairs?

- Yes 01
- No. 02
- Don't know. DK

13. What was the location of your previous residence? Was it . . .

- Within this neighborhood. . . . 01 (18)
- Within this city, but not in this neighborhood 02
- In the suburbs of this city . . 03
- Another city. 04
- Don't know/Not sure DK

14. Overall, how does this neighborhood compare with your previous neighborhood? That is, is it better, worse, or about the same?

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

15. How many of your close friends and relatives lived in your previous neighborhood?

- All or most of them 01
- Some of them. 02
- None of them. 03
- Don't know. DK

16. How satisfied were you with your neighbors at your previous address?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

17. At your previous address, how did you compare with the people in your neighborhood in regard to (READ CATEGORY)? Would you say most people were the same as you, different from you, or some the same and some different?

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests	01	02	03	.DK	.NA
b. Level of education	01	02	03	.DK	.NA
c. Income	01	02	03	.DK	.NA
d. Age	01	02	03	.DK	.NA
e. Race	01	02	03	.DK	.NA
f. Religion	01	02	03	.DK	.NA
g. Ethnic background or nationality	01	02	03	.DK	.NA

18. How many of your close friends and relatives live in this neighborhood?

- All or most of them 01
- Some of them 02
- None of them 03
- Don't know DK

19. How satisfied are you with your current neighbors?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

20. How do you compare with the people in this building/complex in regard to (READ CATEGORY)? Would you say most people are the same as you, different from you, or some the same and some different?

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests	01	02	03	.DK	.NA
b. Level of education	01	02	03	.DK	.NA
c. Income	01	02	03	.DK	.NA
d. Age	01	02	03	.DK	.NA
e. Race	01	02	03	.DK	.NA
f. Religion	01	02	03	.DK	.NA
g. Ethnic background or nationality	01	02	03	.DK	.NA

21. Compare this unit and your previous residence as a place to live. Overall, is it better, worse, or about the same?

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

22. When you moved from your previous residence, did you look at other housing?

- Yes 01
- No. 02
- Don't know. DK } (26)

23. Did you look for another place to live in . . .

	Yes	No	Don't Know
a. This neighborhood	01	02	DK
b. Other neighborhoods in the city	01	02	DK
c. A suburb of this city	01	02	DK
d. Someplace outside the city.	01	02	DK

24. Did you want to buy or rent?

- Buy 01
- Rent. 02
- Undecided 03
- Don't know. DK

25. Did you look for a . . .

	Yes	No	Don't Know
a. Condominium	01	02	DK
b. Cooperative Apartment	01	02	DK
c. Detached House.	01	02	DK
d. Apartment	01	02	DK
e. Other	01	02	DK
(SPECIFY) _____			
f. Didn't matter	01	02	DK

26. When you rented this unit, did you receive any housing loans, assistance, or advice from a government agency?

- Yes 01
 - No 02
 - Don't know DK
- } (28)

27. What agency(ies) helped you?

--	--

27a. CIRCLE ALL THAT APPLY.

- Local agency 01
- State agency 02
- Federal agency 03

28. Did you get any of the following types of help?

	Yes	No	Don't Know
a. Housing counselling	01	.02	DK
b. Help in finding a home	01	.02	DK
c. Names of apartment buildings and/or landlords	01	.02	DK
d. Rent subsidy	01	.02	DK
e. Grant	01	.02	DK
f. Loan	01	.02	DK
g. Other	01	.02	DK
(SPECIFY) _____			

IF NO FOR EACH LINE, SKIP TO Q.30

29. How satisfied were you with this assistance?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

30. Were any of the following factors important in your decision to rent in this building?

	Yes	No	Don't Know	Not Applicable
a. The cost was about the same as where you were before	01	02	.DK	NA
b. You could rent with the option to buy	01	02	.DK	NA
c. You could rent for a long period before having to move	01	02	.DK	NA
d. You like the unit	01	02	.DK	NA
e. You like the building	01	02	.DK	NA
f. You like the neighborhood	01	02	.DK	NA
g. You could not find another rental unit in the area you wanted to move to.	01	02	.DK	NA
h. You live here rent free	01	02	.DK	NA
i. The location is convenient to your job.	01	02	.DK	NA
j. The location is generally good.	01	02	.DK	NA
k. You might buy a unit in this building	01	02	.DK	NA
l. You only wanted to rent here for a short time	01	02	.DK	NA

31. Which factor was most important in your decision to rent? ENTER LETTER FROM Q.30.

32. How many rooms are there in your unit excluding bathrooms, closets, and halls?

33. Is your unit a loft or efficiency?

- Loft. 01
- Efficiency. 02
- Neither 03
- Don't know. DK

34. Are you currently renting from the person or company that converted these units to condominium/cooperatives.

- Yes 01
- No. 02
- Don't know. DK

35. How many units in this building are owned by the person/company from whom you rent?

--	--	--	--

Units

36. What is your current monthly rent?

--	--	--	--

Units

37. How much do you pay each month for the following utilities?

	Amount	Included In Rent	Not Applicable	Don't Know	Refusal				
a. Electricity	\$ <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					01	NADK . . .	RE
b. Gas	\$ <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					01	NADK . . .	RE
c. Water	\$ <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					01	NADK . . .	RE
d. Oil	\$ <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					01	NADK . . .	RE

38. Do you receive any services either through payment of a service contract or a maintenance fee?

Yes 01
 No 02 (43)

39. What is your current monthly fee?

\$

--	--	--	--

40. Do you feel that the present fee is . . .

Too low 01
 About right 02
 Too high 03
 Don't know DK

41. Are any of the following services covered by this fee?

	Yes	No	Don't Know	Not Applicable
a. Upkeep of grounds	01	.02	DK	NA
b. Upkeep of building exterior	01	.02	DK	NA
c. Upkeep of halls, lobbies, etc.	01	.02	DK	NA
d. Upkeep of major appliances.	01	.02	DK	NA
e. Upkeep of wiring.	01	.02	DK	NA
f. Upkeep of plumbing.	01	.02	DK	NA
g. Upkeep of heating	01	.02	DK	NA
h. Upkeep of air conditioning.	01	.02	DK	NA
i. Trash pick up	01	.02	DK	NA
j. Carpet cleaning	01	.02	DK	NA
k. Internal vacuuming system	01	.02	DK	NA
l. Interior repairs.	01	.02	DK	NA
m. Security.	01	.02	DK	NA
n. Renter's insurance.	01	.02	DK	NA
o. Utilities	01	.02	DK	NA

42. Overall, how satisfied are you with the services provided by the service contract or maintenance fee?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied. 03
- Fairly dissatisfied. 04
- Very dissatisfied. 05
- Don't know DK

43. Overall, would you say that the cost for this unit, including rent, utilities, and maintenance is low, moderate, or high?

- Very low 01
- Low. 02
- Moderate 03
- High 04
- Very high. 05
- Don't know DK

44. What type of housing were you living in at previous address?

- Apartment 01
- Detached House. 02
- Duplex. 03
- Triplex 04
- Townhouse 05
- Rowhouse. 06
- Condominium 07
- Cooperative 08
- Other 09

(SPECIFY) _____
 Don't know. DK

45. In your previous residence did you rent, own, or live rent free?

- Own 01 (47)
- Rent. 02
- Live rent free. 03 } (49)
- Don't know. DK }

46. What was your monthly rent at your previous address?

\$ (49)

47. What was your monthly mortgage payment at your previous address?

\$

48. How much did you pay for . . .

	Amount	Per Month	Per Year	Included In Mortgage	Not Applicable	Don't Know	Refusal
a. Principal \$	<input type="text"/>	01	02	03	NA	DK	RE
b. Interest \$	<input type="text"/>	01	02	03	NA	DK	RE
c. Taxes \$	<input type="text"/>	01	02	03	NA	DK	RE
d. Insurance \$	<input type="text"/>	01	02	03	NA	DK	RE
e. Cooperative, Association or Condominium fees \$	<input type="text"/>	01	02	03	NA	DK	RE

49. How much did you pay for utilities at your previous residence?

			Included in Fee/Rent	Not Applicable	Don't Know	Refuse
a.	Electricity	\$	<input type="text"/>	01	NADK . . RE
b.	Gas	\$	<input type="text"/>	01	NADK . . RE
c.	Oil	\$	<input type="text"/>	01	NADK . . RE
d.	Water	\$	<input type="text"/>	01	NADK . . RE

50. Do you feel that the cost at your previous residence, including rent/mortgage, utilities, and maintenance was low, moderate, or high?

- Very low. 01
- Low 02
- Moderate. 03
- High. 04
- Very high 05
- Don't know. DK

51. Do you feel pressured into moving from this building?

- Yes 01
 - No. 02
 - Don't know. DK
- } (53)

52. How are you being pressured? _____

--	--

53. Have you been notified that you can no longer rent in this building?

- Yes 01
 - No. 02
 - Don't know. DK
- } (65)

54. How much longer do you have before you must move from this building?

- Less than 1 month 01
- One to three months 02
- Three to six months 03
- Over six months 04
- Don't know. DK

63. Will this move be a burden on you and your family?

- Yes 01
- No. 02
- Don't know. DK } (65)

64. What type of burden? CIRCLE ALL THAT APPLY.

- Cost involved 01
- Time involved 02
- Pressure and worry. 03
- Other 04

(SPECIFY) _____

65. Is there an organization in this building consisting of only condominium/cooperative unit owners?

- Yes 01
- No. 02
- Don't know. DK

66. Is there a separate organization in this building consisting of only renters?

- Yes 01
- No. 02
- Don't know. DK

67. Have there been any confrontations between owner's and renter's organizations or owners and renters in general?

- Yes 01
- No. 02
- Don't know. DK } (69)

68. What types of confrontations have occurred? _____

--	--	--

69. When you moved into this building/complex did you know that some units were being sold as condominium/cooperatives?

- Yes 01
- No. 02
- Don't know. DK } (71)

70. Were you reluctant to rent here because of the conversion activity?

- Yes 01
- No. 02
- Don't know. DK

71. Would you like to be living in this neighborhood two years from now?

- Yes 01
- No. 02
- Don't know. DK

72. Would you like to be living in this unit two years from now?

- Yes 01
- No. 02
- Don't know. DK

73. How likely is it that you will actually be living in this unit two years from now?

- Not likely. 01
 - Somewhat likely 02
 - Very likely 03
 - Don't know. DK
- } (77)

74. Why do you expect to move?

74a. CIRCLE ONE

- Forced. 01
- Personal choice 02

75. The next time you move would you like to buy or rent?

- Buy 01
- Rent. 02
- Don't know. DK
- Don't plan to move. NA (77)

76. The next time you move, will you

- Buy a one-family house. 01
- Buy a townhouse/rowhouse. 02
- Buy a condominium, or 03
- Rent an apartment 04
- Don't know. DK

77. How likely is it that you will buy a unit in this building?

- Very likely 01
- Somewhat likely 02
- Not likely. 03
- Don't know. DK

78. How long have you lived in this building?

--	--

Years

--	--

Months

79. How long have you lived in this neighborhood?

--	--

Years

--	--

Months

80. How long have you lived in this city/community?

--	--

Years

--	--

Months

81. How long have you rented this particular unit?

--	--

Years

--	--

Months

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HOUSEHOLD ROSTER

To complete this interview, I need to ask you some questions about the people who live and will be used only for the analysis of the data obtained. Your name will not be

1. What is the name of the head of this household? ENTER NAME ON ROSTER APPENDIX.
2. What are the names of all other persons related to (HEAD) who live here now? Let's IF MORE THAN 10 PERSONS IN HOUSEHOLD, USE CONTINUATION PAGE A.
3. How is (PERSON) related to (HEAD)? ENTER UNDER "RELATIONSHIP" IN PERSON COLUMNS.
4. I have listed (NAMES). Is there anyone else staying here now, such as friends or ENTER APPROPRIATE DESCRIPTION (ROOMER, BOARDER, ETC.) UNDER "RELATIONSHIP."
5. Have I missed anyone who usually lives here but is temporarily away from home? IF
6. CIRCLE LETTER CORRESPONDING TO PERSON'S SEX. DO THIS BY OBSERVATION, OBVIOUS NAME
7. What is (NAME'S) age? ENTER IN PERSON COLUMN UNDER "AGE."
8. RECORD RACE BY OBSERVATION. BLACK=01, WHITE=02, HISPANIC=03, OTHER=04. IF UNABLE
9. ASK FOR EACH PERSON 14 YEARS OR OLDER: Has (PERSON) been employed at any time
10. ASK FOR EACH PERSON 14 YEARS OR OLDER: Is (PERSON) now employed? CIRCLE CODE UNDER

	HEAD	PERSON 2	PERSON 3	PERSON 4	PERSON 5
3	Relationship 01 HEAD	Relationship	Relationship	Relationship	Relationship
6	Sex M F				
7	Age 	Age 	Age 	Age 	Age
8	Race 01 02 03 04				
9	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02
10	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02

here now. Let me remind you that the information you provide is strictly confidential entered on this questionnaire or associated with your responses in any way.

list them in order of age beginning with the oldest first. ENTER IN REMAINING PERSON COLUMNS.

roomers? Do not include people whose usual residence is elsewhere. ENTER ON ROSTER APPENDIX.

YES, ENTER NAME(S) ON ROSTER APPENDIX. OBTAIN RELATIONSHIP TO HEAD AND ENTER IN SPACE.

GENDER, OR RELATIONSHIP.

TO CLASSIFY BY OBSERVATION ASK: What is (PERSON'S) ethnic background?

during the past year. CIRCLE CODE UNDER "Empl. Last Year" IN PERSON COLUMN.

"Empl. Now" IN PERSON COLUMN.

PERSON 6	PERSON 7	PERSON 8	PERSON 9	PERSON 10
Relationship	Relationship	Relationship	Relationship	Relationship
Sex M F				
Age □ □ □				
Race .01 02 03 04	Race 01 02 03 04	Race 01 02 03 04	Race 01 02 03 04	Race 01 02 03 04
Empl. Last Year Yes . . 01 No. . . 02	Empl. Last Year Yes . . 01 No. . . 02	Empl. Last Year Yes . . 01 No. . . 02	Empl. Last Year Yes . . 01 No. . . 02	Empl. Last Year Yes . . 01 No. . . 02
Empl. Now Yes . . 01 No. . . 02	Empl. Now Yes . . 01 No. . . 02	Empl. Now Yes . . 01 No. . . 02	Empl. Now Yes . . 01 No. . . 02	Empl. Now Yes . . 01 No. . . 02

11. HAND CARD C. Please give me the number beside the figures that best represent your family's total annual income. Include income from all sources such as interest, dividends, salaries, etc.

Under \$ 3,000.01	12,500 - 16,999.02
3,000 - 3,999.02	17,000 - 21,499.08
4,000 - 5,249.03	21,500 - 25,999.09
5,250 - 6,749.04	26,000 - 29,999.10
6,750 - 8,749.05	Over 30,000.11
8,750 -12,499.06	Refused.RE
	Don't knowDK

12. Other than salaries, does any member of this household receive income from any of the following sources? READ LIST AND CIRCLE APPROPRIATE CODE.

	Yes	No	DK
Social security.	01.	02.DK
Unemployment pensions.	01.	02.DK
Workman's compensation	01.	02.DK
Public assistance (welfare, food stamps, housing subsidies).	01.	02.DK
Veteran's payments	01.	02.DK
Private pensions or annuities.	01.	02.DK
Alimony or child support	01.	02.DK
Rental income.	01.	02.DK

13. IF ANY INCOME FROM PUBLIC ASSISTANCE ASK: How much of the total family income is from public assistance?

\$

14. ASK FOR HEAD OF HOUSEHOLD. HAND CARD C. This card lists descriptions and examples of different kinds of jobs. Please tell me the number of the category that best describes (HEAD'S) main occupation.

- Professional 01
- Manager, official, proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman. 05
- Operative, unskilled laborer (except farm). 06
- Service worker 07
- Farmer, farm manager, farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. 11

15. ASK FOR SPOUSE. HAND CARD C. Please tell me the number that best describes (NAME OF SPOUSE) occupation.

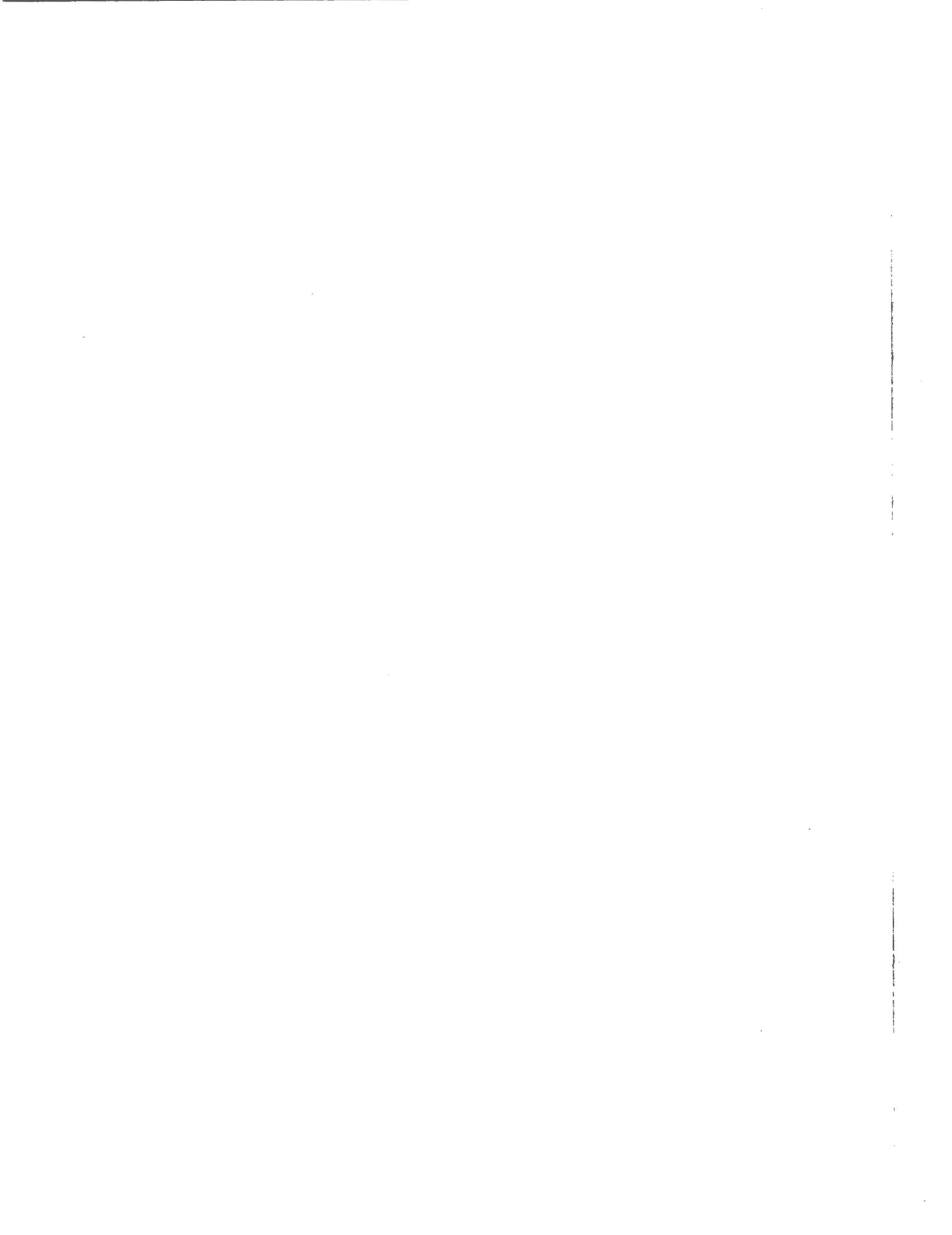
- No spouse. 00
- Professional 01
- Manager, official,
proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman . . . 05
- Operative, unskilled
laborer (except farm). 06
- Service worker 07
- Farmer, farm manager,
farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. RE

FOR INTERVIEWER USE ONLY; DO NOT ASK OF RESPONDENT.

Circle the code below that best represents your opinion of the respondent's attitude and/or feelings relating to the conversion activity.

- Angry about the conversion . . . 01
- Satisfied with the conversion. . 02
- Noncommittal. 03
- Other. 04

(SPECIFY) _____



Former Resident Questionnaire

FORMER RESIDENT QUESTIONNAIRE

(ID Labels Here)

Classification Information	
A. BY OBSERVATION, CIRCLE ONE NUMBER INDICATING THE GENERAL LOCATION THIS BUILDING.	
Central City . . . 01	Suburban Area . . . 02 Town/Rural Area . . . 03
B. CIRCLE ONE NUMBER INDICATING THE TYPE OF STRUCTURE OF THIS BUILDING/HOUSE.	
Apartment bldg., high rise, more than 9 floors 01	Triplex.07
Apartment bldg., mid-rise 5-9 floors 02	Detached house08
Apartment bldg., low-rise 1-4 floors 03	Cooperative/condominium, high-rise09
Townhouse. 04	Cooperative/Condominium, mid-rise10
Rowhouse 05	Cooperative/Condominium, low-rise11
Duplex 06	Other (SPECIFY).12
C. CIRCLE ONE NUMBER INDICATING THE GENERAL AREA OF THE COUNTRY IN WHICH THIS BUILDING/HOUSE IS LOCATED.	
Northeast. 01	North Central.05
Mid-Atlantic 02	South Central.06
Southeast. 03	Southwest.07
Great Lakes. 04	Northwest.08

1. How satisfied are you with this neighborhood as a place to live?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied. 03
- Fairly dissatisfied. 04
- Very dissatisfied. 05
- Don't know DK
- Refuse RE

2. How satisfied are you with this (house/particular apartment) as a place to live?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied. 03
- Fairly dissatisfied. 04
- Very dissatisfied. 05
- Don't know DK
- Refuse RE

IF DETACHED HOUSE, CHECK BOX AND SKIP TO Q.4

3. How satisfied are you with this apartment complex as a place to live?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

4. What do you think about the condition of this house/apartment? Does it need little or no repairs, minor repairs, or major repairs?

- Little or no repairs. 01
- Minor repairs 02
- Major repairs 03
- Don't know. DK

5. How many rooms do you have at this residence excluding halls, bathrooms and walk-in closets?

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6. I'm going to read a list of items usually associated with a home or apartment. Please tell me how each item currently compares with the same item at (CONVERTED ADDRESS). First, let's talk about heating. How does the heating at your present residence compare with the heating at (CONVERTED ADDRESS)? Is it better, about the same, or worse? CIRCLE ONE CODE BELOW. CONTINUE WITH REMAINING ITEMS AND CIRCLE APPROPRIATE CODE FOR EACH.

	Item	Better	About the Same	Worse	Don't Know	Not Applicable
a.	Heating	01	02	03	DK	NA
b.	Air conditioning.	01	02	03	DK	NA
c.	Plumbing and wiring	01	02	03	DK	NA
d.	Major appliances (stove, refrigerator)	01	02	03	DK	NA
e.	Condition of walls, ceilings, floors (e.g., cracks, peeling or water stained paint, etc.)	01	02	03	DK	NA
f.	Exterior condition of the building.	01	02	03	DK	NA
g.	Appearance of landscaping and grounds	01	02	03	DK	NA
h.	Security.	01	02	03	DK	NA
i.	Over-all size of the unit	01	02	03	DK	NA
j.	Recreational facilities	01	02	03	DK	NA

7. Generally, how would you compare the condition of your present residence and (CONVERTED ADDRESS)? Would you say it is . . .

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

8. Compared to (CONVERTED ADDRESS), is it now easier or harder for you to (CATEGORY)?

Category	Easier	Harder	No Difference	Don't Know	Not Applicable
a. Go grocery shopping	01	02	03	DK	NA
b. Do other shopping	01	02	03	DK	NA
c. Go to school.	01	02	03	DK	NA
d. Visit friends and relatives . .	01	02	03	DK	NA
e. Obtain medical care	01	02	03	DK	NA
f. Obtain social services.	01	02	03	DK	NA
g. Use public transportation . . .	01	02	03	DK	NA
h. Use recreational facilities . .	01	02	03	DK	NA
i. Go to work.	01	02	03	DK	NA

9. Is (CONVERTED ADDRESS) in this neighborhood?

- Yes 01 (16)
- No. 02

10. Overall, how does this neighborhood compare with the neighborhood around (CONVERTED ADDRESS)? Would you say it is . . .

- Much better 01
- Somewhat better 02
- About the same. 03
- Somewhat worse. 04
- Much worse. 05
- Don't know. DK

11. When you lived at (CONVERTED ADDRESS), how many of your close friends and relatives lived in your neighborhood?

- All or most of them 01
- Some of them. 02
- None of them. 03
- Don't know. DK

12. How satisfied were you with your neighbors at (CONVERTED ADDRESS)?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

13. At (CONVERTED ADDRESS), how did you compare with the people in your neighborhood in regard to (READ CATEGORY)? Would you say most people were the same as you, different from you, or some the same and some different? CIRCLE APPROPRIATE CODE FOR EACH CATEGORY.

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests	01	02	03	.DK	.NA
b. Level of education	01	02	03	.DK	.NA
c. Income	01	02	03	.DK	.NA
d. Age.	01	02	03	.DK	.NA
e. Race	01	02	03	.DK	.NA
f. Religion	01	02	03	.DK	.NA
g. Ethnic background or nationality.	01	02	03	.DK	.NA

14. I'm going to read a list of services usually provided in a neighborhood. Please tell me how each service provided in this neighborhood compares to the same service at (CONVERTED ADDRESS). First, let's discuss police protection. How does police protection here compare with the protection at (CONVERTED ADDRESS)? Is it better, about the same, or worse? CIRCLE APPROPRIATE CODE BELOW. CONTINUE WITH EACH SERVICE CATEGORY, CIRCLING THE CODE FOR THE RESPONSE GIVEN.

Service	Better	About the Same	Worse	Don't Know	Not Applicable
a. Police protection	01	02	03	.DK	.NA
b. Trash collection.	01	02	03	.DK	.NA
c. Fire protection	01	02	03	.DK	.NA
d. Street lighting	01	02	03	.DK	.NA
e. Street repair	01	02	03	.DK	.NA
f. Public schools.	01	02	03	.DK	.NA
g. Day care facilities	01	02	03	.DK	.NA
h. Medical facilities.	01	02	03	.DK	.NA
i. Parks and recreational facilities	01	02	03	.DK	.NA
j. Shopping.	01	02	03	.DK	.NA
k. Public transportation	01	02	03	.DK	.NA

15. Now I'm going to read a list of neighborhood characteristics. Again I'd like to know how each characteristic at your current residence compares with the same characteristic at (CONVERTED ADDRESS). First, how does the quietness of this neighborhood compare with the quietness at (CONVERTED ADDRESS)? CIRCLE APPROPRIATE CODE. CONTINUE WITH EACH CHARACTERISTIC, CIRCLING THE CODE FOR THE RESPONSE GIVEN.

Characteristic	Better	About the Same	Worse	Don't Know	Not Applicable
a. Quietness of neighborhood	01	02	03	.DK	.NA
b. Crowdedness of neighborhood	01	02	03	.DK	.NA
c. Safety of neighborhood	01	02	03	.DK	.NA
d. Privacy from neighbors	01	02	03	.DK	.NA
e. Overall appearance of the neighborhood	01	02	03	.DK	.NA
f. Maintenance of houses and apartments	01	02	03	.DK	.NA
g. Amount of litter	01	02	03	.DK	.NA
h. Amount of crime and vandalism	01	02	03	.DK	.NA
i. Amount of traffic	01	02	03	.DK	.NA
j. Proximity of friends and/or relatives	01	02	03	.DK	.NA

16. How many of your close friends and relatives live in this neighborhood?

- All or most of them 01
- Some of them 02
- None of them 03
- Don't know DK

17. How satisfied are you with your current neighbors?

- Very satisfied 01
- Fairly satisfied 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know DK

18. How do you compare with the people in this neighborhood in regard to (READ CATEGORY)? Would you say most people are the same as you, different from you, or some the same and some different? CIRCLE APPROPRIATE CODE FOR EACH CATEGORY.

	Most Same	Some Same, Some Different	Most Different	Don't Know	Not Applicable
a. Leisure-time interests01	.02	.03	.DK	NA
b. Level of education01	.02	.03	.DK	NA
c. Income01	.02	.03	.DK	NA
d. Age01	.02	.03	.DK	NA
e. Race01	.02	.03	.DK	NA
f. Religion01	.02	.03	.DK	NA
g. Ethnic background or nationality01	.02	.03	.DK	NA

19. Did you feel pressured into moving from (CONVERTED ADDRESS)?

- Yes 01
- No 02
- Don't know. DK } (22)

20. Was this pressure from the new occupants of the condominium/cooperative units, the owner of the building, or both?

- New unit owners 01
- Building owner. 02
- Both. 03
- Neither 04
- Don't know. DK

21. In what ways were you pressured? _____

22. What type of notification did you receive that your apartment was being converted to a condominium/cooperative? CIRCLE ALL THAT APPLY.

- No notification 01 (24)
- Written notification. 02
- Landlord or building manager told me 03
- Media (newspaper, radio/TV, etc.) 04
- Neighbors 05
- Other 06
- (SPECIFY) _____
- Don't know. DK

23. How much time were you given to decide whether or not you wanted to buy a unit at (CONVERTED ADDRESS) after you were formally notified of the conversion plans?

Months	

Days	

24. I am going to read a list of factors that might influence a person's decision to move from a converted building. For each factor, please tell me whether it was very important, somewhat important or not important in your decision to move from (CONVERTED ADDRESS). How about wanting to live in a better neighborhood. Was this a very important, a somewhat important or not an important factor in your decision to move? REPEAT FOR EACH CATEGORY.

	Very Important	Somewhat Important	Not Important	Don't Know
a. A better neighborhood	01	02	03	DK
b. Wanting a better house or apartment	01	02	03	DK
c. Wanting a location closer to your job, friends, or relatives.	01	02	03	DK
d. Wanting a generally more convenient location.	01	02	03	DK
e. Wanting to own a house instead of an apartment.	01	02	03	DK
f. The neighborhood was becoming unsafe.	01	02	03	DK
g. The neighborhood was changing racially.	01	02	03	DK
h. It was becoming too expensive to live there	01	02	03	DK
i. You could no longer rent your old apartment	01	02	03	DK
j. When your apartment became a condominium/cooperative you couldn't afford to buy.	01	02	03	DK
k. When your apartment became a condominium/cooperative you didn't want to buy in that building.	01	02	03	DK
l. Repair/maintenance was a problem.	01	02	03	DK
m. Your family situation changed	01	02	03	DK
n. Management of building changed.	01	02	03	DK
o. Your income changed	01	02	03	DK
p. The unit you lived in was not worth the price being asked	01	02	03	DK

25. Which factor was most important in your decision to move? ENTER LETTER FROM Q.24.

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26. How much notification did you receive before you had to move?

Days
Months

27. When you moved from (CONVERTED ADDRESS), did you want to buy-or rent?

- Buy 01
- Rent 02
- Undecided 03
- Don't know. DK

28. Did you look for a . . .

	Yes	No	Don't Know
a. Condominium	01	02	DK
b. Cooperative Apartment	01	02	DK
c. Detached House.	01	02	DK
d. Apartment	01	02	DK
e. Other	01	02	DK
(SPECIFY) _____			
f. Didn't matter	01	02	DK

29. Did the owner/developer provide tenants any relocation assistance if they were unable to remain in the building after conversion?

- Yes 01
- No. 02 (32)
- Don't know. DK

30. How satisfied were you with this assistance?

- Very satisfied. 01
- Fairly satisfied. 02
- Satisfied 03
- Fairly dissatisfied 04
- Very dissatisfied 05
- Don't know. DK

31. Were funds provided to pay or help pay for the relocation?

- Yes 01
- No. 02 (32)

32. How much was provided?

\$

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33. When the building/complex was converted or began converting to condominium/cooperative units, did you receive any housing loans, assistance or advice from a government agency?

- Yes 01
 - No 02
 - Don't know DK
- (36)

34. What agency(ies) helped you?

34a. CIRCLE ALL THAT APPLY.

- Local agency 01
- State agency 02
- Federal agency 03

35. Did you get any of the following types of help?

	Yes	No	Don't Know
a. Housing counselling	01	02	.DK
b. Help in finding a home.	01	02	.DK
c. Names of apartment buildings and/or landlords	01	02	.DK
d. Rent subsidy.	01	02	.DK
e. Grant	01	02	.DK
f. Loan.	01	02	.DK
g. Other	01	02	.DK
(SPECIFY) _____			

36. Did your family lose any wages as a result of the move?

- Yes 01
 - No 02
 - Don't know DK
- (38)

37. How much was lost?

\$

38. How long did you live at (CONVERTED ADDRESS)?

Years

Months

39. How long had you lived in that neighborhood?

Years

Months

40. How long have you lived in this city/community?

Years

Months

41. What type of housing unit were you living in at (CONVERTED ADDRESS)?

- | | |
|--|--|
| Apartment bldg., high rise,
more than 9 floors 01 | Triplex 07 |
| Apartment bldg., mid-rise
5-9 floors 02 | Cooperative/condominium,
high rise 08 |
| Apartment bldg., low-rise
1-4 floors 03 | Cooperative/condominium,
mid-rise 09 |
| Townhouse 04 | Cooperative/condominium,
low-rise 10 |
| Rowhouse 05 | Other 11 |
| Duplex 06 | (SPECIFY) _____ |

42. Were you offered any of the following inducements to buy from the owner/developer at (CONVERTED ADDRESS) that were not offered to outside buyers?

	Yes	No	Don't Know
a. Mortgage with lower interest rates	01	.02	DK
b. Mortgage with smaller down payment	01	.02	DK
c. Discounts/reduced price.	01	.02	DK
d. Deferred down payment.	01	.02	DK
e. Payment of part or all of the real estate taxes.	01	.02	DK
f. Additional renovations	01	.02	DK
g. Other.	01	.02	DK
(SPECIFY) _____			

43. How many rooms did you have at (CONVERTED ADDRESS) excluding halls, bathrooms, and walk-in closets?

44. How many bedrooms did you have at (CONVERTED ADDRESS) or was the unit an efficiency or loft?

- One bedrooms. 01
- Two bedrooms. 02
- Three bedrooms. 03
- Four bedrooms 04
- Efficiency. 05
- Loft. 06

45. What was the purchase price for that unit?

\$

46. Did you buy a unit at (CONVERTED ADDRESS)?

- Yes 01
- No. 02 (48)

47. Were any of the following factors important in your decision not to buy at (CONVERTED ADDRESS)?

	Yes	No	Don't Know
a. Didn't like the unit well enough to purchase	01	02	DK
b. Could not afford to buy the unit	01	02	DK
c. Wanted to continue renting	01	02	DK
d. Wanted to buy a house, not an apartment unit	01	02	DK
e. Didn't want to own in that neighborhood.	01	02	DK
f. Could afford to buy, but wasn't what you wanted.	01	02	DK
g. Neighbors changed.	01	02	DK
h. Too many legal problems with ownership	01	02	DK
i. Management changed	01	02	DK
j. Family situation chaned.	01	02	DK
k. Income situation changed	01	02	DK
l. Too old to buy a house	01	02	DK

48. Did you decide to sell or rent the unit to someone else rather than live in it yourself?

- Sell. 01
- Rent. 02

49. What (is/was) the monthly mortgage payment for the unit you bought at (CONVERTED ADDRESS)?

\$

50. How much do/did you pay for . . .

		Per Month	Per Year	Included In Mortgage	Doesn't Apply	Don't Know	Refuse
a. Principal	\$	01 . . .	02 . . .	03	NADK . .	RE
b. Interest	\$	01 . . .	02 . . .	03	NADK . .	RE
c. Taxes	\$	01 . . .	02 . . .	03	NADK . .	RE
d. Insurance	\$	01 . . .	02 . . .	03	NADK . .	RE
e. Association or Condominium fees	\$	01 . . .	02 . . .	03	NADK . .	RE
f. Recreation fees	\$	01 . . .	02 . . .	03	NADK . .	RE

51. When the conversion was announced, did the tenants attempt to purchase the building/complex from the developer/owner?

- Yes 01
 - No 02
 - Don't know DK
- } (54)

52. Was this effort successful, that is did the tenants purchase the building?

- Yes 01 (54)
- No 02

53. Why weren't these efforts successful? CIRCLE ALL THAT APPLY.

- Lack of cooperation 01
- Lack of funds 02
- Lack of time 03
- Lack of information 04
- Other 05

(SPECIFY) _____

54. How many places have you lived since you moved from (CONVERTED ADDRESS), including time spent with friends and/or family?

231 :

(THIS PAGE INTENTIONALLY BLANK)

55. ENTER CONVERTED ADDRESS IN A. THEN ASK: What are the addresses of each place you have lived since you moved from (CONVERTED ADDRESS), including time spent with friends and/or family? Include your present address. ENTER IN REMAINING SPACES IN ORDER GIVEN.

ASK Qs 56-74 FOR EACH MOVE INDICATED IN Q.55.	CONVERTED ADDRESS															
56. How long did you live at (ADDRESS)? PROBE FOR YEARS AND MONTHS AND ENTER IN APPROPRIATE BOXES.	<table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="padding: 0 5px;">Years</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="padding: 0 5px;">Months</td> </tr> </table>			Years			Months									
		Years			Months											
57. Did you own, rent, or live rent free at (ADDRESS)?	Own . . . 01 (62) Rent . . . 02 Free . . . 03 (64)															
58. What was your monthly rent at the time you moved to (ADDRESS)?	\$ <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>															
59. (Are/Were) utility charges included in your rent at (ADDRESS)?	Yes . . . 01 No. . . . 02															
60. What (was/is) your (last/current) monthly rent at (ADDRESS)?	\$ <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>															
61. (Are/Were) utility charges included in your rent at (ADDRESS)?	Yes . . . 01 No. . . . 02 (65)															
62. What was your monthly mortgage payment at the time you moved to (ADDRESS)?	\$ <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>															
63. What (was/is) your (last/current) monthly mortgage payment at (ADDRESS)?	\$ <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table>															
64. (Did/Does) this amount include the following:	<table style="border: none;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 40px;">A. Principal</td> <td style="text-align: center;">. . . 01 . . .</td> <td style="text-align: center;">02</td> </tr> <tr> <td style="padding-left: 40px;">B. Interest</td> <td style="text-align: center;">. . . 01 . . .</td> <td style="text-align: center;">02</td> </tr> <tr> <td style="padding-left: 40px;">C. Taxes</td> <td style="text-align: center;">. . . 01 . . .</td> <td style="text-align: center;">02</td> </tr> <tr> <td style="padding-left: 40px;">D. Insurance</td> <td style="text-align: center;">. . . 01 . . .</td> <td style="text-align: center;">02</td> </tr> </tbody> </table>		Yes	No	A. Principal 01 . . .	02	B. Interest 01 . . .	02	C. Taxes 01 . . .	02	D. Insurance 01 . . .	02
	Yes	No														
A. Principal 01 . . .	02														
B. Interest 01 . . .	02														
C. Taxes 01 . . .	02														
D. Insurance 01 . . .	02														

A Street: _____ Apt: _____
 City: _____ State: _____ Zip: _____

Move Street: _____ Apt: _____
 1 City: _____ State: _____ Zip: _____

Move Street: _____ Apt: _____
 2 City: _____ State: _____ Zip: _____

Move Street: _____ Apt: _____
 3 City: _____ State: _____ Zip: _____

Move Street: _____ Apt: _____
 4 City: _____ State: _____ Zip: _____

Move Street: _____ Apt: _____
 5 City: _____ State: _____ Zip: _____

Move 1		Move 2		Move 3		Move 4		Move 5	
<input type="text"/>	<input type="text"/>								
Years	Months								
Own . . . 01 (62)		Own . . . 01 (62)		Own . . . 01 (62)		Own . . . 01 (62)		Own . . . 01 (62)	
Rent. . . 02		Rent. . . 02		Rent. . . 02		Rent. . . 02		Rent. . . 02	
Free. . . 03 (64)		Free. . . 03 (64)		Free. . . 03 (64)		Free. . . 03 (64)		Free. . . 03 (64)	
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
Yes . . . 01		Yes . . . 01		Yes . . . 01		Yes . . . 01		Yes . . . 01	
No. . . . 02		No. . . . 02		No. . . . 02		No. . . . 02		No. . . . 02	
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
Yes . . . 01		Yes . . . 01		Yes . . . 01		Yes . . . 01		Yes . . . 01	
No. . . . 02 (65)		No. . . . 02 (65)		No. . . . 02 (65)		No. . . . 02 (65)		No. . . . 02 (65)	
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
<u>Yes</u>	<u>No</u>								
01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02	
01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02	
01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02	
01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02		01 . . . 02	

	A CONVERTED ADDRESS
65. What was the total monthly utility (heat, water, electricity) bill when you first moved to (ADDRESS)?	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
66. What (was/is) the (last/current) total monthly utility bill at (ADDRESS)?	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
67. What type of housing unit did you live in at (ADDRESS)? CIRCLE CODE IN APPROPRIATE COLUMN USING CODES LISTED BELOW. Apartment bldg . . . 01 Condominium 06 Detached house . . . 02 Cooperative Duplex/triplex . . . 03 apt. 07 Rowhouse 04 Other (SPECIFY) _____ 08 Townhouse. 05 Don't know. DK	01 05 02 06 03 07 04 DK 08 _____ _____ _____
68. Would you say the structure was in good, fair, or poor condition?	Good 01 Fair 02 Poor 03
69. DO NOT ASK FOR CONVERTED ADDRESS (Is/Was) this residence in the same neighborhood as (CONVERTED ADDRESS)?	(BL)
70. DO NOT ASK FOR CONVERTED ADDRESS How far is (ADDRESS) from previous address?	(BL)
71. What were your total moving costs for the move from (ADDRESS) to (NEXT ADDRESS)? Do not include any costs paid by public and/or private sources.	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
72. Did this moving cost cause you or your family any financial burdens?	Yes 01 No. 02
73. Was it easy or difficult to find housing when you moved from (ADDRESS) to (NEXT ADDRESS)?	Very easy 01 Easy. 02 Difficult 03 Very difficult. . . 04 Don't know. . . . DK
74. Think about the total living expenses at (ADDRESS) such as mortgage payment, maintenance, taxes, and utilities. Overall, do you think these costs (are/were) low, moderate, or high?	Very low. 01 Low 02 Moderate. 03 High. 04 Very high 05 Don't know. . . . DK

B Move 1		C Move 2		D Move 3		E Move 4		F Move 5	
\$ <input type="text"/>									
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
01	05	01	05	01	05	01	05	01	05
02	06	02	06	02	06	02	06	02	06
03	07	03	07	03	07	03	07	03	07
04	DK								
08		08		08		08		08	
Good. . . 01		Good. . . 01		Good. . . 01		Good. . . 01		Good. . . 01	
Fair. . . 02		Fair. . . 02		Fair. . . 02		Fair. . . 02		Fair. . . 02	
Poor. . . 03		Poor. . . 03		Poor. . . 03		Poor. . . 03		Poor. . . 03	
Yes. . . 01		Yes. . . 01		Yes. . . 01		Yes. . . 01		Yes. . . 01	
No . . . 02		No . . . 02		No . . . 02		No . . . 02		No . . . 02	
<input type="text"/>	<input type="text"/>								
blocks	miles								
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
Yes. . . 01		Yes. . . 01		Yes. . . 01		Yes. . . 01		Yes. . . 01	
No . . . 02		No . . . 02		No . . . 02		No . . . 02		No . . . 02	
Very easy . 01		Very easy . 01		Very easy . 01		Very easy . 01		Very easy . 01	
Easy. . . . 02		Easy. . . . 02		Easy. . . . 02		Easy. . . . 02		Easy. . . . 02	
Difficult . 03		Difficult . 03		Difficult . 03		Difficult . 03		Difficult . 03	
Very difficult. 04		Very difficult. 04		Very difficult. 04		Very difficult. 04		Very difficult. 04	
Don't know. DK		Don't know. DK		Don't know. DK		Don't know. DK		Don't know. DK	
Very low. . 01		Very low. . 01		Very low. . 01		Very low. . 01		Very low. . 01	
Low 02		Low 02		Low 02		Low 02		Low 02	
Moderate. . 03		Moderate. . 03		Moderate. . 03		Moderate. . 03		Moderate. . 03	
High. . . . 04		High. . . . 04		High. . . . 04		High. . . . 04		High. . . . 04	
Very high . 05		Very high . 05		Very high . 05		Very high . 05		Very high . 05	
Don't know. DK		Don't know. DK		Don't know. DK		Don't know. DK		Don't know. DK	

75. HAND CARD A. This card lists reasons why people move from one place to another. Look at reason A on the card and tell me if that was a reason for your move from (FIRST ADDRESS). CIRCLE CODE IN MOVE 1 COLUMN. ASK A FOR EACH MOVE THEN ASK REASONS B-V FOR REMAINING MOVES.

Reasons for Move	Move 1		Move 2		Move 3		Move 4		Move 5	
	Yes	No								
a. Wanted a better neighborhood	1	2	1	2	1	2	1	2	1	2
b. Wanted a better house or apartment	1	2	1	2	1	2	1	2	1	2
c. Wanted more space.	1	2	1	2	1	2	1	2	1	2
d. Wanted more space at the same or lower rent	1	2	1	2	1	2	1	2	1	2
e. Wanted more yard	1	2	1	2	1	2	1	2	1	2
f. Wanted a location closer to my job.	1	2	1	2	1	2	1	2	1	2
g. Wanted a location closer to friends	1	2	1	2	1	2	1	2	1	2
h. Wanted a location closer to relatives	1	2	1	2	1	2	1	2	1	2
i. Wanted to own instead of rent.	1	2	1	2	1	2	1	2	1	2
j. Wanted a house instead of an apartment.	1	2	1	2	1	2	1	2	1	2
k. The old neighborhood was changing physically.	1	2	1	2	1	2	1	2	1	2
l. Too many new people were moving into the old neighborhood	1	2	1	2	1	2	1	2	1	2
m. The taxes were too high.	1	2	1	2	1	2	1	2	1	2
n. The neighborhood was becoming unsafe.	1	2	1	2	1	2	1	2	1	2
o. The neighborhood was changing racially.	1	2	1	2	1	2	1	2	1	2
p. Repair/maintenance was a problem.	1	2	1	2	1	2	1	2	1	2
q. Family situation changed	1	2	1	2	1	2	1	2	1	2
r. Management of building changed.	1	2	1	2	1	2	1	2	1	2
s. It was becoming too expensive to live there.	1	2	1	2	1	2	1	2	1	2
t. I could no longer rent my old apartment.	1	2	1	2	1	2	1	2	1	2
u. Was evicted or the lease was not renewed.	1	2	1	2	1	2	1	2	1	2
v. The complex was converted to condominium/cooperative.	1	2	1	2	1	2	1	2	1	2

76. Do you think you will move from this address within the next two years?

- Yes, definitely 01
- Yes, probably 02
- No, probably not. 03
- No, definitely not. 04
- Don't know. DK

77. Would you like to be living in this neighborhood two years from now?

- Yes 01
- No. 02
- Don't know. DK

78. Would you like to be living in this house/apartment two years from now?

- Yes 01
- No. 02
- Don't know. DK

79. The next time you move, will you

- Buy a one-family house. 01
- Buy a townhouse/rowhouse. 02
- Buy a condominium or, 03
- Rent an apartment/house 04
- Don't know. DK

HOUSEHOLD ROSTER

To complete this interview, I need to ask you some questions about the people who live and will be used only for the analysis of the data obtained. Your name will not be

1. What is the name of the head of this household? ENTER NAME ON ROSTER APPENDIX.
2. What are the names of all other persons related to (HEAD) who live here now? Let's IF MORE THAN 10 PERSONS IN HOUSEHOLD, USE CONTINUATION PAGE A.
3. How is (PERSON) related to (HEAD)? ENTER UNDER "RELATIONSHIP" IN PERSON COLUMNS.
4. I have listed (NAMES). Is there anyone else staying here now, such as friends or ENTER APPROPRIATE DESCRIPTION (ROOMER, BOARDER, ETC.) UNDER "RELATIONSHIP."
5. Have I missed anyone who usually lives here but is temporarily away from home? IF
6. CIRCLE LETTER CORRESPONDING TO PERSON'S SEX. DO THIS BY OBSERVATION, OBVIOUS NAME
7. What is (NAME'S) age? ENTER IN PERSON COLUMN UNDER "AGE."
8. RECORD RACE BY OBSERVATION. BLACK=01, WHITE=02, HISPANIC=03, OTHER=04. IF UNABLE
9. ASK FOR EACH PERSON 14 YEARS OR OLDER: Has (PERSON) been employed at any time
10. ASK FOR EACH PERSON 14 YEARS OR OLDER: Is (PERSON) now employed? CIRCLE CODE UNDER

	HEAD	PERSON 2	PERSON 3	PERSON 4	PERSON 5
3	Relationship 01 HEAD	Relationship	Relationship	Relationship	Relationship
6	Sex M F				
7	Age 	Age 	Age 	Age 	Age
8	Race 01 02 03 04				
9	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02
10	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02

here now. Let me remind you that the information you provide is strictly confidential entered on this questionnaire or associated with your responses in any way.

list them in order of age beginning with the oldest first. ENTER IN REMAINING PERSON COLUMNS.

roomers? Do not include people whose usual residence is elsewhere. ENTER ON ROSTER APPENDIX.

YES, ENTER NAME(S) ON ROSTER APPENDIX. OBTAIN RELATIONSHIP TO HEAD AND ENTER IN SPACE. GENDER, OR RELATIONSHIP.

TO CLASSIFY BY OBSERVATION ASK: What is (PERSON'S) ethnic background?

during the past year. CIRCLE CODE UNDER "Empl. Last Year" IN PERSON COLUMN.

"Empl. Now" IN PERSON COLUMN.

PERSON 6	PERSON 7	PERSON 8	PERSON 9	PERSON 10
Relationship	Relationship	Relationship	Relationship	Relationship
Sex M F				
Age <input type="text"/> <input type="text"/> <input type="text"/>				
Race 01 02 03 04				
Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02	Empl. Last Year Yes . . 01 No . . . 02
Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02	Empl. Now Yes . . 01 No . . . 02

11. HAND CARD C. Please give me the number beside the figures that best represent your family's total annual income. Include income from all sources such as interest, dividends, salaries, etc.

Under \$ 3,000.01	12,500 - 16,999.02
3,000 - 3,999.02	17,000 - 21,499.08
4,000 - 5,249.03	21,500 - 25,999.09
5,250 - 6,749.04	26,000 - 29,999.10
6,750 - 8,749.05	Over 30,000.11
8,750 -12,499.06	Refused.RE
	Don't knowDK

12. Other than salaries, does any member of this household receive income from any of the following sources? READ LIST AND CIRCLE APPROPRIATE CODE.

	Yes	No	DK
Social security.	01.	02.DK
Unemployment pensions.	01.	02.DK
Workman's compensation	01.	02.DK
Public assistance (welfare, food stamps, housing subsidies).	01.	02.DK
Veteran's payments	01.	02.DK
Private pensions or annuities. 01.	01.	02.DK
Alimony or child support	01.	02.DK
Rental income.	01.	02.DK

13. IF ANY INCOME FROM PUBLIC ASSISTANCE ASK: How much of the total family income is from public assistance?

\$

14. ASK FOR HEAD OF HOUSEHOLD. HAND CARD C. This card lists descriptions and examples of different kinds of jobs. Please tell me the number of the category that best describes (HEAD'S) main occupation.

- Professional 01
- Manager, official,
proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, fore-
man. 05
- Operative, unskilled
laborer (except farm). . . 06
- Service worker 07
- Farmer, farm manager,
farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. 11

15. ASK FOR SPOUSE. HAND CARD C. Please tell me the number that best describes (NAME OF SPOUSE) occupation.

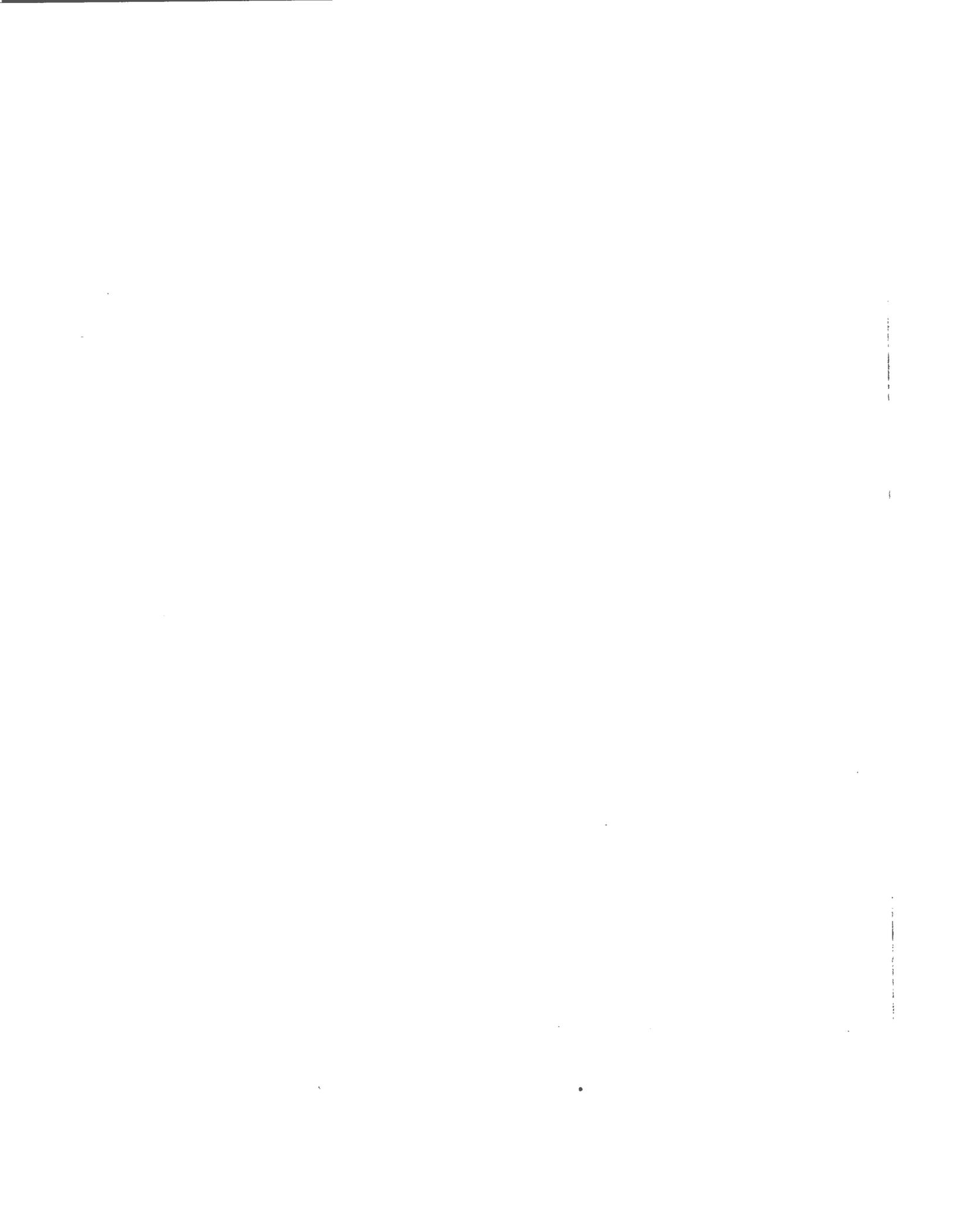
- No spouse. 00
- Professional 01
- Manager, official,
proprietor 02
- Clerical worker. 03
- Sales worker 04
- Skilled craftsman, foreman . . . 05
- Operative, unskilled
laborer (except farm). 06
- Service worker 07
- Farmer, farm manager,
farm laborer 08
- Housewife. 09
- Other. 10
- (SPECIFY) _____
- Refused. RE

FOR INTERVIEWER USE ONLY; DO NOT ASK OF RESPONDENT.

Circle the code below that best represents your opinion of the respondent's attitude and/or feelings relating to the conversion activity.

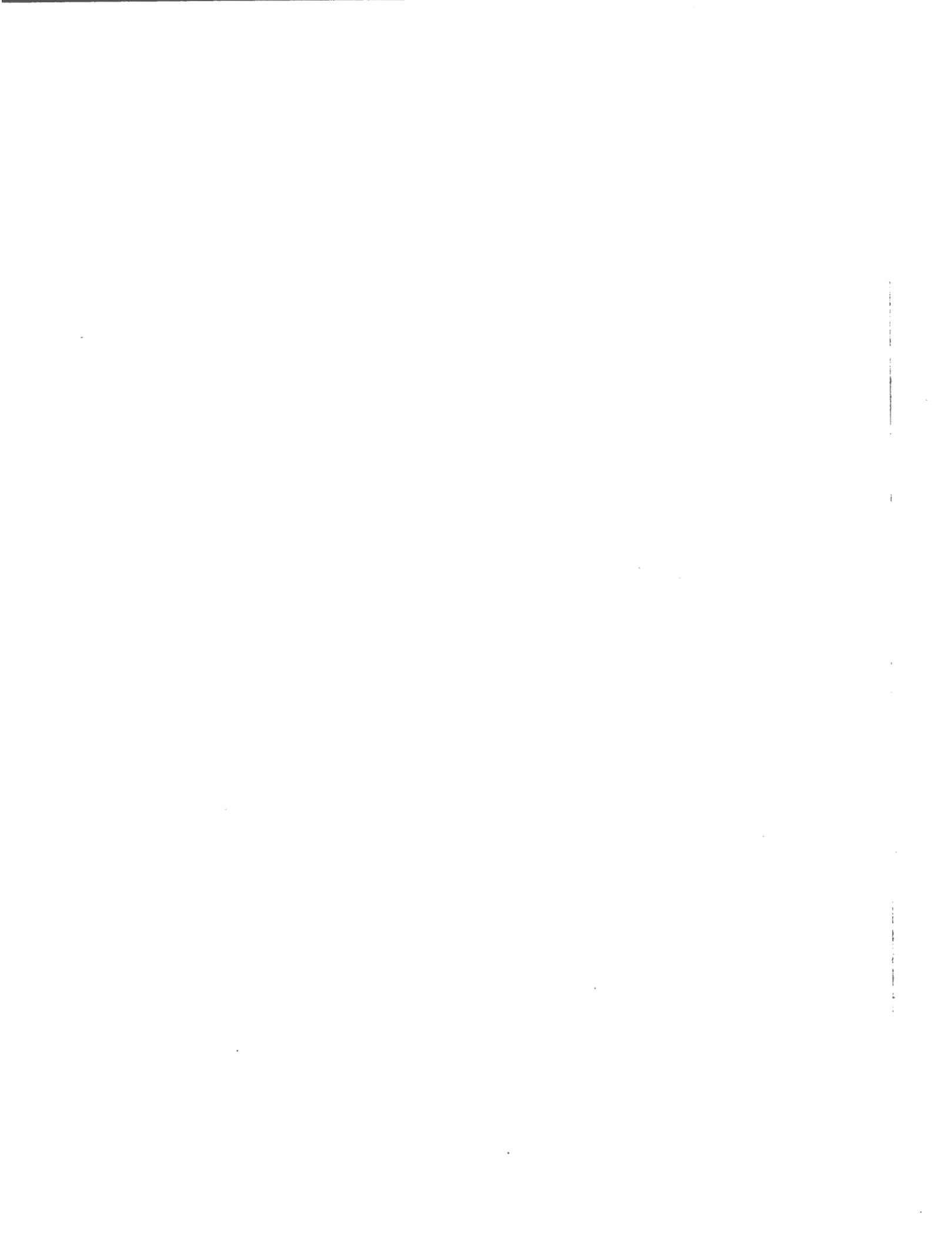
- Angry about the conversion . . . 01
- Satisfied with the conversion. . 02
- Noncommittal. 03
- Other. 04

(SPECIFY) _____



Appendix 2-IV

**Sampling and Fieldwork
Procedures for the National
Survey of Local Officials**



Appendix 2-IV

Sampling and Fieldwork Procedures for the National Survey of Local Officials

The telephone survey of local officials had three major objectives: (1) to estimate the number of conversions which have occurred nationally since 1970 and to project the number of conversions which are likely to occur between 1980 and 1985; (2) to assess the factors and causes which contribute to conversion activity; and (3) to determine local officials' views about the impact that such conversions have had or are likely to have on households directly affected by such conversions, on the overall rental housing market, on the owners and developers of converted buildings, and on the communities in which such conversions have occurred or are occurring.

This phase of the study, which provided a national assessment of the number of rental units that have been converted to condominiums and cooperatives between 1970 and 1979 and the number which city officials expect to occur between 1980 and 1985, involved selecting a nationwide probability sample of cities and other governmental units and conducting telephone interviews with at least two local officials associated with each selected site.

1. Definition of Population

To produce such a national assessment, ideally the relevant information would be collected from 1) each and every community in the nation or 2) a random sample of such communities. However, preliminary evidence indicated that the vast majority of all condominium and cooperative conversions which had already taken place, or which would in the future take place, were in and around medium or large size cities. It was therefore decided to restrict the target population of communities to those that were not predominantly rural.

The population of communities to be covered in the survey was therefore defined as follows:

1. The central cities of the 37 largest Standard Metropolitan Statistical Areas (SMSAs), in which it was felt most of the conversion activity had taken place. The 47 central cities associated with the SMSAs were included in the sample with certainty.
2. The remaining communities, i.e., cities, counties, and New England towns, located within the 37 largest SMSAs.

3. All other cities with a 1970 population of 25,000 or more.
4. The remaining communities, i.e., counties and New England towns, associated with these "other" cities.

This population of communities includes about 77 percent of the 1970 populace of the nation.

2. The Sample Design

The sample design may be described as a stratified unequal probability sample of communities for which four hundred fifty three cities, counties and New England towns were selected for inclusion in the study. Of these, 241 were located in the 37 largest Standard Metropolitan Statistical Areas (SMSAs) in the nation, another 131 were cities in SMSAs other than the 37 largest, and 49 were cities outside of any SMSA. Finally, another 32 counties and New England towns located outside of the 37 largest SMSAs were selected, making the total number of sites 453.

Based on 1970 counts, the sample of 453 communities includes about 35 percent of the total populace of the nation.

A. Sample Size: The sample size was set so as to yield approximately 600 potential telephone interviews. All information pertaining to estimates of numbers of condominium and cooperative conversions from sample communities located in the 37 largest SMSAs were to be obtained during the field survey phase of the study. Otherwise, the telephone method was to be used to obtain interviews with the chief executives in these sample communities. In addition, two telephone interviews (a Chief Executive Interview and an Estimate Projection Interview) were to be conducted in all other sample communities yielding a total of an expected 664 interviews.^{1/} The goal of 664 interviews took into consideration costs, time scheduling requirements, and precision of resulting estimates.

^{1/} Six hundred of these interviews were to be conducted in sample communities which were selected from categories 1, 2, and 3, listed in Section A, above. Sixty four of these interviews (32 communities) were to be conducted in sample communities which were selected from category 4.

B. Stratification: Stratification, which is the partitioning of a population into homogeneous groups for the purpose of sampling separately from each, is a commonly used procedure in sample selection. Its use can increase the precision of the population estimates generated from the sample data. Variables thought to be highly correlated with those characteristics to be estimated from the survey are the most desirable. For this study, the following stratification variables were used:

- a. SMSA status: whether one of the 37 specified SMSAs, other SMSA, or non-SMSA.
- b. Type of place: central city, other city, New England town, or county.
- c. Size of place, using 1970 Census population counts.

Strata are formed by first cross-classifying the communities by the stratification variables. Similar strata are then collapsed, when necessary, to form homogeneous strata of sufficient size for sample selection. The final strata that were used and the number of communities contained in each stratum are shown in the Table 1. Note that outside of the 37 largest SMSAs, no distinction was made between central cities and other types of cities.

C. Allocation: The criteria for determining the number of communities that should be selected from each stratum depend upon the different types of estimates to be made from the survey data. In broad terms, estimates of the percentages of all communities possessing a certain characteristic can generally be made most efficiently from an equal probability sample. This would lead to the selection of a fixed proportion of communities from each stratum. On the other hand, an estimate of the total number of residents in the totality of communities making up the population would be most efficiently estimated by sampling communities with probabilities proportional to their number of residents. Because both types of estimates would be made from the survey data, a compromise plan was implemented. The sample allocation for each of the strata is displayed in the Column labeled "n" in Table 1. This represents the number of communities that were to be selected from each stratum. Note that the proportion of communities selected into the sample is greater for strata containing large size communities than for strata containing smaller size communities. In broad terms, the sample was allocated as follows. Of the totality

of 569 communities making up the 37 largest SMSAs, 241 were to be included in the sample. Of the 514 other cities in the nation having a 1970 population of 25,000 or more, 180 were to be selected and of the communities making up the remaining areas associated with these 514 other cities, 32 communities were to be selected.

TABLE 1
HUD CONDOMINIUM TELEPHONE SURVEY SAMPLE

SMSA Status	Stratum Description			Number of Communities in	
	Stratum ¹ Number	Place ² Type	Population Size (in thousands)	Population N	Sample n
37 SMSAs	1-4	CC	50-100	2	2
	1-5	CC	100-200	6	6
	1-6	CC	200+(7,895)	39	39
37 SMSAs	2-3	C	25-50	202	51
	2-4	C	50-100	105	35
	2-5	C	100-200	18	9
	2-6	C	200+(204)	1	1
37 SMSAs	3-1	TWN	(2)-10	28	7
	3-2	TWN	10+(22)	34	9
37 SMSAs	4-2	CO	(7)-25	5	2
	4-3	CO	25-50	18	5
	4-4	CO	50-100	32	11
	4-5	CO	100-200	30	15
	4-6	CO	200+(1,318)	49	49
Subtotal:				569	241
Other SMSA	5-3	C	25-50	97	25
	5-4	C	50-100	133	44
	5-5	C	100-200	66	38
	5-6	C	200+(530)	24	24
NonSMSA	6-3	C	25+(50)	194	49
Subtotal:				514	180

TABLE 1 (continued)

SMSA Status	Stratum Description				Number of Communities in estimated Population $\sum p_1^{-1}(C)$	Number of Communities in Sample n
	Stratum ¹ Number	ID Sequence	Place ² Type	Population Size (in thousands)		
Other SMSA	7-1	32,32	TWN	(1.8)-10	116.97	2
	7-2	31,32	TWN	10-25	93.96	2
Other SMSA	7-1	41,42	CO	(3.8)-25	42.55	2
	7-2					
	7-3	41,44	CO	25-50	71.81	4
	7-4	41,44	CO	50-100	95.71	4
	7-5	41,46	CO	100+(647)	67.51	6
NonSMSA	8-1	31,34	TWN	(0.6)-25	209.88	4
	8-2					
NonSMSA	8-1	41,42	CO	(4.3)-25	75.24	2
	8-2					
	8-3	41,42	CO	25-50	67.36	2
	8-4	41,42	CO	50-100	37.64	2
	8-5	41,42	CO	100+(471)	11.88	2
Subtotal:						32

¹ Stratum number. First digit specifies SMSA status, and type of place. Second digit specifies size of place based on 1970 Census population. Note that county populations exclude that contained in any city with 1970 population of 25,000 or more.

<u>Size Stratum</u>	<u>1970 population of place</u>
1,2	-25,000
3	25,000 - 50,000
4	50,000 - 100,000
5,6	100,000+

² Place type: CC = Central City of one of the 37 SMSAs; C = City; TWN = New England Town; CO = County.

D. Sample Selection: The 37 Largest SMSAs: A sampling frame was constructed showing the following information:

1. identification of place
2. 1970 population of place
3. number of rental units in place, 1970
4. number of condominium units in place, 1970
5. from a, the place was classified according to whether it was a central city of an SMSA, any other city (or New England town) having 1970 population of 25,000 or greater, other New England towns, or a county.

The classification used in 5 above was developed on the basis of what seemed to make the most sense for the survey. It was felt that any city with a population of 25,000 or greater would likely be functioning as an independent entity with regard to maintaining records on condominium or cooperative conversions. Their city officials, it was felt, would be able to provide information about conversion activity that had already taken place within the city and would also be able to provide estimates about such activity that could be expected to take place in the future. For incorporated cities of less than 25,000 in 1970, and for all unincorporated cities, it was felt that the conversion information would be most reliably obtained at a county level. All of these unincorporated and smaller incorporated places were therefore included with the remainder of the county for the purposes of this survey.

A special word should be said about New England towns. Because in New England, the county is not the important entity that it is in the remainder of the nation, the New England towns making up the county are often used as sampling units for survey or other data collection purposes. Even the definition of SMSAs, which in the remainder of the nation tends to follow county lines, in New England follows town lines. Because information on condominium or cooperative conversion activity would be maintained on a town rather than a county basis, towns were used as sampling units in New England. Towns having a 1970 population of 25,000 or more were treated as cities for sample selection purposes, whereas those with a population of less than 25,000 were placed in their own stratum. The division at 10,000 population (see Table 1) was done merely to gain greater control over size variation when selecting the sample, in order to control sampling error.

Within each of the strata associated with the 37 largest SMSAs and formed as described in Table 1, the following selection procedures were used.

1. All places listed in strata 1-4, 1-5, 1-6, 2-6, and 4-6 namely all central cities and all other cities and counties with population over 200,000, located in the 37 largest SMSAs, were included in the sample with certainty, i.e. with a probability of one.
2. For those strata where selections were to be made with a probability of less than one, namely strata 2-3, 2-4, 2-5, 3-1, 3-2, 4-2, 4-3, 4-4 and 4-5 (non-central cities and counties of under 200,000 population and all towns in the 37 largest SMSAs):
 - (a) The places within each stratum were ordered on the variable "number of rental units in 1970."
 - (b) Within each stratum a sequential selection of the desired number of places was then made. ^{2/} The sequential selection procedure was used in order to reap the gains in precision of estimates that would be associated with stratifying on the variable used for ordering the sampling units on the frame. Sequential selection is similar to a systematic selection in which a new random number is selected at each application of the interval.

E. Sample Selection: Cities with 1970 Population of 25,000 or More Located Outside of the 37 Largest SMSAs: A sampling frame was constructed showing the following information:

1. identification of place
2. 1970 population of place
3. number of rental units in place, 1970
4. number of condominium units in place, 1970
5. from 1, the place was classified according to whether or not it was located in an SMSA.

^{2/} See Chromy, J. R. "Sequential Sample Selection Methods" presented at the annual meeting of the American Statistical Association, Washington, D. C., 1979 and Williams, R. L. and Chromy, J. R. "SAS Sample Selection MACROS.

As with the 37 largest SMSAs, any New England Town with a 1970 population of 25,000 or more was considered to be a city.

Within each of the strata formed as described in Table 1, namely 5-3, 5-4, 5-5, 5-6, and 6-3, the following procedures were used:

- a. Those places designated to be selected with certainty were included in the sample with a probability of one. These include all places listed in stratum 5-6.
- b. For those strata where selections were to be made with a probability of less than one, namely strata 5-3, 5-4, 5-5 and 6-3 (cities outside the 37 largest SMSAs):
 - (1) The places within each stratum were ordered on the variable "number of rental units in 1970."
 - (2) Within each stratum, a sequential selection of the desired number of places was then made.^{3/}

F. Sample Selection: Other Communities Associated with Cities Having a 1970 Population of 25,000 or More and Located Outside of the 37 Largest SMSAs: Communities surrounding those cities of 25,000 or more population which were not located in the 37 largest SMSAs were selected next.

Specifically, this includes the following areas:

- a. For cities located in an SMSA, the remainder of the SMSA. This would, in the case of New England, mean all New England towns with 1970 population less than 25,000 in the SMSA. For the remainder of the nation, it would mean those counties comprising the SMSA, excluding the portion of each county which is included in a city of 25,000 or more in 1970.
- b. For cities located outside of an SMSA, the remainder of the county. In the case of New England, the remainder would consist of those towns with 1970 population under 25,000, not included in an SMSA.

^{3/} Ibid

The number of communities to be selected from this additional area was set at approximately 30, to yield approximately 60 interviews. While the resultant sampling rate is considerably smaller than that used in the other categories, it was felt that the past and future conversion activity in this area would be small. This latter fact would bring about a dampening effect on the increase in sampling error associated with the larger weights for this portion of the sample, with regard to estimation of numbers of converted units.

The linkage, allocation, and determination of overall sample selection probabilities for this category were somewhat more complicated than the procedures used for the other categories. The mathematical development of these procedures is presented in Display 1. The actual selection procedures involved determining those areas that were associated with the cities that had been selected into strata 5X and 6X in the original sample and determining the inclusion probabilities, taking into consideration the fact that there were multiple ways in which the area could have been selected for consideration. (Recall that there could have been more than one city in an SMSA or in a county, and, in addition, that the cities could have been in different population size strata.) A sample allocation was then made in such a way as to yield a sample from strata 7X and 8X that was allocated as would have been desired had the selections not been restricted to those communities linked to selected cities. In simple terms, this amounted to estimating the number of similar communities in the nation, and setting the desired number of sample selections accordingly. More populous places were, again, to be selected at a greater rate than less populous places, and a minimum of 2 places would be selected from each stratum. This latter restriction was for ease in the computation sampling errors.

G. Sample Disposition and Adjustment for Nonresponse: Of the 453 communities included in the sample, one was dropped from the sample because it was determined to be ineligible according to the survey definitions. A Chief Executive Questionnaire interview was obtained from 443 of the 452 eligible sample communities, and Estimate Questionnaire information was obtained either by means of a telephone interview or by means of a personal visit, with 443 communities. The exceptionally high response rates obtained, 98 percent response for each of the surveys, was made possible because of the excellent cooperation from the officials and staff of the sample communities.

TABLE 2
HUD CONDOMINIUM TELEPHONE SURVEY SAMPLE WEIGHTS

Stratum ¹ Number	Number of Communities in		Number of Nonresponses		Weights, including nonresponse adjustment		
	Population N	Sample n	Estimate Q.	Chief Exec. Q.	Est. Q. W _E	Chief Exec. (When diff. from W _E) W _{CE}	Cross Tabs (When diff. from W _E or W _{CE}) W _{E,CE}
1-44	2	2			1.00		
1-5	6	6			1.00		
1-6	39	39	1		1.03	1.00	1.03
2-3	202	51	1		4.04	3.96	4.04
2-4	105	35			3.00		
2-5	18	9	1	1	2.00*	2.11	2.11
2-6	1	1		1	1.00	0	0
3-1	28	7			4.00		
3-2	34	9			3.78		
4-2	5	2	1		5.00	2.50	5.00
4-3	18	5			3.60		
4-4	32	11		1	2.91	3.20	3.20
4-5	30	15			2.00		
4-6	49	49		4	1.00	1.09	1.09
Subtotal:	569	241					
5-3	97	25	2	2	4.22	4.22	4.22
5-4	133	44			3.02		
5-5	66	38			1.74		
5-6	24	24	2		1.09	1.00	1.09
6-3	194	49	1		4.04	3.96	4.04
Subtotal:	514	180					

* Not adjusted because missing place was dropped because of ineligibility.

**Weight adjustment includes adjustment for nonresponse in stratum 2-6.

TABLE 2 (continued)

Stratum ¹ Number	Number of Communities in estimated Population $\sum p_1^{-1}(C)$	in Sample n	Nonresponse		Est. Q. W_E	Weights, including nonresponse adjustment	
			Estimate Q.	Chief Exec. Q.		Chief Exec. (When diff. from W_E) W_{CE}	Cross Tabs (When diff. from W_E or W_{CE}) $W_{E,CE}$
7-1	116.97	2			58.49		
7-2	93.96	2			46.98		
7-1	42.55	2			21.28		
7-2							
7-3	71.81	4			17.95		
7-4	95.71	4			23.93		
7-5	67.51	6	1	1	13.50	13.50	13.50
8-1	209.88	4			52.47		
8-2							
8-1	75.24	2			37.62		
8-2							
8-3	67.36	2			33.68		
8-4	37.64	2			18.82		
8-5	11.88	2			5.94		
Subtotal:		32					

Display 1

Logic Used in Selecting Communities from Strata 7X and 8X

1. There exists a sample of cities, S. If one wishes to subselect a sample of counties (or New England towns) from among those counties (or towns) linked to sample cities.
2. Let: π_i = city inclusion probability = W_i^{-1}
 γ_c = county multiplicity \equiv number of cities in city universe linked to county c.
 $p_1(c) = \gamma_c / [\sum_{i \in c} W_i] =$ county inclusion pseudo probability
 $\sum_{c \in h} p_1^{-1}(c) =$ estimate of number of counties (or New England towns) in stratum h.
3. Allocation was then made among the H strata, taking into consideration the estimated number of counties (or New England towns) in the stratum, and the associated total 1970 population.
4. For each of the H strata, n_h counties (or New England towns) were selected with probability proportional to $p_1^{-1}(c)$ giving as a second stage conditional probability of selection:

$$\frac{p_1^{-1}(c) \cdot n_h}{\sum_{c \in h} p_1^{-1}(c)}$$

5. The overall probability of selection of a county (or New England town) was therefore

$$p_1(c) \cdot \frac{p_1^{-1}(c) \cdot n_h}{\sum_{c \in h} p_1^{-1}(c)} = \frac{n_h}{\sum_{c \in h} p_1^{-1}(c)}$$

An adjustment for nonresponse was incorporated into the weights that were required in order to adjust for different probabilities of selection. The final weights that were used in estimating population characteristics from the survey data are presented in Table 2. These weights vary somewhat between the two surveys because there was not a one-to-one correspondence between nonresponse on the Chief Executive Questionnaire and nonresponse on the Estimate Questionnaire. The weights needed for cross tabulations using data from both surveys includes adjustments for nonresponse on either survey. The stratum was used as a weighting class for determining adjustments for nonresponse.

3. Estimation

Estimates made from the telephone survey data describe the population of communities from which the sample for the survey was drawn.

Estimates of aggregates, e.g. total number of units converted to condominium units during 1970-1979 in eligible communities with 1970 population 25,000-100,000, are made using the following formula

$$\hat{X} = \sum_h^H \sum_i^{n_h} W_h X_{hi} Y_{hi} \quad (1)$$

where

X_{hi} = the total reported value (e.g. number of converted units) for community i in stratum h

Y_{hi} = 1 if community i in stratum h is in the domain of interest
0 otherwise

W_h = the weight for each responding community in stratum h . This is the inverse of the probability of selection, p_{hi} , times an adjustment for non-response.

n_h = the number of responding communities in the sample from stratum h .

H = the number of strata.

Estimates of percentages, e.g. percentage of eligible communities with 1970 population 25,000-100,000 experiencing no condominium conversions

during 1970-1979, are made using the following formula.

$$\hat{p} = \frac{100 \sum_h \sum_i^n w_h X_{hi} Y_{hi}}{\sum_h \sum_i^n w_h Y_{hi}} = \frac{100 \hat{X}}{\hat{Y}} \quad (2)$$

Because a sample of communities rather than the entire population of communities was included in the survey, the survey estimates are subject to sampling error.¹ The sampling errors for survey estimates based on the telephone survey data were computed using "SESUDAAN: Standard Errors Program for Computing of Standardized Rates from Sample Survey Data".² The program is based on sampling variance formulas developed using a Taylor series linearization.

$$\text{var}(\hat{p}) = (100)^2 \left(\frac{1}{\hat{Y}^2} \right) [\text{var}(\hat{X}) + \hat{p}^2 \text{var}(\hat{Y}) - 2 \hat{p} \text{Cov}(\hat{X}, \hat{Y})] \quad (3)$$

The standard error of \hat{p} is simply the square root of $\text{var}(\hat{p})$ given in equation (3).

¹ See Section C-1 in the Appendix dealing with the Current and Former Resident Survey for an explanation of "Sampling Error."

² For theoretical development and user instructions see "SESUDAAN: Standard Errors Program for Computing of Standardized Rates from Sample Survey Data," prepared by B. V. Shah, Research Triangle Institute, for the University of North Carolina, Chapel Hill, North Carolina, June 1979.

4. Data Collection Methods

Telephone interviews were conducted with appropriate officials at each site. Two survey instruments were used. A Chief Executive Questionnaire was addressed to the Mayor, City/County Manager, or other top official of the designated unit, and this person or his/her designed respondent was queried regarding the climate for conversion in the area. An Estimate/Projection Questionnaire was designed to obtain actual numbers of conversions from a city/county planner or similar official who could give accurate figures for the sample unit.

Both questionnaires were administered to all sample units outside of the 37 largest SMSAs. However, for those cities, counties, and townships located within the 37 largest SMSAs, only the Chief Executive Questionnaire was administered. This was done to avoid any conflict or overlap with information obtained during the field survey portion of the study. Information gathered during the field survey was transcribed to a truncated version of the Estimate/Projection Questionnaire and merged with the data gathered via telephone interviews.

A. Survey Preparation: To prepare for the telephone interviews, a lead letter announcing the study and requesting cooperation was sent to all local Chief Executives in the sampled units. In addition, two questionnaires were developed and pre-tested and training manuals were prepared.

In order to develop the survey instruments, several factors had to be taken into consideration. First, sufficient questions had to be asked to insure that the objectives of the study could be met; then, these questions had to be arranged in such a way that the telephone interviewers could ask them in the allotted amount of time without confusing or biasing the respondent; finally, it was also imperative that the questionnaire items be formatted to facilitate direct data entry. Two separate survey instruments were designed. The Chief Executive Questionnaire was designed to interview a responsible local official (i.e., mayor, chief executive, city manager, or community development director). The major purpose of the questionnaire was to obtain subjective information on: (1) the extent and impact of conversion activity in the community; (2) the number of conversions expected to occur from 1980 to 1985; (3) the impact of conversions on elderly and low-

income families; (4) factors contributing to conversion; (5) types of problems caused by, or likely to be caused by, conversions; and (6) benefits, if any, of conversions to the community.

A second, Estimate/Projection Questionnaire was prepared in order to interview a local official regarding the actual extent of conversion activity from 1975-1979 in the community. By interviewing a knowledgeable official, such as a city planner or tax assessor, it was anticipated that reliable data could be obtained regarding the actual number of conversions.

B. Local Officials' Interviews: While a few calls were made in late December, 1979, most of the calls were made in January 1980. The interviewer's first step was to telephone the mayor or other chief executive, to whom the lead letter was mailed. The interviewers introduced themselves, explained the purpose of the call, and reminded the chief executive of the lead letter. Since the chief executive was the preferred respondent, the interviewer attempted to proceed with the interview. However, the chief executive would frequently direct the interviewer to another official with whom the interview would be completed. This surrogate respondent might be, for example, an administrative assistant, the city/county planner, or someone from the tax assessor's office.

It would normally take several calls by the interviewer before the appropriate respondent could be reached; and the larger the city, the greater the number of calls required. In two of the major cities, some 25-30 calls were required before the interview could be conducted. However, once the interviewer did contact the proper person, the administration of the questionnaire went smoothly. In almost every case, respondents were friendly, cooperative, and interested in providing the interviewer with the best information available. Only eight refusals were encountered. For the Chief Executive Questionnaire, there were 79 cases or 18 percent where the person addressed by the lead letter actually completed the interview and 365 cases or 82 percent where the interview was completed by a representative of the chief executive. In all, a total of 445 Chief Executive Questionnaires were either completed or partially completed. Table 3 gives a complete breakdown of the final results.

The interviewer training for these calls was conducted on December 18, 1979 and the calls began on Wednesday, December 19. However,

because of holiday schedules and large numbers of people not in their offices when the calls were made, only 137 calls (30.2 percent) were completed between December 19, 1979 and January 2, 1980. By the end of January, 427 questionnaires were completed. During the month of February, the remaining 26 cases were completed.

C. Estimate/Projection Interviews: Training for these calls was conducted on December 27, 1979, and the interviews began immediately. In all, a total of 214 Estimate/ Projection cases were completed. Of these, only 20 were completed by the same respondents who completed the Chief Executive Questionnaire; and, in many cases, it was necessary to contact more than one respondent in order to get reliable data. For example, one respondent might be able to give good information regarding the types and price-ranges of the buildings being converted, but another person would have better information on the numbers of buildings converted during a certain time period.

Also, as with the Chief Executive Questionnaire, several calls to the sample location were usually required before the proper official could be contacted and the interview conducted. The average number of calls per case (2.3), however, was not as high as for the Chief Executive Questionnaire.

The average time per case spent by the interviewers on both the Estimate/Projection and the Chief Executive Questionnaires was 53 minutes.

D. Quality Control Procedures: After completion of a manual edit process, the questionnaires were converted to machine-readable form. All instruments were 100 percent key-verified.

For the telephone interviews, two standard quality control procedures were implemented. A supervisor reviewed the Telephone Control Sheets and questionnaire for the first five cases completed by each interviewer. This process was continued on a spot-check basis after the supervisor was satisfied with the quality of the first five completions. Second, the supervisor monitored the initial calls by the interviewers and subsequent calls on a spot-check basis utilizing silent monitoring equipment.

TABLE 3

FINAL RESULT CODE FREQUENCIES BY QUESTIONNAIRE

Questionnaire Type	Final Result Code [*]				Totals
	1	2	3	4	
Chief Executive Questionnaire	79	365	1	8	453
Estimate/Projection Questionnaire	22	191	0	1	214
Totals	101	556	1	9	667

*Code Key

- 1 = Interview completed with official to whom lead letter addressed.
- 2 = Interview completed with person representing official to whom lead letter addressed.
- 3 = Interview partially completed with official to whom lead letter addressed.
- 4 = Interview refused.

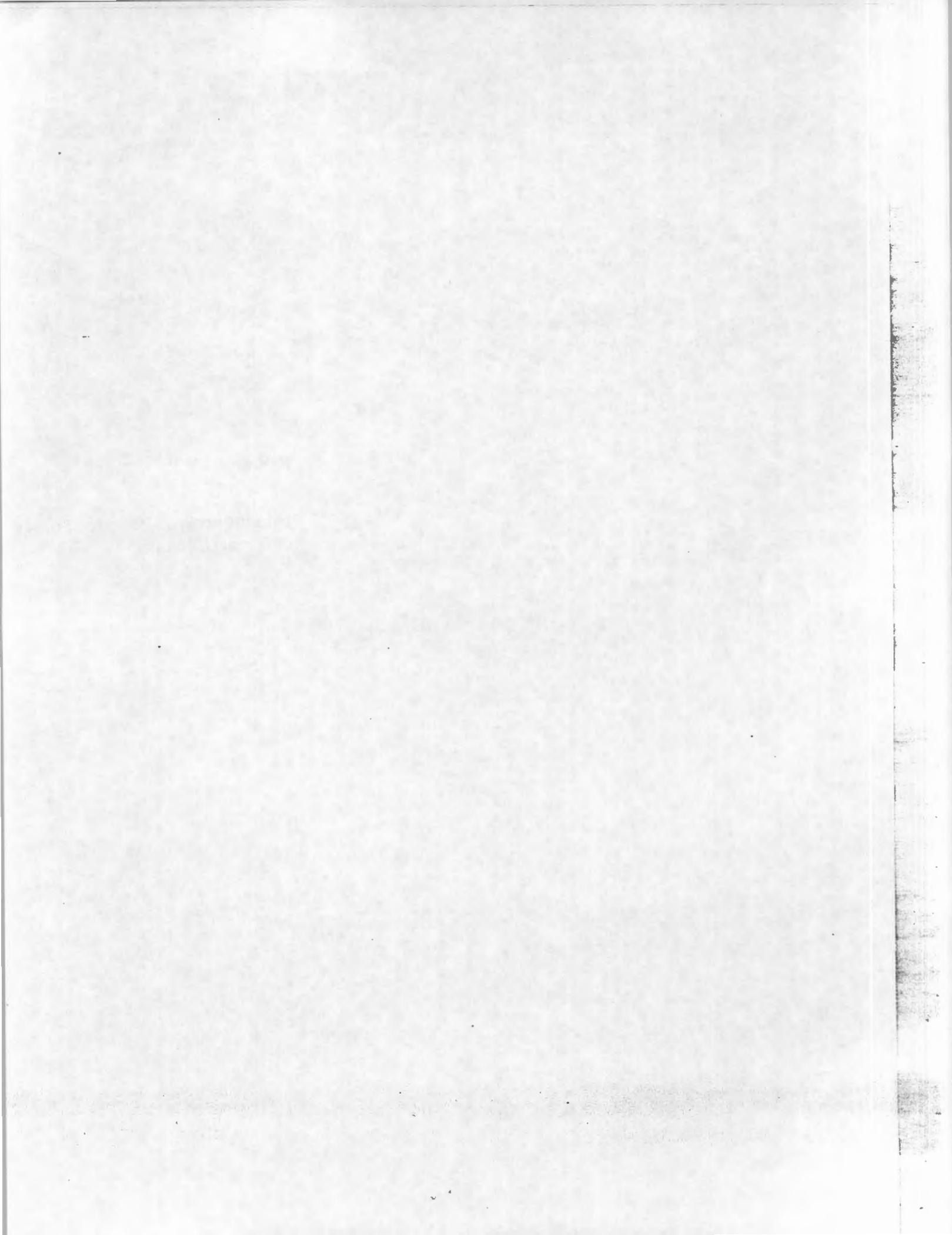
FINAL REPORT ON RESEARCH IN DEVELOPMENT

Year	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960
1951	100	100	100	100	100	100	100	100	100	100
1952	100	100	100	100	100	100	100	100	100	100
1953	100	100	100	100	100	100	100	100	100	100
1954	100	100	100	100	100	100	100	100	100	100
1955	100	100	100	100	100	100	100	100	100	100
1956	100	100	100	100	100	100	100	100	100	100
1957	100	100	100	100	100	100	100	100	100	100
1958	100	100	100	100	100	100	100	100	100	100
1959	100	100	100	100	100	100	100	100	100	100
1960	100	100	100	100	100	100	100	100	100	100

The following information is provided for your information. The data is based on the most recent available information. The data is subject to change without notice. The data is provided for your information only and should not be used for any other purpose.

Appendix 2-V

**Questionnaires Used for Survey
of Local Officials**



CHIEF EXECUTIVE QUESTIONNAIRE

Hello, my name is _____ of the Research Triangle Institute in N.C. We are conducting a national survey of local officials for the Department of Housing and Urban Development. This survey is part of a national study on condominium and cooperative conversions which has been recently mandated by the U.S. Congress. Your giving this information is voluntary. You can be assured that no persons outside of Research Triangle Institute, on behalf of HUD, will be able to associate your name with the answers that you give to these questions.

A letter was sent to you from the Assistant Secretary of Policy Development and Research in HUD concerning this telephone interview.

A. Did you receive that letter?

01. . Yes I would like to gain your insights regarding conversion activity in _____ (city) by asking a few questions.
[GO TO QUESTION 1]

02. . Yes, but referred to another individual [GO TO QUESTION B]

03. . No [GO TO QUESTION C]

B. I would like to gain your insights regarding conversion activity in _____ (city) by conducting a short interview.

The matter has been referred to (obtain the following)

Name _____

Title _____

Office _____

City _____

Phone _____

Thank you for your time. I'll contact Mr./Ms. _____ regarding this matter.

C. The letter was mailed on November __, 1979, and was addressed to

mailing label

Should the letter have reached you at this address?

Yes . . 01 [GO TO QUESTION E]

No . . 02

D. May I have your current office address?

Name _____
Title _____
Office _____
City _____

E. We will ask _____ of the Department of Housing and Urban Development to send you another letter today explaining the study. If you have a few minutes, I would appreciate your help.

Yes . . 01 [GO TO QUESTION 1]

No . . 02 I refuse to participate. [GO TO QUESTION F]

No . . 03 (Reschedule) Call back _____ AM/PM on _____/_____/_____
Mo. Day Yr.

No . . 04 The matter should be handled by:

Name _____
Title _____
Office _____
Phone _____

Thank you for your time. I'll contact Mr./Mrs. _____

NOTE TO THE INTERVIEWER:

IF THE MAYOR'S OFFICE REFUSES TO PARTICIPATE AFTER RECEIVING A LETTER FROM HUD, RTI WILL NOTIFY HUD OF THE REFUSAL. IF THE MAYOR IS FROM ONE OF THE 12 CITIES WITH THE GREATEST AMOUNT OF CONVERSION ACTIVITY, THE ASSISTANT SECRETARY OF POLICY DEVELOPMENT AND RESEARCH WILL BE ASKED TO INTERCEDE PERSONALLY FOR THE MAYOR'S COOPERATION. IF THE MAYOR IS FROM ANOTHER CITY, THE DIRECTOR OF THE DIVISION OF POLICY STUDIES WILL PERSONALLY REQUEST SUCH COOPERATION.

F. The interview will not take more than 20 minutes; would it be possible to reschedule? _____ AM/PM on _____/_____/_____(date).
Mo. Day Yr.

Is there someone else who would discuss the condominium conversion activity in the city?

Yes . . . 01

No . . . 02

Name _____

Title _____

Office or Affiliation _____

City _____

Phone _____

Thank you for your time.

NOTE: Operator should now go to Condominium Telephone Survey Package B if no name of another individual has been obtained. This package explains the procedures to use in finding the data on condominium conversions when _____ city officials have not provided the names of any contacts.

1. Have any apartments, townhouses or rowhouses been converted to condominiums in _____ (city) since 1970?

Yes 01

No. 02

Don't know. dk

[IF RESPONDENT DOESN'T UNDERSTAND, REDEFINE TERM]

2. Have any apartment buildings been converted to cooperatives in _____ (city) since 1970?

Yes. 01

No 02

Don't know dk

[IF RESPONDENT DOESN'T UNDERSTAND, REDEFINE TERMS]

[IF NO TO BOTH QUESTIONS 1 AND 2, GO TO QUESTION 43]

3. Does the city maintain records on the number of condominium and/or cooperative conversions?

Yes 01 [GO TO QUESTION 4]

No. 02 [GO TO QUESTION 5]

Don't know. dk [GO TO QUESTION 5]

4. Which agency has these records?

NOTE TO INTERVIEWER:

Ask Questions 5 and 6 only to those officials of cities designated.

5. Could I have the name of the person who would know the exact number of conversions since 1970?

Yes01

No02 [GO TO QUESTION 6]

OBTAIN NAME: _____ [GO TO QUESTION 7]

PHONE: _____

6. What (other) public officials or private citizens (such as realtors, neighborhood officials, consultants, or newspaper reporters) would have information on the extent of conversion activity?

a.

_____	_____
Name	Title
_____	_____
Office	Phone

b.

_____	_____
Name	Title
_____	_____
Office	Phone

c.

_____	_____
Name	Title
_____	_____
Office	Phone

[If the city has both condominium and cooperative conversion activity state: FOR THE REMAINDER OF THE INTERVIEW, I WILL BE REFERRING TO CONVERSION ACTIVITY IN THE CITY--THIS APPLIES TO BOTH CONDOMINIUM AND COOPERATIVE CONVERSIONS.]

7. Is the extent of conversion activity in (the city) currently. . .
- non-existent. 01
 - light 02
 - moderate. 03
 - heavy 04
 - don't know. dk

Comments: _____

8. As compared to 1978, has conversion activity in 1979. . .
- increased 01
 - decreased 02
 - remained about
the same. 03
 - been non-existent
both years. 04
 - don't know. dk

Comments: _____

9. From this list of benefits, please tell me whether each has been of major, minor or no impact to the city or its citizens regarding conversion activity since 1970. (CIRCLE APPROPRIATE RESPONSE)

	<u>Major Impact</u>	<u>Minor Impact</u>	<u>No Impact</u>	<u>Don't know</u>
a. city's tax base increased	01	02	03	dk
b. stability given to neighborhoods because of increased home ownership	01	02	03	dk
c. general housing stock improvements.	01	02	03	dk
d. middle class has stayed in the community	01	02	03	dk
e. middle class has been attracted to the community.	01	02	03	dk

10. Have there been any other benefits that have occurred in the city regarding conversion activity since 1975? (Please list; then ask whether major/minor impact).

	<u>Major Impact</u>	<u>Minor Impact</u>
a. _____ _____ _____	01	02
b. _____ _____ _____	01	02
c. _____ _____ _____	01	02

10a. Have there been any other problems that have occurred in the city regarding conversion activity since 1975? (Please list; then ask whether major/minor impact.)

	<u>Major Impact</u>	<u>Minor Impact</u>
a. _____ _____ _____	01	02
b. _____ _____ _____	01	02
c. _____ _____ _____	01	02

11. Has conversion activity been a major, a minor, or no problem to any of the following groups?

	<u>Major Problem</u>	<u>Minor Problem</u>	<u>No Problem</u>	<u>Don't Know</u>
a. the elderly.	01	02	03	dk
b. Minorities. [IF 01 OR 02 SPECIFY]	01	02	03	dk
<hr/>				
c. Low and moderate income households. . .	01	02	03	dk

12. Is there presently, opposition to conversions in your city?

Yes 01 COMMENTS: _____
 No. 02 _____
 Don't know. dk _____

13. Recently, or in the past, has there been opposition to conversion which has taken any of the following forms? (CIRCLE APPROPRIATE RESPONSE IN EACH LINE)

IF YES, ASK HAS THE OPPOSITION BEEN CONSIDERABLE, SOME OPPOSITION, OR VERY LITTLE OR NO OPPOSITION.

	<u>Yes</u>	<u>No</u>	<u>Consid- erable</u>	<u>Some</u>	<u>Very Little or None</u>	<u>Don't Know</u>
a. Complaints from individuals in buildings being converted . . .	01	02	03	04	05	dk
b. organized tenant or citizen group lobbying . . .	01	02	03	04	05	dk
c. complaints from condominiums/ cooperative residents concerning:						
i. quality of renovations	01	02	03	04	05	dk
ii. quality of management & services	01	02	03	04	05	dk
iii. high association and/or service fees	01	02	03	04	05	dk
				<u>Yes</u>	<u>No</u>	
d. passage of rental control ordinances				01	02	
e. passage of eviction constraint ordinance				01	02	
f. passage of local ordinances specific to conversion activity. . . .				01	02	

[IF YES TO QUESTION f., GO TO QUESTION 14]
 [IF NO TO QUESTION f., GO TO QUESTION 15]

14. Has there been:

	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
a. a moratorium on conversion activity?	01	02	dk
beginning date of moratorium <u> </u> / <u> </u> / <u> </u>			
ending date of moratorium <u> </u> / <u> </u> / <u> </u>			
(If more than one moratorium, give dates for each.)			
b. an ordinance requiring official notification of tenants in buildings that are about to be converted	01	02	dk
LENGTH OF NOTIFICATION			
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	
	Months	Days	
c. an ordinance that requires rental vacancies to be a certain amount before conversions can occur?	01	02	dk
WHAT VACANCY RATE MUST EXIST BEFORE CONVERSION IS ALLOWED? _____			
d. ordinances restricting conversion of certain types of buildings?	01	02	dk
WHAT TYPES? _____			
e. ordinances discouraging speculator or investor purchase or sales of condominium/cooperative units?	01	02	dk

	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
f. ordinance requiring property report to be prepared?	01	02	dk
g. ordinance requiring that relocation assistance be provided?	01	02	dk
h. ordinance providing some protection to elderly renters?	01	02	dk
i. ordinance providing some protection to low income renters?	01	02	dk
j. any other conversion ordinances?	01	02	dk

WHAT ARE ITS BASIC PROVISIONS?

15. Do you feel any local ordinances regarding conversions will be passed in the next year or two?

Yes 01

No. 02

[GO TO QUESTION 17]

Don't know. dk

[GO TO QUESTION 17]

16. What type of condominium ordinance do you think will pass? (CIRCLE APPROPRIATE RESPONSE)

	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
a. moratorium	01	02	dk
b. notification requirements.	01	02	dk
c. conversions linked with rental vacancy rates	01	02	dk
d. relocation assistance requirements	01	02	dk

	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
e. eviction bar	01	02	dk
f. special protections for elderly renters	01	02	dk
g. special protections for low income renters	01	02	dk
h. provision of public loans/ grants to low-moderate renters to assist them in buying their unit	01	02	dk
i. other (specify)			

17. In your opinion, has conversion activity reduced the supply of housing available for lower income residents. . .

- a. slightly 01
- b. moderately 02
- c. heavily. 03
- d. had no effect. 04
- e. don't know dk

18. Has conversion activity increased the cost of housing to lower and moderate income people by raising rent levels?

- Yes 01
- No. 02 [GO TO QUESTION 20]
- Don't know. dk [GO TO QUESTION 20]

19. Has this increase been:

- a. slight 01
- b. moderate 02
- c. heavy. 03
- d. don't know dk

20. Do you think the individual moving out of converted buildings are primarily: (CIRCLE APPROPRIATE RESPONSE)

	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
a. the elderly	01	02	dk
b. minorities: (specify).	01	02	dk

c. low income individuals in general . .	01	02	dk
d. other: (specify)	01	02	dk

e. individuals from no specific groups .	01	02	dk

[IF DON'T KNOW TO ALL, GO TO QUESTION 25]

IF RESPONDENT SAID "YES" TO MORE THAN TWO GROUPS, PLEASE ASK THE RESPONDENT TO CHOOSE THE TWO GROUPS PRIMARILY HAVING TO MOVE OUT OF CONVERTED BUILDINGS.

CIRCLE THE CODE NUMBER IN QUESTION 21 OF THE FIRST GROUP CHOSEN. CIRCLE THE CODE NUMBER IN QUESTION 23 OF THE SECOND GROUP CHOSEN. CONTINUE WITH QUESTION 21.

21. In your opinion, which of the following has often, occasionally or rarely happened regarding:

CIRCLE GROUP
GIVEN IN
QUESTION 20

- elderly 01
- minorities _____ . . . 02
- low income individuals . . 03
- (other) _____ . . . 04
- individuals (no specific group) : 05

	<u>Often</u>	<u>Occasionally</u>	<u>Rarely</u>	<u>Don't know</u>
a. purchase the units.	01	02	03	dk
b. purchase the units although they would prefer to rent.	01	02	03	dk
c. move to other apartments in the neighborhood because they cannot afford to purchase	01	02	03	dk
d. leave the neighborhood to find housing.	01	02	03	dk
e. leave the community to find housing.	01	02	03	dk

22. Have these individuals had other benefits or problems as a result of conversion activity?

Yes 01

No 02

Don't Know. . . . dk

(if yes) Please explain _____

IF TWO RESPONSES GIVEN IN QUESTION 20, ASK QUESTIONS 23 and 24. IF ONLY ONE RESPONSE, GO TO QUESTION 25.

23. In your opinion, which of the following has often, occasionally or rarely happened regarding:

CIRCLE SECOND
GROUP GIVEN
IN QUESTION 20

elderly 01
 minorities _____ . . . 02
 low income individuals 03
 (other) _____ . . . 04
 individuals (no specific group) . 05

	<u>Often</u>	<u>Occasionally</u>	<u>Rarely</u>	<u>Don't know</u>
a. purchase the units. . .	01	02	03	dk
b. purchase the units al- though they would prefer to rent. . . .	01	02	03	dk
c. move to other apart- ments in the neigh- borhood because they cannot afford to purchase	01	02	03	dk
d. leave the neighborhood to find housing . . .	01	02	03	dk
e. leave the community to find housing.	01	02	03	dk

24. Have these individuals had other benefits or problems as a result of conversion activity?

Yes 01

No 02

Don't Know dk

(if yes) PLEASE EXPLAIN _____

25. Now I would like to ask a few additional questions on the extent of conversion activity in the city.

Has conversion activity increased, decreased or remained about the same, in comparison to the preceding year, for . . .

<u>Years</u>	<u>Increase</u>	<u>Decrease</u>	<u>Remain the Same</u>	<u>Don't Know</u>
1975	01	02	03	dk
1976	01	02	03	dk
1977	01	02	03	dk
1978	01	02	03	dk
1979	01	02	03	dk

CIRCLE THE YEARS IDENTIFIED AS "INCREASE" IN QUESTION 25.

1975 1976 1977 1978 1979

IF ANY YEARS INDICATED, ASK QUESTION 26; IF NOT, GO TO QUESTION 28a.

26. Which of the following factors have been important or not important in the years when conversion activity increased? (CIRCLE APPROPRIATE RESPONSE IN EACH LINE)

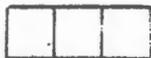
	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
a. people's desire to own or increased demand for condominiums.	01	02	dk
b. low vacancy rate.	01	02	dk
c. rent control restrictions/rent stabilization.	01	02	dk
d. large number of rental units suited to conversion.	01	02	dk
e. little construction of new condominiums.	01	02	dk
f. little construction of new rental units.	01	02	dk
g. lack of vacant land for new construction in desirable areas of the community.	01	02	dk
h. pending or anticipated moratorium or legal restrictions on condominiums.	01	02	dk
i. financing easily available for conversion activity.	01	02	dk

	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
j. single-family housing costs increasing	01	02	dk
k. opportunity to make a large profit by converting rental buildings into condominiums	01	02	dk
l. lack of incentives for owners of rental buildings to continue renting, such as:			
(1) sharply increasing utility costs and maintenance costs	01	02	dk
(2) high profit potential of conversions.	01	02	dk
(3) tenant group pressure.	01	02	dk
(4) inability to continue depreciating old apartment units for tax purposes	01	02	dk
(5) general lack of profitability of rental property	01	02	dk

27. What other reasons do you feel have been important in increasing condominium conversion activity for the years you indicated?

- a. _____
- b. _____
- c. _____

28. What in your opinion is the most important factor? [ENTER QUESTION NUMBER AND LETTER OF RESPONSE]



28a. Circle the years identified as "decrease" in question 25:

1975 1976 1977 1978 1979

If any years indicated, ask question 29. If none, go to question 31a.

29. For each factor I read, please tell me if it has been important or not important to decreased conversion activity in your community? (CIRCLE APPROPRIATE RESPONSE)

	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
a. decreasing demand for condominiums.	01	02	dk
b. new apartment construction meets market demand.	01	02	dk
c. high cost of converted condominiums.	01	02	dk
d. existing moratorium on conversions	01	02	dk
e. pending moratorium on conversions	01	02	dk
f. other existing condominium conversion legislation. . .	01	02	dk
g. other pending condominium conversion legislation. . .	01	02	dk
h. new condominium construction meeting market demands	01	02	dk
i. rent control.	01	02	dk
j. existence of neighborhood and tenant groups against conversion activities . . .	01	02	dk

IF j IS IMPORTANT, which groups have been involved in these activities?

- 01 elderly
- 02 minority (specify) _____
- 03 other (specify) _____

k. inability to finance condominium conversions	01	02	dk
---	----	----	----

	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
1. few rental buildings suited for condominium conversions	01	02	dk

IF IMPORTANT, why are the existing buildings not suited to conversion?

1. _____
2. _____
3. _____

30. What other reasons do you feel have been important in decreasing conversion activity?

- a. _____
- b. _____
- c. _____

31. What, in your opinion, is the most important factor? [ENTER QUESTION NUMBER AND LETTER OF RESPONSE]

--	--	--

31a. Circle the years identified as "remained about the same" in Question 25:

1975 1976 1977 1978 1979

If any years indicated, ask question 32. If none, go to question 40.

32. There are a number of factors that may affect the conversion activity in a community. For each factor I read, please tell me if it has been important or not important in maintaining conversion activity at a constant level in your community? (CIRCLE APPROPRIATE RESPONSE)

	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
a. existing conversion legislation.	01	02	dk
(if checked as important) which legislation? _____			
b. the number of rental buildings suited for conversion each year is relatively constant	01	02	dk
c. new condominium or cooperative construction meeting a steady share of the market demands.	01	02	dk

	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
d. activities of neighborhood and tenant groups against increased conversion activity	01	02	dk

(IF d IS IMPORTANT), which groups have been involved in these activities?

- 01 elderly
- 02 minorities (specify) _____
- 03 other (specify) _____

e. lending institutions financing conversion activities at a relatively steady rate	01	02	dk
---	----	----	----

33. What other reasons do you feel have been important in maintaining conversion activity at a constant level in the years you indicated?

- a. _____
- b. _____
- c. _____

34. What, in your opinion, is the most important factor? [ENTER QUESTION NUMBER AND LETTER OF RESPONSE]

--	--	--

[GO TO QUESTION 40]

35. There are a number of factors which may affect conversion activity in a community. Which of the following factors have been very important, somewhat important or not important, regarding the lack of any conversion activity in _____ (city) _____?

	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
a. high rental vacancy rate	01	02	dk
b. low/moderate single family housing prices	01	02	dk

	<u>Important</u>	<u>Not Important</u>	<u>Don't Know</u>
c. existing moratorium on conversions	01	02	dk
d. pending moratorium on conversions	01	02	dk
e. other existing conversion legislation	01	02	dk
f. other pending conversion legislation	01	02	dk
g. new construction meeting market demands.	01	02	dk
h. existence of neighborhood and tenant groups against conversion activities (If important, which groups have been involved in these activities?)	01	02	dk
01 elderly			
02 minority (specify) _____			
03 other (specify) _____			
i. inability to finance conversions	01	02	dk
j. few apartment units suited for conversion (If important, why are the existing apartment buildings not suited for conversion):	01	02	dk
01 low/lack of demand			
02 lack of interest/expertise by building owners or developers			
03 unwillingness of lending institutions to promote conversions			

36. What other reasons do you feel have been important in the lack of conversion activity?

- a. _____
- b. _____
- c. _____

37. What, in your opinion, is the most important factor? [ENTER QUESTION NUMBER AND LETTER OF RESPONSE]

38. Do you feel conversion in (city) might occur between 1980 and 1985?

- Yes 01
- No 02
- Don't know dk

39. How much conversion activity do you expect annually in the next 5 years (1980 through 1985)?

- less than 5 buildings per year 01
- 5 to 10 buildings 02
- 10 to 50 buildings 03
- over 50 buildings approximate number

--	--	--	--	--

[GO TO QUESTION 42]

40. Do you feel conversion activity in (city) between 1980 and 1985 will:

- increase 01
- decrease 02
- remain about the same. 03
- be non-existent. 04
- don't know dk

41. Approximately how many rental units do you estimate will be converted annually between 1980 and 1985?

number

--	--	--	--	--

None [ENTER ZEROS IN BOXES ABOVE]

Don't Know dk

42. Do you feel that local government should:

encourage conversion 01

not be involved/stay neutral 02

discourage conversion. 03

don't know dk

If respondent says encourage or discourage, ask how _____

43. Do you feel that State government should:

encourage conversion 01

not be involved/stay neutral 02

discourage conversion. 03

don't know dk

If respondent says encourage or discourage, ask how _____

44. Do you feel that Federal government should:

encourage conversion 01

not be involved/stay neutral 02

discourage conversion. 03

don't know dk

If respondent says encourage or discourage, ask how _____

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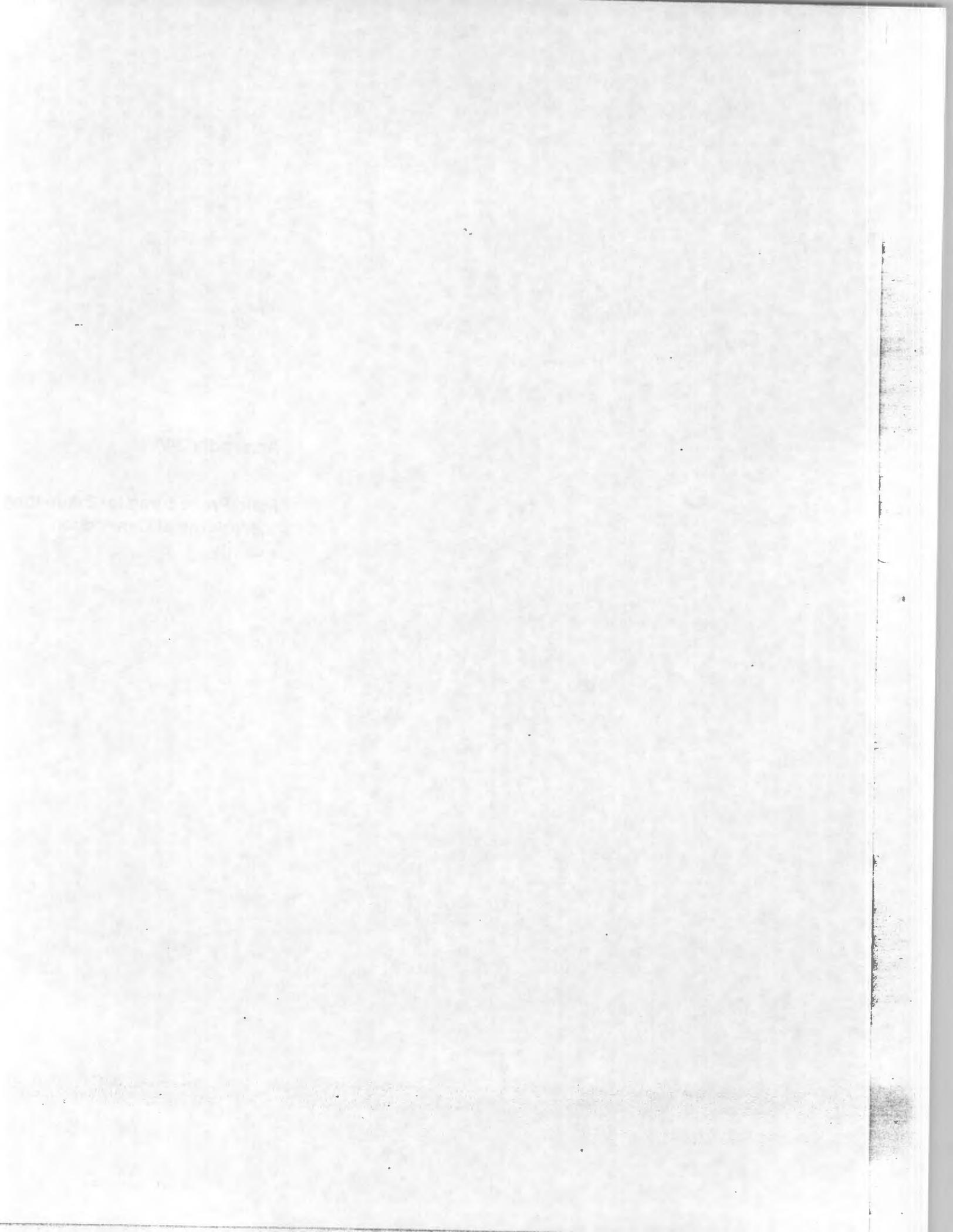
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Appendix 2-VI

**Field Procedures for Estimating
the Volume of Conversion
Activity**



Appendix 2-VI

Field Procedures for Estimating the Volume of Conversion Activity

In recent years, the most widely-used information on conversion activity in major metropolitan areas is that developed and published by Citicorp and Advance Mortgage Corporation and published in occasional issues of its newsletter, U.S. Housing Markets. The following table presents a comparison of the figures published by Citicorp and those developed for this report. The data are for the number of units converted to condominiums and cooperatives in 12 high conversion activity SMSAs. Citicorp data are for the years 1977, 1978, and 1979; while data gathered for this report are for the years 1977, 1978, the first nine months of 1979, and for the full year of 1979 (as extrapolated from data for the months of January through September of that year).

Table 1

<u>SMSA</u>	<u>1977</u>	<u>1978</u>	<u>Jan.- Sept. 1979</u>	<u>Jan.- Dec. 1979</u>
<u>Boston</u>				
HUD	1,250	2,224	1,930	3,860
Citicorp	N/A	3,000		2,500
<u>Chicago</u>				
HUD	11,192	11,355	N/A	19,509
Citicorp	16,000	12,000*		23,000*
<u>Denver-Boulder</u>				
HUD	732	6,743	5,551	7,401
Citicorp	1,000	4,000		3,500-4,000
<u>Los Angeles- Long Beach</u>				
HUD	1,159	4,506	986	1,315
Citicorp	1,000	3,000		14,000
<u>Miami</u>				
HUD	644	1,970	2,972	3,963
Citicorp	("few")	2,000		6,000
<u>Minneapolis- St. Paul</u>				
HUD	1,333	1,703	2,738	3,651
Citicorp	1,000-1,500	2,000		3,500*
<u>New York City</u>				
HUD	1,711	5,527	4,922	6,563
Citicorp	10,500	20,000		12,000

	<u>1977</u>	<u>1978</u>	<u>Jan-Sept 1979</u>	<u>Jan-Dec 1979</u>
<u>San Francisco- Oakland</u>				
HUD	3,207**	2,639**	1,819**	2,425**
Citicorp	1,500	2,000		4,000
<u>Seattle- Everett</u>				
HUD	783	2,828	934	1,245
Citicorp	1,000	5,500*		4,000*
<u>Tampa-St. Petersburg</u>				
HUD	329	2,015	2,382	3,176
Citicorp	("few")	2,500*		5,000*
<u>Washington, D.C.</u>				
HUD	4,298	3,761	8,609	11,479
Citicorp	4,000	7,200		7,500

* Documented by local data for Citicorp.

** Extrapolated or estimated data.

Source: Citicorp figures for 1977 were published in the April 20, 1979 issue of U.S. Housing Markets; 1978 and 1979 Citicorp figures were published in the February 1, 1980 issue of U.S. Housing Markets. HUD figures are based on data collected during field visits to each SMSA in September and November 1979.

As this table makes clear, there are discrepancies between data collected for this report and those collected for Citicorp. Differing methods of data collection are one reason for the discrepancies; differing ways in which conversions are defined appear to be another reason.

Citicorp employs a private research firm to collect information on conversion activity in major metropolitan areas. This firm, in turn, queries knowledgeable individuals for information on conversion in their particular localities. This process relies on the definition of conversion used by each local expert in counting the number of converted units.

For purposes of this report, a single definition of condominium conversions was used in all localities and, in all but one case, an equivalent definition of cooperative conversions was employed. Furthermore, a different approach from that used by Citicorp was used to collect the data.

With respect to definition, a building or complex was considered to be converted to a condominium only after at least one unit had been sold. In the case of a cooperative, a building was considered converted only after one share had been sold and the cooperative corporation had been legally incorporated. This applied to all areas except New York State where cooperative conversions are regulated in such a way that makes this definition inappropriate (see Chapter III and the Field Report for the New York SMSA in Appendix 1). There, a conversion was considered completed when the legally-required number of shares was sold. The definitions used in this report exclude certain types of units which have been occasionally included in data collected by Citicorp, such as: data on applications filed for conversion where a unit has not actually been sold; data on buildings where units had been marketed but not yet sold; data on units which were built for, but never occupied as rentals, and which were converted to condominiums or cooperatives; or data on newly built condominiums or cooperatives. Using these data would result in overestimates of the number of conversions. Alternatively, some of the data collected by Citicorp appears to have occasionally included buildings only at the point when all of the units were sold. In other places, some of the suburban conversions appear to have been excluded. These factors would tend to underestimate the number of conversions.

With respect to data collection, the approach used for this report involved a two-part procedure. First, city, county and state offices (such as tax assessors offices, planning departments, housing departments, real estate departments, and county clerks offices) were contacted and records of condominium (and, where available, cooperative) conversions were examined. In some cases, data for the entire SMSA could be obtained through one or more of these offices. In other cases, it was necessary to examine the office files of individual, incorporated jurisdictions within the SMSA. Then, to supplement or check these data, individuals with expertise in the field of rental conversions (e.g., city planners, building inspectors, lawyers, developers and tenants) were contacted. Additional sources of information included local housing market studies, newspaper articles, and formal reports on conversion activity in individual localities or SMSAs. Also, where necessary, private research firms were employed to assemble local listings. The following is a list of the data sources used in each of the 12 high conversion activity SMSAs:

Boston

Boston Redevelopment Authority
Suburban tax assessors' offices
City of Cambridge Community Development Department
Town of Farmington Planning Department
Newton Planning Department
Newton Condominium Study

Chicago

Cook County Assessor's Office
Cook County Recorder's Office
Report prepared for HUD by Home Data, Inc.
Report prepared for HUD by Meyers, Stuart and Alan
Chicago Title and Trust
Chicago Department of Planning

Denver-
Boulder

Denver City Planning Office
Denver City Assessor's Office
County assessors' offices of Avapahone, Adams,
Jefferson Counties and City of Boulder
Jefferson County Clerk's Office
Boulder City Planning Office

Houston

Harris County Clerk's Office
Residential Deeds of Trust reports
SREA Market Data Center Inc.
United Saving Association
American Condominium Corporation
Portfolio Management
Harry Reed
White Oak Development Company
Thompson Group
Local newspaper articles
Local market researchers

Los Angeles-
Long Beach

California State Department of Real Estate
Los Angeles County Assessor's Office

Miami

State Division of Land Sales and Condominiums
Metropolitan Dade Planning Commission
Miami City Planning Department
Miami Beach City Planning Department
Dade County Proprty Appraiser's Office

Minneapolis-
St. Paul

Minneapolis City Planning Department
St. Paul City Planning Department
City planners, building inspectors

New York

New York State Attorney General's Office
Governor's Temporary Commission on Rental Housing

San Francisco-
Oakland

California State Department of Real Estate
Planning agencies in all incorporated jurisdictions
and counties

Seattle

Property Dynamics Newsletter by Tim Rahley
Chicago Title Company
King County Housing and Community Develop-
ment Department

Tampa - St.
Petersburg

State Division of Land Sales and Condominiums

Washington, D.C.

Washington, D.C., Department of Housing and Community
Development
Metropolitan Washington Housing and Planning Association
Washington, D.C. City Assessor's Office

City planning departments of Alexandria, Virginia;
Fairfax City, Virginia; and Falls Church, Virginia
Loudoun County, Virginia, Planning Office
Prince William County, Virginia, Planning Office
Montgomery County, Maryland Office of Consumer Affairs
Metropolitan Washington Council of Governments
Prince Georges County Maryland, Planning Office;
Office of Economic Development; County Attorney's Office

A similar method of data collection was used in 25 additional SMSAs. However, since conversions are not common in some of them, record keeping practices have not always been developed to keep track of the phenomenon. In these SMSAs, a more intensive data collection effort was necessary. Outside the 37 largest SMSAs, data were collected only on a sample basis. As is described in Appendix 2-IV, knowledgeable persons (such as local planners or tax assessors) in a sample of 443 local jurisdictions were asked to provide detailed data on the volume of local conversion activity.

Office of the Secretary of the State
Department of the Interior
Bureau of Land Management
Washington, D. C.
June 10, 1908

Dear Sir:
The following is a list of the
lands which have been
set aside for the
purpose of being
sold to the public
at the next
land sale to be
held at the
City of Denver,
Colorado, on
the 15th day of
July, 1908.

Appendix 2-VII

**Questionnaire for Estimates
and Projections of the Volume
of Conversion Activity**

ESTIMATE/PROJECTION QUESTIONNAIRE

NOTES TO INTERVIEWER:

Record name, title, department, and telephone number of person referred to in the Chief Executive Questionnaire.

Respondent name _____

Respondent title _____

Department _____

Telephone _____

If respondent not available, get time that he can be reached. If in a different department with different telephone number, make the appropriate changes above.

If respondent asks at any time during the interview for a distinction between or definition for condominium and/or cooperative, refer to these definitions:

Condominium--A unit in a multi-unit structure (such as an apartment building or a row of townhouses) which is owned by an individual who makes mortgage payments as if the unit were a single-family house.

Cooperative--A multi-unit structure (such as an apartment building or a row of townhouses) whose residents collectively own the building by holding shares in a corporation established to own the building.

IF RESPONDENT IS AVAILABLE

Hello, my name is _____ calling from the Research Triangle Institute in North Carolina. We are conducting a study for the Department of Housing and Urban Development to assess the number of rental units which have been converted to condominium and cooperative units during the years. (Chief Executive's name) said you could possibly provide me with some information about conversions.

NOTE TO INTERVIEWER:

Respondent may say at this time that the city has not had any conversion activity at all. Go to question 40 and administer the Projection questions. If not, begin interview. BEGINNING WITH QUESTION BELOW.

1. Has the community had any condominium or cooperative conversions?
 - yes. 01 [CONTINUE]
 - no 02 [SKIP TO QUESTION 40]
 - don't know dk [SKIP TO QUESTION 40]

2. We are interested in getting the ^{HARD DATA} ~~(best possible information)~~ on the types and numbers of conversions that have occurred in (city) since 1970. Do you have this information?
 - yes. 01 [CONTINUE]
 - no 02 [SKIP TO QUESTION 4]

3. Is this information computerized?
 - yes. 01 SEE BELOW
 - no 02 [SKIP TO QUESTION 5]
 - don't know dk [SKIP TO QUESTION 5]

If yes, get information on location of computerized data:

Name _____
 Title _____
 Department _____
 Telephone _____

[SKIP TO QUESTION 5]

4. Who is the person who could provide me with the best estimates?
 - respondent 01 [SKIP TO QUESTION 5]
 - other. 02 [Record in referral box and terminate interview]

REFERRAL BOX

Name _____
 Title _____
 Department _____
 Telephone _____

TERMINATE INTERVIEW

First, a few general question concerning conversions in general on (city)

5. Approximately how many developers are currently involved in conversion activity in (the city)?

number

don't know dk

6. Are most of these developers who are converting units. . . [CIRCLE APPROPRIATE REPOSE IN EACH LINE]

	<u>Yes</u>	<u>No</u>	<u>Don't know</u>
a. individuals converting less than 10 units per year	01	02	dk
b. individual converting 10 or more units per year.	01	02	dk
c. business firms converting more than 100 units per year. . .	01	02	dk
d. business firms converting less than 100 units	01	02	dk
e. other (specify) _____ . .			
Did respondent give more than one response to e above?	01	02	dk

7. Have the neighborhoods where conversions have occurred been predominantly. . .

- a. suburban. 01
- b. central business district or urban core. 02
- c. central city outside the central business district 03
- d. no pattern. 04
- e. don't know. dk

8. Have the neighborhoods where condominium conversions occurred been mostly. . .
- a. high income 01
 - b. medium income 02
 - c. low income. 03
 - d. no pattern. 04
 - e. don't know. dk
9. Have the neighborhoods where conversions have occurred been predominantly. . .
- a. all white neighborhoods 01
 - b. racially mixed neighborhoods. . . 02
 - c. all black neighborhoods 03
 - d. all neighborhoods of another minority (specify)_____ . 04
 - e. no pattern. 05
 - f. don't know. dk
10. Has the predominant type of housing in the neighborhoods where conversions have occurred been. . .
- a. single-family units 01
 - b. multi-family units. 02
 - c. mixed single multi-family units 03
 - d. no pattern. 04
 - e. don't know. dk
11. Are these converted buildings located near bus or mass transit routes?
- a. yes 01
 - b. no. 02
 - c. no pattern 03
 - d. don't know. dk

12. Are conversions typically in buildings that . . .
- a. have 10 or more units 01
 - b. less than 10 units 02
 - c. no pattern 03
 - d. don't know dk
13. Are conversions typically in buildings that were built. . .
- a. prior to 1940 01
 - b. 1940-1949 02
 - c. 1950-1959 03
 - d. 1960-1969 04
 - e. post 1970 05
 - f. no pattern 06
 - g. don't know dk
14. Are conversions typically in buildings that have a . . .
- a. high rent level 01
 - b. medium rent level 02
 - c. low rent level. 03
 - d. no pattern 04
 - e. don't know dk
15. Are the majority of units in the buildings converted sold to existing tenants?
- a. yes 01
 - b. no. 02
 - c. no pattern. 03
 - d. don't know dk

16. Of the following price ranges, which would a 2-bedroom converted unit in (city) generally sell for?

- a. up to and including \$25,000 . . . 01
- b. \$25,001 to 50,000 02
- c. \$50,001 to 75,000 03
- d. \$75,001 to 100,000. 04
- e. \$100,001 to 125,000 05
- f. \$125,001 to 150,000 06
- g. over \$150,000 07
- h. no pattern. 08
- i. don't know. dk

Next, we need to know the total number of conversions in the city since 1970. If you do not have the exact figures, please give me your best estimate.

17. How many units have been converted to condominiums since 1970?

number

--	--	--	--	--	--

don't know dk

[IF DON'T KNOW, SKIP TO QUESTION 19]

18. What is the basis or source of this number?

- hard information 01
- partial information. 02
- reasonable estimate. 03
- guess. 04

NOTE TO INTERVIEWER:

Refer to these explanations of the codes above whenever necessary.

1. Hard Information--There is an exact record of conversions to which respondent has referred for an exact number or may remember having seen for a good estimate.
2. Based on partial information--The number respondent has come up with is as close to exact as he can get. There are some (but not complete) data on the number of conversions.
3. Range based on reasonable estimate--No precise data available, but city, state or private organization has done enough observation of the market to suggest approximate number of conversions.
4. Guess--Complete guess based on possibly the number of conversions he personally knows of, information he could have gotten from conversions, news articles or political controversy.

19. How many units have been converted to cooperatives since 1970?

number

--	--	--	--	--	--

don't know dk

[IF DON'T KNOW, SKIP TO INSTRUCTIONS FOLLOWING QUESTION 20]

20. What's the basis or source of this number?

hard information 01

partial information. 02

reasonable information . . . 03

guess. 04

INSTRUCTION TO INTERVIEWER

Refer to Questions 17 and 19 and complete Question 21 based on the type(s) of conversions since 1970. In Question 21 there is space for total 1970-1975 conversions, for annual conversions for the years 1976-1979, as well as total 1976-1979 conversions. If respondent cannot give the number of conversions annually for the period 1976-1979, but can give a total number, accept that answer.

If respondent has a specific range of time in which records are kept (e.g., October 1, 1976 through September 30, 1977) enter the actual dates relevant to the specific situation in the spaces provided.

For each number entered, determine if the number is based on (1) hard information (HI), (2) partial information (PI), (3) reasonable estimate (RE), or (4) guess (G) and code the basis in the column following the number entered.

21. We need an assessment of the number of rental units which were converted for the period 1970-1975 and for individual years between 1976 and 1979. Again, if you cannot give the exact figures, please give me your best estimate. First, during the period 1970-1975, how many units were converted to. . .(COMPLETE A AND/OR B AS APPROPRIATE). [CIRCLE APPROPRIATE RESPONSE]

A--Condominiums

		Number	Basis			
			HI	PI	RE	G
(1)	1970-1975	<input type="text"/>	01	02	03	04
(2)	1976.	<input type="text"/>	01	02	03	04
(3)	1977.	<input type="text"/>	01	02	03	04
(4)	1978.	<input type="text"/>	01	02	03	04
(5)	1979 (no. mos.), <input type="text"/> ..	<input type="text"/>	01	02	03	04
(6)	estimate of total 1979.	<input type="text"/>	01	02	03	04
(7)	1976-1979 to date	<input type="text"/>	01	02	03	04
(8)	estimate 1976-1979.	<input type="text"/>	01	02	03	04
(9)	<input type="text"/> Mo. <input type="text"/> Yr. thru <input type="text"/> Mo. <input type="text"/> Yr. .	<input type="text"/>	01	02	03	04
(10)	<input type="text"/> Mo. <input type="text"/> Yr. thru <input type="text"/> Mo. <input type="text"/> Yr. .	<input type="text"/>	01	02	03	04
(11)	<input type="text"/> Mo. <input type="text"/> Yr. thru <input type="text"/> Mo. <input type="text"/> Yr. .	<input type="text"/>	01	02	03	04

B--Cooperatives

	Number	Basis			
		HI	PI	RE	G
(1) 1970-1975	<input type="text"/>	01	02	03	04
(2) 1976.	<input type="text"/>	01	02	03	04
(3) 1977.	<input type="text"/>	01	02	03	04
(4) 1978.	<input type="text"/>	01	02	03	04
(5) 1979 (no. mos.) <input type="text"/> . .	<input type="text"/>	01	02	03	04
(6) estimate of total 1979.	<input type="text"/>	01	02	03	04
(7) 1976-1979 to date	<input type="text"/>	01	02	03	04
(8) estimate 1976-1979.	<input type="text"/>	01	02	03	04
(9) <input type="text"/> Mo. <input type="text"/> Yr. thru <input type="text"/> Mo. <input type="text"/> Yr. .	<input type="text"/>	01	02	03	04
(10) <input type="text"/> Mo. <input type="text"/> Yr. thru <input type="text"/> Mo. <input type="text"/> Yr. .	<input type="text"/>	01	02	03	04
(11) <input type="text"/> Mo. <input type="text"/> Yr. thru <input type="text"/> Mo. <input type="text"/> Yr. .	<input type="text"/>	01	02	03	04

21a. How many of these converted units were non-residential buildings prior to conversion either to a condominium or a cooperative?

		<u>Number Non-Residential Units</u>	
		<u>Condominiums</u>	<u>Cooperatives</u>
a.	1970-1975	<input type="text"/>	<input type="text"/>
b.	1976	<input type="text"/>	<input type="text"/>
c.	1977	<input type="text"/>	<input type="text"/>
d.	1978	<input type="text"/>	<input type="text"/>
e.	1979. No. of mo <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
f.	estimate of total 1979.	<input type="text"/>	<input type="text"/>
g.	1976-1979 to date	<input type="text"/>	<input type="text"/>
h.	estimate 1976-1979.	<input type="text"/>	<input type="text"/>
i.	<input type="text"/> <input type="text"/> thru <input type="text"/> <input type="text"/> Mo. Yr. Mo. Yr.	<input type="text"/>	<input type="text"/>
j.	<input type="text"/> <input type="text"/> thru <input type="text"/> <input type="text"/> Mo. Yr. Mo. Yr.	<input type="text"/>	<input type="text"/>
k.	<input type="text"/> <input type="text"/> thru <input type="text"/> <input type="text"/> Mo. Yr. Mo. Yr.	<input type="text"/>	<input type="text"/>

23a. What is the most important reasons? (CODE FROM ABOVE REASONS)

use letter from above

23b. What is the second most important reason? (as in 23a)

use letter from above

SKIP TO Q 26

24. Do you feel there will be fewer conversions for any of the following reasons? (CIRCLE APPROPRIATE RESPONSE IN EACH LINE)

	<u>Yes</u>	<u>No</u>	<u>Don't know</u>
a. existing moratorium on conversions	01	02	dk
b. pending moratorium on conversions.	01	02	dk
c. other existing conversion legislation.	01	02	dk
d. new construction activity meeting market demand	01	02	dk
e. existence of neighborhood and tenant groups against conversion activity.	01	02	dk
f. inability to finance conversions	01	02	dk
g. few rental units suited for conversions.	01	02	dk
h. few in neighborhoods which are desirable	01	02	dk
i. other (specify) _____			

Did respondent give more than one response to i above? 01 02 dk

24a. What is the most important reason? (CODE FROM ABOVE REASONS)

Use letter from above

24b. What is the second most important reason (AS IN 24a.)

Use letter from above

[SKIP TO QUESTION 26]

25. Do you feel there will be about the same amount of conversion activity during 1980-1985 for any of the following reasons: [CIRCLE APPROPRIATE RESPONSE IN EACH LINE]

	<u>Yes</u>	<u>No</u>	<u>Don't know</u>
a. existing condominium legislation	01	02	dk
b. the number of apartment buildings suited for conversion each year is relatively constant	01	02	dk
c. new condominium/cooperative construction meeting a steady share of the market demands.	01	02	dk
d. activities of neighborhood and tenant groups against increased conversion activity	01	02	dk
e. lending institutions financing conversion activities at a relatively steady rate.	01	02	dk
f. other (specify) _____			
Did respondent give more than one response to f above?	01	02	dk

25a. What is the most important reason? (CODE FROM ABOVE REASONS)

Use letter from above

25b. What is the second most important reason (AS IN 25a.)

Use letter from above

26. How many rental units do you estimate will be converted to condominiums in 1980?

number

don't know dk

[IF DON'T KNOW, SKIP TO QUESTION 28]

27. What is the basis or source of this number?

- a. hard information. 01
- b. partial information 02
- c. reasonable estimate 03
- d. guess 04

28. How many rental units do you estimate will be converted to cooperatives in 1980?

number

don't know. dk

[IF DON'T KNOW, SKIP TO QUESTION 30]

29. What is the basis or source of this number?

a. hard information. 01

b. partial information 02

c. reasonable estimate 03

d. guess 04

30. Please give me the name, title, and department of someone I could contact to get one other person's estimates on the number of conversions this city might experience in the next five years.

referral name _____

referral title _____

department _____

telephone _____

31. Has there been any conversion activity in this county but outside the city?

yes. 01

no 02

don't know 03

32. In your opinion will conversion activity outside the city increase, decrease, or remain about the same as now during the next five years?

a. increase. 01

b. remain about the same . 02

c. increase. 03

d. don't know. dk

33. What is your estimate of the number of conversions occurring outside the city for 1978? That is outside the ~~center city?~~ *city limits*

number

don't know dk

[SKIP TO QUESTION 50 (LAST PAGE)]

(NOTE: Questions 34 through 39 were omitted before the questionnaire was administered.)

40. There are a number of factors that may affect conversion activity in your city. Which of the following factors have been very important (VI), somewhat important (SI), or not important (NI), regarding the lack of any conversion activity in the city?

	<u>VI</u>	<u>SI</u>	<u>NI</u>	<u>Don't Know</u>
a. existing moratorium on conversions . . .	01	02	03	dk
b. pending moratorium on conversion	01	02	03	dk
c. other existing conversion legislation. .	01	02	03	dk
d. other pending conversion legislation . .	01	02	03	dk
e. new construction of condominium or cooperative meeting market demans . .	01	02	03	dk
f. existence of neighborhood and tenant group against conversion activities. .	01	02	03	dk
g. existing rental units not suited for conversion	01	02	03	dk
g1. if g is VI or SI, ask why _____				

h. What other reason do you feel has been important in the lack of conversion activity?	01	02	03	dk
1. _____				
2. _____				

41. Which of the following factors do you feel will be important (I), or not important (NI) regarding the conversion activity between 1980 through 1985? [CIRCLE APPROPRIATE RESPONSE]

	<u>I</u>	<u>NI</u>	<u>Don't know</u>
a. large number of rental units suited to conversion.	01	02	dk
b. little new construction of new condominiums/cooperatives	01	02	dk
c. lack of vacant land for new construction in desirable areas of the city.	01	02	dk
d. financing easily available for conversion activity	01	02	dk
e. single family housing costs increasing.	01	02	dk
f. opportunity to make large profit by converting rental units into cooperatives	01	02	dk
g. lack of incentives for owners of rental units to continue renting such as:			
(1) sharply increasing utility costs	01	02	dk
(2) tenant group pressure.	01	02	dk
(3) inability to continue depreciating old apartment units for tax purposes	01	02	dk
h. the general lack of profitability of rental property	01	02	dk
i. high cost of new construction	01	02	dk
j. other (specify) _____			

42. How many rental units do you estimate will be converted to condominiums in 1980?

number

don't know dk

[IF DON'T KNOW, SKIP TO QUESTION 44]

43. On what are you basing this estimate?

- a. hard information. 01
- b. partial information 02
- c. reasonable estimate 03
- d. guess 04

NOTE TO INTERVIEWER:

Refer to these explanations of the codes above whenever necessary:

1. Hard Information--There is an exact record of conversions to which respondent has referred for an exact number or may remember having seen for a good estimate.
2. Based on Partial Information--The number respondent has come up with is as close to exact as he can get. There are some (but not complete) data on the number of conversions.
3. Range Based on Reasonable Estimate--No precise data available, but city, state or private organization has done enough observation of the market to suggest approximate number of conversions.
4. Guess--Complete guess based on possibly the number of conversions respondent personally knows of, information respondent could have gotten from conversions, news articles or political controversy.

44. How many rental units do you estimate will be converted to cooperatives in 1980?

number

don't know dk

[IF DON'T KNOW, SKIP TO QUESTION 46]

45., On what are you basing this estimate?

- a. hard information. 01
- b. partial information 02
- c. reasonable estimate 03
- d. guess 04

46. Please give me the name, title, and department of someone I could contact to get one other person's estimates on the number of conversions this city might experience in the next five years.

referral name _____
referral title _____
department _____
telephone _____

47. Has there been any conversion activity in this county but outside the city?

yes 01
no 02
don't know dk

48. In your opinion will conversion activity outside the city increase, decrease or remain about the same over the next five years?

increase 01
remain the same 02
decrease 03
don't know dk

49. What is your estimate of the number of conversions outside the city for 1978?

number

--	--	--	--	--

don't know dk

Now I would like to ask you some questions on property taxation in your city.

50.. At what percent of actual value do you assess apartment rental buildings in your city?

--	--	--	--	--

 percent

don't know dk

51. What is the property tax rate in dollars per one thousand dollars of assessed valuation for apartment buildings in your city?

--	--	--	--	--

 rate

don't know dk

52 At what percent of actual value do/would you assess condominium units in your city?

--	--	--	--	--

 percent

don't know dk

53. What is (would be) the property tax rate in dollars per one thousand dollars of assessed condominium units in your city?

--	--	--	--	--

 percent

don't know dk

54. Are (Would) condominium units (be) taxed the same way your city taxes single-family houses or apartment buildings or are (would) they (be) taxed as unique types of property?

- single-family house 01
- apartment building 02
- unique type of property 03
- don't know dk

THANK YOU FOR YOUR TIME AND COOPERATION.

TERMINATE INTERVIEW.

THESE ARE THE RESULTS OF THE TESTS CONDUCTED ON THE
MATERIALS SUBMITTED TO THE LABORATORY FOR THE PURPOSES OF
THE INVESTIGATION.

--	--	--	--	--	--

THE RESULTS OF THE TESTS CONDUCTED ON THE MATERIALS
SUBMITTED TO THE LABORATORY FOR THE PURPOSES OF THE
INVESTIGATION ARE AS FOLLOWS:

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THE RESULTS OF THE TESTS CONDUCTED ON THE MATERIALS
SUBMITTED TO THE LABORATORY FOR THE PURPOSES OF THE
INVESTIGATION ARE AS FOLLOWS:

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THE RESULTS OF THE TESTS CONDUCTED ON THE MATERIALS
SUBMITTED TO THE LABORATORY FOR THE PURPOSES OF THE
INVESTIGATION ARE AS FOLLOWS:

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THE RESULTS OF THE TESTS CONDUCTED ON THE MATERIALS
SUBMITTED TO THE LABORATORY FOR THE PURPOSES OF THE
INVESTIGATION ARE AS FOLLOWS:

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THE RESULTS OF THE TESTS CONDUCTED ON THE MATERIALS
SUBMITTED TO THE LABORATORY FOR THE PURPOSES OF THE
INVESTIGATION ARE AS FOLLOWS:

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THE RESULTS OF THE TESTS CONDUCTED ON THE MATERIALS
SUBMITTED TO THE LABORATORY FOR THE PURPOSES OF THE
INVESTIGATION ARE AS FOLLOWS:

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Appendix 2-VIII

**Studies of Future
Homeownership Demand**

Appendix 2-VIII

Studies of Future Homeownership Demand

This Appendix presents a context for the evaluation of demand projections contained in Chapter VII of the main report by comparing the projections shown there with other currently available demand projections for the 1980-85 period.

Projections contained in the following four reports are used for the comparison:

Analysis and Projection of Housing Consumption by Birth Cohorts: 1960-2000, J. Pitkin and G. Masnick 1/

Outlook for Housing by Type of Unit and Region: 1978 to 2020, Thomas C. Marcin 2/

Multifamily Housing Demand: 1975-2000, G. Sternlieb and R. Burchell 3/

National Housing Needs and Quality Changes during the 1980s, J. Weicher, L. Yap, and M. Jones 4/

The projections of household formation and tenure closest to those shown in Chapter VII (developed by Pitkin and Masnick) are those which use a medium total fertility rate of 1.8 (U.S. Census Bureau population series 2) and an extrapolation of 1970-75 cohort housing choice trends (Annual Housing Survey series A). 5/

1/ Joint Center for Urban Studies of MIT and Harvard University, Cambridge, Massachusetts, 1979.

2/ U.S. Forest Research Paper FPL 304, U.S. Department of Agriculture, Forest Products Laboratory, Madison, Wisconsin, 1977.

3/ Joint Economic Committee, Congress of the United States, U.S. Government Printing Office, Washington, D.C., 1978.

4/ The Urban Institute, Washington, D.C., 1980.

5/ The Pitkin and Masnick study contains a series of nine housing consumption demand projections based upon combinations of three different fertility rates and three levels of housing demand. These projections use HUD's Annual Housing Survey and the U.S. Census Bureau's population projection series to extend the housing preferences of different age cohorts and projects housing consumption to the year 2000.

Pitkin and Masnick state that:

since consumption of large housing units, headship and home ownership expanded more rapidly during this five years than any other time since 1960, the projections based on these trends can be considered a high housing consumption series. 6/

Under their high housing consumption series, Pitkin and Masnick estimate that 98,819,000 new households will be formed by 1985; of these 59,142,00 will be owner-occupants and the balance will be renter-occupants. This report's projection of total households is 1 percent more, while its projection of owner-households is 5,000 units less. Pitkin and Masnick's projection of renter households is 3 percent more than this report's estimate.

Pitkin and Masnick also project the types of housing which will be demanded by both renters and owners during the 1980-85 period, based on 1970-75 cohort housing choice trends. For the 1980-85 period, they estimate that an additional 236,000 households will wish to own and live in structures of two to four units, and that an additional 317,000 households will wish to own and live in structures of 5 units or more. Thus, 553,000 households are expected to be added to the demand for multi-family owner-occupied units in the 1980-85 period.

One of the factors not available from the table is the number of single-family units which may be occupied under a form of multiple ownership. Since this study showed that 6.6 percent of the supply of convertible housing in the U.S. are single-family, attached units, it may be assumed that at least 6.6 percent of future conversions will involve the same type of housing. If this assumption is correct, this study's projection of 759,000 total owner-occupied converted units in the 1980-85 period will likely include 50,000 single-family, attached units.

Considering Pitkin and Masnick's estimate that 553,000 households will buy multi-family units, plus the 50,000 which can be expected to occupy single-family condominium units, it can be projected that 603,000 households will occupy a condominium or cooperative unit between 1980 and 1985. This demand for condominium and cooperative units, however, represents only 84 percent of the 718,000 units this study projects will be owner occupied in the 1980-85 period.

6/ Pitkin and Masnick, op. cit., p. IX-1.

The most likely explanation for the 16 percent difference between this study's estimate and that developed from Pitkin and Masnick's projections is that, while the overall trends in household growth and owner demand in the 1970-75 period (used by Pitkin and Masnick) were about the same for the 1970-77 period (used in this study), owner demand shifted slightly between 1975 and 1977 toward multi-family condominium and cooperative units. Since 1977-79 was the strongest growth period in condominium and cooperative demand, Pitkin and Masnick's report on cohort housing preferences between 1970 and 1975 would miss this period of heavy demand.

If this explanation is valid, it indicates that owner demand would be present even if there were no condominium or cooperative units available to meet demand. If no such forms of housing were available, households which could afford to buy housing would have purchased another type of housing. The availability of condominiums and cooperatives seems to have had little effect on overall projected owner demand in this comparison of the two demand projections. In summary, it is possible that households wishing to buy units will choose to purchase converted condominiums or cooperatives in order to take advantage of the expanding supply of lower cost converted units in the 1980-85 period.

In the Marcin study, two series of housing demand were developed, based on two levels of population and economic growth. 7/ Marcin states that:

these projections are not intended as forecasts of actual housing production but as a level of attainable housing demand if economic growth continues, inflation is moderate and there are no major domestic or internal disputes and no drastic restrictions on housing supply because of land or energy shortages. 8/

7/ Series 1 projected housing demand if economic growth continues at a 3.7 percent annual increase in the real gross national product and population growth at a 2.1 gross fertility rate. Series 2 housing demand is based on slower economic growth at 2.7 percent annually, and a fertility level of 1.9. Marcin's projections also include demand due to the replacement of units, vacancy changes, and mobile home replacements.

8/ Marcin, op. cit., p. 1.

Marcin's estimate of housing demand resulting from new household formation for the 1978-85 period is 11,992,000 units. Approximately 73 percent of this demand is for single-family structures, and 27 percent for multi-family buildings. No distinction is made between renter and owner status. Marcin's estimate is 11 percent less than the 13,528,000 units projected in this study. The basic difference between Marcin's findings and that of this study is the prediction that "despite decrease of household size and an increased proportion of single-person households," there will be a large amount (70 to 75 percent) demand for single-family units because of "the large increases in the number of middle-aged households, migration to the South and West and out of central cities to rural areas, combined with rising incomes." ^{9/} Further, Marcin's projections assume that multi-family housing occupancy rates will remain constant at the 1970-74 rates for all household groups.

Since conversion was not a widespread phenomenon in the 1970-74 period from which Marcin's trends were drawn, Marcin could not foresee that renters might become homeowners. Given Marcin's reasoning, the rising demand for owner units by smaller households, single people, and middle-aged "empty nesters," coupled with rising incomes, the conversion phenomenon almost seems inevitable.

The Sternlieb and Burchell report, produced for the Joint Economic Committee of Congress, is based on Marcin's projections to some extent. ^{10/} In view of both this fact and Sternlieb and Burchell's use of 1975 Annual Housing Survey headship rates, the Sternlieb and Burchell reports is subject to some of the same considerations as the previous two projections. Using this study's methodology and comparing the number of projected renters in 1980 and 1990, the result are quite comparable to that reported by Sternlieb and Burchell. The methodology of projecting rental household demand used in this study shows that there will be 27,695,000 rental households in 1980; this figure is 2 percent less than that of Sternlieb and Burchell. The 1990 projection of rental households developed in this study is 31,645,000, only 34,000 more than that developed by Sternlieb and Burchell.

^{9/} Marcin, op. cit., pp. 10-11.

^{10/} The report establishes headship rates using the 1975 Annual Housing Survey, and uses the Marcin projections for equivalent age groups for 1980, 1990, and the year 2000, to derive the equivalent number of renter households for each household type.

The basic difference between this study's projections and those of Sternlieb and Burchell deal with the distribution of rental units among household types, and the growth of different types of households. This study projects more growth in the non-husband/wife households; less growth in husband-wife families, and thus a lower distribution of rental units for husband-wife families and a higher distribution of rentals for the non-husband-wife households than the Sternlieb and Burchell projections.

Weicher, Yap, and Jones developed a series of six projections of household owner demand. The projections depend on three series of household projections developed by the U.S. Census Bureau and an optimistic and pessimistic scenario ^{11/} for economic growth. ^{12/} Given the current 1980 economic conditions, it is likely that the pessimistic economic scenario would be the most probable one in the 1980-85 period. However, the 1970-77 trends would be closer to the more optimistic scenario for economic growth. The methodology in this study produces a 1990 ownership incidence of 67.48, which is between the series B household formation ownership incidence projection of 66.53 and the series B household formation ownership incidence of 68.25, under the optimistic economic scenario.

^{11/} The optimistic economic scenario assumes, for example, that "income increases at 7 and one-half percent per year, inflation at 6 percent, the cost of home ownership at 7 and one-half percent, and rent at 5 percent." The more pessimistic scenario, on the other hand, assumes "income and inflation both increase at 10 percent per year, so there is no increase in real income, while the cost of homeownership grows at 13 percent and rents at 9 percent." Weicher, *et al.*, pp. 41-42.

^{12/} The household projections are 2.14 percent annual average growth in households for 1980-90 in series A, 1.93 percent in series B, and 1.54 percent in series D. Series D is not considered probable, but is used for comparison. The components of the household growth are differentiated for minority, elderly, and non-husband-wife households using the Annual Housing Survey.

The basic difference between this study and previous studies is that it is the first to use a national sample of the general public to assess their attitudes towards the environment. The study also includes a detailed analysis of the factors that influence these attitudes, such as age, education, and income. The results show that there is a strong positive correlation between education and environmental concern, and that younger people are more likely to be concerned about the environment than older people.

It is important to note that the study also found that there is a significant difference in environmental concern between those who live in urban areas and those who live in rural areas. This suggests that the environment is a more salient issue for urban dwellers, possibly due to the higher density of population and the greater visibility of environmental problems in these areas. The study also found that there is a significant difference in environmental concern between those who live in the east and those who live in the west of the country. This suggests that there are regional differences in environmental concern, which may be due to differences in the natural environment or to differences in the political and social climate in these regions.

The study also found that there is a significant difference in environmental concern between those who are employed and those who are unemployed. This suggests that environmental concern is more likely to be a salient issue for those who are employed, possibly due to the fact that they are more likely to be involved in environmental organizations and activities. The study also found that there is a significant difference in environmental concern between those who are married and those who are single. This suggests that environmental concern is more likely to be a salient issue for those who are married, possibly due to the fact that they are more likely to have children and are therefore more concerned about the environment's impact on their children's health and well-being.

The study also found that there is a significant difference in environmental concern between those who are white and those who are black. This suggests that environmental concern is more likely to be a salient issue for white people, possibly due to the fact that they are more likely to be employed and are therefore more likely to be involved in environmental organizations and activities. The study also found that there is a significant difference in environmental concern between those who are male and those who are female. This suggests that environmental concern is more likely to be a salient issue for female people, possibly due to the fact that they are more likely to be involved in environmental organizations and activities.

Appendix 2-IX

**Methodology for Projecting
Household Consumption and
Tenure Changes**

Appendix 2-IX

Methodology for Projecting Household Consumption and Tenure Changes

This appendix complements chapter VII, table VII-6, and provides the methodology for projecting changes in household consumption by tenure for different household types. The same methodology is used for table VII-1 Appendix, dealing with changes in household consumption by tenure for different income groups.

Methodology for Table VII-6 Changes in Household Composition, Household Formation, and Housing Tenure by Household Composition, 1970-77 with Projections to 1985, United States

	<u>Col. 1</u>	<u>Col. 2</u>	<u>Col. 3</u>	<u>Col. 4</u>	<u>Col. 5</u>	<u>Col. 6</u>	<u>Col. 7</u>	<u>Col. 8</u>
	<u>1970</u>		<u>1977</u>		<u>1977</u>			<u>Projection</u>
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	<u>Expected</u>	<u>Annual</u>	<u>Net Change</u>	<u>Total</u>
					<u>Number 1/</u>	<u>Net Shift</u>	<u>Since 1977</u>	<u>Households</u>
Line 1 Total occupied units	63,445	100.0	75,280	100.0	75,280	+1,691	13,528	88,828
Line 2 Owner	39,886	62.9	48,765	64.8	47,351	+202	10,382	59,147
Line 3 Renter	23,560	37.1	26,515	35.2	27,929	-202	3,416	29,661

The analysis of changes in household composition and tenure begins with a breakdown of the tenure status of residents in two different years. Column 1 provides a breakdown of tenure status in 1970 and Column 3 provides breakdown for 1977. Columns 2 and 4 present the percentage breakdowns of tenure status. These tenure breakdowns are provided by the 1977 Annual Housing Survey.

The 1977 "expected number" column (Col. 5) presents the number of owners and renters which would have been present in 1977 if there had been no changes in the tenure percentage distribution for 1970. The 1977 "expected number" of each tenure category is computed by multiplying the percentage owner (and renter) (in Col. 2) by the total number of households in 1977 (Col. 3, Line 1). These numbers in Col. 5 will be used in further calculations.

The annual net shift and annual increase in the number of households is computed in Col. 6. Line 1 in Col. 6 is computed by computing the net increase in the number of households between 1970 and 1977 and dividing by 8, the number of years covered by the difference. In Line 2, the difference between the 1977 number of owners and the 1977 expected number of owners is computed. There are more actual 1977 owners than expected owners, using the 1970 tenure percentage. Thus, there was a net shift from renter to owner status in the 1970-77 period. The difference between the 1977 actual and expected owners is divided by 8, for the number in Col. 6;

the plus sign indicates the shift from renter to owner status. Line 3 is computed in the same manner as Line 2, but has a negative sign, indicating the shift from renter to owner status. Thus, Col. 6 indicates the average yearly increase in the number of households and the net tenure change each year.

The 1985 projection of total households (Col. 8) is quite complex in its development. The first step is to multiply the number of years for the projection, the result of which is found in Col. 7, Line 1. The 7 years (1978-85) of household increase are added to the total 1977 households (Col. 3) for the total amount of households expected in 1985 (Col. 8).

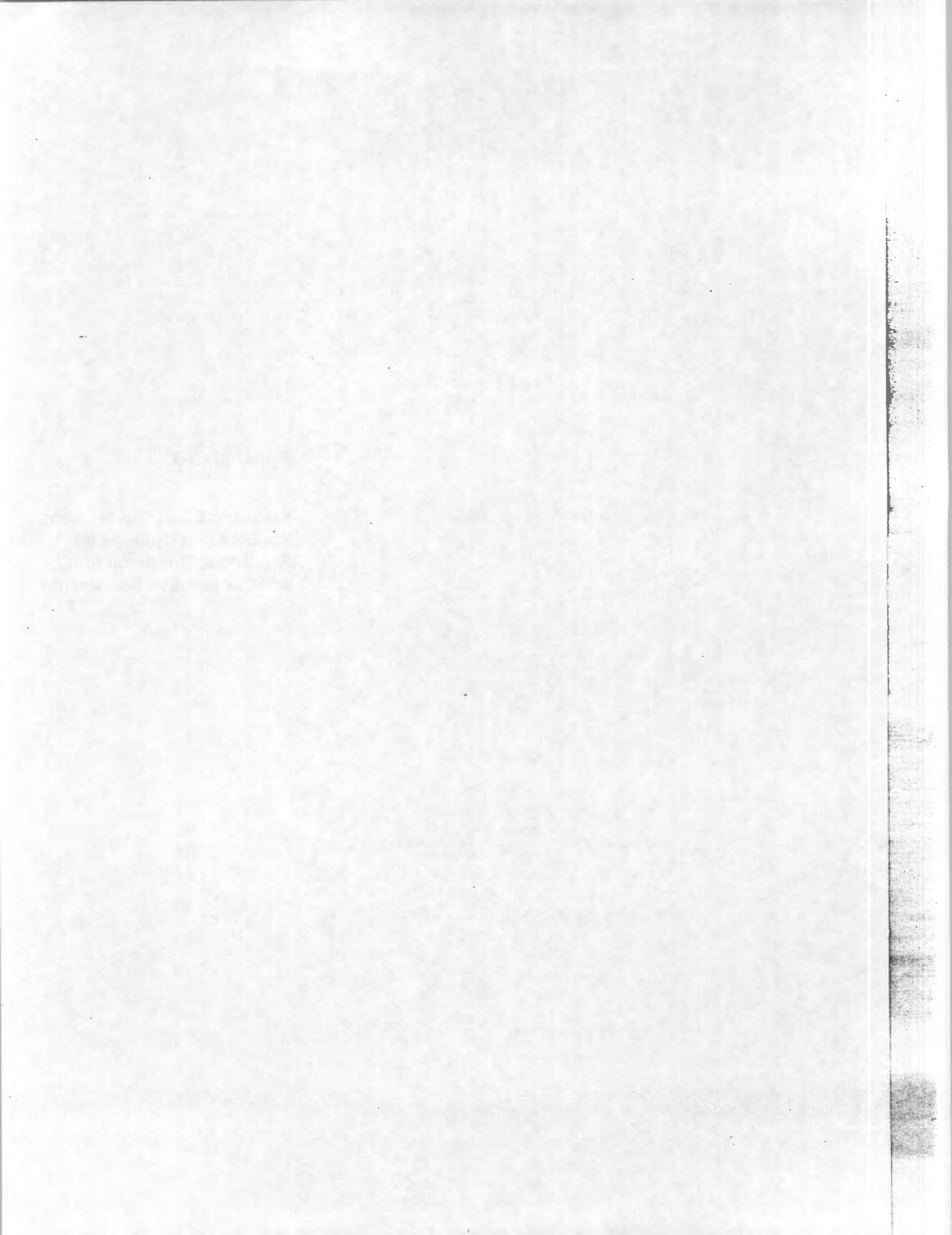
The total number of owner households in 1985 (Line 2) is estimated by multiplying the net change in households since 1977 (Col. 7, Line 1) by the percentage of owner units in 1977 (Col. 4, Line 2) plus the annual net shift from renter to owner status (Col. 6, Line 2) multiplied times 8 (the number of years in the projection) plus the total number of units in 1977 (Col. 3, Line 2).

The total number of renter households in 1985 (Line 3) is estimated in the same manner, but for renters, the net change in households since 1977 is multiplied by the percentages of renter units in 1977 (Col. 4, Line 3) minus the annual net shift from rents to owner status (Col. 6, Line 3) multiplied times 8 plus the total number of renter units in 1977 (Col. 3, Line 3). Thus, Col. 8 accounts for both the increase in the number of households and the net shifts in tenure status.

The net change since 1977 (Col. 7) is computed, as follows. The net change in households (Line 1), discussed above, is the annual increase in households multiplied times 8, the number of years being estimated. The net change in owner households (Line 2) is the difference between the number of owner units in 1977 (Col. 3, Line 2) and the number of owner units estimated for 1985 (Col. 8, Line 2). The net change in renter units is estimated in this manner.

Appendix 2-X

**State and Local Government
Statutes and Ordinances
Relating to Condominium
and Cooperative Conversion**



TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Arizona	A minimum 120 day notice of earliest date tenant could be expected to vacate apartment.	Exclusive possession of premises for 90 days. After receipt of contract to purchase the terms and contractual agreements in existence prior to Notice are continued during Notice period and 90 day period after receipt of contract to purchase.	No construction or improvement may begin without express consent of tenant in occupancy. Each unit shall be maintained to same level as before Notice given. Peaceful enjoyment of the unit, common or recreational facilities shall not be interrupted by unreasonable noise or construction activity.
Mesa, Ariz.			
CALIFORNIA	Optional hearing requires 10 day notice	Yes; 120 days	
Chula Vista, CA.	Yes; 120 days after the establishment of a "firm price" for the sale of a unit		

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
Arizona	A. 30 right to contract for purchase of the unit occupied by tenant.	Right to cancel an existing lease must be exercised within 30 days after Notice received.		
Mesa, Ariz.				
CALIFORNIA	A. Exclusive right for at least 60 days from the date of issuance of a "subdivision public report" on the same or more favorable terms as initially offered to the general public, unless tenant gives prior written notice of intent not to exercise the right.			State may provide financial assistance to enable eligible households to acquire their dwelling unit. The assistance may not exceed 49% of the purchase price and it may not reduce the purchaser's down payment below 3% of the total purchase price. Additionally, the recipient must contract that upon resale it will return to the state an amount proportionate to the percentage of assistance provided. (See also, "protection of Low-Moderate Income Housing", <u>infra</u> .)
Chula Vista, CA.	A. 60 days after the establishment of a "firm price" for the sale of a unit.			

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/-lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Concord, Ca.	At least 7 days prior to Conditional Use Permit meeting	Yes; 120 day eviction notice; measured from the notice of conversion	
Costa Mesa, Ca.			
Cupertino Ca.	Yes	Yes; notice of conversion required	90 day extension of lease if it expires prior to or upon the commencement of sales, or upon the issuance of the Final Report
Duarte, Ca.	Yes; hearing prior to tentative map approval	Yes; notice of conversion to existing and new tenants	A. 62 years and older B. C. Aforementioned tenants are provided an additional 6 months to relocate

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
Concord, Ca.	A. 90 days from Final Report Additionally a tenant may cancel its contract if developer fails to convey within 6 months of the contracting			
Costa Mesa, Ca.	A. 90 days from the commencement of sales or the issuance of the Final report			
Opertino Ca.		Exercisable upon 30 days written notice measured from the receipt of notice of conversion		
Duarte, Ca.	A. 60 days from the later of the commencement of sales or the issuance of the Sub-division Public Report		Tenant or family unit is entitled to one and one-half times its monthly rent	

TENANT PROTECTION

	Relocation Assistance Plans	Other/Comments
<p>Arizona Mesa, AZ California Chula Vista, CA</p>		
<p>Concord, Ca.</p>		<p>Sponsor must submit the following to a Reviewing Agency</p> <ol style="list-style-type: none"> 1. Rental history for the 5 year period prior to conversion; 2. Vacancy rate and tenant turnover for the two year period prior to conversion; and 3. Percentage increase in annual maintenance expenses and taxes paid for the five year period prior to conversion
<p>Costa Mesa, Ca.</p>	<p>Replacement housing at rents equal to that paid prior to the conversion or equal to or less than 25% of the household income must be available for displaced tenants. However, the sponsor may comply with this requirement by providing discounts, moving allowances, extended leases or lower rents to existing tenants.</p>	
<p>Cupertino Ca.</p>		
<p>Duarte, Ca.</p>		<p>The maximum price that the Sponsor may charge will be determined by the Fair Market Value of the structure plus 20% of that Fair Market Value plus Conversion Costs, divided by the number of units in structure.</p>

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Garden Grove, Ca.	Yes; site plan hearing	90 day extension of tenancy after expiration of lease expiring prior to or at the time of the commencement of sales.	
Gardens, Ca.	Yes; hearing		
La Mesa, Ca.	Yes; 120 days		
Long Beach City, Ca.	Yes: 120 days		
Los Angeles, Ca.	Yes; 120 days	1 year continued tenancy during relocation effort; measured from the later of the date of 120 day notice or date of tentative map approval. No limit on such tenancy for those in A 10 Class.	

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
Garden Grove, Ca.	A. 90 days from the date of the commence- ment of sales	Upon 30 days written notice to Sponsor following notice of conversion		
Gardena, Ca.				
La Mesa, Ca.	90 days from issuance of Sub- division Public Report			
Long Beach City, Ca.	60 days from issuance of Sub- division Public Report			
Los Angeles, Ca.			The Sponsor relocates displaced tenants and must provide up to \$500 per household. Special provision is made for households which fall within the A 10 classifi- cation and Sponsor must provide up to \$2500 per household.	1. Sponsor must provide a 1 yr. rental subsidy equal to one increase in tenant's rent resulting from the tenants' relocation. Limit of such subsidy is \$100/month 2. Sponsor must provide an unconditional \$500 payment. 3. Sponsor must provide an unconditional \$2500 payment to households which fall with- in the A 10 classification.

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Los Angeles County, Ca.	Yes	1 year continued tenancy during relocation effort measured from the later of the date of tentative map approval; the date of the Final Report, or; 120 days from the notice of conversion	Sponsor may not do any work in connection with the conversion project until the tenants have vacated the unit or one or more of such tenants has executed a purchase contract.
Marin County, Ca.	Yes; 120 days		Unit may not be repaired or re-modeled for 30 days after issuance of the Final Report
Montclair, Ca.	Yes; 120 days		

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
Los Angeles County, Ca.			\$500 per household	\$1000 per household or, at the tenant's option, an amount computed by the monthly rent multiplied by the number of years tenant was in occupancy.
Marin County, Ca.	60 days from date of Final Report			
Montclair, Ca.	60 days from date of issuance of Subdivision Public Report			

TENANT PROTECTION

Relocation Assistance Plans	Other/Comments
Carden Grove, CA Gardena, CA La Mesa, CA Long Beach, CA	
Los Angeles, Ca.	Households within the A 10 category and thus eligible for special protection are those containing: 1. persons older than 62 years; 2. persons who are handicapped or disabled; 3. families with one or more minor children Additionally, all residents of low and moderate income housing are eligible for the A 10 protection.
Los Angeles County, Ca.	
Marin County Ca.	
Montclair, Ca.	

Sponsor and displaced tenant must execute a Relocation Plan. All relocation assistance payments must be made available within 10 days of the 120 day notice of conversion.

Within 10 days of notice of conversion Sponsor must provide tenants with an updated report of available rental housing.

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Mountain View Ca.	If 5 or more units are involved, 10 days notice required	Notice of intent to convert must be provided at time of local approval. No evictions for one year from delivery of notice.	
Newport Beach Ca.	Yes. Applications should include special provisions for the elderly and handicapped.	1 year continued tenancy to tenants with income below 120% of county income	
Oakland	Yes: 120 days from issuance of Final Report	Lifetime lease for elderly	No remodeling of tenant occupied units for 30 days after Final Report

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
Mountain View Ca.	60 days from date of issuance of Final Report		Moving costs of temporary displacement of tenant purchases caused by unit renovation	Developer must pay additional rent for temporary housing for tenant - purchasers displaced by renovation
Newport Beach Ca.				
Oakland	60 days from date of issuance of Final Report	30 days written notice from notice of conversion		

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
*Oceanside, Ca.	<p><u>Option 1:</u> 180 days prior to time units are available for purchase</p> <p><u>Option 2:</u> 180 days longer of 1 year from notice of conversion or 60 days after period of right of refusal.</p>		
<p>*The statute provides 2 options for the form of "agreement" which the applicant is required to execute with the City as a requisite for a conversion. Option 1 involves the delay of sale of units for 5 years with a concordent exemption from local rent control initiated during that period. Option 2 requires payment into a low income housing fund in lieu of the 5 year delay. The options differ as well in the duration of the tenant's right of first refusal and in the notice requirements.</p>			
Orange County, Ca.	Yes	Yes; 120 days	Tenants with long term leases should be permitted to remain in occupancy for duration of lease.

TENANT PROTECTION

Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation ; Moving Expenses	Relocation: Assistance Payments
<p>Oceanside, Ca.</p> <p>A. <u>Option 1</u>: 60 days from later of first offering of units or date conversion project agreement lapses. <u>Option 2</u>: 60 days from issuance of Subdivision Final Report</p>			<p>Unconditional payment of one month rent; two months rent for low income tenants</p>
<p>Orange County Ca.</p> <p>A. 90 days after commencement of sales</p>			

TENANT PROTECTION

	Relocation Assistance Plans	Other Comments
Mountain View Ca.		Prohibits discrimination in conditions of sale to a tenant who opposed conversion. If Sponsor renovates building, it must find temporary housing for temporarily displaced tenants.
Newport Beach Ca.		30% of tenants approval required.
Oakland	<ol style="list-style-type: none"> 1. Tenants must be given list of comparable rental housing in area. 2. Tenant Assistance Program must be submitted to tenants. 	<p>No rent increases from filing of notice of conversion until 1 year after tentative map is filed.</p>
Oceanside, Ca.	<ol style="list-style-type: none"> 1. Option 2: 2% of sales price per converted unit must be paid into fund to provide low income housing. 2. Sponsor must provide list of comparable housing available in area. 	<ol style="list-style-type: none"> 1. Tenant may not waive protective provisions. 2. Retaliation against tenants unlawful. 3. Sponsor may provide own tenant assistance plan in lieu of any aforementioned provisions provided City Council approves plan.
Orange County Ca.		

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Palo Alto, Ca.	Yes; 90 days	90 day extension of tenancy if lease expires before or at the time of issuance of the Final Report. Extension for students to complete current term.	
Riverside, Ca.	Yes, "aggrieved party" may appeal within 10 days of decision		
San Bernardino City, Ca.			
San Diego, Ca.	15 days prior to hearing	1. 180 day notice prior to sale of first unit. 2. Notice of approval of conversion to tenants within 10 days after approval. 3. Notice to all prospective tenants during pendency of conversion permit application.	1 year right to occupancy measured from the later of the 180 day notice of conversion or 60 days after notice of tenant's right to purchase.

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation: Moving Expenses	Relocation: Assistance Payments
Palo Alto, Cal	A. 90 days from beginning of sales or issuance of final report	On 30 days written notice to sponsor measured from notice of conversion.		
Riverside Ca.	A. Yes			
San Bernardino City, Ca.				
San Diego Ca.	A. 60 days from issuance of Public Report			1. Sponsor must pay tenant a sum equal to 2 months of current rent. 2. Sponsor must deposit \$500 with the city for each unit proposed to be converted which is occupied by a "specified person" (i.e. elderly, disabled, handicapped or low income). Funds used to pay relocation costs of such persons.

TENANT PROTECTION

	Relocation Assistance Plans	Other/Comments
Palo Alto, Ca.		
Riverside Ca.	Must present relocation program.	
San Bernardino City, Ca.		
San Diego Ca.	Sponsor required to provide "assistance" or allow tenant to remain in occupancy.	

TENANT PROTECTION

	Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
San Francisco Ca.	If conversion involves five or more units	Yes; 120 days. The notice of conversion must be given within five days of application to Dept. of Public Works.	Upon approval of Final Map, tenant may remain in occupancy for balance of lease and if shorter than one year, tenant has right to one year renewal of lease.	
San Jose, Ca.	10 day notice of Planning Commission hearing in conditional use permit		90 days	
Santa Ana Ca.		Yes; no eviction during 60 day right of first refusal period.		
Walnut Creek, Ca.	Prior to hearing on Tentative Map approval.	Yes; 120 days from date of approval of Final Map. A. Additional 6 months. B. Additional 6 months C. Additional 6 months Notice of conversion must be given to existing and prospective tenants.	A. Lifetime lease for senior citizens D. 3 year leases extension	

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
San Francisco Ca.	A. 60 days from date that unit is first offered to tenant	Tenant may cancel upon 30 days notice to landlord	Actual expenses up to \$1000 or amount fixed by Relocation Schedule. Available for later of 120 days or term of renewed lease.	
San Jose Ca.	A. At a price no greater than that offered to public for 90 days from issuance of Final Report			
Santa Ana Ca.	A. 60 days from notice of final report		Maximum \$500 per unit.	
Walnut Creek, Ca.	A. 60 days from later of issuance of subdivision Public Report or commencement of sales.		Two times the monthly rent. Provide list of available rentals.	

TENANT PROTECTION

	Relocation Assistance Plans	Other/Comments
San Francisco Ca.	Sponsor must provide permanent relocation service during later of 120 day period or lease extension period. Temporary relocation service must also be provided.	<ol style="list-style-type: none"> 1. 40% of tenants must sign intent to purchase forms. 2. 20% of tenants may appeal conversion approval 3. If application is withdrawn, sponsor may not reapply for approval for six months. 4. All units must be offered to tenants within one year after Final Report. 5. Landlord may not increase rent during the period between the filing for approval and tenant relocation, maximum one year.
San Jose Ca.		Rental history report must be provided.
Santa Ana Ca.	Sponsor must set forth information about comparable replacement rental housing and must post security in amount of \$500 per conversion unit	<p>Sponsor must file with Planning Commission:</p> <ol style="list-style-type: none"> 1. List of Tenants 2. List of agreements. 3. Explanation of any rent increase during conversion. 4. Explanation of termination of tenancies during conversion.
Walnut Creek, Ca.	Sponsor must provide list of other rentals available in the area.	<ol style="list-style-type: none"> 1. No increase in rent for two years from the time of application until either the unit is sold, or application is withdrawn. 2. Life tenancy for households in which head or spouse is 60 years or older.

TENANT PROTECTION

	Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
COLORADO		Written notice of conversion must be given, upon recording of declaration, and is also a notice to terminate tenancy.	Cannot terminate residential tenancy before existing lease expires, except with consent of tenant and developer; in no event less than 90 days, without cause, unless tenant consents and developer pays all moving expenses or other agreed consideration.	
Boulder, Colo.		Yes; 120 days, Notice to indicate that low-income tenants over 62 may receive assistance from Housing Authority to remain.		
Denver Colo.		Yes; 90 days		
CONNECTICUT		180 Days' notice of intent to convert is required. Notice is to include public offering statement. Eviction may be stayed for up to 6 months if tenant cannot secure a suitable apartment, and another 6 months based upon the tenant's family size, length of tenancy and the unavailability of alternative housing.	Tenant can remain for term of existing lease, except that leases executed after announced intention to convert may be terminated on 30 days' notice. Low-income elderly and handicapped may not be evicted before January 1983, unless unit is in building under seven units, the unit will be demolished, or the landlord intends to use the unit as a permanent residence.	
Glastonbury, CT				

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
COLORADO			Developer may terminate tenancy in less than 90 days if tenant consents and developer pays all moving expenses or other agreed consideration.	
Boulder, Colo.				
Denver Colo.				
CONNECTICUT	A. Tenant has exclusive right on own unit for first 90 days after notice. No retaliatory eviction for failure to purchase, where written lease exists.	Tenant has right to cancel lease after receiving notice of conversion upon giving 30 days Notice	Lower-income tenants receive moving and relocation expenses equal to one month's rent or up to \$500 (as determined by local government)	
Glastonbury Ct.				

TENANT PROTECTION

	Relocation Assistance Plans	Other/Comments
COLORADO		
Boulder, Colo.		
Denver, Colo.		
CONNECTICUT	<p>Converter must provide non-purchasing tenants with relocation information on the availability of alternative housing, financing programs, and Federal, state and municipal housing assistance.</p>	<p>Rent increases during notice period or extended occupancy period are limited. *Intention of conversion must be filed with Department of Housing within 120 days notice to the tenants.</p>
Glastonbury, CT		
DISTRICT OF COLUMBIA	<p>Declarant must provide tenants with forms to apply for assistance. Assistance also provided by Relocation Assistance Office. (Coop same)</p>	
FLORIDA		

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
DISTRICT OF COLUMBIA	<p>Yes: 120 days before notice to vacate; notice must be given within 10 days after conversion application approved. (coop. same) If notice of intent to convert contains notice to vacate, no need for separate notice. 30 day statutory notice to vacate is minimum period. (Coop - No sooner than 90 days after notice of conversion and not prior to expiration of 60 day right of first refusal.)</p>		
FLORIDA (same provisions cover condos and coops).	<p>6 month tenants get 270 days Notice and less than 6 months tenants get 180 days notice. Tenants must notify the converter of the decision to extend the lease within 45 days of Notice of intent to convert. Tenants whose leases expire within the 45 day period may choose to remain for that 45 days (with written Notice) in order to decide whether to extend their occupancy for 180 or 270 days. 60 day written notice to tenants who lease after notice of conversion if lease contains conspicuous disclosure of conversion</p>	<p>Counties may extend the tenant's right to occupancy for an additional 90 days if the County finds that there is a 3 percent or less vacancy rate. A municipal government in a county may opt to not be covered by the additional 90 day period. If tenant purchases information package is not received within 90 days of notice of intent to convert any extension will be increased by every day over 90 days.</p>	<p>Non-purchasing tenant may not be denied same privileges and services enjoyed prior to conversion.</p>

TENANT PROTECTION

Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
<p>DISTRICT OF COLUMBIA</p> <p>A. For first 60 days of 120 day notice period. Sub-tenant has right during next 60 days. Tenant and sub-tenant must be in compliance with lease and unit is not to be renovated. (Coop - Landlord has 60 days to contract after exercise of right of first refusal)</p> <p>B. Landlord may not sell building with more than four units unless landlord offers it to tenant organization at a bona fide price. The tenant organization has 90 days to contract with landlord. If no tenant organization, 30 additional days to organize provided. (coop - under A & B no down payment of over 5% of purchase price may be required; settlement within 120 days after contract.)</p>		<p>\$125/room (coop same)</p>	<p>Tenant who has been a tenant for one year, is displaced and relocates in D.C. Tenant paid within 30 days if relocation amount equal to either (1) the difference between 25% of monthly family income and the rent to be paid in first month after relocation or; (2) difference between old rent and new rents. Either of foregoing is to be multiplied by 24 to determine amount to be paid by declarant. For next 36 months, city makes these payments. (Coop same)</p>

TENANT PROTECTION

Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
<p>FLORIDA</p> <p>45 day period to exercise right of first refusal for 6 month tenants. Also right of refusal to purchase unit if it is offered later at a reduced price. Right to purchase ends at conclusion of rental agreement, extended occupancy or is waived in writing.</p>	<p>After Notice of intended conversion a tenant may terminate any extension or post-Notice Lease upon 30 days written Notice to converter.</p>	<p>Converter may give 6 month tenant 1 month's rent in exchange for reducing occupancy from 270 to 180 days.</p>	

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
GEORGIA	120 day notice. Notice must set forth the rights of tenants.		
Atlanta Ga.	Yes; 120 days The notice of conversion must be sent to each tenant, and a copy posted in conspicuous place in any building to be converted.		
HAWAII	90 day notice in advance of anticipated termination.		
ILLINOIS	Notice of intent to convert: At least 120 days, but not more than one year, prior to recording declaration	If expiring tenancy, has right to extend for 120 days after notice, if gives written notice to developer within 30 days. Must inform all tenants whether lease will be renewed or terminated on its expiration, and on what terms.	Units in conversion condominiums and occupied by a tenant may be shown to prospective purchasers only a reasonable number of times, only at appropriate hours, and only during last 90 days of expiring tenancy

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Arlington Heights Ill.	Yes; 120 days before offering any unit for sale	Lease automatically extended to end of 120 day notice period.	Unit may not be shown without tenant permission during right to purchase period or 75 days prior to end of lease, whichever is longer.
Chicago, Ill.	120 days prior to filing. declaration of conversion	If lease expires within 120 days, may extend on same terms to the end of the notice period. Must notify the developer within 30 days. A. (over 65) 180 days B. 180 days	
Evanston, Ill.	Yes; 210 days. 120 of these days must elapse before instruments are recorded.		

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
GEORGIA	60 days. No better terms for 120 days after; unless 10 days to reconsider.			
Atlanta Ga.	A. 60 days; during the following 120 days unit may not be offered at a more favorable price.			
HAWAII				
ILLINOIS	A. For 120 days after Notice of intent, right of first refusal, on same terms as in duly executed contract; may exercise by notice within 30 days of receipt of notice of execution of contract; recording of deed conveying unit, with statement that tenant waived this right, extinguishes tenant's rights in unit, but does not affect tenant's claim, if any, against landlord.			

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
Arlington Heights, Ill.	A. 120 days from notice of intent to convert; 45 day maximum period for tenant-discount offering price.			
Chicago Ill.	30 days from notice of conversion			
Evanston Ill.	Within 120 days of notice of intent to convert or within 30 days after filing of declaration, whichever longer. Tenant shall have 30 days from original offer to match third party offer. If tenant does not exercise right (i.e. buy unit) unit cannot be offered at a lower price to prospective purchaser without offering to tenant. Tenant then has 15 days to accept.	After notice of intent to convert, upon 60 days' written notice (60 days running from next date rent is due).		\$300 maximum or one month rent, whichever higher. Payable to tenant within section 8 housing limits.

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Stokie, Ill.		A.B.C. require at least 6 months' lease extension from date of filing declaration	
Indianapolis Ind.	Yes; 120 days	Any tenant whose lease expires during 120 day period has right to remain in occupancy on same terms until end of 120 day period, provided tenant gives landlord written notice of intent to exercise such right within 30 days of receipt of notice of intent to convert. A.B. may have additional 180 day tenancy provided they exercise right within 30 days of receipt of notice of intent to convert.	
LOUISIANA			
MAINE	NOTE: Maine provisions apply only to time-share estates.		
MARYLAND	180 days' notice of intent to convert. May not terminate tenancy in less than 180 days except for cause	May extend for up to 180 days on same terms.	

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
Skokie, IL	30 days after tenant receives a copy of full disclosure statement (Property report)	Any tenant with more than 30 days left on lease at time of notice of intent to convert may terminate lease with 30 days written notice	All reasonable costs to tenants receiving Section 8 housing subsidies on date of letter of intent to convert is delivered.	
Indianapolis, IN	45 days after receipt of notice of intent to convert			
LOUISIANA				
MAINE				
MARYLAND		On 30 days written notice.		

TENANT PROTECTION

Relocation Assistance Plans	Other/Comments
GEORGIA Atlanta, GA HAWAII ILLINOIS Arlington Hts.	No occupied unit can be shown to third party for 30 days after notice of intent to convert. During first 90 days after notice of intent to record condominium declaration (convert), no person can offer a unit at a price higher than the lowest offer made to a person with respect to that unit.
Chicago Ill.	If tenant's lease has expired within 90 days of a notice to convert, the tenant has the same rights of purchase and relocation as other tenants. An occupied unit can only be shown to prospective purchaser during the last 90 days of the notice period of tenancy, whichever is later. No remodeling of an occupied unit.
Evenston Ill.	List of tenants available.
Skokie, Ill.	
Indianapolis, IN LOUISIANA MAINE MARYLAND	

TENANT PROTECTION

	Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Montgomery County, Md.		Yes; 180 days from notice of intent to convert. A. (65 or over) 360 days. The notice of intent to convert must be given prior to filing of property report.		
Boston, Mass.		Yes; tenants may remain until later of: 1. expiration of their lease; or 2. one year after written notice of termination of lease from sponsor (re: low-income elderly and handicapped - 2 years notice)		
Brookline, Mass.			Non-Eviction of tenants who occupied unit continuously since the time prior to recording the master deed, unless occupancy by landlord or close relatives.	
Cambridge Mass.				

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation: Moving Expenses	Relocation: Assistance Payments
Montgomery County, Md.	A. Within 60 days from notice of intent to convert. B. Tenant Group (of 25% or 5 units, whichever greater) may purchase building. Purchaser gives notice to tenants - 30 days to organize - 120 days to contract - 180 days to settle	After notice of eviction, upon 30 days' written notice to land- lord.	\$750 maximum; only to protected classes	
Boston, Mass.				
Brookline, Mass.				
Cambridge, Mass.				

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
MICHIGAN	Must give notice of intent to convert; cannot terminate any tenancies without cause within 120 days after said notice.		
MINNESOTA UCA (Applies to units built after Aug. 1, 1980)	120 days notice of conversion or intent to convert (p. 55) before vacate. Notice to contain rights: A. 60 days additional B. 60 days additional C. 60 days additional		NO repair work or remodeling in occupied units or common areas during notice period unless "reasonable precautions" are taken to ensure the safety and security of tenants.
Minneapolis, Minn.	Yes; 120 days. A. 180 days. B. 180 days C. 180 days. Copy of Notice to Alderman and City Planning Commission. Notice must state that tenants may form an association for purpose of offering to buy building.		

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
MICHIGAN				
MINNESOTA UCA	A. 60 days. No restrictions as to the age of holder or residents.	30 days with written notice.		
Minneapolis Minn.	A. 60 days. Sponsor may not offer on more favorable terms for following 180 days.			

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Mayzata, Minn.	Yes; 120 days A. 180 days B. 180 days Notice must state that tenants may form an association for purpose of offering to buy building.		
University City, Mo.	Yes; 90 days		
Webster Grove, Mo.	Yes; 180 days		

TENANT PROTECTION

Relocation Assistance Plans	Other/Comments
Montgomery County, Md.	25% or more of tenants may designate engineer to do independent study - must be given access by owner.
Boston, MA Brookline, MA Cambridge, MA MICHIGAN	
MINNESOTA (UCA)	No discrimination on the basis of the age of the tenant or other residents when offering first refusal
Minneapolis, MN Mayzata, MN University City, MO Webster Grove, MO	

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation: Moving Expenses	Relocation: Assistance Payments
Wayzata Minr.	A. 60 days. Sponsor may not offer unit on more favorable terms for following 180 days.			
University City, Mo.				
Webster Grove, Mo.	60 days after notice of intent to convert	Tenant who receives notice of intent to convert may cancel lease with 60 days written notice to landlord. Cancellation is a waiver of right to purchase. Any tenant who, within 30 days of signing lease, gets notice to convert, has 15 days to serve a		

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
MONTANA	90 day		
NEW HAMPSHIRE			
NEW JERSEY	<p>-Must give 60 days' notice of intent to convert, accompanied by full plan of the conversion and notice to tenant of his right to purchase and other rights</p> <p>-Must give duplicate of notice and full plan to clerk of municipality at same time.</p> <p>-Anytime after 60 days after notice of intent, may serve 3-year notice of intent to institute eviction proceedings.</p> <p>Tenancy begun <u>after</u> master deed filed must get notice of intent; then can be terminated on 60 days' notice. If not given notice of intent, will have right to regular 3 year notice of eviction.</p>	<p>-Where written lease of more than 3 years is in effect at time of notice of intent, cannot institute eviction proceedings until lease expires.</p>	<p>During first 90 days after notice of intent to convert, unit may not be shown to a third party unless tenant has in writing waived the right to purchase.</p>

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
MONTANA				
NEW HAMPSHIRE	A. 60 day			
NEW JERSEY	A) Exclusive right for first 90 days after notice of intent to convert. (Serving 3-year notice of intent to evict shall have no effect on this right.)		For tenancy begun before conversion, where no eviction on grounds other than conversion, shall receive moving expense compensation of one month's rent. Same if tenant leaves without eviction proceedings.	If, after at least one 1-year stay has been authorized (See Relocation Assistance: Plans), owner gives tenant "hardship relocation compensation" equal to 5 months' rent, court can't authorize any further stays.

TENANT PROTECTION

	Relocation Assistance Plans	Other/Comments
MONTANA		
NEW HAMPSHIRE		
NEW JERSEY	<p>1) Tenants in occupancy prior to recording of master deed, who received 3-year notice, have right for 18 months to request landlord offer them a "reasonable opportunity" to examine and rent "comparable housing."</p> <p>2) Court can authorize up to five 1-year stays of eviction at end of 3-year period, with reasonable rent increases, until satisfied tenant has been offered above opportunity.</p>	

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
<p>1. <u>Rent-Control Eviction Plan</u> - tenants must be given notice if Plan is declared effective (35% of tenants purchase). Tenants must also be given notice if their apartment has been sold, within 10 days of sale.</p>	<p>1. <u>Rent-Control</u> a) <u>Non-Eviction Plan</u> - landlord has no right to evict tenant. b) <u>Eviction Plan</u> - non-purchasing tenant has 3 months after certificate of eviction. Certificate of eviction not issued until 2 years after tenant receives notice of sale of unit UNLESS 80% of tenants purchase.</p>	<p>1. A rent-controlled housing accommodation may not be shown during 60 days tenant exclusive period, or purchase period, or during the 30 day period in which tenants may purchase their apartments after Plan has been declared effective.</p>	<p>1. <u>Rent-stabilized</u> apartment may not be shown during 90 day exclusive tenant purchase period, or during 30 day period following amendment to Plan.</p>
<p>2. <u>Rent-stabilization(N.Y.C. only)</u> <u>Eviction Plan</u> - tenants must be given notice if 35% of tenants have purchased their apartments.</p>	<p>2. <u>Rent-stabilization</u> a) <u>Non-Eviction Plan</u> - landlord has no right to evict tenant-must review leases for 1, 2 or 3 years. b) <u>Eviction Plan</u> - tenant may stay in occupancy until the latest of i) 1 year of Plan's presentation, or 6 months after Plan is amended, whichever is later; or ii) the expiration date of lease; or iii) the lease expiration date, as accelerated by any cancellation clause.</p>		

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction. A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
	<p>4. Local Municipalities in Nassau, Rockland and Westchester which have opted for Section 352eee of the General Business Law (in addition to E.T.P.A.) Each tenant must receive notice that proposed Plan has been submitted to the Attorney General-tenant must also receive copy of Proposed Plan.</p>	<p>3. Emergency Tenant Protection Act of 1974 (counties other than Nassau, Rockland and Westchester, and municipalities in these counties not having adopted Section 352eee of the General Business Law). Tenant has right to renewal lease for 1,2 or 3 years, UNLESS his apartment has been purchased and purchaser wants immediate occupancy. If renewal lease is given, it may contain provision which allows termination of lease on 90 days' notice if apartment is subsequently bought.</p>	
	<p>4. Local Municipalities in Nassau, Rockland and Westchester which have opted for Section 352eee of the General Business Law (in addition to E.T.P.A.) Each tenant must receive notice that proposed Plan has been submitted to the Attorney General-tenant must also receive copy of Proposed Plan.</p>	<p>4. Local Municipalities in Nassau, Rockland and Westchester which have opted for Section 352eee of the General Business Law (in addition to E.T.P.A.) <u>Non-Eviction Plan</u> Non-purchasing tenants may not be evicted. <u>Eviction Plan</u> No tenant may be evicted for 2 years after date Plan is declared effective.</p>	

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
		<p>A. Tenants 62 years or older may not be evicted.</p> <p>5. Section 352eeee of the General Business Law (New York City only) Same as Section 352eee except: A. Elderly tenants must be in building two years and have income of less than \$30,000 per year. Elderly tenant must also notify landlord of election not to purchase within 90 days of Plan's approval.</p>	

NEW YORK
(continued)

TENANT PROTECTION

Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
<p>NEW YORK (continued)</p> <p>1. Rent-controlled A. 1) 60 days from date of "presentation of Plan" to tenants. 2) 30 days from date Plan is "declared effective". 3) Tenant may match any more favorable offer to non-tenant within 15 days of offer.</p> <p>2. Rent-stabilized (New York City only) A. 90 days from date of "presentation of Plan" for next 6 months, tenant can match any executed purchase contract made with bona fide purchaser. Tenant must match offer within 15 days of offer.</p> <p>3. E.I.P.A. 60 days (or 90 if the Plan so provides) from date Plan is presented.</p>			

TENANT PROTECTION

Relocation Assistance
Plans

NEW YORK
(continued)

Other/Comments

1. Rent-controlled tenants - 35% of tenants in occupancy at date Plan is presented must purchase within 6 months of Plan's "presentation", or else Plan must be abandoned and no new Plan for 18 months thereafter.
If unit is offered for sale to non-tenant at a more favorable price than it was offered to tenant, tenant has 15 days to match this offer.

2. Rent-stabilized tenants - 35% of tenants in occupancy at date Plan is "accepted for filing" must purchase within 18 months of Plans "presentation"
Time periods with respect to 90 day exclusive period and 6 month match-offer period are extended upon amendments to Plan to provide at least 30 additional days. New leases and renewal leases executed after proposed Plan has been submitted to Attorney General's office may contain a provision that the lease may be cancelled upon 90 days written notice that the Plan has been declared "effective" (35% tenant purchases).

4. Section 352eee of General Business Law
Plan must be declared effective within 12 months of presentation date.
If Plan is abandoned, no new Plan for 18 months. No "excessive long-term vacancies" may exist in building at time Plan's first submitted to the Attorney General. Attorney General may not accept Plan for 15 days after notice to tenants.
Under the Eviction Plan, a Plan cannot be declared effective until 35% of the tenants agree to purchase within 12 months after the Plan is "approved".
Under Non-eviction Plan, the Plan cannot be amended to an Eviction Plan, the Plan cannot be declared effective unless 15% of the tenants agree to purchase within 12 months after Plan is approved.

5. Same as Section 352eee except:
 - a) Section 352eeee and Rent-Control: one-half of senior citizens are omitted from base upon which 35% is calculated.
 - b) Section 352eeeee and Rent-Stabilization: all senior citizens are omitted from base upon which 35% is calculated.

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
	Yes; 120 days' notice of eviction required.		
	Yes; 90 days. At end of 90 days, I has one month prior to vacating unit, multiplied by the number of years in building, up to 4 months. A.) (over 65) 6 months minimum period to vacate.		

Beachwood,
Ohio

TENANT PROTECTION

Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation; Assistance Payments
OHIO			
A) Option exercisable for 90 days after notice, to purchase all ownership interest. During 90 day notice period, I may buy unit by giving written notice to L. then I has 120 days to enter K to buy.			
Beachwood, Ohio			

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Lakewood, Ohio	<p>Yes; 120 days A. (over 60) 180 days B. 180 days If A or B person receives incorrect notice, may request correct notice within 15 days. Must attach ordinance to this request. During 180 days prior to filing declaration it must tell prospective tenant's of intent to convert.</p>	<p>If tenancy expires before end of notice period, tenant can request extension to end of notice period within 30 days of notice of conversion. (60 days for A & B)</p>	
Lyndhurst, Ohio	<p>Yes; 120 days A. 180 days B. 180 days If A or B person receives incorrect notice, may request correct notice within 15 days. Must attach ordinance to this request. During 180 days prior to filing declaration it must tell prospective tenant's of intent to convert.</p>	<p>If tenancy expires before end of notice period, tenant can request extension to end of notice of conversion. (60 days for A & B)</p>	

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
Lakewood, Ohio	90 days after notice of intent to convert. 120 days for elderly or handicapped. If tenant does not buy, unit may not be sold at a lower price within 90 days without giving tenant an offer on same terms. Tenant has 10 days to accept.	Any tenant whose lease expires after 90 days from notice of conversion may cancel on 45 days notice.		
Lyndhurst, Ohio	90 days after notice of intent to convert. 120 days for elderly or handicapped. If tenant does not buy, unit may not be sold at a lower price within 90 days without giving tenant an offer on same terms. Tenant has 10 days to accept.	Any tenant whose lease expires after 90 days from notice of conversion may cancel on 45 days notice.		

TENANT PROTECTION

Relocation Assistance Plans	Other/Comments
OHIO	
Beachwood, Ohio	During holdover, rent can't go higher than average increase in Consumer Price Index for previous 12 months.
Lakewood, Ohio	Tenant shall not unreasonably withhold consent to the developer to enter unit to inspect, repair or show. However, entry by landlord in excess of twice within any 7 day period to show unit is abuse of right of access.
Lyndhurst, Ohio	Tenant shall not unreasonably withhold consent to the developer to enter unit to inspect, repair or show. However, entry by landlord in excess of twice within any 7 day period to show unit is abuse of it of access.

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
OREGON	90 days' notice of intent to convert--must set forth tenant's rights and include all required public reports. --notice of conversion shall not constitute or include a notice to terminate the tenancy		Tenant's dwelling unit may not be shown to prospective purchasers without tenant's permission before the termination of the tenancy
Chesterham, Pennsylvania	Yes.	Must give one year extension on lease from date of notice to convert, unless 50% of tenants approve. Then only A. (65 or over) get one year lease extension.	
Lower Merion, Pennsylvania	Yes. Notice of conversion must be given two weeks prior to filing of condominium documents notice must give unit price, financing and offering date to tenant.	One year lease extension (tenant must elect extension within 30 days) if tenants lease expires within a year. If lease is longer than one year, the tenant does not have to vacate until end of lease. A, B. If rent is more than 25% of income, two year lease extension; must elect within 90 days.	
Philadelphia Pennsylvania	Yes. 1 Year prior to date of conversion.	Any tenant whose lease expires during notice period may have tenancy extended until one year from notice of intent to convert.	

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
OREGON	A.) If unit to be retained in conversion without substantial alteration, tenant has exclusive right to purchase for 30 days after notice. If tenant doesn't exercise right, developer can't offer unit on more favorable terms for the next 60 days.			
Cheltenham, PA				
Lower Merion, Pennsylvania	180 days from filing of documents.			
Philadelphia, Pennsylvania	During first 6 months of notice period the offer must specify the total amount due on or before settlement of the contract, including initial or special maintenance fees.	Tenant may terminate lease within 90 days of notice.		

TENANT PROTECTION

	Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
RHODE ISLAND				
SOUTH DAKOTA				
TENNESSEE Tennessee Divisions apply only to units converted or offered for sale after 12-1-79 and only to certain counties		-2 months actual notice of intent to convert -must specify tenant can remain on same terms, until end of 2 month period -no sale valid, to anyone other than tenant, unless tenant got notice	-if converts w/o giving tenant 2 months actual notice, tenant can elect to remain, on same terms, until 2 months from receipt of notice -or may vacate on receiving such notice, and owner must pay all reasonable moving expenses	
VIRGINIA		90 days' notice of intent to convert, which may constitute notice to terminate tenancy	-if tenant so notified remains after 90 days of permission of declarant, declarant must give statutory notice to terminate tenancy	

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation : Moving Expenses	Relocation: Assistance Payments
RHODE ISLAND				
SOUTH DAKOTA				
TENNESSEE		-if owner doesn't give 2 months' actual notice, tenant can elect to vacate on receiving such notice	owner must pay if converts without giving tenants 2 months' actual notice, and tenant elects to vacate -need not pay if tenant is "in a position" to make the election and doesn't vacate immediately	
VIRGINIA	A.) exclusive right for first 60 days after notice, if his unit is to be retained in conversion without substantial alteration to its physical layout.			

TENANT PROTECTION

Relocation Assistance
PLANS.

	Other/Comments
RHODE ISLAND	
SOUTH DAKOTA	
TENNESSEE	
VIRGINIA	

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Everett, Washington	<ol style="list-style-type: none"> 1) within 5 days of filing condo conversion declaration, notice of filing required. 2) 120 days notice of offering for sale. Statement of tenant's rights delivered with notice. 3) After 120 days notice of offering for sale, otherwise applicable rental eviction notice must be given. 		
Kings County, Washington	<ol style="list-style-type: none"> 1) within 5 days of filing of conversion declaration, notice of filing required, along with statement of tenant's rights. 2) 120 days prior to offering for sale, statement of tenant's rights delivered with notice. 3) After 120 days notice of offering for sale, otherwise applicable rental eviction notice must be given. <p>Tenants leasing unit after notice must be informed of conversion prior to lease or occupancy.</p>		

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation; Moving Expenses	Relocation: Assistance Payments
Everett Washington	60 days from date of delivery of firm offer of sale to Tenant. If rejected, offered to sub-tenant in possession. Sub-tenant has 30 days or expiration of tenant's 60 day period, whichever occurs later.	Tenants who receive 120 day notice of sale may terminate at any time		Any tenant who moves in within 60 days prior to notice of tenant to convert is given to other tenants and not notified of such conversion prior to occupancy entitled to relocating assistance of \$350.00
King County Washington	60 days from delivery of firm offer of sale to tenant. If rejected, sub-tenant in possession has 30 days or expiration of tenant's 60 day period, whichever occurs later. If both tenant and sub-tenant reject, other tenants and sub-tenants have (between them) right to purchase one other unit. This right extends to end of 120 days notice period provided tenant in possession of unit to be bought. For 1 year from rejection, developer cannot offer to anyone on more favorable terms.			\$350.00/unit or 2 months rent, whichever is greater, to tenant's who vacate after 120 day notice.

TENANT PROTECTION

	Relocation Assistance Plans	Other/Comments
Everett Washington		<p>(1) a. No condo unit shall be offered for sale if in the 150 day period preceding sale or offer any tenant has been evicted "good cause" b. For 120 days prior to offering of unit for sale tenant of that unit can only be evicted for "good cause", (as defined in statute.) c. Rents may not be raised during 120 day notice period.</p> <p>(2) Protection does not apply to tenants who take possession of a unit vacated by a tenant who has received notices and benefits of statute. Unless developer fails to notify tenants who take possession after service of the 120 day notice that unit has been sold or will be offered for sale as condominium.</p> <p>(3) During 120 day notice period eviction may be only for "good cause" (as defined in statute).</p>
King County Washington		<p>(1) During 90 day period prior to filing declaration, rents cannot be raised more than 10% of the base rent charged at that time.</p> <p>(2) Rents cannot be raised during 120-day notice period.</p> <p>(3) Tenants can be evicted only for 'good cause' during 120-day notices.</p>

TENANT PROTECTION

	Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renewals A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
Lynnwood, Washington	Notice must be published 5 days prior to city council meeting.	Yes, 120 days. Notice of conversion required upon approval by City Council.		
Mercer Island, Washington		Yes, 120 days for existing tenants (prior to offering for sale) and must inform tenants within 36 hours of filing condo conversion declaration. New tenants who become tenants within 120 days period must be given notice of conversion.		
Seattle, Washington		Yes, 120 days prior to offering for sale. Notice to specify units to be sold and price within 5 days of filing of condo conversion declarant must give tenants notice of filing. Notice to evict otherwise required under rental housing law required.		

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation : Moving Expenses	Relocation: Assistance Payments
Lynnwood, Washington	120 Days			
Mercer Island, Washington	30 days - runs from 120 day notice of intent period.			
Seattle, Washington	A. 60 days, for 1 year after tenants rejection, developer cannot offer to sell on better terms to anyone else. Rejection by tenant gives sub-tenant right of first refusal on same terms for 30 days or expiration of tenants 60 day purchase period, whichever is later. If tenant and sub-tenant refuse, other tenants and sub-tenants have right to purchase, but tenants and sub-tenants do not have right to purchase more than one unit.	Tenants who receive 120 day notice of sale may terminate at any time.		\$350/unit to tenants and sub-tenants who vacate voluntarily or involuntarily.

TENANT PROTECTION

Relocation Assistance Plans	Other/Comments
Lynnwood, Washington	
Mercer Island, Washington	During 120 day period rent cannot be in excess of 110% over average monthly rate collected in 12 months prior to notice of conversion.
Seattle, Washington	No condo or coop unit shall be offered for sale if in the 150 day period preceding offer for sale any tenant has been evicted without good cause. For 120 days prior to offering a unit for sale, tenant of that unit may only be evicted for good cause as defined in statute.
WEST VIRGINIA	
WISCONSIN	

TENANT PROTECTION

	Relocation Assistance Plans	Other/Comments
OREGON		
Cheltenham, PA		
Lower Merion, PA		No rent increases during one year period after condominium approval
Philadelphia, PA		

TENANT PROTECTION

Notice of Public Hearing	Notice of Conversion/Notice of Eviction A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Continued Occupancy/ Lease Extensions/Lease Renew- als A. Elderly B. Handicapped C. Families with Children D. Low-Income	Right to Quiet Enjoyment
WEST VIRGINIA (UCA)	120 days; must set forth rights of tenants		
WISCONSIN	120 days notice of intent to convert. Tenant may not be required to vacate during this 120 days except for cause.		

TENANT PROTECTION

	Right of First Refusal A. Individual B. Tenant Organization	Right to Cancel Existing Lease	Relocation & Moving Expenses	Relocation: Assistance Payments
WEST VIRGINIA (UCA)	60 day			
WISCONSIN	Exclusive option for 60 days after notice.			

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
ARIZONA		Minimum amount of disclosure relevant to condominium conversions in the Public Report made available to prospective purchasers.	
Mesa, Ariz.			
CALIFORNIA	A. Real Estate Commission must be provided with information concerning the location of schools and airports, as well as provisions for public utilities. Sub-division maps must also be filed. The Commission then issued a Public Report based on this information.	A. Public Report must be provided to purchasers in new subdivisions. C. 1. Declaration of restrictions must be filed by project owners prior to the sale of the first unit. 2. Prospective purchaser must be supplied with the declaration of restrictions, bylaws and articles of incorporation affecting the property by the lot or unit owner.	
Chula Vista, Ca.	A.B. Additionally, a certificate of occupancy must be provided.		

BUYER PROTECTION

Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
ARIZONA Mesa, Ariz.	<p>A. 2 spaces per condominium</p> <p>E. Design and construction of existing structure must lend itself to a condominium conversion.</p>	<p>1. All sums paid or advanced by purchasers must be held in escrow until title is delivered.</p> <p>2. All unpaid assessments or charges which have become a lien on the unit must be recorded. (applies to both condominiums and cooperatives).</p>
CALIFORNIA	<p>A. separate metering</p> <p>D. 1. protective lighting 2. filing of floor and lot elevations, landscaping and utility service information. 3. amount of enclosed storage space per unit is prescribed.</p> <p>Additionally, all projects must comply with the city "Design Manual".</p>	<p>All purchasers must be informed that the project is a conversion and that the units were originally occupied as rental units.</p>
Chula Vista, Ca.		

BUYER PROTECTION

	Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
Concord, Ca.	A. inspection B. smoke detectors and fire wells required C. disclosure	A. Pest infestation and dry rot report		A. 1 year on pool and pool equipment G. 1 year
Costa Mass, Ca.	A. inspection B. smoke detectors required Certificate of Occupancy must be issued after conditional use permit is approved	A. pest report B. useful life		
Cupertino Ca.	A. Inspection B. compliance	B. pest, soil and building history report required		
Duarte, Ca.	B. Smoke detectors required	A. Pest and soil report, appraisal B. Useful life	A. Property report B. Budget C. Conditions, covenants and restrictions	B. 1 year C. 1 year

BUYER PROTECTION

Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Concord, Ca.	<p>A. Standards set according to unit size and type of vehicle.</p> <p>B. Private open space.</p> <p>C. Sound transmission standards include required shock mounting of equipment and noise resistant walls.</p> <p>D. Separate gas and electric meters; shut-off valves for water and equitable sharing of water costs.</p> <p>E. Security standards provided</p>	
Costa Mesa, Ca.	<p>C. Sound transmission control</p> <p>E. Energy insulation</p>	
Cupertino Ca.	<p>A. 2 per unit, one of which must be covered.</p> <p>B. Open space requirement.</p> <p>C. Impact sound insulation, shock mounting of mechanical equipment required.</p> <p>D. Sewerage and water hook-up, separate metering and fuse box.</p> <p>E. Storage requirements.</p>	
Duarte, Ca.	<p>C. Shock mounting of mechanical equipment, noise standards.</p> <p>D. Separate metering for gas and electricity, equitable sharing of commercial water metering.</p> <p>E. Laundry facilities, storage space, landscape maintenance.</p>	

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
Garden Grove, Ca.	B. Compliance	A. Statement of age of building. B. Explanation of maintenance charges. C. Declaration of conditions, covenants and restrictions; perpetual maintenance agreement.	
Gardens, Ca.	A. Pest report B. Useful life C. 5 year projection	A. At least 20 days prior to closing	
La Mesa, Ca.	A. Condition B. All deficiencies must be specified.		
Long Beach City, Ca.	A. Building component report/ Pest control report B. Useful life		C.
Los Angeles Ca.	A. Inspection B. Compliance		

BUYER PROTECTION

Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other Comments
Garden Grove, Ca.	<p>A. 2 car garage per unit B. Living, recreation and open space. D. Hot water, underground utilities. E. Storage space, separate laundry facilities for each unit.</p>	<p>Any appliance over 3 years old must be replaced.</p>
Gardena, Ca.	<p>A. 2 spaces per unit, one of which is covered Garage space. B. Report showing General layout and description C. Sponsor must correct any causes of noise or vibrations. D. Gas and electricity must be separately metered</p>	
La Mesa, Ca.	<p>A. Must comply with zoning requirements for new developments. B. Open space as would be required for new developments. C. Walls must meet Sound Transmission Class of 45, field testing and certification may be required. E. 1. security must comply with local standards. 2. attic insulation R19 required. 3. trash storage, enclosures and landescaping standards provided.</p>	
Long Beach City, Ca.	<p>A. Requirements determined by size of unit. C. Sound transmission standards provided. E. The conversion must conform to a General Plan</p>	
Los Angeles Ca.	<p>A. Requirements determined by size of unit. E. Acoustical report required. D. Feasibility study of individual metering must be provided.</p>	

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
Los Angeles Co.			
Marin County Ca. A. Inspection B. Compliance C. Disclosure			
Montclair, Ca.	A. Useful life B. Estimate of repairs	C.	B. 1 year on all structures, plumbing and electrical equipment. C. 1 year
Mountain View Ca. A. Inspection B. Compliance C. Disclosure to buyer	A. Engineer or architect's report on age; condition of buildings; pest report. B. Estimated remaining life of major components.	A. Must be provided on date of issuance of Final Report. B. Budget C.	A. 1 year. B. 1 year. C. 1 year.
Newport Beach Ca. B. Compliance			
Oakland	A. Utilities, storage, laundry, pest report, noise insulation. B. Useful life C. Estimate of repairs		

BUYER PROTECTION

Los Angeles Co.	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Marin County Ca.		D. Separate metering for gas and electricity. E. Storage space, laundry facilities.	
Mantclair, Ca.	Within 15 days of contract		
Mountain View Ca.	Within 15 days of contract.	B. Open space, play area. C. Noise transmission standards. D. Separate metering for each unit. E. Energy conservation standards.	1. Sponsor may not discriminate against families with children. 2. Sponsor may not enter management contract which extends for more than 30 days after unit owners take control.
Newport Beach Ca.		Establishment, maintenance and operation of building shall not be detrimental to the welfare of persons in the surrounding neighborhood.	
Oakland		C. Separate metering of utilities, water shut-off valves. E. Storage space, laundry facilities.	

BUYER PROTECTION

	Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
Oceanside, Ca.	A. Inspection B. Compliance	A. Soil and geological reports, B. Useful life C. Estimated repairs		
Orange County Ca.		A. Condition C. Estimate repairs		
Palo Alto Ca.	A. Inspection B. Compliance	A. Pest report B. Useful life	A. Property report B. Budget C.	
Riverside Ca.	A. Fire inspection, smoke detectors	A. Condition; pest report.		
San. Bernardino City, Ca.				
San Diego, CA				

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Oceanside, Ca.		D. Separate or sub-metering of gas and electricity; "equitable sharing" of water costs.	
Orange County Ca.		Application may be approved if project will not have adverse effect on noise or traffic levels or create other objectionable situations.	
Palo Alto Ca.		C. Mounting of mechanical equipment D. Separate gas and electric metering; water shut-off valves per unit	
Riverside Ca.		A. Minimum unit sizes, recommended 2 spaces per unit. B. Landscape, open space, laundry, garbage. C. Sound insulated walls, ceilings D. Separate metering, single water metering. E. Insulation, security, handicapped facilities, sound structural conditions.	
San Bernardino, CA			
San Diego, CA			

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
San Francisco Ca. A. B. Alternatively, escrow assuring completion of corrective work			
San Jose Ca. A. Inspection B. Compliance; bond to cover costs including fire codes C. Disclosure	A. Building history, pest control report B. Useful life	A. Property report B. Budget C. English and Spanish	
Santa Ana Ca. A. Inspection B. Compliance	Pest control report, fire marshall report.		
Walnut Creek, Ca. A. Inspection B. Or escrow to assure correction	A. Smoke detectors; pest control report; soil and geological report, statement of repairs to be made by developer.	A. Property report B. Budget C. Conditions, covenants and restrictions. Demographic characteristics including rents, proposed sale prices, fees and financing, names of tenants.	A. Written certification that pool and pool equipment are in good condition. C. Written certification of good condition.

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
San Francisco Ca.			
San Jose Ca.		<p>A. B. C. Impact sound insulation. D. Separate gas and electricity meters; separate water shut-off valves; separate electric panels.</p>	
Santa Ana Ca.		<p>A. Location, dimensions, and status of all parking spaces or carports, including walking distance from the unit. C. Sound transmission standards E. Energy insulation standards, attic insulation, building security.</p>	
Walnut Creek, Ca.		<p>C. Shock mounting, transmission standards D. Separate gas and electricity metering, equitable sharing of water charges. E. Storage space, laundry space landscaping</p>	

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
COLORADO		C. At or before contract, must provide buyer with copy of bylaws and amendments.	
Boulder, Colo.			
Denver, Colo.			

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
COLORADO			
Boulder, Colo.			
Denver, Colo.			

BUYER PROTECTION

<p>Building Codes A. Inspection B. Compliance C. Disclosure</p>	<p>Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs</p>	<p>Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents</p>	<p>Warranties A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>B & C Compliance must be disclosed in Public Offering Statement</p>	<p>Filed Public Offering Statement on Conversions: A. Statement by declarant on present condition of all structural and major mechanical components; B. Statement on expected useful life of said components, including approximate dates of construction, installation and major repairs C. Statement on estimated cost of replacing said components.</p>	<p>A. Architect's or engineer's certificate that condominium was completed in accordance with plans and specifications; declarant's statement on property condition (see preceding category) B. Actual costs for past 3 years; proposed budget; any provisions for capital reserves; any special fee due on contract. C. Declaration, Bylaws, copy of notice to tenants public offering statement</p>	<p>Implied warranties on buildings or improvements completed not more than 2 years before recording original instruments: A. -From Declarant: for one year from first occupancy, from contractors, subcontractors, & suppliers: one year from completion of construction or installation B.-From Declarant: as to unit and its limited common elements, one year from earlier of closing or first occupancy As to all other buildings and real estate improvements, one year from first use by a unit owner From contractors, subcontractors & suppliers: one year from completion</p>

CONNECTICUT

BUYER PROTECTION (Continued)

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
CONNECTICUT			of construction. D. For units constructed after Jan. 1, 1977, declarant must post bond or escrow 10% of purchase price to cover uncompleted elements.
Glastonbury, CT			

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
CONNECTICUT	<p>Non-binding reservation agreement may be cancelled, for at least 15 days, to time of contract.</p> <p>If no such agreement is signed, can cancel contract for 15 days after execution.</p> <p>Declarant must supply copy of Public Offering Statement at or before contract, or cannot dispose of any interest.</p>	<p>E. Each unit of a conversion condominium for which a declaration was filed between Nov. 16, 1979 and July 7, 1980, shall have a separate heating plant, at or before the time of conveyance, and this must be disclosed in the Public Offering Statement.</p>	
		Glastonbury, CT	

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
DISTRICT OF COLUMBIA	Within 15 days after contract date or within 15 days of delivery of offering plan, whichever is later.		Downpayment deposited in interest-bearing escrow account.
FLORIDA	Buyer may cancel a contract by written notice within 15 days after receipt of statements and disclosures required of a conversion building.		

BUYER PROTECTION

<p>Building Codes A. Inspection B. Compliance C. Disclosure</p>	<p>Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs</p>	<p>Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents</p>	<p>Warranties A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>DISTRICT OF COLUMBIA</p>	<p>B. Status of compliance C. Disclosure</p> <p>A. Architect or engineer's report on structural components and major utility installations. B. Estimated life. C. Estimated cost in current dollars.</p>	<p>A. Property report. B. Projected budget, per unit, capital reserves information. C. Declaration, by laws, leases, contracts, etc.</p>	<p>A. 2 years from date of completion. B. 1 year from date of conveyance. C. 10% of estimated conversion costs.</p>
<p>FLORIDA</p>	<p>A. Date and type of construction prior use, permits report. B. Age, estimated useful life and structural of the roof, elevators, heating and cooling systems, plumbing, electrical systems, swimming pool, seawalls, pavement and parking areas, drainage systems. This information must be substantiated by an architect or engineer and include an estimated current replacement cost of each component.</p>	<p>A. Prospectus must contain property report (see prior category) B. Prospectus must contain estimated operating budget and schedule of expenses for each unit, in detail. C. Prospectus or offering circular, declaration, by-laws, association documents, underlying leases, management or other contracts, estimated budget, recreational leases, sale agreement form, all covenants and restrictions, plans and specifications on uncompleted elements.</p>	<p>No express warranty unless they are stated in writing.</p> <p>A converter has three alternatives regarding assurances concerning the quality of the property.</p> <p>(1) establish reserve accounts for capital expenditures and maintenance for the air conditioning and plumbing systems (galvanized pipe) and the roof, (2) provide warranties on roof and structural components of improvements, mechanical, electrical and plumbing elements serving the improvements, (3) post surety bond to cover reserve funds required in (1).</p>

BUYER PROTECTION

Building Codes	Property Report/Building Report	Full Disclosure for Prospective Purchasers	Warranties
<p>GEORGIA</p> <p>A. Inspection B. Compliance C. Disclosure</p> <p>B. Compliance C. Disclosure; cost to cure</p>	<p>A. Condition B. Useful life C. Estimate of Repairs</p> <p>A. Present condition of structural components, mechanical & electrical systems, by architect or engineer. B. Useful life</p>	<p>A. Property report B. Estimated or actual budget. C. At least seven days before contract; declaration, bylaws, any required certificates of occupancy any underlying leases or contracts, copy of proposed contract.</p>	<p>A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>Atlanta Ga.</p>	<p>A. Condition B. Useful life C. Estimate of repairs</p>	<p>A. Property report B. Budget C. Sponsor required to deliver a disclosure package to Director of Bureau of Buildings.</p>	
<p>HAWAII</p>	<p>A. Must file with Real Estate Commission; must include completion costs and schedule, 100% performance bond and parking plan; for developers of more than six units, an engineer's report on the present condition of structural components and major utilities. B. Useful life C. Estimated cost (in current dollars) replacing such units.</p>	<p>A. For apartments in existence for 5 years; statement by declarant, based on architect's or engineer's report, on present condition of all structural and major mechanical components and their estimated useful life. B. Annual maintenance fees and monthly estimated cost for each apartment, revised every 12 months C. Public Report</p>	<p>D. If conveyance before completion, must escrow all money received and release only as construction progresses.</p>

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
GEORGIA	<p>Purchaser may void contract within seven days after disclosure. Contract must disclose this right in bold face type.</p>		<p>Developer must escrow deposits or other payments, to time of closing.</p>
Atlanta, GA		<p>A. Must file plan with Real Estate Commission</p>	<p>Developer must escrow money received before issuance of Final Public Report; if not issued within one year after preliminary report, purchaser has right to full refund.</p>
HAWAII	<p>Contracts not enforceable until purchasers have had "full opportunity" to read Final Public Report and to obtain refund and release if Final Report differs in any material respect from Preliminary Report. May get refund of funds paid prior to issuance of Final Report if any change in condominium plans, after contract, requiring county permit or approval, unless purchaser consents or 90 days elapse or purchaser has occupied apartment</p>		

BUYER PROTECTION

	Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
ILLINOIS		A. Present condition, engineer's report B. Useful life C. Estimated cost to replace (in current dollars)	B. Actual budget for previous 2 years; projected operating budget, in detail, per unit. C. Reserve account before contract: declaration, bylaws, budget, floor plan - contract must set forth tenants' rights of first refusal.	
Arlington Heights, Ill.	C. Disclosure	A. Condition B. Useful life C. Estimate of repairs	A. Property report B. Budget C. Final report 45 days prior to closing.	
Chicago Ill.		A. Condition B. Useful life of major components and common facilities C. Estimate of repair and replacement cost	A. Property report B. Within 45 days of notice of intent to convert C. Legal documents	
Evanston Ill.	A. within 60 days after notice of intent to convert, condominium code assessment report			A. 2 years from date of transfer of first unit. B.C. 1 year on all mechanical equipment in unit.

BUYER PROTECTION

Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
ILLINOIS	If disclosure information not provided at contract, contract is voidable within 5 days after last item of information received or until closing, whichever is earlier	Developer must escrow any deposit, payment or advance, until closing.
Arlington Hts, IL		The full disclosure report is the final word. Oral representations are not binding on the developer. Purchasers are directed to read the plan.
Chicago Ill.		
Evanston, Ill.	Purchaser may cancel contract within 30 days after receiving disclosure statement if disclosure statement not given at least 30 days before contract.	Escrow of deposits provided for.

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
<p>Skokie, Ill.</p> <p>A. Inspection B. Possibility of waiver re: parking</p>	<p>A. Condition B. Useful life C. Estimate of repairs</p>	<p>A. Must be given to prospective purchaser before contract. B. Budget C.</p>	<p>A.B. Purchaser must give written notice of defect within 1 year of purchase. C. 3% of Gross sales price of each unit; escrow for 1 year.</p>
<p>Indianapolis, IN</p> <p>C. Disclosure of outstanding notices of uncured violations of building code, zoning, or other municipal regulations, together with estimated cost of correcting.</p>	<p>A. Condition B. Useful life C. Estimate of repair and replacement, at current market prices.</p>	<p>A. Engineer or architect prepared property report. B. Itemized common area expense budget on a pro-rata basis. Current property taxes and assessments, and estimated expenses for unit owners.</p>	

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Skokie, Ill.	Purchaser has 15 days to review documents. If not satisfied has 15 days from signing to rescind. Right to rescind must be conspicuously noted in contract.		No exclusive management contract which exceeds 1 year in duration after property is turned over to control of unit owners.

Indianapolis, IN

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
<p>LOUISIANA</p> <p>B & C. Public Offering Statement on conversions must contain statement by declarant of any outstanding notices of incurred violation and estimated costs of curing.</p>	<p>Filed Public Offering Statement must contain:</p> <p>A. Report by registered architect or engineer on present condition of roof, structural and mechanical components;</p> <p>B. Statement by declarant of estimated remaining useful life of above items, or that no representations are made.</p>	<p>Public Offering Statement must include:</p> <p>A. Property report --(see preceding category)</p> <p>B. Projected operating Budget, for one year after first conveyance, and thereafter, the current operating budget</p> <p>C. Public Offering Statement, declaration, bylaws, articles of incorporation, leases, management or other contracts.</p> <p><u>Note:</u> Disclosure requirements may be satisfied by giving purchaser a copy of public offering statement filed with S.E.C.</p>	
<p>MAINE</p> <p><u>NOTE:</u> Maine provisions apply only to time-share estates.</p>		<p>B. Extensive budget reporting requirement.</p> <p>C. Bylaws, contracts, leases and all other relevant documents, statement of nature of offering, liens and encumbrances, any warranties.</p>	

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
LOUISIANA	<p>Within 15 days of receipt of Public Offering Statement, up to time of conveyance</p> <ul style="list-style-type: none"> - anytime up to closing, if reasonably relied on materially false or misleading statement in public offering statement, and paid value toward purchase. 		
MAINE	<p>Within 15 days after execution of contract.</p>		

NOTE: Maine provisions apply only to time-share estates.

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
MARYLAND		<p>A. On buildings more than 5 years old.</p> <p>B. Projected operating budget.</p> <p>C. 15 days before closing; contract, declaration and bylaws, management and other contracts, budget, leases, floor plans, description of expansion plans, recreation facilities statement on streets</p>	<p>D. On any unit un-completed at contract, deposit must be escrowed or corporate surety bond obtained, payable to state</p>
Montgomery County, Md.	<p>A. Condition B. Useful life C. Estimate of repair</p>	<p>A. Property report.</p>	<p>A. 3 years B. 1 year C. Reserve for repair and maintenance of facilities during period of developer control</p>
Boston, Mass.			
Brookline, Mass.			
Cambridge, Mass.			

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
MARYLAND	Within 15 days of receipt of disclosure information, or within 5 days of any amendments thereto, rescind in writing, without any liability		
Montgomery County, Md.	Within 15 days of contract or within 5 days after receipt of final property report (with amendments) or; at any time prior to closing if developer fails to comply with ordinance		waiver of rights void.
Boston, Mass.			
Brookline, Mass.			
Cambridge, Mass.			

BUYER PROTECTION

	Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
MICHIGAN			<p>A.&B. "Material information" about condominium and developer as administrator requires; on conversions: completion dates</p> <p>C. Disclosure booklet, master deed, bylaws; furnished 10 days prior to closing or before purchase agreement is binding. May be waived in writing.</p>	<p>C. Escrow of portion of sales price may be required by administrator, to cover costs of construction of recreational and other common facilities.</p>
MINNESOTA (UCA)	List of outstanding violations and estimated costs to cure.	<p>A. Present condition of structural, mechanical, electrical elements.</p> <p>B. Useful life.</p>	<p>A. Property report</p> <p>B. Current balance sheet, 1 year projected, reserves, common expenses per unit. Also special fees, liens, description of financing, right to cancel.</p> <p>C. Declaration, by laws, floor plans, rules and regulations, contracts and leases, insurance</p>	<p>Express and implied warranties for both units and common areas on condition and workmanship.</p>
Minneapolis, MN	Truth-in-housing disclosure report or certificate of code compliance			<p>A.B. Sponsor statements, representation, descriptions and models create express warranties. Additionally, implied warranty that unit and common elements are constructed in accordance with applicable law, are free from defective materials, and may be occupied for residential purposes, which may be waived only for specific defects.</p>

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
MICHIGAN	<p>Reservation and subscription agreement: prospective purchaser has 10 days after receipt of required disclosure documents to withdraw.</p>		<p>Developer must furnish to purchaser a title insurance policy in amount of purchase price - provision in agreement for liquidated damages upon default must be limited to reasonable percentage of purchase price. All funds must be put in escrow until closing.</p>
MINNESOTA	<p>Purchaser may cancel within 15 days of receiving disclosure information or any amendments.</p>		<p>Schedule of completion earnest money in escrow</p>
	<p>Within 5 days of execution of contract.</p>		

BUYER PROTECTION

Building Codes	Property Report/Building Report	Full Disclosure for Prospective Purchasers	Warranties
<p>A. Inspection B. Compliance C. Disclosure</p>	<p>A. Condition B. Useful life C. Estimate of Repairs</p>	<p>A. Property Report B. Budget C. Legal Documents</p>	<p>A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>A. Inspection B. Compliance</p>	<p>A. Inspection B. Unlawful to occupy converted unit without certificate of occupancy stating unit is in compliance</p>	<p>C. Must outline maintenance responsibilities.</p>	<p>A. & B. Sponsor's statements, representations, descriptions and models create express warranties. Also, implied warranty that unit and common elements are constructed in accordance with applicable law, are free from defective materials, and may be occupied for residential purposes. May be waived for specific defects.</p>
<p>University City, Mo.</p>	<p>Engineer or Architect report on present condition of all structural components and mechanical systems and useful life of each item.</p>	<p>A. On file B. One year projection; 3 year actual. C. Declaration and bylaws. Copy of Condominium Code Assessment Report.</p>	
<p>Webster Grove Mo.</p>	<p>A. Condominium Code Assessment Report B. Smoke detectors required</p>		<p>C.1. If units leased or sold prior to construction completion all monies from sale are to be put in escrow.</p>
<p>MONTANA</p>			

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Wayzata Minn.	Within 5 days of execution of purchase agreement.		
University City, MO		Separate gas and electricity meters. Separate water meters and shut-off valves or provision for equitable sharing of water costs.	
Webster Grove, Mo.			
MONTANA	Rights under contract of sale not final until purchasers have had opportunity to read Department of Business Regulation's final report and obtain a refund of any monies paid and release from obligation, if final report differs in "any material respect" from preliminary report. If report not issued within 1 year of preliminary report, purchasers are entitled to full refund without further obligation.		Funds obtained prior to issuance of Final Report shall be refunded if there is any change in the condominium building plans subsequent to execution of the contract unless purchaser accepts change.

BUYER PROTECTION

<p>Building Codes A. Inspection B. Compliance C. Disclosure</p>	<p>Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs</p>	<p>Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents</p>	<p>Warranties A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>NEW HAMPSHIRE</p>	<p>A. Condition B. Useful life C. Estimated repairs</p>	<p>B. Actual budget for last 3 years or declarant's ownership period. Reserve for capital expenses. C. By laws, declaration, schedule of completions of improvements (in Public Offering Statement)</p>	
<p>NEW JERSEY</p>	<p>Application for registration must be filed with the agency and include: A) access; unusual conditions of noise and safety; sewage disposal and other public utility facilities; nature and schedule of improvements to be completed by developer. For conversions: must also include engineering survey.</p>	<p>B) In public offering statement: budget, capital reserves; and on conversions, audited statement of expenses for past 5 years or ownership period, certified by independent public accountant. C) Public offering statement must be given to purchaser on or before contract date. For conversions, this must include statement of effect on prospective owners of N. J. statute on Removal of Tenants.</p>	<p>A & B) Warranties on fitness for intended use and on construction are not applicable to conversions.</p>

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
NEW HAMPSHIRE	5 days after the contract date of the disposition, or delivery of the current public offering statement, whichever is later "contract date" does not refer to closing.		All deposits to be placed in escrow.
NEW JERSEY	Right to rescind any contract or agreement, on written notice within 7th calendar day after execution; Notice of this right must be in bold-face in contract agreement and public offering statement.		Developer must escrow all money paid, until closing or termination of contract or until bond provided.

BUYER PROTECTION

<p>Building Codes A. Inspection B. Compliance C. Disclosure</p>	<p>Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs</p>	<p>Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents</p>	<p>Warranties A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>A. B. C.</p>	<p>Yes. A. Must be prepared by independent licensed engineer or architect. B.</p>	<p>A. B. C. A preliminary Offering Plan ("red-herring") must be submitted to the Attorney General's office for review, and to the tenants. After the Attorney General is satisfied, the Plan is accepted. The Final Plan is then given to the tenants. It typically includes: 1. a schedule that lists each apartment, and indicates whether it is rent stabilized, rent controlled or de-controlled, as well as the purchase price and the estimated monthly maintenance charges and tax deductions for each apartment. 2. in the case of cooperative conversions, a statement that the purchase price bears a reasonable relationship to the number of shares allocated to each apartment. 3. a schedule of projected income and expenses for the first year that the cooperative or condominium corporation will own the building.</p>	

NEW YORK

BUYER PROTECTION

Building Codes
A. Inspection
B. Compliance
C. Disclosure

Property Report/Building Report
A. Condition
B. Useful life
C. Estimate of Repairs

Full Disclosure for Prospective Purchasers
A. Property Report
B. Budget
C. Legal Documents

Warranties
A. Common Element
B. Unit
C. Appliances
D. Escrow

4. a detailed inspection report of the building, prepared by an independent licensed engineer or architect, describing the physical condition of the building and its operating systems, including heating, electrical, and air conditioning.
5. detailed information about existing mortgages affect the building.
6. a description of the management agreement and all other agreements that will be binding upon purchasers of apartments, such as service agreements for elevators, washing machines, etc. and union contracts with building employees.
7. the "subscription agreement" or contract to purchase the apartment that will be presented to each prospective purchaser.
8. a description of the various rights of tenants who reside in the building (rent stabilization, rent control, senior citizens).
9. a statement as to whether it is an eviction plan or noneviction plan.

NEW YORK
(continued)

BUYER PROTECTION

<p>Building Codes A. Inspection B. Compliance C. Disclosure</p>	<p>Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs</p>	<p>Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents</p>	<p>Warranties A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>(If it is an eviction plan, the rights of non-purchasing tenants are spelled out in the rent stabilization laws, rent control laws or senior citizens laws and must be set forth in the plan.)</p> <p>10. a section identifying the individuals or entities involved in the conversion.</p> <p>11. a tax opinion, prepared by a lawyer, discussing the availability of tax deductions to purchasers of apartments.</p> <p>12. in the case of cooperative conversions, the proposed legal documents which pertain to cooperative ownership, including the proprietary lease and by-laws of the cooperative corporation.</p> <p>13. in the case of condominium conversions, the declaration establishing the condominium and the by-laws by which it will be governed.</p>			

BUYER PROTECTION

Other/Comments	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Purchaser's Right to Cancel/Rescind Contract
<p>The Offering Plan must be delivered to prospective purchasers at least three full business days before a subscription agreement is mailed or delivered to them (Coop's only). Under Section 352eee, the Sponsor's duty to make sure non-purchasing tenants get some treatment from management company as tenants ends when control is transferred to the cooperative or condominium.</p>		<p>Under Section 352eee, the tenant may rescind contract within 30 days, if Plan is amended from Eviction to Non-eviction.</p>

NEW YORK
(Continued)

BUYER PROTECTION

Building Codes
A. Inspection
B. Compliance
C. Disclosure

Property Report/Building
Report
A. Condition
B. Useful life
C. Estimate of Repairs

Full Disclosure for
Prospective Purchasers
A. Property Report
B. Budget
C. Legal Documents

Warranties
A. Common Element
B. Unit
C. Appliances
D. Escrow

NEW YORK
(Continued)

14. any additional information which may be required in the reasonable discretion of the Attorney General. For example, if a plan involves unusual risks for a purchaser of an apartment, the Attorney General may require that these features of the plan be prominently displayed.

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
<p>OHIO</p> <p>B. + C.) Must disclose compliance, or failure to comply, to purchaser,</p>		<p>A.) Status and schedule of construction; age, condition and opinion of remaining useful life of structural & <u>mechanical elements; repair and replacement costs for next 5 years;</u></p> <p>B.) Two-year projection, revised every 6 months; must be detailed.</p> <p>C.) Written statement as to above facts, and: warranties, right to void contract, escrow, management contracts and provisions and any present litigation</p>	<p>A.) On roof, structural and common mechanical elements, 2 years, from recording first ownership interest conveyed to bona-fide purchaser.</p> <p>B.) On elements pertaining to each unit, one year from recording of deed of first sale to a bona-fide purchaser.</p> <p>C.) On appliances, a valid assignment by developer of manufacturers' warranties limits developer's warranty to installation.</p>
<p>Beachwood, Ohio</p>			<p>Planning & Zoning; Compliance. Must complete violations before approval.</p>

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
OHIO	Contract executed in violation of disclosure, warranty or escrow sections is voidable for up to 15 days after later of closing or receipt of disclosure information.		Any deposit or down payment must be held in escrow until closing, and interest paid on any amount of \$2,000 or more held for more than 90 days.
Beachwood, OH			

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
<p>Lakewood, Ohio</p> <p>A. Inspection B. Compliance C. Disclosure If common area is not in compliance, must disclose in public offering statement, and estimate costs of repair and put up bond equal to 100% of repair cost. Unit <u>must</u> be in compliance.</p>	<p>A. Condition B. Useful life C. Estimate of repair</p>	<p>Public offering statement. A. Property report B. 2 years projected all fees C. Must be given to purchasers at least 15 days prior to closing. Penalty equals 10% of sales price as liquidated damages.</p>	<p>A. 2 year warranty, from 1st deed. B. 1 year warranty; assignment of manufacturer's warranties on appliances, from time of first deed. C. 1% of gross sales price of each unit.</p>
<p>Lyndhurst, Ohio</p> <p>A. Inspection B. Compliance C. Disclosure If common area is not in compliance, must disclose in public offering statement, and estimate costs of repair and put up bond equal to 100% of repair cost. Unit <u>must</u> be in compliance.</p>	<p>A. Condition B. Useful life C. Estimate of repairs</p>	<p>Public offering statement. A. Complete description of property. B. 2 years projected. C. Must be given to purchasers at least 15 days prior to closing. Penalty equals 10% of sales price as liquidated damages.</p>	<p>A. 2 year warranty. B. 1 year warranty; assignment of manufacturer's warranties on appliances from time of first deed. C. 1% of gross sales price of each unit. <small>Unit must be in compliance. re: escrow-procedure: Unit owners' association may use escrow if after 14 day request to developer to repair warranted area, no response.</small></p>

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Lakewood, Ohio	<p>Tenant may cancel contract within 3 days after signing. Purchaser other than tenant may cancel within 15 days of receiving an offering statement, if it wasn't given at least 15 days prior to contract.</p>		<p>Specific unlawful representations</p> <ol style="list-style-type: none"> 1. To falsify delivery of offering statement. 2. To falsely state number of backup or standby sales contracts. 3. To make false statement re: future rent increase. 4. To make false statement re: future conversions which would reduce rental supply.
Lyndhurst, Ohio	<p>Tenant may cancel contract within 3 days after signing. Purchaser other than tenant may cancel within 15 days of receiving an offering statement, if it wasn't given at least 15 days prior to contract.</p>		<p>Specific unlawful representations</p> <ol style="list-style-type: none"> 1. To falsify delivery of offering statement. 2. To falsely state number of backup or standby sales contracts. 3. To make false statement re: future rent increase. 4. To make false statement re: future conversions which would reduce rental supply.

BUYER PROTECTION

<p>Building Codes A. Inspection B. Compliance C. Disclosure</p>	<p>Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs</p>	<p>Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents</p>	<p>Warranties A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>Developer must file "Notice of Intention", including: A.) Status of construction and schedule of completion; present condition, construction and installation dates of all structural and major mechanical components, and any warranties in regard thereto B.) estimated useful life of all structural and major mechanical components</p>	<p>Real Estate Commissioner issues Public Report; must be given to prospective purchasers prior to execution of contract agreement: A.) Status of construction and schedule of completion; present condition, construction and installation dates and useful life of all major structural and mechanical components. B.) projected budget; description of capital reserves, if any C.) declaration, by laws, public report, any ground leases, unit sales agreement, escrow instructions.</p>	<p>Declarant shall expressly warrant against defects in plumbing, electrical, mechanical, structural and all other components of the newly constructed units and common elements: A.) On common elements, for at least one year from first conveyance. B.) on units and their related limited common elements, one year from possession by first owner.</p>	

BUYER PROTECTION

Design/Development Standards
A. Parking B. Amenities C. Noise
D. Utilities E. Others

Purchaser's Right to
Cancel/Rescind Contract

Within 3 business days of
signing any contract or agree-
ment (right must be dis-
closed in bold-face type).

Other/Comments

OREGON

Cheltenham, PA

Lower Merion, PA

Philadelphia, PA

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
Chettenham, Pennsylvania			
Lower Merion, Pennsylvania	<p>A. Condition B. Useful life C. Estimate of repairs</p>	<p>A. Tenant entitled to property report within 30 days of filing. B. Within 30 days of filing</p>	<p>A, B; 2 years from date condominium documents approved. Malfunction due to improper maintenance excluded unless owner still controls more than 49% of council of Unit Owners votes. Warranty runs to Council <u>only</u>.</p>
Philadelphia, Pennsylvania	<p>A. Present condition of major structural components and utility systems, dates of construction, installation, and major repairs. B. Useful life of each item. C. Estimated cost of replacing each item.</p>	<p>Statement of tenants along with offer to purchase. A. Property report. B. Last three years expenses and first year projected budget. Description of reserves for capital expenditures, or indication that no provision has been made for reserves.</p>	

BUYER PROTECTION

	Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
RHODE ISLAND				
SOUTH DAKOTA			C. Final public report, containing "all material facts available, before contract.	
TENNESSEE				
VIRGINIA	C.) Application for Registration if Condo must disclose building permits and status	Application for Registration of Condo must include Public Offering Statement- [see next column]	In Public Offering Statement: A.) Statement by declarant of present condition of all structural components and major utility installations, including dates of construction, installation, and major repairs; and expected useful life and estimated replacement cost. B.) actual expenditures for past 3 years or maximum period of occupation if less than 3 years, with proposed budget for condo; and any provisions for capital reserves. C.) Public offering Statement, declaration, bylaws, plots and plans, management contracts.	A.) for 2 years from completion, against structural defects B.) for 2 years from conveyance, against structural defects D.) on improvements to common elements not yet completed, bond of 100% of estimated cost of completion

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
RHODE ISLAND	Anyone reasonably relying on material, false of misleading information in advertising or promotional materials, who pays value, has cause of action to rescind contract or collect damages, prior to closing.		
SOUTH DAKOTA F F O	Contract voidable if developer failed to notify South Dakota Real Estate Commission in writing of intention to sell offerings in condominium projec.		C. Any deposit made with reservation or contract shall be held in escrow until deed is delivered.
TENNESSEE			No sale to anyone other than tenant is valid unless tenant got required two months' notice.
VIRGINIA	-within 10 days of later of contract date or delivery of public offering statement		Any deposit on any disposition, including a non-binding reservation agreement, must be held in escrow until settlement.

BUYER PROTECTION

	Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Everett Washington	Purchaser who does not receive required notices, disclosures, documents, etc., has right to rescind and return of deposits.		Unlawful to make reports which are knowingly false/misleading in required disclosure. Oral reports cannot differ from statement in disclosure documents. Penalties prescribed in statute.
King County Washington	<ol style="list-style-type: none">1. Within 15 days of acceptance of offer; clause giving right to rescind must be conspicuous.2. Purchasers who do not receive required notices, disclosures, documents, etc. have right to rescind and return of deposit.		

BUYER PROTECTION

	<p align="center">Building Codes</p> <p>A. Inspection B. Compliance C. Disclosure</p>	<p align="center">Property Report/Building Report</p> <p>A. Condition B. Useful life C. Estimate of Repairs</p>	<p align="center">Full Disclosure for Prospective Purchasers</p> <p>A. Property Report B. Budget C. Legal Documents</p>	<p align="center">Warranties</p> <p>A. Common Element B. Unit C. Appliances D. Escrow</p>
<p>Lynnwood, Washington</p>				
<p>Mercer Island, Washington</p>	<p>A. Inspection B. Compliance C. Disclosure</p>		<p>A. Building inspection report must be disclosed to tenants within 15 days of receipt.</p>	
<p>Seattle, Washington</p>	<p>A. Developer must request inspection prior to delivery of notice of intent to convert. B. All violations must be corrected before first closing or by date specified in report whichever is sooner. C. 1. Must provide copy of inspection report to purchaser at least 7 days before closing; 2. Copies of report sent to tenants with notice of sale; 3. Certificate of approval must be given to purchaser before closing.</p>	<p>A. 1) Itemize all repairs made in previous six months. 2) Itemize improvements to be made prior to sale. B. Useful life C. Estimate of repair for components whose useful life will expire five years from disclosure.</p>	<p>A. Property report. B. Budget, including monthly expenses and Statement of services paid by developer which will terminate. C. See legal documents .</p>	<p>A, B - 1 year from completion on all improvements and repairs. D - escrow fund of 10% of cost of all repairs must be established within 30 days of first closing.</p>

BUYER PROTECTION

Purchaser's Right to Cancel/Rescind Contract	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
Lynnwood, Washington	Finding project is sub-standard in relation to current city requirements is grounds for disapproval.	
Mercer Island, Washington.		
Seattle, Washington	Within 15 days of acceptance of offer of sale. Right to rescind must be conspicuously noted in sales contract.	Agreement must state that prevailing party in action to enforce rights under agreement entitled to attorney's fees.

BUYER PROTECTION

Building Codes A. Inspection B. Compliance C. Disclosure	Property Report/Building Report A. Condition B. Useful life C. Estimate of Repairs	Full Disclosure for Prospective Purchasers A. Property Report B. Budget C. Legal Documents	Warranties A. Common Element B. Unit C. Appliances D. Escrow
WEST VIRGINIA List outstanding uncurred violations plus estimated cost to cure.	A. Architect or engineer's report on structural components, mechanical & electrical systems. B. Useful life	<u>In Public Offering Statement:</u> A. Schedule of completion, property report. B. Current balance sheet & projected budget (1 yr.) current. Includes reserve funds. C. Declaration, by laws, rules, contract & leases, right to cancel, insurance, financial arrangements, etc.	A. Structural defects 2 year * May be offered "as is." B. 2 year warranty on the unit.
WISCONSIN		At least 15 days prior to closing: B. Annual operating budget. C. declaration, by-laws, articles of incorporation, management or other contracts, projected annual budget, and any leases.	

BUYER PROTECTION

	Design/Development Standards A. Parking B. Amenities C. Noise D. Utilities E. Others	Other/Comments
WEST VIRGINIA	Purchaser's Right to Cancel/Rescind Contract Within 15 days of Public Offering Statement unless offered 15 days prior to contract.	Escrow deposits
WISCONSIN	Within 5 business days after receipt of required disclosure documents, or 5 business days, following notice of any material changes in said documents. If purchaser proceeds to closing right to rescind is terminated.	

RENTAL STOCK PROTECTION

	Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
CALIFORNIA				Subdivision Act requires local agency to consider the housing needs of the region in making approval. The following factors shall be considered: 1. Effect on the general health and welfare of the community; 2. Effect on the rental market; 3. Need for low cost home ownership; 4. Increases in vacancies (warehousing)	
Concord, CA					
Cupertino, CA	5% or greater			The following factors shall be considered: 1. Effect of tenant displacement in the community; 2. Need for low cost home ownership; 3. Increased vacancies in a specific project (warehousing)	
Duarte, CA					
Gardena, CA	3% or greater			The following factors shall be considered: 1. Effect of tenant displacement on the community; 2. Scarcity of rental housing; 3. Effect on low- and moderate-income housing.	

RENTAL STOCK PROTECTION

Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
La Mesa, CA	50% of the yearly average number of apartment units constructed in the previous two fiscal years will be the maximum number of units allowed to be converted. The unused quota may not be carried forward.			
Los Angeles, CA	Greater than 5%		Application must be disapproved given a significant cumulative effect on the local rental market.	
Marin Co., CA	If vacancy rate is below 5%, a housing emergency exists and planning commission may deny approval		If number of rental units would be reduced to less than 25% of the total dwelling units, map approval may be denied.	
Montclair, CA	Equal to or greater than 3%		40% of vacancies above 3% minimum	

RENTAL STOCK PROTECTION

Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
Mountain View Ca.	Annual conversion limited to 5% of total rental units in develop- ment with four or more units	Conversion only to extent of new rental construction, except where 50% of the tenants agree to purchase. Tenant- approved conversions count as a 'deficit' in the vergal stock which must be made up with new construction	The following factors shall be considered: 1. Effect on community schools 2. Rental rates 3. Displacement problems 4. Balance of rental housing	Additional grounds for denial of approval: 1) physical characteristics which make it unsuitable for conversion. 2) unsuitable for households with children.
Newport Beach Ca.			Notwithstanding the vacancy rate, Planning Commission may approve conversion given 2/3 tenant approval or other evidence of a minimal effect on the housing market	
Oakland		If converting five or more units, sub- divider must add one new rental unit for each unit converted.		

RENTAL STOCK PROTECTION

Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
Oceanside, Ca.			City Council shall deny permit of conversion if conversion would cause "significant adverse impact on the rental housing market"	
Orange County Ca.	Greater than 5%			

RENTAL STOCK PROTECTION

City	Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
Palo Alto Ca.	No conversion if 3% or less, unless given a 2/3 tenant approval	The number of units in any project may not exceed 40% of the units over the 3 % vacancy rate.		Must be consistent with comprehensive plan	
Riverside Ca.		Conversions should not exceed 50% of prior five-year average of multi-family construction.			
San Bernardino City, Ca.	Greater than 6% rate in apartments within same price range as those subject to proposed conversion			Must be approved by two-thirds of tenants if vacancy rate below 6%.	
San Diego Ca.	If greater than 5%, city-wide conversion regulations are suspended in toto for subsequent fiscal year.				

MENTAL STOCK PROTECTION

Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
San Francisco Ca.	1000 units	<p>The following factors shall be considered:</p> <ol style="list-style-type: none"> 1. Increased vacancies 2. Increased rental charges. 3. Effect on tenant displacement. 		
Walnut Creek Ca.	5% of the City's potentially convertible rental stock in any one years		<p>Once 5% ceiling is reached approval contingent upon: 1. Sponsor agrees to donate land or funds for new low cost housing; or</p> <ol style="list-style-type: none"> 2. Sponsor provides for construction of new low cost housing; or 3. Sponsor provides housing for displaced low income households. 	Design and physical condition must meet high standard of appearance, quality, and safety.
Boulder, Colo.				Housing Authority to receive 120 days of conversion so that it might have opportunity to purchase the unit for rental hsg

RENTAL STOCK PROTECTION

Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
<p>Glastonbury Ct.</p>			<p>Conversion permit will not be issued until one of the following is satisfied: the tenant has purchased a unit in the affected property; or, the tenant has relocated or waived right to be relocated; or, 2 months have expired since the permit was applied for; and, in the case of tenants 60 years or older, 24 months; or, the party seeking the permit has increased the rental stock by 50 units in the preceding 3 months.</p>	<p>Coop: No conversion unless: 1. Less than 50% of the units are occupied; 2. More than 50% of the tenants consent; 3. Housing is high rent.</p>
<p>DISTRICT OF COLUMBIA</p>			<p>If units are luxury or high rent no minimum rate</p>	

RENTAL STOCK PROTECTION

Vacancy Rate Minimum	Quota	New Construction Replacement	Criteria for Approval	Other/Comments
Montgomery Co, MD				Specified County agencies may exercise a right of first refusal within 120 days of notice of proposed transfer of title of property.
Cambridge, Mass.			In determining whether to permit conversion the reviewing board shall consider the hardship imposed on tenants in light of any mitigating provisions made by the sponsor as well as the effected low and moderate income families and elderly.	
Lynnwood, Washington			Finding of significant adverse effect on availability of rental units in same market is ground for disapproval.	Developer must file statement assessing impact on availability of rental units in same market.

PROTECTION OF LOW - MODERATE INCOME HOUSING

	Project Set Aside	Replacement of Low and Moderate Income Housing	Other
CALIFORNIA		<p>State financial assistance (see "Relocation Assistance", supra) is limited to households:</p> <ol style="list-style-type: none"> 1. With income at or below the median for the county; and, 2. Which do not currently own a residence, and have not owned real property for at least 3 years; and, 3. Which have not previously received assistance under this chapter; and, 4. Which would be unable to acquire their dwelling unit without this assistance. 	
454 Los Angeles, CA		<p>\$500 per unit must be paid by the Sponsor to the City in order to develop low and moderate income rental housing.</p>	
		<p>1% of the purchase price of each unit must be deposited with the County Housing Authority in order to develop low income housing.</p>	

1. The first part of the document is a list of names and addresses of the members of the committee. The names are listed in alphabetical order and the addresses are given in full.

2. The second part of the document is a list of the names of the members of the committee who have been elected to the office of chairman and vice-chairman. The names are listed in alphabetical order and the offices are given in full.

3. The third part of the document is a list of the names of the members of the committee who have been elected to the office of secretary and treasurer. The names are listed in alphabetical order and the offices are given in full.

4. The fourth part of the document is a list of the names of the members of the committee who have been elected to the office of member-at-large. The names are listed in alphabetical order and the offices are given in full.

5. The fifth part of the document is a list of the names of the members of the committee who have been elected to the office of member-at-large.

6. The sixth part of the document is a list of the names of the members of the committee who have been elected to the office of member-at-large.

7. The seventh part of the document is a list of the names of the members of the committee who have been elected to the office of member-at-large.

8. The eighth part of the document is a list of the names of the members of the committee who have been elected to the office of member-at-large.

Appendix 2-XI

Citations to State Statutes

Appendix 2-XI

Citations to State Statutes

A. The following state statutes address conversions of rental dwellings to condominium ownership (Florida, California and New York also address cooperative conversions) or contain consumer protection regulating the sale of condominium units. Part B contains a list of statutes which do not address conversions or provides consumer protections on the sale of condominiums. This review is current as of June 2, 1980.

Arizona

Ariz. Rev. Stat. §§ 33-1326; 33-1327; 33-1328.

California

Bus. & Prof. Code §§ 11000.; 11004; 11010.; 11010.1;
 11013.4; 11018.; 11018.1; 11045.5.
Civil Code §§ 659; 783; 1355; 1360.
Gov. Code §§ 66411.; 66412.2; 66424.; 66426.;
 66427.; 66427.1; 66474.; 66474.1.
Health & Safety Code §§ 60775.; 50776.

Colorado

Colo. Rev. Stat. Ann. §§ 38-33-106; 38-33-112.

Connecticut

Conn. Gen. Stat. Ann. §§ 47-68a; 47-70; 47-71b; 47-74d;
 47-74d; 47-74e; 47-74f; 47-88b;
 47-90a; P.A. 79-622.

Florida

Fla. Stat. Ann. §§ 718.104; 718.201; 718.202;
 718.203; 718-402; 718-503;
 718.504; Laws 1979, Ch. 79-284,
 Ch. 79-314.

Georgia

Ga. Code Ann. §§ 85-1602e; 85-1614e; 85-1643e;
 85-1644e.

Hawaii

Hawaii Stat. §§ 514A-11; 514A-31; 514A-36;
 514A-40; 514A-61; 514A-62;
 514A-63; 514A-64; 514A-65;
 514A-66; 514A-67; 514A-69;
 Laws 1979, Act. 93, Act. 95.

Illinois

Ill. Ann. Stat.

Ch. 30
§§ 302; 304; 322; 324; 330;
Laws 1979, P.A. 81-467.
P.A. 81-897.

Louisiana

La. Rev. Stat. Ann.

Ch. 9
§§ 1122.105; 1124.102; 1124.104;
1124.105; 1124.106.

Maine

Me. Rev. Stat. Ann.

Title 33, Ch. 10
§§ 569, 588.

Maryland

Md. Ann. Code. R.P.

Title 10,
§§ 10-301; 10-302;
Title 11
§§ 11-102.1; 11-103; 11-118; 11-124.

Michigan

Mich. Stat. Ann.

Title 26, Ch. 251
§§ 26.50 (105); 26.50 (110);
26.50 (121) 26.50 (182); 26.50
(184); 26.50 (185); 26.50 (189);
26.50 (194); 26.50 (201); 26.50
(210).

Minnesota

Minn. Sess. Laws 1980

Ch. 515
§§ 515.4-101; 515.4-102; 515.4-104;
515.4-106; 515.4-107; 515.4-1075;
515.4-108; 515.4-110; 515.4-111;
515.4-112; 515.4-113.

Montana

Mont. Rev. Codes Ann.

§§ 70-23-201; 70-23-202; 70-23-203;
70-23-204; 70-23-206; 70-23-301.

New Hampshire

N.H. Rev. Stat. Ann.

Ch. 356
§ 356-B-36; 356-B-51; 356-B-52;
356-B-53; 356-B-54; 356-B-55;
356-B-56; 356-B-57; 356-B-58;
356-B-59.

Tennessee

Tenn. Code. Ann.

Title 64, Ch. 27,
§§ 64-2707.; 64-2723.

Virginia

Va. Code Ann.

§§ 55-79.41.; 55-79.54.; 55-79.58:1.;
55-79.79.; 55-79.88.; 55-79.89.;
55-79.90.; 55-79.94.; 55-79.95.;
55.79.96.

West Virginia

W. Va. Sess. Laws 1980

Ch. 36 B
§§ 4-101; 4-102; 4-104; 4-106; 4-107;
4-108; 4-110; 4-111; 4-112.

Wisconsin

Wis. Stat. Ann.

§§ 703-02; 703-08; 703.09; 703.33.

Uniform Condominium Act:

§§ 4-102; 4-104; 4-106; 4-108;
4-110; 4-111; 4-112; 4-113;
4-114.

B. The condominium statutes in the following states do not address conversion of rental dwellings to condominium ownership, nor do they contain any consumer protection provisions regulating the sale of condominium units. These statutes typify the first generation condominium legislation, merely setting out the items required to be included in the Declaration of Condominium or the Master Deed:

Alabama

Ala. Code Tit. 35 §§35-81 to 35-8.22 (Supp. 1978)

Alaska

Alaska Comp. Laws Ann. §§34.07.010-34.07.460 (Supp. 1979)

Arkansas

Ark. Stat. Ann. §§50-1001 to 50-1025 (Supp. 1979)

Delaware

Del. Code. Ann., Tit. 25 §§2201-2240 (Supp. 1978)

Idaho

Idaho Code. Ann., §§55-1501 to 55-1527 (Supp. 1978)



Appendix 2-XII

**Citations on the Subject of Local
Authority to Regulate
Conversions or to Declare
Conversion Moratoria**

Document 1-11

Department of the Interior
Bureau of Land Management
Conversions and Easements
Section 100

Appendix 2-XII

Citations on the Subject of Local Authority to
Regulate Conversions or to Declare Conversion Moratoria

Decisions Passing Upon Local Ordinances Regulating Conversions and
Moratoria

Washington Home Ownership Council Inc. v. District of Columbia,
_____ A.2d _____ (D.C. Super. Ct. 1979) (Adoption of successive,
interim moratoria on condominium conversions held to be unauthorized
by the District of Columbia Self-Government and Government Reorgani-
zation Act.)

Rocio Corp. v. City of Miami Beach, _____ So.2d _____ (Fla.
Cir. Ct. 1980)

Chicago Real Estate Board v. City of Chicago, _____ F. Supp. _____ (N.D.
Ill. 1979) (Injunction issued against implementation of Chicago
ordinance declaring a conversion moratorium which was held to be
vague, arbitrary and otherwise unconstitutional.)

Apartment and Office Building Association v. Montgomery County,
_____ A.2d _____ (Cir. Ct. 1979); Rockville Grosvenor, Inc. v.
Montgomery County, _____ A.2d _____ (Cir. Ct. 1979) (Various
aspects of the Montgomery Co., Maryland ordinance regulating conver-
sions upheld, including but not limited to, relocation assistance
requirements. Local authority to legislate in this area was held not
to be pre-empted by the state's condominium statute.)

Chan v. Town of Brookline, _____ F. Supp. _____ (D. Mass 1980).
(Preliminary injunction against implementation of a local rent control
regulation denying possession to condominium unit purchaser, as against
tenant in occupancy when the converter acquired title to the building,
was denied, but Court expressed serious doubt as to the validity of
the regulation.)

Grace v. Town of Brookline, _____ Mass. _____, _____ A.2d _____
(1979). (Local rent control laws affording non-purchasing tenants six
months to vacate, plus an additional six months if hardship could be
demonstrated, was upheld, despite contentions that such local laws
were pre-empted by the state's condominium act, and claims that the
cited measure amounted to a denial of equal protection and a taking
of property without just compensation).

Goldman v. Town of Dennis, _____ Mass. _____, 375 N.E.2d 1212
(1978). (Local zoning code which prevented conversion of a motel
to condominium status because motel could not meet prevailing
density standard sustained as a valid exercise of the police power.)

City of Miami Beach v. Arlen King Cole Apartments Ass'n, Inc., 302 So.2d 777 (Fla. Dist. Ct. App. 1974) (Municipal off-street parking requirements could not be imposed on a condominium resulting from a conversion where the premises previously constituted a valid non-conforming use.)

Zussman v. Rent Control Board of Brookline, 367 Mass. 561, 326 N.E.2d 876 (1975). (Rent control regulation found to be inconsistent with policy of the state condominium statute which encourage home or unit ownership.)

Hampshire House Sponsor Corp. v. Borough of Fort Lee, _____ A.2d _____ (N.J. Super. Ct. 1979). (Conversion moratorium ordinance of eight months duration held invalid.)

Claridge House One, Inc. v. Borough of Verona, _____ A. 2d _____ (D.N.J. 1979). (Ordinance of Borough of Verona, New Jersey, which decreed a one year moratorium on conversions, held invalid.)

Rothman v. Borough of Fort Lee, _____ A.2d _____ (Bergen Co. Ct. 1974). (Local ordinance held to constitute an abridgment of property owner's rights under both the federal and state constitutions.)

Maplewood Village Tenants Ass'n v. Maplewood Village, 116 N.J. Super. 372, 282 A.2d 428 (1971). (Ordinance requiring subdivision approval before premises could be converted to condominium held illegal as discriminating against condominium form of ownership).

Bridge Park Co. v. Borough of Highland Park, 113 N.J. Super., 219, 273 A.2d 397 (1971). (Attempted regulation of ownership of property by prohibition against condominiums in a specified area held to constitute an unauthorized use of the local authority to zone.)

2. Treatises, Monographs and Periodical Literature

A STATUS REPORT ON CONDOMINIUMS AND REGULATIONS (City of Chicago, Department of Planning/City and Community Development - Community Facilities and Services Division Study 1979).

BOURDON, CONDOMINIUM CONVERSIONS: POSSIBLE CHANGES IN FEDERAL TAX LAWS TO DISCOURAGE CONVERSIONS AND ASSIST RENTAL HOUSING (Library of Congress, Congressional Research Service Study 1980).

ISHINO, CONDOMINIUM CONVERSIONS IN THE BAY AREA (1979).

LONGHINI & LAUBER, CONDOMINIUM CONVERSION REGULATIONS: PROTECTING THE TENANT (1976).

MARLIN & WOOD, OPTIONS FOR TENANTS AND RENTAL MARKET PROTECTION
(NATIONAL COUNCIL OF SENIOR CITIZENS STUDY 1979).

REPORT, NEW YORK STATE TEMPORARY COMMISSION ON RENTAL HOUSING (1980).

RHYNE & ASCH, MUNICIPALITIES AND MULTIPLE RESIDENTIAL HOUSING: CON-
DOMINIUMS AND RENT CONTROL (1976).

SILVER & SHREVE, CONDOMINIUM CONVERSION CONTROLS (1979).

SOLOWAY, CONDOS, CO-OPS AND CONVERSIONS: A GUIDE ON RENTAL CON-
VERSIONS FOR LOCAL OFFICIALS (1979).

Sahling & Stein, "Co-op Fever in New York City, FEDERAL RESERVE BANK
OF NEW YORK QUARTERLY REVIEW 12 (Spring 1980).

Comment, "The Regulation of Rental Apartment Conversion," 8 Fordham
Urban L.J. 507 (1980).

Note, "Municipal Regulation of Condominium Conversions in California,"
53 S. Cal. L. Rev. 1102 (1979).

Note, "Tenant Protection in Condominium Conversions: The New York
Experience," 48 St. John's L. Rev. 978 (1974).

Note, "The Validity of Ordinances Limiting Condominium Conversion,"
78 Mich. L. Rev. 125 (1979).



Appendix 2-XIII

**Citations to Municipal
Ordinances**

117-301-111
Division of Municipal
Government

Appendix 2-XIII

Citations to Municipal Ordinances

City of Mesa, Arizona

Memo on Condominium Conversions prepared by City of Mesa Planning Department, December 11, 1979.

City of Chula Vista, California

Ordinance No. 1841, 1978, Ordinance No. 1873, 1979, Ordinance No. 1890, 1980, amending Chapter 11.56 of the Chula Vista Municipal Code.

City of Concord, California

Chapter 4 (7) of Article IV of the Concord Municipal Code, 1978.

City of Costa Mesa, California

Chapter XII, Article 3 of the Costa Mesa Municipal Code, 1978.

City of Cupertino, California

Ordinance No. 906 adopted by the City Council of the City of Cupertino, December 18, 1978.

City of Duarte, California

Ordinance No. 483 adding a new Chapter 19.75 to the Duarte Municipal Code, 1980.

City of Garden Grove, California

Part 16A of the Garden Grove Municipal Code, added by Ordinance No. 780, 1965.

City of Gardena, California

Ordinance No. 1138 amending Articles 22, 23, 27, 28 and 29 of Chapter 2, Title 10 of the Gardena Municipal Code, 1979.

City of La Mesa, California

Sections 22.04.060-.090 of Title 22 of the La Mesa Municipal Code, 1978.

City of Long Beach, California

Ordinance No. C-5417 adding Section 9110.56.1 to Part 1, of Chapter 1 of Article IX of the Long Beach Municipal Code, 1978.

City of Los Angeles, California

Ordinance No. 153, 024 amending Section 12.5.2 of the Los Angeles Municipal Code, 1979. Ordinance No. 153, 251 adding section 47.06 to Article 7 of Chapter IV of the Los Angeles Municipal Code, 1979.

Los Angeles County, California

Rent Control Ordinance No. 11,950 adopted by Board of Supervisors of Los Angeles County, June 6, 1979 and subsequent amendments Nos. 11,960, 11,981, 11,986, 12,030, 12,031, 12,035, 12,044, 12,048, 12,073, 12,099, 12,100 (amending ordinance 11,950 and 12,043), 12,107. Condominium Conversion Ordinance No. 12,043, adopted by Board of Supervisors, Los Angeles County, November 2, 1979 and subsequent amendments Nos. 12,052, 12,056, 12,072, 12,073, 12,100.

Ordinance Nos. 12,043 and 12,056, adopted by the Board of Supervisors of Los Angeles County, 1979. Ordinance Nos 12,073 and 12,100, adopted by the Board of Supervisors of Los Angeles County, 1980.

Marin County, California

Chapter 20.72 of the Marin, County Code, 1977.

City of Montclair, California.

Chapter 9 of the Montclair Municipal Code, 1978.

City of Mountain View, California

Sections 28.69 to 28.69.3 of Chapter 28, Article VI and Sections 28.80 to 29.89 of Chapter 28, Article VIII of the Mountain View City Code, 1979.

City of Oakland, California

Ordinance No. 9706, adopted by the City Council of Oakland on December 19, 1978, amending Article 7 of the Oakland Municipal Code. Ordinance No. 9895, adopted by City Council of Oakland on March 18, 1980, amending Article 7 of Oakland Municipal Code.

City of Oceanside, California

An ordinance adding Article 31, to the Oceanside Comprehensive Zoning Ordinance, 1979.

Orange County, California

Ordinance No. 3162 amending Section 7-9-150.1 of the Codified Ordinances of the County of Orange, 1979; Resolution of the Orange County Planning Commission, Res. No. 09-79, July 9, 1979.

City of Palo Alto, California

Chapter 21.40 of the Palo Municipal Code, 1979.

City of Riverside, California

Ordinance No. 4799, amending Section 19 of the Riverside Riverside Municipal Code, June 3, 1980

City of San Bernardino, California

Resolution No. PC 78-1 of the Planning Commission of the City of San Bernardino, July 18, 1978.

City of San Diego, California

Chapter X, Article 1, Division 9 of the San Diego Municipal Code, 1980.

City of San Francisco, California

Part II, Chapter XIII, Sections 1380-96 of the San Francisco Municipal Code (Subdivision Code), 1979.

City of San Jose, California

Chapter 5, Sections 19501.10 to 19505.15 of the San Jose Municipal Code, 1977.

City of Santa Ana, California

Article IX, Chapter 34, Sections 340301 to 34-353 of the Santa Ana Municipal Code, 1979.

City of Walnut Creek, California

Article 7 of Chapter 1, Title 10 of the Walnut Creek Municipal Code, 1980.

City of Boulder, Colorado

Ordinance No. 4399 amending Chapter 45 of the Revised Code of the City of Boulder, 1978. Ordinance No. 4490 amending Chapter 45 of the Revised Code of City of Boulder; April 15, 1980.

City and County of Denver, Colorado

Section 611.2-1 (8) of the Revised Municipal Code of the City and County of Denver, 1978.

Town of Glastonbury, Connecticut

An ordinance regulating the conversion of apartment units from leasehold to ownership status.

District of Columbia

D.C. Law 1-89, the Condominium Act of 1976; D.C. Law 2-54, The Rental Housing Act of 1977; D.C. Law 3-19, The Cooperative Regulation Act of 1979.

City of Atlanta, Georgia

An ordinance adding Sections 8-2182 to 8-2190 to Part 8, Chapter 2, Article F of the Code of Ordinances of the City of Atlanta, 1979.

Village of Arlington Heights, Illinois

Article XIII of Chapter 23 (Building Regulations) of the Municipal Code of the Village of Arlington Heights, 1978.

City of Chicago, Illinois

Chapter 100.2 of the Municipal Code of the City of Chicago, 1977 (and Regulations pursuant thereto).

City of Evanston, Illinois

Ordinance No. 12-0-79, adding Chapter 10-1/2 of the Municipal Code of Evanston, known as the "Evanston Residential Condominium Ordinance", 1979.

Village of Skokie, Illinois

Skokie Village Ordinance No. 78-6-B1088 (Chapter 30), 1978

City of Indianapolis, Indiana

General Ordinance adding chapter 8 1/2 to the Code of Indianapolis and Marion County, 1979.

Montgomery County, Maryland

Chapter 59 of the Laws of Montgomery County, 1980, reenacting with amendments Chapter 11A of the Montgomery County Code, 1972.

City of Boston, Massachusetts

An ordinance amending the City of Boston Code Ordinance 10 by adding Chapter 4, Section 200 to 210, "Condominium Conversion Regulation", 1979.

Town of Brookline, Massachusetts

Article XXXVIII of the By-Laws of the Town of Brookline, 1980.

City of Cambridge, Massachusetts

Ordinance No. 926 adding Chapter 23 to The Code of the City of Cambridge, 1979; Ordinance No. 929 amending Chapter 2 of the Code of the City of Cambridge, 1979.

City of Minneapolis, Minnesota

An ordinance amending Title 12 of the Minneapolis Code of Ordinances by adding Chapter 250, 1979.

City of Wayzata, Minnesota

Ordinance No. 387 amending the Wayzata City Code by adding Chapter 38, 1979.

City of University City, Missouri

Ordinance No. 5190 amending Chapter 18 of the Municipal Code of the City of University City by enacting Section 18-126, 1979.

City of Webster Groves, Missouri

Ordinance No. 7154 enacting Article III to Chapter 30 of the Code of Webster Groves, 1980.

City of Beachwood, Ohio

Ordinance No. 1979-36 enacting Chapter 1109 of the Business Regulation Code of the City of Beachwood, 1979.

City of Lakewood, Ohio

Chapter 1327 of the Building Code of the Codified Ordinances of the City of Lakewood, 1979.

City of Lyndhurst, Ohio

Ordinance No. 79-78, enacting Chapter 1718 of the Building Code of the Codified Ordinances of the City of Lyndhurst, 1979.

Township of Cheltenham, Pennsylvania

Ordinance No. 1300 enacted by the Commissioners of the Township of Cheltenham on June 20, 1973; Ordinance No. 1313, enacted on February 20, 1974, amending Ordinance No. 1300.

Township of Lower Merion, Pennsylvania

An Ordinance No. 1896 amending the Code of the Township of Lower Merion by repealing Chapter 9 and adding a new Chapter 9 entitled Condominium Conversion, 1980.

City of Philadelphia, Pennsylvania

An ordinance amending Title 9 of the Philadelphia Code by adding a new Chapter 9-1200, 1979.

City of Everett, Washington

Condominium Conversion Ordinance 589-79, enacted by the City of Everett on March 21, 1979.

King County, Washington

Ordinance no. 4189, enacted by the King County Council on April 16, 1979 and codified in Chapter 20.58 of the King County Code.

City of Lynnwood, Washington

Ordinance No. 995, enacted by the City Council of the City of Lynnwood, October 23, 1978.

City of Mercer Island, Washington

Ordinance No. 455 enacted by the City Council of the City of Mercer Island on August 14, 1978.

City of Seattle, Washington

Ordinance No. 107707 enacted by the City Council of the City of Seattle on October 2, 1978.

Appendix 2-XIV

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Washington, D.C.

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Montrose Corporation
Washington, D.C.

Richard Liroff
Webster House Condominium
Association
Washington, D.C.

Washington, D.C. SMSA

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Tenant Representative
Washington, D.C.

Frances Lunney
Executive Director
Tenant-Landlord Commission
Arlington, Virginia

Francis Monaco
Prince George County Government
Upper Marlboro, Maryland

Jeff Morris
Office of the Comptroller of
the Currency
Washington, D.C.

Sandy Mulligan
The Fairways Condominium
Association
Silver Spring, Maryland

Marie Nahikian
D.C. Department of Housing
and Community Development
Washington, D.C.

John O'Neil
Apartment and Office Building
Association of Metropolitan Washington
Washington, D.C.

Elizabeth Scull
Member, Montgomery County Council
Rockville, Maryland

Earl Segal
Linowes & Blocher
Silver Spring, Maryland

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Member
District of Columbia City Council
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Steven Silcox
Office of Consumer Affairs
Montgomery County
Rockville, Maryland

Warren Smith
Former President
Wiltshire South Tenants
Association
Washington, D.C.

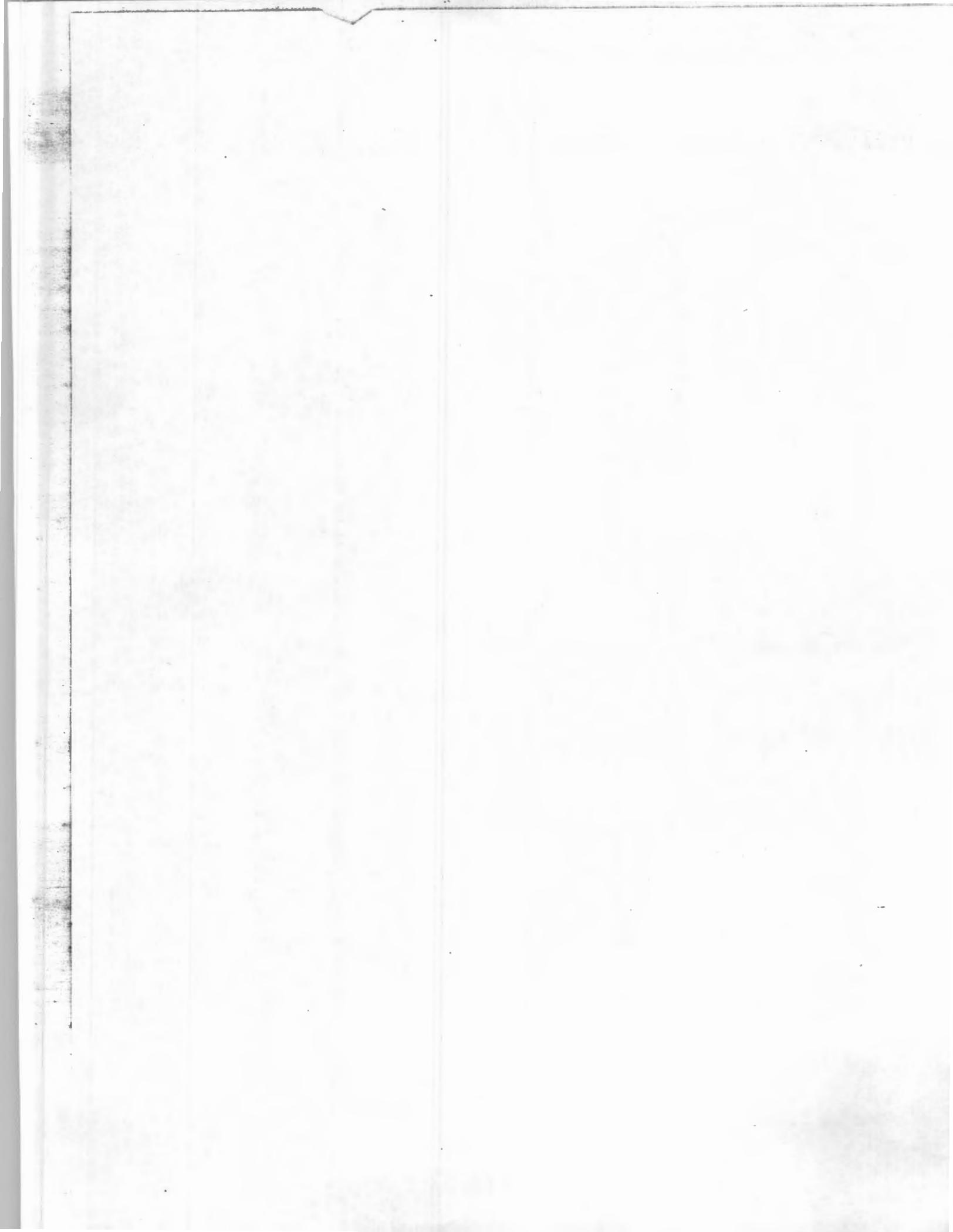
Carol Thompson
D.C. Department of Housing
and Community Development
Washington, D.C.

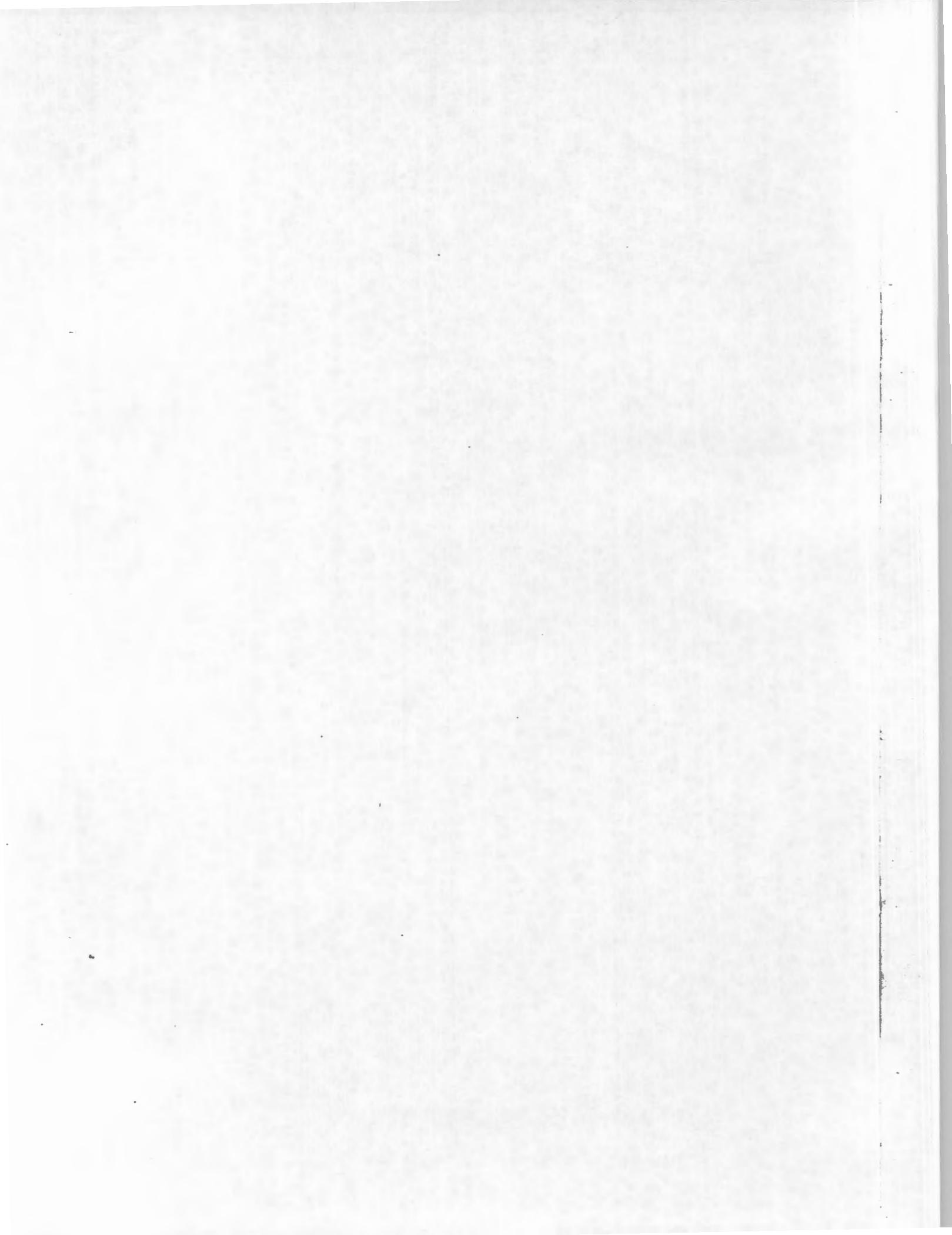
Michael Williams
Capital East Coalition
for Housing and Neighborhood
Improvement, Inc.
Washington, D.C.

Marilyn Wisoff
Vice President
Montgomery County Tenants
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Rockville, Maryland

Washington, D.C.

- 1. American Bar Association
- 2. American College of Trial Lawyers
- 3. American Law Institute
- 4. American Society of International Law
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