

## **Dighton Housing Authority Vacancy Ledger Policy**

The Dighton Housing Authority must maintain a record of each vacancy by housing program and bedroom size using the NAHRO Vacancy Ledger book or an equivalent format. Each entry must include the date and location of the vacancy, condition of the unit at the time it was vacated, the date the unit was ready for occupancy, the date occupied and the incoming tenant's control number.

Approved by Board Action at its Tuesday, September 11, 2001 Meeting.



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**  
Jane Swift, Governor ♦ Jane Wallis Gumble, Director

March 4, 2002

Ms. Robbie A DeSouza, Executive Director  
Dighton Housing Authority  
300 Lincoln Ave., Box 66  
North Dighton, MA 02764

MAR 7 2002

Dear Ms. DeSouza:

We received your letter dated September 18, 2001 including a copy of the revised policies adopted at the ~~September 11, 2001~~ board meeting. We reviewed the policies and the Emergency Case Plan and approve them.

If this office can be of further assistance, do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Carreiro".

Laura Carreiro  
Asset Management Specialist  
Bureau of Asset Management