

APPENDIX

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SHEET NO.		FOR ALL DWELLING UNITS										
1	2	3	4	5	6	7	8	9	10	11	12	13
Serial number of dwelling unit	Block number	TYPE OF LIVING QUARTERS	TYPE OF STRUCTURE	NUMBER OF DWELLING UNITS IN STRUCTURE	BUSINESS UNIT IN STRUCTURE	CONDITION OF UNIT	We have listed (number) persons who live here. Have we missed anyone away traveling? Babies? Lodgers? Other persons staying here who have no home anywhere else? (Add names on other side if necessary) Enter correct number of persons: _____ (Final count) <input type="checkbox"/> Occupied entirely by nonresidents <input checked="" type="checkbox"/> Vacant	How many rooms are in this unit, not counting bathrooms?	PIPED WATER SUPPLY	TYPE OF TOILET	TOILET—EXCLUSIVE USE	INSTALLED BATHTUB OR SHOWER
23	4	1 <input checked="" type="checkbox"/> House, apartment, flat 2 <input type="checkbox"/> Trailer 3 <input type="checkbox"/> Tent, boat, railroad car X <input type="checkbox"/> Nondwelling-unit quarters in large rooming house, institution, hotel, tourist court, etc. (If nondwelling unit, do not ask remaining items)	1 <input checked="" type="checkbox"/> Detached 2 <input type="checkbox"/> Semi-detached 3 <input type="checkbox"/> Attached	1 (Number)	2 <input checked="" type="checkbox"/> No	1 <input checked="" type="checkbox"/> Not dilapidated 2 <input type="checkbox"/> Dilapidated	4 (Final count) <input checked="" type="checkbox"/> Occupied entirely by nonresidents <input type="checkbox"/> Vacant	4 (Number)	1 <input checked="" type="checkbox"/> Hot and cold piped running water inside this structure 2 <input type="checkbox"/> Only cold piped running water inside this structure 3 <input type="checkbox"/> Piped running water outside this structure 4 <input type="checkbox"/> No piped running water (hand pump, well, etc.)	1 <input checked="" type="checkbox"/> Flush toilet inside this structure 2 <input type="checkbox"/> Flush toilet outside this structure 3 <input type="checkbox"/> Privy, outhouse, or chemical toilet 4 <input type="checkbox"/> No toilet for this unit	1 <input checked="" type="checkbox"/> For this unit's exclusive use 2 <input type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No toilet for this unit	1 <input checked="" type="checkbox"/> For this unit's exclusive use 2 <input type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No bathtub or shower for this unit
24	4	1 <input checked="" type="checkbox"/> House, apartment, flat 2 <input type="checkbox"/> Trailer 3 <input type="checkbox"/> Tent, boat, railroad car X <input type="checkbox"/> Nondwelling-unit quarters in large rooming house, institution, hotel, tourist court, etc. (If nondwelling unit, do not ask remaining items)	1 <input checked="" type="checkbox"/> Detached 2 <input type="checkbox"/> Semi-detached 3 <input type="checkbox"/> Attached	2 (Number)	2 <input checked="" type="checkbox"/> No	1 <input checked="" type="checkbox"/> Not dilapidated 2 <input type="checkbox"/> Dilapidated	4 (Final count) <input checked="" type="checkbox"/> Occupied entirely by nonresidents <input type="checkbox"/> Vacant	5 (Number)	1 <input checked="" type="checkbox"/> Hot and cold piped running water inside this structure 2 <input type="checkbox"/> Only cold piped running water inside this structure 3 <input type="checkbox"/> Piped running water outside this structure 4 <input type="checkbox"/> No piped running water (hand pump, well, etc.)	1 <input checked="" type="checkbox"/> Flush toilet inside this structure 2 <input type="checkbox"/> Flush toilet outside this structure 3 <input type="checkbox"/> Privy, outhouse, or chemical toilet 4 <input type="checkbox"/> No toilet for this unit	1 <input type="checkbox"/> For this unit's exclusive use 2 <input checked="" type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No toilet for this unit	1 <input type="checkbox"/> For this unit's exclusive use 2 <input checked="" type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No bathtub or shower for this unit
25	4	1 <input checked="" type="checkbox"/> House, apartment, flat 2 <input type="checkbox"/> Trailer 3 <input type="checkbox"/> Tent, boat, railroad car X <input type="checkbox"/> Nondwelling-unit quarters in large rooming house, institution, hotel, tourist court, etc. (If nondwelling unit, do not ask remaining items)	1 <input checked="" type="checkbox"/> Detached 2 <input type="checkbox"/> Semi-detached 3 <input type="checkbox"/> Attached	2 (Number)	2 <input checked="" type="checkbox"/> No	1 <input checked="" type="checkbox"/> Not dilapidated 2 <input type="checkbox"/> Dilapidated	1 (Final count) <input checked="" type="checkbox"/> Occupied entirely by nonresidents <input type="checkbox"/> Vacant	3 (Number)	1 <input checked="" type="checkbox"/> Hot and cold piped running water inside this structure 2 <input type="checkbox"/> Only cold piped running water inside this structure 3 <input type="checkbox"/> Piped running water outside this structure 4 <input type="checkbox"/> No piped running water (hand pump, well, etc.)	1 <input checked="" type="checkbox"/> Flush toilet inside this structure 2 <input type="checkbox"/> Flush toilet outside this structure 3 <input type="checkbox"/> Privy, outhouse, or chemical toilet 4 <input type="checkbox"/> No toilet for this unit	1 <input type="checkbox"/> For this unit's exclusive use 2 <input checked="" type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No toilet for this unit	1 <input type="checkbox"/> For this unit's exclusive use 2 <input checked="" type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No bathtub or shower for this unit
26	4	1 <input checked="" type="checkbox"/> House, apartment, flat 2 <input type="checkbox"/> Trailer 3 <input type="checkbox"/> Tent, boat, railroad car X <input type="checkbox"/> Nondwelling-unit quarters in large rooming house, institution, hotel, tourist court, etc. (If nondwelling unit, do not ask remaining items)	1 <input checked="" type="checkbox"/> Detached 2 <input type="checkbox"/> Semi-detached 3 <input type="checkbox"/> Attached	1 (Number)	2 <input checked="" type="checkbox"/> No	1 <input checked="" type="checkbox"/> Not dilapidated 2 <input type="checkbox"/> Dilapidated	5 (Final count) <input checked="" type="checkbox"/> Occupied entirely by nonresidents <input type="checkbox"/> Vacant	7 (Number)	1 <input checked="" type="checkbox"/> Hot and cold piped running water inside this structure 2 <input type="checkbox"/> Only cold piped running water inside this structure 3 <input type="checkbox"/> Piped running water outside this structure 4 <input type="checkbox"/> No piped running water (hand pump, well, etc.)	1 <input checked="" type="checkbox"/> Flush toilet inside this structure 2 <input type="checkbox"/> Flush toilet outside this structure 3 <input type="checkbox"/> Privy, outhouse, or chemical toilet 4 <input type="checkbox"/> No toilet for this unit	1 <input checked="" type="checkbox"/> For this unit's exclusive use 2 <input type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No toilet for this unit	1 <input checked="" type="checkbox"/> For this unit's exclusive use 2 <input type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No bathtub or shower for this unit
27	4	1 <input checked="" type="checkbox"/> House, apartment, flat 2 <input type="checkbox"/> Trailer 3 <input type="checkbox"/> Tent, boat, railroad car X <input type="checkbox"/> Nondwelling-unit quarters in large rooming house, institution, hotel, tourist court, etc. (If nondwelling unit, do not ask remaining items)	1 <input checked="" type="checkbox"/> Detached 2 <input type="checkbox"/> Semi-detached 3 <input type="checkbox"/> Attached	1 (Number)	2 <input type="checkbox"/> No	1 <input checked="" type="checkbox"/> Not dilapidated 2 <input type="checkbox"/> Dilapidated	2 (Final count) <input checked="" type="checkbox"/> Occupied entirely by nonresidents <input type="checkbox"/> Vacant	4 (Number)	1 <input checked="" type="checkbox"/> Hot and cold piped running water inside this structure 2 <input type="checkbox"/> Only cold piped running water inside this structure 3 <input type="checkbox"/> Piped running water outside this structure 4 <input type="checkbox"/> No piped running water (hand pump, well, etc.)	1 <input checked="" type="checkbox"/> Flush toilet inside this structure 2 <input type="checkbox"/> Flush toilet outside this structure 3 <input type="checkbox"/> Privy, outhouse, or chemical toilet 4 <input type="checkbox"/> No toilet for this unit	1 <input checked="" type="checkbox"/> For this unit's exclusive use 2 <input type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No toilet for this unit	1 <input checked="" type="checkbox"/> For this unit's exclusive use 2 <input type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No bathtub or shower for this unit
28	5	1 <input type="checkbox"/> House, apartment, flat 2 <input checked="" type="checkbox"/> Trailer 3 <input type="checkbox"/> Tent, boat, railroad car X <input type="checkbox"/> Nondwelling-unit quarters in large rooming house, institution, hotel, tourist court, etc. (If nondwelling unit, do not ask remaining items)	1 <input checked="" type="checkbox"/> Detached 2 <input type="checkbox"/> Semi-detached 3 <input type="checkbox"/> Attached	1 (Number)	2 <input checked="" type="checkbox"/> No	1 <input checked="" type="checkbox"/> Not dilapidated 2 <input type="checkbox"/> Dilapidated	_____ (Final count) <input checked="" type="checkbox"/> Occupied entirely by nonresidents <input type="checkbox"/> Vacant	2 (Number)	1 <input type="checkbox"/> Hot and cold piped running water inside this structure 2 <input checked="" type="checkbox"/> Only cold piped running water inside this structure 3 <input type="checkbox"/> Piped running water outside this structure 4 <input type="checkbox"/> No piped running water (hand pump, well, etc.)	1 <input type="checkbox"/> Flush toilet inside this structure 2 <input checked="" type="checkbox"/> Flush toilet outside this structure 3 <input type="checkbox"/> Privy, outhouse, or chemical toilet 4 <input type="checkbox"/> No toilet for this unit	1 <input type="checkbox"/> For this unit's exclusive use 2 <input checked="" type="checkbox"/> Shared with another unit 3 <input type="checkbox"/> No toilet for this unit	1 <input type="checkbox"/> For this unit's exclusive use 2 <input checked="" type="checkbox"/> Shared with another unit 3 <input checked="" type="checkbox"/> No bathtub or shower for this unit
		1 <input checked="" type="checkbox"/> House, apartment, flat	1 <input checked="" type="checkbox"/> Detached						1 <input checked="" type="checkbox"/> Hot and cold	1 <input checked="" type="checkbox"/> Flush toilet		

HOUSING SCHEDULE

CONFIDENTIAL

This inquiry is authorized by Act of Congress (46 Stat. 21; 13 U. S. C. 201-218) which requires that a report be made. The information furnished is accorded confidential treatment. The Census report cannot be used for purposes of taxation, investigation, or regulation.

			FOR ALL VACANT UNITS	FOR NONFARM VACANT UNITS ONLY	FOR NONFARM UNITS OCCUPIED BY OWNER			FOR NONFARM UNITS OCCUPIED BY RENTER				
14	15	16	17	18	19	20	21	22	23	24	25	26
a. HEATING EQUIPMENT ① <input type="checkbox"/> Piped steam or hot water <input type="checkbox"/> Warm-air furnace <input type="checkbox"/> Other means—with flue <input type="checkbox"/> Other means—no flue <input type="checkbox"/> Not heated <input checked="" type="checkbox"/> Vacant	a. HEATING FUEL USED MOST <input type="checkbox"/> Coal or coke <input type="checkbox"/> Wood <input type="checkbox"/> Utility gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Liquid fuel <input type="checkbox"/> Electricity <input type="checkbox"/> Other fuel <input type="checkbox"/> Not heated <input checked="" type="checkbox"/> Vacant	OCCUPANCY Occupied— <input type="checkbox"/> By owner <input type="checkbox"/> By renter <input type="checkbox"/> Rent free Vacant— <input checked="" type="checkbox"/> For rent <input type="checkbox"/> For sale only <input type="checkbox"/> Not for rent or sale	<input checked="" type="checkbox"/> Non-seasonal <input type="checkbox"/> Seasonal	If "For rent"—Monthly rent for this unit— \$ 42	If "For sale only"—Sale price asked— \$	How much would this property sell for? \$	How many dwelling units are included in this property? (Number) 2	Is there any mortgage (trust) on this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What is the monthly rent for this unit? \$	In addition to rent, how much do you pay for— Enter amount in dollars Nothing paid Electricity? \$ (Monthly average) <input type="checkbox"/> Gas? \$ (Monthly average) <input type="checkbox"/> Water? \$ (Monthly average) <input type="checkbox"/> Wood? Coal? Oil? \$ (12 months total) <input type="checkbox"/>	Is this unit rented— <input type="checkbox"/> Unfurnished or <input checked="" type="checkbox"/> Furnished	If rented furnished—What would it rent for monthly if unfurnished? \$
b. Does this unit have electric lighting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	b. What type of refrigerator does this unit have? <input checked="" type="checkbox"/> Electric, gas, or other mechanical refrigerator <input type="checkbox"/> Ice box or ice refrigerator <input type="checkbox"/> Other refrigeration <input type="checkbox"/> None <input type="checkbox"/> Vacant	OCCUPANCY Occupied— <input type="checkbox"/> By owner <input type="checkbox"/> By renter <input type="checkbox"/> Rent free Vacant— <input type="checkbox"/> For rent <input type="checkbox"/> For sale only <input type="checkbox"/> Not for rent or sale	<input type="checkbox"/> Non-seasonal <input type="checkbox"/> Seasonal	If "For rent"—Monthly rent for this unit— \$	If "For sale only"—Sale price asked— \$	How much would this property sell for? \$ 9,000	How many dwelling units are included in this property? (Number) 2	Is there any mortgage (trust) on this property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	What is the monthly rent for this unit? \$	In addition to rent, how much do you pay for— Enter amount in dollars Nothing paid Electricity? \$ (Monthly average) <input type="checkbox"/> Gas? \$ (Monthly average) <input type="checkbox"/> Water? \$ (Monthly average) <input type="checkbox"/> Wood? Coal? Oil? \$ (12 months total) <input type="checkbox"/>	<input type="checkbox"/> Unfurnished or <input checked="" type="checkbox"/> Furnished	If rented furnished—What would it rent for monthly if unfurnished? \$
c. Is there a radio in this unit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Vacant	c. Is there a television set in this unit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Vacant	OCCUPANCY Occupied— <input type="checkbox"/> By owner <input checked="" type="checkbox"/> By renter <input type="checkbox"/> Rent free Vacant— <input type="checkbox"/> For rent <input type="checkbox"/> For sale only <input type="checkbox"/> Not for rent or sale	<input type="checkbox"/> Non-seasonal <input type="checkbox"/> Seasonal	If "For rent"—Monthly rent for this unit— \$	If "For sale only"—Sale price asked— \$	How much would this property sell for? \$	How many dwelling units are included in this property? (Number) 1	Is there any mortgage (trust) on this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What is the monthly rent for this unit? \$ 45	In addition to rent, how much do you pay for— Enter amount in dollars Nothing paid Electricity? \$ (Monthly average) <input type="checkbox"/> Gas? \$ (Monthly average) <input type="checkbox"/> Water? \$ (Monthly average) <input checked="" type="checkbox"/> Wood? Coal? Oil? \$ (12 months total) <input checked="" type="checkbox"/>	<input type="checkbox"/> Unfurnished or <input checked="" type="checkbox"/> Furnished	If rented furnished—What would it rent for monthly if unfurnished? \$ 38
d. KITCHEN SINK ① <input checked="" type="checkbox"/> For this unit's exclusive use <input type="checkbox"/> Shared with another unit <input type="checkbox"/> No kitchen sink for this unit	d. COOKING FUEL USED MOST <input type="checkbox"/> Coal or coke <input type="checkbox"/> Wood <input checked="" type="checkbox"/> Utility gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Liquid fuel <input type="checkbox"/> Electricity <input type="checkbox"/> Other fuel <input type="checkbox"/> No cooking <input type="checkbox"/> Vacant	OCCUPANCY Occupied— <input type="checkbox"/> By owner <input type="checkbox"/> By renter <input type="checkbox"/> Rent free Vacant— <input type="checkbox"/> For rent <input type="checkbox"/> For sale only <input type="checkbox"/> Not for rent or sale	<input type="checkbox"/> Non-seasonal <input type="checkbox"/> Seasonal	If "For rent"—Monthly rent for this unit— \$	If "For sale only"—Sale price asked— \$	How much would this property sell for? \$ 8,500	How many dwelling units are included in this property? (Number) 1	Is there any mortgage (trust) on this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What is the monthly rent for this unit? \$	In addition to rent, how much do you pay for— Enter amount in dollars Nothing paid Electricity? \$ (Monthly average) <input type="checkbox"/> Gas? \$ (Monthly average) <input type="checkbox"/> Water? \$ (Monthly average) <input type="checkbox"/> Wood? Coal? Oil? \$ (12 months total) <input type="checkbox"/>	<input type="checkbox"/> Unfurnished or <input checked="" type="checkbox"/> Furnished	If rented furnished—What would it rent for monthly if unfurnished? \$
e. When was this structure built? If built in 1940 or after, enter exact year: Year _____ If built before 1940, check one box: <input checked="" type="checkbox"/> 1930-1939 <input type="checkbox"/> 1920-1929 <input type="checkbox"/> 1919 or before	OCCUPANCY Occupied— <input type="checkbox"/> By owner <input checked="" type="checkbox"/> By renter <input type="checkbox"/> Rent free Vacant— <input type="checkbox"/> For rent <input type="checkbox"/> For sale only <input type="checkbox"/> Not for rent or sale	<input type="checkbox"/> Non-seasonal <input type="checkbox"/> Seasonal	If "For rent"—Monthly rent for this unit— \$	If "For sale only"—Sale price asked— \$	How much would this property sell for? \$	How many dwelling units are included in this property? (Number) 1	Is there any mortgage (trust) on this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What is the monthly rent for this unit? \$ 50	In addition to rent, how much do you pay for— Enter amount in dollars Nothing paid Electricity? \$ (Monthly average) <input checked="" type="checkbox"/> Gas? \$ (Monthly average) <input type="checkbox"/> Water? \$ (Monthly average) <input type="checkbox"/> Wood? Coal? Oil? \$ (12 months total) <input type="checkbox"/>	<input checked="" type="checkbox"/> Unfurnished or <input type="checkbox"/> Furnished	If rented furnished—What would it rent for monthly if unfurnished? \$	
a. HEATING EQUIPMENT ① <input type="checkbox"/> Piped steam or hot water <input type="checkbox"/> Warm-air furnace <input type="checkbox"/> Other means—with flue <input checked="" type="checkbox"/> Other means—no flue <input type="checkbox"/> Not heated <input type="checkbox"/> Vacant	a. HEATING FUEL USED MOST <input type="checkbox"/> Coal or coke <input type="checkbox"/> Wood <input type="checkbox"/> Utility gas <input type="checkbox"/> Bottled gas <input checked="" type="checkbox"/> Liquid fuel <input type="checkbox"/> Electricity <input type="checkbox"/> Other fuel <input type="checkbox"/> Not heated <input type="checkbox"/> Vacant	OCCUPANCY Occupied— <input type="checkbox"/> By owner <input checked="" type="checkbox"/> By renter <input type="checkbox"/> Rent free Vacant— <input type="checkbox"/> For rent <input type="checkbox"/> For sale only <input type="checkbox"/> Not for rent or sale	<input type="checkbox"/> Non-seasonal <input type="checkbox"/> Seasonal	If "For rent"—Monthly rent for this unit— \$	If "For sale only"—Sale price asked— \$	How much would this property sell for? \$	How many dwelling units are included in this property? (Number) 1	Is there any mortgage (trust) on this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What is the monthly rent for this unit? \$ 40	In addition to rent, how much do you pay for— Enter amount in dollars Nothing paid Electricity? \$ (Monthly average) <input checked="" type="checkbox"/> Gas? \$ (Monthly average) <input checked="" type="checkbox"/> Water? \$ (Monthly average) <input checked="" type="checkbox"/> Wood? Coal? Oil? \$ (12 months total) <input checked="" type="checkbox"/>	<input type="checkbox"/> Unfurnished or <input checked="" type="checkbox"/> Furnished	If rented furnished—What would it rent for monthly if unfurnished? \$ 35
b. Does this unit have electric lighting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	b. What type of refrigerator does this unit have? <input type="checkbox"/> Electric, gas, or other mechanical refrigerator <input type="checkbox"/> Ice box or ice refrigerator <input type="checkbox"/> Other refrigeration <input type="checkbox"/> None <input type="checkbox"/> Vacant	OCCUPANCY Occupied— <input type="checkbox"/> By owner <input checked="" type="checkbox"/> By renter <input type="checkbox"/> Rent free Vacant— <input type="checkbox"/> For rent <input type="checkbox"/> For sale only <input type="checkbox"/> Not for rent or sale	<input type="checkbox"/> Non-seasonal <input type="checkbox"/> Seasonal	If "For rent"—Monthly rent for this unit— \$	If "For sale only"—Sale price asked— \$	How much would this property sell for? \$	How many dwelling units are included in this property? (Number) 1	Is there any mortgage (trust) on this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What is the monthly rent for this unit? \$	In addition to rent, how much do you pay for— Enter amount in dollars Nothing paid Electricity? \$ (Monthly average) <input type="checkbox"/> Gas? \$ (Monthly average) <input type="checkbox"/> Water? \$ (Monthly average) <input type="checkbox"/> Wood? Coal? Oil? \$ (12 months total) <input type="checkbox"/>	<input type="checkbox"/> Unfurnished or <input checked="" type="checkbox"/> Furnished	If rented furnished—What would it rent for monthly if unfurnished? \$

Enumerator's Reference Manual

The following paragraphs on housing and population items were extracted from the Enumerator's Reference Manual for the 1950 Census of the United States.

HOUSING ENUMERATION

283. Housing items.—All entries for the Housing items are made on the Housing side of the Population and Housing Schedule. The Housing information for any set of living quarters will be related to the Population information for the people occupying those quarters.

284. When to fill Housing lines.—On the Housing side of the schedule, fill one line (that is, all applicable items on the line) for each occupied dwelling unit, each dwelling unit occupied by nonresidents, each vacant dwelling unit, and each nondwelling-unit quarters. (For definitions of these terms, see later paragraphs.) For nondwelling-unit quarters, fill only items 1 to 3. Although a line is used on the Population side for a household not at home on the first call, no line will be used or left blank on the Housing side of the same sheet. (See pars. 30 to 34.)

285. When to start a new sheet.—Start a new sheet (1) when Population lines are all filled even though

some Housing lines must be left blank, or (2) when Housing lines are all filled even though some Population lines must be left blank. In this way the information about the dwelling unit will always be on the same sheet as the Population information about the head of the household. Similarly, if the dwelling unit is vacant or occupied by nonresidents, the Housing information will always fall on the same sheet as the Population line for that unit.

286. How to obtain entries for the Housing items.—Some of the Housing items are printed as questions while others are printed as titles or headings.

You must ask the printed questions as they appear on the schedule. This wording, in most instances, will give you the correct entries. For example: Ask item 9 as worded, "How many rooms are in this unit, not counting bathrooms?"

For items having titles or headings, phrase your question according to the

local situation. For example: For item 11, "Type of Toilet," you might ask, "Do you have a flush toilet inside this house?" However, you must not ask about the condition of a dwelling unit (item 7), and generally you can determine by observation the entries for structure characteristics (items 4, 5, and 6).

You are to ask as many questions as necessary to obtain the correct entry. Make one and only one entry in each applicable item. When more than one answer is possible, check the appropriate box that appears first in the list.

For occupied dwelling units, interview a responsible member of the household. For vacant dwelling units, obtain the information from the owner, owner's agent, building manager, or neighbor. Fill items 1 to 16 for all dwelling units; in addition, fill items 17 to 19 for the appropriate vacant dwelling units, items 20 to 22 for nonfarm units occupied by owner, and items 23 to 26 for nonfarm units occupied by renter.

LIVING QUARTERS TO BE ENUMERATED

Dwelling unit

287. Introduction.—People live in all kinds of places—houses, apartments, tents, trailers. Some houses are arranged just for one family, some for two or more families, and others, like apartment buildings, have living arrangements for dozens of families. Counting just houses and apartment buildings would not tell us much. We need some kind of unit to count, which more nearly describes all of these living arrangements. "Dwelling unit" is the name we give this unit.

288. General definition.—In general, a dwelling unit is a group of rooms or a single room, occupied or intended for occupancy as separate living quarters, by a family or other group of persons living together or by a person living alone.

289. Examples.—Ordinarily a dwelling unit is a house, an apartment, or a flat. It may also be a trailer, boat, tent, or railroad car, if occupied as living quarters. A dwelling unit may be located in a structure devoted primarily to business or other nonresidential use, such as quarters in a warehouse where the watchman lives, or a barber's quarters back of his shop.

290. Specific definition.—A group of rooms or a single room, occupied or intended for occupancy by a family or group of persons living together or by a person living alone, is a dwelling unit if it has:

a. Separate cooking equipment,

or

b. Two or more rooms and separate entrance.

Exception: A one-room apartment in a regular apartment house, or one room which is the only living quarters in the structure, is a dwelling unit even though it does not have separate cooking equipment.

Living quarters which do not fulfill one of the conditions above are combined with the landlord's quarters, or

with each other if the landlord does not live in the structure. If the combined quarters contain fewer than 10 lodgers, they are considered one dwelling unit. If the combined quarters contain 10 or more lodgers, they are considered one "nondwelling-unit quarters."

How to apply dwelling-unit definition

291. Occupied dwelling units.—The decision as to what constitutes one dwelling unit is to be made on the basis of the living arrangements of the occupants, and not on relationship. For example, a family with married children in the same house or apartment, sharing the same rooms and eating together, occupies one dwelling unit. On the other hand, if a married son or daughter, lodger, or any person or group lives in another part of the house with separate cooking equipment, or if any live in separate quarters consisting of two or more rooms and separate entrance, such persons occupy separate dwelling units.

In all places where people live, determine what the dwelling unit is and which persons live in that one dwelling unit. You must do this at the beginning of the interview, so that you will know which persons to list as one household on the Population side of the schedule, and which living quarters are one dwelling unit for the questions on the Housing side of the schedule. The entire group of persons who live in one dwelling unit is one household.

Do not ask the respondent if he lives in a "dwelling unit." Ask him about the people who live there and their living arrangements. Then you can determine if there is only one dwelling unit or if there is more than one dwelling unit. Start with such questions as:

Who lives here?

How are they related to each other?

Is there more than one family living here?

Does your family occupy the whole house or only part of it?

Ask about *all* the people and *all* the living quarters in the house, so that you will not miss any dwelling units.

292. A single family or a person living alone.—A whole house occupied, or intended for occupancy, by a single family or by a person living alone is one dwelling unit.

One room which is the only living quarters in the structure is a dwelling unit even though it does not have separate cooking equipment.

Similarly, in a regular apartment house, each apartment is one dwelling unit if it is occupied or intended for occupancy by a single family or by a person living alone. Usually such apartments have separate cooking equipment or consist of two or more rooms and a separate entrance. However, in a regular apartment house, you may find one-room apartments without cooking equipment; enumerate each of these apartments as a separate dwelling unit.

293. Two or more families; groups of persons; lodgers.—In some cases, you will find that several families or groups of persons live in the same house or structure. They may be distinctly separate families or groups of persons; they may be family groups related to each other (parents and married sons or daughters, for example); or they may be lodgers (roomers). Before you list such persons as one household, ask as many questions as necessary to determine whether any of the families, groups, or lodgers occupy separate dwelling units. Ask *first* whether any of the families or lodgers have cooking equipment for their exclusive use.

If you determine they do *not* have separate cooking equipment, then ask whether they have two or more rooms for their exclusive use. (See instructions for counting rooms, par. 335. Note that a bathroom is not counted as a room.) Usually you can observe whether they have a separate entrance. Enumerate as a separate dwelling unit each of the quarters of the families, groups, or lodgers who have either separate cooking equipment or two or more rooms and separate entrance.

294. Lodgers' quarters.—Combine the quarters which do not have separate cooking equipment or two or more rooms and separate entrance with the quarters of the landlord. If the landlord does not live in the structure, combine all such quarters with each other; designate one of the persons as "Head" and each of the persons unrelated to him as "Lodger."

If there are fewer than 10 lodgers (roomers) in the combined group, consider the combination as one dwelling unit.

If there are 10 or more lodgers (roomers) in the combined group, consider as one "nondwelling-unit quarters."

In the count of lodgers, count only the lodgers whom you enumerate as residents of this unit (that is, only those lodgers who are to be listed as members of the household on the Population side of the schedule). Partners, hired

hands, servants, foster children, wards, and the like, are *not* to be counted as lodgers.

295. Separate cooking equipment.—Consider a unit as having separate cooking equipment if it has:

a. A regular range or stove for the exclusive use of the occupants, whether or not it is used;

or

b. Other cooking equipment (gas hot-plate, electric plate, etc.) and either (1) the equipment is used for preparing meals, or (2) most of the living quarters in the structure have some kind of cooking equipment for preparing meals.

"Separate" equipment means equipment for exclusive use (see par. 339).

296. Separate entrance.—Consider a unit as having a separate entrance if the occupants can reach their quarters directly through an outside door, or if they can reach their quarters through a common hall and do not have to pass through a room of any other occupant.

297. Vacant dwelling units.—To identify vacant dwelling units, follow a procedure similar to that for occupied dwelling units. A dwelling unit is vacant if no persons are living in it at the time of enumeration. If the occupants are only temporarily absent, consider the unit as occupied. (See also pars. 359 to 364.)

When inquiring about persons and living quarters in a structure, be sure to inquire whether there are vacant living quarters in the structure or elsewhere on the property. Otherwise, dwelling units will be missed.

298. Cooking equipment for vacant dwelling units.—Because many people have their own stoves for cooking and take them when they move, you may find vacant dwelling units from which the cooking equipment has been removed. Consider such vacant living quarters as having separate cooking equipment if the last occupants had separate cooking equipment.

299. Vacant, under construction.—New dwelling units not yet occupied should be enumerated as vacant dwelling units when all the exterior windows and doors are installed and final usable floors are in place. If new construction has not proceeded to this point, do not consider the unit as living quarters and do not enumerate it.

300. Vacant, being remodeled or converted.—In structures where conversion or remodeling is taking place, enumerate the dwelling units as they will

be when the conversion or remodeling has been completed. For example, if a single dwelling unit is being made into two dwelling units, enumerate as two dwelling units.

301. Vacant, dilapidated.—Enumerate vacant dwelling units if they are intended for occupancy as living quarters even though they are dilapidated. However, if the unit is unfit for use and beyond repair so that it is no longer considered living quarters, do not enumerate it.

302. Vacant, used for nonresidential purposes.—Enumerate a vacant dwelling unit which is being used for nonresidential purposes (storage, etc.) provided it is intended to be used only temporarily as such. If it has been permanently converted to storage or other nonresidential use, it is no longer a dwelling unit and should not be enumerated.

Nondwelling-unit quarters

303. Nondwelling-unit quarters in a large rooming house, institution, hotel, tourist court, etc.—The combined living quarters with 10 or more lodgers (roomers) are enumerated as one nondwelling-unit quarters. Other nondwelling-unit quarters include quarters in a *transient* hotel, tourist court, motel, or motor court. They also include living quarters whose occupants have common living arrangements, such as a dormitory, bunkhouse, nurses' home, convent, monastery, institutional structure(s) containing living quarters for inmates or patients, and barracks for enlisted personnel in a military installation. (For most of the nondwelling-unit quarters, you will have made an entry in item e on the Population side of the schedule as instructed in par. 84. See also "How to Enumerate Special Types of Living Quarters," par. 306.)

Illustrations of living quarters

304. Illustrations.—Various living arrangements are described on pages 136 & 137 to illustrate the application of the definition of dwelling unit and nondwelling-unit quarters.

Special types of living quarters

305. Special types.—In addition to regular living quarters, there are special types of places where people live such as institutions, hotels, tourist courts, and military installations. Some of these places will have dwelling units but in most instances they will be nondwelling-unit quarters.

Enumeration of these places generally will be different from the regular procedure. Some of them will be included in the regular enumeration and others will be done by special as-

signment. Whether you are enumerating these places by special assignment, or during the regular enumeration, follow the procedure outlined in paragraph 306.

306. How to enumerate special types of living quarters.—

Rooming house, lodginghouse, tourist home. Enumerate as a separate dwelling unit each of the quarters which have either separate cooking equipment or two or more rooms and separate entrance.

Quarters which do not fulfill either condition are to be combined with the quarters of the landlord, or with each other if the landlord does not live in the structure. If the combined quarters contain fewer than 10 lodgers (roomers), enumerate the combination as one dwelling unit (box 1 in item 3—house, apartment, flat); if the combined quarters contain 10 or more lodgers, enumerate the combination as nondwelling-unit quarters (box X in item 3) on one Housing line.

Hotel, lodge, motel, motor court, tourist court. Before you start to enumerate in a hotel, lodge, motel, motor court, etc., determine whether the majority (more than one-half) of the rooms, suites, or other accommodations are "permanent" or "transient." Permanent accommodations are those occupied or reserved for occupancy by guests who seek lodging for a period of time usually a month or more and who are as a rule granted reductions from the daily or weekly rates. The remaining quarters should be considered transient accommodations.

Permanent.

If the majority of the accommodations in the hotel, motor court, etc. are permanent, apply the following rules to all of the accommodations, whether they are usually occupied by permanent guests, occupied by transients, or vacant. Enumerate as a separate dwelling unit (box 1 in item 3) each of the quarters which have either (a) separate cooking equipment, or (b) two or more rooms which are rented as a suite. Do not consider as a suite, a group of sleeping rooms which are temporarily rented together but which are usually rented separately.

Combine the remaining quarters and enumerate the combination as nondwelling-unit quarters (box X in item 3) on one Housing line.

Transient.

If the majority of the quarters are for transients, combine all the quarters in the hotel, motor court, etc., and enumerate the combination as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.

Separate structure for apartment use.

If the hotel management operates a separate structure as a regular apartment house, enumerate each apartment as a separate dwelling unit (box 1 in item 3).

306. *How to enumerate special types of living quarters.*—Continued.

Dormitory, sorority house, fraternity house, residential club, bunkhouse, convent, monastery, nurses' home, "flop house," mission, Y, Salvation Army shelter.	Enumerate the structure as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.
Institution or general hospital: Building containing only family quarters for staff members.	Enumerate each of the family quarters as a separate dwelling unit (box 1 in item 3).
Building(s) containing living quarters for nonstaff members, such as patients or prisoners, and building(s) containing living quarters for staff members not in families.	Enumerate the structure or group of such structures as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.
Military installation: Barracks, bachelor officers' quarters, base hospital.	Do not make any entries on the Population and Housing Schedule. Persons will be enumerated on ICR's by special assignment.
Building containing only family quarters.	Enumerate each of the family quarters as a separate dwelling unit (box 1 in item 3).
Transient quarters.	Combine all the transient quarters and enumerate the combination as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.
Trailer, tent.	Enumerate as a separate dwelling unit each trailer (box 2 in item 3) and each tent (box 3 in item 3) whether singly or in a camp, if it is occupied as separate living quarters. If the trailer or tent is vacant, do not enumerate it.

HOUSING ITEMS

Identification of living quarters

307. Sheet number.—Copy at the top (left) of the Housing side of the schedule the sheet number that appears at the top (right) of the Population side. Both sides of the sheet will have the same number.

308. Item 1. Serial number of dwelling unit.—Copy the serial number of the unit from item 3 of the Population side of the schedule. You will have assigned a serial number to each occupied dwelling unit, each dwelling unit occupied by nonresidents, each vacant dwelling unit, and each nondwelling-unit quarters. (See also pars. 30 to 36 and par. 93.)

On the Housing side of the schedule, these serial numbers must be in consecutive order except for the numbers assigned to callbacks. However, on the "out-of-order" sheets, the serial numbers may be in any order. When you have completed your ED, the number of Housing lines used should equal the highest serial number assigned to that ED.

309. Item 2. Block number.—If your ED is divided into blocks, these blocks have been numbered (by the Census Bureau, by your Crew Leader, or by you as instructed in par. 9). Copy in item 2 the number of the block in which this dwelling unit is located. If your ED is not divided into blocks, leave item 2 blank.

Type of living quarters

310. Item 3. Type of living quarters.—Classify the living quarters as either a "dwelling unit," or "nondwelling-unit quarters in a large rooming house, institution, hotel, tourist court, etc." Classify the living quarters which are dwelling units in one of the following three categories: (1) House, apartment, flat, (2) trailer, (3) tent, boat, railroad car.

311. House, apartment, flat.—Any dwelling unit which is not a trailer, tent, boat, or railroad car belongs in the group "House, apartment, flat." Include in this category not only the ordinary houses and apartments but also such dwelling units as apartments in hotels, flats over or behind stores, apartments over garages, janitor's quarters in a nonresidential building, and living quarters in structures such as barns and sheds which have been converted to residential use.

312. Trailer.—A trailer which is still on wheels or has been set on a temporary foundation belongs in this category. However, if it has been set on a permanent foundation or if one or more rooms have been built onto it, report it as "House, apartment, flat." Do not enumerate a trailer if it is vacant or used merely as an extra sleeping room.

313. Tent, boat, railroad car.—Include in this category only tents, boats, or railroad cars occupied as separate living quarters. Do not enumerate a vacant tent, boat, or railroad car.

314. Nondwelling-unit quarters in large rooming house, institution, hotel, tourist court, etc.—Identify nondwelling-unit quarters according to the instructions in paragraphs 303 and 306.

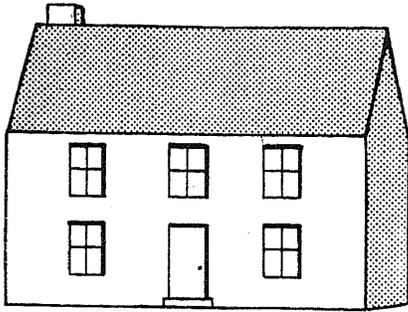
Structure characteristics

315. Items 4, 5, and 6. Structure.—A separate structure:

- Has open space on all four sides,
- or
- Has vertical walls dividing it from all other structures.

For example, a house with open space on all four sides is a separate structure. In row houses, each house is a separate structure; in twin houses, each house is a separate structure if the wall between goes from ground to roof.

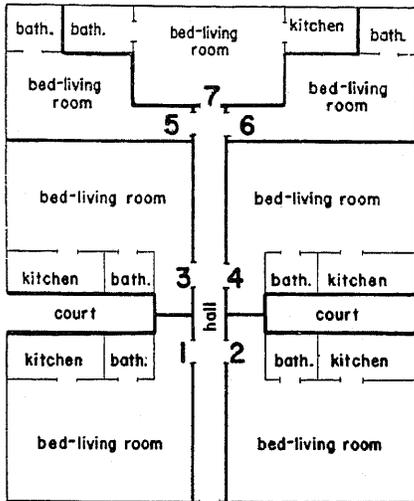
ILLUSTRATIONS OF LIVING QUARTERS

**1—Single-family house**

A farmer, his wife, and their five small children occupy the whole house.

The entire house is occupied by only one family; it is one dwelling unit.

For "Type of Living Quarters," check box 1, "House, apartment, flat."

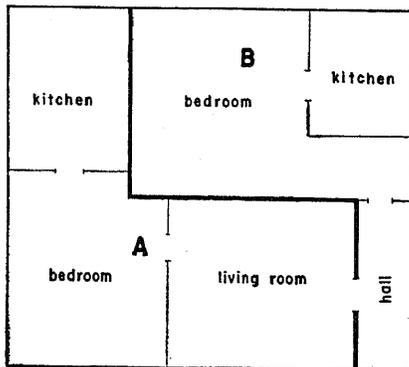
**2—Regular apartment house**

This is a floor of a regular apartment house. Each numbered unit is occupied by a couple or by a person living alone.

Apartments 1, 2, 3, 4, and 7 have separate cooking equipment and therefore are separate dwelling units. Apartments 5

and 6 are one-room apartments in a regular apartment house and are separate dwelling units even though they have no separate cooking equipment and consist of only one room.

For each of the seven apartments, check box 1, "House, apartment, flat."

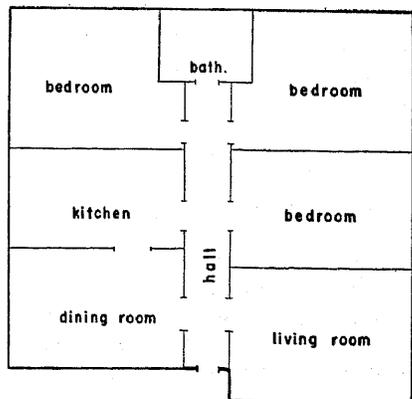
**3—House with related family group—two dwelling units**

A widowed mother occupies the three rooms labeled A. She has a coal stove which she uses for cooking.

Her son and his wife live here, too, but they have two rooms of their own, labeled B. The son and wife cook their meals on their 3-burner electric hotplate.

A and B are separate dwelling units because each has separate cooking equipment. (A has a regular stove, and B has a hotplate which the occupants use for preparing meals.)

For each of the two dwelling units, check box 1, "House, apartment, flat."

**4—House with related family group and lodgers—one dwelling unit**

This house is occupied by a man and his wife, their married daughter and her husband, and two lodgers.

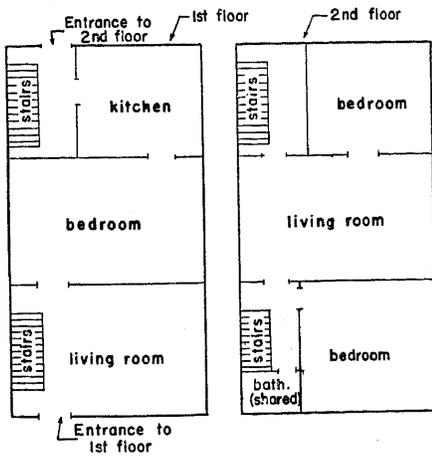
The married daughter and her husband do not have their own cooking equipment nor do they have exclusive use of two or more rooms with separate entrance. The lodgers share one room and have no cooking equipment.

Neither the younger couple nor the lodgers have a separate dwelling unit. Their quarters are combined with the quarters of the head and wife, and the combined quarters contain fewer than 10 lodgers.

The entire house constitutes one dwelling unit.

Check box 1, "House, apartment, flat."

5—Dwelling units with two or more rooms and separate entrance



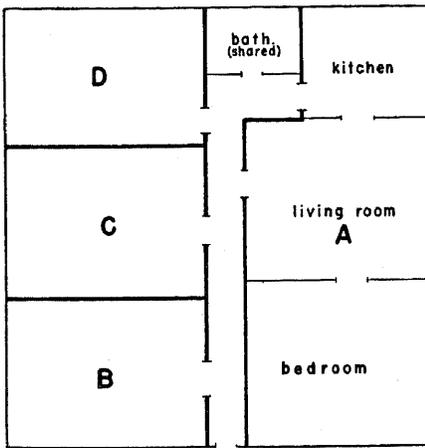
A man and his wife occupy the rooms on the first floor. A married couple and their daughter occupy the three rooms on the second floor. Although the two families cook at different times and eat separately, they use the same kitchen. Each of the quarters has its own entrance.

Neither the first-floor unit nor the second-floor unit has separate cooking equipment.

However, each of the quarters is a separate dwelling unit because each has two or more rooms and a separate entrance. (For the count of rooms, the shared kitchen is counted with the first-floor unit.)

For each of the two dwelling units, check box 1, "House, apartment, flat."

6—One-room dwelling units with separate cooking equipment



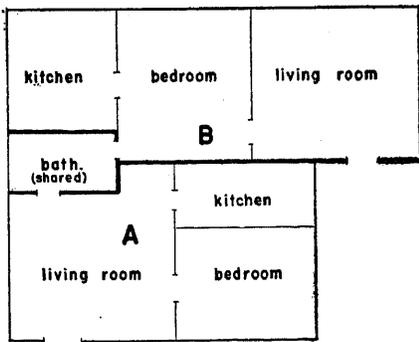
The owner converted his house to accommodate several families. He kept three rooms (labeled A) including a kitchen with a gas range, for his own use. He furnished the remaining rooms, B, C, and D, as studio rooms with 2-burner gas hotplates for cooking.

A mother and daughter live in B, a man and his wife in C, and one woman in D. The woman in D seldom cooks but the occupants of the other quarters use their stoves for preparing practically all their meals.

Each of the four quarters is a separate dwelling unit because each has separate cooking equipment. (A has a regular gas range; B and C have hotplates which the occupants use for preparing meals; and the hotplate in D is considered separate cooking equipment because most of the quarters in the structure have cooking equipment for preparing meals.)

For each of the four dwelling units, check box 1, "House, apartment, flat."

7—Vacant dwelling unit



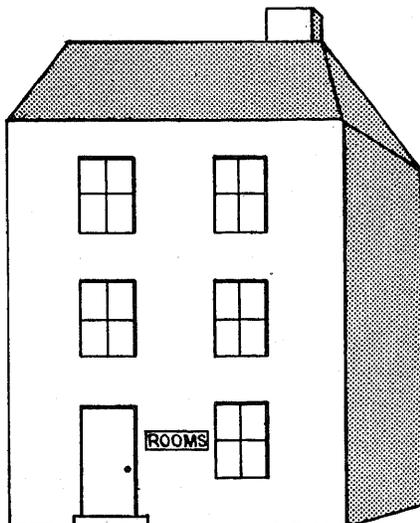
A man, his wife, and son occupy the three rooms labeled A. They have a regular gas stove for cooking.

The wife says there are three vacant rooms in the back (labeled B). The previous tenants in B had their own gas range which they took with them. The new tenants will move in tomorrow.

A and B are separate dwelling units because each has separate cooking equipment. (The vacant dwelling unit B is considered as having separate cooking equipment because the previous occupants had a regular range for cooking.)

For each of the two dwelling units, check box 1, "House, apartment, flat."

8—Large rooming house—non-dwelling-unit quarters



The landlady has a room and kitchen on the first floor. She sublets the remaining 11 rooms in the house as sleeping rooms, with one person occupying each room.

The woman in room 6 has a 1-burner electric hotplate which she uses for occasional snacks. The other roomers have no cooking facilities.

None of the lodgers' quarters are separate dwelling units because none have separate cooking equipment or two or more rooms

with separate entrance. (Room 6 is not considered as having separate cooking equipment; it has only a hotplate for occasional use.)

The lodgers' quarters are combined with the landlady's quarters. Because the combined quarters of the head and lodgers contain "10 or more lodgers," enumerate the combination as one nondwelling-unit quarters.

Check box X, "Nondwelling-unit quarters."

In apartment developments or in housing developments of the village or garden type, each building with open space on all sides is a separate structure.

If a shed, private garage, etc., adjoins the house, do not consider such attachment as a separate structure.

Usually you can obtain the entries for items 4, 5, and 6 by observation. Make the same entries for each of these items for all dwelling units within the same structure. For example, for a detached apartment house with 24 apartments and with a store on the first floor, the answers for items 4, 5, and 6 should be "detached," "24," and "Yes" for each of the 24 Housing lines.

316. Item 4. Type of structure.—Structures are classified into three groups:

a. A *detached* structure has open space on all four sides.

b. A *semidetached* structure has only one wall attached to an adjoining residential structure and is one of only *two* such residential structures. Each of these two structures must have open space on the remaining three sides.

c. An *attached* structure has one or more walls attached to an adjoining structure and is:

(1) One of 3 or more such structures (either residential or nonresidential),

or

(2) One of 2 such structures, one of which is nonresidential.

Each house in a "row" of 3 or more houses, including the end house, is attached. Also, a house having a common wall with a nonresidential structure, such as a store or factory, is attached. (Consider as nonresidential a structure devoted primarily to nonresidential use, even though it may contain living quarters.)

317. Illustrations of structures.—For illustrations of various types of structures, see pages 140 and 141.

318. Item 5. Number of dwelling units in the structure.—Report the number of dwelling units in the structure. Do not include any nondwelling-unit quarters (box X in item 3) in this count.

Include vacant as well as occupied dwelling units. Be sure to count the dwelling units in this structure which are enumerated on the "out-of-order" sheets.

If there is more than one dwelling unit in the structure, you should enter the same total for each dwelling unit in the structure.

319. Item 6. Business unit in structure.—The usual type of business unit is a commercial establishment such as a regular store, shop, or restaurant.

Some activities carried on in the home could be businesses for purposes of the occupation, industry, and income questions on the Population side of the schedule, but are not considered business units for Housing. For example, one or two rooms used as a doctor's office, a music studio, and the like, by a person living in the dwelling unit, are *not* business units for purposes of the Housing questions. Similarly, the serving of meals to boarders who live in the structure, renting rooms, and selling home-grown produce are not businesses for purposes of this item.

Condition of unit

320. Item 7. Condition of unit—Purpose.—This item is to provide information about the quality of our housing. We need to know how many dwelling units are not doing their job of providing adequate shelter, and, in their present condition, endanger the health, safety, or well-being of their occupants. The item on dilapidation will provide part of this information.

321. Definition of dilapidation.—Report a dwelling unit as dilapidated when it has serious deficiencies, is run-down or neglected, or is of inadequate original construction so that the dwelling unit does not provide adequate shelter or protection against the elements or it endangers the safety of the occupants. A dwelling unit should be reported as dilapidated if, because of either deterioration or inadequate original construction, it is below the generally accepted minimum standard for housing and should be torn down, extensively repaired, or rebuilt.

322. How to apply the definition of dilapidation.—Do not ask the respondent about this item. On the basis of your own observation, determine whether the unit is dilapidated. If you decide that the unit is dilapidated on the basis of your observation of the exterior, report it as dilapidated even though the interior may be in good condition. Similarly, even though the exterior is in good condition, report the house as dilapidated if the interior is dilapidated. Likewise, the front of the house may be in good condition but observation of the sides or rear may reveal signs of dilapidation.

Observe the interior of the dwelling unit while you are conducting the interview. If you have the slightest doubt about the condition of a unit when enumerating at night, you must observe it during the daytime.

You cannot see all of the bad features which make a dwelling unit dilapidated. Some deficiencies, such as enclosed joists or beams which are termite-ridden or rotted, could be revealed only by an engineering survey. Other defects, such as lack of adequate light or ventilation, or the presence of dampness or infestation, would be observed only by a more careful inspection of the dwelling unit, which is not always possible in the Census. But you can easily see certain defects which will help you determine whether the unit is dilapidated; these defects are not only significant in themselves but are indications of other defects which you cannot easily see.

The types of deficiencies you are to look for relate to weather tightness, the extent of disrepair, hazards to the physical safety of the occupants, and inadequate or makeshift construction.

In most units that are dilapidated, you will find a number of deficiencies. In some cases, however, a single deficiency will be critical enough in itself to warrant classifying the unit as dilapidated; for example, a sagging wall or roof indicates the lack of proper support and the unsound condition of the structure as a whole. In other cases, there may not be any one critical deficiency, but there will be a combination of minor deficiencies in sufficient number and extent to justify classifying the unit as dilapidated. In still other cases there may be no evidence of deterioration, but the dwelling unit is so inadequately constructed that it should be classified as dilapidated.

A dwelling unit is dilapidated because of:

- a. One or more critical deficiencies,
- b. Combination of minor deficiencies, or
- c. Inadequate original construction.

323. Critical deficiencies.—If you observe a single deficiency which is serious enough in itself to warrant classifying the unit as dilapidated, you need not look any further for other defects. Examples of such critical deficiencies are:

- a. Holes, open cracks, rotted, loose, or missing materials (clapboards, shingles, bricks, concrete, tile, plaster, floor boards) over a considerable area of the (1) foundation, (2) outside walls, (3) roof, or (4) inside walls, floors, or ceilings.

b. Substantial sagging of floors, walls, or roof.

c. Extensive damage by storm, flood, or fire.

324. Minor deficiencies.—Classify a dwelling unit as dilapidated when minor deficiencies are present in sufficient number and extent to give evidence that the dwelling unit does not provide adequate shelter or protection against the elements or is physically unsafe. Examples of these deficiencies are:

a. Holes, open cracks, rotted, loose, or missing materials in the foundation, walls, roof, floors, or ceilings but not over a considerable area. (See par. 323a.)

b. Shaky or unsafe porch, steps, or railings.

c. Broken or missing window panes (often the holes will be plugged with paper, cloth, or tin).

d. Rotted or loose window frames which are no longer rainproof or windproof.

e. Damaged, unsafe, or makeshift chimney (a makeshift chimney is a stovepipe or other uninsulated material leading directly from the stove to the outside through a hole in the roof, wall, or window).

f. Inside stair treads or risers, balusters, or railings that are broken, loose, or missing.

g. Deep wear on doorsills, door-frames, outside or inside steps or floors.

325. Inadequate original construction.—Consider as dilapidated those dwelling units which do not provide adequate protection against the elements because of makeshift or inadequate construction. Examples of inadequate construction are:

a. Makeshift walls (walls covered with roofing paper or made of packing boxes, scrap lumber, or tin).

b. Lack of foundation (walls resting directly on the ground).

c. Dirt floors.

d. Cellars, garages, barns, and similar places (not originally intended for living quarters) which have been inadequately converted.

Cautions in appraising condition

326. Paint.—The mere lack of paint does not in itself justify classifying the unit as dilapidated. On the other hand, the presence of a fresh paint job should not keep you from examining a unit for deficiencies.

327. Masonry, tar-paper covering.—Do not let the sturdiness of masonry walls or walls which appear to be in good condition because of tar paper or composition-shingle covering keep you from looking at other parts of the structure for signs of dilapidation.

328. Age of structure.—A unit does not have to be old to be dilapidated; a shack, for example, is seriously deficient even when brand new. Conversely, a house built many years ago is not necessarily dilapidated.

329. Neighborhood.—Your appraisal of a unit should be made uniformly, regardless of neighborhood or race. Follow the same rules whether the unit is in a good section or in a poor section; whether it is in a white neighborhood or in a nonwhite neighborhood; whether it is in the country or in the city.

330. Multiunit structure.—Most deficiencies apply to the structure. If parts of the structure which are common to all units in the structure are dilapidated (for example, if the outside walls are dilapidated), report all units in the structure as “dilapidated.” Otherwise, appraise each unit separately.

331. Undergoing repairs.—If a unit is undergoing repairs at the time of enumeration, report its condition as it will be when the repairs are completed. For example, if repairs are being made on a dilapidated unit and it will still be dilapidated when the repairs are completed, report the unit as “Dilapidated”; on the other hand, if repairs are being made to the extent that the unit will not be dilapidated when the repairs are completed, report it as “Not dilapidated.”

332. Attachments.—In appraising a house, consider an attached room or shed only if it is used as part of the main living quarters. Ignore the condition of a shed or an attachment used for storage or other nonresidential purposes.

Photographs illustrating condition

333. Photographs illustrating condition of a dwelling unit.—The photographs following p. 147 illustrate various deficiencies which you are to look for when appraising the condition of a house.

Persons in dwelling unit

334. Item 8. Review of number of persons listed for this dwelling unit.—There should be an entry in item 8 for every dwelling unit. If the unit is occupied entirely by nonresidents, check the box “Occupied entirely by nonresidents.” If the unit is not occupied, check the box “Vacant.” In all other instances, ask the coverage questions as worded, inserting the number of persons who have been listed on the Population side of the schedule. Give the respondent an opportunity to answer each part of the question before proceeding to the next.

Add the names of any members of the household who may have been missed to those already enumerated on the Population side of the schedule, and complete the enumeration of the missed persons. Enter in the space for the final count, the final determination of the number of persons enumerated as members of the household. If, subsequently, any change is made in the number of persons enumerated in this dwelling unit, cancel the incorrect entry and enter the corrected total.

Number of rooms

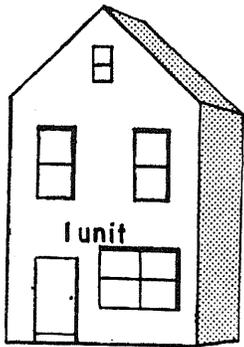
335. Item 9. Number of rooms.—Count only *whole rooms* such as kitchens, bedrooms, dining rooms, living rooms, permanently enclosed sunporches of substantial size; finished basement or attic rooms, recreation rooms, or other rooms suitable or used for living purposes; and rooms used for office purposes by a person living in the dwelling unit. Count as a separate room a kitchen, kitchenette, or “half-room” which is partitioned off from floor to ceiling; but count as only one room a combined kitchenette and dinette separated only by shelves or cabinets.

Do not count: Bathrooms, strip or pullman kitchens, halls or foyers, alcoves, pantries, laundries, closets or storage space, unused basement or attic rooms not suitable for living quarters, rooms subleased for office purposes by a person not living in the dwelling unit, and rooms used for business purposes in a dwelling unit with a business.

Count all rooms in the dwelling unit; include rooms for lodgers if such rooms are part of the dwelling unit you are enumerating. If there are several dwelling units in a house, make sure that the rooms you are counting are only for the dwelling unit you are enumerating.

ILLUSTRATIONS OF STRUCTURES

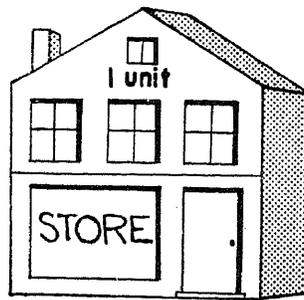
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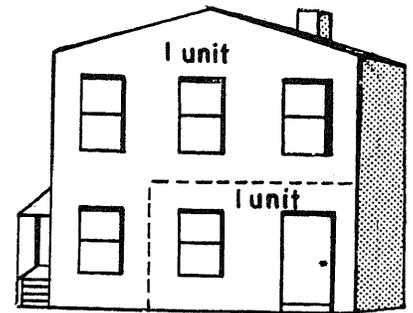
1 detached structure



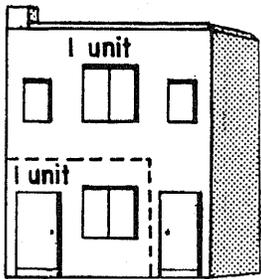
1 detached structure



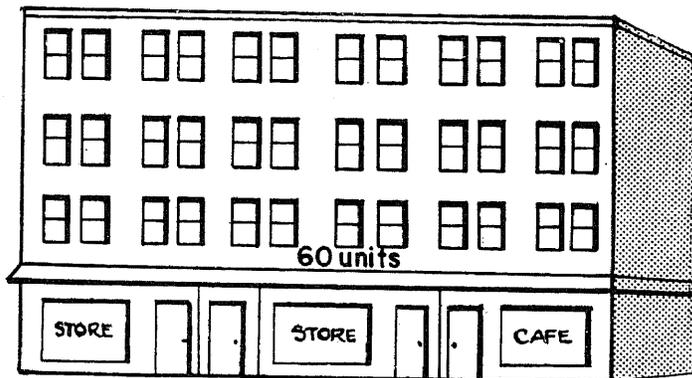
1 detached structure.



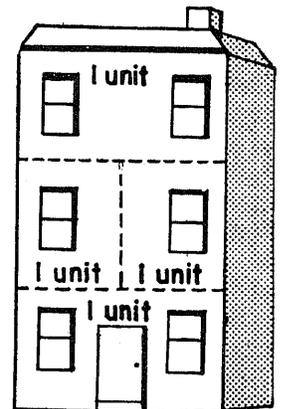
1 detached structure



1 detached structure

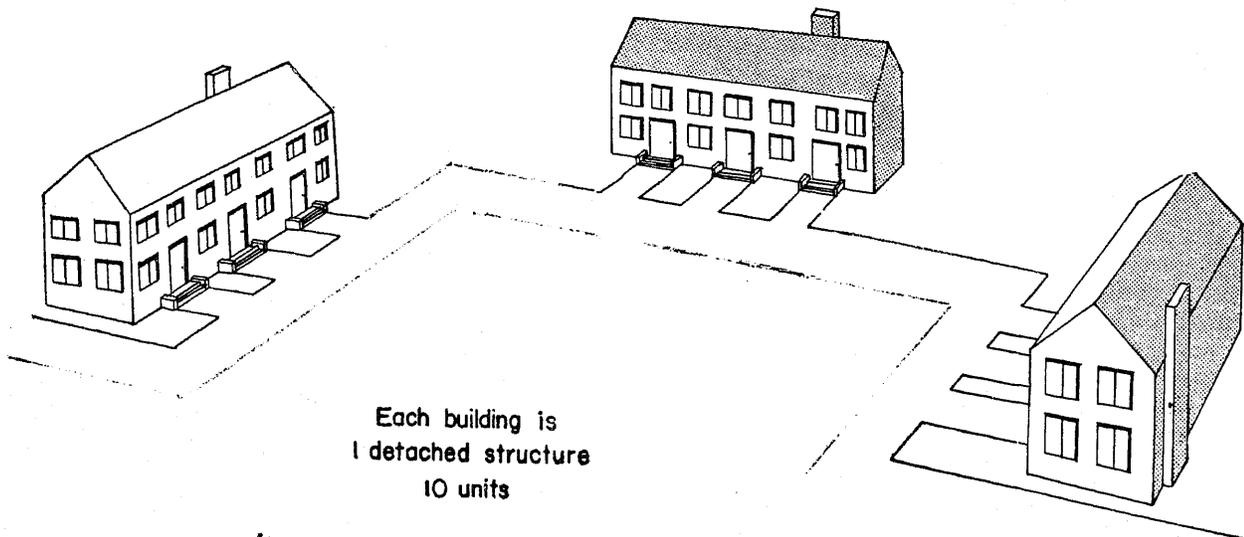


1 detached structure



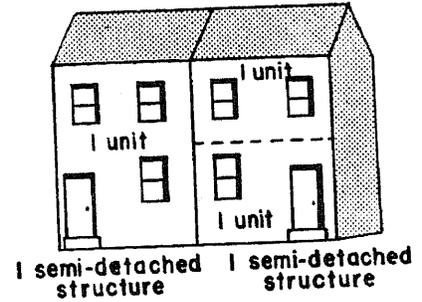
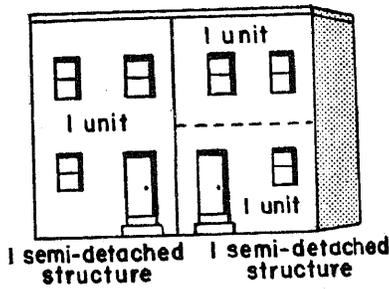
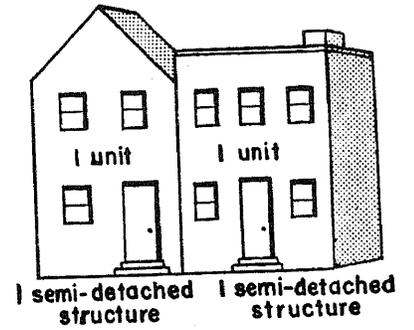
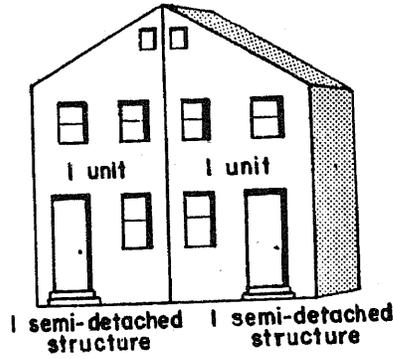
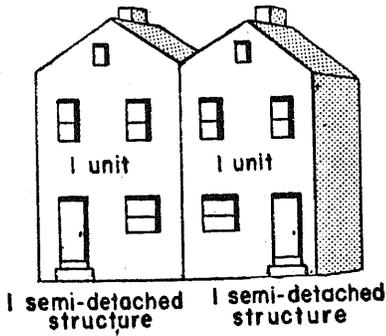
1 detached structure

APARTMENT DEVELOPMENT

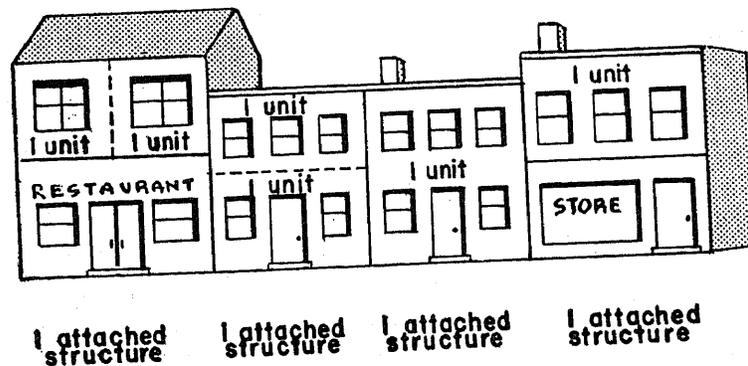
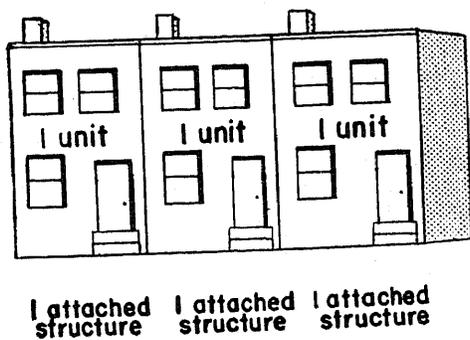
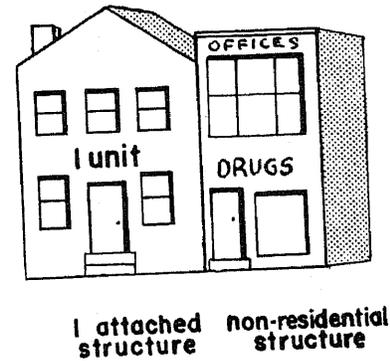
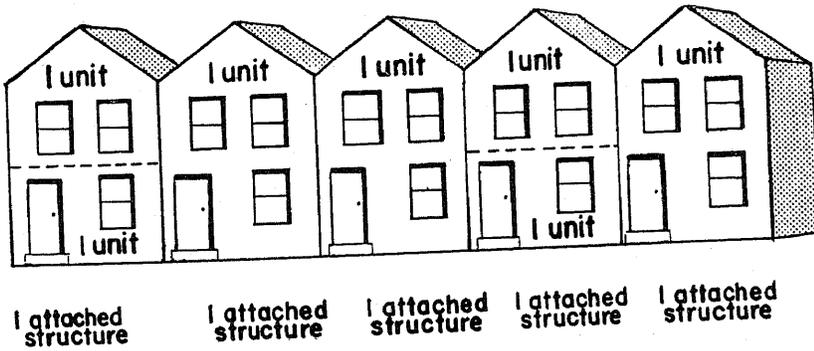


(In apartment developments, each building with open space on all sides is one detached structure.)

APPENDIX SEMI-DETACHED



ATTACHED



In the case of kitchens (or other rooms) shared by occupants of two or more dwelling units, include the kitchen as a room in the dwelling unit to which it is most readily accessible.

All rooms that are suitable for living quarters, even though they are not used at the time of enumeration, must be included.

Equipment, facilities, fuel, and year built

336. Items 10 to 15. Equipment and facilities.—In answering items 10 to 15, determine what equipment or facilities are available for the use of the occupants of the dwelling unit you are enumerating. For units under construction or conversion, however, consider the unit as having the equipment available for use if it will be installed by the time the construction is completed.

If more than one type is available, check the appropriate type which appears first in the list for that item. An entry should be made in each of these items for vacant as well as occupied dwelling units.

337. Equipment out of order.—Consider a unit as having the equipment even if it is temporarily out of order or not being used because of the high cost or inconvenience of operation. Do not consider the unit as having the equipment if it has been out of order for some time and there is little likelihood of immediate repair.

338. Inside this structure; outside this structure.—In answering items 10, 11, 13, and 14d, you will have to distinguish between "inside this structure" and "outside this structure." To be "inside this structure," the equipment must be located in this dwelling unit, or elsewhere in this structure such as in a common hallway or in a room used by several households in the structure. It may even be necessary to go outdoors to reach the part of the structure in which it is located. Equipment on an open porch is "outside this structure"; however, if the equipment is located in an enclosed porch, consider it as "inside this structure."

339. Exclusive use; shared.—For items 12, 13, and 14d, you must distinguish between "exclusive use" and "shared."

a. Exclusive use.—Equipment is "for this unit's exclusive use" when it is used only by the persons in the dwelling unit you are enumerating. If

there is only one dwelling unit in the whole house or structure, equipment which is located inside this structure should be reported, "For this unit's exclusive use." If the equipment is used by lodgers, as well as other persons in this dwelling unit, it is still for this unit's exclusive use provided that it is not used by occupants of another unit.

b. Shared.—"Sharing" occurs when occupants of two or more units use the same equipment. Report as "shared," equipment which would be used also by the occupants of a unit now vacant, if that unit were occupied. If the occupants of a dwelling unit and those in nondwelling-unit quarters use the same equipment, report the equipment as shared. Sharing occurs frequently in houses which have been converted to several units and the equipment is available for the use of the occupants of more than one unit.

340. Item 10. Piped water supply.—Water piped from a pressure or gravity system is "piped running water." If piped running water is available for the dwelling unit, determine whether it is inside or outside this structure. (See pars. 336 to 338.)

A dwelling unit has hot piped running water if piped hot water is available all year round or only part of the time. It need not be continuously available; for example, if hot water is available only during the heating season or at various times during the week, report the unit as having hot piped water.

Water from a hand pump is *not* piped running water. Check box 4 for hand pump, well, stream, etc., if no piped running water is available.

If more than one type of water supply is available for a dwelling unit, either for household or drinking purposes, report the type which appears first on the schedule.

341. Item 11. Type of toilet.—A toilet is a flush toilet if it is operated by means of water piped to it. A flush toilet may be located outside the structure but usually it is inside. When more than one type of toilet facility is available for a dwelling unit, report the facility which appears first on the schedule. For example, if there is a flush toilet inside the structure, and also an outside toilet, check the box, "Flush toilet inside this structure." The term "inside this structure" is defined in paragraph 338. (See also pars. 336 and 337.)

342. Item 12. Toilet—exclusive use.—Determine whether the type of toilet reported in item 11 is for exclusive use. For definition of "exclusive use" see paragraph 339.

343. Item 13. Installed bathtub or shower.—A bathtub or shower is installed if it has running water piped to it. Furthermore, it must be located inside the structure to be reported in category 1 or 2. If an installed bathtub or shower located inside the structure is available for the dwelling unit, check box 1 or 2 depending on whether it is for exclusive use of the dwelling unit you are enumerating. The terms "inside this structure" and "exclusive use" are defined in paragraphs 338 and 339. (See also pars. 336 and 337.) An installed bathtub or shower located *outside* the structure is to be reported in box 3, "No bathtub or shower for this unit." Also check box 3 if the only facility for bathing is a washtub, portable bathtub, or other makeshift arrangement.

344. Items 14 and 15. Explanation.—Not all of items 14a through 14e and 15a through 15d are answered for every dwelling unit. When you enumerate a dwelling unit, answer only the items which are on the line you are filling. The large encircled figures on this part of the schedule are not the item or line numbers; they are for office use only.

345. Item 14a. Heating equipment.—Report the equipment available for heating the dwelling unit during the winter months. Report a usable heating system or furnace even though it may be temporarily out of order or is not in operation because of cost or inconvenience.

a. Piped steam or hot water.—Include radiators (and pipes), radiant, panel, and baseboard heating systems in this category.

b. Warm-air furnace.—Check this box for either "piped" or "pipeless" warm-air furnaces. A piped warm-air furnace has pipes which conduct warm air to various rooms in the dwelling unit. A pipeless warm-air furnace is usually located in the basement or utility room with one grille directly above or adjacent to the furnace. Floor and wall furnaces are included in this category.

c. Other means—with flue.—Check this box for fireplaces and flue-connected heating stoves. A flue is a pipe or enclosed passage to carry the smoke or fumes from the equipment to the outside of the structure. The

flue must be connected to a chimney or lead directly to the outside through a hole in the wall or window.

Flue-connected heating devices are generally oil-, wood-, or coal-burning heaters with a stove pipe connected to a flue in the wall or ceiling. Flue-connected stoves or ranges which are used primarily for cooking are included in this category if they are the only source or the major source of heat for the dwelling unit.

d. Other means - no flue.—Check this box for any type of heating equipment which is not flue-connected, such as electric heaters (including coil wall heaters) and portable kerosene heaters.

346. Item 14b. Electric lighting.—A dwelling unit has electric lighting if it is wired for electric lights even though the service may be temporarily discontinued.

347. Item 14c. Radio.—Check “Yes” for a radio even though it is temporarily out of order or is being repaired elsewhere. If there is only a television set in the unit, check “No” for this item.

348. Item 14d. Kitchen sink.—The kitchen sink must have a drain pipe which carries waste to the outside, and must be located inside this structure, to be reported in category 1 or 2. It need not have running water piped to it. Usually it is located in the kitchen; however, a sink (with drain pipe to the outside) which is located in a hall, pantry, enclosed porch, or room adjacent to the kitchen, and used in the washing of dishes or cooking utensils, is also a kitchen sink. A washbowl, basin, or lavatory located in a bathroom or bedroom is *not* a kitchen sink. A sink with only a bucket to collect waste is to be reported, “No kitchen sink.” See paragraphs 338 and 339 for definitions of “inside this structure” and “exclusive use.” (See also pars. 336 and 337.)

349. Item 14e. Year built.—The year a structure was built means the calendar year in which construction was completed. This refers to the original construction of the building, 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 the owner is not available, find out the year built from the renter. If the occupants themselves do not know the year built, ask persons who have lived in the neighborhood for a long time.

If necessary, suggest ways of estimating the age of the structure by asking the occupant how long he (or his family) has lived in this house, whether it was new when he moved in, etc.

If neither the occupants of the structure nor the neighbors know when it was built, enter your best estimate for the 10-year period if the house was built prior to 1940 (1930 to 1939, 1920 to 1929, 1919 or before); or enter the best estimate for the year if the house was built in 1940 or later.

If the construction of the house is not completed, enter “1950.”

In a structure containing more than one dwelling unit, the entry for “year built” should be the same for all dwelling units in that structure.

350. Item 15a. Heating fuel.—Check the one fuel that is used most for heating. If two fuels are used for equal periods, check the one appearing first in the item. If the response is “gas,” ask whether it is “utility” or “bottled” gas.

a. Utility gas.—Utility gas is always piped into the dwelling unit from mains leading from a central system, which is owned and operated generally by a public utility company or by the municipal government. It may be either manufactured or natural.

b. Bottled gas.—Bottled gas is supplied to the consumer in containers (bottles or tanks) which are replaced or refilled as needed. Bottled (or tank) gas is frequently known by a trade name.

c. Liquid fuel.—Liquid fuel includes fuel oil, furnace oil, distillate oil, kerosene, coal oil, stove oil, range oil, lamp oil, gasoline, and alcohol.

d. Other fuel.—Check this box for fuels which cannot be classified into one of the specific categories listed in the item.

351. Item 15b. Type of refrigerator.—Determine and classify the refrigeration equipment used for the preservation and storing of food.

a. Electric, gas, or other mechanical refrigerator.—Mechanical refrigerators make their own ice and may be operated by electricity, gas, kerosene, gasoline, or other source of power.

b. Ice box or ice refrigerator.—These are nonmechanical and must be supplied with ice from an outside source.

c. Other refrigeration.—This category includes devices or methods such as a spring house, cooler, or well cooler

used to refrigerate food, an ice house in which storage space is provided for perishable food, and any evaporative cooler which is operated by a constant application of water.

d. None.—If the unit has no device for refrigerating food, check “None.” A window box, root cellar, open spring, or basement should be classified “None.”

352. Item 15c. Television set.—Check “Yes” for a television set even though it is temporarily out of order or is being repaired elsewhere.

353. Item 15d. Cooking fuel.—Check the one fuel that is used most for cooking. If two fuels are used for equal periods, check the one appearing first in the item. If the response is “gas,” ask whether it is “utility” or “bottled” gas. See paragraph 350 for a description of the various fuels.

Occupancy

354. Item 16. Occupancy.—A dwelling unit is occupied if people are living in it at the time of enumeration. A dwelling unit is also considered occupied if its occupants are only temporarily absent, as, for example, if the occupants are on vacation. A dwelling unit should be considered vacant if it has recently been sold or rented but the owners or renters have not yet moved in.

355. Occupied by owner.—A dwelling unit is “occupied by owner” if the owner or co-owner is one of the persons living in the unit (or absent from the household for a short period of time, such as, a family member in the armed forces or temporarily working away from home), even if he has not fully paid for the unit or has a mortgage on it. Consider a cooperative apartment unit as occupied by the owner if the owner lives in it.

356. Occupied by renter.—A unit is “occupied by renter” if any money rent is paid or contracted for.

357. Occupied rent free.—Units “occupied rent free” are those which are not occupied by the owner and for which no money rent payment is made or contracted. Such units are usually occupied rent free in exchange for services rendered, or sometimes the right to occupy the unit is the gift of a relative or friend who does not live in the unit. For example, a caretaker, farm worker, or a janitor, who receives

the use of a house or apartment as part of his wages, or a minister who receives the use of the parsonage as part of his salary, occupies the unit rent free. A tenant farmer who does not pay money rent should be reported as occupying the unit rent free. If a unit is occupied rent free, do not fill the remaining items on the line.

358. Occupied entirely by nonresidents.—If a dwelling unit is "occupied entirely by nonresidents," determine whether the nonresidents own the unit, pay rent for the unit, or occupy it rent free.

359. Vacant.—A dwelling unit, furnished or unfurnished, is vacant if no persons are living in it at the time of enumeration. Vacant dwelling units used only seasonally, or units which have recently been sold or rented, are to be considered vacant if no one is living in them at the time of enumeration. However, if you find a dwelling unit whose occupants are only temporarily absent (for example, away on vacation), enumerate it as occupied. (See also pars. 297 to 302.)

360. Vacant, under construction.—Enumerate vacant units under construction if construction has proceeded to the point where all exterior windows and doors have been installed and final usable floors are in place (see paragraph 299). Report each unit according to its expected status upon completion. For example, a dwelling unit that will be for rent when completed should be reported as "For rent." Similarly, if a house will be offered for sale only, it should be reported as "For sale only." If a house is being built by the owner for his own use, it should be reported as "Not for rent or sale."

361. Vacant, undergoing repairs, being remodeled or converted.—If a house or apartment is vacant because it is undergoing repairs, being remodeled or converted, enumerate each unit according to its expected status upon completion. For example, if a single-family house is being converted into two dwelling units which will be offered for rent, enumerate as two dwelling units for rent.

362. Vacant, for rent.—Include units which are offered for rent as well as those being offered for rent and for sale at the same time. A "For sale" sign does not always mean that the unit is not for rent also. Ask a neighbor if it is also offered for rent. (See also pars. 360 and 361.)

363. Vacant, for sale only.—Include only units which are for sale only and not for rent. If a vacant unit is located in a multidwelling unit structure which is "for sale only" as a whole structure, and the individual unit is not for sale and not for rent, report it as "Not for rent or sale." However, in a 2- or 3-dwelling unit structure which is "for sale only," there is usually a dwelling unit intended to be occupied by the owner. In such cases, report the vacant unit intended for the owner as "For sale only" unless it can be rented. (See also pars. 360 and 361.)

364. Vacant, not for rent or sale.—Some vacant units are neither for rent nor for sale. (See also pars. 360 and 361.) The following are examples of dwelling units being held off the rental or sale market.

a. Units that are rented or sold but not yet occupied by the new renter or owner.

b. Newly constructed units (as defined above) awaiting final completion which have already been rented or sold.

c. Units being held for settlement of an estate.

d. Units held off the market for personal reasons of the owner.

e. Units being used for nonresidential purposes — storage, etc., provided they are intended to be used only temporarily as such. If they have been permanently converted to storage or other nonresidential use, they are no longer living quarters and should not be enumerated.

f. Units in a multidwelling unit structure being held for sale of the entire structure.

Seasonal use of vacant units

365. Item 17. Vacant: nonseasonal or seasonal.—Classify vacant units according to the following definitions.

a. Nonseasonal.—Nonseasonal units are those which are intended for occupancy on a year-round basis. A dwelling unit located in the closely built-up area of a nonresort city is considered nonseasonal even though it may be occupied only part of the year. In resort areas, a unit which is usually occupied on a year-round basis is considered nonseasonal.

b. Seasonal.—Seasonal dwelling units are found primarily in resort areas and are intended for occupancy during only a portion of the year. In deciding whether vacation homes or other dwellings are seasonal, base your

decision on whether or not the unit is intended for occupancy on a year-round basis. In some 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 are to be reported as "Seasonal."

In resort areas it may be difficult to determine the status of vacant units. In reporting the vacancy status of seasonal units in item 16 (see pars. 362 to 364), report the units as "For rent" if there is a rent sign, or "For sale only" if there is only a sale sign on the property. If there is no sign on the house and if the immediate neighbors do not know the status, report the vacant unit as "Not for rent or sale."

Monthly rent or sale price: nonfarm vacant units

366. Items 18 and 19. Explanation.—Fill these items for nonfarm vacant dwelling units. Enter amounts of money to the nearest whole dollar; do not show cents. If fifty cents or more, raise to one dollar; for example, report \$27.50 as "28."

367. Nonfarm units.—Nonfarm units are those for which an entry of "No" was made in item 4 on the Population side of the schedule, "Is this house on a farm (or ranch)?" Disregard item 5 on the Population side when identifying nonfarm units

368. Item 18. Monthly rent for vacant unit.—Report the rent asked, regardless of whether it includes furniture, heating and cooking fuel, electricity, water, or services. If rent is reported on other than a monthly basis, convert the amount to a monthly rate. For example, multiply weekly rents by $4\frac{1}{3}$, and semimonthly figures by 2, to compute the monthly rent. If the rent asked includes rent for a commercial unit in addition to the dwelling unit, report that part of the total rent which is estimated for the dwelling unit alone.

369. Rent for vacant seasonal unit.—If the dwelling unit is rented at different rates during different parts of the year (as is frequently true of dwelling units in resort areas), report the monthly rent at the time of enumeration. If the unit is rented for the season, divide the total seasonal rent by the number of months in the season.

370. Item 19. Sale price asked for vacant unit.—Enter the sale price asked by the owner for the property. If the property includes more than one residential structure, enter in a footnote the number of *dwelling units* in the property. Be careful to report the total price and not just the down payment.

Market value and mortgage: non-farm units occupied by owners

371. Items 20 to 22. Explanation — “this property”—Fill these items for nonfarm dwelling units occupied by owners. See paragraph 367 for definition of nonfarm unit. Enter amounts of money to the nearest whole dollar.

Items 20 to 22 relate to *this property* of which the dwelling unit is a part, and not to the dwelling unit alone or to the structure alone unless these are identical with the property. Usually “this property” consists of the one structure and the lot on which it is located. However, the property may include an additional structure, such as a house on the back of the lot. In some multidwelling unit structures—cooperative apartment houses, for example—individual dwelling units in the structure are owned separately; in such cases, “this property” refers to the one unit which the respondent owns. Items 20, 21, and 22 must relate to the same property.

372. One dwelling unit occupied by owner.—If there is only one owner-occupied dwelling unit on this property, the market value of the property will represent the value of the entire property even though it may contain, in addition, dwelling units occupied by renters. For example, if the owner of property consisting of a two-dwelling-unit house lives in the first floor unit and rents out the second floor unit, report the market value for the whole property and not just the one dwelling unit the owner occupies; the entry in item 21 will be “2” to apply to the figure reported in item 20.

Even though there are co-owners living in the same dwelling unit, or even though one or more of the co-owners do not live on the property, report the market value of the entire property and the number of dwelling units in the entire property. For example, if two brothers own the property but only one brother lives on it, report the value of the entire property and not the one brother’s share.

373. Two or more dwelling units occupied by owners.—If the property is owned jointly by two or more owners who occupy separate dwelling units on the property, the market value of the entire property should be reported for each owner even though the entire value of the property is thus reported more than once. For example, if two sisters and a brother are co-owners of a \$10,000 property consisting of three dwelling units, and each lives in a separate dwelling unit on the property, report “10,000” in item 20 and “3” in item 21 for each of the three dwelling units. The Census Bureau will tabulate values for such properties so that there will be no duplication in the final results.

374. Item 20. Value of property: non-farm owner.—Obtain this information whether or not the property is for sale. Enter the amount for which the property, including its land, would sell under ordinary conditions at the present time, not at a forced sale. This market value applies to whatever the respondent includes in “this property.” (See pars. 371 to 373.) If the respondent hesitates to answer this question, make it clear that these figures are confidential and cannot be used for purposes of taxation or assessment.

If the owner of the structure pays rent for the land, obtain the value of the structure plus an estimated value of the land on which it stands.

If the respondent says he has no idea what the property would sell for, ask if he knows of a sale of a similar property in the same neighborhood, and, if so, how the value of his property would compare with the one sold. If he has heard of no recent sale in the neighborhood, ask if he has heard of a similar property listed for sale or advertised in the newspapers or elsewhere. If you have not obtained a value by these methods, select about 3 groups of values such as \$4,000–\$6,000, \$6,000–\$8,000, or \$8,000–\$10,000 and ask in which group he thinks the value would fall. Your selection of value groups should depend on your best idea as to values in that neighborhood, but you should not reveal the amount any neighbor gave as the value of his property.

If the value stated is clearly far out of line, make sure that the respondent understood the question. If he repeats the same value, place a footnote by this figure and give your own estimate in the footnote. If the respondent has given a range of values without indicating at what value in this range he thinks his property would sell, enter the

average. For example, if the respondent gives a range of \$8,000 to \$10,000, enter “9,000.”

375. Item 21. Number of dwelling units included in property.—Enter the number of dwelling units included in the property for which the market value is reported in item 20. (See also pars. 371 to 373.) Usually you will have to ask several questions to determine how many dwelling units are included in the property. See the discussion on “dwelling unit,” paragraphs 287 to 302.

If “this property” refers to one structure, the number of dwelling units to be reported in item 21 (number of dwelling units included in this property) will be the same as the number in item 5 (number of dwelling units in the structure.)

If “this property” includes other structures containing additional dwelling units, the number reported in item 21 will be greater than the number reported in item 5.

If “this property” is only part of the structure, the number reported in item 21 will be less than the number in item 5. For example, for an owned unit valued at \$4,000 in a 25-dwelling unit cooperative apartment house, the entries would be “4,000” in item 20, and “1” in item 21; the entry for item 5 (number of dwelling units in the structure) would be “25.”

376. Item 22. Mortgage (trust) on property.—In asking this question, use the term “mortgage” or “trust” depending on local usage. If the term “mortgage” or “trust” is not understood, rephrase the question. You might ask if the property is still being paid for; if it is being financed, or the like. Check “Yes” if the indebtedness is in the form of a mortgage, trust, deed of trust, land contract, contract for deed, or contract for title. Check “No” if the only debt is in the form of a personal loan or note, court judgment, confession of judgment, FHA Title I loan for repairs, mechanic’s lien, or tax lien. If the respondent indicates that he is “buying the property,” check “Yes.” Check “Yes” if the mortgage has been foreclosed but the period of redemption has not expired.

377. VA loan.—If the respondent says he has a “VA (Veterans Administration) loan or mortgage” or a “VA guaranteed loan or mortgage” on this property, check “Yes.”

378. FHA Loan.—If the respondent says he has an FHA mortgage or is buying the house through FHA, it can be assumed to be a mortgage. However, if the respondent says that he has an FHA loan which he used for repairs or improvements, it is necessary to find out whether or not it is a Title I loan for repairs.

FHA insured loans (Title I) for the purpose of repairs, property improvement, and conversion only are for a comparatively small amount of money (usually under \$500, although they may be for as much as \$5,000). They are short-term loans which are not longer than "7-year loans"; however, they usually run only about two years. These loans are not secured by a mortgage. If the only debt on the property is an FHA Title I loan of the type described, check "No."

Rent and utilities: nonfarm units occupied by renters

379. Items 23 to 26. Explanation.—Fill these items for nonfarm dwelling units occupied by renters; do not fill them for dwelling units occupied rent free. (See par. 367 for definition of nonfarm unit.)

Enter amounts of money to the nearest whole dollar; do not show cents. If fifty cents or more, raise to one dollar; for example, report \$31.50 as "32."

380. Item 23. Monthly rent for nonfarm renter unit.—Enter the rent contracted for, regardless of whether it includes furniture, heating fuel, electricity, cooking fuel, water, or other services sometimes supplied. If the dwelling unit is rented at different rates during different parts of the year (as is frequently true of dwelling units in resort areas), report the monthly rent at the time of enumeration. If rent is reported on other than a monthly basis, convert the amount to a monthly rate—multiply weekly rents by $4\frac{1}{3}$, semimonthly rents by 2, etc.

The rent reported should apply only to the dwelling unit which the renter occupies. If the rent actually paid by

him includes rent for dwelling units occupied by others (such as apartments which he sublets) report that part of the total rent which he estimates for his one dwelling unit, including any rented rooms which are a part of his one dwelling unit. For example, a renter pays \$75 monthly for an unfurnished house in which he occupies the first floor unit and rents out two small furnished apartments on the second floor for \$40 each. The renter estimates the rent for his first floor unit to be about \$50 of the \$75 which he pays for the entire house.

Similarly, if the rent actually paid includes rent for a business unit in addition to a dwelling unit, report that part of the total rent which the renter estimates for the dwelling unit alone.

381. Items 24, 25, and 26. Explanation.—The actual rents paid are not comparable for all dwelling units because some of the rents include the cost of utilities and furnishings. The purpose of the questions in items 24, 25, and 26 is to secure information which will enable us to place all rents on a comparable basis by including the cost of utilities (electricity, gas, water, heat, or fuel) and excluding the cost of furnishings. Fill these items for nonfarm units occupied by renters.

382. Item 24. Amounts paid for utilities and fuel: nonfarm renter units.—These questions apply to the one dwelling unit in which the renter lives. If a part of the rented space consists of other dwelling units or a business unit, the cost of utilities should be estimated for this dwelling unit only. The amounts are not to be obtained if the unit is occupied rent free.

Make sure that the amounts you enter as the cost of electricity, gas, and water represent an average monthly figure for all seasons of the year, and that the reported cost of wood, coal, and oil represents a total for the past 12 months for all of these fuels. Check "Nothing paid" if respondent does not use the item specified, if the item is included with the rent, or if it is obtained free.

Report the cost of these items, even though the bills may be unpaid or may have been paid for the respondent by someone else, such as a welfare agency. If the respondent has lived in this unit for only part of the past 12 months, ask him to estimate the cost for this unit on a yearly basis. If a part of the cost is included in the rent, report only the amount paid by the respondent. If two or more utilities, such as gas and electricity, are billed together, enter one figure and bracket the combination.

"Wood, coal, and oil" are used broadly here to include cord wood, kindling, hard and soft coal, lignite, briquets, coke, fuel oil (distillate or residual oil), kerosene (coal oil), bottled gas, alcohol, gasoline, and the like, which are used for heating or cooking. Costs of fuels used for pumping water or generating electricity should be included in the wood, coal, and oil item.

383. Item 25. Rented unfurnished or furnished.—A dwelling unit is rented "furnished" if the rent reported in item 23 includes payment for the use of major pieces of furniture—beds, tables, and chairs. Stoves and refrigerators are not to be considered furniture.

384. Item 26. Monthly rent on unfurnished basis.—Ask the question if the unit is rented furnished (checked as "Furnished" in item 25). In most cases, the renter will not know exactly what the landlord would ask for the dwelling unit if it were rented unfurnished. For such units, this figure is expected to be an estimate. The estimate may be based on (1) the amount of rent received for similar units rented unfurnished in the same structure or neighborhood, or (2) the rent paid minus a reasonable rental value for the furniture. In some cases, the furniture may be judged worthless and the rent unfurnished may be estimated to be the same as that paid for the furnished unit.

POPULATION ITEMS

The following include only those population items which relate to the housing census.

74. Persons to enumerate in each household.—Count as members of the household (see par. 104) the following:

a. Members of the household living at home at the time of the enumeration.

b. Members of the household temporarily absent at the time of the enumeration, on vacation, visiting, or on business.

c. Members of the household who are in a hospital but who are expected to return in a short period of time. (See par. 80*h*.)

d. New-born babies who have not yet left the hospital.

e. Members of the household attending a school below the college level and residing in other ED's. (Student nurses and students at the college level will be enumerated in the ED in which they are living while attending school.) (See pars. 78*c*, *d* and 80*d*, *e*.)

f. Domestic or other employees who live with the household, sleeping in the same dwelling unit. (See par. 80*b*.)

g. Boarders or lodgers who regularly sleep in the dwelling unit. (See par. 80*c*.)

95. Item 4. Rural and urban areas.—In rural areas, in general, let the respondent decide whether his house is on a farm. In urban areas you may usually obtain the answer to this question by observation. In urban areas there will occasionally be a tract of land called a farm. In such areas, ask only if you are in doubt as to whether the place might be considered a farm.

96. Two or more houses on a place.—In rural areas more than one house may be on a place requiring an Agriculture Questionnaire. Let the respondent at each dwelling unit decide whether his house is on a farm, except as noted in paragraphs 97 to 99 below. In a few cases you may have different answers from the separate households as to whether a given place is a farm. Do not change the entry in item 4 because of different answers given by respondents at different dwelling units or because of answers to later questions.

97. House rented separately from farm.—Enter "No" in item 4 for a house on a farm which is occupied by persons who pay cash rent for the house and yard only. For example: Mr. B, who works in the city, lives in a house on Mr. A's farm, and pays \$40 a month cash rent for the house and

yard only. Mr. A says he lives on a farm. Report "No" in item 4 for Mr. B's house and "Yes" in item 4 for Mr. A's house.

98. Institutions.—Enter "No" for an institution even if agricultural operations are conducted on the place.

99. Summer camp or tourist cabin.—Enter "No" for summer camps, motels, and tourist cabins.

103. Item 7. List all members of household.—Enter in this column the name of each person whose usual place of residence is with the household. Be sure to include persons temporarily absent, and all children, even the very youngest. Do not include persons visiting the family who have a usual place of residence elsewhere. See instructions on persons to be enumerated (pars. 68 to 80).

104. Definition of household.—A household is the entire group of persons who live in one dwelling unit. It may be several persons living together or one person living alone. It includes the household head and all his relatives living in the dwelling unit and also any lodgers, maids, and other persons not related to the head, who live there.

When you start to enumerate at each address, you will have to find out how many dwelling units there are so you will know how many different households you must list. Usually you will have no trouble in determining what is a separate dwelling unit; for example, a house or regular apartment occupied by a single family or by a person living alone is easily recognized as a separate dwelling unit. However, in a house converted to light housekeeping rooms or sleeping rooms, it may not be easy to determine what rooms, or groups of rooms, constitute one dwelling unit. Generally, a sleeping room is not a separate dwelling unit, but a room or group of rooms is a separate dwelling unit if it has separate cooking equipment. (See also "Dwelling unit," pars. 287 to 302.)

114. Item 9. Determining and entering race.—Write "W" for white; "Neg" for Negro; "Ind" for American Indian; "Chi" for Chinese; "Jap" for Japanese; "Fil" for Filipino. For a person of any other race, write the race in full. Assume that the race of

related persons living in the household is the same as the race of your respondent, unless you learn otherwise. For unrelated persons (employees, hired hands, lodgers, etc.) you must ask the race, because knowledge of the housewife's race (for example) tells nothing of the maid's race.

115. Mexicans.—Report "white" (W) for Mexicans unless they are definitely of Indian or other nonwhite race.

116. Negroes.—Report "Negro" (Neg) for Negroes and for persons of mixed white and Negro parentage. A person of mixed Indian and Negro blood should be returned as a Negro, unless the Indian blood very definitely predominates and he is accepted in the community as an Indian. (Note, however, the exceptions described in par. 118 below.)

117. American Indians.—Report "American Indian" (Ind) for persons of mixed white and Indian blood if enrolled on an Indian Agency or Reservation roll; if not so enrolled, they should still be reported as Indian if the proportion of Indian blood is one-fourth or more, or if they are regarded as Indians in the community where they live. (See par. 116 for persons of mixed Indian and Negro blood and also exceptions noted in par. 118.) In those counties where there are many Indians living outside of reservations, special care should be taken to obtain accurate answers to item 9.

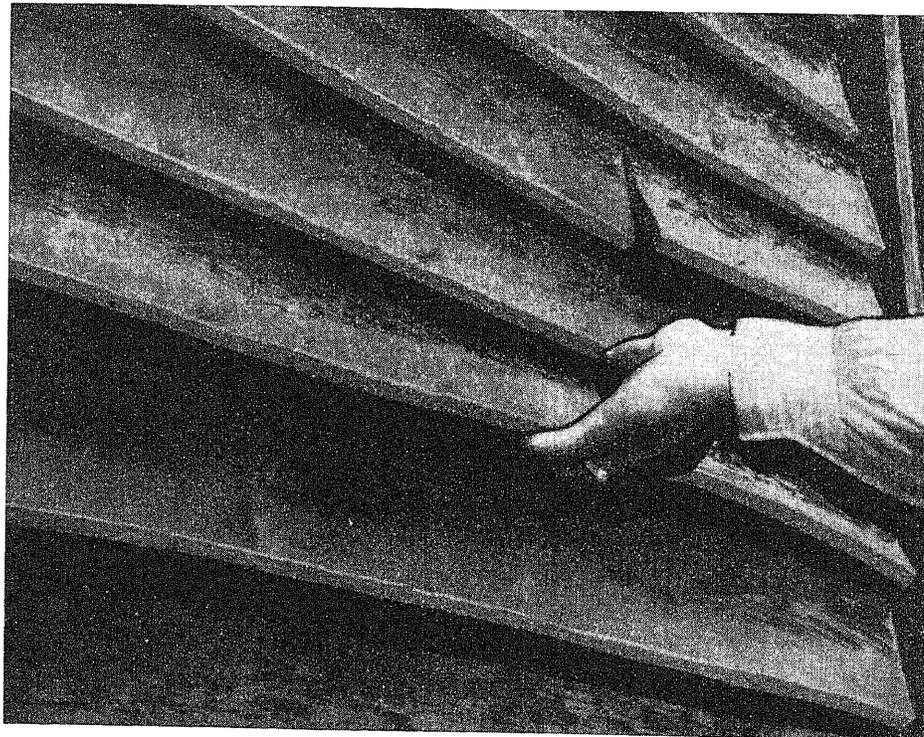
118. Special communities.—Report persons of mixed white, Negro, and Indian ancestry living in certain communities in the Eastern United States in terms of the name by which they are locally known. The communities in question are of long standing and are locally recognized by special names, such as "Croatan," "Jackson White," "We-sort," etc. Persons of mixed Indian and Negro ancestry and mulattoes not living in such communities should be returned as "Negro" (see par. 116). When in doubt, describe the situation in a footnote.

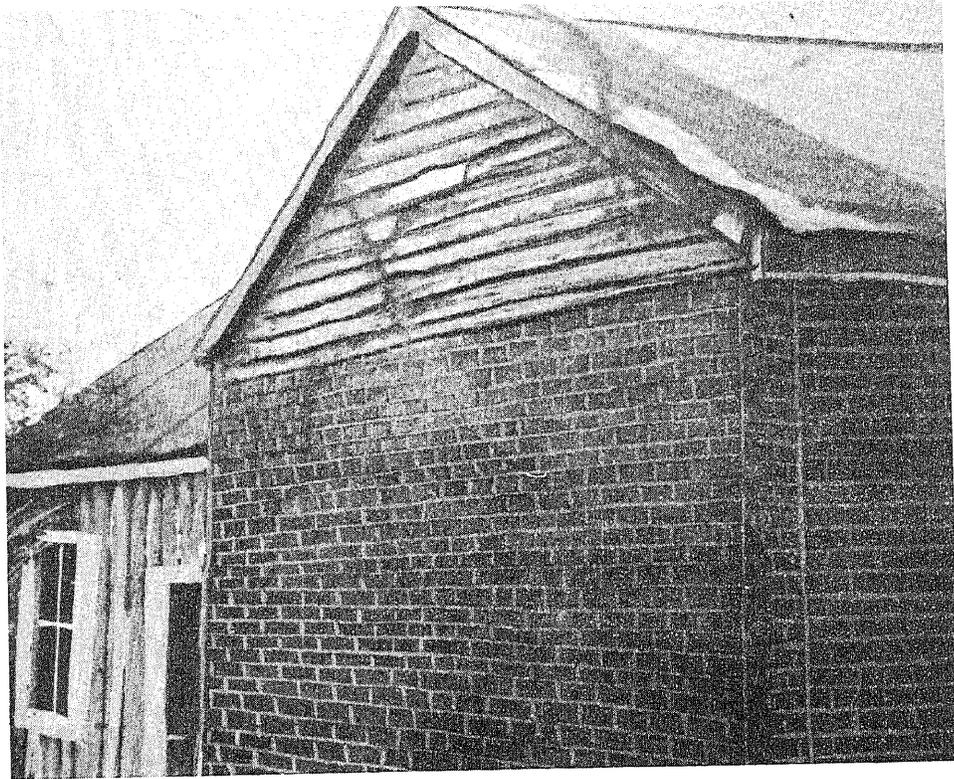
119. Mixed parentage.—Report race of nonwhite parent for persons of mixed white and nonwhite races. Mixtures of nonwhite races should be reported according to the race of the father. (Note, however, exceptions detailed in pars. 116 and 118 above.)



↑ FIGURE 1.—A critical deficiency—loose and missing material over a considerable area of the outside wall. This *dilapidated* house is no longer weathertight. Where the clapboards are loose and missing, there is nothing to prevent the rain from beating in and rotting the interior construction.

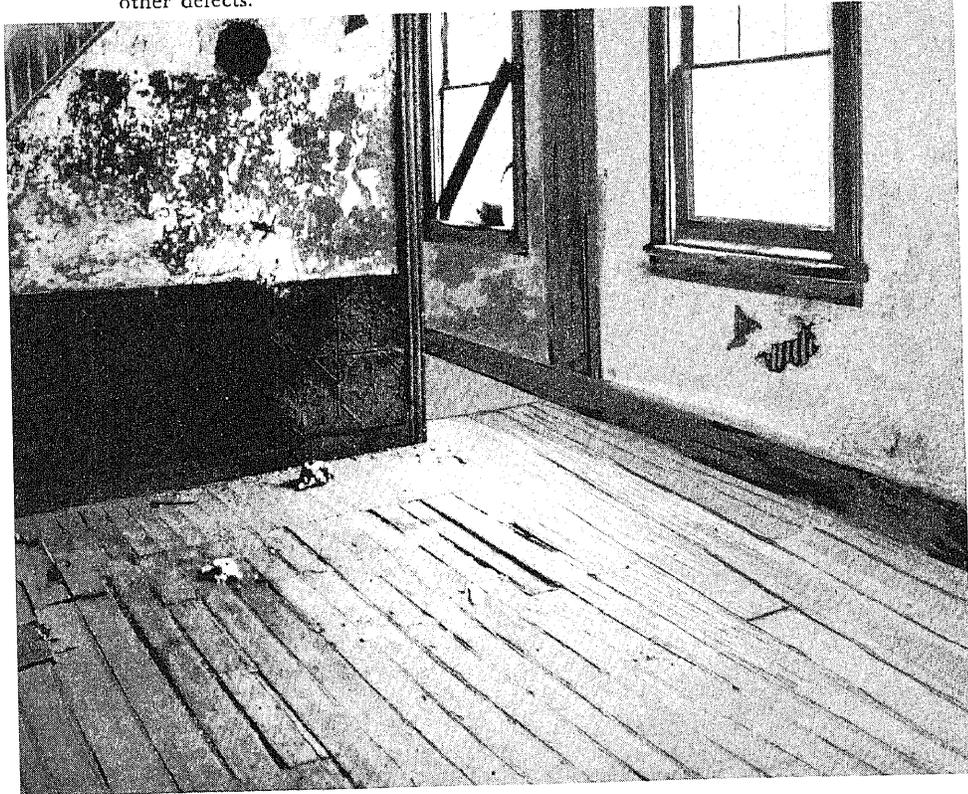
↓ FIGURE 2.—A close-up of loose and warped clapboards, so often seen in dilapidated structures. Outside walls in this condition do not provide adequate protection against the elements, and if present over a considerable area, are enough to classify the house as *dilapidated*.

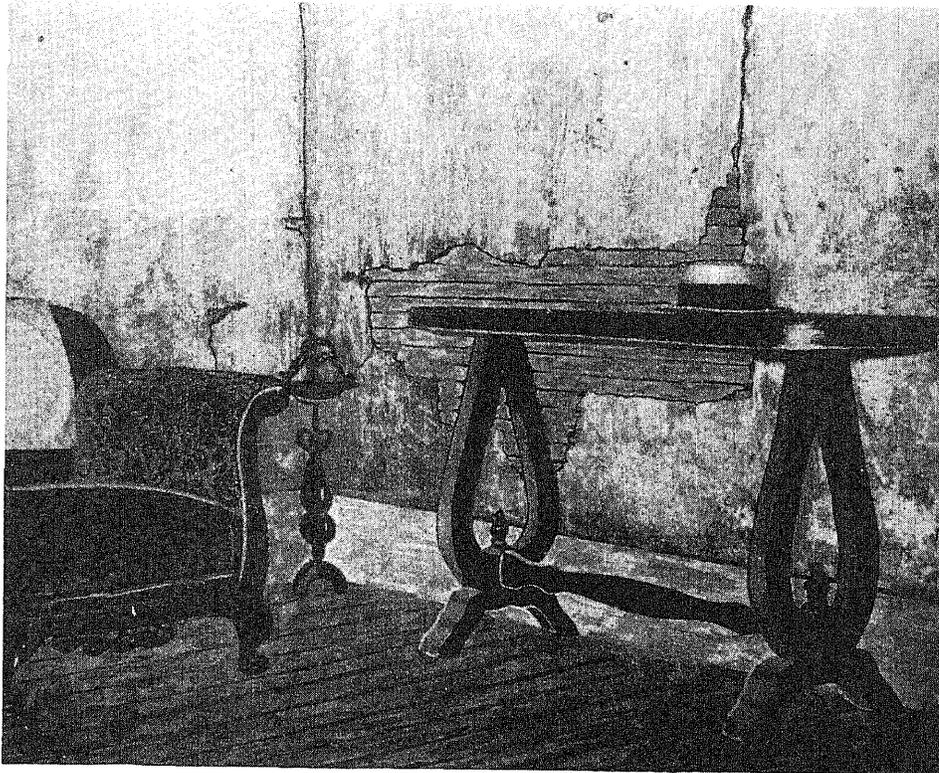




↑ FIGURE 3.—A *dilapidated* house. This house has been partially covered with tarpaper shingles but a glance at the uncovered section indicates the true condition of the outside wall.

↓ FIGURE 4.—A critical deficiency—loose and rotted floorboards over a considerable area. Floors in this condition are not only significant in themselves but also are indications of other defects which cannot readily be seen. If you see floorboards in this condition, classify the house as *dilapidated* without looking further for other defects.





↑ FIGURE 5.—Another critical deficiency—plaster missing over a large area of an inside wall. This is sufficient in itself to classify the house as *dilapidated*.

↓ FIGURE 6.—Extensive damage by fire. Units extensively damaged by fire, storm, or flood, which are not being repaired, should be considered *dilapidated*.





↑ FIGURE 7.—A combination of minor deficiencies—loose bricks, a missing sill, and rotted window sash and frame. These deficiencies are not only serious in themselves but are indications of the general deterioration of the entire house. Together, these deficiencies are serious enough to classify the house *dilapidated*.

↓ FIGURE 8.—Another example of minor deficiencies—deep wear on the door sills, loose bricks, and rotted window frame and sash. These deficiencies are sufficient in number and extent to indicate that the house no longer provides adequate shelter and therefore is *dilapidated*.

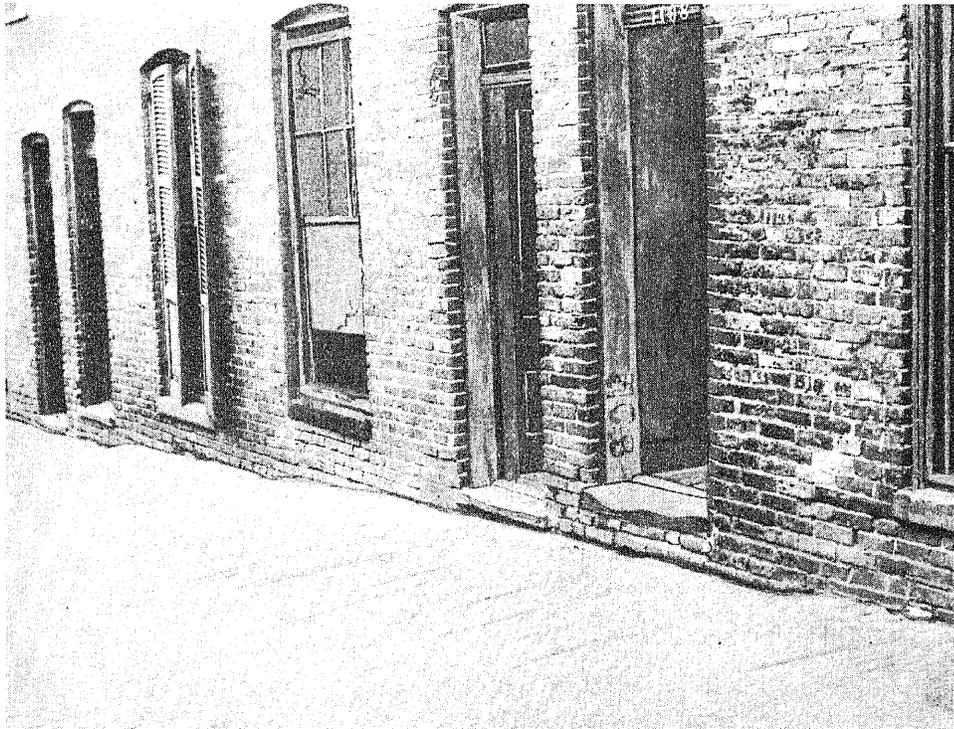
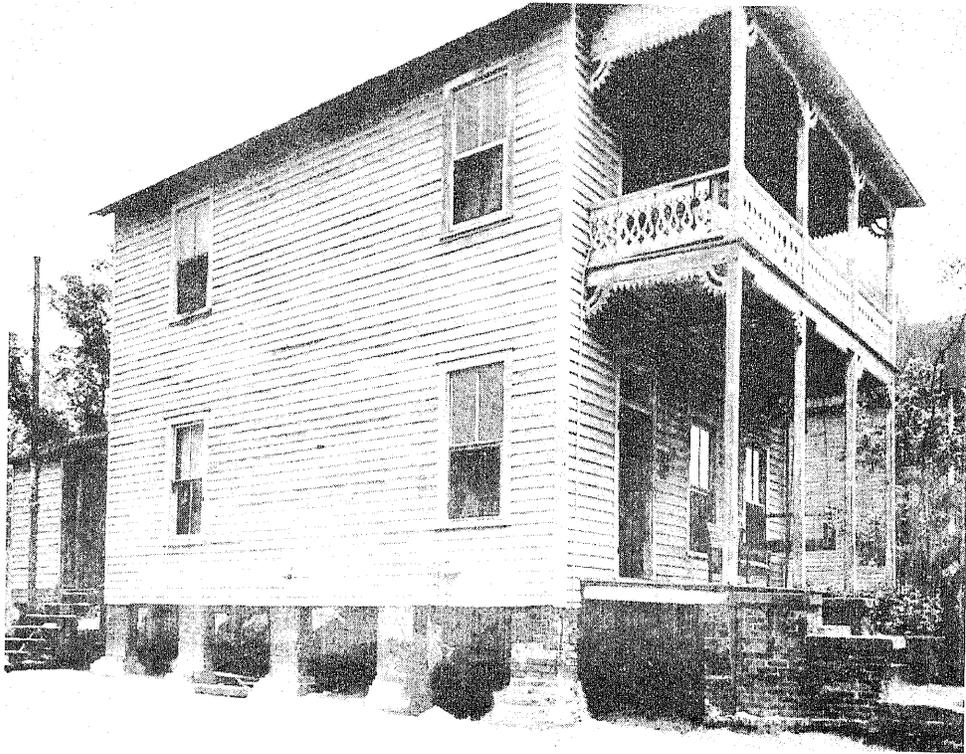


FIGURE 13.—A good house which lacks only paint. It is *not dilapidated*. Remember the caution in your instructions that the mere lack of paint does not justify classifying a unit as dilapidated. →



↓ FIGURE 14.—The rear of a structure. Units like this should be considered *dilapidated* even though they appear in good condition from the front. If opportunity affords itself, appraise the house from the rear.





FIGURES 15 AND 16.—A house which is *not dilapidated*. In the top picture you can see only one or two indications of deterioration. Likewise, although the interior of the house is drab and dingy, nothing can be seen in the bottom picture to justify classifying the house dilapidated.

