

## APPENDIX

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HOUSING-GENERAL CHARACTERISTICS

DEPARTMENT OF COMMERCE

SIXTEENTH CENSUS OF THE

OCCUPIED-

(To be used for dwelling units occupied by

State Iowa Incorporated place Orange city Ward of city 2
County Stanton Township or other division of county Royce township Unincorporated place

Table with columns for SECTION, I. LOCATION AND HOUSEHOLD DATA, and II. CHARACTERISTICS OF STRUCTURE. Rows 1-15 contain data for various households including names like Owens, Riggs, Anderson, and Jackson.

EXPLANATORY NOTES
Where check boxes are provided, indicate the proper answer by making an "X" in the box provided for the answer. Thus, for a household which lives on a farm, indicate "Yes" thus: Yes [X] No [ ]

Col. 8. Type of structure.-Note that if the structure contains more than two dwelling units, or if it contains business, or is an "other dwelling place" the number of dwelling units must be entered in the space provided. "Other dwelling place" includes tents, boats, railroad cars, trailers, and places not intended for habitation but occupied, such as fruit sheds, barns, caves, etc.

Col. 9. Structure built as.-Distinguish between structures originally built for residence and containing the same number of dwelling units as at present ("Residential same"); structures originally built for residence but with a different number of dwelling units ("Residential differ."); and structures originally built for purposes other than residence ("Nonresidential").

Col. 13. Number of rooms.-Do not include halls, bathrooms, or pantries. Do not include attics or basements unless they are finished, off and used or available for use as living quarters. Do not include porches or sunrooms unless they are permanently enclosed and used or available for use throughout the year as living quarters.

BUREAU OF THE CENSUS
UNITED STATES: 1940-HOUSING
DWELLING SCHEDULE
households enumerated on the Population Schedule)

(ILLUSTRATIVE
EXAMPLE)

S. D. No. 9 E. D. No. 71-16
Enumerated by me on April 5, 1940.
Harold W. Thompson

18-24
SHEET NO. 9 A
Enumerator

III. CHARACTERISTICS OF DWELLING UNIT

IV. UTILITY DATA
FOR EACH RENT-
ER-OCCUPIED
NONFARM UNIT

V. FINANCIAL DATA FOR EACH OWNER-OCCUPIED NONFARM UNIT
(In structure without business containing not more than 4 dwelling units)
FOR EACH FIRST MORTGAGE OR LAND CONTRACT

Table with 31 columns and multiple rows. Columns include: 10-24 (Characteristics of Dwelling Unit), 25-31 (Financial Data). Rows represent individual households with various utility and financial data points.

Cols. 15 and 16. Toilet facilities and bath with running water in structure. - "Exclusive use" means for the exclusive use of members of this household. "Shared" means shared with other households.

Col. 24. Additional monthly cost to renter. - Enter the average monthly amount paid for these utilities by the renter in addition to rent entered in column 7.

Col. 25. Market value of property. - Note that the market value of the property includes all dwelling units and land in the property owned, even though some of the dwelling units may be rented to other households. When the property includes two or more dwelling units, the value must exceed the value entered in column 7. When the property includes only one dwelling unit, the value must be the same as that entered in column 7.

Col. 26. Present debt. - Treat land contracts as first mortgages. If there is a mortgage or land contract on the property enter the amount now owed, not the original amount of the indebtedness.

Col. 31. Holder of first mortgage (or land contract)? Bldg. & L'n. = Building and loan association. Com. Bk. = Commercial bank or trust company. Sav. Bk. = Mutual or stock savings bank. Life Ins. = Life insurance company. Mfg. Co. = Mortgage company. HOLC = Home Owners Loan Corporation. Indiv. = Individual. Other = Other.

State Iowa Incorporated place Orange City Ward of city 2
County Hamilton Township or other place Royce Unincorporated place (Name of unincorporated place having 100 or more inhabitants)

SIXTEENTH CENSUS OF THE UNITED STATES: 1940—HOUSING (ILLUSTRATIVE) VACANT-DWELLING SCHEDULE (To be used for dwelling units vacant or occupied by households not enumerated on the Population Schedule)

S. D. No. 9 E. D. No. SHEET No. V. 2 A
Enumerated by me on April 5, 1940. Harold W. Thompson, Enumerator.

Table with 17 columns: I. LOCATION AND GENERAL DATA, II. CHARACTERISTICS OF STRUCTURE, III. CHARACTERISTICS OF DWELLING UNIT. Includes rows for Section 1 through 15, with detailed data on occupancy, structure type, and dwelling unit features.

EXPLANATORY NOTES Where check boxes are provided, indicate the proper answer by making an "X" in the box provided for the answer. Thus, for a household which lives on a farm, indicate "Yes" thus: Yes [X] No [ ]

Col. 6. Type of structure.—Note that if the structure contains more than two dwelling units, or if it contains business, the number of dwelling units must be entered in the space provided.

Col. 9. Structure built as.—Distinguish between structures originally built for residence and containing the same number of dwelling units as at present ("Residential same"); structures originally built for residence but with a different number of dwelling units ("Residential differ."); and structures originally built for purposes other than residence ("Non-residential").

Col. 13. Number of rooms.—Do not include halls, bath-rooms, or porches. Do not include attics or basements unless they are finished out and used or available for use as living quarters. Do not include porches or sun rooms unless they are permanently enclosed and used or available for use throughout the year as living quarters.

Cols. 15 and 16. Toilet facilities and bath with running water in structure.—"Exclusive use" means for the exclusive use of the household occupying this dwelling unit. "Shared" means shared with other households.

# HOUSING

## INSTRUCTIONS TO ENUMERATORS

The following are the instructions to enumerators for the Housing Census relating to the definition of a dwelling unit and the instructions for filling out the Occupied-Dwelling Schedule, and the Vacant-Dwelling Schedule.

1. **Dwelling unit defined.**—The unit of enumeration for the Housing Census is the "dwelling unit." A dwelling unit is the living quarters occupied by, or intended for occupancy by, *one* household. For the definition of "household" see Instructions to Enumerators for Population (pars. 420-427). The dwelling unit may be a detached house; or a room, apartment, flat, or apartment in a larger building; or a room in a structure primarily devoted to business or other nonresidential purposes. It may be a superintendent's living quarters in a public building, such as a courthouse or library; a watchman's living quarters in a store, store, or warehouse; a chauffeur's living quarters in a garage; a boat, tent, trailer, or cave.

2. The space occupied by each group of persons to whom a separate household visitation number is assigned in the Population census is a separate dwelling unit. As an example, when a structure originally designed as a one-family structure is occupied by persons who are enumerated on the Population schedule as two households with separate household visitation numbers, the space occupied by each of the households must be enumerated as a separate dwelling unit and the structure as containing two dwelling units. A vacant room or group of rooms which would, if occupied, represent the living quarters of a household are to be considered as a separate dwelling unit.

3. **Use of the schedules.**—All occupied and vacant dwelling units with the exceptions indicated in pars. 10-19 are to be enumerated in the Housing census. Enumerate on the Occupied-Dwelling schedule all dwelling units occupied by households enumerated on the Population schedule.

4. Enumerate on the Vacant-Dwelling schedule all habitable vacant dwelling units, including not only those units that are for sale or rent, but also those that are not being offered for sale or rent at the present time. For instance, in some towns, an industry may have ceased to operate, leaving vacant many habitable dwellings for which there is no demand; likewise, in resort areas, houses not actively on the market in winter may be offered for sale or rent when the season opens. Also, enumerate on the Vacant-Dwelling schedule habitable vacant dwelling units that are being held for the occupancy of specific absent households. Such dwelling units include seasonal homes in resort areas and mountain cabins as well as ordinary dwellings in cities. In addition, enumerate on the Vacant-Dwelling schedule dwelling units occupied by households which are enumerated on the Nonresident schedule, and dwelling units occupied by households which have been reported elsewhere. Note that a structure will often contain some dwelling units which are to be enumerated on the Occupied-Dwelling schedule and others to be enumerated on the Vacant-Dwelling schedule.

### Enumeration of Special Types of Dwellings

5. The method of enumerating certain types of dwelling places and the specific types of dwelling units which are not to be covered in the Housing Census are described in the paragraphs which follow (pars. 10-19).

6. **Institutions.**—Dwelling places occupied by institutional populations, that is, places which are designated as "institutions" on the Population schedule (see Instructions to Enumerators for Population, par. 410), are not to be enumerated in the Housing Census. But, if an officer or employee of an institution and his family, if any, live in separate quarters (in a detached house or structure containing no inmates of the institution), the household will be returned separately on the Population schedule (see Instructions to Enumerators for Population, par. 427), and you should therefore enumerate the dwelling unit on the Occupied-Dwelling schedule. Among the places which will be separately designated as institutions on the Population schedule and which are *not* to be enumerated in the Housing Census, whether vacant or occupied, are: Hospitals, sanitariums, convalescent homes,

and nurses' homes; prisons, jails, reformatories, and penal farms and camps; soldiers' homes, homes for orphans and for the aged, blind, deaf, infirm, or incurable; asylums; dormitories and other places containing rooms for students operated by schools, colleges, and other educational institutions; educational and religious institutions; almshouses; and charitable institutions. Also, do not enumerate Civilian Conservation Corps camps, barracks in army and navy posts, Coast Guard stations, and lumber camps, railroad, or other construction camps in which the workers live in a common barracks (and usually eat at a common table). In such camps, however, enumerate on the Occupied-Dwelling schedule each separate dwelling unit occupied only by a worker and his household. Enumerate on the Occupied-Dwelling schedule dwelling places of the following type, even though they are somewhat similar to the institutions indicated above: Rooming and boarding houses, fraternity and sorority houses, parsonages and rectories, and low-cost housing developments.

7. **Hotels and sections of hotels containing no apartments.**—All residents in a hotel or a section of a hotel no portion of which is devoted entirely to apartment use, constitute a *single* household (identified by the letter "T" in col. 3 of the Population schedule instead of a household visitation number), which is to be enumerated on the night of April 8. (See Instructions to Enumerators for Population, pars. 341-352.) Do not enumerate in the Housing Census such hotels, parts of hotels, or similar dormitories or hotels maintained by the Y. M. C. A., Y. W. C. A., Y. M. H. A., or kindred organizations.

8. **Apartment hotels and sections of hotels devoted to apartment use.**—In apartment hotels and in sections of hotels (such as a separate building, a floor, a wing, or other section) devoted entirely to apartment rather than transient use, there are as many households (each of which is identified by a household visitation number in col. 3 of the Population schedule) as there are separately occupied apartments or suites, even though use may be made of a common restaurant. (See Instructions to Enumerators for Population, par. 426.) Therefore, enumerate each occupied apartment in such apartment hotels or sections of hotels on the Occupied-Dwelling schedule. Enumerate on the Vacant-Dwelling schedule each vacant dwelling unit or unit occupied by a household enumerated on the Nonresident schedule.

9. **Missions, cheap one-night lodginghouses (flophouses), etc.**—Do not include in the Housing Census missions, such as those maintained by the Salvation Army, cheap one-night lodginghouses, and other places of this kind, the occupants of which are enumerated on the night of April 8. The occupants of each mission or one-night lodginghouse constitute a single household, identified on the Population schedule by the letter "T" instead of a household visitation number. (See Instructions to Enumerators for Population, pars. 339-340.)

10. **Tourist camps and trailer camps.**—In the enumeration of tourist camps and trailer camps, on the night of April 8, each group occupying a separate cabin or trailer is to be enumerated as a separate household and is to be identified separately by the letter "T" entered in col. 3 of the Population schedule. (See Instructions to Enumerators for Population, pars. 336-338.) Enumerate as a separate unit on the Occupied-Dwelling schedule each cabin, trailer, tent, or other dwelling unit occupied by a household so identified and enumerated on the night of April 8. Do not include in the Housing Census cabins or other dwelling places in a tourist or trailer camp that are vacant or occupied by persons not enumerated on the Population schedule for your district.

11. **Tents, trailers, boats, railroad cars, temporary shacks, and similar places.**—Enumerate on the Occupied-Dwelling schedule each tent, trailer, boat, railroad car, temporary shack, or similar place

which is occupied by a household enumerated on the Population schedule. Do not enumerate such places when vacant or occupied by persons not enumerated on the Population schedule for your district.

**16. Buildings under construction.**—Do not enumerate buildings under construction or undergoing extensive remodeling if they are totally unoccupied. If, however, any building under construction or undergoing extensive remodeling or repairs contains one or more occupied dwelling units, enumerate all of the units in the building. Enumerate dwelling units in such buildings on the Occupied-Dwelling schedule if occupied by households enumerated on the Population schedule, and enumerate vacant units on the Vacant-Dwelling schedule.

**17. Vacant structures that are uninhabitable and beyond repair.**—Do not enumerate vacant structures which are uninhabitable and beyond repair, such as those with the roof or walls caved in, or the windows out and doors and plaster off. However, if any dwelling unit in a structure is occupied by a household enumerated on the Population schedule, enumerate all dwelling units in that structure, even though some of the units may be considered uninhabitable.

### INSTRUCTIONS FOR FILLING OUT THE OCCUPIED-DWELLING SCHEDULE (FORM 16-254)

#### General

**33. Where check boxes are provided, indicate the correct answer by entering an "X" in the proper box. In any series of boxes in a column, enter an "X" in only one box. For example, for a household living on a farm, the correct answer would be shown thus:**

Live on a farm?      Yes  No

In the following paragraphs the word "check" is used to indicate that you must enter an "X" in the box for the item.

**34. Heading of schedule.**—Enter in the heading of the Occupied-Dwelling schedule the State, county, etc., exactly the same as on the Population schedule, except that the block number (if any) should be entered in col. 2 of the Occupied-Dwelling schedule rather than in the heading.

**35. Sheet number.**—The Occupied-Dwelling schedule on which a dwelling unit is enumerated must have the same sheet number as the Population schedule on which the head of the household occupying the dwelling unit is enumerated. The dwelling units and households are to be enumerated in the same order on these corresponding sheets. Thus, number "1," "2," etc., the sheets on which dwelling units are enumerated in regular order; number "61," "62," etc., the sheets for dwelling units enumerated out of order; number "81," "82," etc., the sheets for dwelling units enumerated on the night of April 8. Enumerate dwelling units on the "A" side of the Occupied-Dwelling schedule if the households are enumerated on the "A" side of the Population schedule and likewise for the "B" side. If there are unused sections, cancel them by writing "End of page" in col. 2 in the first unused section. If there are not enough sections on the "A" side, continue the enumeration on the "B" side of the Occupied-Dwelling schedule. If there are not enough sections on the "B" side of the schedule, continue the enumeration on a new Occupied-Dwelling schedule, using the same sheet number and changing the "A" to "C" and the section numbers from 1-15 to 31-45.

#### Part I. Location and Household Data

**36. Column 1. Number of structure in order of visitation.**—Assign each structure which contains one or more occupied or vacant dwelling units to be enumerated, a structure number in order of visitation. Number the first structure visited "1," the second "2," etc., and continue this single series for all structures enumerated. Include in this single series all structures except structures in tourist or trailer camps enumerated on the night of April 8, which should be assigned structure numbers of "T-1," "T-2," etc. Sections of hotels devoted to apartment rather than transient use are to be enumerated in regular order (rather than on April 8) and a hotel building containing such apartments is to be assigned a structure number in regular order of visitation.

**37. Structure defined.**—The structures to be enumerated in the Housing Census are those which contain one or more dwelling units which are to be enumerated in accordance with the instructions in paragraphs 7-19. A structure either stands by itself, with space on all four sides, or has vertical walls from ground to roof separating it from all other structures, except that two attached dwelling units divided by a vertical wall and with open space on all the remaining sides constitute only one structure. A structure may, or may not, contain space devoted to business uses, but if it contains a dwelling unit which should be enumerated it must be assigned a structure number.

A structure which is devoted exclusively to business uses and contains no dwelling units of any kind is not to be assigned a number. The most frequent type of structure is, of course, a single one-family structure with open space on all four sides and containing no space devoted to business or other nonresidential use, and in this case the structure and dwelling unit are identical. However, an apartment building constitutes only one structure. Each house in a block or row of three or more "row" houses is a separate structure. In housing developments of the village type, enumerate as a separate structure each building with open space on all sides. The structure may in some cases be built in the form of a square with a large court or yard in the center. Enumerate each tent, trailer, cave, etc., as a separate structure.

**38. Dwelling unit number within structure.**—Within each structure, number the dwelling units in order of visit, beginning with "1," and enter this number in col. 1 in the space provided. Wherever a structure contains only one dwelling unit, this number will always be "1." However, if the structure contains more than one dwelling unit, the first will be numbered "1," the second "2," etc., whether vacant or occupied, and the first dwelling unit in the next structure will be numbered "1." The dwelling unit number within structure will only occasionally be the same as the apartment number. In all cases, however, you must begin a new series of numbers, "1," "2," etc., for each structure. You must assign dwelling unit numbers to all dwelling units in a multifamily structure before proceeding to the next structure, even though the only enumeration of some of the units on the first visit is a notation in the Record Book of the need of a re-visit. The last dwelling unit number assigned must equal the total number of dwelling units in the structure.

**39. Column 2 contains five items, each of which must be entered as follows:**

**40. Population line number.**—Enter the Population schedule line number on which the head of the household occupying this dwelling unit has been enumerated.

**41. Block number.**—If your Enumeration District is in a city of 50,000 or more, the blocks will have been numbered and the numbers shown on your map. Enter in the space provided the block number in which the dwelling unit is located. If your Enumeration District does not contain numbered blocks, leave this space blank.

**42. Name of head.**—Copy the name of the head of the household occupying this dwelling exactly as it appears in col. 7 on the Population schedule. If the only occupants of a dwelling unit are the caretaker and his family, enter the caretaker's name on the line for the head of the household, followed by the word "Caretaker."

**43. Street and number.**—Enter the house number, if any, and the street, avenue, road, etc.

**44. Apartment number or location.**—If the dwelling unit is in an apartment house or other structure in which the apartments are numbered, enter the apartment number. If the dwelling unit is located in a structure containing more than one dwelling unit, but does not have an apartment number, enter some phrase which will describe its location, as "second floor," or "third floor rear." Leave this space blank if there is only one dwelling unit in the structure.

**45. Entries transcribed from Population schedule.**—Entries called for in cols. 3, 4, 5, 6, and the upper part of 7, are to be taken from the Population schedule, as indicated in paragraphs 46-50.

**46. Column 3. Color or race of head.**—If the head of the household is returned as white ("W" entered in col. 10 of the Population schedule) check "White" in col. 3. If the head of the household has been returned as Negro ("Neg." in col. 10 of the Population schedule) check "Negro" in col. 3. If the head of the household occupying this dwelling unit has been returned as a member of any other race, such as Indian, Chinese, Japanese, etc., check "All other." Note that Mexicans are to be returned as white unless definitely of Indian or other nonwhite race.

**47. Column 4. Number of persons in household.**—Count all persons, including servants and lodgers, whether present or absent, enumerated as members of this household on the Population schedule, and enter this number in col. 4.

**48. Column 5. Live on a farm?**—Check "Yes" in col. 5 if this household has been returned as living on a farm ("Yes" in col. 6 on the Population schedule). Check "No" in col. 5 if the household has been returned as not living on a farm ("No" entered in col. 6 on the Population schedule or a notation on sheet 1 of the Population schedule that there are no farms in the district).

**49. Column 6. Home tenure (Owned or Rented).**—Check "Owned" when the home has been returned as owned ("O" in col. 4 on the Population schedule). Check "Rented" when the home has been returned as rented ("R" in col. 4 on the Population schedule).

**50. Column 7. Value of home or monthly rental.**—Enter in col. 7 the value or monthly rental as given in col. 5 of the Population schedule.

51. **Estimated rent of owned nonfarm home.**—For each owner-occupied nonfarm dwelling unit ("No" checked in col. 5 and "Owned" in col. 6 of the Occupied-Dwelling schedule) obtain an estimate of the amount for which the dwelling unit would rent. Enter the amount in the lower part of col. 7, rounding cents to the nearest dollar (raising amounts ending in 50 cents). This figure should be based on the rents actually being charged for similar dwellings in the neighborhood. When the dwelling unit is a one-family structure, the estimated monthly rental value should be for the house without furniture and without electricity, gas, heat, or water. When the dwelling unit is in a structure containing two or more dwelling units the estimated rental should be for the dwelling unit occupied by the owner and his household and should not include furniture; it should include only such utilities (electricity, gas, heat, or water) as are included in the monthly rents of other dwelling units in the same structure. When the dwelling unit is located on a farm or is rented, enter a dash to indicate that this item does not apply.

#### Part II. Characteristics of Structure

52. Cols. 8-12 relate to the structure as defined in paragraph 37. The entries for all dwelling units within the same structure must be identical for these columns even though some of the units are enumerated on the Vacant-Dwelling schedule.

53. **Column 8. Type of structure in which this dwelling unit is located.**—Each dwelling unit must be classified according to the type of structure in which it is located. In answering this question you must first determine whether the dwelling unit is located in (a) a "Structure without business," (b) a "Structure with business," or (c) an "Other dwelling place"; and then find out and specify the number of dwelling units both occupied and vacant now in the structure. A further classification of one- and two-family structures without business is to be made, as indicated in paragraph 55.

54. **Whether containing business.**—For each normal structure (that is, one not classified as an "Other dwelling place") you must determine whether it is a "Structure with business" or a "Structure without business." "Structures with business" include all structures containing one or more dwelling units and having space devoted to business or other nonresidential purposes. These include such structures as: One with dwelling units above stores; a private home, one or more rooms of which have been converted into a small shop, store, or lunchroom; a large apartment house containing a drug store or restaurant; a factory containing a night watchman's dwelling unit; a structure containing a beauty shop, a barber shop, a funeral parlor, a workshop to which customers bring articles for repair, or a restaurant or dining room open to the public in a boarding house. Structures without business include all residential structures which contain no space devoted to business purposes and structures containing a dwelling unit or units built over a private garage. Also classify as structures without business, residential structures in which the only business use is: The use of only one or two rooms for office purposes by a person who lives in the structure, such as a doctor, dentist, lawyer, or contractor; laundry work, cooking, or sewing for pay or profit by a member of a household living in the structure; industrial home work such as pecan shelling or finishing of garments; beauty services given by a person living in the structure to a few friends but not to the public; selling of home-grown farm produce; serving meals to occupants in a boarding house; renting of rooms to tourists or to more permanent lodgers; or repair or other shop work when customers do not visit the shop or home.

55. **Structures without business.**—Classify structures without business as one of the following types (for structures containing not more than two dwelling units check one of the boxes provided; for structures containing three or more dwelling units enter the number of dwelling units in the space provided):

(a) **One-family detached.**—A completely detached structure, that is, with open space on all four sides, without business, and containing only one dwelling unit.

(b) **One-family attached.**—A structure without business, having one or both sides built directly against an adjoining structure or structures (either residential or nonresidential), and containing only one dwelling unit extending from ground to roof. In a typical block of three or more "row houses" each dwelling unit extending from ground to roof is a one-family attached structure. (A "row" comprising only two units, each with open space on three sides, is to be returned as one two-family side-by-side structure.)

(c) **Two-family side-by-side.**—A structure without business, containing two dwelling units side-by-side divided by a vertical wall. The structure must have open space on all four sides. The dwelling units may or may not have separate entrances.

(d) **Two-family, other.**—Any structure without business, containing two dwelling units, except a two-family side-by-side structure. This will include a house which was originally designed as a one-family structure, but which has been divided into two dwelling units. The most common form, however, is the two-story structure with one dwelling unit on the first floor and another on the second.

(e) **Three-or-more family structure without business.**—Any structure without business, containing three or more dwelling units. A structure which was originally built as a one-family house but which has been divided into three or more

dwelling units should be classified as a "3-or-more fam. struct. without bus." Apartment houses that do not contain business establishments should be classified under this heading. For all structures checked as three-or-more family structures without business, enter on the line for this item the total number of dwelling units in the structure, including both vacant and occupied units.

56. **Structure with business.**—For structures containing one or more dwelling units and space devoted to business purposes, as defined in paragraph 54, enter in the space provided the total number of dwelling units, including vacant as well as occupied units.

57. **Other dwelling places.**—Designate as "Other dwelling place" tents, trailers, boats, railroad cars, dugouts, and temporary shacks occupied by households enumerated on the Population schedule. Also report as "Other dwelling place," places occupied by households enumerated on the Population schedule but not intended for habitation, such as garages, warehouses, fruit sheds, barns, and caves. Include in this group cabins and trailers enumerated on the night of April 8. Vacant dwelling units in places classified in this category are not to be enumerated in the Housing Census. (Note that one-room residential structures other than the places listed above should be classified as one-family detached or attached structures.) Enter in the space opposite "Other dwelling place" the total number of occupied dwelling units (which will usually be "1") and in the space just under the heading, "Type of structure," a word describing the type of place, such as "boat," "tent," or "trailer."

58. **Column 9. Structure originally built as.**—The purpose of this question is to determine whether the present use of the structure is the same as that for which it was originally built. Assign each structure to one of the following groups:

(a) **Residential structure with the same number of dwelling units.**—Designate as a "Resid. struct. same No. dwlg. units," any structure which now contains the same number of dwelling units as when it was originally built, even though space may be devoted to business purposes. For example, this group includes a structure originally built as a one-family structure and now used, or available for use, for one household, or one which was originally built as a three-family structure with business and still contains three and only three dwelling units. Some structures are built to appear to contain only one dwelling unit, although they were designed for two dwelling units and are now being used, or are now available for use, by two households. These, of course, you will report as "Resid. struct. same No. dwlg. units."

(b) **Residential structure with a different number of dwelling units.**—Report as a "Resid. struct. differ. No. dwlg. units," any structure which was originally built to contain at least one dwelling unit and which now contains either more or fewer dwelling units than when originally built. The most common structures of this class are structures originally built for occupancy by only one household but which have been subdivided into two or more dwelling units. This subdivision may or may not involve any structural alterations. Frequently a family rents out a part of its house as an apartment or for light housekeeping and thus changes a one-family structure into a two-family structure.

(c) **Nonresidential structure.**—Designate as having been a "Nonresid. struct.," any structure which was not originally built to contain one or more dwelling units. Examples of such structures include: A structure which was originally built as a factory or other business place, but which now contains one or more dwelling units; a structure which was originally built as a shed, a barn, a garage, or for some other nonresidential purpose, but which is now being occupied as living quarters.

59. **Column 10. Exterior material.**—Enter only one "X" to indicate the principal material used for the exterior walls. Classify combination finishes, such as brick and wood, brick and stone, brick and tile, wood and stucco, etc., in accordance with the single material which covers the greater part of the exterior wall area. For example, report brick and stucco as "Stucco" if more than half the wall area is stucco finish; report as "Brick" if more than half the wall area is brick. Check "Wood" for wood shingles used as a wall finish. Classify brick veneer as "Brick." Include as "Stucco" all stucco finishes, regardless of the base, such as stucco on lath, stucco on wire, or stucco on tile. Enter as "Other," stone, concrete, cinder block, tile, metal, adobe, composition shingles, etc.

60. **Column 11. Structure in need of major repairs?**—Check "Yes" when parts of the structure such as floors, roof, plaster, walls, or foundation require major repairs or replacements. A repair is major when its continued neglect will seriously impair the soundness of the structure and create a hazard to its safety as a place of residence. Also check "Yes" if these needed repairs have been neglected so long that the structure is already unsound. Check "No" if structural repairs are not required, that is, if the structure is in good condition or needs only minor repairs or maintenance work such as papering, painting, stopping of small leaks, pointing up of masonry, or similar work. Ordinarily you will be able to determine whether a structure needs major repairs by inspection and will not have to question your informant.

61. **Column 12. Year originally built.**—Enter the calendar year this structure was originally built, which means the year in which the construction of the building was completed. This refers to the original construction, not to any later remodeling, additions, reconstruction, or conversion. If the owner is an occupant of the structure, find out from him the year built; if not, try to find out the year built from a tenant or a well-informed neighbor. If the exact year is not obtainable, enter the approximate year, based on available information and observation.

## Part III. Characteristics of Dwelling Unit

62. Entries are required in all columns (13-22) of part III for each dwelling unit enumerated on the Occupied-Dwelling schedule. These items relate to the characteristics of the dwelling unit and the equipment available to the occupants of the unit. The various dwelling units in one structure may have different equipment and therefore may require different entries in these columns.

63. **Column 13. Number of rooms.**—Enter the number of rooms in this dwelling unit. Do not count bathrooms, closets, pantries, or halls. Do not count rooms in basement or attic unless they are finished off and are actually being used or are available for use as living quarters. Include as a separate room a kitchen which is partitioned off from floor to ceiling; but include as only one room a combined kitchenette and dinette separated only by shelves or cabinets. Neither a "Pullman" kitchen nor kitchen equipment placed in a room used primarily for other purposes constitutes a separate room. Include the rooms used for office purposes by a person who lives in the dwelling unit, such as a doctor, dentist, lawyer, or contractor, but do not include the rooms used as a store, lunchroom, beauty shop, barber shop, or funeral parlor. Only permanently enclosed porches or sun-rooms which are used, or are available for use, throughout the year as living quarters should be counted as rooms; do not count open or screened porches. All rooms that are available as living quarters, even though they are not used at the time of enumeration, must be included.

64. **Column 14. Water supply.**—The purpose of this question is to determine the water supply available to each dwelling unit for household purposes, although this may differ from the supply used for drinking purposes. Enter only one "X" in this column. When more than one water supply is available, report the available supply which appears first in the list below. For example, if there is running water in the dwelling unit and also a hand pump, check "Running water in dwelling unit." Report the water supply in one of the following categories:

- Running water in dwelling unit.—Running water from a pressure or gravity system piped into some part of the dwelling unit.
- Hand pump in dwelling unit.—Hand pump located inside the dwelling unit and no running water in the unit. Do not include a hand pump on an open porch.
- Running water within 50 feet.—Running water from a pressure or gravity system or from a spring piped to within 50 feet of the dwelling unit, or within the structure, but no running water or hand pump within the dwelling unit.
- Other supply within 50 feet.—Any hand pump, well, cistern, stream, brook, or other water supply (except piped running water) within 50 feet of a dwelling unit which does not have running water or a hand pump within the dwelling unit.
- No water supply within 50 feet.—No water supply within the dwelling unit, and none within 50 feet of the dwelling unit.

65. **Column 15. Toilet facilities.**—Enter only one "X" in this column. When more than one type of toilet facility is available for a dwelling unit, report the available facility which appears first in the list below. For example, if there is a flush toilet within the structure for the exclusive use of the household and also an outside toilet or privy, enter an "X" after "Flush toilet in str., excl. use." Report the toilet facilities available for the household under one of the following categories:

- Flush toilet in structure for exclusive use of the household.—The toilet must be located within the structure, and must be for the exclusive use of the household occupying the dwelling unit being enumerated. It may be located within the dwelling unit, or elsewhere within the structure; it may even be necessary to go outdoors to reach the part of the structure in which it is located. A flush toilet is a toilet flushed by means of water piped to the toilet.
- Flush toilet in structure, shared with other household.—A flush toilet within the structure not for the exclusive use of the household, but shared with another household. Check "Flush toilet in str., shared" if a flush toilet in the structure is now shared with another household and also if it would be shared with occupants of a dwelling unit now vacant if that dwelling unit were occupied.
- Nonflush toilet in structure.—Any type of nonflush toilet (including chemical toilet) within the structure and available for the exclusive or shared use of the household.
- Outside toilet or privy.—Any toilet or privy outside the structure and available for the exclusive or shared use of the household.
- No toilet or privy.—No indoor or outdoor toilet or privy available for the use of the household.

66. **Column 16. Bathtub or shower with running water in structure.**—Enter only one "X" in this column to show the type of bathing facilities available to the household, according to the following:

- Exclusive use.—A bathtub or shower located within the dwelling unit or elsewhere within the structure and supplied with piped running water, either hot and cold water or cold water only, and for the exclusive use of the household occupying the dwelling unit being enumerated.
- Shared.—A bathtub or shower located within the structure and supplied with piped running water but shared with other households, rather than being for the exclusive use of the household. Check "Shared" if bathing facilities are now shared with another household, and also if they would be shared with the occupants of a dwelling unit now vacant if that dwelling unit were occupied.
- None.—No bathtub or shower with running water within the structure for the use of the household. Check "None" for portable tub.

67. **Column 17. Principal lighting equipment.**—Check one of the following to show the principal type of lighting equipment in the dwelling unit being enumerated:

- Electric.—Electric lights wired to a power line or a home plant, even though the service may be temporarily cut off.
- Gas.—Equipment for gas lighting connected to a gas main or tank, even though service may be temporarily cut off. Do not check "Gas" if there is also electric lighting equipment.
- Kerosene, gasoline.—Kerosene or gasoline lamps and neither electric nor gas lights.
- Other.—Candles or some means of lighting other than those listed under a, b, or c above.

68. **Column 18. Principal refrigeration equipment.**—Designate the principal equipment available for the refrigeration of food for the household during the summer months by entering an "X" after one of the following categories:

- Mechanical.—Any type of mechanical refrigerator operated by electricity, gas, or kerosene or by a gasoline engine or other source of power.
- Ice.—A nonmechanical refrigerator, box, or chest cooled by ice.
- Other.—Any other device or method for keeping food cool, such as spring or spring house cooler, well cooler, or ice house in which storage space for perishables is provided. Include in this category an evaporative cooler consisting of a framework covered with cloth which is kept wet by the application of water. Report as "None" boxes in which food is placed on window ledges in order to keep it fresh.
- None.—No device or method for keeping food cool.

69. **Column 19. Radio in dwelling unit?**—Check "Yes" if the dwelling unit contains a usable radio set or one only temporarily out of repair. Check "No" if the dwelling unit contains neither a usable radio set nor one only temporarily out of repair.

70. **Column 20. Heating equipment.**—Enter only one "X" to designate the principal equipment available for heating this dwelling unit during the winter months. Report a usable heating system or furnace even though it is not being used because of the cost or inconvenience of operation. Report the heating equipment under one of the following categories:

- Steam or hot-water system.—Steam or hot water piped to radiators in the various rooms in the dwelling unit. The system may serve this dwelling unit only, or it may also serve other dwelling units located in the same or other structures.
- Piped warm-air system.—A system from which warm air is piped to the various rooms in the dwelling unit.
- Pipeless warm-air furnace.—A furnace located in the cellar or utility room, with no warm-air outlet other than one grille directly above or adjacent to the furnace.
- Heating stove.—A regular heating stove, circulator heater, or nonportable electric or gas heater. All heating stoves, except nonportable electric, or gas heaters, must have flues to be considered of this type.
- Other or none.—Check "Other or none" for a portable heater, a fireplace, or a stove used chiefly for cooking purposes, when these furnish the only heat for the dwelling unit.

71. **Column 21. Principal fuel used for heating.**—Enter only one "X" in this column to designate the principal fuel used in the heating equipment designated in col. 20. (If the heating equipment checked in col. 20 is not in use, check in col. 21 the fuel which would be required for its operation.) When steam from a public utility is used for heating, check "Other."

72. **Column 22. Principal fuel used for cooking.**—Enter only one "X" to indicate the principal fuel used for cooking. For example, check "Electric" if electricity is most frequently used for cooking, even though some other fuel is used for a part of the time.

## Part IV. Utility Data for Each Renter-Occupied Nonfarm Unit

73. Entries are required in part IV (cols. 23 and 24) for each renter-occupied nonfarm dwelling unit, that is, one for which "No" is checked in col. 5 (Live on a farm?) and "Rented" is checked in col. 6 (Home tenure).

74. **Column 23. Furniture included in rent?**—Check "Yes" if the rent shown in col. 7 includes payment for the use of furniture, that is, the use of important pieces of furniture such as tables, chairs, and beds. Check "No" if the rent shown in col. 7 does not include payment for use of furniture.

75. **Estimated rent without furniture.**—If the answer to "Furniture included in rent?" is "Yes," enter the estimated monthly rental value of this dwelling unit without furniture, but with all utilities now included in rent. Such rental is to be estimated on the basis of rent without furniture for comparable dwelling units in the same structure or neighborhood. When the unfurnished rental cannot be determined in this manner it is permissible, when necessary, to estimate it by subtracting the estimated rental value of the furniture from the rental value shown in col. 7. The figure entered should be rounded to the nearest dollar; do not show cents. If the answer to "Furniture included in rent?" is "No," leave this item blank.

76. **Column 24. Average monthly cost of electricity, gas, other fuel, and water.**—Enter the average monthly cost in dollars and cents of each utility or fuel paid for by the renter in addition to the rent entered in col. 7. (These are the only amounts to be reported on the

Occupied-Dwelling schedule which are not to be rounded to the nearest dollar.) The amounts entered are to cover costs of these utilities and fuels for ordinary household purposes only. In some cases the payment made by the household for these items will cover business as well as household uses; in such instances the cost for household purposes only should be estimated and entered in col. 24. The average monthly costs should be based upon expenditure for utilities and fuels over a 12-month period, and should not represent the costs in any one particular month. For example, if coal is used for heating, the amount entered under "Other fuel" must include one-twelfth of the total amount spent for coal during the year. The same applies to coke, wood, fuel oil, kerosene, gasoline, and other fuel used for heating or cooking. If the water bill is received quarterly or semiannually, the amount entered under "Water" must be one-twelfth of the annual cost. Each utility or fuel for which a line is provided in col. 24 must be shown separately, even though the cost of two or more of these utilities is paid as one amount. If the present occupants have lived in this dwelling unit less than one year, obtain an estimate of the average monthly expenditure for each item over a full year in connection with this dwelling unit. The amounts entered should include expenditures not covered by rent, regardless of who pays the bills. For example, the amount paid by a welfare agency for any of the items should be included. Enter "None" for each utility or fuel for which there is no expenditure in addition to rent, that is, if it is not used or if its cost is covered by the rent. Thus, an entry of "None" or of an amount must appear on each line of this column for each renter-occupied nonfarm dwelling unit.

Part V. Financial Data for Each Owner-Occupied Nonfarm Unit  
(In structure without business containing not more than 4 dwelling units)

77. Cols. 25-31 apply only to owner-occupied nonfarm dwelling units located in structures without business and containing not more than 4 dwelling units, that is:

- (a) When "No" has been checked in col. 5 (Live on a farm?).
- (b) When "Owned" has been checked in col. 6 (Home tenure).
- (c) When a 1- to 4-family structure without business has been checked in col. 8 (Type of structure).

When complete information for cols. 25-31 on the Occupied-Dwelling schedule is not obtained on your first visit, leave a Preliminary Housing schedule with a request that the head of the household or some person able to supply the information complete the entries required for cols. 25-31, in order that the information may be ready for you on your return visit. (See pars. 22-25.)

78. Note that cols. 25-31 relate to the *property* of which the dwelling unit is a part and not to the dwelling unit alone or the structure alone, unless these are identical with the property. In the majority of cases the property will contain only one structure. However, when a group of 3 or 4 one-family attached structures constitutes a single property for ownership or mortgage purposes, the financial data entered in cols. 25-31 must relate to the entire property. When one dwelling unit in a 2-family side-by-side structure is separately owned, the financial data will relate only to the portion owned. In cooperatively owned apartments each dwelling unit constitutes a separate property. When the property contains more than one dwelling unit, these financial items apply to the entire property and not alone to the unit occupied by the owner. Note also that the "Value of property" to be entered in col. 25 must refer to the same property as the mortgage information entered in cols. 26-31, that is, if the mortgage data apply to 4-dwelling units the value information must be for the same 4 units. Enter amounts in cols. 25, 26, and 27 to the nearest dollar. Do not show cents.

79. **Column 25. Value of property.**—Enter in col. 25 the current market value of the property. If the property contains only one dwelling unit this value will be the same as that entered in col. 7. If the property contains two or more dwelling units the value should exceed that entered in col. 7. This figure should represent the amount for which the property, including land, would sell under ordinary conditions at the present time, not at a forced sale. The assessed value on which taxation is based does not generally represent market value. Make it clear to the respondent that the values returned on the census schedule are confidential and will not be used in any way in determining the assessed valuation of the property.

80. **Number of dwelling units.**—Enter the number of dwelling units contained in the property on which the value entered in this column is based. The property may include this structure only; it may include other structures with additional dwelling units; or it may include some but not all of the dwelling units in this structure.

81. **Column 26. Mortgage on property.**—Enter an "X" in the box under "Yes" if there is an indebtedness in the form of a mortgage, a deed of trust, or a land contract secured by the property. A land contract, which is to be treated the same as a first mortgage in these

financial items, is a contract by which one person agrees to purchase a property from another but does not receive title until some later date when a specified amount of money has been paid toward the purchase price. Consider as mortgaged a property on which there have been foreclosure proceedings, but where the period of redemption has not expired and the former owner is still occupying the dwelling. Do not report a tax lien, a judgment note, a mechanic's lien, or a confession of judgment as a mortgage. Note that a judgment note, mechanic's lien, or confession of judgment is not to be reported as a mortgage in the Housing Census, even though such an indebtedness is considered as a mortgage in the Census of Agriculture. Enter an "X" in the box under "No" in this item if the property is fully paid for, and there is no indebtedness secured by the property.

82. **Present debt on first and on second mortgage.**—If the answer to "Mortgage on property" is "Yes," enter the amount of the outstanding indebtedness or unpaid balance of the first mortgage, first trust deed, or land contract under "On 1st mtg." This amount should include unpaid principal and any past-due interest. In instances where the respondent does not know the exact amount of the indebtedness outstanding, have him estimate the amount to the best of his ability. If in addition to the amount entered under "On 1st mtg." there is a second mortgage, a second trust deed, or any other mortgage indebtedness, enter the total amount of outstanding indebtedness, or unpaid balance, on all such junior liens on the line under "On 2d mtg." If the first mortgage or land contract constitutes the entire mortgage debt on the property, enter "None" under "On 2d mtg." If the answer to "Mortgage on property" is "No," leave blank the spaces under "On 1st mtg." and "On 2d mtg."

83. **Columns 27-31.**—Entries are to be made in these columns for each mortgaged property as indicated by an "X" under "Yes" in col. 26 (Mortgage on property). Cols. 27-31 relate only to the first mortgage, first deed of trust, or land contract. No information is required in these items regarding a second mortgage or other junior lien.

84. **Column 27. Regular payments required.**—This item refers to the periodic payments of specified amounts on principal or interest or both now required on this indebtedness. Such payments are those required according to the borrower's present agreement with the lender, even though the home owner may now be paying somewhat different amounts because he is in arrears, or because he may have been granted a temporary postponement. When only interest payments are required, or when interest and principal payments are required at the same frequency, and when these payments are required monthly, quarterly, semiannually, or annually, enter an "X" in the box after the appropriate category to indicate how often payment is required. When there is some plan for regular payment of principal or interest at frequencies other than monthly, quarterly, semiannually, or annually, or the frequency of principal payments is different from the frequency of interest payments, enter an "X" in the box after "Other reg. pmt. plan." If no regular payment of interest or principal is required, enter an "X" in the box after "No reg. pmt. required." Enter only one "X" for this item.

85. **Amount of each payment.**—An entry is to be made here only when regular payments are required monthly, quarterly, semiannually, or annually. The amount entered must be the amount of the last regular payment, including interest, required on or before April 1, 1940. If payments have not commenced, enter the amount that will be due as the first regular payment, including interest. If the payments to the mortgage holder or his agent include an amount to cover real-estate taxes, fire insurance, mortgage insurance, or other items in addition to interest and principal, include such additional items in the amount entered for the regular payment. When "Other reg. pmt. plan" or "No reg. pmt. required" is checked, enter a dash rather than an amount under "Amount of each pmt."

86. **Column 28. Do payments include an amount for reduction of principal?**—Check "Yes" when the amount entered in col. 27 includes some payment on principal. Check "No" when the amount in col. 27 does not include any payment on principal. Make no entry in col. 28 when you have checked "Other reg. pmt. plan" or "No reg. pmt. required" in col. 27.

87. **Column 29. Do payments include real estate taxes?**—Check "Yes" when an amount for real estate taxes is included in the regular payments indicated in col. 27 that are made to the mortgage holder or his agent. An amount for real estate taxes is included with the monthly payment made to the mortgage holder of a Federal Housing Administration insured mortgage. Check "No" when an amount for real estate taxes is not included in the amount entered in col. 27. Make no entry in col. 29 when you have checked either "Other reg. pmt. plan" or "No reg. pmt. required" in col. 27.

88. **Column 30. Interest rate now charged.**—Enter the annual rate of interest which is now being charged on this first mortgage or land contract. In most cases the rate now being charged will be the same as that stated in the mortgage, but when these rates are different,

enter the rate now being charged. Do not include any fees or charges in addition to the regular rate of interest.

89. **Column 31. Holder of first mortgage (or land contract).**—Enter an "X" in only one box in this column to indicate the type of holder (that is, owner) of the first mortgage (or land contract). Frequently mortgage companies and individuals act as service agents to make collections on mortgages which are owned by others, such as individuals or insurance companies. Service agencies acting in this capacity are not the owners of the loans, and in such cases, try to find out who the actual owner is. When this cannot be ascertained, report the type of agency to which payments are made. Note, also, that the Federal Housing Administration cannot be considered as the holder of a mortgage, since it does not own mortgages; it only insures them. Classify mortgage-holders under one of the following categories:

(a) **Building and loan association.**—Check "Bldg. & Loan" for savings and loan associations, building associations, cooperative banks (mostly in New England States), homestead associations (mostly in the South), and Federal savings and loan associations.

(b) **Commercial bank or trust company.**—Check "Com. Bank" for State banks, national banks, trust companies, trust departments of banks, and other banks which accept checking accounts.

(c) **Savings bank.**—Check "Savings bank" for both mutual and stock banks which accept savings deposits *only* and do not handle checking accounts. Practically all banks have savings accounts and some may even have the word "savings" in their name, but if they accept checking accounts they should be excluded from this group and reported as commercial banks.

(d) **Life insurance company.**—Check "Life Insur. Co." for life insurance companies; check "Other" for fire or casualty insurance companies.

(e) **Mortgage company.**—Check "Mtg. Co." for those firms that are primarily engaged in the business of making and selling mortgages. In many cases, the mortgage company to which the borrower makes payment is not actually the holder of the loan, but is simply making collections for the holder. When a respondent reports that a mortgage company holds the loan, always ask whether the mortgage company is the actual holder or simply the servicing agent. If the holder can be determined, check the group in which it falls. If the actual holder cannot be determined, check "Mtg. Co."

(f) **Home Owners' Loan Corporation.**—Check "HOLC" for mortgages held by the Home Owners' Loan Corporation.

(g) **Individual.**—Check "Individual" for private holders, that is, persons as distinguished from financial institutions, corporations, etc.

(h) **Other.**—Check "Other" for all other mortgage holders not designated above, such as construction companies, governmental agencies other than Home Owners' Loan Corporation, colleges, schools, fraternal organizations, etc.

#### INSTRUCTIONS FOR FILLING OUT THE VACANT-DWELLING SCHEDULE FORM (16-486)

##### Part I. Location and General Data

95. **Column 1. Number of structure in order of visitation and dwelling unit number within structure.**—Assign and enter the "Number of structure in order of visitation" and the "Dwelling unit number within structure" in the same manner as on the Occupied-Dwelling schedule. (See pars. 36-38). Note that all the structures which you enumerate are to be numbered in one series, and that some of the numbers in this series will appear only on the Vacant-Dwelling schedules, thus leaving breaks in the series of structure numbers on the Occupied-Dwelling schedule. For example, if structure No. 6 is a vacant one-family house, there will be no entry of "6" as a structure number in col. 1 on the Occupied-Dwelling schedule. Likewise the dwelling units in each structure are to be numbered in one series so that there will often be a break in the series of dwelling unit numbers within structure on the Occupied-Dwelling schedule. In reviewing the enumeration, both the Vacant-Dwelling schedules and the Occupied-Dwelling schedules will be considered together, and in this process the numbers on the Vacant-Dwelling schedule will fit into the breaks in the series on the Occupied-Dwelling schedule, and complete both series of numbers.

96. **Column 2. Block number, street and number, and apartment number or location.** These are to be entered in the same manner as on the Occupied-Dwelling schedule. (See pars. 41, 43, and 44.)

97. **Column 5. Located on a farm?**—Check "Yes" if the dwelling unit is located on a farm; if not, check "No." Note that col. 5 immediately follows col. 2, and that col. 5 and succeeding columns are so numbered (in order) that comparable questions on the Vacant-Dwelling schedule and the Occupied-Dwelling schedule have the same column numbers.

98. **Column 6. Occupancy status of this dwelling unit.**—Enter only one "X" in this column under either the heading "Ordinary dwelling" or the heading "Seasonal dwelling." A dwelling unit in the closely built-up areas of most cities is to be classified as ordinary, even though

it is used on a seasonal basis by its occupants. Seasonal dwellings will be found primarily in resort areas, and will be either actually occupied or intended for occupancy during only a portion of the year. In resort areas and resort cities, the decision as to whether a dwelling is "Seasonal" or "Ordinary" is based on whether the unit is generally occupied on a seasonal or permanent basis. In some rural farm areas certain dwelling units are used for only a portion of the year to house migratory workers employed during the crop season. Such vacant dwelling units, unless they are barns, trailers or other vacant dwellings of the types specifically excluded from the Housing Census (see pars. 14, 15, and 17), are to be returned as "Seasonal dwellings."

99. **Vacant, for sale or rent.**—Enter an "X" after "Vacant, for sale or rent" when the dwelling unit is vacant at the time of enumeration, and is on the market for sale or for rent. Some cases will be encountered where the unoccupied dwelling unit is not for sale or for rent at the time of enumeration, but would be made available and placed on the market if there were a demand for it; such a dwelling unit should be considered as if it were actually for sale or for rent. For example, some towns where an industry has ceased to operate have become almost deserted, leaving many habitable dwellings for which there is no demand; houses in resort areas may be closed up, and not be on the market for sale or for rent until the season opens. Consider such dwellings as if actually for sale or for rent. In other words, return as "Vacant, for sale or rent" all dwelling units that are vacant except those held for occupancy of an absent household.

100. **Vacant, held for occupancy of absent household.**—Check "Held for occupancy of absent household" for a dwelling unit which is unoccupied at the time of enumeration and is not on the market for sale or for rent because it is being held for the use of a specific absent household that has not been enumerated on the Population schedule for your district. Always return a dwelling as "Held for occupancy of absent household" when a "Report Card for Absent Household" (Form P-9) has been filled out. When this card is used, make the entry under the heading, "Ordinary dwelling." When the absent household card is not filled out, however, for a dwelling unit being held for occupancy, the entry in this item may be under either of the headings, depending upon whether it is an "Ordinary" or "Seasonal" dwelling, as defined above. When the occupants of a dwelling unit which you have reported as "Held for occupancy of absent household" unexpectedly return and are enumerated on the Population schedule for your district, you must cancel the entries on the Vacant-Dwelling schedule (by the notation in col. 2 "Cancelled. See Sheet No. —, Section No. —") and enumerate the dwelling unit on the Occupied-Dwelling Schedule reserved for dwelling units enumerated out of order.

101. **Occupied by "nonresident" household.**—Return as "Occupied by 'nonresident' household" when the dwelling unit is occupied by persons enumerated on a Nonresident schedule, or by any other household not enumerated on the Population schedule for your district.

102. **Column 7. Monthly rental or estimated monthly rental value.**—Enter the monthly rental or estimated monthly rental value of the dwelling unit in dollars, rounding cents to the nearest dollar.

103. When the entry in col. 6 shows that the dwelling unit is vacant and on the market for sale or for rent, the amount entered as rental for an "Ordinary dwelling" is to be the actual amount asked for the unit when this information can be obtained; otherwise it is to be estimated on the basis of rents actually being charged for similar dwelling units in the same structure or neighborhood. When the vacant dwelling unit is checked under "Seasonal dwelling," the same instructions apply except that the monthly rental entered is to be that charged for the unit during the portion of the year it is generally occupied, and not the rent being asked now, unless there is no difference. The monthly rental entered for a dwelling unit which is for rent, either "Ordinary" or "Seasonal," is to include such utilities and the use of such furniture and equipment as are generally supplied with the unit. When a vacant unit is for sale only, enter the estimated rental value unfurnished, based on the rental of similar dwelling units.

104. When the entry in col. 6 shows that the dwelling unit is held for the occupancy of an absent household, either as an "Ordinary" or as a "Seasonal" dwelling, enter the estimated monthly rental value unfurnished, based on the rental of similar units in the same structure or neighborhood. Always enter the estimated monthly rental for the portion of the year the dwelling unit is generally occupied.

105. When the entry in col. 6 shows that the dwelling unit is occupied by a "nonresident" household, the rent figure to be entered is the amount the occupants have agreed to pay in monthly rental, or, in case they own the unit, the amount for which they think they could now rent it unfurnished.

## Part II. Characteristics of Structure

106. Fill out cols. 8-12 of the Vacant-Dwelling schedule in exactly the same manner that you fill out cols. 8-12 on the Occupied-Dwelling schedule. (See pars. 52-61.) The entries in cols. 8-12, whether on the Occupied-Dwelling schedule or on the Vacant-Dwelling schedule, must be the same for all dwelling units in the same structure. Note that col. 8, 'Type of structure, on the Vacant-Dwelling schedule does not include a category "Other dwelling place" because

vacant dwelling units in structures which should be classified as "Other dwelling place" are not to be enumerated.

## Part III. Characteristics of Dwelling Unit

107. Fill out cols. 13-17 of the Vacant-Dwelling schedule in the same manner that you fill out cols. 13-17 on the Occupied-Dwelling schedule. (See pars. 62-67.) These items on the Occupied-Dwelling schedule refer to the facilities available for the use of the household, and on the Vacant-Dwelling schedule refer to the facilities which would be available for any household that might occupy the unit.

## POPULATION

## INSTRUCTIONS TO ENUMERATORS

The following are the instructions for the Population Census relating to the definition of a household and the instructions for making entries on the Population Schedule that were transcribed to columns 3, 6, and 7 of the Occupied-Dwelling Schedule.

420. Household Defined. A household, as the term is used for census purposes, is a family or any other group of persons living together, with common housekeeping arrangements, in the same living quarters. Although ordinarily a household will consist of a head, his wife, and their children, the persons in a household may or may not be related by blood or marriage. Include a servant, hired hand, or other employee who sleeps in the house as a member of the household for which he or she works. Consider a boarder or lodger a member of the household with which he lodges, if that is his usual place of residence.

421. The decision as to what constitutes a household is to be made on the basis of the housekeeping arrangements and not the relationships of the persons making up the household. For example, a couple with married children (with or without children of their own) living with them in one house, apartment, etc., with only one set of cooking facilities or housekeeping arrangements, comprise a single household. On the other hand, if a married son or daughter or any other person lives in a separate portion of the house that has its own cooking or housekeeping facilities, such persons constitute a household separate from that of the persons occupying other portions of the house, even though the house may have been originally built for only one household.

422. Note that the household may occupy an entire house, or a part of the house, such as apartment, flat, tenement, or "rent," or a room or section of a building devoted primarily to nonresidential purposes. Likewise, a household may live in a tourist camp, a trailer, a boat, a tent, a freight car, etc.

423. Persons Living Alone. For census purposes, a person living entirely alone constitutes a household, except as indicated in paragraph 425.

424. Apartment Houses. In an apartment or tenement house there are as many households as there are separately occupied apartments or dwelling units, even though use may be made of a common cafe or restaurant.

425. Hotels and Boarding and Lodging Houses. All the occupants and employees of a hotel, boarding house, or lodging house, if that is their usual place of residence, make up a single household and are to be returned as such. Transient guests are to be included as members of this household only if they have

no other usual place of residence at which they will be reported in the census.

426. Apartment Hotels. In an apartment hotel there are as many households as there are separately occupied apartments or dwelling units, even though use may be made of common cafe, restaurant, lobby, or recreational facilities. Households living in a section of a hotel (such as a floor or a wing or other section of the building), which is entirely devoted to apartment, rather than to transient use, are to be enumerated as separate households rather than as part of the transient hotel household.

427. Institutional Households. The officials, employees, and inmates of an institution who live in the institution building or buildings make up one household. But if any officer or employee and his family, if any, live in separate quarters (a detached house or structure containing no inmates), they should be returned as a separate household. Note the instructions to identify institutions (par. 410).

428. Column 4. Home Owned or Rented (Tenure). If the home in which the household lives is owned by the head of the household or by some related member of his family living with the household, enter "O" (for owned) on the line for the head of the household, regardless of whether it is still being paid for or is subject to a mortgage.

429. If the home or dwelling unit is not owned, either wholly or in part, as indicated above, write "R" (for rented) on the line for the head of the household, even though no rent is actually paid.

430. A home which is owned by a person whose position in the household is that of a lodger should be returned as rented.

431. Column 5. Value of Home, if Owned, or Monthly Rental, if Rented. If the home is owned, as indicated by the entry "O" in col. 4, enter in col. 5, on the line for the head of the household, the current market value of the home, as nearly as it can be ascertained. Unless the home has been recently purchased, it will be necessary to estimate its value. The estimate should represent the amount for which the home, including (except on a farm) such land as belongs to it, would sell under ordinary conditions--not at forced sale. The assessor's valuation, on which taxation is based, is usually not a safe guide.

432. Where a person owns a house with living accommodations for more than one household and his

household occupies only a portion of the house, as where the owner of a two-family house rents part to another household, estimate the value of the portion of the house occupied by the owner's household (which for a two-family house may be about one-half of the total value), and enter this amount in col. 5 for the owner's household. The entry in col. 5 for the household or households renting a portion of the structure will be the amount paid in monthly rental. Where any considerable portion of the house is used for business purposes, such as a store, deduct the value of this portion--except that the value of one or two rooms used as an office by a dentist, lawyer, or contractor, etc., need not be deducted.

433. For the home of a farm operator who owns, and lives on, his farm (or who owns that part of the farm on which the dwelling stands), obtain an estimate of the value of the dwelling in which he lives, excluding the land on which it is built. (This figure should represent a reasonable fraction of the value of all farm buildings reported on the Farm schedule.)

434. Make it clear to your informant that the values returned on the census schedule are not to be used in any way in connection with taxation and are not open to public inspection.

435. If the home or dwelling unit is rented, as indicated by "R" in col. 4, enter in col. 5 to the nearest dollar the actual amount paid each month as rent, or enter one-twelfth of the annual rental, in case payment is not made monthly. Do not enter fractions of a dollar.

436. If no money rent is paid, as where a workman receives the use of a house as part of his wages, enter in col. 5 the estimated monthly rental value based on the monthly rental paid for similar dwelling units in the neighborhood.

437. In the case of a tenant farm operator, that is, one who pays rent in some form for the farm, including his dwelling (rather than for the dwelling alone), estimate the monthly rental value of the dwelling in which he lives. This estimate should be based, if possible, on the rent actually paid for similar dwellings nearby, making allowance for the

fact that rents are usually lower in the open country than in town.

438. If there is no other basis for estimating the rental value of the home of a farm tenant (or in some instances a nonfarm tenant), you may consider that 1 percent of the total value of the dwelling is a fair monthly rental. For example, if \$1,000 seems to be a reasonable estimate of the total value of the dwelling, enter \$10 as the monthly rental value.

439. Whenever the value reported to you for a dwelling seems a great deal higher or lower than the value for similar structures in the same neighborhood, question your informant further to make sure that he has properly understood the question and that the value is the current market value of the living quarters.

453. Column 10. Color or Race. Write "W" for white; "Neg" for Negro; "In" for Indian; "Chi" for Chinese; "Jp" for Japanese; "Fil" for Filipino; "Hin" for Hindu; and "Kor" for Korean. For a person of any other race, write the race in full.

454. Mexicans. Mexicans are to be regarded as white unless definitely of Indian or other nonwhite race.

455. Negroes. A person of mixed white and Negro blood should be returned as a Negro, no matter how small the percentage of Negro blood. Both black and mulatto persons are to be returned as Negroes, without distinction. A person of mixed Indian and Negro blood should be returned as a Negro, unless the Indian blood very definitely predominates and he is universally accepted in the community as an Indian.

456. Indians. A person of mixed white and Indian blood should be returned as Indian, if enrolled on an Indian Agency or Reservation roll; or if not so enrolled, if the proportion of Indian blood is one-fourth or more, or if the person is regarded as an Indian in the community where he lives. (See par. 455 for mixed Indian and Negro.)

457. Mixed Races. Any mixture of white and nonwhite should be reported according to the nonwhite parent. Mixtures of nonwhite races should be reported according to the race of the father, except that Negro-Indian should be reported as Negro.