

Mayor's Office of Housing and Community Development
City and County of San Francisco



London N. Breed
Mayor

Daniel Adams
Director

August 26, 2024

Annual Occupancy Report XL ("AOR-XL") – Reminder to Submit Report

The Mayor's Office of Housing and Community Development (MOHCD) is contacting you with a reminder to submit the Annual Occupancy Report – XL ("AOR-XL") for projects that are under your ownership and/or management. On 6/21/24, MOHCD issued a ["Call for Submissions"](#) of the AOR-XL, with a deadline of 8/15/24. You have received this reminder because we did not receive a report for one or more of your projects.

With this Reminder, we are requesting that you please submit the overdue reports right away or no later than 9/4/24. The AOR-XL report template and a list of the developments that are subject to this reporting requirement are posted on the [Compliance Monitoring](#) page of the MOHCD web site. An instructional video on how to complete the report is also available there. Please submit completed AOR-XLs to moh.amr@sfgov.org, one email message per project.

The AOR-XL is the newest tool that MOHCD uses to monitor compliance by the affordable housing developments that are operating subject to the contractual requirements of MOHCD or the former San Francisco Redevelopment Agency or its successor, the Office of Community Investment and Infrastructure. The data that MOHCD collects via the report enables us to meet reporting requirements to the Board of Supervisors and to evaluate our progress in meeting the City's affordable housing goals.

Please note: we have detected a bug that may make it difficult to clear this completeness warning message from row 1 on worksheets 3a-3b-3c: *"Amount of Subsidy at INITIAL OCCUP (col R) needed for each row reported to have a Unit-Based or Tenant-Based Subsidy."* It is OK to submit the AOR-XL if you are seeing this message.

If you have any questions or need assistance, please contact Ricky Lam at ricky.lam@sfgov.org. We thank you in advance for your prompt attention to this request.