

Part D, Chapter 3 HVS Items

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CHAPTER 3 THE HVS ITEMS

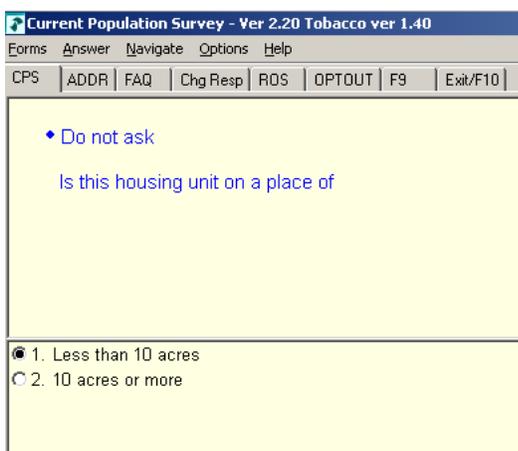
3.A INTRODUCTION

After you identify the unit as meeting HVS criteria, the series of HVS items appear in the CPS instrument.

3.B NUMBER OF ACRES

You ask HVSC (Figure D2) during the first month of each 4-month period of interview. If the housing unit is an apartment in an apartment complex of 10 acres or more, select “10 acres or more.”

Figure D2. HVSC, Number of Acres



The screenshot shows a web-based survey interface for the 'Current Population Survey - Ver 2.20 Tobacco ver 1.40'. The navigation menu includes 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. Below the menu are buttons for 'CPS', 'ADDR', 'FAQ', 'Chg Resp', 'ROS', 'OPTOUT', 'F9', and 'Exit/F10'. The main content area displays the question: 'Is this housing unit on a place of'. Below the question are two radio button options: '1. Less than 10 acres' (which is selected) and '2. 10 acres or more'. There is also a 'Do not ask' option at the top.

3.C YEAR STRUCTURE BUILT

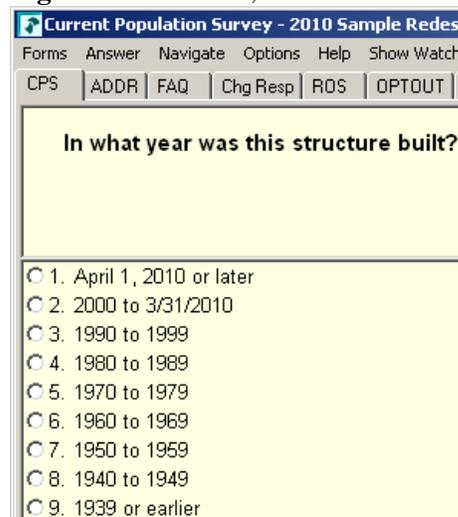
The year in which the structure was built... (see HVSYR, Figure D3) refers to the completion of the original construction or the date when the sample unit was first occupied, if that came first. It does **not** refer to the time of any later remodeling, additions, or conversions.

If the respondent does not know the year built, get the best estimate. Notice that for old structures you need know only if they were built before 1939.

For mobile homes and trailers, “year built” is the model year.

When answering this item, be very careful to enter the appropriate category.

Figure D3. HVSYR, Year Structure Built



The screenshot shows a web-based survey interface for the 'Current Population Survey - 2010 Sample Redesi'. The navigation menu includes 'Forms', 'Answer', 'Navigate', 'Options', 'Help', and 'Show Watch'. Below the menu are buttons for 'CPS', 'ADDR', 'FAQ', 'Chg Resp', 'ROS', and 'OPTOUT'. The main content area displays the question: 'In what year was this structure built?'. Below the question are nine radio button options: '1. April 1, 2010 or later', '2. 2000 to 3/31/2010', '3. 1990 to 1999', '4. 1980 to 1989', '5. 1970 to 1979', '6. 1960 to 1969', '7. 1950 to 1959', '8. 1940 to 1949', and '9. 1939 or earlier'.

3.D NUMBER OF HOUSING UNITS IN STRUCTURE

Before you determine the number of housing units in a structure, determine what constitutes the structure. The definition is the same as that used in the CPS.

Structure. A structure is a separate building that either has an open space on all sides or is separated from other structures by dividing walls that extend from ground to roof. In double houses, row houses, and houses attached to nonresidential structures, each building is a structure if the common wall between them goes from ground to roof.

Sheds and private garages that adjoin houses are not separate structures. See Part C, Chapter 2 of your CPS manual for information on the classification of living quarters.

3.D.1 Examples of Structures

Following are some examples of structures other than ordinary houses:

- An apartment building is one structure.
- In rental developments or housing developments of the village or garden type, each building with open space on all four sides is a separate structure.
- Sheds, private garages, etc., which **adjoin** the house are not separate structures.

- **Select (1) 1 unit-detached** for mobile homes and trailers.

3.D.2 Determining the Number of Housing Units

After you have determined the structure, select the number of housing units it contains in HVSNUM (Figure D4). Use the following guidelines:

- The number of housing units in the structure is the **total** number, occupied and vacant, in sample or out. If the sample unit is a vacant housing unit in a structure which contains 2 **other** apartments, **select (4) 3-4 units**.
- Count only **housing units** in the structure and exclude other living quarters.
- Determine by **observation (if possible) or inquiry** how many housing units the structure contains.
- Enter the same item selection for all vacant housing units in the same structure. For example, if the structure contains 9 housing units and you interview 2 sample units, **select (5) 5-9 units** for each.

Figure D4. HVSNUM, Number of Units in Structure

The screenshot shows a software window titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The window has a menu bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a navigation bar with "CPS", "ADDR", "FAQ", "ROS", "OPTOUT", and "Exit/F10". The main content area is yellow and contains the question "How many housing units are in this structure?". There are two radio button options: "Do not ask" and "Count occupied and vacant". Below the question are six radio button options for the number of units: "1. 1 unit - detached", "2. 1 unit - attached (Examples -townhouse, rowhouses, etc.)", "3. 2 units", "4. 3-4 units", "5. 5-9 units", and "6. 10 or more units". The "1. 1 unit - detached" option is selected.

3.E NUMBER OF ROOMS

Count whole rooms such as: living rooms, dining rooms, bedrooms, kitchens, finished basement or attic rooms, recreation rooms, permanently enclosed sun porches which are suitable for year-round use, and lodger's rooms (HVSRRM, Figure D5).

Do not include: bathrooms, halls, foyers or vestibules, balconies, closets, alcoves, pantries, strip or pullman kitchens, laundry or furnace rooms, unfinished attics or basements, open porches, sun porches not suited for year-round use, unfinished space used for storage, mobile homes or trailers used only as bedrooms, and offices used only by persons not living in the unit.

A partially divided room, such as a dinette next to a kitchen or living room is a separate room **only** if there is a partition from floor to

ceiling, but not if the partition consists solely of shelves or cabinets.

If a room is to be used by occupants of more than one unit, include the room with the unit from which it is most easily reached.

3.F NUMBER OF BEDROOMS

Count rooms used **mainly** for sleeping, even if they are used for other purposes (HVSB, Figure D6). Also count rooms **reserved** for sleeping, such as guest rooms, even though they are used infrequently. Do **not** count as a bedroom a room used mainly for other purposes, even though it is also used for **sleeping**, such as a living room with a hide-away bed. Also, do **not** count bedrooms that have been converted to home offices. Count only finished rooms. **Select (5) None** for a 1-room apartment, or if the living quarters have no rooms used mainly for sleeping.

Figure D5. HVSRRM , Number of Rooms in Unit

The screenshot shows a software window titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar are navigation buttons: "CPS", "ADDR", "FAQ", "RDS", "OPTOUT", and "Exit/F10". The main content area has a yellow background and contains the question "How many rooms are in this unit?". There are two radio button options: "Do not ask" (selected) and "Count the kitchen and not the bathroom". Below these are eight radio button options for the number of rooms: "1. 1 room", "2. 2 rooms", "3. 3 rooms", "4. 4 rooms", "5. 5 rooms", "6. 6 rooms", "7. 7 rooms", and "8. 8 rooms".

Figure D6. HVSB, Number of Bedrooms in Unit

The screenshot shows a software window titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar are navigation buttons: "CPS", "ADDR", "FAQ", "RDS", "OPTOUT", and "Exit/F10". The main content area has a yellow background and contains the question "How many bedrooms are in the unit?". There are five radio button options: "1. 1 Bedroom", "2. 2 Bedrooms", "3. 3 Bedrooms", "4. 4 or more bedrooms", and "5. None".

3.G COMPLETE PLUMBING FACILITIES.

Figure D7. HVSPLB, Complete Plumbing Facilities in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Does this unit have **COMPLETE** plumbing facilities; that is,

- 1) hot and cold piped water,
- 2) a flush toilet, and
- 3) a bathtub or shower?

1. Yes, have all three facilities
 2. No

In order to have complete plumbing facilities, all facilities must be located inside the structure, but not necessarily in the same room.

Select (1) Yes, have all three facilities, only if the unit has all of the following:

3.G.1 Hot and Cold Piped Water

A housing unit has piped water if piped running water is: 1) inside the structure and 2) available to the housing unit. Piped water means that there is a supply of water is available at a sink, wash basin, bathtub or shower. The hot water does not have to be supplied continuously.

3.G.2 A Flush Toilet

A flush toilet is connected to piped water. Units with facilities that are intended to be used by persons not living in the housing unit and by occupants of that particular housing unit should be included. Do not include units that do not have an installed flush toilet. Also do not include units with types of toilet facilities such as: privies, outhouses, chemical toilets, and flush toilets outside of the structure.

3.G.3 A Bathtub or Shower

A bathtub is connected to piped water. Units with facilities that are intended to be used by persons not living in the housing unit and by occupants of that particular housing unit should be included. Do not include units that do not have installed bathing facilities in the building or units with portable or temporary bathing facilities available to the intended occupants.

If the unit does not meet all three of these conditions, **Select (2) No.**

3.H COMPLETE KITCHEN FACILITIES

Figure D8. HVSKIT, Complete Kitchen Facilities in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Does this unit have **COMPLETE** kitchen facilities; that is,

- 1) a sink with piped water,
- 2) a range or cookstove, and
- 3) a refrigerator?

1. Yes, have all three facilities
 2. No

In order to have complete kitchen facilities, all facilities must be located inside the unit, but not necessarily in the same room.

Select (1) Yes, have all three facilities, if the unit has all of the facilities listed.

Select (2) No, if the following three conditions do not apply.

3.H.1 A Sink with Piped Water

A housing unit has a sink with piped water if the supply of water is available at the sink and the water is running inside the structure and is available to the housing unit.

3.H.2 A Range or Cookstove

The unit must have a range or cookstove. The range or cookstove does not have to be mechanical; it can be a wood burning stove. It must be in working order. Do not include units where the range or cookstove is not in working order and the landlord/owner does not plan to fix or replace it prior to renting or selling the unit.

3.H.3 A Refrigerator

The unit must have a working mechanical refrigerator. A freezer is not necessary. Do not include units where the only refrigerator does not work, and the landlord/owner does not plan to fix or replace it prior to renting or selling the unit.

3.I NUMBER OF BATHROOMS

Select (1) No bathroom, or only a half bathroom, if the unit lacks one or more of

the required facilities for a complete bathroom (flush toilet, a bathtub or shower, and a wash basin with piped water) or has no bathroom facilities.

Select (2) 1 complete bathroom, if the unit has a room with a flush toilet, bathtub or shower, and a wash basin with piped water.

Select (3) 1 complete bathroom, plus half bath(s), if the unit has all the facilities for one complete bathroom in one room and has additional facilities such as a flush toilet or shower, but does not have all the facilities for a complete bathroom in one or more rooms.

Select (4) 2 or more complete bathrooms, if the unit has 2 or more rooms, each with a flush toilet, a bathtub or shower, and a wash basin with piped water.

Figure D9. HVSBTB, Number of Bathrooms in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

How many bathrooms does this unit have?

A complete bathroom is a room with flush toilet, bathtub or shower, and wash basin with piped water.

A half bathroom has at least a flush toilet or bathtub or shower, but does not have all the facilities for a complete bathroom.

1. No bathroom, or only a half bathroom

2. 1 complete bathroom

3. 1 complete bathroom, plus half bath(s)

4. 2 or more complete bathrooms

Interview by observation	2	Kitchen facilities	1	payment for electricity
Knowledgeable person		# of bathrooms		payment for gas
Number of acres	1	Air conditioning		payment for water
Year structure built	1	Unit occupancy		payment for oil, coal, etc.
# of housing units	1	# of months unit vacant		commercial use
# of rooms	5	Unit for rent, for sale, or sold		property sale price
# of bedrooms	2	Other - specify		
Plumbing facilities	1	Monthly Rent		

3.J AIR CONDITIONING

Figure D10. HVSAC, Air Conditioning in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Does this unit have air conditioning?

1. Yes, a central air-conditioning system
 2. Yes, 1 individual room unit
 3. Yes, 2 or more individual room units
 4. No

Select (1) Yes, a central air conditioning system, if a central installation which air conditions a number of rooms is used. In an apartment building, such a system may cool all apartments in the building, each apartment may have its own central system, or there may be several systems, each providing central air conditioning for a group of apartments. This category should also be chosen if the unit has a central system in addition to individual room unit(s).

Select (2) Yes, 1 individual room unit, if the unit has only the cooling of air by a single refrigeration room unit. Do **not** select this category if the unit has evaporative coolers, fans, or blowers which are not connected to a refrigeration unit.

Select (3) Yes, 2 or more individual room units, if the unit has only the cooling of air by 2 or more refrigeration room units. Do **not** select this category if the unit has evaporative coolers, fans, or blowers which are not connected to a refrigeration unit.

Select (4) No, if the unit is not cooled by a refrigeration unit and does not have a central air conditioning system.

3.K UNIT EVER OCCUPIED

Figure D11. HVSOCC, Unit Ever Occupied

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Has this unit ever been occupied?

1. Yes
 2. No

If the unit is now or has ever been occupied, even if it is or was occupied by persons with URE, **select (1) Yes**. If a previously occupied unit has been converted into several housing units, report each unit as having been occupied. Also, select “Yes” for a housing unit resulting from conversion of nonresidential space because it had been used previously. Similarly, a housing unit resulting from a merger would have been previously occupied.

Select (2) No, only for **newly constructed and still vacant** units.

Determine by observation whether or not the unit has ever been occupied. When in doubt, ask.

3.L NUMBER OF MONTHS VACANT

Select the number indicating the amount of time that the unit has been vacant (HVSVAC, Figure D12). Keep in mind that a month is a four-week span of time, not necessarily from the first of a month to the end of a month. Count the time from the date the last occupants moved to the date of the previous CPS interview. For example, a month would be from the 18th of one month to the 18th of the next month. If the date of the previous CPS interview was March 21 and the unit has been vacant since December 24, select item (3) **2 up to 4 months**.

For newly constructed units, report how long the unit was vacant from the date construction was completed. Construction is considered to be complete when all exterior windows and doors are installed and the final usable floors are in place.

For recently converted or merged units, report the time from the date the conversion or merger was completed. **Conversion** is the creation of two or more housing units from fewer units through structural alteration or change in use. For example, one unit may be divided into two or three units. **Merger** is the combining of two or more housing units into fewer units through structural alteration or change in use. For example, two units may be combined into one.

For units “temporarily occupied with persons with usual residence elsewhere”, report the length of time since the last **usual** residents moved. If the unit has always been occupied by **UREs** and has never been occupied by a **usual** resident, enter the length of time since the unit was originally ready for occupancy.

Figure D12. HVSVAC, Number of Months Unit Has Been Vacant

Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

How many months has this unit been vacant?

1. Up to 1 month
 2. 1 up to 2 months
 3. 2 upto 4 months
 4. 4 up to 6 months
 5. 6 up to 12 months
 6. 1 year up to 2 years
 7. 2 years or more

Interview by observation	<input type="text" value="2"/>	Kitchen facilities	<input type="text" value="1"/>	payment for electricity
Knoledgeable person		# of bathrooms	<input type="text" value="2"/>	payment for gas
Number of acres	<input type="text" value="1"/>	Air conditioning	<input type="text" value="1"/>	payment for water
Year structure built	<input type="text" value="1"/>	Unit occupancy	<input type="text" value="1"/>	payment for oil, coal, etc.
# of housing units	<input type="text" value="1"/>	# of months unit vacant	<input type="text"/>	commerical use
# of rooms	<input type="text" value="5"/>	Unit for rent, for sale, or sol	<input type="text"/>	property sale price
# of bedrooms	<input type="text" value="2"/>	Other - specify		
Plumbing facilites	<input type="text" value="1"/>	Monthly Rent		

3.M STATUS OF UNIT

Report the status of the unit as of the date CPS was completed (see Figure D13, HVSSTA, on page D3-11). If a unit was for rent on the 16th when you completed the CPS interview, but was already rented when you returned for vacancy information on the 18th, **select (1) For rent** since that was the status on the 16th.

You might encounter a situation in which the unit is being time-shared. Time-sharing is a form of ownership in which a single property is owned by multiple owners. Each is entitled to occupy the unit for a limited period. If the unit is time-shared, select the appropriate item for the particular situation at the time of the interview.

Select (1) For rent for those units offered for rent only, and for units offered for rent or for sale at the same time. Do not depend entirely on signs; a “For sale” sign does not always mean that the unit is not for rent also. If it is for rent also, report “For rent” rather than “For sale.” For time-shared units, select “For rent” if the unit is being offered for rent at the time of interview. Instead of the owner occupying the unit during his/her allotted time, he/she might have decided to offer the unit for rent during that period. Also, local management may be attempting to rent a unit during a time period yet to be sold.

Select (2) Rented, not occupied only if any money has been paid or agreed upon, but the **renter has not yet moved in**. For time-shared units, select “Rented, not occupied” if money has been paid or agreed upon, but the renter has not yet moved in.

(3) Regular ownership and units under contract, and

(4) Condominium or cooperative

ownership are enclosed under “FOR SALE ONLY.” In order for a unit to be included in one of the FOR SALE ONLY options the unit must be **only** for sale. For time-shared units, the management could be selling the unit for a specific time interval which includes the date of interview, or one of the owners could be selling his/her allotted time.

Regular Ownership - Ownership of a unit that is not part of a condominium or cooperative. For time-shared units, if the unit **is not** part of a condominium or cooperative, it should be included in this category.

Cooperative or condominium ownership - A cooperative is a type of ownership whereby a group of housing units is owned by a corporation of member-owners. Each individual member is entitled to occupy an individual housing unit and is a shareholder in the corporation which owns the property. With regard to time-shared units, several individuals would be assigned to occupy the same unit, but only at different time periods throughout the year.

A condominium is a type of ownership that enables a person to own an apartment or house in a project of similarly owned units. The owner has the deed and very likely the mortgage on the unit occupied. The owner may also hold common or joint ownership in some or all common areas such as grounds, hallways, entrances, elevators, etc. With regard to time-shared condominiums, several individuals own a unit that is part of the condominium complex and each individual has the right to occupy the unit during his/her allotted time.

Cooperative or condominium ownership may apply to various types of structures including single-family houses, rowhouses, townhouses, etc., as well as apartment buildings.

Select (5) Sold, not yet occupied for a unit which has been sold but the new owner has not moved in. However, if the new owner is offering it for rent, report the status as (1) “For rent.” For time-shared units, select “Sold, not yet occupied” for a unit which has been sold for occupancy at the time of interview but the new owner has never stayed there.

Select (6) For occasional use if the vacant unit is not for rent or for sale but is held only for weekends or occasional use throughout the year. For time-shared units, select “For occasional use” if the vacant unit is not for rent or for sale but is held for the use of a specific individual during the time of interview and he has stayed there in the past.

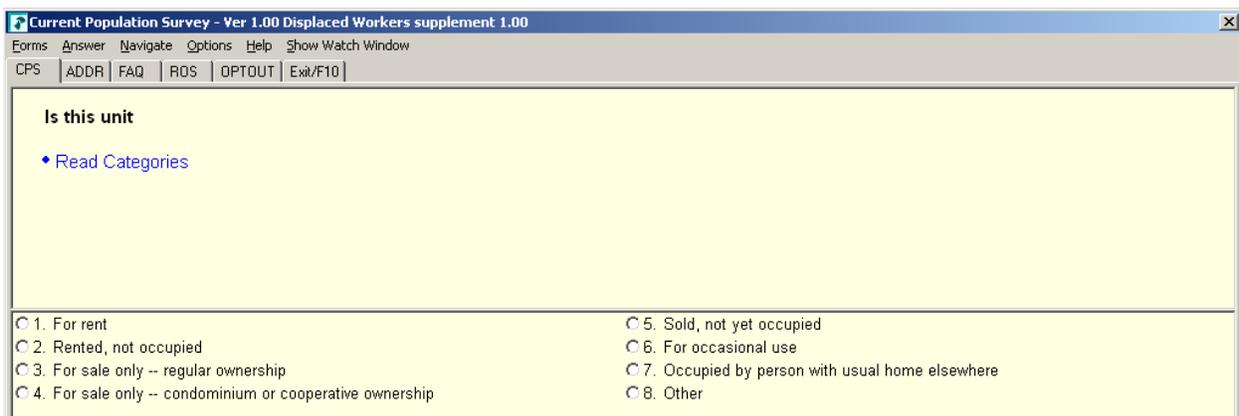
Select (7) Occupied by persons with usual home elsewhere for a unit temporarily occupied by persons with a usual place of residence elsewhere. For most **occupied** time-shared units, the occupants will normally have a place of residence elsewhere. Therefore, the unit should be included in this category.

If the vacant unit (time-shared units included) does not fall into one of the above classifications, **select (8) Other** at the **HVSSTA** screen (Figure D13).

Examples of units held off the rental or sale market include units which are:

- Held for settlement of an estate.
- Held off the market for personal reasons of the owner, such as: 1) the owner has not decided whether or not the unit will be torn down, 2) the owner is remodeling or repairing the unit and will not make it available until the work is completed.
- Held for the occupancy of a caretaker or janitor.
- Being used temporarily for storage of excess house furniture.
- In a multi-unit structure being held for sale of the entire structure, except as described in “For sale only” above.
- Model apartment or model home.
- Vacant units whose renters moved during the month although the rent is paid to the end of the month.
- Corporate housing

Figure D13. HVSSTA, Status of Unit



3.N VACANT-OTHER

You might encounter a unit that falls in the “Other” category at the **HVSSTA** screen.

Starting in January 2012, if the unit falls in the “Other” category, you will now select 11 pre-defined categories at the **HVSOTH** screen. The **HVSOTH** screen will allow analysts to examine the frequency of units in specific vacant-other categories and track trends over time. It will also call attention to units that do not belong in the HVS sample.

For HVS eligible interviews that do not fit into another vacancy category (for rent, for sale, rented or sold not occupied, etc.), you will ask the most knowledgeable respondent why the unit is vacant and select the appropriate item for the particular situation at the time of the interview.

Select (1) Foreclosure for those units that are vacant because owners’ payments (mortgage, taxes, or loans) to their lending institution, city, or state, were no longer being made. Include units that are under foreclosure, bank owned, bankrupt, up for auction, sheriff’s sale, repossessed, have a lien, or taken for taxes. **DO NOT** include evictions in this category – **see Legal Proceedings**.

Select (2) Personal/Family Reasons for those units that are vacant due to the owners’ preferences and/or personal situation. Include units where the owner does not want to rent/sell, owner is deciding what to do, owner is keeping for family use, owner is staying with family, or owner is in assisted living or other type of care situation. **DO NOT** include divorce or owner deceased in this category – **see Legal Proceedings**.

Select (3) Legal Proceedings for units that

are vacant due to legal issues or disputes. Include units held for the settlement of estate, in probate, involved in divorce or eviction proceedings, or where the owner is deceased. Also include units with code violations.

Select (4) Preparing to Rent/Sell for units that are vacant and the owner is currently preparing to rent or sell. Include units that will be placed for rent or for sale this month or where the owner is meeting with a listing agent/agency this month to prepare to put the unit on the market. **DO NOT** include units that are under contract to be rented or sold. These units should be in the “for rent” or “for sale” categories at the **HVSSTA** screen.

Select (5) Held for Storage of Household Furniture for units that are vacant and used to store excess household furniture or other household items.

Select (6) Needs Repairs for units that are vacant and in need of repairs. Include units that are in need of repair, renovations, or cleaning, but are not currently being repaired, renovated, or cleaned. Include units that are dilapidated, **only if the dilapidated unit is still considered living quarters**. Also include units where repairs have stopped, unless repairs have stopped because of the weather conditions.

Select (7) Currently Being Repaired/Renovated for units that are vacant and currently undergoing repairs. Include units that are being repaired, renovated, refurbished, or cleaned. **DO NOT include units that are still under construction/being built but are not yet livable (including units where the exterior windows and doors are not installed and the final usable floors are not finished)**. If this is the case, select <5> “Under construction, not ready” in the Type B

Noninterview screen.

Select (8) Specific Use Housing for units that are vacant and only used by a specific group of people, at one or various times throughout the year. **If the specific group of people occupies the unit at time of interview, interview them as UREs.** These include military housing, employee/corporate housing, transient quarters, units held by a church, student housing (dorm and school sponsored housing), model home/apartment or guest house.

Select (9) Extended Absence for units that are intended for year-round occupancy but are vacant for 6-months or more. Include units where the owner is on extended work or military assignment, temporarily out of the country, or in jail or other type of detention situation.

Select (10) Abandoned/Possibly to be Demolished/Possibly Condemned for units that are vacant and abandoned, to be demolished, or condemned. Include units that are abandoned. Also include units that are said to be demolished or condemned, but where there is **no positive evidence such as a sign, notice, or mark on the house or in the block to indicate the unit is to be demolished or condemned.** Getting information from a neighbor is not considered positive evidence. If a neighbor or non-official source says the unit is to be demolished or condemned, include the unit in this category. **DO NOT include units that are to be demolished or condemned (if there is positive evidence), uninhabitable, boarded-up, or open to the elements.** If this is the case, select <4> “Unfit or to be demolished” in the Type B Noninterview screen.

Select (11) Other for units that are vacant for reasons that do not fit into any of the

above categories and specify the other status at the **HVSSTS** screen.

3.0 MONTHLY RENT

Figure D14. HVS RNT, Monthly Rent for Unit

The screenshot shows a web-based form titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The form has a navigation bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below that is a menu with "CPS", "ADDR", "FAQ", "ROS", "OPTOUT", and "Exit/F10". The main content area is titled "What is the monthly rent asked for this unit?" and contains a list of 18 radio button options (C1 through C18) representing monthly rent ranges: C1. Less than \$100, C2. \$100 to \$199, C3. \$200 to \$249, C4. \$250 to \$299, C5. \$300 to \$349, C6. \$350 to \$399, C7. \$400 to \$449, C8. \$450 to \$499, C9. \$500 to \$599, C10. \$600 to \$699, C11. \$700 to \$799, C12. \$800 to \$899, C13. \$900 to \$999, C14. \$1000 to \$1249, C15. \$1250 to \$1499, C16. \$1500 to \$1749, C17. \$1750 to \$1999, and C18. \$2000 or more.

The **HVS RNT** screen (Figure D14) comes up if “For Rent” or “Rented, not occupied” is selected at the **HVSSTA** screen.

Select the rent asked, regardless of what utilities or services it includes. If the rent requested is based on the occupant's income (ability to pay), select the monthly amount paid by the last occupants.

Table D1. HVS Converting Rent Amount to a Monthly Rate

If period is:	Multiply dollar amount by:	Divide dollar amount by:
Daily	30	--
Weekly	4	--
Biweekly	2	--
Quarterly	--	3
Semiannually	--	6
Annually	--	12

Create a scratch sheet and convert reported rent to monthly rates as indicated in Table D1.

For example, if the rent is to be paid by the week and the weekly rate is \$30, you would multiply \$30 by 4 and **select (3) \$100 to \$124** at the **HVSRNT** screen for that sample unit. Do not attempt to subtract costs for furniture, utilities and services provided by the landlord as part of each regular rent payment.

If the rent to be paid includes rent for a business unit or for other living quarters, report only that part of the total rent which is for the **sample unit**.

Report only the rent paid or scheduled to be paid to the landlord or rental agent. **DO NOT** deduct for any part of the rent that may be paid by a church, government agency or similar organization. For example, if the unit will rent for \$100 a month but the renter will have to pay only \$75 because a church will pay the other \$25, you would still select the “\$100 to \$124” category.

If the unit “for rent” is a mobile home or trailer, include the amount paid for the site, if the site rent is to be paid separately.

3.P UTILITIES PAID BY RENTER

Figure D15. HVSUT1, Utilities Paid by Renter

The screenshot shows a software interface for the 'Current Population Survey - Ver 2.20 Tobacco ver 1.40'. The menu bar includes 'Forms', 'Answer', 'Navigate', 'Options', and 'Help'. Below the menu is a navigation bar with buttons for 'CPS', 'ADDR', 'FAQ', 'Chg Resp', 'ROS', 'OPTOUT', 'F9', and 'Exit/F10'. The main content area has a yellow background and contains the text: 'In addition to rent, does renter pay for: Electricity?'. At the bottom of the screen, there are two radio button options: '1. Yes' and '2. No'.

Note: Screens **HVSUT2**, **HVSUT3** and **HVSUT4** ask if the renter pays for gas; water; or oil, coal, wood, kerosene, etc.

This item is also asked of units that are “For

rent” or “Rented, not occupied”.

For this item, you want to know what utilities or fuels are to be paid for by the renter **in addition** to the “monthly rent asked” and not what **could be** included for more rent, or what **could be** omitted for less rent.

Select (1) Yes or (2) No for **each** of the four parts: electricity; gas; water; and oil, coal, wood, or kerosene. If there is any question about the meaning of the categories, follow these instructions.

Select “**Yes**” if the renter will pay separately for all or part of the utility or fuel.

Select “**No**” if the cost of the utility or fuel is included in the rent or if the renter will not use the utility or fuel.

If the utility or fuel is available, but you cannot determine whether the next occupants will use it (for example, it may depend on whether they have a gas or electric stove), report on the basis of the last occupant. Select “**Yes**” in the “oil, coal, wood, kerosene, etc?” category if the renter will use (and pay separately for) fuel other than those listed in the question. The “coal, oil, wood, and kerosene” are merely **examples** of heating and cooking fuels, other than gas and electricity.

If the utility is free, consider it as being included in the rent and select “**No.**”

3.Q COMMERCIAL USE OF PROPERTY

Figure D16. HVSCOM, Commercial Use of Property

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp RDS OPTOUT F9 Exit/F10

Is any part of this property used as a commercial establishment, or a medical or dental office?

1. Yes

2. No

This screen comes up if “For sale only” or “Sold, not yet occupied” is selected at the **HVSSTA** screen. Use the following guidelines selecting categories at **HVSCOM**:

Select (1) Yes if any part of the property is used as a commercial establishment or a medical or dental office.

Examples of commercial establishments are a regular store, shop, restaurant, or filling station. A medical office would include medical doctor's and/or dentist's office which may be in the same structure or in a separate structure on the same property.

If there is no commercial establishment, or medical or dental office (either occupied or vacant) on the property, **select (2) No**.

3.R SALES PRICE OF THE PROPERTY

Item HVSPRC (Figure D17) is only for property **not** used as a commercial establishment, or a medical or dental office; that is, **(2) No** is selected at the **HVSCOM** screen.

Report the **total sales price** (not just the

down payment) asked by the owner for “this property.” For units recently sold but not yet occupied, report the selling price.

The sales price asked for “this property” includes the price of the housing unit. Usually, “this property” consists of the one structure and the land on which it is located. However, it may include additional structures such as garages, sheds, barns, etc. For rural units, the property may also include substantial acreage. In some multi-unit structures where individual housing units in the structure are owned separately, “this property” refers to the individual unit that is for sale.

Figure D17. HVSPRC, Sales Price of Property

Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

What is the sales price asked for this property?

1. Less than \$10,000
 2. \$10,000 to \$12,499
 3. \$12,500 to \$14,999
 4. \$15,000 to \$19,999
 5. \$20,000 to \$24,999
 6. \$25,999 to \$29,999
 7. \$30,000 to \$34,999
 8. \$35,000 to \$39,999
 9. \$40,000 to \$49,999
 10. \$50,000 to \$59,999
 11. \$60,000 to 74,999
 12. \$75,000 to \$99,999
 13. \$100,000 to \$124,999
 14. \$125,000 to \$149,999
 15. \$150,000 to \$199,999
 16. \$200,000 to \$249,999
 17. \$250,000 to \$299,999
 18. \$300,000 to \$349,999
 19. \$350,000 to \$399,999
 20. \$400,000 to \$449,999
 21. \$450,000 to \$499,999
 22. \$500,000 to \$549,999
 23. \$550,000 to \$599,999
 24. \$600,000 or more

Interview by observation Kitchen facilities payment for electricity
 Knowledgeable person # of bathrooms payment for gas
 Number of acres Air conditioning payment for water
 Year structure built Unit occupancy payment for oil, coal, etc.
 # of housing units # of months unit vacant commercial use
 # of rooms Unit for rent, for sale, or sol **property sale price**
 # of bedrooms Other - specify
 Plumbing facilities Monthly Rent

00000133 HVSPRC 11:00:53 AM 9/14/2006 1 536/786

END OF PART D

This is the end of the survey subject matter portion of your CPS Manual.
The next section contains WEBCATI computer procedures.