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TECHNIQUE
FOR A
REAL PROPERTY SURVEY

Tabulation Instructions for Dwelling Survey



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Research, Statistical, and Survey Project Circular No. 6

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Division of Social Research
Washington, D. C.

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FOREWORD

This circular provides a suggested operating technique for a survey of real property. It is hoped that the suggestions, as far as they are pertinent, will serve as a guide to successful project operation and will increase the competence of the technical supervision.

The procedures presented herein are not mandatory. Local conditions and legal requirements may necessitate some changes. It has been demonstrated, however, that these procedures and forms are adequate to accomplish the stated objectives of such a survey.

These procedures relate only to the technique of project operation. Nothing in this circular is to be construed as affecting or modifying in any way administrative procedures of the Works Progress Administration.

Harry L. Hopkins
Administrator

13543

CONTENTS

	Page
Preface	iii
TABULATION INSTRUCTIONS FOR DWELLING SURVEY	
Part I - Block tabulation	1-33
Introduction	1
Preparation of filing cards for use during block tabulation	3
Filing system for cards during block tabulation	5
Block tabulation	8
Part II - Tables for units under construction and tables for structure data	1-36
Tables 1 to 6 - Introduction	1
Preparation of filing cards for use during tabulation of tables 1 to 16	3
Filing cards for use during tabulation of tables 1 to 6	3
Filing cards for use during tabulation of tables 7 to 16	5
Filing system for cards for under construction and structure data	9
Preliminary sort	13
Table 1	15
Table 2	17
Table 3	19
Table 4	22
Table 5	28
Table 6	33
Special sort for tables 7 to 14	35
Part III - Tables for owner-occupied units: table 7-B to table 14	1-44
Introduction	1
Filing system for cards for owner-occupied units	1
Table 7-B	6
Table 8-B	10
Table 9-B	14
Table 10-B	21
Table 11-B	27
Table 12	35
Table 13-B	37
Table 14	43
Part IV - Tables for tenant occupied units: table 7-C to table 14	1-45
Introduction	1
Filing system for cards for tenant occupied units	1
Table 7-C	6
Table 8-C	10
Table 9-C	14
Table 10-C	21
Table 11-C	28
Table 12	35
Table 13-C	37
Table 14	44

CONTENTS

	Page
Part V - Tables for vacant units: tables 8-D, 12, 10-D, and 11-D	1-19
Introduction	1
Filing system for cards for vacant units	1
Table 8-D	4
Table 12	8
Table 10-D	10
Table 11-D	14
Part VI - Duplicate cards; derived sections of tables 9-B, 9-C, 16-B, and 16-C; derived table 15; tables for all occupancy groups	1-31
Introduction	1
Preparation of revised tables	1
Derived sections of tables - instructions for tables 9-B, 9-C, 16-B, 16-C, and 15	5
Table 9-B: Persons per room section as obtained from table 11-B-1	6
Table 9-C: Persons per room section as obtained from table 11-C-1	11
Table 15: Derived from table 11-B-1 to 7 and table 11-C-1 to 7	11
Table 16-B: Persons per room section as derived from the number of persons section of table 16-B	18
Table 16-C	20
Tables for all occupancy groups	20
Table 7-A	21
Table 8-A	22
Table 9-A	23
Table 10-A	24
Table 11-A	24
Table 12	26
Table 13-A	27
Table 14	28
Table 15	28
Table 16-A	29
Resort all cards by blocks	30
Part VII - Tables for occupied units by race of occupants	1-7
Tables 16-B and 16-C	1
Table 16-B	2
Table 16-C	7

13543

PREFACE

Real property surveys have been conducted as relief projects in over 250 cities of the United States in the years since 1933. The first of these were operated as Civil Works Administration projects under the direction of the Bureau of Foreign and Domestic Commerce of the U. S. Department of Commerce. The most recent series of surveys, beginning in 1935 and operated in over 100 urban communities, has utilized the "Technique for a Real Property Survey." This "Technique" was prepared through the cooperation of a large number of Federal agencies interested in problems of housing, and was issued July 19, 1935, jointly by the Division of Economics and Statistics of the Federal Housing Administration and the Coordinating Committee of the Central Statistical Board and the Works Progress Administration.

Current interest in housing surveys, resulting in part from the program for low rent housing initiated by the U. S. Housing Authority, and from the desire for worthwhile projects giving employment to needy white collar workers, has resulted in a greatly increased number of work relief projects of this type. Demands for the "Technique" have become so considerable that the supply has diminished to the point where re-issuance has become necessary. The Works Progress Administration, therefore, as the agency concerned with the selection of desirable work projects, is reissuing

Volume II of the "Technique" as one of the W.P.A. Technical Series of Research, Statistical and Survey Project Circulars.[1] The "Technique" is being reproduced with no changes in contents.

The procedures outlined are recommended by the Division of Women's and Professional Projects as a guide in the operation of this type of research, statistical and survey project.

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1 "The Technique", as originally published, consisted of three volumes: Part I, Survey Procedure; Part II, Tabulation Instructions for Dwelling Survey; and Part III, Block Tabulations and General Survey Tables 1-16. Copies of Part II of the "Technique", as well as of Parts I and III, can be obtained from the office of the State Coordinator of Research, Statistical and Survey Projects.

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART I

Block Tabulation

Prepared by: Office of Statistical Coordinator, FERA
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June 1, 1935

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART I

BLOCK TABULATION

Introduction

The following Tabulating Instructions are divided into sections. Part I deals only with the operations of making Block Tabulations. These summarize the data from the individual cards by block and by economic areas as well as for the metropolitan area. Work on the Block Tabulations must be completed before the tabulations described in Part II are undertaken. Parts II to VI deal with the preparation of Table 1 to 15 inclusive, covering the metropolitan area, and Part VII with Table 16, a special color or race table when races other than white are important.

When the city has a total population of less than 50,000 there will not be a separate set of these tables for the city proper, for any of the smaller incorporated places, for the environs, or for any subdivision of the city. When the city has a total population of 50,000 or more it will be found desirable to divide the region into parts so that each part will have a population of less than 50,000 and to tabulate Tables 1 to 15 for each of these parts separately, and to consolidate the tables for the various parts after all tabulations are completed. In establishing these areas within the region it should be done in a manner in which a comparison of the data for the various parts will be of significance; the boundaries of the areas should not cut through the boundaries of enumeration districts, tracts when they are designated, or the city or village limits of minor localities within the area.

Part II presents the tabulation of data for units under construction (Table 1) and for Structure Tables (Tables 2 to 6). The Structure Tables

present an analysis of Residential Structures in the area. In these tables each structure, regardless of the number of dwelling units it contains, is counted only once for each tabulation. The characteristics of structures are presented in the tables. Only the white cards (Form B) are used in the tabulation.

Part III, IV, V present the tabulation of data for dwelling units in the area (Tables 7 to 14). Both the white and yellow cards (Forms B and C) are used in the tabulation. Part III presents data for Owner Occupied Units; Part IV, Tenant Occupied Units; and Part V, Vacant Units. The breakdown of the Tabulating Instructions into Parts III, IV, and V makes it possible to carry on work with the Owner, Tenant and Vacant cards simultaneously.

Part VI presents the preparation of Revised Tables, the derivation of Persons per Room data for Tables 9 and 15, and the tabulation of tables for All Dwelling Units in the Area, (Tables 7 to 14). These data are obtained by consolidating similar data from the corresponding tables for Owner, Tenant and Vacant Units.

Part VII presents a special tabulation (Table 16) for Dwelling Unit data Negroes or for Other Races when these groups are important in the area.

In tabulating the data, extreme care must be exercised to see that all sorts are properly made, that the counting of the cards is properly verified and that the files are maintained in proper order. Whenever an error in sorting or counting is discovered, however, the tables must be corrected and the adjustments for the error must be made on the tables which have been previously prepared. As an example, if in tabulating Table 5, it is discovered that a structure card for a "Two Family, Two Decker" has been included with the group of cards for "Two Family, Side by Side", it will be necessary to bring this error to the attention of the supervisor and

to see that the error is corrected on both Table 3 and Table 4. It will then be necessary to see that the totals for the involved types of structures are corrected on Check Sheet A. Even though the editing and coding have been done carefully, it will be found that a few errors will become apparent when the Block Tabulation is being prepared. These errors should be brought to the attention of the supervisor and if he approves a change in editing or coding, the Block Tabulation should be adjusted for the change. It should be observed that these corrections are permissible on the Block Tabulation, but that no change in the entries on the original cards is permitted after tabulation of Tables 1 to 14 is started.

The work of tabulating is greatly facilitated by the filing system which is an integral part of the tabulating instructions. The supervisor of tabulations should understand this system thoroughly and should build up a set of file cards before tabulation is begun.

A separate Block Tabulation sheet should be prepared for each block in the area covered by the Real Property Survey. The Block Tabulation is based on all white cards (Form B) and yellow cards (Form C) and on the Block List (Form A) for the block. After the Land Use survey and the enumeration of a block are completed and the records have been checked, edited and coded, the Block Tabulation can be prepared even though the enumeration of other blocks in the city has not been completed.

PREPARATION OF FILING CARDS FOR USE DURING BLOCK TABULATION

Before tabulation of the Block Tabulations is started a set of file cards should be made up with the designations indicated below. These files

will be used for cards from a particular block and after the block is completed will be available for use on other blocks. If more than one group are engaged in tabulating block data at the same time, it will be necessary to prepare duplicate sets of file cards. It should be possible to retain the cards for a block during Block Tabulation on the table of the group tabulating the block, and it should not be necessary to route the cards into the files maintained by the Filing Division as used for Tables 1 to 14.

File by CONDITION for all Cards:
- X. Under Construction
- 0. Not under Construction (all other Conditions)

File by COLOR OF CARDS for all Cards*:
- 1. White Cards (Structures)
- 2. Yellow Cards (Other Units)

File by TYPE OF STRUCTURE for all White Cards*:
- 3. Single Family Detached
- 4. Single Family Attached
- 5. Two Family Side by Side
- 6. Two Family Two Decker
- 7. Three Family Three Decker
- 8. Four Family Double Two Decker
- 9. Apartment - 5 to 9 Units
- 10. Apartment - 10 to 19 Units
- 11. Apartment - 20 to 39 Units
- 12. Apartment - 40 Units or More
- 13. Business with Dwelling Units
- 14. Other Non-converted
- 15. Partially Converted
- 16. Completely Converted

File by SIMPLIFIED TYPE OF STRUCTURE for all White Cards* and for all Cards*:
- 17. Single Family
- 18. Two Family
- 19. Three or Four Family
- 20. Apartment
- 21. Other

Working File by OCCUPANCY for all White Cards* by Type of Structure group:
- 22. Owner Occupied
- 23. Non-owner Occupied

Working File by OCCUPANCY for all Cards* by Type of Structure Group
- 24. Owner Occupied
- 25. Tenant and Vacant
- 26. Tenant Occupied
- 27. Vacant

Cumulative File by OCCUPANCY for all Cards*:
- 28. Owner Occupied
- 29. Tenant Occupied
- 30. Vacant

*Excluding cards for Units under Construction.

Filing System for Cards During Block Tabulation

After editing and coding is completed, all cards for each block will be in a separate file. The data for Sections A, B, and C of the Block Tabulation are taken from the Block List (Form A), and the data for the remaining Sections D to DD of the Block Tabulations are taken from the cards (Form B and Form C). The cards for a block should be withdrawn from the file and filed by CONDITION into the two following groups:

Condition	File Number
Under Construction	X
Not Under Construction (All other Conditions)	0

The cards from File X (Under Construction) are tabulated for Section D of the Block Tabulation only. After this tabulation is completed a rubber band should be placed around these cards and they should be held in File X until all tabulations for the block are completed.

The cards from File 0 (Not Under Construction) should be sorted by COLOR OF CARD into the two following groups:

Color of Card	File Number
White Cards (Structures)	1
Yellow Cards (Other Units)	2

The yellow cards should be held in File 2 until the tabulation of Section L is completed. The white cards (File 1) should be sorted by Type of Structure into the following groups:

Type of Structure	File Number
Single Family Detached	3
Single Family Attached	4
Two Family, Side by Side	5
Two Family, Two Decker	6

Type of Structure	File Number
Three Family, Three Decker	7
Four Family, Double Two Decker	8
Apartment - 5 to 9 Units	9
Apartment - 10 to 19 Units	10
Apartment - 20 to 39 Units	11
Apartment - 40 or more Units	12
Business with Residential	13
Other Non-Converted	14
Partially Converted	15
Completely Converted	16

All cards from Files 3 to 16 (by Type of Structure) are used in the tabulation of Section E by Type of Structure. The cards from Files 15 and 16 (Converted Structures) are used in the tabulation of Section F. After this tabulation is completed the Type of Structure groups of white cards in Files 3 to 16 should be assembled into the simplified Type of Structure groups indicated below:

Type of Structure	File Number
Single Family	17
Two Family	18
Three or Four Family	19
Apartment	20
Other	21

The cards will be used in this order for the tabulation of Sections G to J, inclusive. After the tabulation of Section J is completed, each separate Type of Structure group will be sorted by OCCUPANCY into the groups indicated below:

Occupancy	File Number
Owner Occupied	22
Non-Owner Occupied	23

In each case the white cards for a particular type of structure group will be sorted by OCCUPANCY and placed in Files 22 and 23. Sections K and L will be tabulated and the cards will be returned in Files 17 to 21 as indicated above.

After Section L is completed for All Type of Structure groups the cards from File 2 (yellow cards) will be sorted by simplified type and combined with the white cards in Files 17 to 21 by TYPE OF STRUCTURE as indicated above.

Each separate Type of Structure group will be tabulated on Sections M to P of the block tabulation. After Section P is completed the cards for a particular Type of Structure group will be sorted by OCCUPANCY into the groups indicated below:

Occupancy	File Number
Owner Occupied	24
Tenant and Vacant	25

The cards for the Type of Structure group from File 25 (Tenant and Vacant) will be tabulated on Section R of the Block Tabulation. After this tabulation is completed the cards from File 25 will be sorted by OCCUPANCY into the groups indicated below:

Occupancy	File Number
Tenant	26
Vacant	27

The cards for Owner Occupied Units for a particular type of structure will be withdrawn from File 24, tabulated on line 150 of Section S, and on Section U, and then placed in File 28 as indicated below. The cards for Tenant Occupied Units will be withdrawn from File 26, tabulated on line 151 of Section S and on Section V, and placed in File 29 as indicated below. The cards for Vacant Units will be withdrawn from File 27, tabulated on line 152 of Section S and on Section Q and W, and placed in File 30. A summary of the files into which the cards should be placed by OCCUPANCY is indicated below:

Owner Occupied	28
Tenant Occupied	29
Vacant	30

After the tabulation of dwelling unit cards for a particular Type of Structure group is completed on Sections M to W the cards will have been sorted by OCCUPANCY and placed in files 28 to 30. This same procedure should then be carried through for each of the remaining Type of Structure groups until cards for all dwelling units Not Under Construction have been placed in Files 28 to 30 by OCCUPANCY.

The cards for all Vacant Units should be withdrawn from File 30 and tabulated by Duration of Vacancy on Section X. After this tabulation is completed the cards should be returned to File 30.

Cards for all Owner Occupied Units should be withdrawn from File 28, tabulated on Sections Y to DD in the Owner column and returned to File 28. The cards for all Tenant Occupied Units should be withdrawn from File 29, tabulated on Sections Y to DD in the Tenant column and returned to File 29. After all tabulations for a block have been completed and checked, the cards for the block should be returned to the file with a rubber band placed around all cards for Units Under Construction, and these cards placed at the back of the bundle.

BLOCK TABULATION

1. The Forms A, B and C for a block will be withdrawn from "Ready for Block Tabulation - A, and C" file and charged out to the Block Tabulation Clerk. One copy of the Block Tabulation should be prepared for each block in the city. Enter on the form the name of the city and state, the enumeration district in which the block is located, and the block number. Also enter the boundary streets of the block in the order in which they were enumerated. The date enumerated as given in the head of the Block List should also be entered into the heading of the Block Tabulation.

2. From the Land Coverage Summary Section at the top of Sheet 1 of the Block List obtain the area of block in square feet and enter on line 1 of Section A of the Block Tabulation. The entries for line 2 (% Not in Permanent Use) and line 3 (% In Permanent Use) are obtained from the "Percent" column of lines 2 and 3 of this Land Coverage Summary Section of the Block List. The entries on lines 2 and 3 must total to 100%. In the same manner the entry for line 4 (% of Permanent Use Covered by Major Structures) can be obtained from the "Percent" column of line 4 of the Land Coverage Summary section of the Block List. The entry for line 5 (% of Permanent Use Not Covered by Major Structures) is obtained by subtracting the entry on line 4 from 100%. All of these entries must be very carefully checked.

3. Obtain the entry for line 6 of Section B of the Block Tabulation, from "Number of Major Structures" as entered at the top of Sheet 1 of the Block List. Obtain the count of Major Structures by Type for lines 7 to 11 of Section B of the Block Tabulation by counting the entries in column 11 of the block list, classified by groups according to the code indicated in column 12. It should be observed that when no code is given in column 12 opposite an entry in column 11, the last code entered above the line in column 12 will apply to the column 11 entry. This tabulation requires only a count of each structure as indicated in column 11 and <u>not</u> the total of the area of the structures by type. The groups into which the entries should be classified on the basis of column 12 are indicated below:

Number of Major Structures	Code as Indicated in Column 12 of Block List.
Residential without business	A, B or C.
Residential with business	D or E
Commercial	F
Industrial	G
Public and Institutional	H

There should be no entries in column 11 of the Block List for properties coded I, J, K or L in column 12. CHECK THE COUNT OF STRUCTURES BY TYPE. Enter the results in lines 7 to 11 of Section B of the Block Tabulation. CHECK THE POSTING. The total of the entries on lines 7 to 11 must check with the entry on line 6.

4. From the bottom of the last sheet of the Block List for the block, determine the total number of occupied and vacant business units from the totals of columns 7 and 8 and enter on lines 13 and 14 of Section B of the Block Tabulation. Obtain the entry for line 12 (Total Business Units) by adding the entries on lines 13 and 14. The transcription and addition must be carefully checked.

5. Withdraw all white and yellow cards for a particular block from the file. Sort these cards by CONDITION into the following groups:

Condition	After Sorting Place in File No.
Under Construction	X
Not Under Construction (all other Condition groups)	0

CHECK THE SORTING OF THE CARDS. If the Enumeration Instructions have been carried out properly, all Under Construction Units will be Vacant Units. If any Owner or Tenant Occupied, Under Construction Units are found, the Condition should be changed in accordance with the INSTRUCTIONS TO ENUMERATORS.

6. Sort all cards from File X (Units Under Construction) by TYPE OF STRUCTURE into the following groups:

Single Family	(1. Single Family Detached, and 2. Single Family Attached).
Two Family	(3. Two Family, Side by Side, and 4. Two Family, Two Decker)
Three or Four Family	(5. Three Family, Three Decker, and 6. Four Family, Double Two Decker)
Apartment	(7. Apartment)
Other	(8. Business with Dwelling Units, 9. Other Non-Converted, 10. & 11. - Converted, and No Report on Type.)

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 17 to 21 of Dwelling Units Column of Section D of the Block Tabulation. Count the White cards only in each group and post on lines 17 to 21 of Residential Structures column of Section D of Block Tabulation. CHECK THE COUNTING AND THE POSTING. The entries on lines 16 are obtained by adding the entries on lines 17 to 21. This is the only tabulation on the Block Tabulation on which cards from File X (Units Under Construction) are used. All of the remaining sections of the Tabulation are based on cards for Units and Structures Not Under Construction.

7. Sort all cards for File O (Units Not Under Construction) by color of card, into the following groups:

Color of Card	After Tabulation place in File No.
White Cards (Structure Cards)	1
Yellow Cards (Other Dwelling Units)	2

CHECK THE SORTING OF THE CARDS. Count the white cards and post on line 22 of Residential Structures column of Section E. Count the white and yellow cards and post on line 22 of Dwelling Units column of Section E. CHECK THE COUNTING AND THE POSTING.

8. Sort all cards from File 1 (Structure Cards, Not Under Construction) by TYPE OF STRUCTURE, into the following groups:

Type of Structure	After Posting Place in File No.
Single Family Detached	3
Single Family Attached	4
Two Family, Side by Side	5
Two Family, Two Decker	6
Three Family, Three Decker	7
Four Family, Double Two Decker	8
Apartment, 5 to 9 Units	9
Apartment, 10 to 19 Units	10
Apartment, 20 to 39 Units	11
Apartment, 40 Units or More	12
Business with Dwelling Units	13
Other Non-Converted	14
Partially Converted	15
Completely Converted	16

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 23 to 36 of Residential Structures column of Section E, of the Block Tabulation. The total of the entries on lines 23 to 36 of Residential Structures column must check with the entry on line 22. The entries for line 23 and 24 (Single Family Structures) of Dwelling Units column are the same as the entries on these lines in Residential Structures column. The entries on lines 25 and 26 (Two Family Structures) of Dwelling Units column are obtained by multiplying the entries in Residential Structures column by two. The entry for lines 27 (Three Family Structure) of Dwelling Units column is obtained by multiplying the entry on line 27 of Residential Structures column by three. The entry for line 28 (Four Family Structure) of Dwelling Units is obtained by multiplying the entry on line 28 of

Residential Structures column by four. The entries for lines 29 to 36 of Dwelling Units column are obtained by adding the Number of Units reported in the Type of Structure section of the card for the proper Type of Structure groups of cards. CHECK THE TABULATION AND THE POSTING. The total entries on lines 23 to 36 of Dwelling Units column must check with the entry on line 22 of this column.

9. Sort all cards from File 15 (Partially Converted Structures) by Year Converted, into the following groups:

1935
1930 - 1934
1925 - 1929
1920 - 1924
1919 - or Before
No Report on Year Converted

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 39 to 43 and 38 of Partially Converted column of Section F. The entry on line 37 (Total) of Partially Converted column is obtained by totalling the entries on lines 38 to 43. This entry on line 37 must check with the entry on line 35 of Residential Structures column.

10. Sort all cards from File 16 (Completely Converted Structures) by Year Converted in the manner indicated in paragraph 9 above and post in Completely Converted column of Section F. The entry on line 37 (Total) of Completely Converted column must check with the entry on line 36 of Residential Structures column.

11. Withdraw all cards from File 3 to 16 (by Type of Structure) and combine these groups into the following simplified Type of Structure groups:

Type of Structure	File Number
Single Family (includes cards from files 3 and 4)	17
Two Family (includes cards from files 5 and 6)	18
Three or Four Families (includes cards from file 7 and 8)	19
Apartment - (includes cards from file 9, 10, 11 and 12)	20
Other - (includes cards from file 13, 14, 15 and 16)	21

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in the proper columns of line 44. CHECK THE COUNTING AND THE POSTING. The entry in line 44 of Single Family column must check with the total of the entries on line 23 and 24 of Residential Structures column. The entry on line 44 of Two Family column must check with the total of the entries on lines 25 and 26 of Residential Structures column. The entry on line 44 of 3 or 4 Family column must check with the total of the entries on lines 27 and 28 of the Residential Structures column. The entry on line 44 of Apartment column must check with the Total of the entries on lines 29 to 32 of Residential Structures column. The entry on line 44 of Other column must check with the total of the entries on lines 33 to 36 of Residential Structure column.

12. Sort all cards from File 17 (Single Family Structures) by BUSINESS UNITS into the following groups:

No Business Units
With Business Units
No Report on Business Units

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 47, 48 and 45 of Single Family column of Section G. CHECK THE COUNTING AND THE POSTING. The entry for line 46 Total Reports on Business Units is obtained by adding the entries on lines 47 and 48. The total of the entries on lines 45 and 46 must check with the entry on line 44. While in the case of the 1 to 4 family structures there should be no business units, this tabulation should be carried forward to check the cards and some business units might be recorded in apartments and other structures which are tabulated later.

13. Sort all cards from File 17 (Single Family Structures) by EXTERIOR MATERIAL into the following groups:

1. Wood
2. Brick
3. Stone, 4. Stucco, 5. Other
X. No Report on Material

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 50 to 52 and 49 of Single Family column of Section H. CHECK THE COUNTING AND THE POSTING. The total of the entries on lines 49 to 52 must check with the entry on line 44.

14. Sort all cards from File 17 (Single Family Structures) by CONDITION into the following groups:

1. Good Condition
2. Minor Repairs
3. Major Repairs
4. Unfit for Use
X. No Report on Condition

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 55 to 58 and 53 of Single Family column of Section I. CHECK THE COUNTING AND THE POSTING. The entry for line 54 Total Reports on Condition is obtained by adding the entries on lines 55 to 58. The total of the entries on lines 53 and 54 must check with the entry on line 44.

15. Sort all cards from File 17 (Single Family Structures) by YEAR BUILT, into the following groups:

A. 1935
B. 1930 - 1934
C. 1925 - 1929
D. 1920 - 1924
E. 1915 - 1919
F. 1905 - 1914
G. 1895 - 1904
H. 1885 - 1894
I. 1860 - 1884
J. 1859 or before
X. No Report on Year Built

As an additional check on the coding of the cards, check the cards in each Year Built group to verify the fact that the Year Built and the Code agree. If errors in coding are located they should be corrected. Count the cards in each Year Built group and post on lines 62 to 71 and 60 of Single Family column of Section J. CHECK THE COUNTING AND THE POSTING. The entry on line 61 (Total Reports on Year Built) is obtained by adding the entries on lines 62 to 71. The total of the entries on lines 60 and 61 must check with the entry on line 44.

16. Carry through the procedure indicated in paragraphs 12 to 15 with each of the remaining Type of Structure groups of Structure cards (Files 18 to 21). This procedure must be carried through separately with each of the groups of cards. The results of the tabulation should be posted in the proper columns of Sections G to J of the Block Tabulation. After the tabulation for any Type of Structure group is completed, the cards should be returned to the file from which they were obtained. The entries for lines 44 to 58 and 60 to 71 of Total column are obtained by adding the corresponding entries in the Type of Structure columns. The entry for line 44 of the Total column must check with the entry on line 22 of the Residential Structures column.

17. Sort all cards from File 17 (Single Family Structures) by OCCUPANCY into the following groups:

Occupancy	After Posting Place in File Number
Owner Occupied	22
Non-Owner Occupied (Tenant & Vacant)	23

CHECK THE SORTING OF THE CARDS. Count the cards for Owner Occupied Structures (File 22) and post on line 73 Total Owner Occupied Residential Structures of Single Family column. CHECK THE COUNTING AND THE POSTING. Place the cards for Single Family Structures in Files 22 and 23 as indicated above.

18. Sort all cards from File 22 (Owner Occupied, Single Family Structures) by ENCUMBRANCE into the following groups:

1. Mortgage of Land Contract
2. No Encumbrance
X. No Report on Encumbrance

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 76, 77, and 74 of Single Family column of Section K. CHECK THE COUNTING AND THE POSTING. The entry for line 75 (Total Reports on Encumbrance) is obtained by adding the entries on lines 76 and 77. The total of the entries on lines 74 and 75 must check with the entry on line 73.

19. Sort all cards from File 22 (Owner Occupied, Single Family Structures) by VALUE OF PROPERTY into the following groups:

A. $499 or less
B. 500 - $999
C. 1,000 - 1,499
D. 1,500 - 1,999
E. 2,000 - 2,499
F. 2,500 - 2,999
G. 3,000 - 3,999

H.	$4,000 - 4,999
I.	5,000 - 5,999
J.	6,000 - 7,999
K.	8,000 - 9,999
L.	10,000 - 14,999
M.	15,000 - 19,999
N.	20,000 - 29,999
O.	30,000 or More
X.	No Report on Value

As an additional check on the coding of the cards, check the cards in each Value of Property group to verify the fact that the Value of Property and Value of Property Code agree. If errors in coding are located they should be corrected. Count the cards in each group and post on lines 83 to 97 and 79 of the Single Family column of section L. CHECK THE COUNTING AND POSTING. The entry for line 80 (Total Reports on Value) is obtained by adding the entries on lines 83 to 97. The total of the entries on lines 79 and 80 must check with the entry on line 73. Obtain a total of the Value of Property reported on Owner Occupied Structure cards (from File 22) on which this item is reported. It will be most convenient to use an adding machine in obtaining this total. Post the total amount on line 81 of Single Family column of section L. CHECK THE ADDITION AND THE POSTING. After this tabulation is completed, the cards for Single Family Structures should be removed from Files 22 and 23 and returned to Files 17.

20. Carry through the procedure indicated in paragraphs 17 to 19 with all cards from File 18 (Two Family Structures) and File 19 (Three and Four Family Structures); also carry through the procedure indicated in paragraphs 17 and 18 with all cards from File 20 (Apartment) and File 21 (Other Structures). The tabulation by Value of Property is not required for Apartments or Other Structures. Post the results in the proper

columns of lines 73 to 97. This procedure must be carried through separately for each of the Type of Structure groups, (Files 18 to 21). During the process of tabulation the cards for a Type of Structure group will be sorted by Occupancy, placed in Files 22 and 23, tabulated by Encumbrance and Value of Property (for cards from Files 18 and 19 only), after which the cards will be removed from the Files 22 and 23 and placed in the Type of Structure file (Files 18 to 21) from which they were drawn. The entries for lines 73 to 77, of Total column are obtained by adding the corresponding entries in all of the Type of Structure columns.

21. Sort all cards from File 2 (Other Dwelling Units, yellow cards) by TYPE OF STRUCTURE into the following groups:

Type of Structure	After Posting Place in File No.
Single Family (1. Single Family Detached, and 2. Single Family Attached)	17
Two Family (3. Two Family, Side by Side, and 4. Two Family, Two Decker)	18
Three or Four Family (5. Three Family, Three Decker, 6. Four Family, Double Two Decker)	19
Apartment (7. Apartment)	20
Other (8. Business with Dwelling Units 9. Other Non-Converted 10. & 11. Converted, and No Report on Type.)	21

CHECK THE SORTING OF THE CARDS. Place these yellow cards by Type of Structure into Files 17 to 21 as indicated above. The white cards will already be in these files. After this operation is completed all

cards for Units Not Under Construction will be in File 17 to 21 by Type of Structure. Withdraw all the cards from each file 17 to 21, keeping each group separate. Count the cards in each group and post in the proper columns on line 98. CHECK THE COUNTING AND THE POSTING. The entry on line 98 of the Single Family column must check with the total of the entries on lines 23 and 24 of Dwelling Units column. The entry on line 98 of the Two Family column must check with the total of the entries on lines 25 and 26 of Dwelling Units column. The entry on line 98 of 3 or 4 Family column must check with the total of the entries on lines 27 and 28 of the Dwelling Units column. The entry on lines 98 of the Apartment column must check with the total of the entries on lines 29 to 32 of the Dwelling Units column. The entry on line 98 of the "Other" column must check with the total of the entries on lines 33 to 36 of the Dwelling Units column. After counting, the cards should be returned to Files 17 to 21 as indicated above.

22. Sort all cards from File 17 (Single Family Units) by PLUMBING EQUIPMENT, into the following groups:

A. At least 2 Toilets and 2 Bathing Units
B. At least 2 Toilets and 1 Bathing Unit
C. 1 Toilet and at least 1 Bathing Unit
D. At least 1 Toilet, less than 1 Bath
E. Shared Toilet and Running Water
F. Shared Toilet but No Running Water
G. No Toilet but with Running Water
H. No Toilet and No Running Water
X. No Report on Plumbing

As an additional check of the coding of the cards, check the cards in each Plumbing Equipment group to verify the fact that the Plumbing Equipment entries and the Code agree. If errors in coding are located they should be corrected. Count the cards in each group and post on lines 101 to 108 and 99 of Single Family column of Section M. CHECK THE COUNTING

AND THE POSTING. The entry for line 100 (Total Reports on Plumbing Equipment) is obtained by adding the entries on lines 101 to 108. The total of the entries on lines 99 and 100 must check with the entry on line 98.

23. Sort all cards from File 17 (All Single Family Units), by HEATING EQUIPMENT, into the following groups:

1. Central Steam or Hot Water
2. Central Warm Air
3. Other Installed
4. None Installed
X. No Report on Heating

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 113 to 116 and 111 of Single Family column of Section N. CHECK THE COUNTING AND THE POSTING. The entry for line 112 (Total Reports on Heating Equipment) is obtained by adding the entries on lines 113 to 117. The total of the entries on lines 111 and 112 must check with the entry on line 98.

24. Sort all cards from File 17 (All Single Family Units) by PERSONS PER ROOM into the following groups.

A. .50 or Less
B. .51 to .75
C. .76 to 1.00
D. 1.01 to 1.50
E. 1.51 to 2.00
F. 2.01 or More
X. No Report on Persons per Room
(include all cards for Vacant Units in this group).

As an additional check on the coding of the cards, check the cards in each PERSONS PER ROOM group to verify the code with the number of persons and the number of rooms. If errors in coding are located they should be corrected. Count the cards in each group and post on lines 120 to 125 and 118 of Single Family column of Section O. CHECK THE COUNTING AND

THE POSTING. The entry for line 119 (Total Reports on Persons Per Room) is obtained by adding the entries on lines 120 to 125. The total of the entries in lines 118 and 119 must check with the entries on line 98.

25. Sort all cards from file 17 (All Single Family Units) by NUMBER OF ROOMS, into the following groups:

1 Room
2 Rooms
3 Rooms
4 Rooms
5 Rooms
6 Rooms
7 Rooms
8 Rooms or More
No Report on Rooms

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 128 to 135 and 127 of Single Family column of Section P. CHECK THE COUNTING AND THE POSTING. The total of the entries on lines 127 to 135 must check with the entry on line 98.

26. Obtain a total of Monthly Rent reported on all cards from File 17 (All Single Family Units). This total may be obtained most easily by using an adding machine. Post the total on line 158 of Single Family column of Section T. CHECK THE ADDITION AND THE POSTING.

27. Sort all cards from File 17 by OCCUPANCY into the following groups:

Occupancy	After Sorting Place in File No.
Owner Occupied	24
Tenant & Vacant	25

CHECK THE SORTING OF THE CARDS. Count the cards for Owner Occupied Units and post on line 150 of Single Family column of Section S. Place the cards in Files 24 and 25 as indicated above.

28. Sort all cards from file 25 (All Tenant and Vacant, Single Family Units) by FURNITURE into the following groups:

Furniture Not Included in Rent
Furniture Included in Rent
No Report on Furniture

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 147, 148 and 145 of Single Family column of Section R. CHECK THE COUNTING AND THE POSTING. The entry for line 146 (Total Reports on Furniture) is obtained by adding the entries on lines 147 and 148.

29. Sort all cards from File 25 (All Tenant and Vacant Single Family Units) by OCCUPANCY, into the following groups:

Occupancy	After Posting Place in File Number
Tenant Occupied Units	26
Vacant Units	27

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 151 and 152 of the Single Family column of Section S. CHECK THE COUNTING AND POSTING. The total of the entries on lines 150 to 152 must check with the entry on line 98. Place the cards in Files 26 and 27 as indicated above.

30. Sort all the cards from File 27 (Vacant Single Family Units) by NUMBER OF ROOMS, into the following groups:

1 Room
2 Rooms
3 Rooms
4 Rooms
5 Rooms
6 Rooms
7 Rooms
8 Rooms or More
No Report on Rooms

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 137 to 144 and 136 of the Single Family column of Section Q. CHECK THE COUNTING AND THE POSTING. The total of entries on lines 136 to 144 must check with the entry on line 152. Return the cards to File 27

(Vacant Single Family Units) when this tabulation is completed.

31. Sort all cards from File 24 (All Owner Occupied, Single Family Units) by Monthly Rent into the following groups:

A. $4.99 and less
B. 5.00 to $9.99
C. 10.00 to 14.99
D. 15.00 to 19.99
E. 20.00 to 24.99
F. 25.00 to 29.99
G. 30.00 to 39.99
H. 40.00 to 49.99
I. 50.00 to 74.99
J. 75.00 to 99.99
K. 100.00 to 149.99
L. 150.00 and More
X. No Report on Rent

As an additional check on the coding of the cards, check the cards in each Monthly Rent group to verify the fact that the Monthly Rent and the code agree. If errors in coding are located they should be corrected. Count the cards in each group and post on lines 173 to 184 and 172 of Single Family column of Section U. CHECK THE COUNTING AND THE POSTING. The total of the entries on lines 172 to 184 must check with the entry on line 150. After this tabulation is completed, place the cards for Owner Occupied, Single Family Units, in File 28. (Owner Occupied Units.)

32. Carry through the procedure indicated in paragraph 31 with all cards from File 26 (All Tenant Occupied, Single Family Units). Post the results on lines 185 to 197 of Single Family column of Section V. The total of the entries on lines 185 to 197 must check with the entries on line 151. After this tabulation is completed, place the cards for Tenant Occupied, Single Family Units, in File 29. (Tenant Occupied Units.)

33. Carry through the procedure indicated in paragraph 31 with all cards from File 27 (All Vacant Single Family Units). Post the results on lines 198 to 210 of Single Family column of Section W. The total of the entries on lines 198 to 210 must check with the entry

on line 152. After this tabulation is completed, place the cards for Vacant, Single Family Units, in File 30. (Vacant Units.)

34. The entries for Monthly Rent, All Units section, (lines 156 and 160 to 171 of Section T) are obtained by adding the corresponding entries in Sections U, V. and W. of the Block Tabulation. The entry for line 157 is obtained by adding the entries on lines 160 to 171. The total of the entries on lines 156 and 157 must check with the entry on line 98. After this tabulation is completed the cards for Single Family Units will have been placed in the following files by Occupancy:

Occupancy	File Number
Owner Occupied	28
Tenant Occupied	29
Vacant	30

35. Carry through the procedure indicated in paragraphs 22 to 34 with each of the remaining Type of Structure groups of cards (Files 18 to 21) and post the results on lines 98 to 210 of the proper column of the Block Tabulation. This procedure must be carried through separately for each of the Type of Structure groups. After the tabulation of all Type of Structure groups has been completed, the cards for all units will have been placed in Files 28 to 30 by Occupancy. The entries for Total column of lines 98 to 210, except lines 109, 110, 117, 126, 149, 153, 155, and 159 are obtained by adding the corresponding entries in all of the Type of Structure columns.

36. Withdraw all the cards from Files 28 to 30, keeping each group separate. Count the cards in each group and post on line 224 for Owner and Tenant, Files 28 and 29, and on line 211 for Vacant cards, File 30. CHECK THE COUNTING AND THE POSTING. The entry on line 211 must check with the entry in the Total column on line 152. The entry on line 224 of the Tenant column must check with the entry on line 151 of the Total column. The entry on line 224 of the Owner column must check with the entry

on line 150 in the Total column.

37. Sort all cards from File 30 (All Vacant Units) by DURATION OF VACANCY into the following groups:

J. Less than 1 Month
K. 1 Month
L. 2 Months
M. 3 - 5 Months
N. 6 - 8 Months
O. 9 - 11 Months
P. 1 Year - 1 Year, 11 Months
Q. 2 Years - 2 Years, 11 Months
R. 3 Years or More
X. No Report on Duration

As an additional check on the coding of the cards, check the cards in each Duration group to verify thefact that the Duration and the code agree. If errors in coding are located they should be corrected. Count the cards in each group and post on lines 214 to 222 and 212 of Section X. The entry for line 213 (Total Reports on Duration) is obtained by adding the entries on lines 214 to 222. The total of the entries on lines 212 and 213 must check with the entry on line 211. This completes the tabulations for Vacant Units. The cards should be returned to File 30.

38. Sort all cards from File 28 (All Owner Occupied Units) by DURATION OF OCCUPANCY into the following groups:

A. Less than 6 Months
B. 6 Months - 11 Months
C. 1 Year - 1 Year, 11 Months
D. 2 Years - 2 Years, 11 Months
E. 3 Years - 4 Years, 11 Months
F. 5 Years - 9 Years, 11 Months
G. 10 Years - 19 Years, 11 Months
H. 20 Years or More
X. No Report on Duration

As an additional check on the coding of the cards, check the cards in each Duration of Occupancy group to verify the fact that the Duration and the code agree. If errors in coding are located they should be

corrected. Count the cards in each group and post on lines 227 to 234 and 225 of Owner column of Section Y. CHECK THE COUNTING AND THE POSTING. The entry for line 226 (Total Reports on Duration) is obtained by adding the entries on lines 227 to 234. The total of the entries on lines 225 and 226 must check with the entry on line 224.

39. Sort all cards from File 28 (All Owner Occupied Units) into the two following groups, on the basis of completeness of report of Total Number of Persons in Unit:

Total Number of Persons Reported
Total Number of Persons Not Reported

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 237 and 236 of Owner column of Section Z. CHECK THE COUNTING AND THE POSTING. The total of the entries on line 236 and 237 must check with the entry on line 224. Using the adding machine, if possible, obtain a total of the Total Number of persons in Unit for all cards for Owner Occupied Units reporting this item. Post this total on line 238 of the Owner column. CHECK THE ADDITION AND THE POSTING. When this tabulation is completed return cards to File 28.

40. Sort all cards from File 28 (All Owner Occupied Units), into the two following groups; on the basis of NUMBER AND AGE OF ALL PERSONS.

Number and Age of Persons Reported
Number and Age of Persons Not Reported

This sort will differ from the one indicated in paragraph 39 in that a unit for which Total Number of Persons was reported would be included as a complete report in paragraph 39, even though the Number of Persons by Age Group was not reported. For the sort indicated immediately above, it is necessary for the Age of Persons to be reported, as well as the Total Number of Persons. CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 241 and 240 of Owner column of

Section AA. The total of the entries on lines 240 and 241 must check with the entry on line 224. By using a tally sheet, obtain the Number of Persons in each age group from the cards on which Number and Age is completely reported. Enter these totals on lines 243 to 249 of Owner column. Obtain a total of the Total Persons in Unit on all cards reporting Number and Age of Persons; using an adding machine, if possible. Enter this total on line 242 of Owner column. The total of the entries on lines 243 to 249 must check with the entry on line 242.

41. Sort all cards from File 28 (All Owner Occupied Units) on which Number and Age of Persons is reported by whether or not children are present in the unit. If an entry other than zero appears, on "Under 1 Year", "1 - 4 Years", "5 - 9 Years", "10 - 14 Years" lines of NUMBER AND AGE OF ALL PERSONS section of the card and the Age of Persons section is properly filled out on the card, the card should be counted as "With Children 14 Years or Less". Enter the number of such cards on line 250 of Owner column.

42. Sort all cards from File 28 (All Owner Occupied Units) by RACE OF HOUSEHOLD into the following groups:

1. White
2. Negro
3. Other
X. No Report on Race

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 254 to 256 and 252 of Owner column. CHECK THE COUNTING AND THE POSTING. The entry for line 253 (Total Reports on Race) is obtained by adding the entries on 254 to 256. The total of the entries on lines 252 and 253 must check with the entry on line 224.

43. Sort all cards from File 28 (All Owner Occupied Units) by NUMBER OF ROOMERS, into the following groups:

Units with no Roomers
Units with 1 Roomer
Units with 2 Roomers
Units with 3 or 4 Roomers
Units with 11 Roomers or More
No Report on Roomers

CHECK THE SORTING OF THE CARDS. Check the cards in each group and post on lines 260 to 265 and 258 of Owner column of Section CC. CHECK THE COUNTING AND THE POSTING. The entry for line 259 (Total Reports on Roomers) is obtained by adding the entries on lines 260 to 265. The total of the entries on lines 258 and 259 must check with the entry on line 224.

44. Sort all cards from File 28 (All Owner Occupied Units) by EXTRA FAMILIES into the following groups:

Units with Extra Families
Units with No Extra Families, or
Units with No Report on Extra Families

CHECK THE SORTING OF THE CARDS. Count the cards for Units with Extra Families and post on line 267 of Owner column. CHECK THE COUNTING AND THE POSTING. Add the number of Extra Families on all cards for Units with Extra Families and post this total on line 268 of the Owner column. On a form similar to the one indicated below, tally each Extra Family reported on the cards for Units with Extra Families by Number of Persons in Extra Families groups.

Number of Extra Families with				
1 Person	2 Persons	3 Persons	4 Persons or More	No Report on Persons

It should be observed that a card with two Extra Families should have two Number of Persons entries, and a card with three Extra Families should have three Number of Persons entries, etc. Obtain a total of the tallies and post on lines 270 to 273 and 269 of the Owner column. The total of entries on lines 269 to 273 must check with the entry on line 268. This completes the tabulations on the Block Tabulation for Owner Occupied Units. These cards should be returned to File 28.

45. Carry through the procedure indicated in paragraphs 38 to 44, with all cards from File 29, (All Tenant Occupied Units). Post the results on lines 224 to 273 of Tenant column. The entry on line 224 of Tenant column must check with the entry on line 151 of Total column. This completes the tabulation on Block Tabulation for Tenant Occupied Units and these cards should be returned to File 29. The entries for lines 224 to 273 of Total column are obtained by adding the corresponding entries in Owner and Tenant column.

46. The entries for the following lines are obtained in the manner indicated. Each of these entries must be carefully checked. The indicated figures should be computed for each of the columns.

LINE	LINE	LINE
15 (% Business Units Vacant)	14	Divided by 12
59 (% Major Repairs & Unfit for Use)	57+58	Divided by 54
72 (% Built 1919 or Before)	66+67+68+69+70+71	Divided by 61
78 (% With Mortgage or Land Contract)	76	Divided by 75
109 (% Without at least 1 Toilet & 1 Bath)	104+105+106+107+108	Divided by 100
100 (% With No Running Water)	106+108	Divided by 100
117 (% With No Central Heat)	115+116	Divided by 112
126 (% With 1.51 or More Persons per Room)	124+125	Divided by 119
149 (% With Furnishings Included)	148	Divided by 146
153 (% - Owner)	150	Divided by 98
154 (% - Tenant)	151	Divided by 98
155 (% - Vacant)	152	Divided by 98
223 (% - Vacant - 6 Months or More)	218+219+220+221+222	Divided by 213
235 (% - Occupied Less than 5 Years)	227-228-229-230-231	Divided by 226
251 (% - With Children)	250	Divided by 241
257 (% - Negro and Other)	255+256	Divided by 253
266 (% - With 3 Roomers or More)	263+264+265	Divided by 259
82 (Average Value of Property)	81	Divided by 80
159 (Average Rent Per Unit)	158	Divided by 157
239 (Average Persons Per Unit)	238	Divided by 237

47. After the tabulation for a block is completed, withdraw all cards from File 28 (Owner Occupied), File 29 (Tenant Occupied), and File 30 (Vacant). Combine these cards into one group, also, withdraw all cards from File X (Under Construction). Place a rubber band around the cards for Units Under Construction and place these cards on the bottom of the pile of cards for Units Not Under Construction. Enter your name and the date opposite "Block Tabulation" on the Block Face Card and attach the Face Card to the Forms A, B and C and return the forms and the Block Tabulation Sheet to the file.

48. The Forms A, B and C and the Block Tabulation Sheet for a block will be withdrawn from the "Ready for Block Tabulation Inspection" file and routed to the Block Tabulation Inspector. The Inspector should examine the Block Tabulation for any apparent discrepancy in editing or coding. If any such errors are located, the cards involved must be scrutinized and if corrections are required, the Supervisor should be consulted, who will make the necessary corrections. The Block Tabulation must be adjusted for these corrections. While corrections of this type may be made at this point, the entries on the card must not be altered after the tabulation of Table 1 to 14 has been started. The Block Tabulation Inspector should enter his name and the date opposite "Block Tabulation Inspection" on the Block Face Card and return the forms and the Block Tabulation Sheet to the Filing Division.

49. After the tabulations of Block Tabulations for all blocks in the area are completed, it may be desirable to secure data for areas larger than the blocks but smaller than the area as a whole. These areas might be census tracts, economic areas, or areas set up for any slum clearance, civic improvement, or other purpose.

To obtain the data for these areas, sort the Block Tabulations into groups on the basis of the areas. Prepare a Block Tabulation for each of these areas and enter the proper designations in the headings. Obtain the entries for lines 1 to 273 (except percents and averages) by adding the corresponding entries on the Block Tabulation for all blocks in the area. These entries must be very carefully checked. The percent and average figures for the area should be computed in the manner indicated in paragraph 46. In a similar manner a Block Tabulation of the Area as a whole may be prepared by summarizing the data on the Tabulations for Areas, if the selected areas cover the full region included in Tables 1 to 14.

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART II

Tables for Units Under Construction
and
Tables for Structure Data

Prepared by: Office of Statistical Coordinator, FERA
Division of Economics and Statistics, FHA
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TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART II

Tables for Units Under Construction
and
Tables for Structure Data.

Tables 1 to 6

Introduction

After the Block Tabulation has been completed for all of the blocks in the area covered by the survey, the tables covering the area as a whole should be prepared.

Part II has to do with structure data. Table 1 deals with Structures Under Construction, while Tables 2 to 6 cover the data on all Structures Not Under Construction. Re-read the introductory section of Part I Tabulation Instructions carefully.

A subdivision of the work is possible at certain points. For instance, the fact that the Single Family Detached cards predominate in most cities makes it possible to divide the operations in Table 3, by assigning one group of people to the work of sorting and counting the cards of that type of structure and another group to the work of sorting and counting the cards in all the other categories. The same is true in the case of Tables 4 and 5. This suggestion may also be followed at any point where the sorting and counting is based on Type of Structure.

At various points in these instructions there is introduced a device which should help in locating errors which become evident only after a sort and count is completed. By placing rubber bands around groups of cards which have been sorted into particular categories and counted, it is usually possible to check the count and discover errors which show up in the final total without making a

complete recount. Once a correct total is achieved the rubber bands will be removed from the cards as indicated in the instructions relating to the next operation.

During the tabulation of the Block Tabulation it has been repeatedly suggested that the coding and editing should be rechecked and if this work has been done accurately there will be no remaining errors. However, in the event that there are still errors in either editing or coding the following method should be followed. One rule that must be followed explicitly is that no change in the editing or coding of any card can be made after tabulation of Tables 1 to 16 has started. If such an error is located, copy onto a duplicate card, with black ink, all of the data appearing on the card, this includes the edited data, as well as the original entries, used in the tabulations. Indicate on the duplicate card with red ink the change in editing or coding which should be made. The only red entries on the card will be changes in editing or coding. Mark this duplicate card "Duplicate" and draw diagonal red lines in both directions on the duplicate. Enter a "D" in red on the original card to the right of "II This Dwelling Unit", to indicate to subsequent tabulators that a duplicate card has been prepared. No change in editing or coding should be made on the original card. These cards for which duplicate cards have been prepared should be restored to the tabulation and included in all subsequent tabulations. The duplicate cards must not be included in any of the tabulations.

Note:- Pages 3 to 8 on the General Filing System have been removed from this section and are now included in "Instructions to Filing Section".

Preparation of Filing Cards for use During Tabulation of Tables 1 to 16

Before tabulation of Tables 1 to 16 is started, a set of file cards should be made up with the designations indicated below. A Filing Division should be set up and all cards should be retained in this division except those on which actual tabulation work is being carried forward.

Filing Cards for Use During Tabulation of Tables 1 to 6

File by CONDITION for All Cards.

X. Under Construction
O. Not Under Construction (All other Conditions).

File by TYPE OF STRUCTURE for All Cards*.

White & Yellow Cards Structures and Dwelling Units File	Yellow Cards Other Units File	White Cards Structures - File	TYPE OF STRUCTURE
1	1	1a	Single Family Detached
1	2	2a	Single Family Attached
3	3	3a	Two Family, Side by Side
4	4	4a	Two Family, Two Decker
5	5	5a	Three Family, Three Decker
6	6	6a	Four Family, Double 2 Decker
7	7	7a	Apartment, 5 to 9 Units
8	8	8a	Apartment, 10 to 19 Units
9	9	9a	Apartment, 20 to 39 Units
10	10	10a	Apartment, 40 Units or More
11	11	11a	Business with Residential
12	12	12a	Other Non-Converted
13	13	13a	Partially Converted
14	14	14a	Completely Converted
15	15	15a	No Report on Type

* Indicates that cards for Under Construction Units are to be omitted.

Working File by VALUE OF ENTIRE PROPERTY for white cards* for Owners of Type of Structure group.

File	Code	Value
16	A	$499 or less
17	B	500 to $999
18	C	1,000 to 1,499
19	D	1,500 to 1,999
20	E	2,000 to 2,499
21	F	2,500 to 2,999
22	G	3,000 to 3,999
23	H	4,000 to 4,999
24	I	5,000 to 5,999
25	J	6,000 to 7,999
26	K	8,000 to 9,999
27	L	10,000 to 14,999
28	M	15,000 to 19,999
29	N	20,000 to 29,999
30	O	30,000 or More
31	X	No Report on Value

Working File by CONDITIONS for all white cards*, by Type of Structure - Occupancy - Encumbrance groups.

File	Condition
32	Good Condition
33	Minor Repairs
34	Major Repairs
35	Unfit for Use
36	No Report on Condition

File by TYPE OF STRUCTURE, by OCCUPANCY, by ENCUMBRANCE for all white cards*

Owner Occupied File	Non-Owner Occupied File	Owner Occupied Mortgaged File	Owner Occupied Free of Encumbrance File	Owner Occupied No Report on Encumbrance File	TYPE OF STRUCTURE
1b	1c	1d	1e	1f	Single Family Detached
2b	2c	2d	2e	2f	Single Family Attached
3b	3c	3d	3e	3f	Two Family Side by Side
4b	4c	4d	4e	4f	Two Family Two Decker
5b	5c	5d	5e	5f	Three Family 3 Decker
6b	6c	6d	6e	6f	Four Family Dbl.2 Decker
	7c	7d	7e	7f	Apr., 5 to 9 Units
	8c	8d	8e	8f	Apr., 10 to 19 Units
	9c	9d	9e	9f	Apr., 20 to 39 Units
	10c	10d	10e	10f	Apr., 40 Units or More
	11c	11d	11e	11f	Business with Residential
	12c	12d	12e	12f	Other Non-converted
	13c	13d	13e	13f	Partially Converted
	14c	14d	14e	14f	Completely Converted
	15c	15d	15e	15f	No Report on Type

* Indicates that cards for Under Construction Units are to be omitted.

Cumulative File by TYPE OF STRUCTURE, by CONDITION for all white cards*.

Good Condition File	Minor Repairs File	Major Repairs File	Unfit for Use File	No Report on Condition File	TYPE OF STRUCTURE
1g	1h	1i	1j	1k	Single Family Detached
2g	2h	2i	2j	2k	Single Familt Attached
3g	3h	3i	3j	3k	Two Family Side by Side
4g	4h	4i	4j	4k	Two Family Two Decker
5g	5h	5i	5j	5k	Three Family Three Decker
6g	6h	6i	6j	6k	Four Family Double 2 Decker
7g	7h	7i	7j	7k	Apartment, 5 to 9 Units
8g	8h	8i	8j	8k	Apartment, 10 to 19 Units
9g	9h	9i	9j	9k	Apartment, 20 to 39 Units
10g	10h	10i	10j	10k	Apartment, 40 Units or More
11g	11h	11i	11j	11k	Business with Residential
12g	12h	12i	12j	12k	Other Non-Converted
13g	13h	13i	13j	13k	Partially Converted
14g	14h	14i	14j	14k	Completely Converted
15g	15h	15i	15j	15k	No Report on Type

Filing Cards for Use During the Tabulation

of Tables 7 to 16

File by TYPE OF STRUCTURE for all cards*.

Owner Occupied File	Tenant Occupied File	Vacant File	TYPE OF STRUCTURE
O-1	T-1	V-1	Single Family Detached
O-2	T-2	V-2	Single Family Attached
O-3	T-3	V-3	Two Family Side by Side
O-4	T-4	V-4	Two Family Two Decker
O-5	T-5	V-5	Three Family Three Decker
O-6	T-6	V-6	Four Family Double Two Decker
O-7	T-7	V-7	Apartment, 5 to 9 Units
O-8	T-8	V-8	Apartment, 10 to 19 Units
O-9	T-9	V-9	Apartment, 20 to 39 Units
O-10	T-10	V-10	Apartment, 40 Units or More
O-11	T-11	V-11	Business with Residential
O-12	T-12	V-12	Other Non-Converted
O-13	T-13	V-13	Partially Converted
O-14	T-14	V-14	Completely Converted
O-15	T-15	V-15	No Report on Type

* Indicates that cards for Under Construction Units are to be omitted.

Working File by PERSONS PER ROOM for all cards*, by Type of Structure group.

Owner Occupied File	Tenant Occupied File	Code Symbol	PERSONS PER ROOM
O-16	T-16	A	.50 or Less
O-17	T-17	B	.51 to .75
O-18	T-18	C	.76 to 1.00
O-19	T-19	D	1.01 to 1.50
O-20	T-20	E	1.51 to 2.00
O-21	T-21	F	2.01 or More
O-22	T-22	X	No Report on Persons per Room

Working File by CONDITION for all cards*, by Type of Structure group.

Owner Occupied File	Tenant Occupied File	Vacant File	CONDITION
O-23	T-23	V-23	Good Condition
O-24	T-24	V-24	Minor Repairs
O-25	T-25	V-25	Major Repairs
O-26	T-26	V-26	Unfit for Use
O-27	T-27	V-27	No Report on Condition

Cumulative File by NUMBER OF PERSONS IN UNIT for all cards*.

Owner Occupied File	Tenant Occupied File	NUMBER OF PERSONS IN UNIT
O-28	T-28	1 Person
O-29	T-29	2 Persons
O-30	T-30	3 Persons
O-31	T-31	4 Persons
O-32	T-32	5 Persons
O-33	T-33	6 Persons
O-34	T-34	7 Persons
O-35	T-35	8 Persons
O-36	T-36	9 Persons
O-37	T-37	10 Persons
O-38	T-38	11 Persons
O-39	T-39	No Report on Persons

*Indicates that cards for Under Construction Units are to be omitted.

Cumulative File by PLUMBING EQUIPMENT for all cards*.

Owner Occupied File	Tenant Occupied File	Vacant File	Code Symbol	PLUMBING EQUIPMENT
O-40	T-40	V-40	A.	At least 2 Toilets and 2 Bathing Units
O-41	T-41	V-41	B.	At least 2 Toilets and 1 Bathing Unit
O-42	T-42	V-42	C.	One Toilet and at least 1 Bathing Unit
O-43	T-43	V-43	D.	At least 1 toilet but less than 1 bath
O-44	T-44	V-44	E.	Shared Toilet and Running Water
O-45	T-45	V-45	F.	Shared Toilet but No Running Water
O-46	T-46	V-46	G.	No Toilet but with Running Water
O-47	T-47	V-47	H.	No Toilet and no Running Water
O-48	T-48	V-48	I.	No Report on Plumbing

Cumulative File by MONTHLY RENT GROUP for all cards*.

Owner Occupied File	Tenant Occupied File	Vacant File	Code Symbol	MONTHLY RENT
O-49	T-49	V-49	A.	$4.99 and less
O-50	T-50	V-50	B.	5.00 to $9.99
O-51	T-51	V-51	C.	10.00 to 14.99
O-52	T-52	V-52	D.	15.00 to 19.99
O-53	T-53	V-53	E.	20.00 to 24.99
O-54	T-54	V-54	F.	25.00 to 29.99
O-55	T-55	V-55	G.	30.00 to 39.99
O-56	T-56	V-56	H.	40.00 to 49.99
O-57	T-57	V-57	I.	50.00 to 74.99
O-58	T-58	V-58	J.	75.00 to 99.99
O-59	T-59	V-59	K.	100.00 to 149.99
O-60	T-60	T-60	L.	150.00 and more
O-61	T-61	T-61	X.	No Report on Rent

Working File by NUMBER OF ROOMS IN UNIT for all cards* by Monthly Rent group#

Owner Occupied File	Tenant Occupied File	Vacant File	NUMBER OF ROOMS
O-62	T-62	V-62	1 Room
O-63	T-63	V-63	2 Rooms
O-64	T-64	V-64	3 Rooms
O-65	T-65	V-65	4 Rooms
O-66	T-66	V-66	5 Rooms
O-67	T-67	V-67	6 Rooms
O-68	T-68	V-68	7 Rooms
O-69	T-69	V-69	8 Rooms or More
O-70	T-70	V-70	No Report on Rooms

* Indicates that cards for Under Construction Units are to be omitted.
# This file should also be used by Race in preparation of Table 16 if Table 16 is posted, (See Table 10, paragraph 14, Parts III or IV, of the Tabulation Instructions).

Cumulative File by CONDITION for all cards*.

Owner Occupied File	Tenant Occupied File	Vacant File	CONDITION
O-71	T-71	V-71	Good Condition
O-72	T-72	V-72	Minor Repairs
O-73	T-73	V-73	Major Repairs
O-74	T-74	V-74	Unfit for Use
O-75	T-75	V-75	No Report on Condition

Working File by PERSONS PER ROOM for all cards*, by Condition group.

Owner Occupied File	Tenant Occupied File	Code Symbol	PERSONS PER ROOM
O-76	T-76	A.	.50 or less
O-77	T-77	B.	.51 to .75
O-78	T-78	C.	.76 to 1.00
O-79	T-79	D.	1.01 to 1.50
O-80	T-80	E.	1.51 to 2.00
O-81	T-81	F.	2.01 or More
O-82	T-82	X.	No Report on Persons Per Room

Cumulative File by PERSONS PER ROOM, for all cards*.

Owner Occupied File	Tenant Occupied File	Code Symbol	PERSONS PER ROOM
O-83	T-83	A.	.50 or less
O-84	T-84	B.	.51 to .75
O-85	T-85	C.	.76 to 1.00
O-86	T-86	D.	1.01 to 1.50
O-87	T-87	E.	1.51 to 2.00
O-88	T-88	F.	2.01 or More
O-89	T-89	X.	No Report on Persons Per Room

*Indicates that cards for Under Construction Units are to be omitted.

Filing System for Cards for Under Construction and Structure Data

By examining Section D of the Block Tabulation for each block in the area, the cards for Structures Under Construction are located and placed in File X. All of the white and yellow cards for Structures Not Under Construction are placed in File O. The cards from File X are used in the tabulation of Table 1 only and are not used in any of the remaining tables for the area. After Table 1 is completed all cards from File O (white and yellow cards Not Under Construction) are sorted by Type of Structure into File 1 to 15 indicated below. After this sort is completed the cards for each Type of Structure group should be sorted by color of cards and placed in File 1 to 15 and 1-a to 15-a as indicated below

FILE NUMBER FOR CARDS NOT UNDER CONSTRUCTION

TYPE OF STRUCTURE	WHITE & YELLOW CARDS Structures And Dwelling Units	YELLOW CARDS DWELLING UNITS	WHITE CARDS STRUCTURES
Single Family Detached	1	1	1a
Single Family Attached	2	2	2a
Two Family, Side by Side	3	3	3a
Two Family, Two Decker	4	4	4a
Three Family, Three Decker	5	5	5a
Four Family, Double Two Decker	6	6	6a
Apartment, 5 to 9 Units	7	7	7a
Apartment, 10 to 19 Units	8	8	8a
Apartment, 20 to 39 Units	9	9	9a
Apartment, 40 Units or More	10	10	10a
Business with Residential	11	11	11a
Other Non-Converted	12	12	12a
Partially Converted	13	13	13a
Completely Converted	14	14	14a
No Report on Type	15	15	15a

Cards from File 13-a and 14-a (Coverted Structures) will be routed into tabulation of Table 2 and returned to the file in the same order. The cards from File 1-a to 15-a will be routed by Type of Structure into tabulation of Table 3 and returned to the file in the same order.

Each separate Type of Structure group of structure cards from File 1-a to 6-a only, are routed into the following files during the process of tabulating Table 4. The work on each separate Type of Structure should be completed before starting on the next Type.

Type of Structure	Owner Occupied	Non-Owner Occupied
Single Family Detached	1b	1c
Single Family Attached	2b	2c
Two Family Side by Side	3b	3c
Two Family Two Decker	4b	4c
Three Family Three Decker	5b	5c
Four Family Double Two Decker	6b	6c

The cards are withdrawn from the "b" file for each Type of Structure and sorted by Value of Entire Property into the working file as indicated below.

Value of Entire Property.	File Number
A. $499 or less	16
B. 500 to $999	17
C. 1,000 to 1,499	18
D. 1,500 to 1,999	19
E. 2,000 to 2,499	20
F. 2,500 to 2,999	21
G. 3,000 to 3,999	22
H. 4,000 to 4,999	23
I. 5,000 to 5,999	24
J. 6,000 to 7,999	25
K. 8,000 to 9,999	26
L. 10,000 to 14,999	27
M. 15,000 to 19,999	28
N. 20,000 to 29,999	29
O. 30,000 or More	30
X. No Report on Value	31

In each case the cards for a particular Type of Structure group (Single Family Detached to Four Family Double Two Decker) are placed in the file indicated above and during the process of tabulation are removed and accumulated in the files indicated below by Type and Encumbrance.

Type of Structure	Owner Occupied Mortgaged or Land Contract	Owner Occupied Free of Encumbrance	Owner Occupied No Report on Encumbrance
Single Family Detached	1d	1e	1f
Single Family Attached	2d	2e	2f
Two Family Side by Side	3d	3e	3f
Two Family Two Decker	4d	4e	4f
Three Family Three Decker	5d	5e	5f
Four Family Double Two Decker	6d	6e	6f

Cards from Files 7a to 15a (Apartments to Completely Converted) are not used on Table 4; these cards are sorted by Occupancy and the Owner cards sorted by Encumbrance into the files indicated below:

Type of Structure	Non-owner Occupied	Owner-occupied Mortgaged or Land Contract	Owner-Occupied, Free of Encumbrance	Owner-Occupied, No Report on Encumbrance
Single Family Detached	1c	1d	1e	1f
Single Family Attached	2c	2d	2e	2f
Two Family Side by Side	3c	3d	3e	3f
Two Family Two Decker	4c	4d	4e	4f
Three Family Three Decker	5c	5d	5e	5f
Four Family Double 2 Decker	6c	6d	6e	6f
Apartment, 5 to 9 Units	7c	7d	7e	7f
Apartment, 10 to 19 Units	8c	8d	8e	8f
Apartment, 20 to 39 Units	9c	9d	9e	9f
Apartment, 40 Units or More	10c	10d	10e	10f
Business with Dwelling Units	11c	11d	11e	11f
Other Non-converted	12c	12d	12e	12f
Partially Converted	13c	13d	13e	13f
Completely Converted	14c	14d	14e	14f
No Report on Type	15c	15d	15e	15f

In the process of tabulating Table 5 the cards for a particular Type of Structure - Occupancy - Encumbrance group are withdrawn, one group at a time; sorted by Condition and placed in the files indicated below:

Condition	
Good Condition	32
Minor Repairs	33
Major Repairs	34
Unfit for Use	35
No Report on Condition	36

Each separate Condition group is then sorted and tabulated by Year Built and at the completion of the tabulation is routed into the cumulative files indicated below:

Type of Structure	Good Condition	Minor Repairs	Major Repairs	Unfit for Use	No Report on Condition
Single Family Detached	1g	1h	1i	1j	1k
Single Family Attached	2g	2h	2i	2j	2k
Two Family Side by Side	3g	3h	3i	3j	3k
Two Family Two Decker	4g	4h	4i	4j	4k
Three Family Three Decker	5g	5h	5i	5j	5k
Four Family Double Two Decker	6g	6h	6i	6j	6k
Apartment, 5 to 9 Units	7g	7h	7i	7j	7k
Apartment, 10 to 19 Units	8g	8h	8i	8j	8k
Apartment, 20 to 39 Units	9g	9h	9i	9j	9k
Apartment, 40 Units or More	10g	10h	10i	10j	10k
Business with Residential	11g	11h	11i	11j	11k
Other Non-converted	12g	12h	12i	12j	12k
Partially Converted	13g	13h	13i	13j	13k
Completely Converted	14g	14h	14i	14j	14k
No Report on Type	15g	15h	15i	15j	15k

In the process of tabulating Table 6 the cards are withdrawn from the Files 1g to 1k (Single Family Detached, by Condition) one group at a time and tabulated by Exterior Material. After tabulation for a group is completed it is returned to the file from which it was withdrawn. This procedure is carried through for each Type - Condition group of cards.

After Table 6 is completed the cards for each Type of Structure are withdrawn from the files (File 1, 1g to 1k in the case of Single Family Detached), sorted by Occupancy and placed in the files indicated below by Type of Structure and Occupancy.

FILE NUMBERS FOR ALL DWELLING UNIT CARDS
(WHITE AND YELLOW)
NOT UNDER CONSTRUCTION -

Type of Structure	Owner Occupied Units	Tenant Occupied Units	Vacant Units -
Single Family Detached	O-1	T-1	V-1
Single Family Attached	O-2	T-2	V-2
Two Family, Side by Side	O-3	T-3	V-3
Two Family, Two Decker	O-4	T-4	V-4
Three Family, Three Decker	O-5	T-5	V-5
Four Family, Double Two Decker	O-6	T-6	V-6
Apartment, 5 to 9 Units	O-7	T-7	V-7
Apartment, 10 to 19 Units	O-8	T-8	V-8
Apartment, 20 to 39 Units	O-9	T-9	V-9
Apartment, 40 Units or More	O-10	T-10	V-10
Business with Residential	O-11	T-11	V-11
Other Non-Converted	O-12	T-12	V-12
Partially Converted	O-13	T-13	V-13
Completely Converted	O-14	T-14	V-14
No Report on Type	O-15	T-15	V-15

After this sort is completed and checked the cards may be routed into the tabulations indicated in Parts III, IV and V of the Tabulation Instructions. It is possible for three different groups to work in the tabulations of these three sections.

To assist in the checking of the tables, a copy of the Check Sheet which is headed "Check Sheet A, Structure Data" should be used.

PRELIMINARY SORT

1. The Forms B and C and the Block Tabulations for all blocks to be tabulated as an area will be withdrawn from the Filing Section a few blocks at a time and routed to the Sorters. The Sorter should enter his name and the date opposite "In General Tabulation" on the Block Face Card for each block, and then examine Section B of the Block Tabulation for the block; whenever this section indicates that Residential Structures are under construction, withdraw the white and yellow cards for Structures Under Construction. If the Checking process has been carried forward properly there will be no occupied units in Structures Under Construction. Place all white and yellow cards for Structures Under Construction in File X and place all white and yellow cards for Structures Not Under Construction in File O. Return the Block Face Cards and the Block

Tabulation Sheets to the Filing Section.

2. Sort all cards from File 0 (white and yellow cards, not under construction) by TYPE OF STRUCTURE into the following groups:

Type of Structure	After Sorting Place in File
Single Family Detached	1
Single Family Attached	2
2 Family Side by Side	3
2 Family 2 Decker	4
3 Family 3 Decker	5
4 Family Double 2 Decker	6
Apartment, 5 to 9 Units	7
Apartment, 10 to 19 Units	8
Apartment, 20 to 39 Units	9
Apartment, 40 Units or More	10
Business with Dwelling Units	11
Other Non-Converted	12
Partially Converted	13
Completely Converted	14
No Report on Type	15

CHECK THE SORTING OF THE CARDS. Place the cards in separate groups by TYPE OF STRUCTURE in Files 1 to 15 as indicated above.

3. Withdraw all cards from File 1 (Single Family Detached, Not Under Construction). Sort these cards into the two following groups:

Group	After Sorting Place in File No.
Structure (white) Cards	1-a
Other Dwelling Unit (yellow) Cards	1

CHECK THE SORTING OF THE CARDS. Place the cards in the file with File 1 (yellow cards) immediately back of File 1-a (white cards).

4. Carry through the sorting indicated in paragraph 3 with each of the Type of Structure groups of cards for Structures and Units not Under Construction (Files 2 to 15). After the sorting is completed and checked, the cards should be returned to file with the yellow cards for each Type of Structure placed in the file immediately back of the white cards for the same Type of Structure.

TABLE I

1. This Table presents a breakdown of Structures Under Construction by Type of Structure; and of Dwelling Units Under Construction by Type of Structure, by Number of Rooms in Unit, by Monthly Rent. There is only one section to this Table.

2. Withdraw all cards from File X (white and yellow cards, under construction). Sort these cards by TYPE OF STRUCTURE into the following groups:

Single Family Detached
Single Family Attached
2 Family Side by Side
2 Family 2 Decker
3 Family 3 Decker
4 Family Double 2 Decker
Apartment, 5 to 9 Units
Apartment, 10 to 19 Units
Apartment, 20 to 39 Units
Apartment, 40 Units or More
Business with Dwelling Units
Other Non-Converted
Partially Converted
Completely Converted
No Report on Type

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results in the proper Type of Structure columns of Line 2 of Table 1. CHECK THE COUNTING AND THE POSTING. After this tabulation is completed, the cards for Under Construction Units should be held by Type of Structure group and routed to the tabulations indicated below.

3. Sort all cards for Single Family Detached Units Under Construction by color of card into the following groups:

White Cards (Structures)
Yellow Cards (Other Dwelling Units)

CHECK THE SORTING OF THE CARDS. Count the white cards only and post on Line 1 of Single Family Detached Column of Table 1. CHECK THE COUNTING

AND THE POSTING. After this tabulation is completed, these cards should be routed to the process indicated below.

4. Sort all cards for Single Family Detached Units, Under Construction by NUMBER OF ROOMS IN UNIT into the following groups:

1 Room
2 Rooms
3 Rooms
4 Rooms
5 Rooms
6 Rooms
7 Rooms
8 Rooms or More
No report on Rooms

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on Lines 5 to 12 and 3 of Column 1 (Single Family Detached) of Table 1. CHECK THE COUNTING AND THE POSTING. The entry for Line 4 (Total Reports on Rooms) is obtained by adding the entries on Lines 5 to 12. The total of the entries on Lines 3 and 4 must check with the entry on Line 2. After this tabulation is completed, the cards should be routed to the process indicated below.

5. Sort all cards for Single Family Detached Units, Under Construction by MONTHLY RENT into the following groups:

A. $4.99 and Less
B. $5.00 to $9.99
C. $10.00 to $14.99
D. $15.00 to $19.99
E. $20.00 to $24.99
F. $25.00 to $29.99
G. $30.00 to $39.99
H. $40.00 to $49.99
I. $50.00 to $74.99
J. $75.00 to $99.99
K. $100.00 to $149.99
L. $150.00 or More
X. No Report on Rent

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on Lines 15 to 26 and 13 of Single Family Detached Column of Table 1.

The entry for Line 14 (Total Reports on Rent) is obtained by adding the entries on Lines 15 to 26. The total of the entries on Lines 13 and 14 must check with the entry on Line 2. After this tabulation is completed, a rubber band should be placed around these cards and they should be routed into File X (Units Under Construction).

6. Carry through the procedure indicated in Paragraphs 3 to 5 with each of the remaining Type of Structure groups of Units Under Construction. Post the results on Lines 1 and 3 to 26 of the proper Type of Structure column of Table 1. After the tabulation of any Type of Structure group of Units Under Construction is completed a rubber band should be placed around the cards and they should be routed into File X (Units Under Construction).

7. Obtain the entries for Column 7A (Apartment-Total) by adding the corresponding entries in Columns 7B, 7C, 7D and 7E. (Apartment by Size Group columns.) These entries must be very carefully checked.

8. In a manner similar to that indicated in Paragraph 7 obtain the entries for Total Structures All Types column by adding the entries in Columns X, 1 to 7A, and 8 to 11 (Excluding the Apartment by Size Group columns). These entries must be very carefully checked. This completes tabulation of Table 1. This is the only tabulation in which cards for Units Under Construction are to be used.

TABLE 2

1. This table presents a breakdown of Partially Converted and Completely Converted structures by TYPE OF CONVERSION and by YEAR CONVERTED. There is only one section to this table.

2. Withdraw all cards from File 13a (Partially Converted, White

Cards, Not Under Construction). Sort these cards by TYPE OF CONVERSION into the following groups:

Original Type	Number of Units	Business Units
1. Single Family Detached or 2. Single Family Attached	2	None
1. Single Family Detached or 2. Single Family Attached	3 or More	None
1. Single Family Detached or 2. Single Family Attached	1	Yes
1. Single Family Detached or 2. Single Family Attached	2	Yes
1. Single Family Detached or 2. Single Family Attached	3 or More	Yes
Other than Type 1 or 2	Any Number	None
Other than Type 1 or 2	Any Number	Yes

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on line 1 of the proper column of Table 2. CHECK THE COUNTING AND THE POSTING. After this tabulation is completed the cards should be held by TYPE OF CONVERSION and routed to the process indicated below.

3. Sort all cards for Partially Converted structures, Converted from Single Family to Structures with 2 Dwelling Units, No Business Units, By Year Converted into the following groups:

A. 1935
B. 1930 - 1934
C. 1925 - 1929
D. 1920 - 1924
E. 1915 - 1919
F. 1905 - 1914
G. 1895 - 1904
H. 1885 - 1894
I. 1860 - 1884
J. 1859 or Before
X. No Report on Year Converted

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 4 to 13 and 2 of Single Family Converted to 2 Dwelling Units, No Business Units column of Table 2. The entry for line 3 (Total Reports on Year Converted) is obtained by adding the corresponding entries on lines

4 to 13. The total of the entries on lines 2 and 3 must check with the entry on line 1. After this tabulation is completed these cards should have a rubber band placed around them and returned to File 13a (10. Partially Converted Structures).

4. Carry through the procedure indicated in paragraph 3 with each of the remaining TYPE OF CONVERSION groups of Partially Converted Structures. Post the results on lines 2 to 13 of the proper columns of Table 2. After the tabulation for any TYPE OF CONVERSION group is completed the cards should have a rubber band placed around them and returned to File 13a.

5. Obtain the entry for the Total Converted Structures column by adding the corresponding entries in each of the TYPE OF CONVERSION columns. The entries in the Total column must be checked by checking the total of lines 4 to 13 with line 3 and the total of lines 2 and 3 with line 1. Enter the figure from line of the Total Converted Structures column of Table 2 into line 1 of column 10 (Partially Converted) of Check Sheet A. After this tabulation is completed all of the cards for Partially Converted Structures, Not Under Construction should be returned to File 13a.

6. Carry through the procedure indicated in paragraph 2 to 5 with all cards in File 14a (Completely Converted Structures Not Under Construction). The results of this tabulation should be entered on lines 14 to 26 of Table 2 and the figure from line 14 of Total Converted Structures column of Table 2 should be entered into line 1 of column 11 (Completely Converted) of Check Sheet A. This completes the tabulation of Table 2.

TABLE 3

1. This table presents a breakdown of structures by Type of Structure, by Number of Stories, Basement, Garage, and by Single Year Built groups for 1920 to 1935. There is one section to this table.

2. Withdraw all cards from File 1a (Single Family Detached Structures). Count the cards in this group and post on line 1 of the Single Family Detached column of Table 3. CHECK THE COUNTING AND THE POSTING. Enter this figure into line 2 of Single Family Detached column of Check Sheet A.

3. Sort all cards from File 1a (Single Family Detached Structures) by NUMBER OF STORIES into the following groups:

1 Story
1½ Stories
2 Stories
2½ Stories
3 or 3½ Stories
4 or 4½ Stories
5 to 9½ Stories
10 Stories or More
No Report on Stories

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 4 to 11 and 2 of Single Family Detached column of Table 3. CHECK THE COUNTING AND THE POSTING. The entry for line 3 (Total Reports on Stories) is obtained by adding the entries on lines 4 to 11. The total of the entries on lines 2 and 3 must check with the entry on line 1. After this tabulation is completed the cards from File 1a (Single Family Detached structures) should be routed to the process indicated below.

4. Sort all cards from File 1a (Single Family Detached Structures) by BASEMENT into the following groups:

No Basement
With Basement
No Report on Basement

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 14, 15, and 12 of Single Family Detached column of Table 3. CHECK THE COUNTING AND THE POSTING. The entry for line 13 (Total Reports on Basement) is obtained by adding the entries on lines 14 and 15. The total

of the entries on lines 12 and 13 must check with the entry on line 1. After this tabulation is completed the cards from File 1a (Single Family Detached Structures) should be routed to the process indicated below.

5. Sort all cards from File 1a (Single Family Detached Structures) by GARAGE into the following groups:

No Garage
With Garage
No Report on Garage

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 18, 19, and 16 of Single Family Detached column of Table 3. CHECK THE COUNTING AND THE POSTING. The entry for line 17 (Total Reports on Garage) is obtained by adding the entries on lines 18 and 19. The total of the entries on lines 16 and 17 must check with the entry on line 1. After this tabulation is completed the cards from File 1a (Single Family Detached structures) should be routed to the process indicated below.

6. Sort all cards from File 1a (Single Family Detached structures) by YEAR BUILT into the following groups:

A. 1935
B. 1930 - 1934
C. 1925 - 1929
D. 1920 - 1924
All other Year Built Groups

Sort the cards in Year Built groups A, B, C, and D into Single Year Built groups. This sort will yield all structures built 1920 to 1935 by Single Year Built groups. CHECK THE SORTING OF THE CARDS. Count the cards in each of the Single Year Built groups 1920 to 1935 and post on lines 21 to 36 of Single Family Detached column of Table 3. CHECK THE COUNTING AND THE POSTING. The entry for line 20 (Total Built 1920-1935) is obtained by adding the entries on lines 21 to 36. After this tabulation is completed all cards from File 1a should be re-assembled into one group and returned to File 1a (Single Family Detached structures).

7. Carry through the procedure indicated in paragraphs 2 to 6 with each of the remaining TYPE OF STRUCTURE groups of Structure cards (Files 2a to 15a). After the tabulation is completed for any TYPE OF STRUCTURE group the cards should be returned to the file from which it was obtained (2a to 15a).

8. The entries for column 7A (Apartment - Total) are obtained by adding the corresponding entries in columns 7B to 7E (Apartment by Size Groups columns). In a similar manner the entries for the Total Structures column is obtained by adding the corresponding entries in columns X, 1 to 7A, 8 to 11 (columns 7B to 7E are omitted from this total). These entries must be very carefully checked. The figures from line 1 of Table 3 (by Type of Structure) should be entered into line 2 of Check Sheet A. The figures from line 21 (by Year Built) should be entered into line 5 of Check Sheet A. The sum of the figures on lines 22 to 26 should be entered into line 7 of Check Sheet A, the sum of the figures on lines 27 to 31 should be entered into line 9 of Check Sheet A, and the sum of the figures on lines 32 to 36 should be entered into line 11 of Check Sheet A. This completes the tabulation of table 3.

TABLE 4

1. Table 4 presents Owner Occupied Structures by Type (for Single Family, 2 Family, 3 Family, and 4 Family Structures) by Value of Property, by Condition, Number of Rooms in Structure, and Encumbrance. There are two pages to Table 4 and separate forms are available for each of these pages.

2. Withdraw all cards from File 1a (Single Family Detached Structures). Sort these cards by OCCUPANCY into the following groups:

Occupancy	After Sorting Place in File
Owner Occupied	1b
Non-Owner Occupied (Tenant and Vacant)	1c

CHECK THE SORTING OF THE CARDS. Place in files as noted above.

3. Withdraw all cards from File 1b (Single Family Detached, Owner Occupied Structures). Sort by VALUE OF ENTIRE PROPERTY into the following groups:

Value of Entire Property	After Posting Place in File No.
A. $499 or less	16
B. 500 to 999	17
C. 1,000 to 1,499	18
D. 1,500 to 1,999	19
E. 2,000 to 2,499	20
F. 2,500 to 2,999	21
G. 3,000 to 3,999	22
H. 4,000 to 4,999	23
I. 5,000 to 5,999	24
J. 6,000 to 7,999	25
K. 8,000 to 9,999	26
L. 10,000 to 14,999	27
M. 15,000 to 19,999	28
N. 20,000 to 29,999	29
O. 30,000 or more	30
X. No Report on Value	31

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on line 1 of the proper value group columns of Table 4. CHECK THE COUNTING AND THE POSTING. The entry for the Total column of line 1 is obtained by adding the corresponding entries in all of the value group columns. Enter the figure from line 1 of total column of Table 4 into line 25 of Single Family Detached column of Check Sheet A. After this tabulation is completed the cards for Single Family Detached, Owner Occupied Structures by Value group should be placed in Files 16 to 31 as noted above.

4. Withdraw all cards from File 16 (Single Family Detached, Owner Occupied Structures, $499 or Less, Code A.) Sort these cards by CONDITION into the following groups:

Good Condition
Minor Repairs
Major Repairs
Unfit for Use
No Report on Condition

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 4 to 7 and 2 of the $499 or Less column of Table 4. CHECK THE COUNTING AND THE POSTING. The entry for line 3 (Total Reports on Condition) is obtained by adding the entries on lines 4 to 7. The total of the entries on lines 2 and 3 must check with the entry on line 1. After this tabulation is completed the cards from File 16 (Single Family Detached, Owner Occupied Structures, $499 or Less, Code A) should be routed to the process indicated below.

5. Sort the cards from File 16 (Single Family Detached, Owner Occupied Structures, $499 or Less, Code A) by NUMBER OF ROOMS IN STRUCTURE, which is the same as Number of Rooms in Unit for Single Family Structures. The groups into which the cards should be sorted are:

1 Room
2 Rooms
3 Rooms
4 Rooms
5 Rooms
6 Rooms
7 Rooms
8 Rooms or More
X No Report on Rooms

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 10 to 17 and 8 of $499 and Less column of Table 4. CHECK THE COUNTING AND THE POSTING. The entry for line 9 (Total Reports on Rooms) is obtained by adding the entries on lines 10 to 17. The total of the entries on lines 8 and 9 must check with the entry on line 1. These cards From File 16 (Single Family Detached, Owner Occupied Structures, $499 or Less, Code A) should be routed to the process indicated below.

6. Sort the cards from File 16 (Single Family Detached, Owner Occupied Structures, $499 or Less, Code A) by ENCUMBRANCE into the following groups.

Group	After Posting Place in File
Mortgaged or Land Contract	1d
Free of Encumbrance	1e
No Report on Encumbrance	1f

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 20, 21 and 18 of the $499 or Less column of Table 4. Obtain the entry for line 19 (Total Reports on Encumbrance) by adding the entries on lines 20 and 21. The total of the entries on lines 18 and 19 must check with the entry on line 1. After this tabulation is completed place rubber bands around each group of cards and place the cards in Files 1d, 1e, and 1f as indicated above.

7. Carry through the procedure indicated in paragraphs 2 to 6 for each of the remaining Value of Entire Property groups of structures of cards (Files 17 to 31). At the completion of tabulation for each Value group place rubber bands around the cards and place in Files 1d to 1f by Encumbrance, as indicated in paragraph 6.

8. The entries for lines 1 to 21 of the Total Owner Occupied Structure column of Table 4 are obtained by adding the corresponding entries in all Value of Property columns of the table. These entries must be carefully checked. Enter the figures from lines 2 to 7 (by Condition) of the Total Owner Occupied Structures column of Table 4 into lines 27, 29, 31, 33, 35 and 37 of the Single Family Detached column of Check Sheet A. Enter the figures from lines 18, 20 and 21 (by Encumbrance) of the Total Owner Occupied Structures column of Table 4 into lines 39, 41 and 43 of the Single Family Detached column of Check Sheet A.

9. Withdraw all cards from File 2a (Single Family Attached Structures). Sort these cards by Occupancy as indicated in paragraph 2. Sort the cards for Owner Occupied Structures (File 2b) by Value of Property and post on line 22 of Table 4 and place in Files 16 to 31 as indicated in paragraph 3 above. Tabulate the cards from Files 16 to 31 (Single Family Attached Structures by Value Group) by Condition, Number of Rooms in Unit, and Encumbrance, as indicated in paragraphs 4 to 6 above and post results on lines 22 to 42 of Table 4. After the tabulation for any Value group is completed the cards should be placed in Files 2d, 2e, and 2f by Encumbrance, in a manner similar to that indicated in paragraph 6 above. Obtain the entries for the Total Owner Occupied Structures column of lines 22 to 42 of Table 4 and enter the proper figures into Check Sheet A, as indicated in paragraph 8 above.

10. In the manner indicated in paragraphs 2 to 8 withdraw all cards from File 3a (Two Family Side by Side Structures). Sort by Occupancy and tabulate by Value, Condition, Rooms, and Encumbrance and post in the Two Family Side by Side Structure section of Table 4. It should be observed that the Number of Rooms used in this tabulation is Number of Rooms in Structure which is coded at the right of "I. ENTIRE STRUCTURE" on the card. This procedure should be carried through separately for the cards from File 3a (Two Family Side by Side Structures); 4a (Two Family Two Decker); 5a (Three Family Three Decker); and 6a (Four Family Double Two Decker). The Number of Rooms in Structure groups which should be used in these tabulations are indicated below.

Number of Rooms in Structure Groups

Two Family Side by Side and Two Family Two Decker	Three Family Three Decker	Four Family Double Two Decker
2-3 Rooms	3-5 Rooms	4-7 Rooms
4-5 Rooms	6-8 Rooms	8-11 Rooms
6-7 Rooms	9-11 Rooms	12-15 Rooms
8-9 Rooms	12-14 Rooms	16-19 Rooms
10-11 Rooms	15-17 Rooms	20-23 Rooms
12-13 Rooms	18-20 Rooms	24-27 Rooms
14-15 Rooms	21-23 Rooms	28-31 Rooms
16 Rooms or More	24 Rooms or More	32 Rooms or More

11. Withdraw all cards from File 7a (Apartment, 5 to 9 Unit Structures). Sort these cards by Occupancy and sort the cards for Owner Occupied Units by Encumbrance into the following groups:

First Sort by Occupancy	Second Sort by Encumbrance	After Sorting Place in File No.
Non-owner Occupied	-	7c
Owner Occupied	(Mortgaged or Land Contract	7d
	(No Encumbrance	7e
	(No Report on Encumbrance	7f

CHECK THE SORTING OF THE CARDS. Place the cards in Files 7c to 7f as indicated above.

12. Carry through the procedure indicated in paragraph 11 above with cards from Files 8a to 15a. Sort the cards by Occupancy and Encumbrance and place the cards in the files indicated below.

Type of Structure	Non-owner Occupied	Owner-Occupied Mortgaged or Land Contract	Owner-Occupied, Free of Encumbrance	Owner-Occupied, No Report on Encumbrance
Single Family Detached	1c	1d	1e	1f
Single Family Attached	2c	2d	2e	2f
Two Family Side by Side	3c	3d	3e	3f
Two Family Two Decker	4c	4d	4e	4f
Three Family Three Decker	5c	5d	5e	5f
Four Family Double Two Decker	6c	6d	6e	6f
Apartment, 5 to 9 Units	7c	7d	7e	7f
Apartment, 10 to 19 Units	8c	8d	8e	8f
Apartment, 20 to 39 Units	9c	9d	9e	9f
Apartment, 40 Units or More	10c	10d	10e	10f

Type of Structure	Non-owner Occupied	Owner-Occupied Mortgaged or Land Contract	Owner-Occupied, Free of Encumbrance	Owner-Occupied, No Report on Encumbrance
Business with Dwelling Units	11c	11d	11e	11f
Other Non-converted	12c	12d	12e	12f
Partially Converted	13c	13d	13e	13f
Completely Converted	14c	14d	14e	14f
No Report on Type	15c	15d	15e	15f

TABLE 5

1. Table 5 presents Structures by Type of Structure, by Owner Occupancy, by Debt status of Owner, by Condition of Structure, by Year Built. There are 6 sections to Table 5 which are:

Table 5A, Total All Structures
Table 5B, Non-Owner Occupied Structures
Table 5C, Owner Occupied Structures
Table 5D, Owner Occupied Structures - Mortgaged
Table 5E, Owner Occupied Structures - Free of Encumbrances
Table 5F, Owner Occupied Structures - No Report on Encumbrances

The proper headings should be entered at the top of "Table 5 _____, _____" forms.

2. Withdraw all cards from File 1c (Non-owner Occupied, Single Family Detached Structures). Remove the rubber bands and sort these cards by CONDITION into the following groups:

Condition	After Posting Place in File No.
Good Condition	32
Minor Repairs	33
Major Repairs	34
Unfit for Use	35
No Report on Condition	36

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 25, 37, 49, 61, and 13 of Single Family Detached column of Table 5B. CHECK THE COUNTING AND THE POSTING. The entry for line 1

(Total) is obtained by adding the entries on lines 13, 25, 37, 49, and 61. After this tabulation is completed place these cards in Files 32 to 36 by Condition as indicated above.

3. Withdraw all cards from File 32 (Non-owner Occupied, Single Family Detached Structures, Good Condition). Sort these cards by Year Built into the following groups:

A. 1935
B. 1930-1934
C. 1925-1929
D. 1920-1924
E. 1915-1919
F. 1905-1914
G. 1895-1904
H. 1885-1894
I. 1860-1884
J. 1859 or Before
X. No Report on Year Built.

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 27 to 36 and 26 of Single Family Detached column of Table 5B. CHECK THE COUNTING AND THE POSTING. The total of the entries on lines 26 to 36 must check with the entry on line 25. After this tabulation is completed place rubber bands around the cards and place them in File 1g (Single Family Detached Structures, Good Condition).

4. Carry through the procedure indicated in paragraph 3 with all cards from Files 33 to 36 (Non-Owner Occupied, Single Family Detached Structures by Condition). This tabulation must be carried through separately for each Condition group. The results of the tabulation by Year Built should be posted in the Single Family Detached column of Table 5B on lines as indicated in the diagram below. After the tabulation is completed, rubber bands should be placed around each group of cards and they should be placed in Files 1g to 1k as indicated in the diagram.

Condition Group of Non-owner Occupied Single Family Detached Structures	File from which Cards are Secured	Tabulate by Year Built Group and Post in Table 5B on Lines:	After Tabulation Place Cards in File
Good Condition	32	26-36	1g
Minor Repairs	33	38-48	1h
Major Repairs	34	50-60	1i
Unfit for Use	35	62-72	1j
No Report on Condition	36	14-24	1k

5. In the manner indicated in paragraphs 2 and 3 above tabulate all cards from Files 2c to 15c (Non-owner occupied Structures by Type of Structure) by Condition by Year Built. This tabulation must be carried through separately for each Type of Structure group. In the process of the tabulation the cards for any Type of Structure will be sorted by Condition and placed in Files 32 to 36. After the tabulation by Year Built is completed the cards will be placed in files by Type of Structure and Condition as indicated below, with rubber bands around each group of cards.

Type of Structure	Good Condition	Minor Repairs	Major Repairs	Unfit for Use	No Report on Condition
Single Family Detached	1g	1h	1i	1j	1k
Single Family Attached	2g	2h	2i	2j	2k
Two Family Side by Side	3g	3h	3i	3j	3k
Two Family Two Decker	4g	4h	4i	4j	4k
Three Family Three Decker	5g	5h	5i	5j	5k
Four Family Double 2 Decker	6g	6h	6i	6j	6k
Apartment, 5 to 9 Units	7g	7h	7i	7j	7k
Apartment, 10 to 19 Units	8g	8h	8i	8j	8k
Apartment, 20 to 39 Units	9g	9h	9i	9j	9k
Apartment, 40 Units or More	10g	10h	10i	10j	10k
Business with Residential	11g	11h	11i	11j	11k
Other Non-converted	12g	12h	12i	12j	12k
Partially Converted	13g	13h	13i	13j	13k
Completely Converted	14g	14h	14i	14j	14k
No Report on Type	15g	15h	15i	15j	15k

6. Obtain the entries for TOTAL STRUCTURES ALL CONDITION section (lines 1 to 12) of Table 5B by adding the corresponding entries in each of the Condition groups of the table. The total of the entries on lines 2 to 12 must check with the entry on line 1. The entries for column 7A (Apartment - Total) of Table 5B are obtained by adding the

corresponding entries in columns 7B to 7E (Apartment by Size Group columns). In a similar manner the entries for Total Structures column are obtained by adding the corresponding entries in columns X, 1 to 7A, 8 to 11 (columns 7B to 7E are omitted from this total). These totals must be carefully checked. This completes the tabulation of Table 5B.

7. Carry through the procedure indicated in paragraphs 2 to 6 with all cards from Files 1d to 15d (Owner Occupied, Mortgaged Structures by Type of Structure). Post the results on Table 5D (Owner Occupied Structures, Mortgaged). After the tabulation is completed the cards will have been placed in Files 1g - 1k to 15g - 15k as indicated in paragraph 5 with rubber bands around each group of cards.

8. Carry through the procedure indicated in paragraphs 2 to 6 with all cards from Files 1e to 15e (Owner Occupied, Free of Encumbrance by Type of Structure). Post the results on Table 5E (Owner Occupied, Free of Encumbrance). After the tabulation is completed the cards will have been placed in Files 1g-1h to 15g - 15k as indicated in paragraph 5 with rubber bands around each group of cards.

9. Carry through the procedure indicated in paragraphs 2 to 6 with all cards from Files 1f to 15f (Owner Occupied, No Report on Encumbrance by Type of Structure). Post the results on Table 5F (Owner Occupied Structures, No Report on Encumbrance). After the tabulation is completed the cards will have been placed in Files 1g - 1k to 15g - 15k as indicated in paragraph 5 with rubber bands around each group of cards.

10. After the tabulations indicated above are completed, all Structure cards (white cards) will have been placed in Files 1g - 1k to 15g - 15k by Type of Structure, by Condition, with rubber bands around each Occupancy - Debt Status group.

11. Obtain the entries for Table 5C (Owner Occupied - Total) by adding the corresponding entries on Tables 5D, 5E, and 5F. These totals must be very carefully checked. In a similar manner obtain the entries for Table 5A (All Structures) by adding the corresponding entries on Table 5B and 5C. Enter the figures from line 1 of Table 5A (by Type of Structure) into line 3 of Check Sheet A where they must check with the corresponding entries from previous tables. Enter the figures from lines 3, 4, 5 and 6 of Table 5A (Type of Structure by Year Built) into lines 6, 8, 10 and 12 of Check Sheet A where they must check with the corresponding entries from Table 3. Enter the figures from lines 1, 13, 25, 37, 49 and 61 of Table 5A (Condition by Type of Structure) into lines 13, 15, 17, 19, 21 and 23 of Check Sheet A. Enter the figures from lines 1, 13, 25, 37, 49(for Single Family Detached to Four Family, Double Two Decker) and 61 of Table 5C (Owner Occupied Structures by Type of Structure) into lines 26, 28, 30, 32, 34, 36 and 38 of Check Sheet A where they must check with the corresponding entries from Table 4. Enter the figures from line 1 to Table 5D (Owner Occupied, Mortgaged Structures by Type for Single Family Detached to Four Family, Double Two Decker) into line 42 of Check Sheet A where they must check with the corresponding entries from Table 4. Enter the figures from line 1 of Table 5E (Owner Occupied Structures, Free of Mortgage by Type for Single Family Detached to Four Family Double Two Decker) into line 44 of Check Sheet A where they must check with the corresponding entries from Table 4. Enter the figure from line 1 of Table 5F (Owner Occupied Structures, No Report on Debt Status by Type for Single Family Detached to Four Family Double Two Decker) into line 40 of Check Sheet A, where they must check with the corresponding entries from Table 4. This completes the tabulation of Table 5.

If, after entries into Check Sheet A are made, it is found necessary to re-tabulate any section of Table 5, it will be found that Occupancy-Debt Status group are segregated by rubber bands in each Type-Condition and the previous sort can be easily re-established.

TABLE 6.

1. Table 6 presents a breakdown of structures by Type of Structure, by Condition, by Exterior Material. There is one section to this table.

2. Withdraw all cards from File 1-g (Single Family Detached Structures, Good Condition). Remove the rubber band and sort these cards by EXTERIOR MATERIAL into the following groups:

Wood
Brick
Stone
Stucco
Other
No Report on Material

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 20 to 24 and 18 of Single Family Detached column of Table 4. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 19 (Total Reports on Material) by adding the entries on lines 20 to 24. Obtain the entry for line 17 (Total) by adding the entries on lines 18 and 19. Enter the figure from line 17 of the Single Family Detached column of Table 6 into line 18 of the Single Family Detached column of Check Sheet A where it must check with the entry from the previous table. After this tabulation is completed these cards should be returned to File 1-g (Single Family Detached Structures, Good Condition).

3. Withdraw all cards from File 1-h (Single Family Detached Structures, Minor Repairs), tabulate by EXTERIOR MATERIAL as indicated in paragraph 2 above, and enter the results in lines 25 to 32 of the Single Family

Detached column of Table 4. Enter the figure from line 25 into line 20, Single Family Detached column of Check Sheet A. After this tabulation is completed these cards should be returned to File 1-h (Single Family Detached, Minor Repairs).

4. Withdraw all cards from File 1-i (Single Family Detached Structures, Major Repairs), tabulate by EXTERIOR MATERIAL as indicated in paragraph 2 above, and enter the results in lines 33 to 40 of the Single Family Detached column of Table 4. Enter the figure from line 33 into line 22, Single Family Detached column of Check Sheet A. After this tabulation is completed these cards should be returned to File 1-i (Single Family Detached, Major Repairs).

5. Withdraw all cards from File 1-j (Single Family Detached Structures, Unfit for Use) tabulate by EXTERIOR MATERIAL as indicated in paragraph 2 above, and enter the results in lines 41 to 48 of the Single Family Detached column of Table 4. Enter the figure from line 41 into line 24, Single Family Detached column of Check Sheet A. After this tabulation is completed these cards should be returned to File 1-j (Single Family Detached, Unfit for Use).

6. Withdraw all cards from File 1-k (Single Family Detached Structures, No Report on Condition), tabulate by EXTERIOR MATERIAL as indicated in paragraph 2 above, and enter the results in lines 9 to 16 of the Single Family Detached column of Table 4. Enter the figure from line 9 into line 16, Single Family Detached column of Check Sheet A. After this tabulation is completed these cards should be returned to File 1-k (Single Family Detached, No Report on Condition).

7. The entries for the Total section (Lines 1 to 8) of the Single Family Detached column of Table 6 are obtained by adding the corresponding entries in each of the Condition sections of the table. The figure from

line 1 should also be entered on line 4 and line 14 of the Single Family Detached column of Check Sheet A. Make certain that the figures from lines 1, 9, 17, 25, 33 and 41 (by Condition) have been entered into lines 4, 14, 16, 18, 20, 22 and 24 of Single Family Detached column of Check Sheet A. These entries must check with the entries from previous tables.

8. Carry through the procedure indicated in paragraphs 2 to 7 for each of the remaining Types of Structure groups of structure cards from Files (2g-2k to 15g-15k), and tabulate by EXTERIOR MATERIAL. After the tabulation is completed the cards will be returned into Files g to k under the proper Type of Structure file. The results of the tabulation should be entered into the proper Type of Structure column of Table 6 and the proper figures entered into lines 4, 14, 16, 18, 20, 22 and 24 of the proper columns of Check Sheet A.

9. Obtain the entries for column 7A (Apartment - Total) by adding the corresponding entries in columns 7B, 7C, 7D and 7E (Apartment by Size Group Columns). Obtain the entries for Total column by adding the corresponding entries in Columns X, i to 7A, 8 to 11 (columns 7B to 7E, should be excluded from this total). All of these additions must be carefully checked. This completes the tabulation of Table 6.

SPECIAL SORT FOR TABLES 7 to 14

1. After Table 6 is completed all cards should be withdrawn from File 1 (Single Family Detached, yellow cards) and Files 1-g to 1-k (Single Family Detached, white cards, by Condition). These cards should be combined into one group and sorted by OCCUPANCY into the following groups:

Occupancy	After Sorting Place in File Number
Owner Occupied	O-1
Tenant Occupied	T-1
Vacant	V-1

CHECK THE SORTING OF THE CARDS. Place the cards for Single Family Detached Units in Files O-1, T-1 and V-1 as indicated above.

2. In the manner indicated in paragraph 1 above, withdraw all cards from Files 2 to 15, (Yellow Cards by Type of Structure) and Files 2g - 2k to 15g - 15k, (White Cards by Type of Structure, by Condition); sort these cards by OCCUPANCY, check the sorting and place them in files by Occupancy, as indicated below. This sort must be carried through separately for each Type of Structure group. After this sort is completed, all cards for Units Not Under Construction will have been sorted into File O-1 to 15, T-1 to T-15 and V-1 to V-15, as indicated below.

Type of Structure	Owner Occupied Units	Tenant Occupied Units	Vacant Units -
Single Family Detached	O-1	T-1	V-1
Single Family Attached	O-2	T-2	V-2
Two Family, Side by Side	O-3	T-3	V-3
Two Family, Two Decker	O-4	T-4	V-4
Three Family, Three Decker	O-5	T-5	V-5
Four Family, Double Two Decker	O-6	T-6	V-6
Apartment, 5 to 9 Units	O-7	T-7	V-7
Apartment, 10 to 19 Units	O-8	T-8	V-8
Apartment, 20 to 39 Units	O-9	T-9	V-9
Apartment, 40 Units or More	O-10	T-10	V-10
Business with Residential	O-11	T-11	V-11
Other Non-Converted	O-12	T-12	V-12
Partially Converted	O-13	T-13	V-13
Completely Converted	O-14	T-14	V-14
No Report on Type	O-15	T-15	V-15

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART III

Tables for Owner Occupied Units
Table 7-B to Table 14

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Division of Economics and Statistics, FHA
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TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART III

Tables for Owner Occupied Units
Table 7-B to Table 14

Introduction

Part III presents the Tabulation Instructions for Table 7 B to Table 11 B, 13 B and Owner Section of Tables 12 and 14 and is based on the cards for Owner Occupied Dwelling Units only. This tabulation should be carried forward after work has been completed on the Block Tabulation (Part I) and on the Structure Tables 1 to 6, (Part II). The cards at this point are to be found in files by Occupancy and under Occupancy by Type of Structure, as noted at the end of Part II Tabulation Instructions. Before proceeding with the tabulation of this part, re-read carefully the introductory sections of Parts I and II. It is not necessary to complete the work on this section before proceeding with the tabulation of Parts IV and V.

Filing System for Cards for Owner Occupied Units -

After the sort indicated on the last page of Part II of Tabulation Instructions is completed the cards for Owner Occupied Units will be in the following files by Type of Structure.

Type of Structure	File Number
Single Family Detached	O-1
Single Family Attached	O-2
Two Family, Side by Side	O-3
Two Family, Two Decker	O-4
Three Family, Three Decker	O-5
Four Family, Double Two Decker	O-6

Apartment, 5 to 9 Units	0-7
Apartment, 10 to 19 Units	0-8
Apartment, 20 to 39 Units	0-9
Apartment, 40 Units or More	0-10
Business with Residential	0-11
Other Non-Converted	0-12
Partially Converted	0-13
Completely Converted	0-14
No Report on Type	0-15

Each separate Type of Structure group will be routed into the following file during the process of tabulating Table 7-B. In each case the cards for a particular Type of Structure will be placed in this file and during the process of tabulation will be removed from the file and placed back into File 0-1 to 0-15 by Type of Structure.

Number of Persons per Room	File Number
A. .50 or Less	0-16
B. .51 to .75	0-17
C. .76 to 1.00	0-18
D. 1.01 to 1.50	0-19
E. 1.51 to 2.00	0-20
F. 2.01 or More	0-21
X. No Report on Persons per Room	0-22

After the tabulation of Table 7-B is completed the cards for each Type of Structure will be routed into the following files during the process of tabulating Table 8-B. In each case the cards for a particular Type of Structure will be placed in this file and during the process of tabulation will be removed from the file and placed back into File 0-1 to 0-15 by Type of Structure.

Condition of Structure	File Number
Good Condition	0-23
Minor Repairs	0-24
Major Repairs	0-25
Unfit for Use	0-26
No Report on Condition	0-27

During the process of the first tabulation of Table 9-B the cards for each Type of Structure will be sorted by Number of Persons in Unit and routed into the following file. The cards will be held in this file until all cards for Owner Occupied Units are in the files.

Number of Persons in Dwelling Units	File Number
1 Person	O-28
2 Persons	O-29
3 Persons	O-30
4 Persons	O-31
5 Persons	O-32
6 Persons	O-33
7 Persons	O-34
8 Persons	O-35
9 Persons	O-36
10 Persons	O-37
11 Persons or More	O-38
No Report on Persons	O-39

During the process of tabulating Table 9-B the cards for each Number of Persons in Unit group will be withdrawn from Files O-28 to O-39 indicated above; sorted by Plumbing Equipment and routed into the following files by Plumbing Equipment. The cards will be held in these files until all cards for Owner Occupied Units are arranged in the order indicated.

Plumbing Equipment	File Number
A. At least 2 Toilets & 2 Bathing Units	O-40
B. At least 2 Toilets & 1 Bathing Unit	O-41
C. One Toilet and at least 1 Bathing Unit	O-42
D. At least 1 Toilet but less than 1 Bath	O-43
E. Shared Toilet and Running Water	O-44
F. Shared Toilet but no Running Water	O-45
G. No Toilet but with Running Water	O-46

H.	No Toilet and no Running Water	0-47
X.	No Report on Plumbing	0-48

During the process of tabulating Table 10-B the cards for each Plumbing Equipment group will be withdrawn from the files indicated above and returned to the following files by Monthly Rent group. The cards will be cumulated in these files until all cards for Owner Occupied Units are arranged by Monthly Rent group.

Monthly Rent		File Number
A.	$ 4.99 and Less	0-49
B.	5.00 to 9.99	0-50
C.	10.00 to 14.99	0-51
D.	15.00 to 19.99	0-52
E.	20.00 to 24.99	0-53
F.	25.00 to 29.99	0-54
G.	30.00 to 39.99	0-55
H.	40.00 to 49.99	0-56
I.	50.00 to 74.99	0-57
J.	75.00 to 99.99	0-58
K.	100.00 to 149.99	0-59
L.	150.00 or More	0-60
X.	No Report on Rent	0-61

During the process of tabulating the remainder of Table 10-B the cards for each Monthly Rent group will be withdrawn from the file and returned to the file in the same order. In the process of tabulating Table 11-B the cards for each Monthly Rent group indicated above will be withdrawn from the file and placed in the file by Number of Rooms as indicated below.

Number of Rooms in Unit	File Number
1 Room	0-62
2 Rooms	0-63
3 Rooms	0-64
4 Rooms	0-65
5 Rooms	0-66
6 Rooms	0-67
7 Rooms	0-68
8 Rooms or More	0-69
No Report on Rooms	0-70

The cards for each Monthly Rent - Room group will be tabulated on Table 11-B. After this tabulation is completed the cards will be placed in the file indicated below and cumulated until cards for all Owner Occupied Units are arranged by Condition of Structure.

Condition of Structure	File Number
Good Condition	0-71
Minor Repairs	0-72
Major Repairs	0-73
Unfit for Use	0-74
No Report on Condition	0-75

The cards for each Condition group will be withdrawn from the file, sorted by Persons per Room and placed in File 0-76 to 0-82 indicated below. While in this order the cards for each Condition - Number of Persons per Room group will be tabulated on Table 13-B. This file (0-76 to 0-82) is a working file and will be used for a particular Condition group only. After the tabulation of a particular Condition - Number of Persons per Room group is completed, the cards will be routed into the permanent file (0-83 to 0-89) by Number of Persons per Room. The cards from the permanent file will be routed into tabulation of Table 14 by Number of Persons per Room and returned to the file in this same order.

Number of Persons Per Room	Working File	Permanent File
A. .50 or Less	0-76	0-83
B. .51 to .75	0-77	0-84
C. .76 to 1.00	0-78	0-85
D. 1.01 to 1.50	0-79	0-86
E. 1.51 to 2.00	0-80	0-87
F. 2.01 or More	0-81	0-88
X. No Report on Persons Per Room	0-82	0-89

After the tables for all dwelling units have been completed as indicated in Part VI, the cards should be sorted and filed by blocks.

A Check Sheet should be prepared to assist in the cross-checking of entries on the Table. This Check Sheet will be headed: "Check Sheet B, Owner Occupied Units." Enter the proper headings at the top of a Check Sheet _____, _____" form.

TABLE 7-B

1. This Table presents a breakdown of Owner Occupied Dwelling Units by Type, by Number of Persons Per Room, by Number of Children in the Unit. There is one section to this Table which is "Table 7-B, Owner Occupied Units." The proper headings for this Table should be placed at the top of a "Table 7 _____, _____" form.

2. Withdraw all cards from File O-1, (Single Family Detached, Owner). Sort these cards by NUMBER OF PERSONS PER ROOM into the following groups:

Persons Per Room Group	After Posting Place in File Number
A. .50 or less	O-16
B. .51 to .75	O-17
C. .76 to 1.00	O-18
D. 1.01 to 1.50	O-19
E. 1.51 to 2.00	O-20
F. 2.01 or More	O-21
X. No Report on Persons Per Room	O-22

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 17, 25, 33, 41, 49, 57 and 9 of Single Family Detached column of Table 7-B. CHECK THE COUNTING AND POSTING. The Single Family Detached, Owner cards should be kept separate by Person Per Room groups and placed in File O-16 to O-22 as noted above.

3. Withdraw all cards from File O-16 (Single Family Detached, Owner, .50 or Less Persons Per Room - Code A). Sort these groups by Number of Children in the unit. This Number of Children item is determined by adding all persons on the "Under 1 Year", "1 to 4 Years", "5 to 9 Years", and "10 to 14 Years" lines of the NUMBER AND AGE OF ALL PERSONS section of the card. When the age of persons in the dwelling unit is reported, but "0" is entered in all of the age groups indicated above, the unit is counted as "No Children". If the age of persons is not reported the unit is counted as "No Report On Children". The groups into which the cards are to be sorted are:

No Children
1 Child
2 Children
3 or 4 Children
5 Children or More
No Report on Children

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 20 to 24 and 18 of Single Family Detached column of Table 7-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 19 (Total Reports on Children) by adding the entries in lines 20 to 24. The total of the entries on lines 18 and 19 must check with the entry on line 17. If this addition fails to check it will be necessary to re-check the tabulation. Place rubber bands around each of the separate Number of Children groups and return the cards to File O-1 (Single Family Detached, Owner).

4. Withdraw all cards from File O-17 (Single Family Detached, Owner, .51 to .75 Persons Per Room - Code B). Tabulate by Number of Children groups in the manner indicated in paragraph 3 above.

Post results on lines 26 to 32 of Single Family Detached column and return the cards to File O-1 (Single Family Detached, Owner).

5. Withdraw all cards from File O-18 (Single Family Detached, Owner, .76 to 1.00 Persons Per Room - Code C). Tabulate by Number of Children groups in the manner indicated in paragraph 3 above. Post results on lines 34 to 40 of Single Family Detached column and return the cards to File O-1 (Single Family Detached, Owner).

6. Withdraw all cards from File O-19 (Single Family Detached, Owner, 1.01 to 1.50 Persons Per Room - Code D). Tabulate by Number of Children groups in the manner indicated in paragraph 3 above. Post results on line 42 to 48 of Single Family Detached column and return the cards to File O-1 (Single Family Detached, Owner).

7. Withdraw all cards from File O-20 (Single Family Detached, Owner, 1.51 to 2.00 Persons Per Room - Code E). Tabulate by Number of Children groups in the manner indicated in paragraph 3 above. Post results on line 50 to 56 of Single Family Detached column and return the cards to File O-1 (Single Family Detached, Owner).

8. Withdraw all cards from File O-21 (Single Family Detached, Owner, 2.01 or more Persons Per Room - Code F). Tabulate by Number of Children groups in the manner indicated in paragraph 3 above. Post results on lines 58 to 64 of Single Family Detached column and return the cards to File O-1 (Single Family Detached, Owner).

9. Withdraw all cards from File O-22 (Single Family Detached, Owner, No Report on Persons Per Room - Code X). Tabulate by Number of Children groups in the manner indicated in paragraph 3 above. Post results on lines 10 to 16 of Single Family Detached column and return the cards to File O-1 (Single Family Detached, Owner).

10. Obtain the entries for lines 1 to 8 (Number of Children groups for Total - All Persons Per Room Group section) of the Single Family Detached column by adding the corresponding entries in each of the Persons Per Room Group sections. The total of the entries on lines 4 to 8 must check with the entry on line 3, and the total of the entries on lines 2 and 3 must check with the entry on line 1. After this process is completed all cards for Single Family Detached, Owner Units will have been returned to File O-1; and Files O-16 to O-22 will be vacant.

11. In the manner indicated in paragraphs 2 to 10, withdraw the cards for each of the remaining Owner Occupied Type of Structure groups from Files O-2 to O-15; sort each Type of Structure group by Persons Per Room; place cards in Files O-16 to O-22; tabulate by Number of Children; and enter results in the proper column of Table 7-B. This tabulation must be carried forward separately for each Type of Structure group. After tabulation for any type is completed the cards should be returned to Files O-2 to O-15.

12. Obtain the entries for column 7A (Apartment - Total) by adding the corresponding entries in columns 7B, 7C, 7D, and 7E (Apartment by Size Groups columns). The Total Reports on Children entry for each Person Per Room group must check with the total of the Number of Children groups and the Total Reports on Children plus No Report on Children must check with the total in each Persons Per Room group.

13. In a manner similar to that indicated in paragraph 12 obtain the entries for Total All Units column by adding the entries in columns X, 1 to 6, 7A, 8 to 11 (columns 7B, 7C, 7D, 7E must be omitted from this total). These entries should be checked in a manner similar to that indicated in paragraph 12.

14. Enter the figures from line 1 of Table 7B by Type of Structure into lines 1, 2 and 4 to 18 of Table 7 column of Check Sheet B, obtain the entry for line 3 of Check Sheet B by adding the entries on lines 4 to 10 and 15 to 18. Also enter the figures from lines 9, 17, 25, 33, 41, 49, and 57 of Total column into lines 19 and 21 to 26 of Table 7 column of Check Sheet B. The entry for line 20 of Check Sheet B should be obtained by adding the entries on lines 21 to 26. The sum of entries on lines 19 and 20 should check with the entry on line 1 of the Check Sheet. Also enter figures from lines 2 to 8 of Total All Units column into lines 27 to 33 of Table 7 column of Check Sheet B. This completes the tabulation of Table 7-B. After this tabulation has been completed all of the cards for Owner units will have been restored to Files O-1 to O-15 by Type of Structure. If any sections of this table fail to check it will be found that the cards in each Type of Structure file are in groups by Number of Children segregated by rubber bands, and it will be possible to reestablish any desired file.

TABLE 8-B

1. This Table presents a breakdown of Owner Occupied Dwelling Units by Type, by Condition, by Duration of Occupancy. There

is one section to this table which is: "Table 8-B, Owner Occupied Units". The proper headings for this Table should be placed at the top of "Table 8 _____, _____" form.

2. Withdraw all cards from File O-1 (Single Family Detached, Owner). Remove the rubber bands and sort these cards by CONDITION into the following groups:

Condition	After Posting Place in File Number
Good Condition	O-23
Minor Repairs	O-24
Major Repairs	O-25
Unfit for Use	O-26
No Report on Condition	O-27

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 23, 34, 45, 56 and 12 of the Single Family Detached column of Table 8-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 1 by adding the entries on lines 12, 23, 34, 45, and 56. Enter the figure from line 1 of the Single Family Detached column into line 4 of the Table 8 column of Check Sheet B where it must check with the corresponding entry from the previous Table. The cards for Single Family Detached, Owner Units should now be returned to the file where they should be placed in File O-23 to O-27 as noted above.

3. Withdraw all cards from File O-23 (Single Family Detached, Owner, Good Condition). Sort these cards by DURATION OF OCCUPANCY into the following groups:

A. Less than 6 months
B. 6 months - 11 months
C. 1 year - 1 year, 11 months
D. 2 years - 2 years, 11 months
E. 3 years - 4 years, 11 months
F. 5 years - 9 years, 11 months
G. 10 years - 19 years, 11 months
H. 20 years or more.
X. No report on Duration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 26 to 33 and 24 of Single Family Detached column of Table 8-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 25 (Total Reports on Duration) by adding the entries in lines 26 to 33. The total of the entries on lines 24 and 25 must check with the entry on line 23. If this addition fails to check, it will be necessary to re-check the tabulation. Place rubber bands around each of the separate duration of occupancy groups and return all of the cards to File O-1 (Single Family Detached, Owner).

4. Withdraw all cards from File O-24 (Single Family Detached, Owner, Minor Repairs). Tabulate by duration of occupancy groups in the manner indicated in paragraph 3 above and enter results on lines 35 to 44 of the Single Family Detached column. Return the cards to File O-1 (Single Family Detached, Owner).

5. Withdraw all cards from File O-25 (Single Family Detached, Owner, Major Repairs). Tabulate by duration of occupancy in the manner indicated in paragraph 3 and enter results on lines 46 to 55 of the Single Family Detached column. Return cards to File O-1 (Single Family Detached, Owner).

6. Withdraw all cards from File O-26 (Single Family Detached, Owner, Unfit for Use). Tabulate by duration of occupancy in the same manner as indicated in paragraph 3 and enter results on lines 57 to 66 of the Single Family Detached column. Return cards to File O-1 (Single Family Detached, Owner).

7. Withdraw all cards from File O-27 (Single Family Detached, Owner, No Report on Condition). Tabulate by duration of occupancy in the same manner as indicated in paragraph 3 and enter results on lines 13 to 22 of the Single Family Detached column of Table 8-B. Return cards to File O-1 (Single Family Detached, Owner).

8. Obtain the entries for lines 2 to 11 by adding the corresponding entries in each of the condition groups. The total of the entries on lines 4 to 11 must check with the entry on line 3 and the total of the entries on lines 2 and 3 must check with the entry on line 1. After this process is completed all cards for Single Family Detached, Owner Units will have been returned to File O-1; and Files O-23 to O-27 will be vacant.

9. In the manner indicated in paragraph 2 to 8, withdraw the cards for each of the remaining type of structure groups from the files (O-2 to O-15), sort each Type of Structure group by CONDITION, place cards in Files O-23 to O-27, tabulate by duration of occupancy; enter results in the proper columns of Table 8-B; and return the cards to File O-2 to O-15. This tabulation must be carried forward separately for each type of structure group.

10. Obtain the entries for Column 7-A (Apartment - Total) by adding the corresponding entries in Columns 7-B, 7-C, 7-D, and 7-E (Apartment by Size Groups columns). Enter the figure from line 1 column 7-A (Apartment-Total) into line 10 of the Table 8 column of Check Sheet B where it must check with corresponding entry from the previous table. The Total Reports on Duration entry for each condition group must check with the total of the Duration of Occupancy groups, and the Total Reports on Duration plus No Report on Duration must check with the Total All Units in each condition group.

11. In a manner similar to that indicated in paragraph 10 obtain the entries for Total All Units column by adding the entries in each of the type of structure columns (excluding the Apartment by Size Group columns). Enter the figure from line 1 of the Total column of Table 8-B into line 1 of Check Sheet B where it must check with corresponding entry from previous table. Obtain entry for line 3 of Check Sheet B by adding lines 4 to 10 and 15 to 18. The sum of entries on lines 2 and 3 must

check with line 1 of the Check Sheet. These entries should be checked in a manner similar to that indicated in paragraph 10.

12. Enter the figures from lines 12, 23, 34, 45 and 56 (by Condition) of Total column of Table 8-B into lines 34 and 36 to 39 of Table 8 column of Check Sheet B. The entry for line 35 of Check Sheet B should be obtained by adding the entries on lines 36 to 39. The sum of the entries on lines 34 and 35 should check with the entry on line 1 of the Check Sheet. Also enter figures from lines 2 to 11 (by Duration of Occupancy) of Total column of Table 8-B into lines 40 to 49 of Table 8 column of Check Sheet B.

This completes the tabulation of Table 8-B. If any sections of this table fail to check it will be found that the cards in each type of structure file are in groups by Condition, segregated by rubber bands, and it will be possible to reestablish any desired file.

TABLE 9-B

1. This Table presents a breakdown of Owner Occupied Dwelling Units by Number of Persons in Unit, by Type of Structure, Heating Equipment, Lighting Equipment, Cooking Equipment, Refrigeration Equipment, Number of Roomers, Persons Per Room, and Plumbing Equipment. There is one section to this table which is "Table 9-B, Owner Occupied Units." The proper heading should be placed at the top of a "Table 9 _____, _____" form.

2. Withdraw all cards from File O-1 (Single Family Detached, Owner.) Remove the rubber bands and sort these cards by NUMBER OF PERSONS IN UNIT into the following groups:

Number of Persons in Unit	After Posting Place in File Number
1 Person	0-28
2 Persons	0-29
3 Persons	0-30
4 Persons	0-31
5 Persons	0-32
6 Persons	0-33
7 Persons	0-34
8 Persons	0-35
9 Persons	0-36
10 Persons	0-37
11 Persons or More	0-38
X. No Report on Persons	0-39

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in the proper column of line 4 (Single Family Detached) of Table 9-B. Obtain the total Number of Persons in Units with 11 or more persons and enter in the right hand column of this line. This entry is obtained by adding the number of persons reported on all cards with 11 or more persons. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Total Number of Units column by adding the entries in each of the Number of Persons in Unit columns, do not include the entry from column Total Number of Persons in Units with 11 or more Persons in this total. Enter this figure also onto line 4 (Single Family Detached) of Table 9 column of Check Sheet B, where it must check with the corresponding entry from previous tables. Single Family Detached Owner Unit cards should now be returned to the file where they should be placed in Files 0-28 to 0-39, by NUMBER OF PERSONS IN UNIT, as noted above, with rubber bands around each separate group.

3. In the manner indicated in paragraph 2, withdraw cards from each of the remaining groups from the files (0-2 to 0-15); sort each group by NUMBER OF PERSONS IN UNIT; tabulate; enter results on the proper line of Table 9-B, and transcribe total to Check Sheet B. Then place cards in Files 0-28 to 0-39 with rubber bands around each group. After

After this process is completed, all of the cards for Owner Units will have been tabulated by NUMBER OF PERSONS IN UNIT and filed by NUMBERS OF PERSONS IN UNIT in files O-28 to O-39.

4. Obtain the entries for line 10 (Apartment - Total) by adding the entries on lines 11 to 14; also obtain the entries for line 3 by adding the entries on lines 4 to 10, and 15 to 18; also obtain the entries for line 1 by adding the entries on lines 2 and 3. The entries for Total Number of Units column for lines 1, 3 and 10 are obtained by adding the entries in all of the Number of Persons in Unit columns. Enter the figures on lines 1, 3 and 10 of Total All Units column into lines 1, 3 and 10 of Table 9 column of Check Sheet B, where they must check with the corresponding entries from previous tables.

5. Withdraw all cards from File O-28 (One Person Unit, Owner). Remove the rubber bands and sort these cards by HEATING EQUIPMENT into the following groups:

1. Central Steam or Hot Water
2. Central Warm Air
3. Other Installed
4. None Installed
X. No Report on Heating

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 21 to 24 and 19 of One Person column of Table 9-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 20 (Total Reports on Heating) by adding the entries on lines 21 to 24. The total of the entries on lines 19 and 20 must check with the entry on line 1. After this tabulation is completed the cards from File O-28 (One Person Units, Owner) should be routed to the tabulation indicated below.

6. Sort all cards from File O-28 (One Person Units, Owner) by LIGHTING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other
X. No Report on Lighting

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 27 to 29 and 25 of the One Person column of Table 9-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 26 (Total Reports on Lighting) by adding the entries on lines 27 to 29. The total of the entries on lines 25 and 26 must check with the entry on line 1. After this tabulation is completed the cards from File O-28 (One Person Units, Owner) should be routed to the tabulation indicated below.

7. Sort all cards from File O-28 (One Person Units, Owner) by COOKING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other Installed
4. None Installed
X. No Report on Cooking

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 32 to 35 and 30 of the One Person column of Table 9-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 31 (Total Reports on Cooking) by adding the entries on lines 32 to 35. The total of the entries on lines 30 and 31 must check with the entry on line 1. After this tabulation is completed the cards from File O-28 (One Person Units, Owner) should be routed to the tabulation indicated below.

8. Sort all cards from File O-28 (One Person Units, Owner) by REFRIGERATION EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Ice
4. None
X. No Report on Refrigeration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 38 to 41 and 36 of the One Person column of Table 9-B. The entry for line 37 (Total Reports on Refrigeration) is obtained by adding

the entries on lines 38 to 41. The totals of the entries on lines 36 and 37 must check with the entry on line 1. After this tabulation is completed, the cards from File 0-28 (One Person Units, Owner) should be routed to the tabulation indicated below.

9. Sort all cards from File 0-28 (One Person Units, Owner) by NUMBER OF ROOMERS into the following groups:

No Roomers
1 Roomer
2 Roomers
3 Roomers
4 Roomers
5 Roomers
6 Roomers
7 Roomers
8 Roomers
9 Roomers
10 Roomers
11 Roomers or More
No Report on Roomers

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 44 to 55 and 42 of the One Person column of Table 9-B. The entry for line 43 (Total Reports on Roomers) is obtained by adding the entries on lines 44 to 55. The total of the entries on lines 42 and 43 must check with the entry on line 1. After this tabulation is completed the cards from File 0-28 (One Person Units, Owner) should be routed to the tabulation indicated below.

10. Sort the cards from File 0-28 (One Person Units, Owner) by PLUMBING EQUIPMENT into the following groups:

Plumbing Equipment	After Posting Place in File No.
A. At least 2 Toilets and 2 Bathing Units	0-40
B. At least 2 Toilets and 1 Bathing Unit	0-41
C. 1 Toilet and at least 1 Bathing Unit	0-42
D. At least 1 Toilet but less than 1 Bathing Unit	0-43
E. Shared Toilet and Running Water	0-44
F. Shared Toilet but no Running Water	0-45
G. No Toilet but with Running Water	0-46
H. No Toilet and No Running Water	0-47
X. No Report on Plumbing	0-48

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 66 to 73 and 64 of the One Person column of Table 9-B. The entry for line 65 (Total Reports on Plumbing) is obtained by adding the entries on lines 66 to 73. The total of the entries on lines 64 and 65 must check with the entries on line 1. These Plumbing Equipment groups of One Person Units, Owner cards should now have rubber bands placed around each separate group, and the cards should be placed in Files O-40 to O-48 as noted above.

11. In the manner indicated in paragraphs 5 to 10, withdraw the cards for each of the remaining Number of Persons in Unit groups from Files O-29 to O-39; tabulate each group by HEATING EQUIPMENT, LIGHTING EQUIPMENT, COOKING EQUIPMENT, REFRIGERATION EQUIPMENT, NUMBER OF ROOMERS, and PLUMBING EQUIPMENT. After the tabulation by PLUMBING EQUIPMENT for a particular Number of Persons in Unit group is completed rubber bands should be placed around each of the separate Plumbing Equipment groups and the cards placed in Files O-40 to O-48 as indicated in paragraph 10. In tabulating the 11 Persons or More Owner units, it is necessary to obtain the total of the Number of Persons in Units in each tabulation, in addition to the count of the cards in the group. The Number of Persons in Units with 11 or More Persons is entered in the column at the extreme right of the table.

12. The entries for Total Number of Units column are obtained by adding the corresponding entries in all of the Number of Persons in Unit columns of the table. These entries must be carefully checked. Lines 56 to 63 (Number of Persons Per Room), of

this table will be derived from the NUMBER OF PERSONS section of Table 11 B-1, and need not be tabulated from the Persons Per Room code given on the cards.

13. Enter the figures from line 1, Table 9-B, by NUMBER OF PERSONS IN UNIT into lines 98 to 109 and 96 of Table 9 column of Check Sheet B. To obtain the entry for line 97 of Check Sheet B, add lines 98 to 108. Also enter figures from lines 19 to 41 (by Heating, Lighting, Cooking and Refrigeration Equipment) of Total All Units column of Table 9-B into lines 73 to 95 of Table 9 column Check Sheet B. Also enter figures from lines 42 to 46 and line 55 (by Number of Roomers) of Total All Units column of Table 9-B into lines 50 to 54 and 57 of Table 9 column of Check Sheet B. The total of entries on lines 47 and 48 of Table 9-B should be entered into line 55 of Check Sheet B, and the total of entries on lines 49 to 54 of Table 9-B should be entered into line 56 of Check Sheet B. Also enter figures from lines 64 to 73 of Total All Units column of Table 9-B into lines 63 to 72 of Table 9 column of Check Sheet B. This completes the tabulation of Table 9-B. After this tabulation is completed, the cards for Owner Units will have been filed by Plumbing Equipment groups in Files O-40 to O-48. If, after the entry of the figures into Check Sheet B, it is found necessary to retabulate any section of 9-B, it will be found that the separate Number of Persons groups are segregated with each Plumbing Equipment file by rubber bands, and that the previous file can be easily re-established.

TABLE 10-B

1. This Table presents a breakdown of Owner Occupied Dwelling Units by Monthly Rent Group, by Plumbing Equipment, Heating Equipment, Lighting Equipment, Cooking Equipment, Refrigeration Equipment, Year Built Group, Number of Roomers and Race of Household. There is one section of this table which is "Table 10-B, Owner Occupied Units". The proper headings should be placed at the top of a "Table 10___, _____" form.

2. Withdraw all cards from File O-40 (At Least Two Toilets And Two Bathing Units, Owner). Sort these cards by MONTHLY RENT into the following groups:

Monthly Rent Group		After Posting Place in File No.
A.	$ 4.99 and less	O-49
B.	$ 5.00 to 9.99	O-50
C.	$ 10.00 to 14.99	O-51
D.	$ 15.00 to 19.99	O-52
E.	$ 20.00 to 24.99	O-53
F.	$ 25.00 to 29.99	O-54
G.	$ 30.00 to 39.99	O-55
H.	$ 40.00 to 49.99	O-56
I.	$ 50.00 to 74.99	O-57
J.	$ 75.00 to 99.99	O-58
K.	$ 100.00 to 149.99	O-59
L.	$ 150.00 and over	O-60
X.	No report on rent	O-61

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in the proper Monthly Rent column of line 4 (At Least Two Toilets and Two Bathing Units) of Table 10-B. CHECK THE COUNTING AND THE POSTING.

Obtain the entry for Total All Units column by adding the corresponding entries in all of the Monthly Rent columns. Enter the figure from line 4 of Total All Units column of Table 10-B into line 65 of Table 10 column of Check Sheet B, where it must check with

the corresponding entry from the previous table. Place a rubber band around each of the separate Monthly Rent groups of At Least Two Toilet and Two Bathing Units, Owner cards and place in Files O-49 to O-61 by Rent Groups.

3. Carry through the procedure indicated in paragraph 2 on each of the remaining Plumbing Equipment groups of owner cards (files O-41 to O-48). The result should be posted into lines 2 and 5 to 11 of Table 10-B and the figures from Total All Units column should be entered on line 66 to 72 and 63 of Table 10 column, of Check Sheet B. After this tabulation is completed the cards will have been sorted by Monthly Rent groups and placed in Files O-49 to O-61. The entries for line 3 are obtained by adding the corresponding entries on lines 4 to 11. The entries for line 1 are obtained by adding the entries on lines 2 and 3. The entries from lines 1 and 3 Total All Units column should be entered on lines 1 and 64 of Check Sheet B where they should check with the entries from previous tables.

4. Withdraw all cards from File O-49 (Monthly Rent of $4.99 and Less Code A, Owner). Remove the rubber bands from the cards. Sort these cards by HEATING EQUIPMENT into the following groups:

1. Central Steam or Hot Water
2. Central Warm Air
3. Other Installed
4. None Installed
X. No report on Heating

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 14 to 17 and 12 of Column A ($4.99 and less) of Table 10-B. CHECK THE COUNTING AND THE POSTING. The entry for line 13

(Total Reports on Heating) is obtained by adding the entries on lines 14 to 17. The total of the entries on lines 12 and 13 must check with the entry on line 1. After the tabulation of this section is completed the cards should be routed to the process indicated below.

5. Sort all cards from File O-49 (Monthly Rent of $4.99 and Less - Code A, Owner) by LIGHTING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other
X. No Report on Lighting

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 20 to 22 and 18 of Column A. ($4.99 and less) of Table 10-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 19 (Total Reports on Lighting) by adding the entries on lines 20 to 22. The totals of the entries on lines 18 and 19 must check with the entry on line 1. After the tabulation of this section is completed the cards should be routed to the process indicated below.

6. Sort all cards from File O-49 (Monthly Rent of $4.99 and less - Code A, Owner) by COOKING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other installed
4. None installed
X. No report on cooking

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on lines 25 to 28 and 23 of column A ($4.99 and less) of Table 10-B. CHECK THE COUNTING AND THE POSTING. The entry for line 24 (Total Reports on Cooking) is obtained by adding the entries in lines 25 to 28. The total of the entries on line 23 and 24 must

check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

7. Sort all cards from File O-49 (Monthly Rent of $4.99 and Less - Code A, Owner) by REFRIGERATION EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Ice
4. None
X. No report on refrigeration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 31 to 34 and 29 of column A ($4.99 and Less). CHECK THE COUNTING AND THE POSTING. The entry for line 30 (Total Reports on Refrigeration) is obtained by adding the entries on lines 31 to 34. The total of the entries on lines 29 and 30 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

8. Sort all cards from File O-49 (Monthly Rent of $4.99 and Less - Code A, Owner) by YEAR BUILT, into the following groups:

A. 1935
B. 1930 - 1934
C. 1925 - 1929
D. 1920 - 1924
E. 1915 - 1919
F. 1905 - 1914
G. 1895 - 1904
H. 1885 - 1894
I. 1860 - 1884
J. 1859 or before
X. No report on year built

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 37 to 46 and 35 of column A ($4.99 and less) of Table 10-B. CHECK THE COUNTING AND THE POSTING. The entry for line 36 (Total Reports on Year Built) is obtained by adding the entries on lines 37 to 46.

The total of the entries on lines 35 and 36 must check with the entry on line 1. After the tabulation is completed, the cards should be routed to the process indicated below.

9. Sort the cards from File 0-49 (Monthly Rent of $4.99 and less - Code A, Owner) by NUMBER OF ROOMERS into the following groups:

No Roomers
1 Roomer
2 Roomers
3 or 4 Roomers
5 to 10 Roomers
11 Roomers or more
No report on roomers

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 49 to 54 and 47 of column A ($4.99 and less) of Table 10-B. CHECK THE COUNTING AND THE POSTING. The entry for line 48 (Total Reports on Roomers) is obtained by adding the entries on lines 49 to 54. The total of the entries on lines 47 and 48 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

10. Sort all cards from File 0-49 (Monthly Rent of $4.99 and Less - Code A, Owner) by RACE OF HOUSEHOLD into the following groups:

1. White
2. Negro
3. Other Race
X. No Report on Race

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 57 to 59 and 55 of column A ($4.99 and less) of Table 10-B. CHECK THE COUNTING AND THE POSTING. The entry for line 56 (Total reports on Race) is obtained by adding the entries on lines 57 to 59. The total of the entries on lines 55 and 56 must check

with the entry on line 1. After this tabulation is completed the cards for Monthly Rent of $4.99 and Less - Code A, Owner should be returned to File O-49.

11. In the manner indicated in paragraphs 4 to 10 withdraw the cards for each of the remaining Monthly Rent groups from the file (O-50 to O-61); tabulate each Monthly Rent group by HEATING EQUIPMENT, LIGHTING EQUIPMENT, COOKING EQUIPMENT, REFRIGERATION EQUIPMENT, YEAR BUILT, ROOMERS AND RACE. After the tabulation for each Monthly Rent group is completed the cards should be returned to the proper file (O-50 to O-61).

12. Obtain the entries for Total All Units column by adding the entries in all of the Monthly Rent group columns. These additions must be carefully checked. Enter the figures from line 1 Column X and Columns A to L by Monthly Rent into lines 110 and 112 to 123 of Table 10 column of Check Sheet B. Obtain the entry for line 111, Check Sheet B, by adding lines 112 to 123. Enter the figures from lines 12 to 34 (by Heating, Lighting, Cooking, and Refrigeration Equipment) of Total All Units column of Table 10-B into line 73 to 95 of Table 10 column of Check Sheet B. Also enter figures from lines 47 to 54 (by Number of Roomers) of Total All Units column into lines 50 to 57 of Table 10 column of Check Sheet B. These entries in Table 10 column of Check Sheet B must check with the corresponding entries for previous table. This completes the tabulation of Table 10-B.

13. After Table 10B (Owner Occupied Units) and Table 10C (Tenant Occupied Units) are completed, add the entries from the Total column of Tables 10B and 10C for line 56 (Total Reports on

Race) for line 58 (Negro), and for line 59 (Other Race). If the total for Negro or for Other Race is two hundred or more, and if the total in either case represents 10% or more of Total Reports on Race it will be necessary to tabulate Table 16 for the area. When the area has qualified for the Table 16 tabulation as indicated above, this table should be prepared at this point in the tabulation procedure as explained in Part VII of the Tabulation Instructions. After Table 16 is completed the cards should be routed into Table 11. When Negro or Other Race does not account for two hundred or more units or does not represent 10% or more of Total Units the Table 16 tabulation is not required and the cards can be routed immediately into Table 11.

TABLE 11-B

1. This Table presents a breakdown of Owner Occupied Units by Monthly Rent Group, by Number of Rooms in Unit, by Type of Structure, Number of Persons, Furniture, Duration of Occupancy, Number of Children, Extra Families and Condition. There are seven pages to this Table which are:

Table 11B-1; Owner occupied units; Total, No report on Rent
Table 11B-2; Owner occupied units; Rent of $4.99 or less, $5.00 to $9.99
Table 11B-3; Owner occupied units; Rent of $10.00 to $14.99, $15.00 to $19.99
Table 11B-4; Owner occupied units; Rent of $20.00 to $24.99, $25.00 to $29.99
Table 11B-5; Owner occupied units; Rent of $30.00 to $39.99, $40.00 to $49.99
Table 11B-6; Owner occupied units; Rent of $50.00 to $74.99, $75.00 to $99.99
Table 11B-7; Owner occupied units; Rent of $100.00 to $149.99, $150.00 or more

Enter the proper headings for these seven pages of Table 11-B on a set of "Table 11___, ___, _____, _____" forms. In addition the proper Monthly Rent groups should be entered in the column headings of the "Monthly Rent of _____" space.

2. Withdraw all cards from File O-49 (Monthly Rent of $4.99 or less - Code A). Sort these cards by NUMBER OF ROOMS IN UNIT into the following groups:

Number of Rooms	After Posting Place in File No.
1 Room	O-62
2 Rooms	O-63
3 Rooms	O-64
4 Rooms	O-65
5 Rooms	O-66
6 Rooms	O-67
7 Rooms	O-68
8 Rooms or more	O-69
X.No report on rooms	O-70

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on Line 1 in the proper Number of Rooms column of Monthly Rent of $4.99 or Less - Code A. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Total column by adding the entries in the Number of Rooms columns. Enter the figure from Total column of line 1 into line 112 of Table 11 column of Check Sheet B, where it must check with the corresponding entry for the previous Table. The cards for Monthly Rent of $4.99 or Less - Code A, Owner, should now be returned to the file where they should be placed in Files O-62 to O-70 by Number of Rooms as noted above.

3. Withdraw all cards from File O-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Owner). Sort these cards by TYPE OF STRUCTURE into the following groups:

1. Single Family Detached
2. Single Family Attached
3. 2 Family Side by Side
4. 2 Family 2 Decker
5. 3 Family 3 Decker
6. 4 Family Double 2 Decker
7. Apartment, 5 to 9 Units
   Apartment, 10 to 19 Units
   Apartment, 20 to 39 Units
   Apartment, 40 Units or More
8. Business with Dwelling Units

9. Other Non-Converted
10. Partially Converted
11. Completely Converted

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 4 to 9, 11 to 18, and 2 of One Room column of Monthly Rent of $4.99 and less section of Table 11B-2. CHECK THE COUNTING AND THE POSTING. The entry for line 10 (Apartment-Total) is obtained by adding the entries on lines 11 to 14. The entry for line 3 (Total Reports on Type) is obtained by adding the entries on lines 4 to 10 and 15 to 18. The total of the entries on lines 2 and 3 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

4. Sort all cards from File O-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Owner) by NUMBER OF PERSONS IN UNIT into the following groups:

1 Person
2 Persons
3 Persons
4 Persons
5 Persons
6 Persons
7 Persons
8 Persons
9 Persons
10 Persons
11 Persons or More
X. No Report on Persons

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 21 to 31 and 19 of One Room Column of Monthly Rent of $4.99 and Less Section of Table 11B-2. The total of the number of persons in the 11 Persons or More Group should be entered on Line 32. CHECK THE COUNTING AND THE POSTING. Obtain the entry

for Line 20 by adding the entries on Lines 21 to 31. Do not include the entry from line 32 in this total. The total of the entries on lines 19 and 20 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

5. There is no tabulation of FURNISHINGS INCLUDED IN RENT for Owner Occupied units and lines 33 to 36 of Table 11B should be left blank.

6. Sort all cards from File 0-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Owner) by DURATION OF OCCUPANCY into the following groups:

A. Less than 6 months
B. 6 months - 11 months
C. 1 year - 1 year, 11 months
D. 2 years - 2 years, 11 months
E. 3 years - 4 years, 11 months
F. 5 years - 9 years, 11 months
G. 10 years - 19 years, 11 months
H. 20 years or more
X. No report on Duration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 39 to 46 and 37 of One Room column of Monthly Rent of $4.99 and Less Section of Table 11B-2. CHECK THE COUNTING AND THE POSTING. The entry for line 38 (Total Reports on Duration) is obtained by adding the entries on lines 39 to 46. The total of the entries on lines 37 and 38 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

7. Sort all cards from File 0-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Owner) by NUMBER OF CHILDREN IN THE UNIT.

This Number of Children item is determined by adding all persons in the "Under 1 year", "1 to 4 years", "5 to 9 years", and "10 to 14 years" sections of NUMBER AND AGE OF ALL PERSONS section of the card. When the age of the persons in the dwelling unit is reported, but "0" is entered in all of the age groups indicated above, the unit is counted as "No Children". If the age of persons is not reported, the unit is counted as "No Report on Children". The groups into which the cards are to be sorted are:

No Children
1 Child
2 Children
3 or 4 Children
5 Children or More
No Report on Children

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 49 to 53 and 47 of One Room column of Monthly Rent of $4.99 or Less Section of Table 11B-2. CHECK THE COUNTING AND THE POSTING. The entry for line 48 (Total Reports on Children) is obtained by adding the entries on lines 49 to 53. The total of the entries on lines 47 and 48 must check with the entry on line 1. When this tabulation is completed, all cards from File O-62 (One Room, Rent of $4.99 and Less - Code A, Owner) should be routed to the process indicated below.

8. Sort all cards from File O-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Owner) by NUMBER OF EXTRA FAMILIES into the following groups:

No Extra Families
1 Extra Family
2 or More Extra Families
X. No Report on Extra Families

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 56 to 58 and 54 of One Room column of Monthly Rent of $4.99 and Less Section of Table 11B-2. CHECK THE COUNTING AND THE POSTING. The entry for line 55 (Total Reports on Extra Families) is obtained by adding the entries on lines 56 to 58. The total of the entries on lines 54 and 55 must check with the entry on line 1.

Prepare a Tally Sheet and enter on it the Number of Persons in Extra Families from the cards with 1 Extra Family and with 2 or More Extra Families. It should be observed that there should be 2 entries in NUMBER OF PERSONS IN EXTRA FAMILIES section of the card for units having 2 Extra Families in the unit. In such cases each of these entries should be entered separately in the Tally. The Number of Persons groups into which the Extra Families should be tallied are:

Extra Families of 1 Person
Extra Families of 2 Persons
Extra Families of 3 Persons
Extra Families of 4 Persons
Extra Families of 5 Persons Or More
Extra Families With No Report On Persons

CHECK THE TALLYING OF THE CARDS. Post the results of the Tally on lines 60 to 65 of One Room column of Monthly Rent of $4.99 or Less section of Table 11B-2. CHECK THE POSTING. The entry for line 59 (Total Number of Extra Families) is obtained by adding the entries in lines 60 to 65. After this tabulation is completed, the cards from File O-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Owner) should be routed to the process indicated below.

9. Sort all cards from File O-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Owner) by CONDITION into the following groups:

Condition	After Posting Place in File No.
Good Condition	O-71
Minor Repairs	O-72
Major Repairs	O-73
Unfit for Use	O-74
No Report on Condition	O-75

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 68 to 71 and 66 of One Room column of Monthly Rent of $4.99 and Less Section of Table 11B-2. CHECK THE COUNTING AND THE POSTING. The entry for line 67 (Total Reports on Condition) is obtained by adding the entries on lines 68 to 71. The total of the entries on lines 66 and 67 must check with the entry on line 1. Place a rubber band around each of the Condition groups of One Room, Monthly Rent of $4.99 and Less - Code A, Owner cards and place in Files O-71 to O-75 as indicated above.

10. Carry through the procedure indicated in Paragraphs 2 to 9 on each of the Number of Rooms groups of Monthly Rent of $4.99 or Less - Code A, Owner cards (Files O-63 to O-70). The results should be posted into the proper Number of Rooms column of Monthly Rent of $4.99 or Less Section of Table 11B-2. After the tabulation for any Number of Rooms group is completed, rubber bands should be placed around Condition groups of cards and the cards placed in Files O-71 to O-75 by Condition. The entries for Total column for Monthly Rent of $4.99 or Less Section should be obtained by adding the corresponding entries in the Number of Rooms group columns.

11. In the manner indicated in Paragraph 1 to 10 withdraw the cards for each of the remaining Monthly Rent groups from the File O-49 to O-61. Sort the cards for each Rent group by Number of Rooms

and place in Files O-62 to O-70. Enter the results in the proper sections of Table 11B. This tabulation must be carried thru separately for each of the Monthly Rent groups and the cards for the group routed out of Files O-62 to O-70 before the tabulation of the next group is started. After the tabulation of any Number of Rooms - Monthly Rent group is completed, the card should have rubber bands placed around them and they should be placed in Files O-71 to O-75 by Condition group.

12. The entries for the Total section of Table 11B-1 are obtained by adding the corresponding entries from the various Monthly Rent Group sections of Table 11B-1 to 11B-7. These entries must be very carefully checked. Enter the figures from lines 1 to 18 (by Type of Structure) of Total column of Total Owner Occupied units section of Table 11B-1 into lines 1 to 18 of Table 11 column of Check Sheet B. Enter the figures from lines 19 to 32 (by Number of Persons) of this same column into lines 96 to 109 of Table 11 column of Check Sheet B). Enter the figures from lines 37 to 46 (by Duration of Occupancy) of this same column into lines 40 to 49 to Table 11 column of Check Sheet B. Enter figures from lines 47 to 53 (by Number of Children) of this same column into lines 27 to 33 of Table 11 column of Check Sheet B. Enter the figures from lines 54 to 58 (by Number of Extra Families) of this same column into lines 58 to 62 of Table 11 column of Check Sheet B. Enter the figures from lines 66 to 71 (by Condition) of this same column into lines 34 to 39 of Table 11 column of Check Sheet B. To obtain the entry for line 111 (Total Reports on Rent) of Check Sheet B add the entries on lines 112 to 123. These entries into Check Sheet B must check with the corresponding entries from previous tables.

While all cards for Owner Occupied Units will have been routed into Files O-71 to O-75 by Condition, if, after entry on Check Sheet B, it is found necessary to retabulate any section of Table 11B, it will be found that the Number of Rooms - Monthly Rent Group cards in each Condition file are segregated by rubber bands and the previous files can be reestablished with ease.

TABLE 12

1. This Table presents a breakdown of Dwelling Units by Occupancy, by Condition, by Plumbing Equipment and Number of Children. There is only one page to this Table and the data for Owner Occupied Units are entered on lines 20 to 37 of the "Owner Occupied Units" section of the Table.

2. Withdraw all cards from File O-71 (Good Condition, Owner). Remove the rubber bands from the cards. Sort these cards by PLUMBING EQUIPMENT into the following groups:

A. At Least 2 Toilets and 2 Bathing Units
B. At Least 2 Toilets and 1 Bathing Unit
C. 1 Toilet and at least 1 Bathing Unit
D. At Least 1 Toilet but less than 1 Bathing Unit
E. Shared Toilet and Running Water
F. Shared Toilet but no Running Water
G. No Toilet but with Running Water
H. No Toilet and No Running Water
X. No Report on Plumbing

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 23 to 30 and 21 of column 1 (Good Condition) of Owner Occupied section of Table 12. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 22 (Total Reports on Plumbing) by adding the entries on lines 23 to 30. Obtain the entry for line 20 (Total All Units) by adding the entries on lines 21 and 22. Enter the figure

from line 20 (Total All Units) of column 1 (Good Condition) of Owner Occupied section of Table 12 into line 36 of Table 12 column of Check Sheet B where it must check with the corresponding entry from previous tables. After this tabulation is completed the cards from File O-71 (Good Condition, Owner) should be routed to the tabulation indicated below.

3. Sort all cards from File O-71 (Good Condition, Owner) by NUMBER OF CHILDREN IN THE UNIT. This NUMBER OF CHILDREN item is determined by adding all persons in the "Persons Under 1 Year," "1 to 4 Years," "5 to 9 Years," and "10 to 14 Years" groups of NUMBER AND AGE OF ALL PERSONS section of the card. When persons by age group is reported but "0" is entered at each one of the age groups indicated above the unit is counted as "No Children." If the age of persons is reported the unit is counted as "No Report on Children." The groups into which the cards are to be sorted are:

No Children
1 Child
2 Children
3 or 4 Children
5 Children or More
No Report on Children

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 33 to 37 and 31 of column 1 (Good Condition) of Owner Occupied section of Table 12. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 32 (Total Reports on Children) by adding the entries on lines 33 to 37. The total of the entries on lines 31 and 32 must check with the entry on line 20. After this tabulation is completed these cards should be returned to File O-71 (Good Condition, Owner).

4. In the manner indicated in paragraphs 2 and 3, withdraw the cards for each of the remaining Condition groups from the File (O-72 to O-75): Tabulate each Condition Group separately by Plumbing Equipment and Number of Children. Post the results in the proper columns of lines 20 to 37 of Owner Occupied section of Table 12 and return the cards to Files O-72 to O-75 by Condition. Obtain the entries for Total column by adding the corresponding entries in all groups columns. The entries in this Total column must be carefully checked. Enter the figure from line 20 of the Total column of Owner Occupied section of Table 12 into line 1 of Table 12 column of Check Sheet B; enter figures from lines 21 to 30 of Total column into lines 63 to 72 of Table 12 column of Check Sheet B; enter figures from lines 31 to 37 of Total column into lines 27 to 33 of Table 12 column of Check Sheet B. To obtain the entry for line 35 Total Reports on Condition, add lines 36 to 39 on the Check Sheet. All of these entries into Check Sheet B must check with the corresponding entries from previous tables.

TABLE 13-B

1. This Table presents a breakdown of Owner Occupied Dwelling Units by Condition, by Number of Persons Per Room, by Number of Roomers and by Number of Persons in each Age group. There is one section to this Table which is "Table 13-B, Owner Occupied Units". Enter the proper headings at the top of a "Table 13 ____, _____" form.

2. Withdraw all cards from File O-71 (Good Condition, Owner). Sort these cards by NUMBER OF PERSONS PER ROOM into the following groups:

Number of Persons Per Room	After Posting Place in File No.
A. .50 or less	O-76
B. .51 to .75	O-77
C. .76 to 1.00	O-78
D. 1.01 to 1.50	O-79
E. 1.51 to 2.00	O-80
F. 2.01 or more	O-81
X. No report on Persons Per Room	O-82

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on lines 22 to 27 and 20 of Total Number of Dwelling Units column of Table 13-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 21 (Total Reports on Persons Per Room) by adding the entries on lines 22 to 27. Obtain the entry for line 19 by adding the entries on lines 20 and 21. Enter the figure from line 19 (in Good Condition) of Total Number of Dwelling Units column of Table 13-B into line 36 of Table 13 column of Check Sheet B, where it must check with the corresponding entry from previous tables. The cards for Good Condition, Owner Units should now be placed in File O-76 to O-82 by Number of Persons Per Room.

3. Withdraw all cards from File O-76 (.50 or Less Persons Per Room - Code A, Good Condition, Owner). Sort these cards by NUMBER OF ROOMERS into the following groups:

No Roomers
1 Roomer
2 Roomers
3 or 4 Roomers
5 to 10 Roomers
11 Roomers or More
No Report on Roomers

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on Line 22 of the proper column of Number of Roomers section of Table 13B. CHECK THE COUNTING AND THE POSTING. The total

of the entries in Number of Roomers columns must check with the entry in Total Number of Dwelling Units column. After this tabulation is completed, the cards in File O-76 should be routed to the tabulation indicated below.

4. Sort all cards from File O-76 (.50 or Less Persons Per Room - Code A, Good Condition, Owner) by completeness of reports on NUMBER AND AGE OF ALL PERSONS. The groups into which the cards should be sorted are:

Reports on Age of Persons (Cards on which number and age of all persons is completely reported.)
No Reports on Age of Persons (Cards on which number and age of all persons is not completely reported.)

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on Line 22 of Number of Units section in the center of Table 13 B. CHECK THE COUNTING AND THE POSTING. The total of the entries of these 2 columns must check with the entry in Total Number of Dwelling Units column. Using only the cards with complete reports on number and age of persons enter the number of persons in each age group on a tally sheet, similar to the form shown below.

OCCUPANCY_____

TALLY SHEET for cards on which the number and age of all persons is completely reported.

CONDITION GROUP_____ PERSONS PER ROOM CODE_____

Persons Under 1 Year	Persons 1 to 4 Years	Persons 5 to 9 Years	Persons 10 to 14 Years	Persons 15 to 19 Years	Persons 20 to 64 Years	Persons 65 Years and Over

After the cards have been entered total each column of the tally sheet and enter the results on Line 22 in the proper columns of Number of Persons by Age Group section of Table 13B. Obtain a total of the total number of persons in unit from the cards. It will be most convenient to obtain this total on an adding machine. Check this total with the sum of the persons by age group entries. After this tabulation is completed, the cards from File O-76 should have a rubber band placed around them and they should be placed in File O-83 (.50 or Less Persons Per Room).

5. Withdraw all cards from File O-77 (.51 to .75 Persons Per Room - Code B, Good Condition, Owner). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraphs 3 and 4 above, and enter the results in the proper columns of Line 23 of Table 13B. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File O-84 (.51 to .75 Persons Per Room).

6. Withdraw all cards from File O-78 (.76 to 1.00 Persons Per Room - Code C, Good Condition, Owner). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 24 of Table 13B. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File O-85 (.76 to 1.00 Persons Per Room).

7. Withdraw all cards from File O-79 (1.01 to 1.50 Persons Per Room - Code D, Good Condition, Owner). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and

4 above, and enter the results in the proper columns of Line 25 of Table 13B. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File O-86 (1.01 to 1.50 Persons Per Room).

8. Withdraw all cards from File O-80 (1.51 to 2.00 Persons Per Room - Code E, Good Condition, Owner). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 26 of Table 13B. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File O-87 (1.51 to 2.00 Persons Per Room).

9. Withdraw all cards from File O-81 (2.01 Persons Per Room or More - Code F, Good Condition, Owner). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 27 of Table 13B. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File O-88 (2.01 Persons Per Room or More).

10. Withdraw all cards from File O-82 (No Report on Persons Per Room - Code X, Good Condition, Owner). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 20 of Table 13B. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File O-89 (No Report on Persons Per Room).

11. Obtain the entries for Line 21 of each of the columns by adding the corresponding entries on Lines 22 to 27. Obtain the entries for Line 19 by adding the corresponding entries on Lines 20 and 21.

12. In the manner indicated in Paragraphs 2 to 11 withdraw the cards from O-72 to O-75 (Owner Occupied Units by Condition). Sort each of these Condition groups by NUMBER OF PERSONS PER ROOM; place cards in Files O-76 to O-82. Then tabulate each Number of Persons Per Room - Condition group by Number of Roomers and by Age of all Persons and enter the results on the proper lines of Table 13B. This tabulation should be carried thru separately for each Condition group. After the tabulation of any group is completed, the cards should have a rubber band placed around them and they should be placed into Files O-83 to O-89 (Owner Occupied Units by Number of Persons Per Room).

13. The entries for Lines 1 to 9 (Total section by Number of Persons Per Room) are obtained by adding the corresponding entries in each of the Condition sections of the table. The total of the entries on lines 4 to 9 must check with the entry on line 3 and the total of the entries on lines 2 and 3 must check with the entry on line 1. Enter the figure from line 1 of Total Number of Dwelling Units column, of Table 13B into line 1 of Table 13 column of Check Sheet B. Also enter the figures from lines 2 to 9 of Total Number of Dwelling Units column of Table 13B into lines 19 to 26 of Table 13 column of Check Sheet B. If not already done, enter the figures from lines 10, 19, 28, 37 and 46 of Total Number of Dwelling Units column of Table 13B into Lines 34 and 36 to 39 of Table 13 column of Check Sheet B. The entry for line 35 of Check Sheet B is obtained by adding the entries on lines 36 to 39. Also enter the figures from Line 1 of Number of

Roomers columns of Table 13B into Lines 50 and 52 to 57 of Table 13 column of Check Sheet B, obtain the entry for line 51 by adding the entries on lines 52 to 57. These entries into Check Sheet B must check with the corresponding entries from previous tables. While all cards for Owner Occupied units will have been routed into Files O-83 to O-89 by PERSONS PER ROOM, if after entry on Check Sheet B, it is found necessary to retabulate any section of Table 13B, it will be found that the Condition groups of cards in each Person per Room file are segregated by rubber bands and the previous files can be reestablished with ease.

TABLE 14

1. This Table presents a breakdown of Dwelling Units by Occupancy, by Number of Persons Per Room, by Number of Extra Families. There is only one page to this Table and the data for Owner Occupied Units are presented on lines 7 to 12.

2. Withdraw all cards from File O-83 (.50 or Less Persons Per Room - Code A, Owner). Remove the rubber bands from the cards. Sort these cards by NUMBER OF EXTRA FAMILIES into the following groups:

No Extra Families
1 Extra Family
2 or more Extra Families
No report on Extra Families

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 10 to 12 and 8 of Column A (.50 or Less), of Table 14. CHECK THE COUNTING AND THE POSTING. The entry for line 9 (Total Reports on Extra Families) is obtained by adding the entries of lines 10 to 12. The entry for line 7 is obtained by adding the entries on lines 8 and 9. Enter the figure from line 7 of Column A (.50 or Less) of Table 14 into line 21 of Table 14 column of Check Sheet B where it must check with the

corresponding entry from previous tables. After this tabulation is completed return the cards to File O-83 (.50 or Less Persons Per Room - Code A, Owner).

3. Carry through the procedure indicated in paragraph 2 with each of the other Number of Persons Per Room, Owner groups of cards (Files O-84 to O-89). Enter the results in lines 7 to 12 of the proper columns of Table 14 and also enter the proper figures into Check Sheet B. To obtain the entry for line 20 of Check Sheet B add the entries on lines 21 to 26. After the tabulation of any Number of Persons Per Room group is completed the cards should be returned to the proper file (O-84 to O-89).

4. The entries for Total column are obtained by adding the corresponding entries in all of the Number of Persons Per Room columns. These figures must be very carefully checked. Enter the figures from lines 7 and 8 to 12 of Total column of Table 14 into lines 1 and 58 to 62 of Table 14 column of Check Sheet B where they must check with the corresponding entries for previous tables.

5. The cards for Owner Occupied Units should be held in file O-83 to O-89 (by Persons per Room) until all dwelling unit tables are completed as explained in Part VI. Then they should be sorted and filed by blocks.

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART IV

Tables for Tenant Occupied Units
Table 7-C to Table 14

Prepared by: Office of Statistical Coordinator, FERA
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TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART IV

Tables For Tenant Occupied Units
Table 7-C to Table 14

Introduction

Part IV presents the Tabulation Instructions for Table 7-C to Table 11-C, 13-C and the Tenant Section of Tables 12 and 14 and is based on the cards for Tenant Occupied Dwelling Units only. This tabulation should be carried forward after work has been completed on the Block Tabulation, (Part I), and on the Structure Tables 1 to 6, (Part II).. The cards at this point are to be found in files by Occupancy and under Occupancy by Type of Structure as noted at the end of Part II, Tabulation Instructions. Before proceeding with the tabulation of this part re-read carefully the introductory section of Part I and II. It is not necessary to complete the work on Part IV before proceeding with this tabulation.

Filing System for Cards for Tenant Occupied Units

After the sort indicated on the last page of Part II of Tabulation Instructions is completed the cards for Tenant Occupied Units will be in the following files by Type of Structure.

Type of Structure	File Number
Single Family Detached	T-1
Single Family Attached	T-2
Two Family, Side by Side	T-3
Two Family, Two Decker	T-4
Three Family, Three Decker	T-5
Four Family, Double Two Decker	T-6
Apartment, 5 to 9 Units	T-7
Apartment, 10 to 19 Units	T-8

Type of Structure	File Number
Apartment, 20 to 39 Units	T-9
Apartment, 40 Units or More	T-10
Business with Residential	T-11
Other Non-Converted	T-12
Partially Converted	T-13
Completely Converted	T-14
No Report on Type	T-15

Each separate Type of Structure group will be routed into the following files during the process of tabulating Table 7-C. In each case the cards for a particular Type of Structure will be placed in this file and during the process of tabulation will be removed from the file and placed back into File T-1 to T-15 by Type of Structure.

Number of Persons per Room	File Number
A. .50 or Less	T-16
B. .51 to .75	T-17
C. .76 to 1.00	T-18
D. 1.01 to 1.50	T-19
E. 1.51 to 2.00	T-20
F 2.01 or More	T-21
X. No report on Persons per Room	T-22

After the tabulation of Table 7-C is completed the cards for each Type of Structure will be routed into the following files during the process of tabulating Table 8-C. In each case the cards for a particular Type of Structure will be placed in this file and during the process of tabulation will be removed from the file and placed back into File T-1 to T-15 by Type of Structure.

Condition of Structure	File Number
Good Condition	T-23
Minor Repairs	T-24
Major Repairs	T-25
Unfit for Use	T-26
No Report on Condition	T-27

During the process of the first tabulation of Table 9-C the cards for each Type of Structure will be sorted by Number of Persons in Unit and routed into the following file. The cards will be held in this file until all cards for Tenant Occupied Units are in the files.

Number of Persons in Dwelling Units	File Number
1 Person	T-28
2 Persons	T-29
3 Persons	T-30
4 Persons	T-31
5 Persons	T-32
6 Persons	T-33
7 Persons	T-34
8 Persons	T-35
9 Persons	T-36
10 Persons	T-37
11 Persons or More	T-38
No Report on Persons	T-39

During the process of tabulating Table 9-C the cards for each Number of Persons in Unit group will be withdrawn from Files T-28 to T-39 indicated above; sorted by Plumbing Equipment and routed into the following files by Plumbing Equipment. The cards will be held in these files until all cards for Tenant Occupied Units are arranged in the order indicated.

Plumbing Equipment	File Number
A. At least 2 Toilets & 2 Bathing Units	T-40
B. At least 2 Toilets & 1 Bathing Unit	T-41
C. One Toilet and at least 1 Bathing Unit	T-42
D. At least 1 Toilet but less than 1 Bath	T-43
E. Shared Toilet and Running Water	T-44
F. Shared Toilet but no Running Water	T-45
G. No Toilet but with Running Water	T-46

Plumbing Equipment	File Number
H. No Toilet and no Running Water	T-47
X. No Report on Plumbing	T-48

During the process of tabulating Table 10-C the cards for each Plumbing Equipment group will be withdrawn from the files indicated above and returned to the following files by Monthly Rent group. The cards will be cumulated in these files until all cards for Tenant Occupied Units are arranged by Monthly Rent group.

Monthly Rent	File Number
A. $4.99 and Less	T-49
B. 5.00 to 9.99	T-50
C. 10.00 to 14.99	T-51
D. 15.00 to 19.99	T-52
E. 20.00 to 24.99	T-53
F. 25.00 to 29.99	T-54
G. 30.00 to 39.99	T-55
H. 40.00 to 49.99	T-56
I. 50.00 to 74.99	T-57
J. 75.00 to 99.99	T-58
K. 100.00 to 149.99	T-59
L. 150.00 or More	T-60
X. No Report on Rent	T-61

During the process of tabulating the remainder of Table 10-C the cards for each Monthly Rent group will be withdrawn from the file and returned to the file in the same order. In the process of tabulating Table 11-C the cards for each Monthly Rent group indicated above will be withdrawn from the file and placed in the file by Number of Rooms as indicated below.

Number of Rooms in Unit	File Number
1 Room	T-62
2 Rooms	T-63
3 Rooms	T-64
4 Rooms	T-65
5 Rooms	T-66
6 Rooms	T-67

Number of Rooms in Unit	File Number
7 Rooms	T-68
8 Rooms or More	T-69
No Report on Rooms	T-70

The cards for each Monthly Rent - Room group will be tabulated on Table 11-C. After this tabulation is completed the cards will be placed in the file indicated below and cumulated until cards for all Tenant Occupied Units are arranged by Condition of Structure.

Condition of Structure	File Number
Good Condition	T-71
Minor Repairs	T-72
Major Repairs	T-73
Unfit for Use	T-74
No Report on Condition	T-75

The cards for each Condition group will be withdrawn from the file, sorted by Persons per Room and placed in File T-76 to T-82 indicated below. While in this order the cards for each Condition - Number of Persons per Room group will be tabulated on Table 13-C. This file (T-76 to T-82) is a working file and will be used for a particular Condition group only. After the tabulation of a particular Condition - Number of Persons per Room group is completed, the cards will be routed into the permanent file (T-83 to T-89) by Number of Persons per Room. The cards from the permanent file will be routed into tabulation of Table 14 by Number of Persons per Room and returned to the file in this same order.

Number of Persons Per Room	Working File	Permanent File
A. .50 or less	T-76	T-83
B. .51 to .75	T-77	T-84
C. .76 to 1.00	T-78	T-85
D. 1.01 to 1.50	T-79	T-86
E. 1.51 to 2.00	T-80	T-87

Number of Persons Per Room	Working File	Permanent File
F. 2.01 or More	T-81	T-88
X. No Report on Persons per Room	T-82	T-89

After the tables for all dwelling units have been completed as indicated in Part VI, the cards should be sorted and filed by blocks.

A check Sheet should be prepared to assist in the cross-checking of entries on the Table. This Check Sheet will be headed: "Check Sheet C, Tenant Occupied Units." Enter the proper headings at the top of a Check Sheet ____, _____" form.

TABLE 7-C

1. This Table presents a breakdown of Tenant Occupied Dwelling Units by Type, by Number of Persons per Room, by Number of Children in the Unit. There is one section to this Table which is "Table 7-C, Tenant Occupied Units." The proper headings for this Table should be placed at the top of a "Table 7 ____, _____" form.

2. Withdraw all cards from File T-1, (Single Family Detached, Tenant). Sort these cards by NUMBER OF PERSONS PER ROOM into the following groups:

Persons Per Room Group	After Posting Place in File Number
A. .50 or less	T-16
B. .51 to .75	T-17
C. .76 to 1.00	T-18
D. 1.01 to 1.50	T-19
E. 1.51 to 2.00	T-20
F. 2.01 or more	T-21
X. No Report on Persons Per Room	T-22

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 17, 25, 33, 41, 49, 57 and 9 of Single Family Detached column, of Table 7-C. CHECK THE COUNTING AND POSTING. The Single Family Detached, Tenant cards should be kept separate by person per room groups

and placed in File T-16 to T-22 as noted above.

3. Withdraw all cards from File T-16 (Single Family Detached, Tenant, .50 or Less Persons Per Room - Code A). Sort these groups by Number of Children in the Unit. This Number of Children item is determined by adding all persons on the "Under 1 Year", "1 to 4 Years", "5 to 9 Years", and "10 to 14 Years" lines of the NUMBER OF AGE OF ALL PERSONS section of the card. When the age of persons in the dwelling unit is reported, but "0" is entered in all of the age groups indicated above, the unit is counted as "No Children." If the age of persons is not reported the unit is counted as "No Report On Children". The groups into which cards are to be sorted are:

No Children
1 Child
2 Children
3 or 4 Children
5 Children or More
No Report On Children.

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 20 to 24 and 18 of Single Family Detached column of Table 7-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 19 (Total Reports on Children) by adding the entries in lines 20 to 24. The total of the entries on lines 18 and 19 must check with the entry on line 17. If this addition fails to check it will be necessary to recheck the tabulation. Place rubber bands around each of the separate Number of Children groups and return the cards to File T-1 (Single Family Detached, Tenant).

4. Withdraw all cards from File T-17 (Single Family Detached, Tenant, .51 to .75 Persons Per Room - Code B). Tabulate by Number of Children groups in the same manner indicated in paragraph 3 above. Post results on lines 26 to 32 of the Single Family Detached column

and return the cards to File T-1 (Single Family Detached, Tenant).

5. Withdraw all cards from File T-18 (Single Family Detached, Tenant, .76 to 1.00 Persons per Room - Code C). Tabulate by Number of Children groups in the same manner as indicated in paragraph 3 above. Post results on lines 34 to 40 of the Single Family Detached column and return the cards to File T-1 (Single Family Detached, Tenant).

6. Withdraw all cards from File T-19 (Single Family Detached, Tenant, 1.01 to 1.50 Persons Per Room - Code D). Tabulate by Number of Children groups in the same manner as indicated in paragraph 3 above. Post results on Line 42 to 48 of the Single Family Detached column and return the cards to File T-1 (Single Family Detached, Tenant).

7. Withdraw all cards from File T-20 (Single Family Detached, Tenant, 1.51 to 2.00 Persons Per Room - Code E). Tabulate by Number of Children groups in the same manner as indicated in paragraph 3 above. Post results on line 50 to 56 of the Single Family Detached column and return the cards to File T-1 (Single Family Detached, Tenant).

8. Withdraw all cards from File T-21 (Single Family Detached, Tenant, 2.01 or more Persons Per Room - Code F). Tabulate by Number of Children groups in the same manner as indicated in paragraph 3 above. Post results on lines 58 to 64 of the Single Family Detached column and return the cards to File T-1 (Single Family Detached, Tenant).

9. Withdraw all cards from File T-22 (Single Family Detached, Tenant, No Report on Persons per Room - Code X). Tabulate by Number of Children groups in the same manner as indicated in paragraph 3 above. Post results on lines 10 to 16 of the Single Family Detached column and return the cards to File T-1 (Single Family Detached, Tenant).

10. Obtain the entries for lines 1 to 8 (Number of Children groups for Total - All persons per Room Group section) of Single Family Detached column by adding the corresponding entries in each of the Persons per Room Group sections. The total of the entries on lines 4 to 8 must check with the entry on line 3, and the total of the entries on lines 2 and 3 must check with the entry on line 1. After this process is completed all cards for Single Family Detached, Owner Units will have been returned to File T-1; and Files T-16 to T-22 will be vacant.

11. In the manner indicated in paragraphs 2 to 10, withdraw the cards for each of the remaining Tenant Occupied Type of Structure groups from Files T-2 to T-15; sort each Type of Structure Group by Persons Per Room; place cards in Files T-16 to T-22; tabulate by NUMBER OF CHILDREN: and enter results in the proper column of Table 7-C. This tabulation must be carried forward separately for each Type of Structure group. After tabulation for any type is completed the cards should be returned to Files T-2 to T-15.

12. Obtain the entries for column 7A (Apartment - Total) by adding the corresponding entries in columns 7B, 7C, 7D, and 7E (Apartment by Size Groups columns). The Total Reports on Children entry for each Persons Per Room Group must check with the total of the Number of Children groups and the Total Reports on Children plus No Report on Children must check with the total in each Persons Per Room group.

13. In a manner similar to that indicated in paragraph 12 obtain the entries for Total All Units column by adding the entries in columns X, 1 to 6, 7A, 8 to 11 (columns 7B, 7C, 7D, 7E must be omitted from this total). These entries should be checked in a manner similar to that indicated in paragraph 12.

14. Enter the figures from line 1 of Table 7-C by Type of Structure into lines 1, 2, and 4 to 18 of Table 7 column of Check Sheet C, and obtain the entry for Line 3 of check sheet C by adding the entries on lines 4 to 10 and 15 to 18. Also enter the figures from lines 9, 17, 25, 33, 41, 49, and 57 of Total column into lines 19 and 21 to 26 of Table 7 column of Check Sheet C. The entry for line 20 of Check Sheet C should be obtained by adding the entries on lines 21 to 26. The sum of entries on lines 19 and 20 should check with the entry on line 1 of the Check Sheet. Also enter figures from lines 2 to 8 of Total All Units column into lines 27 to 33 of Table 7 column of Check Sheet C. This completes the tabulation of Table 7-C. After this tabulation has been completed all of the cards for Owner Units will have been restored to Files T-1 to T-15 by Type of Structure. If, any sections of this table fail to check it will be found that the cards in each Type of Structure File are in groups by Number of Children segregated by rubber bands, and it will be possible to reestablish any desired file.

TABLE 8-C

1. This table presents a breakdown of Tenant Occupied Dwelling Units by Type, by Condition, by Duration of Occupancy. There is one section to this table which is: "Table 8-C, Tenant Occupied Units". The proper headings for this Table should be placed at the top of "Table 8_____, _____" form.

2. Withdraw all cards from File T-1 (Single Family Detached, Tenant). Remove the rubber bands and sort these cards by CONDITION into the following groups:

Table 8-C (Cont'd)

Condition	After Posting Place in File Number
Good Condition	T-23
Minor Repairs	T-24
Major Repairs	T-25
Unfit for Use	T-26
No Report on Condition	T-27

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 23, 34, 45, 56 and 12 of the Single Family Detached column of Table 8-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 1 by adding the entries on lines 12, 23, 34, 45 and 56. Enter the figure from line 1 of Single Family Detached column into line 4 of the Table 8 column of Check Sheet C where it must check with the corresponding entry from the previous Table. The cards for Single Family Detached, Tenant Units should now be returned to the file where they should be placed in File T-23 to T-27 as noted above.

3. Withdraw all cards from File T-23 (Single Family Detached, Tenant, Good Condition). Sort these cards by DURATION OF OCCUPANCY into the following groups:

A. Less than 6 months
B. 6 months - 11 months
C. 1 year - 1 year, 11 months
D. 2 years - 2 years, 11 months
E. 3 years - 4 years, 11 months
F. 5 years - 9 years, 11 months
G. 10 years - 19 years, 11 months
H. 20 years or more
X. No Report on Duration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 26 to 33 and 24 of Single Family Detached column of Table 8-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 25 (Total Reports on Duration) by adding the entries in lines 26 to 33. The total of the entries on lines 24 and 25 must check with

the entry on line 23. If this addition fails to check, it will be necessary to re-check the tabulation. Place rubber bands around each of the separate Duration of Occupancy groups and return all of the cards to File T-1 (Single Family Detached, Tenant).

4. Withdraw all cards from File T-24. (Single Family Detached, Tenant, Minor Repairs). Tabulate by Duration of Occupancy groups in the same manner as indicated in paragraph 3 above and enter results on lines 35 to 44 of the Single Family Detached column. Return the cards to File T-1 (Single Family Detached, Tenant).

5. Withdraw all cards from File T-25 (Single Family Detached, Tenant, Major Repairs). Tabulate by Duration of Occupancy in the same manner as indicated in paragraph 3 and enter results on lines 46 to 55 of the Single Family Detached column. Return cards to File T-1 (Single Family Detached, Tenant).

6. Withdraw all cards from File T-26 (Single Family Detached, Tenant, Unfit for Use). Tabulate by Duration of Occupancy in the same manner as indicated in paragraph 3 and enter results on lines 57 to 66 of the Single Family Detached column. Return cards to File T-1 (Single Family Detached, Tenant).

7. Withdraw all cards from File T-27 (Single Family Detached, Tenant, No Report on Condition). Tabulate by Duration of Occupancy in the same manner as indicated in paragraph 3 and enter results on lines 13 to 22 of the Single Family Detached column of Table 8-C. Return cards to File T-1 (Single Family Detached, Tenant).

8. Obtain the entries for lines 2 to 11 by adding the corresponding entries in each of the Condition groups. The total of the entries on lines 4 to 11 must check with the entry on line 3 and the

total of the entries on lines 2 and 3 must check with the entry on line 1. After this process is completed all cards for Single Family Detached, Tenant Units will have been returned to File T-1; and Files T-23 to T-27 will be vacant.

9. In the manner indicated in paragraph 2 to 8, withdraw the cards for each of the remaining TYPE OF STRUCTURE groups from the file (T-2 to T-15), sort each Type of Structure Groups by CONDITION, place cards in Files T-23 to T-27, tabulate by Duration of Occupancy; enter results in the proper columns of Table 8-C; and return the cards to File T-2 to T-15. This tabulation must be carried forward separately for each Type of Structure group.

10. Obtain the entries for Column 7-A (Apartment - Total) by adding the corresponding entries in Columns 7-B, 7-C, 7-D and 7-E, (Apartment by Size Groups Columns). Enter the figure from line 1 column 7-A (Apartment - Total) into line 10 of the table 8 column of Check Sheet C where it must check with the corresponding entry on the previous table. The total Reports on Duration entry for each Condition group must check with the total of the Duration of Occupancy groups, and the Total Reports on Duration plus No Report on Duration must check with the Total All Units in each Condition group.

11. In a manner similar to that indicated in paragraph 10, obtain the entries for Total All Units column by adding the entries in each of the Type of Structure columns (excluding the Apartment by Size Group columns). Enter the figure from line 1 of the Total column of Table 8C into line 1 of Check Sheet C where it must check with corresponding entry from previous table. Obtain entry for line 3 of Check Sheet C by

adding lines 4 to 10 and 15 to 18. The sum of entries on lines 2 and 3 must check with line 1 of the Check Sheet. These entries should be checked in a manner similar to that indicated in paragraph 10.

12. Enter the figures from lines 12, 23, 34, 45 and 56 (by Condition) of Total column of Table 8-C into lines 34 and 36 to 39 of Table 8 column of Check Sheet C. The entry for line 35 of Check Sheet C should be obtained by adding the entries on lines 36 to 39. The sum of the entries on line 34 and 35 should check with the entry on line 1 of the Check Sheet. Also enter figures from lines 2 to 11 (by Duration of Occupancy) of Total column of Table 8-C into lines 40 to 49 of Table 8 column of Check Sheet C.

This completes the tabulation of Table 8-C. If any sections of this table fail to check it will be found that the cards in each Type of Structure file are in groups by Condition, segregated by rubber bands, and it will be possible to reestablish any desired file.

TABLE 9-C

1. This Table presents a breakdown of Tenant Occupied Dwelling Units by Number of Persons in Unit, by Type of Structure, Heating Equipment, Lighting Equipment, Cooking Equipment, Refrigeration Equipment, Number of Roomers, Persons Per Room, and Plumbing Equipment. There is one section to this table which is "Table 9-C, Tenant Occupied Units." The proper heading should be placed at the top of a "Table 9 _____, _____"form.

2. Withdraw all cards from File T-1 (Single Family Detached, Tenant).

Remove the rubber bands and sort these cards by NUMBER OF PERSONS IN UNIT into the following groups:

Number of Persons in Unit	After Posting Place in File Number:
1 Person	T-28
2 Persons	T-29
3 Persons	T-30
4 Persons	T-31
5 Persons	T-32
6 Persons	T-33
7 Persons	T-34
8 Persons	T-35
9 Persons	T-36
10 Persons	T-37
11 Persons or More	T-38
X. No Report on Persons	T-39

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in the proper columns of line 4 (Single Family Detached) of Table 9-C. Obtain the total Number of Persons in Unit with 11 or more persons and enter in the right hand column of this line. This entry is obtained by adding the number of persons reported on all cards with 11 or more persons. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Total Number of Units column by adding the entries in each of the Number of Persons in Unit columns, and do not include the entry from column Total Number of Persons in Unit with 11 or more Persons in this total. Enter this figure also onto line 4 (Single Family Detached) of Table 9 column of Check Sheet C, where it must check with the corresponding entry from previous tables. Single Family Detached Tenant Unit cards should now be returned to the file where they should be placed in Files T-28 to T-39, by NUMBER OF PERSONS IN UNIT, as noted above, with rubber bands around each separate group.

3. In the manner indicated in paragraph 2, withdraw cards from each of the remaining Type of Structure groups from the files (T-2 to

T-15); sort each Type of Structure group by NUMBER OF PERSONS IN UNIT; tabulate; enter results on the proper line of Table 9-C, and transcribe total to Check Sheet C. Then place cards in Files T-28 to T-39 with rubber bands around each Type of Structure - Number of Persons group. After this process is completed, all of the cards for Tenant Units will have been Tabulated by NUMBER OF PERSONS IN UNIT and filed by NUMBER OF PERSONS IN UNIT in files T-28 to T-39.

4. Obtain the entries for line 10 (Apartment - Total) by adding the entries on lines 11 to 14; also obtain the entries for line 3 by adding the entries on lines 4 to 10, and 15 to 18; also obtain the entries for line 1 by adding the entries on lines 2 and 3. The entries for Total Number of Units column for lines 1, 3 and 10 are obtained by adding the entries in all of the Number of Persons in Unit columns. Enter the figures on lines 1, 3 and 10 of Total All Units column into lines 1, 3 and 10 of Table 9 column of Check Sheet C, where they must check with the corresponding entries from previous tables.

5. Withdraw all cards from File T-28 (One Person Unit, Tenant). Remove the rubber bands and sort these cards by HEATING EQUIPMENT into the following groups:

1. Central Steam or Hot Water
2. Central Warm Air
3. Other Installed
4. None Installed
X. No report on Heating

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 21 to 24 and 19 of One Person column of Table 9-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 20

(Total Reports on Heating) by adding the entries on lines 21 to 24. The total of the entries on lines 19 and 20 must check with the entry on line 1. After this tabulation is completed the cards from File T-28 (One Person Units, Tenant) should be routed to the tabulation indicated below.

6. Sort all cards from File T-28 (One Person Units, Tenant) by LIGHTING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other
X. No Report on Lighting

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 27 to 29 and 25 of the One Person column of Table 9-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 26 (Total Reports on Lighting) by adding the entries on lines 27 to 29. The total of the entries on lines 25 and 26 must check with the entry on line 1. After this tabulation is completed the cards from File T-28 (One Person Units, Tenant) should be routed to the tabulation indicated below.

7. Sort all cards from file T-28 (One Person Units, Tenant) by COOKING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other Installed
4. None Installed
X. No Report on Cooking

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 32 to 35 and 30 of the One Person column of Table 9-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 31 (Total Reports on Cooking) by adding the entries on lines 32 to 35.

The total of the entries on lines 30 and 31 must check with the entry on line 1. After this tabulation is completed the cards from File T-28 (One Person Units, Tenant) should be routed to the tabulation indicated below.

8. Sort all cards from File T-28 (One Person Units, Tenant) by REFRIGERATION EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Ice
4. None
X. No Report on Refrigeration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 38 to 41 and 36 of the One Person column of Table 9-C. The entry for line 37 (Total Reports on Refrigeration) is obtained by adding the entries on lines 38 to 41. The totals of the entries on lines 36 and 37 must check with the entry on line 1. After this tabulation is completed, the cards from File T-28 (One Person Units, Tenant) should be routed to the tabulation indicated below.

9. Sort all cards from File T-28 (One Person Units, Tenant) by NUMBER OF ROOMERS into the following groups:

No Roomers
1 Roomer
2 Roomers
3 Roomers
4 Roomers
5 Roomers
6 Roomers
7 Roomers
8 Roomers
9 Roomers
10 Roomers
11 Roomers or More
No Report on Roomers

CHECK THE SORTING OF THE CARDS. Count the cards in each group and

post in lines 44 to 55 and 42 of the One Person column of Table 9-C. The entry for line 43 (Total Reports on Roomers) is obtained by adding the entries on lines 44 to 55. The total of the entries on lines 42 and 43 must check with the entry on line 1. After this tabulation is completed the cards from File T-28 (One Person Units, Tenant) should be routed to the tabulation indicated below.

10. Sort the cards from File T-28 (One Person Units, Tenant) by PLUMBING EQUIPMENT into the following groups:

Plumbing Equipment	After Posting Place in File No.
A. At least 2 Toilets and 2 Bathing Units	T-40
B. At least 2 Toilets and 1 Bathing Unit	T-41
C. One Toilet and at least 1 Bathing Unit	T-42
D. At least 1 Toilet but less than 1 Bathing Unit	T-43
E. Shared Toilet and Running Water	T-44
F. Shared Toilet but no Running Water	T-45
G. No Toilet but with Running Water	T-46
H. No Toilet and No Running Water	T-47
X. No Report on Plumbing	T-48

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in lines 66 to 73 and 64 of the One Person column of Table 9-C. The entry for line 65 (Total Reports on Plumbing) is obtained by adding the entries on lines 66 to 73. The total of the entries on lines 64 and 65 must check with the entries on line 1. These Plumbing Equipment groups of One Person Units, Tenant cards should now have rubber bands placed around each separate group, and the cards should be placed in Files T-40 to T-48 as noted above.

11. In the manner indicated in paragraphs 5 to 10, withdraw the cards for each of the remaining Number of Persons in Unit groups from Files T-29 to T-39; tabulate each group by HEATING EQUIPMENT, LIGHTING

EQUIPMENT, COOKING EQUIPMENT, REFRIGERATION EQUIPMENT, NUMBER OF ROOMERS, and PLUMBING EQUIPMENT. After the tabulation by PLUMBING EQUIPMENT for a particular Number of Persons in Unit group is completed rubber bands should be placed around each of the separate Plumbing Equipment groups and the cards placed in Files T-40 to T-48, as indicated in paragraph 10. In tabulating the 11 Persons or More, Tenant units, it is necessary to obtain the total of the Number of Persons in Units in each tabulation, in addition to the count of the cards in the group. The Number of Persons in Units with 11 or More Persons is entered in the column at the extreme right of the table.

12. The entries for Total Number of Units column are obtained by adding the corresponding entries in all of the Number of Persons in Unit columns of the table. These entries must be carefully checked. Lines 56 to 63 (Number of Persons Per Room), of this table will be derived from the NUMBER OF PERSONS section of Table 11 C-1, and need not be tabulated from the Persons Per Room code given on the cards.

13. Enter the figures from line 1, Table 9-C, by NUMBER OF PERSONS IN UNIT into lines 98 to 109 and 96 of Table 9 column of Check Sheet C. To obtain the entry for line 97 of Check Sheet C add lines 98 to 108. Also enter figures from lines 19 to 41 (by Heating, Lighting, Cooking and Refrigeration Equipment) of Total All Units column of Table 9-C into lines 73 to 95 of Table 9 column Check Sheet C. Also enter figures from lines 42 to 46 and line 55 (by Number of Roomers) of Total All Units column of Table

9-C into lines 50 to 54 and 57 of Table 9 column of Check Sheet C. The total of entries on lines 47 and 48 of Table 9-C should be entered into line 55 of Check Sheet C and the total of entries on line 49 to 54 of Table 9-C should be entered into line 56 of Check Sheet C. Also enter figures from lines 64 to 73 of Total All Units column of Table 9-C into lines 63 to 72 of Table 9 column of Check Sheet C. This completes the tabulation of Table 9-C. After this tabulation is completed, the cards for Tenant Units will have been filed by Plumbing Equipment groups in Files T-40 to T-48. If, after the entry of the figures into Check Sheet C, it is found necessary to retabulate any section of Table 9-C, it will be found that the separate Number of Persons groups are segregated within each Plumbing Equipment file by rubber bands, and that the previous file can be easily re-established.

TABLE 10-C

1. This Table presents a breakdown of Tenant Occupied Dwelling Units by Monthly Rent Group, by Plumbing Equipment, Heating Equipment, Lighting Equipment, Cooking Equipment, Refrigeration Equipment, Year Built Group, Number of Roomers and Race of Household. There is one section to this table which is "Table 10-C, Tenant Occupied Units". The proper headings should be placed at the top of a "Table 10____. _____" form.

2. Withdraw all cards from File T-40 (At Least Two Toilets And Two Bathing Units, Tenant). Sort these cards by MONTHLY RENT into the following groups:

Monthly Rent Group		After Posting Place in File No.
A.	$ 4.99 and less	T-49
B.	$ 5.00 to 9.99	T-50
C.	$ 10.00 to 14.99	T-51
D.	$ 15.00 to 19.99	T-52
E.	$ 20.00 to 24.99	T-53
F.	$ 25.00 to 29.99	T-54
G.	$ 30.00 to 39.99	T-55
H.	$ 40.00 to 49.99	T-56
I.	$ 50.00 to 74.99	T-57
J.	$ 75.00 to 99.99	T-58
K.	$100.00 to 149.99	T-59
L.	$150.00 and over	T-60
X.	No report on rent	T-61

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in the proper Monthly Rent column of line 4 (At Least Two Toilets and Two Bathing Units) of Table 10-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Total All Units column by adding the corresponding entries in all of the Monthly Rent Columns. Enter the figure from line 4 of Total All Units column of Table 10-c into line 65 of Table 10 column of Check Sheet C, where it must check with the corresponding entry from the previous table. Place a rubber band around each of the separate Monthly Rent groups of At Least Two Toilet and Two Bathing Units, Tenant cards and place in Files T-49 to T-61 by Rent Groups.

3. Carry through the procedure indicated in paragraph 2 on each of the remaining Plumbing Equipment groups of Tenant cards (files T-41 to T-48). The result should be posted into lines 2 and 5 to 11 of Table 10-C and the figures from Total All Units column should be entered on line 66 to 72 and 63 of Table 10 column, of Check Sheet C. After this tabulation is completed the cards will have been sorted by Monthly Rent groups and placed in Files T-49 to

T-61. The entries for line 3 are obtained by adding the corresponding entries on lines 4 to 11. The entries for line 1 are obtained by adding the entries on lines 2 and 3. The entries from lines 1 and 3 Total All Units column should be entered on lines 1 and 64 of Check Sheet C where they should check with the entries from previous tables.

4. Withdraw all cards from File T-49 (Monthly Rent of $4.99 and Less, - Code A Tenant). Remove the rubber bands from the cards. Sort these cards by HEATING EQUIPMENT into the following groups:

1. Central Steam or Hot Water
2. Central Warm Air
3. Other Installed
4. None Installed
X. No report on Heating

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 14 to 17 and 12 of Column A ($4.99 and less) of Table 10-C.

CHECK THE COUNTING AND THE POSTING. The entry for line 13 (Total Reports on Heating) is obtained by adding the entries on lines 14 to 17. The total of the entries on lines 12 and 13 must check with the entry on line 1. After the tabulation of this section is completed the cards should be routed to the process indicated below.

5. Sort all cards from File T-49 (Monthly Rent of $4.99 and Less, - Code A Tenant) by LIGHTING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other
X. No Report on Lighting

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 20 to 22 and 18 of Column A. ($4.99 and less) of Table

10-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 19 (Total Reports on Lighting) by adding the entries on lines 20 to 22. The totals of the entries on lines 18 and 19 must check with the entry on line 1. After the tabulation of this section is completed the cards should be routed to the process indicated below.

6. Sort all cards from File T-49 (Monthly Rent of $4.99 and less, - Code A, Tenant) by COOKING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other installed
4. None installed
X. No report on cooking

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on lines 25 to 28 and 23 of column A ($4.99 and less) of Table 10-C. CHECK THE COUNTING AND THE POSTING. The entry for line 24 (Total Reports on Cooking) is obtained by adding the entries in lines 25 to 28. The total of the entries on line 23 and 24 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

7. Sort all cards from File T-49 (Monthly Rent of $4.99 and Less, - Code A, Tenant) by REFRIGERATION EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Ice
4. None
X. No report on refrigeration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 31 to 34 and 29 of column A ($4.99 and less). CHECK THE COUNTING AND THE POSTING. The entry for line 30 (Total Reports on

Refrigeration) is obtained by adding the entries on lines 31 to 34. The total of the entries on lines 29 and 30 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

8. Sort all cards from File T-49 (Monthly Rent of $4.99 and Less, - Code A, Tenant) by YEAR BUILT, into the following groups:

A. 1935
B. 1930 - 1934
C. 1925 - 1929
D. 1920 - 1924
E. 1915 - 1919
F. 1905 - 1914
G. 1895 - 1904
H. 1885 - 1894
I. 1860 - 1884
J. 1859 or before
X. No report on year built

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 37 to 46 and 35 of column A ($4.99 and less) of Table 10-C. CHECK THE COUNTING AND THE POSTING. The entry for line 36 (Total Reports on Year Built) is obtained by adding the entries on lines 37 to 46. The total of the entries on lines 35 and 36 must check with the entry on line 1. After the tabulation is completed, the cards should be routed to the process indicated below.

9. Sort the cards from File T-49 (Monthly Rent of $4.99 and Less, - Code A, Tenant) by NUMBER OF ROOMERS into the following groups:

No Roomers
1 Roomer
2 Roomers
3 or 4 Roomers
5 to 10 Roomers
11 Roomers or more
No report on roomers

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 49 to 54 and 47 of column A (4.99 and less) of Table

10-C. CHECK THE COUNTING AND THE POSTING. The entry for line 48 (Total Reports on Roomers) is obtained by adding the entries on lines 49 to 54. The total of the entries on lines 47 and 48 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

10. Sort all cards from File T-49 (Monthly Rent of $4.99 and Less, - Code A, Tenant) by RACE OF HOUSEHOLD into the following groups:

1. White
2. Negro
3. Other Race
X. No Report on Race

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 57 to 59 and 55 of column A ($4.99 and less) of Table 10-C. CHECK THE COUNTING AND THE POSTING. The entry for line 56 (Total Reports on Race) is obtained by adding the entries on lines 57 to 59. The total of the entries on lines 55 and 56 must check with the entry on line 1. After this tabulation is completed the cards for Monthly Rent of $4.99 and Less, - Code A, Tenant should have rubber bands placed around each Race group and should be returned to File T-49.

11. In the manner indicated in paragraphs 4 to 10 withdraw the cards for each of the remaining Monthly Rent groups from the file (T-50 to T-61); tabulate each Monthly Rent group by HEATING EQUIPMENT, LIGHTING EQUIPMENT, COOKING EQUIPMENT, REFRIGERATION EQUIPMENT, YEAR BUILT, ROOMERS AND RACE. After the tabulation for each Monthly Rent group is completed the cards should be returned

to the proper file (T-50 to T-61) with rubber bands around each Race group.

12. Obtain the entries for Total All Units column by adding the entries in all of the Monthly Rent group columns. These additions must be carefully checked. Enter the figures from line 1 column X and columns A to L of Table 10-C by Monthly Rent into lines 110 and 112 to 123 of Table 10 column of Check Sheet C. Obtain the entry for line 111 Check Sheet C by adding lines 112 to 123. Enter the figures from lines 12 to 34 (by Heating, Lighting, Cooking, and Refrigeration Equipment) of Total All Units column of Table 10-C into line 73 to 95 of Table 10 column of Check Sheet C. Also enter figures from lines 47 to 54 (by Number of Roomers) of Total All Units column into lines 50 to 57 of Table 10 column of Check Sheet C. These entries in Table 10 column of Check Sheet C must check with the corresponding entries for previous table. This completes the tabulation of Table 10-C.

13. After Table 10B (Owner Occupied Units) and Table 10C (Tenant Occupied Units) are completed, add the entries from the Total column of Tables 10B and 10C for line 56 (Total Reports on Race), for line 58 (Negro), and for line 59 (Other Race). If the total for Negro or for Other Race is two hundred or more, and if the total in either case represents 10% or more of Total Reports on Race it will be necessary to tabulate Table 16 for the area. When the area has qualified for the Table 16 tabulation as indicated above, this table should be prepared at this point in the tabulation procedure as explained in Part VII of the Tabulation Instructions. After Table 16 is completed the cards should be routed into Table 11. When Negro or Other Race does not account for two hundred or more units or does not represent 10% or more of Total Units the Table 16 tabulation

is not required and the cards can be routed immediately into Table 11.

TABLE 11-C

1. This Table presents a breakdown of Tenant Occupied Units by Monthly Rent Group, by Number of Rooms in Unit, by Type of Structure, Number of Persons, Furniture, Duration of Occupancy, Number of Children, Extra Families and Condition. There are seven pages to this Table which are:

Table 11C-1; Tenant occupied units; Total, No report on Rent
Table 11C-2; Tenant occupied units; Rent of $4.99 or less, $5.00 to $9.99
Table 11C-3; Tenant occupied units; Rent of $10.00 to $14.99, $15.00 to $19.99
Table 11C-4; Tenant occupied units; Rent of $20.00 to $24.99, $25.00 to $29.99
Table 11C-5; Tenant occupied units; Rent of $30.00 to $39.99, $40.00 to $49.99
Table 11C-6; Tenant occupied units; Rent of $50.00 to $74.99, $75.00 to $99.99
Table 11C-7; Tenant occupied units; Rent of $100.00 to $149.99, $150.00 or more

Enter the proper headings for these seven pages of Table 11-C on a set of "Table 11____, ____, _____, _____" forms. In addition the proper Monthly Rent groups should be entered in the column headings of the "Monthly Rent of _____" space.

2. Withdraw all cards from File T-49 (Monthly Rent of $4.99 or less - Code A). Remove the rubber bands and sort these cards by NUMBER OF ROOMS IN UNIT into the following groups:

Number of Rooms	After Posting Place in File No.
1 Room	T-62
2 Rooms	T-63
3 Rooms	T-64
4 Rooms	T-65
5 Rooms	T-66
6 Rooms	T-67
7 Rooms	T-68
8 Rooms or more	T-69
X. No report on rooms	T-70

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on line 1 in the proper Number of Rooms column of Monthly Rent of $4.99

or Less - Code A. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Total column by adding the entries in the Number of Rooms columns. Enter the figure from Total column of line 1 into line 112 of Table 11 column of Check Sheet C, where it must check with the corresponding entry for the previous Table. The cards for Monthly Rent of $4.99 or Less - Code A, Tenant, should now be returned to the file where they should be placed in Files T-62 to T-70 by Number of Rooms as noted above.

3. Withdraw all cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant). Sort these cards by TYPE OF STRUCTURE into the following groups:

1. Single Family Detached
2. Single Family Attached
3. 2 Family Side by Side
4. 2 Family 2 Decker
5. 3 Family 3 Decker
6. 4 Family Double 2 Decker
7. Apartment, 5 to 9 Units
   Apartment, 10 to 19 Units
   Apartment, 20 to 39 Units
   Apartment, 40 Units or More
8. Business with Dwelling Units
9. Other Non-Converted
10. Partially Converted
11. Completely Converted

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 4 to 9, 11 to 18, and 2 of One Room column of Monthly Rent of $4.99 and less section of Table 11C-2. CHECK THE COUNTING AND THE POSTING. The entry for line 10 (Apartment-Total) is obtained by adding the entries on lines 11 to 14. The entry for line 3 (Total Reports on Type) is obtained by adding the entries on lines 4 to 10 and 15 to 18. The total of the entries on lines 2 and 3 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

4. Sort all cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant) by NUMBER OF PERSONS IN UNIT into the following groups:

1 Person
2 Persons
3 Persons
4 Persons
5 Persons
6 Persons
7 Persons
8 Persons
9 Persons
10 Persons
11 Persons or More
X. No Report on Persons

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 21 to 31 and 19 of One Room Column of Monthly Rent of $4.99 and Less Section of Table 11C-2. The total of the number of persons in the 11 Persons or More Group should be entered on Line 32. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Line 20 by adding the entries on Lines 21 to 31. Do not include the entry from line 32 in this total. The total of the entries on lines 19 and 20 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

5. Sort all cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant) by FURNITURE INCLUDED IN RENT into the following groups:

Furniture Included in Rent
Furniture not Included in Rent
No Report on Furniture

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 35 to 36 and 33 of the One Room column of Monthly Rent of $4.99 and less section of Table 11C-2. CHECK THE COUNTING AND POSTING. The

entry for line 34 (Total Report on Furniture) is obtained by adding the entries on lines 35 and 36. The total of the entries on lines 33 and 34 must check with the entry on line 1. After tabulation of this section is completed, the cards should be routed to the process indicated below.

6. Sort all cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant) by DURATION OF OCCUPANCY into the following groups:

A. Less than 6 months
B. 6 months - 11 months
C. 1 year - 1 year, 11 months
D. 2 years - 2 years, 11 months
E. 3 years - 4 years, 11 months
F. 5 years - 9 years, 11 months
G. 10 years - 19 years, 11 months
H. 20 years or more
K. No report on Duration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 39 to 46 and 37 of One Room column of Monthly Rent of $4.99 and Less Section of Table 11C-2. CHECK THE COUNTING AND THE POSTING. The entry for line 38 (Total Reports on Duration) is obtained by adding the entries on lines 39 to 46. The total of the entries on lines 37 and 38 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

7. Sort all cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant) by NUMBER OF CHILDREN IN THE UNIT. This Number of Children item is determined by adding all persons in the "Under 1 year", "1 to 4 years", "5 to 9 years", and "10 to 14 years" sections of NUMBER AND AGE OF ALL PERSONS section of the card. When the age of the persons in the dwelling unit is reported, but "0" is entered in all of the age groups indicated above, the unit is counted as "No Children". If the age of persons is not reported, the unit is counted as "No Report

on Children". The groups into which the cards are to be sorted are:

No Children
1 Child
2 Children
3 or 4 Children
5 Children or More
No Report on Children

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 49 to 53 and 47 of One Room column of Monthly Rent of $4.99 or Less Section of Table 11C-2. CHECK THE COUNTING AND THE POSTING. The entry for line 48 (Total Reports on Children) is obtained by adding the entries on lines 49 to 53. The total of the entries on lines 47 and 48 must check with the entry on line 1. When this tabulation is completed, all cards from File T-62 (One Room, Rent of $4.99 and Less - Code A, Tenant) should be routed to the process indicated below.

8. Sort all cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant) by NUMBER OF EXTRA FAMILIES into the following groups:

No Extra Families
1 Extra Family
2 or More Extra Families
X. No Report on Extra Families

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 56 to 58 and 54 of One Room column of Monthly Rent of $4.99 and Less Section of Table 11C-2. CHECK THE COUNTING AND THE POSTING. The entry for line 55 (Total Reports on Extra Families) is obtained by adding the entries on lines 56 to 58. The total of the entries on lines 54 and 55 must check with the entry on line 1.

Prepare a Tally Sheet and enter on it the Number of Persons in Extra Families from the cards with 1 Extra Family and with 2 or more Extra Families. It should be observed that there should be 2 entries in NUMBER OF PERSONS IN EXTRA FAMILIES section of the card for units having 2 Extra

Families in the unit. In such cases each of these entries should be entered separately in the Tally. The Number of Persons groups into which the Extra Families should be tallied are;

Extra Families of 1 Person
Extra Families of 2 Persons
Extra Families of 3 Persons
Extra Families of 4 Persons
Extra Families of 5 Persons or More
Extra Families With No Report on Persons

CHECK THE TALLYING OF THE CARDS. Post the results of the Tally on lines 60 to 65 of One Room column of Monthly Rent of $4.99 or Less section of Table 11C-2. CHECK THE POSTING. The entry for line 59 (Total Number of Extra Families) is obtained by adding the entries in line 60 to 65. After this tabulation is completed, the cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant) should be routed to the process indicated below.

9. Sort all cards from File T-62 (One Room, Monthly Rent of $4.99 and Less - Code A, Tenant) by CONDITION into the following groups:

Condition	After Posting Place in File No.
Good Condition	T-71
Minor Repairs	T-72
Major Repairs	T-73
Unfit for Use	T-74
No Report on Condition	T-75

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 68 to 71 and 66 of One Room column of Monthly Rent of $4.99 and Less Section of Table 11C-2. CHECK THE COUNTING AND THE POSTING. The entry for line 67 (Total Reports on Condition) is obtained by adding the entries on lines 68 to 71. The total of the entries on lines 66 and 67 must check with the entry on line 1. Place a rubber band around each of the Condition groups of One Room, Monthly Rent of $4.99 and Less - Code A, Tenant cards and place in Files T-71 to T-75 as indicated above.

10. Carry through the procedure indicated in Paragraph 2 to 9 on each of the Number of Rooms groups of Monthly Rent of $4.99 or Less - Code A, Tenant cards (Files T-63 to T-70). The results should be posted into the proper Number of Rooms column of Monthly Rent of $4.99 or Less Section of Table 11C-2. After the tabulation for any Number of Rooms group is completed, rubber bands should be placed around Condition groups of cards and the cards placed in Files T-71 to T-75 by Condition. The entries for Total column for Monthly Rent of $4.99 or Less Section should be obtained by adding the corresponding entries in the Number of Rooms group columns.

11. In the manner indicated in Paragraphs 1 to 10 withdraw the cards for each of the remaining Monthly Rent groups from the File T-49 to T-61. Sort the cards for each Rent group by Number of Rooms and place in Files T-62 to T-70. Enter the results in the proper sections of Table 11C. This tabulation must be carried thru separately for each of the Monthly Rent Group and the cards for the group routed out of Files T-62 to T-70 before the tabulation of the next group is started. After the tabulation of any Number of Rooms - Monthly Rent group is completed, the card should have rubber bands placed around them and they should be placed in Files T-71 to T-75 by CONDITION group.

12. The entries for the Total section of Table 11C-1 are obtained by adding the corresponding entries from the various Monthly Rent Group sections of Table 11C-1 to 11C-7. These entries must be very carefully checked. Enter the figures from lines 2 to 18 (by Type of Structure) of Total column of Total Tenant Occupied units section of Table 11C-1 into lines 1 to 18 of Table 11 column of Check Sheet C. Enter the figures from lines 19 to 32 (by Number of Persons) of this same column into lines 96 to 108 of Table 11 column of Check Sheet C. Enter the figures from

lines 37 to 46 (by Duration of Occupancy) of this same column into lines 40 to 49 of Table 11 column of Check Sheet C. Enter figures from lines 47 to 53 (by Number of Children) of this same column into lines 27 to 33 of Table 11 column of Check Sheet C. Enter the figures from lines 54 to 58 (by Number of Extra Families) of this same column into lines 58 to 62 of Table 11 column of Check Sheet C. Enter the figures from lines 66 to 71 (by Condition) of this same column into lines 34 to 39 of Table 11 column of Check Sheet C. To obtain the entry for line 111 of Check Sheet C add the entries on lines 112 to 123. These entries into Check Sheet C must check with the corresponding entries from previous tables.

While all cards for Tenant Occupied Units will have been routed into Files T-71 to T-75 by Condition, if after entry on Check Sheet C it is found necessary to retabulate any section of Table 11C, it will be found that the Number of Rooms - Monthly Rent Group cards in each Condition file are segregated by rubber bands and the previous files can be reestablished with ease.

TABLE 12

1. This Table presents a breakdown of Dwelling Units by Occupancy, by Condition, by Plumbing Equipment and Number of Children. There is only one page to this Table and the data for Tenant Occupied Units are entered on lines 20 to 37 of the "Tenant Occupied Units" section of the Table.

2. Withdraw all cards from File T-71 (Good Condition, Tenant). Remove the rubber bands from the cards. Sort these cards by PLUMBING EQUIPMENT into the following groups:

A. At Least 2 Toilets and 2 Bathing Units
B. At Least 2 Toilets and 1 Bathing Unit
C. 1 Toilet and at least 1 Bathing Unit
D. At Least 1 Toilet but less than 1 Bathing Unit

E. Shared Toilet and Running Water
F. Shared Toilet but no Running Water
G. No Toilet but with Running Water
H. No Toilet and No Running Water
X. No Report on Plumbing

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 23 to 30 and 21 of column 1 (Good Condition) of Tenant Occupied section of Table 12. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 22 (Total Reports on Plumbing) by adding the entries in lines 23 to 30. Obtain the entry for line 20 (Total All Units) by adding the entries on lines 21 and 22. Enter the figure from line 20 (Total All Units) of column 1 (Good Condition) of Tenant Occupied section of Table 12 into line 36 of Table 12 column of Check Sheet C where it must check with the corresponding entry from previous tables. After this tabulation is completed the cards from File T-71 (Good Condition, Tenant) should be routed to the tabulation indicated below.

3. Sort all cards from File T-71 (Good Condition, Tenant) by NUMBER OF CHILDREN IN THE UNIT. This NUMBER OF CHILDREN item is determined by adding all persons in the "Persons Under 1 Year," "1 to 4 Years," "5 to 9 Years," and "10 to 14 Years" groups of NUMBER AND AGE OF ALL PERSONS section of the card. When persons by age group is reported but "0" is entered at each one of the age groups indicated above the unit is counted as "No Children." If the age of persons is reported the unit is counted as "No Report on Children." The groups into which the cards are to be sorted are:

No Children
1 Child
2 Children
3 or 4 Children
5 Children or More
No Report on Children

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 33 to 37 and 31 of column 1 (Good Condition) of Tenant Occupied

section of Table 12. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 32 (Total Reports on Children) by adding the entries on lines 33 to 37. The total of the entries on lines 31 and 32 must check with the entry on line 20. After this tabulation is completed these cards should be returned to File T-71 (Good Condition, Tenant).

4. In the manner indicated in paragraphs 2 and 3, withdraw the cards for each of the remaining Condition groups from the File (T-72 to T-75): Tabulate each Condition Group separately by PLUMBING EQUIPMENT and NUMBER OF CHILDREN. Post the results in the proper columns of lines 20 to 37 of Tenant Occupied section of Table 12 and return the cards to Files T-72 to T-75 by Condition. Obtain the entries for Total column by adding the corresponding entries in all groups columns. The entries in the Total column must be carefully checked. Enter the figures from line 20 of the Total column of Tenant Occupied section of Table 12 into line 1 of Table 12 column of Check Sheet C; enter figures from lines 21 to 30 of Total column into lines 63 to 72 of Table 12 column of Check Sheet C; enter figures from lines 31 to 37 of Total column into lines 27 to 33 of Table 12 column of Check Sheet C. To obtain the entry for line 35 Total Reports on Condition, add lines 36 to 39 on the Check Sheet. All of these entries into Check Sheet C must check with the corresponding entries from previous tables.

TABLE 13-C

1. This Table presents a breakdown of Tenant Occupied Dwelling Units by Condition, by Number of Persons Per Room, by Number of Roomers and by Number of Persons in each age group. There is one section to this Table which is "Table 13-C, Tenant Occupied Units". Enter the proper

headings at the top of a "Table 13 ___, _____" form.

2. Withdraw all cards from File T-71 (Good Condition, Tenant). Sort these cards by NUMBER OF PERSONS PER ROOM into the following groups:

Number of Persons Per Room	After Posting Place in File No.
A. .50 or less	T-76
B. .51 to .75	T-77
C. .76 to 1.00	T-78
D. 1.01 to 1.50	T-79
E. 1.51 to 2.00	T-80
F. 2.01 or more	T-81
X. No report on Persons Per Room	T-82

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on lines 22 to 27 and 20 of Total Number of Dwelling Units column of Table 13-C. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 21 (Total Reports on Persons Per Room) by adding the entries on lines 22 to 27. Obtain the entry for line 19 by adding the entries on lines 20 and 21. Enter the figure from line 19 (in Good Condition) of Total Number of Dwelling Units column of Table 13-C into line 36 of Table 13 column of Check Sheet C, where it must check with the corresponding entry from previous tables. The cards for Good Condition, Tenant Units should now be placed in File T-76 to T-82 by Number of Persons Per Room.

3. Withdraw all cards from File T-76 (.50 or Less Persons Per Room - Code A, Good Condition, Tenant). Sort these cards by NUMBER OF ROOMERS into the following groups:

No Roomers
1 Roomer
2 Roomers
3 or 5 Roomers
5 to 10 Roomers
11 Roomers or More
No Report on Roomers

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on Line 22 of the proper column of Number of Roomers section of Table 13C. CHECK THE COUNTING AND THE POSTING. The total of the entries in Number of Roomers columns must check with the entry in Total Number of Dwelling Units column. After this tabulation is completed, the cards in File T-76 should be routed to the tabulation indicated below.

4. Sort all cards from File T-76 (.50 or Less Persons Per Room--Code A, Good Condition, Tenant) by completeness of reports on NUMBER AND AGE OF ALL PERSONS. The groups into which the cards should be sorted are:

Reports on Age of Persons (Cards on which number and age of all persons is completely reported.)
No Reports on Age of Persons (Cards on which number and age of all persons is not completely reported.)

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on Line 22 of Number of Units section in the center of Table 13-C. CHECK THE COUNTING AND THE POSTING. The total of the entries of these 2 columns must check with the entry in Total Number of Dwelling Units column. Using on the cards with complete reports on number and age of persons enter the number of persons in each age group on a tally sheet similar to the form shown below.

OCCUPANCY_____

TALLY SHEET for cards on which the number and age of all persons is completely reported.

CONDITION GROUP_____ PERSONS PER ROOM CODE _____

Persons under 1 Year	Persons 1 to 4 Years	Persons 5 to 9 Years	Persons 10 to 14 Years	Persons 15 to 19 Years	Persons 20 to 64 Years	Persons 65 Years and Over

After the cards have been entered, total each column of the tally sheet and enter the results on line 22 in the proper columns of Number of Persons by Age Group section of Table 13-C. Obtain a total of the total number of persons in unit from the cards. It will be most convenient to obtain this total on an adding machine. Check this total with the sum of the persons by age group entries. After this tabulation is completed, the cards from File T-76 should have a rubber band placed around them and they should be placed in File T-83 (.50 or less Persons per Room).

5. Withdraw all cards from File T-77 (.51 to .75 Persons Per Room -Code B, Good Condition, Tenant). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 23 of Table 13-C. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File T-84 (.51 to .75 41 Persons Per Room).

6. Withdraw all cards from File T-78 (.76 to 1.00 Persons Per Room - Code C, Good Condition, Tenant). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 24 of Table 13C. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File T-85 (.76 to 1.00 Persons Per Room).

7. Withdraw all cards from File T-79 (1.01 to 1.50 Persons Per Room - Code B, Good Condition, Tenant). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 25 of Table 13C. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File T-86 (1.01 to 1.50 Persons Per Room).

8. Withdraw all cards from File T-80 (1.51 to 2.00 Persons Per Room - Code E, Good Condition, Tenant). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 26 of Table 13C. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File T-87 (1.51 to 2.00 Persons Per Room).

9. Withdraw all cards from File T-81 (2.01 Persons Per Room or More - Code F, Condition, Tenant). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 27 of Table 13C. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File T-88 (2.01

Persons Per Room or More).

10. Withdraw all cards from File T-82 (No Report on Persons Per Room - Code X, Good Condition, Tenant). Tabulate by Number of Roomers and by Persons by Age Group as indicated in Paragraph 3 and 4 above, and enter the results in the proper columns of Line 20 of Table 13C. After this tabulation is completed, these cards should have a rubber band placed around them and they should be placed in File T-89 (No Report on Persons Per Room).

11. Obtain the entries for Line 21 of each of the columns by adding the corresponding entries on Lines 22 to 27. Obtain the entries for Line 19 by adding the corresponding entries on Lines 20 and 21.

12. In the manner indicated in Paragraphs 2 to 11 withdraw the cards from T-72 to T-75 (Tenant Occupied Units by Condition). Sort each of these Condition groups by Number of Persons Per Room; place cards in Files T-76 to T-82. Then tabulate each Number of Persons per Room - Condition group by Number of Roomers and by Age of all Persons and enter the results on the proper lines of Table 13C. This tabulation should be carried thru separately for each Condition group. After the tabulation of any group is completed, the cards should have a rubber band placed around them and they should be placed into Files T-83 to T-89 (Tenant Occupied Units by Number of Persons Per Room).

13. The entries for Lines 1 to 9 (Total section by Number of Persons Per Room) are obtained by adding the corresponding entries in each of the Condition sections of the table. The total of the

entries on lines 4 to 9 must check with the entry on line 3 and the total of the entries on lines 2 and 3 must check with the entry on line 1. Enter the figure from line 1 of Total Number of Dwelling Units column, of Table 13C into line 1 of Table 13 column of Check Sheet C. Also enter the figures from lines 2 to 9 of Total Number of Dwelling Units column of Table 13C into lines 19 to 26 of Table 13 column of Check Sheet C. If not already done enter the figures from lines 10, 19, 28, 37 and 46 of Total Number of Dwelling Units column of Table 13C into Lines 34 and 36 to 39 of Table 13 column of Check Sheet C. The entry for line 35 of Check Sheet C is obtained by adding the entries on lines 36 to 39. Also enter the figures from Line 1 of Number of Roomers columns of Table 13C into lines 50 and 52 to 57 of Table 13 column of Check Sheet C. Obtain the entry for line 51 by adding the entries on lines 52 to 57. These entries into Check Sheet C must check with the corresponding entries from previous table. While all cards for Owner Occupied units will have been routed into Files T-83 to T-89 by Persons Per Room, if after entry on Check Sheet C, it is found necessary to retabulate any section of Table 13C, it will be found that the Condition groups of cards in each Person Per Room file are segregated by rubber bands and the previous files can be reestablished with ease.

TABLE 14

1. This Table presents a breakdown of Dwelling Units by Occupancy, by Number of Persons Per Room, by Number of Extra Families. There is only one page to this Table and the data for Tenant Occupied Units are presented on lines 13 to 18.

2. Withdraw all cards from File T-83 (.50 or Less Persons Per Room - Code A, Tenant). Remove the rubber bands from the cards. Sort these cards by Number of Extra Families into the following groups:

No Extra Families
1 Extra Family
2 or more Extra Families
No Report on Extra Families

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 16 to 18 and 14 of Column A (.50 or Less) of Table 14. CHECK THE COUNTING AND THE POSTING. The entry for line 15 (Total Reports on Extra Families) is obtained by adding the entries of lines 16 to 18. The entry for line 13 is obtained by adding the entries on lines 14 and 15. Enter the figure from line 13 of Column A (.50 or Less) of Table 14 into line 21 of Table 14 column of Check Sheet C where it must check with the corresponding entry from previous tables. After this tabulation is completed return the cards to File T-83 (.50 or Less Persons Per Room - Code A, Tenant).

3. Carry through the procedure indicated in paragraph 2 with each of the other Number of Persons Per Room, Tenant groups of cards (Files T-84 to T-89). Enter the results in lines 13 to 18 of the proper columns of Table 14 and also enter the proper figures into Check Sheet C. To obtain the entry for line 20 of Check Sheet C add the entries on lines 21 to 26. After the tabulation of any Number of Persons Per Room group is completed the cards should be returned to the proper

file (T-84 to T-89).

4. The entries for Total column are obtained by adding the corresponding entries in all of the Number of Persons Per Room columns. These figures must be very carefully checked. Enter the figures from lines 13 and 14 to 18 of Total column of Table 14 into lines 1 and 58 to 62 of Table 14 column of Check Sheet C where they must check with the corresponding entries from previous tables.

5. The cards for Tenant Occupied Units should be held in file T-83 to T-89 (by Persons per Room) until all dwelling unit tables are completed as explained in Part VI. Then they should be sorted and filed by blocks.

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TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART V

Tables for Vacant Units
Tables 8-D, 12, 10-D, and 11-D

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June 1, 1935

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART V

Tables For Vacant Units
Tables 8-D, 10-D, 11-D, and 12

Introduction

Part V presents the Tabulation Instructions for Tables 8-D and the Vacant Unit section of Table 12, 10-D, and 11-D and is based on the cards for Vacant Dwelling Units only. This tabulation should be carried forward after work has been completed in the Block Tabulation, (Part I), and on Structure Tables 1 to 6, (Part II). The cards for units under construction must not be included in these tabulations. The cards at this point are to be found in files by Occupancy and under Occupancy by Type of Structure as noted at the end of Part II, Tabulation Instructions. Before proceeding with the tabulation of this part re-read the introductory section of Parts I and II. The work of posting these tabulations may be carried on simultaneously with the work of tabulation on Parts IV and V.

Filing System for Cards for Vacant Units

It should be observed that the tabulation for Vacant Units differs from the tabulation for Owner Occupied and for Tenant Occupied Units. There is no tabulation of Table 7, 9, 13 or 14 for Vacant Units. Because of the tabulation of Duration of Vacancy, rather than the Duration of Occupancy, a special form is provided for Table 8-D and for Table 11-D. The tabulation of several sections of Table 10, 11 and 12 which appear on Owner and Tenant Tables are omitted from Tables for Vacant Units. In addition, in the interest of economy, the tabulation procedure for Vacant Units has been changed from that used for Owner and Tenant Occupied Units in the following manner: After Table 8-D has been completed the cards are

routed to File V-71 to V-75 By Condition, instead of being routed to Files V-1 to V-15 By Type; Table 12 is tabulated immediately after Table 8-D and the cards are routed to Files V-40 to V-48 By Plumbing Equipment instead of V-71 to V-75 By Condition. The tabulation of Table 10-D and 11-D is very similar to that used on Owner and Tenant Tables.

After the sort indicated on the last page of Part II of Tabulation Instructions is completed the cards for Vacant Units will be in the following files by Type of Structure.

Type of Structure	File Number
Single Family Detached	V-1
Single Family Attached	V-2
Two Family, Side by Side	V-3
Two Family, Two Decker	V-4
Three Family, Three Decker	V-5
Four Family, Double Two Decker	V-6
Apartment, 5 to 9 Units	V-7
Apartment, 10 to 19 Units	V-8
Apartment, 20 to 39 Units	V-9
Apartment, 40 Units or More	V-10
Business with Residential	V-11
Other Non-Converted	V-12
Partially Converted	V-13
Completely Converted	V-14
No Report on Type	V-15

The cards for each Type of Structure group will be withdrawn from the file, sorted by Condition and placed in Files V-23 to V-27 as indicated below. While in this order the cards for each Type of Structure - Condition group will be tabulated on Table 8-D. This File (V-23 to V-27) is a working file and will be used for a particular Type of Structure group only. After the tabulation of any Type of Structure - Condition group is completed, the cards will be routed into cumulative File (V-71 to V-75) by Condition as indicated below.

Condition of Structure	Working File	Cumulative File
Good Condition	V-23	V-71
Minor Repairs	V-24	V-72
Major Repairs	V-25	V-73

Condition of Structure	Working File	Cumulative File
Unfit for Use	V-26	V-74
No Report on Condition	V-27	V-75

During the process of tabulating the Vacant Unit sections of Table 12, the cards for each Condition group will be withdrawn from Files V-71 to V-75 indicated above, sorted by Plumbing Equipment and routed into Files V-40 to V-48 by Plumbing Equipment as indicated below. The cards will be held in these files until all cards for Vacant Units are arranged in the order indicated:

	Plumbing Equipment	File Number
A.	At least 2 Toilets & 2 Bathing Units	V-40
B.	At least 2 Toilets & 1 Bathing Unit	V-41
C.	One Toilet and at least 1 Bathing Unit	V-42
D.	At least 1 Toilet but less than 1 Bath	V-43
E.	Shared Toilet and Running Water	V-44
F.	Shared Toilet but no Running Water	V-45
G.	No Toilet but with Running Water	V-46
H.	No Toilet and no Running Water	V-47
X.	No Report on Plumbing	V-48

During the process of tabulating Table 10-D the cards for each Plumbing Equipment group will be withdrawn from the files indicated above and returned to the following files by Monthly Rent group. The cards will be cumulated in these files until all cards for Vacant Units are arranged by Monthly Rent group.

	Monthly Rent	File Number
A.	$4.99 and less	V-49
B.	5.00 to 9.99	V-50
C.	10.00 to 14.99	V-51
D.	15.00 to 19.99	V-52
E.	20.00 to 24.99	V-53
F.	25.00 to 29.99	V-54
G.	30.00 to 39.99	V-55
H.	40.00 to 49.99	V-56
I.	50.00 to 74.99	V-57
J.	75.00 to 99.99	V-58
K.	100.00 to 149.99	V-59
L.	150.00 or More	V-60
X.	No Report on Rent	V-61

During the process of tabulating the remainder of Table 10-D the cards

for each Monthly Rent group will be withdrawn from the file and returned to the file in the same order. In the process of tabulating Table 11-D the cards for each Monthly Rent group indicated above will be withdrawn from the file and placed in the file by Number of Rooms as indicated below.

Number of Rooms in Unit	File Number
1 Room	V-62
2 Rooms	V-63
3 Rooms	V-64
4 Rooms	V-65
5 Rooms	V-66
6 Rooms	V-67
7 Rooms	V-68
8 Rooms or More	V-69
No Report on Rooms	V-70

The cards for each Monthly Rent - Room group will be tabulated on Table 11-D. After this tabulation is complete the cards will be returned to Files V-49 to V-61 by Monthly Rent group. After the tabulation of all of the tables for Owner Occupied, Tenant Occupied and Vacant Units is completed, the cards should be re-sorted by Block Number and by Structure Number within the block.

After the tables for all dwelling units have been completed as indicated in Part VI, the cards should be sorted and filed by blocks.

A Check Sheet should be prepared to assist in the cross-checking of entries on the Table. A special form has been prepared for this purpose. This form is headed: "Check Sheet D, Vacant Units".

TABLE 8-D

1. This Table presents a breakdown of Vacant Dwelling Units by Type, by Condition, by Duration of Vacancy. There is one Section to this Table which is "Table 8-D, Vacant Units". A special form is provided for this Table.

2. Withdraw all cards from File V-1 (Single Family Detached, Vacant). Sort these cards by Condition into the following groups:

Condition	Working File Number	Cumulative File Number
Good Condition	V-23	V-71
Minor Repairs	V-24	V-72
Major Repairs	V-25	V-73
Unfit for Use	V-26	V-74
No Report on Condition	V-27	V-75

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 25, 37, 49, 61 and 13 of Single Family Detached column of Table 8-D. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 1 by adding the entries on lines 13, 25, 37, 49 and 61. The cards for Single Family Detached, Vacant Units, should now be placed in File V-23 to V-27 by Condition, as noted above.

3. Withdraw all cards from File V-23 (Single Family Detached, Vacant, Good Condition). Sort these cards by Duration of Vacancy into the following groups:

J. Less than 1 Month
K. 1 Month
L. 2 Months
M. 3 - 5 Months
N. 6 - 8 Months
O. 9 - 11 Months
P. 1 Year - 1 year, 11 months
Q. 2 Years - 2 Years, 11 Months
R. 3 Years or More
X. No Report on Duration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 28 to 36 and 26 of Single Family Detached column of Table 8-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 27 (Total Reports on Duration) by adding the entries on lines 28 to 36. The total of the entries on lines 26 and 27 must check with the entry on line 25. If this addition fails to check it will be necessary to re-check the tabulation. Place rubber bands around each of the separate Duration of Vacancy groups and place the cards in File

V-71 (Good Condition, Vacant).

4. Withdraw all cards from File V-24 (Single Family Detached, Vacant, Minor Repairs). Tabulate by Duration of Vacancy groups in the manner indicated in paragraph 3 above, and enter results on lines 38 to 48 of Single Family Detached column of Table 8-D. Place rubber bands around each of the separate Duration of Vacancy groups and place the cards in File V-72 (Minor Repairs, Vacant).

5. Withdraw all cards from File V-25 (Single Family Detached, Vacant, Major Repairs). Tabulate by Duration of Vacancy groups in the manner indicated in paragraph 3 above, and enter results on lines 50 to 60 of Single Family Detached column of Table 8-D. Place rubber bands around each of the separate Duration of Vacancy groups and place the cards in File V-73 (Major Repairs, Vacant).

6. Withdraw all cards from File V-26 (Single Family Detached, Vacant, Unfit for Use). Tabulate by Duration of Vacancy groups in the manner indicated in paragraph 3 above, and enter results on lines 62 to 72 of Single Family Detached column of Table 8-D. Place rubber bands around each of the separate Duration of Vacancy groups and place the cards in File V-74 (Unfit for Use, Vacant).

7. Withdraw all cards from File V-27 (Single Family Detached, Vacant, No Report on Condition). Tabulate by Duration of Vacancy groups in the manner indicated in paragraph 3 above, and enter results on lines 14 to 24 of Single Family Detached column of Table 8-D. Place rubber bands around each of the separate Duration of Vacancy groups and place the cards in File V-75 (No Report on Condition, Vacant).

8. Obtain the entries for lines 2 to 12 by adding the corresponding entries in each of the Condition groups. The total of the entries on lines 4 to 12 must check with the entry on line 3 (Total Reports on Duration) and the total of the entries on lines 2 and 3 must check with the

entries on line 1. Enter the figure from line 1 of Single Family Detached Column into line 4 of Table 8 column of Check Sheet D. After this process is completed all cards for Single Family Detached, Vacant units will have been routed through Files V-23 to V-27 and placed in Files 71 to 75 by Condition.

9. Carry through the procedure indicated in paragraphs 2 to 8 with each of the remaining Type of Structure groups of cards for Vacant Units (V-2 to V-15). This tabulation must be carried forward separately for each Type of Structure group. Sort each group by Condition and place cards in Files V-23 to V-27. Tabulate by Duration of Vacancy, enter the results in the proper columns of Table 8-D and place the cards in Files V-71 to V-75 by Condition.

10. Obtain the entries for Column 7-A (Apartment - Total) by adding the corresponding entries in columns 7-B to 7-E (Apartment by Size Groups Columns). The Total Reports on Duration entry for each Condition group must check with the total of the Duration of Vacancy entries in that group, and the Total All Units entry in each Condition group must check with the total of No Report on Duration entry and Total Reports on Duration entry.

11. Obtain the entries for the Total column by adding the corresponding entries in column X, 1 to 7-A, 8 to 11. (The Apartment by Size Groups columns must be omitted from this total.) These entries in the Total column must be checked in the manner indicated in paragraph 10. Enter the figures from the various columns (by Type of Structure) of line 1 of Table 8-D into lines 1, 2, and 4 to 18 of Table 8 column of Check Sheet D. The entry for line 3 of Check Sheet D is obtained by adding the entries on lines 4 to 10 and 15 to 18. Enter the figures from lines 13, 25, 37, 49 and 61 (by Condition) of Total column, into lines 19 and

21 to 24 of Table 8 column of Check Sheet D. The entry for line 20 of Check Sheet D is obtained by adding the entries on lines 21 to 24. Enter the figures from lines 2 to 12 (by Duration of Vacancy) of Total column, into lines 25 to 35 of Table 8 column of Check Sheet D. If, after the completion of tabulation, it is found necessary to retabulate any section of the table, it will be found that although the cards have been routed into Files V-71 by Condition, the various types of Structure-Duration of Vacancy groups are segregated by rubber bands and the previous sort can be re-established with ease.

TABLE 12

1. This Table presents a breakdown of dwelling units by Occupancy, by Condition, by Plumbing Equipment. There is only 1 page of this table and the data for the Vacant Units are entered on lines 1 to 11 of the "Vacant Units" section of the table.

2. Withdraw the cards from File V-71 (Good Condition, Vacant); remove the rubber bands from the cards. Sort these cards by PLUMBING EQUIPMENT into the following groups:

Plumbing Equipment	After Posting Place in File Number
A. At Least 2 Toilets and 2 Bathing Units	V-40
B. At Least 2 Toilets and 1 Bathing Unit	V-41
C. 1 Toilet and at Least 1 Bathing Unit	V-42
D. At Least 1 Toilet but Less than 1 Bath	V-43
E. Shared Toilet and Running Water	V-44
F. Shared Toilet but No Running Water	V-45
G. No Toilet but With Running Water	V-46
H. No Toilet and No Running Water	V-47
X. No Report on Plumbing	V-48

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 4 to 11 and 2 of column 1 (Good Condition) of the Vacant Units section of Table 12. CHECK THE COUNTING AND THE POSTING. Obtain the

entry for line 3 (Total Reports on Plumbing) by adding the entries on lines 4 to 11. Obtain the entry for line 1 (Total All Units) by adding the entries on lines 2 and 3. Enter the figures from line 1 (Total All Units) of Column 1 (Good Condition) of the Vacant section of Table 12 into line 21 of Table 12 column of Check Sheet D where it must check with the corresponding entries from previous tables. After this tabulation is completed rubber bands should be placed around each Plumbing Equipment group for Good Condition, Vacant Units, and the cards should be placed in files V-40 to V-48 as noted above.

3. In the manner indicated in paragraph 2, withdraw the cards for each of the remaining condition groups from the File (V-72 to V-75). Tabulate each Condition group separately by plumbing equipment. Post the results in the proper columns of lines 1 to 11 of Vacant Units section of Table 12, enter the proper totals on Check Sheet D, and place the cards in Files V-40 to V-48 by plumbing equipment groups. To obtain the entry for line 20 of Check Sheet D, add the entries on lines 21 to 24. Obtain the entries for Total column by adding the corresponding entries in all group columns. The entries in this Total column must be carefully checked. Enter the figures from line 1 of the Total column of Vacant Units section of Table 12 into line 1 of Table 12 column of Check Sheet D; enter figures from lines 2 to 11 of Total column into lines 36 to 45 of table 12 column of Check Sheet D.

If, after the completion of tabulation, it is found necessary to retabulate any section of the table, it will be found that although the cards have been routed into files V-40 to V-48 (by Plumbing Equipment), the various Plumbing Equipment - Condition groups are segregated by rubber bands and the previous sort can be re-established.

TABLE 10-D

1. This Table presents a breakdown of Vacant Dwelling Units by Monthly Rent Group, by Plumbing Equipment, Heating Equipment, Lighting Equipment, Cooking Equipment, Refrigeration Equipment, Year Built Group. There is one section of this table which is "Table 10-D, Vacant Units." The proper headings should be placed at the top of a "Table 10_____, _____" form.

2. Withdraw all cards from File V-40 (At Least Two Toilets And Two Bathing Units, Vacant). Sort these cards by MONTHLY RENT into the following groups:

Monthly Rent Group		After Posting Place in File No.
A.	$ 4.99 and less	V-49
B.	$ 5.00 to 9.99	V-50
C.	$ 10.00 to 14.99	V-51
D.	$ 15.00 to 19.99	V-52
E.	$ 20.00 to 24.99	V-53
F.	$ 25.00 to 29.99	V-54
G.	$ 30.00 to 39.99	V-55
H.	$ 40.00 to 49.99	V-56
I.	$ 50.00 to 74.99	V-57
J.	$ 75.00 to 99.99	V-58
K.	$100.00 to 149.99	V-59
L.	$150.00 and over	V-60
X.	No report on rent	V-61

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post in the proper monthly rent column of line 4 (At Least Two Toilets and Two Bathing Units) of Table 10-D. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Total All Units column by adding the corresponding entries in all of the monthly rent columns. Enter the figure from line 4 of Total All Units column of Table 10-D into line 38 of Table 10 column of Check Sheet D, where it must check with the corresponding entry from the previous table. Place a rubber band around each of the separate monthly rent groups of At Least Two Toilets and Two Bathing Units,

Tenant cards and place in Files V-49 to V-61 by Rent groups.

3. Carry through the procedure indicated in paragraph 2 on each of the remaining Plumbing Equipment groups of Vacant cards (Files V-41 to V-48). The result should be posted into lines 2 and 5 to 11 of Table 10-D. The entries for line 3 are obtained by adding the corresponding entries on lines 4 to 11. The entries for line 1 are obtained by adding the entries on lines 2 and 3. The figures from lines 5 to 11, 2 and 3 of Table 10-D of the Total All Units column should be entered on lines 39 to 45, 36 and 37 of Table 10 column of Check Sheet D. These entries in the Table 10 column of Check Sheet D must check with the corresponding entries from the previous table. After this tabulation is completed the cards will have been sorted by Monthly Rent groups and placed in Files V-49 to V-61.

4. Withdraw all cards from File V-49 (Monthly Rent of $4.99 and Less-Code A, Vacant). Remove the rubber bands from the cards. Sort these cards by HEATING EQUIPMENT into the following groups:

1. Central Steam or Hot Water
2. Central Warm Air
3. Other Installed
4. None Installed
X. No Report on Heating

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 14 to 17 and 12 of Column A ($4.99 and Less) of Table 10-D. CHECK THE COUNTING AND THE POSTING. The entry for line 13 (Total Reports on Heating) is obtained by adding the entries on lines 14 to 17. The total of the entries on lines 12 and 13 must check with the entry on line 1. After the tabulation of this section is completed the cards should be routed to the process indicated below.

5 . Sort all cards from File V-49 (Monthly Rent of $4.99 and Less- Code A, Vacant) by LIGHTING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other
X. No Report on Lighting

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 20 to 22 and 18 of Column A. ($4.99 and less) of Table 10-D. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 19 (Total Reports on Lighting) by adding the entries on lines 20 to 22. The totals of the entries on lines 18 and 19 must check with the entry on line 1. After the tabulation of this section is completed the cards should be routed to the process indicated below.

6. Sort all cards from File V-49 (Monthly Rent of $4.99 and less - Code A, Vacant) by COOKING EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Other installed
4. None installed
X. No report on cooking

CHECK THE SORTING OF THE CARDS. Count the cards in each group and enter the results on lines 25 and 28 and 23 of column A ($4.99 and less) of Table 10-D. CHECK THE COUNTING AND THE POSTING. The entry for line 24 (Total Reports on Cooking) is obtained by adding the entries in lines 25 to 28. The total of the entries on line 23 and 24 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

7. Sort all cards from File V-49 (Monthly Rent of $4.99 and Less - Code A, Vacant) by REFRIGERATION EQUIPMENT into the following groups:

1. Electric
2. Gas
3. Ice
4. None
X. No report on refrigeration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 31 to 34 and 29 of column A ($4.99 and less). CHECK THE COUNTING AND THE POSTING. The entry for line 30 (Total Reports on Refrigeration) is obtained by adding the entries on lines 31 to 34. The total of the entries on lines 29 and 30 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

8. Sort all cards from File V-49 (Monthly Rent of $4.99 and Less - Code A, Vacant) by YEAR BUILT, into the following groups:

A. 1935
B. 1930 - 1934
C. 1925 - 1929
D. 1920 - 1924
E. 1915 - 1919
F. 1905 - 1914
G. 1895 - 1904
H. 1885 - 1894
I. 1860 - 1884
J. 1859 or before
X. No report on year built

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 37 to 46 and 35 of column A ($4.99 and less) of Table 10-D. CHECK THE COUNTING AND THE POSTING. The entry for line 36 (Total Reports on Year Built) is obtained by adding the entries on lines 37 to 46. The total of the entries on lines 35 and 36 must check with the entry on line 1. After the tabulation is completed, the cards for (Monthly rent of $4.99 and Less - Code A, Vacant) should be returned to File V-49.

9. The last two sections of Table 10-D will be blank as there would be no possible entries for Number of Roomers or Race of Household in the Vacant Units tabulation.

10. In the manner indicated in paragraphs 4 to 9, withdraw the cards for each of the remaining monthly rent groups from the file (V-50

to V-61); tabulate each MONTHLY RENT group by HEATING EQUIPMENT, LIGHTING EQUIPMENT, COOKING EQUIPMENT, REFRIGERATION EQUIPMENT, YEAR BUILT. After the tabulation for each monthly rent group is completed the cards should be returned to the proper file (V-50 to V-61).

11. Obtain the entries for Total All Units column by adding the entries in all of the Monthly Rent group columns. These additions must be carefully checked. Enter the figures from line 1 of Table 10-D by monthly rent into lines 46 and 48 to 59 of Table 10 column of Check Sheet D. The entry for line 47 of Check Sheet D is obtained by adding the entries on lines 48 to 59. This completes the tabulation of Table 10-D.

If, after the completion of tabulation, it is found necessary to retabulate any section of the table, the sort can easily be re-worked from the Rent file.

TABLE 11-D

1. This table presents a breakdown of Vacant Units by Monthly Rent group, by Number of Rooms in Unit, by Type of Structure, Furniture, Duration of Vacancy, and Condition. There are seven pages to this Table which are:

Table 11D-1; Vacant units; Total, No Report on Rent
Table 11D-2; Vacant units; Rent of $4.99 or less, $5.00 to $9.99
Table 11D-3; Vacant units; Rent of $10.00 to $14.99, $15.00 to $19.99
Table 11D-4; Vacant units; Rent of $20.00 to $24.99, $25.00 to $29.99
Table 11D-5; Vacant units; Rent of $30.00 to $39.99, $40.00 to $49.99
Table 11D-6; Vacant units; Rent of $50.00 to $74.99, $75.00 to $99.99
Table 11D-7; Vacant units; Rent of $100.00 to $149.99, $150.00 or More

Enter the proper headings for these seven pages of Table 11-D on a set of "Table 11___, Vacant Units _____" forms. In addition the proper Monthly Rent groups should be entered in the column headings of the "Monthly Rent of _____" space.

2. Withdraw all cards from File V-49 (Monthly Rent of $4.99 or Less-Code A). Sort these cards by NUMBER OF ROOMS IN UNIT into the following groups:

Number of Rooms	After Posting Place in File No.
1 Room	V-62
2 Rooms	V-63
3 Rooms	V-64
4 Rooms	V-65
5 Rooms	V-66
6 Rooms	V-67
7 Rooms	V-68
8 Rooms or More	V-69
X. No Report On Rooms	V-70

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on line 1 in the proper Number of Rooms column of Monthly Rent of $4.99 or Less. CHECK THE COUNTING AND THE POSTING. Obtain the entry for Total column by adding the entries in the Number of Rooms columns. Enter the figure from Total column of line 1 into line 48 of Table 11 column of Check Sheet D, where it must check with the corresponding entry for the previous Table. The cards for Monthly Rent of $4.99 or less - Code A, Vacant should now be returned to the file where they should be placed in Files V-62 to V-70 by Number of Rooms as noted above.

3. Withdraw all cards from File V-62 (One Room, Monthly Rent of $4.99 and Less-Code A, Vacant). Sort these cards by TYPE OF STRUCTURE into the following groups:

1. Single Family Detached
2. Single Family Attached
3. 2 Family Side by Side
4. 2 Family 2 Decker
5. 3 Family 3 Decker
6. 4 Family Double 2 Decker
7. Apartment; 5 to 9 Units
   Apartment, 10 to 19 Units
   Apartment, 20 to 39 Units
   Apartment, 40 Units or More

8. Business with Dwelling Units
9. Other Non-Converted
10. Partially Converted
11. Completely Converted

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 4 to 9, 11 to 18, and 2 of One Room column of Monthly Rent of $4.99 and Less section of Table 11D-2. CHECK THE COUNTING AND THE POSTING. The entry for line 10 (Apartment - Total) is obtained by adding the entries on lines 11 to 14. The entry for line 3 (Total Reports on Type) is obtained by adding the entries on lines 4 to 10 and 15 to 18. The Total of the entries on lines 2 and 3 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

4. Sort all cards from File V-62 (One Room, Monthly Rent of $4.99 and Less-Code A, Vacant by FURNITURE INCLUDED IN RENT into the following groups:

Furniture Included in Rent
Furniture not Included in Rent
No Report on Furniture

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 21 to 22 and 19 of the One Room column of Monthly Rent of $4.99 and Less section of Table 11D-2. CHECK THE COUNTING AND THE POSTING. The entry for line 20 (Total Reports on Furniture) is obtained by adding the entries on lines 21 and 22. The total of the entries on lines 19 and 20 must check with the entry on line 1. After tabulation of this section is completed, the cards should be routed to the process indicated below.

5. Sort all cards from File V-62 (One Room, Monthly Rent of $4.99 and Less-Code A, Vacant) by DURATION OF VACANCY into the following groups:

J. Less than 1 Month
K. 1 Month
L. 2 Months
M. 3 - 5 Months
N. 6 - 8 Months
O. 9 - 11 Months
P. 1 Year - 1 Year, 11 Months
Q. 2 Years - 2 Years, 11 Months
R. 3 Years or More
X. No Report on Duration

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 25 to 33 and 23 of One Room column of Monthly Rent of $4.99 and Less section of Table 11D-2. CHECK THE COUNTING AND THE POSTING. The entry for line 24 (Total Reports on Duration) is obtained by adding the entries on lines 25 to 33. The total of the entries on lines 23 and 24 must check with the entry on line 1. After the tabulation of this section is completed, the cards should be routed to the process indicated below.

6. Sort all cards from File V-62 (One Room, Monthly Rent of $4.99 and Less-Code A, Vacant) by CONDITION into the following groups:

Condition	After Posting Place in File No.
Good Condition	V-71
Minor Repairs	V-72
Major Repairs	V-73
Unfit for Use	V-74
No Report on Condition	V-75

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 36 to 39 and 34 of One Room column of Monthly Rent of $4.99 and Less section of Table 11D-2. CHECK THE COUNTING AND THE POSTING. The entry for line 35 (Total Reports on Condition) is obtained by adding the entries on lines 36 to 39. The total of the entries on lines 34 and 35 must check with the entry on line 1. Place a rubber band around each of the Condition groups of One Room, Monthly Rent of $4.99 and Less-Code A, Vacant cards and place in Files V-71 to

V-75 as indicated above.

7. Carry through the procedure indicated in paragraph 2 to 6 on each of the Number of Rooms groups of Monthly Rent of $4.99 or Less, Vacant cards (Files V-63 to V-70). The results should be posted into the proper Number of Room column of Monthly Rent of $4.99 or Less section of Table 11D-2. After the tabulation for any Number of Rooms group is completed, rubber bands should be placed around Condition groups of cards and the cards placed in Files V-71 to V-75 by Condition. The entries for Total column for Monthly Rent of $4.99 or Less section should be obtained by adding the corresponding entries in the Number of Rooms group columns.

8. In the manner indicated in paragraphs 1 to 10 withdraw the cards for each of the remaining Monthly Rent groups from files V-49 to V-61. Sort the cards for each rent group by Number of Rooms and place in Files V-62 to V-70. Enter the results in the proper sections of Table 11D. This tabulation must be carried thru separately for each of the Monthly Rent group and the cards for the group routed out of Files V-62 to V-70 before the tabulation of the next group is started. After the tabulation of any Number of Rooms - Monthly Rent group is completed, the card should have rubber bands placed around them and they should be placed in Files V-71 to V-75 by Condition groups.

9. The entries for the Total section of Table 11D-1 are obtained by adding the corresponding entries from the various Monthly Rent group sections of Table 11D-1 to 11D-7. These entries must be very carefully checked. Enter the figures from lines 2 to 18 (by Type of Structure) of Total column of Total Vacant units section of Table 11D-1 into lines 2 to 18 of Table 11 column of Check Sheet D. Enter the figures from

lines 23 to 33 (by Duration of Vacancy) of this same column into lines 25 to 35 of Table 11 column of Check Sheet D. Enter the figures from lines 34 to 39 (by Condition) of this same column into lines 19 to 24 of Table 11 column of Check Sheet D. These entries into Check Sheet D must check with the corresponding entries from previous tables.

10. While all cards for Vacant Units will have been routed into Files V-71 to V-75 by Condition, if after entry on Check Sheet D it is found necessary to retabulate any section of Table 11D, it will be found that the Number of Rooms - Monthly Rent Group cards in each Condition file are segregated by rubber bands and the previous files can be reestablished with ease.

11. The cards for Vacant Units should be held in files V-71 to V-75 (by Condition) until all dwelling unit tables are completed as explained in Part VI. Then they should be sorted and filed by blocks.

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART VI

Duplicate Cards;

Derived Sections of Tables 9-B, 9-C, 16-B, and 16-C;

Derived Table 15;

Tables for All Occupancy Groups.

Prepared by: Office of Statistical Coordinator, FERA
Division of Economics and Statistics, FHA
June 1, 1935

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART VI

Duplicate cards; Derived Sections of Table 9-B, 9-C, 16-B and 16-C and Derived Table 15; and Tables for All Occupancy Groups.

Introduction

Part VI presents instructions for correction of tables from duplicate cards which have been prepared, as explained in Part II. This section also explains the method of deriving Number of Persons per Room section of Tables 9-B, 9-C; and 16-B and 16-C when these tables are posted as explained in paragraph 13 of Table 10; and the method of deriving the Number of Persons per Room by Number of Rooms and by Monthly Rent for Table 15. This is following by a detailed method of preparing Tables 7-A to 11-A, 13-A. 16-A and the Total sections of Tables 12, 14 and 15. In conclusion, after the completion of all tabulation for Tables 1 to 16, the method of recasting all cards for final filing by blocks is outlined.

Preparation of Revised Tables.

As explained in the Introductory section of Tabulation Instructions (Part II) duplicate cards are prepared for all cards on which editing or coding errors have been discovered during tabulation of Tables 1 to 14 and 16. After all tables for Owner Occupied Units, Tenant Occupied Units, and Vacant Units have been completed and checked, and before beginning work on tables for All Dwelling Units, a set of tables should be prepared on which the entries have been adjusted for the corrections indicated on the duplicate cards. To make these adjustments, place the proper heading on a new set of table forms

for Tables 1 to 6 and for Tables 7 to 14 and 16 for Owner, Tenant, and Vacant Units. Mark REVISED at the top of each of these tables. Before starting to make adjustments, check through all duplicate cards to verify the fact that there are not two duplicate cards for any one dwelling unit.

Treating each of the duplicate cards separately, enter a "-1" with red pencil in each entry space of the REVISED Tables which will be reduced by the change in the card. Enter a "+1" in each space which will be increased by the change. Be sure that all sub-totals, group totals, line totals and grand totals which will be affected are marked properly. CHECK THE ENTRY OF INDICATED CHANGES. Obtain a net total of the "-1" and "+1" figures in each entry space. In computing this total, the total of number of "-1" entries should be subtracted from the total of the "+1" entries, if the " - " entries exceed the " + " entries for any entry space, the result should have a " - " sign before it. Check the tables in the manner indicated in the tabulation instructions. The entry in a "Total" space or line must check with the total of the entries on the lines for groups making up the total. For any page of the tables on which no revisions are indicated on the REVISED Tables, mark the corresponding original table NO REVISION; mark all other original tables on which revisions are indicated ORIGINAL. In making these adjustments NEVER CHANGE ENTRIES ON THE ORIGINAL TABLES. The list presented below indicates the tables which must be changed because of changes in the entries on any of the cards.

Adjust the figures given on the original tables for the revisions indicated on the REVISED Tables and enter results, in ink, on the REVISED Tables. Check all of these final figures to see that the tables balance to column, group and grand totals.

In the "Group of Cards" column below, "*" indicates that cards for Units Under Construction are to be omitted. These cards will be used only on Table 1.

Item	Group of Cards	Tables to be Changed
Type of Structure	All white cards*	3, 4, 5
	(Owner-Occupied (white cards (Type 1 to 6	4
	All cards*	8, 11
	Cards* for Occupied Units	7, 9
	White cards* for Type 10 or 11	2
Original Type	White cards* for Type 10 or 11	2
Year Converted	White cards* for Type 10 or 11	2
Exterior Materials	All white cards*	6
Stories	All white cards*	3
Basement	All white cards*	3
Year Built	All white cards*	3, 5
	All cards*	10
Garage	All white cards*	3
Condition	All white cards*	5, 6
	Owner Occupied white cards* Type 1 to 6	4
	All cards*	8, 11, 12

Item	Group of Cards	Tables to be Changed
	Cards* for Occupied Units	13
	Cards* for Negro and Other Race	16 (when posted)
Value of entire Property	Owner Occupied, white cards*, Type 1 to 6	4
Encumbrance	All white cards*	5
	Owner Occupied, white cards* Type 1 to 6	4
Occupancy	All white cards*	4, 5
	All cards*	7,8,9,10,11,12,13,14
	Cards* for Negro and Other Race	16 (when posted)
Duration of Occupancy	Cards* for Occupied Units	8, 11
Duration of Vacancy	Cards* for Vacant Units	8D, 11D
Monthly Rent	All cards*	10, 11
	Cards* for Negro and Other Race	16 (when posted)
Furniture in Rent	Cards* for Tenant and Vacant Units	11
Rooms in Unit (1)	All Cards*	11
	Cards* for Negro and Other Race	16 (when posted)
Plumbing Equipment	All Cards*	10, 12
	Cards* for Occupied Units	9
Heating) Lighting) Cooking) Refrigeration)	All Cards*	10
	Cards* for Occupied Units	9
Total Persons (2)	Cards* for Occupied Units	9, 11
	Cards* for Negro and Other Race	16 (when posted)
Number and Age of Persons (3)	Cards* for Occupied Units	13

Item	Group of Cards	Tables to be Changed
Race of Household	Cards* for Occupied Units	10
	Cards* for Negro and Other Race	16 (when posted)
Roomers	Cards* for Occupied Units	9, 10, 13
Extra Families - No. of	Cards* for Occupied Units	11, 14
Extra Families - No. of Persons in	Cards* for Occupied Units	11
Persons per Room	Cards* for Occupied Units	7, 13, 14
Children	Cards* for Occupied Units	7, 11, 12

(1) Any change in Rooms in Unit might change persons per Room code, which will affect Tables 7, 13, 14. For Type of Structure, 1 to 6, the Total Rooms in Structure would be changed affecting Table 4.

(2) Any change in Total Persons might change Persons per Room which will affect Tables 7, 13, 14.

(3) Any change in Age of Persons might change Number of Children which will affect Table 7, 11 and 12.

Derived Sections of Tables

Instructions for Table 9-B, 9-C, 16-B, 16-C and 15

After all Tables for Owner Occupied, Tenant Occupied, and Vacant Units have been posted and checked and after revised tables have been prepared as explained previously in this part of the Tabulation Instructions, it will be found that certain sections are missing and are to be derived according to the following instructions. These derived sections should be based on tables marked REVISED or NO REVISION, not on tables marked ORIGINAL. The Persons per Room section of Table 9B and 9C have not been entered. The Persons per Room section by Number of Rooms on Table 16B and 16C, and the Persons

per Room section by Number of Persons on Table 16B and 16C must be entered when these tables are posted; also the entire Table 15 for Owner Occupied and Tenant Occupied Units must be prepared for Persons per Room by Number of Rooms and by Monthly Rent. Charts have been prepared illustrating how the code symbols are to be related to each entry and also how the derived sections of the tables are to be filled in. Follow these charts carefully. Code symbols have been used to designate the entry and to indicate where it is to be placed. The chart corresponding to the section of the table from which the entry is to be obtained assigns a code symbol to each space in which a related entry appears. If similar symbols appear on the chart, the entries which they represent are to be added together. The chart corresponding to the section of the table to be derived assigns a code symbol to every space into which an entry is to be placed. Thus the entry on one table is transferred to the proper space on the derived table by the use of these symbols.

TABLE 9B

Persons Per Room Section as Obtained from Table 11-B-1

1. In accordance with the note, paragraph 12 of the Posting Instructions for Table 9B the entries are to be obtained from Table 11-B-1 Total section of the table. Obtain this section of Table 11-B. Using Chart I, observe how the code symbols for Persons per Room apply to each entry in the Number of Persons section of Table 11-B-1 of the

CHART I

Number of Persons Section of Table 11-B-1 and 11-C-1 for Total division of the Table, and Table 15 showing the method in which the code for Persons per Room applies to each entry by Number of Persons.

Number of Dwelling Units by:		Table 11 Line No.	Table 16 Line No.	Total	No Rept. on Rooms	1 Room	2 Rooms	3 Rooms	4 Rooms	5 Rooms	6 Rooms	7 Rooms	8 Rooms or More
	No Report on Persons	19	16		X(0)	X(0)	X(0)	X(0)	X(0)	X(0)	X(0)	X(0)	X(0)
	Total Reports on Persons	20	17										
NUMBER	1 Person	21	18		X(1)	C(1)	A(1)	A(1)	A(1)	A(1)	A(1)	A(1)	A(1)
OF	2 Persons	22	19		X(2)	E(2)	C(2)	B(2)	A(2)	A(2)	A(2)	A(2)	A(2)
UNITS	3 Persons	23	20		X(3)	F(3)	D(3)	C(3)	B(3)	B(3)	A(3)	A(3)	A(3)
BY	4 Persons	24	21		X(4)	F(4)	E(4)	D(4)	C(4)	C(4)	B(4)	B(4)	A(4)
NUMBER	5 Persons	25	22		X(5)	F(5)	F(5)	E(5)	D(5)	C(5)	C(5)	B(5)	B(5)
OF	6 Persons	26	23		X(6)	F(6)	F(6)	E(6)	D(6)	D(6)	C(6)	C(6)	B(6)
PERSONS	7 Persons	27	24		X(7)	F(7)	F(7)	F(7)	E(7)	D(7)	D(7)	C(7)	C(7)
	8 Persons	28	25		X(8)	F(8)	F(8)	F(8)	E(8)	E(8)	D(8)	D(8)	C(8)
	9 Persons	29	26		X(9)	F(9)	F(9)	F(9)	F(9)	E(9)	D(9)	D(9)	D(9)
	10 Persons	30	27		X(10)	F(10)	F(10)	F(10)	E(10)	E(10)	E(10)	D(10)	D(10)
	11 Persons or more	31	28		X(11)	F(11)	F(11)	F(11)	F(11)	F(11)	E(11)	E(11)	D(11)

Note - Add horizontally all entries represented by similar code symbols.

CHART II

Section of Table 9B and C showing the method by which the entries from the Number of Persons section of Table 11-B-1 and 11-C-1, Total section are to be Transferred to the Persons per Room section of Table 9B and C.

Number of Dwelling Units by:		Table 9 Line No.	Table 16 Line No.	Total X. No. of Rep. on Units Persons	1 Per.	2 Pers.	3 Pers.	4 Pers.	5 Pers.	6 Pers.	7 Pers.	8 Pers.	9 Pers.	10 Pers.	11 Per. or More
	X. No Report on Persons per Room	56	45	X(0)	X(1)	X(2)	X(3)	X(4)	X(5)	X(6)	X(7)	X(8)	X(9)	X(10)	X(11)
	Total Reports on Persons per Room	57	46												
NUMBER OF UNITS BY NUMBER OF PERSONS PER ROOM	A. .50 or less	58	47		A(1)	A(2)	A(3)	A(4)							
	B. .51 to .75	59	48			B(2)	B(3)	B(4)	B(5)	B(6)					
	C. .76 to 1.00	60	49		C(1)	C(2)	C(3)	C(4)	C(5)	C(6)	C(7)	C(8)			
	D. 1.01 to 1.50	61	50				D(3)	D(4)	D(5)	D(6)	D(7)	D(8)	D(9)	D(10)	D(11)
	E. 1.51 to 2.00	62	51			E(2)		E(4)	E(5)	E(6)	E(7)	E(8)	E(9)	E(10)	E(11)
	F. 2.01 or More	63	52				F(3)	F(4)	F(5)	F(6)	F(7)	F(8)	F(9)	F(10)	F(11)

Total Rent section. On Chart II it should also be noted how the code is to be entered into the Persons per Room section of Table 9B. The number portion of the code symbol is used to designate the Number of Persons line on Table 11 from which the entry is to be obtained and also the Number of Persons column of Table 9B into which it is to be entered.

2. As an example of how Chart I is developed; 4 persons in 4 rooms is 1 person per room, since this falls in the .76 to 1.00 Persons per Room group which is coded C, and since the code was determined by using 4 persons, it is entered as C(4). To relate this to Chart II locate the code C line (.76 to 1.00 Persons per Room) and the corresponding entry is found in the 4 Persons column. If, as in this case, any other combination of 4 persons with another number of rooms falls in the same code group (4 persons in 5 rooms is .80 Persons per Room), it must be added to the first entry from Chart I to obtain the total, which becomes the entry in Chart II.

3. In this manner the entry in the Persons per Room section of Table 9B for .50 or less Persons per Room - Code A, (line 58), in the 1 Person column is designated A(1). This A(1) is obtained from the 1 Person line (line 21), of Table 11-B-1, Total section by adding the entries from 2 Rooms to 8 Rooms or More columns, which also are designated A(1). Similarly the entry for the 2 Persons column on this line (designated A(2)) is obtained by adding the entries on the 2 Persons line (line 23), 4 Rooms to 8 Rooms or More columns, which also are designated A(2).

4. In posting it is best to start at the right side of the

Total section of Table 11-B-1, 1 Person line, (line 21) and add similar code groups horizontally to the left to obtain the totals for posting the entries in the 1 Person column of the Persons per Room section of Table 9B. In this manner the sum of the A(1) entries on line 21, Table 11-B-1 is posted to the A(1) entry of line 58 One Person column of Table 9B. The C(1) entry on line 21, Table 11-B-1 is posted to the C-1 entry of line 60, One Person column of Table 9B, and the X(1) entry on line 21, Table 11-B-1 is posted to the X(1) entry of line 56, One Person column, Table 9B. Continuing in this manner add the similar codes on line 22 of Table 11-B-1 and post to the 2 Person column of the Persons per Room section of Table 9B, and so on until the posting is completed.

5. After all of the entries have been made on the Persons per Room section of Table 9B from Table 11-B-1, obtain the entries for each column of line 57 (Total Reports on Persons per Room) by adding the entries on lines 58 to 63. The total of the entries on lines 56 and 57 should check with the entry on line 1. The entries for the Total Number of Units column are obtained by adding the corresponding entries in all of the Number of Persons in Unit columns of the Table. These entries should be carefully checked. It should be noted that there will be no entry in the Total Number of Persons in Units with 11 or More Persons column in this section of the table. Enter the figures from lines 56 to 63 (by Persons per Room) of the Total Number of Units column of Table 9B into lines 19 to 26 of the Table 9 column

of Check Sheet B. These entries need not check exactly with the entries from the previous tables because of the method by which they were obtained, but the work should be very carefully checked to assure accuracy. This completes the tabulation of Table 9B.

TABLE 9C

Persons per Room Section as Obtained from Table 11-C-1

To obtain the entries for Table 9C, Tenant Occupied Units, follow the same procedure outlined in the instructions for obtaining the Persons per Room entries for Table 9B, Owner Occupied Units. Instead of using Table 11-B-1, Total section, for Owner Occupied Units, and posting the entries to Tables 9B, use Table 11-C-1, Total section, for Tenant Occupied Units and post the entries to Table 9C. Use Chart I and Chart II as outlined in the instructions for Table 9B. The Check Sheet entries should be made into Check Sheet C from Table 9C in the same manner as indicated in Table 9B instructions.

TABLE 15

Derived From Table 11-B-1 to 7 and Table 11-C-1 to 7

This Table presents a breakdown of Occupied Dwelling Units by Occupancy, by Persons per Room, by Number of Rooms, and Monthly Rent groups. There is only one page to this table, and the data for Owner Occupied units are entered on lines 26 to 50, and the data for Tenant Occupied units are posted on lines 51 to 75.

2. The Number of Rooms entries, lines 27 to 36 of the Owner Occupied section of Table 15 by Persons per Room are derived from the

Total section of Table 11-B-1. Obtain this section of Table 11-B. Using Chart III observe how the code symbols for Persons per Room apply to each entry in the Number of Persons section of Table 11-B-1 of the Total Rent section. On Chart IV it should also be noted how the entry is to be made in the Number of Rooms section of Table 15, lines 27 to 36. The number portion of the code symbol is used to designate the Number of Rooms column of Table 11 from which the entry is to be obtained and also the Number of Rooms line of Table 15 into which it is to be entered. As an example of how Chart III is developed; 5 persons in 5 rooms is one person per room, since this falls in the .76 to 1.00 Person per Room group which is code C, and since the code is determined by using 5 rooms it is entered as C(5). To relate this to Chart IV, locate the code C column (.76 to 1.00 Persons per Room) and the corresponding entry will be found on the 5 rooms line. If, as in this case, any other combination of 5 rooms with any other number of persons falls in the same code group (4 Persons in 5 Rooms is .80 persons per Room), they must be added to the first entry from Chart III to obtain the total, which becomes the entry in Chart IV. Thus, it is necessary to add together similar codes with the same Number of Rooms designation to obtain the entry to be posted according to Chart IV into Table 15. The method indicated below should be followed: Starting in the 1 Room column the entry from line 21 of Table 11 is designated C(1). This entry is related to the One Room line, line 29, in the code C (.76 to 1.00 Persons per Room) column of Table 15. The next entry from the

CHART III — Number of Persons Section of Table 11-B-1 and 11-C-1 Total division of the Table, Showing the method in which the code for Persons per Room applies to each entry by Number of Rooms.

Number of Dwelling Units by:		Table 11 Line No.	Table 16 Line No.	Total	No. Rept. on Rooms	1 Room	2 Rooms	3 Rooms	4 Rooms	5 Rooms	6 Rooms	7 Rooms	8 Rooms or More
	No Report on Persons	19	16		X(0)	X(1)	X(2)	X(3)	X(4)	X(5)	X(6)	X(7)	X(8)
	Total Reports on Persons	20	17										
NUMBER	1 Person	21	18		X(0)	C(1)	A(2)	A(3)	A(4)	A(5)	A(6)	A(7)	A(8)
OF	2 Persons	22	19		X(0)	E(1)	C(2)	B(3)	A(4)	A(5)	A(6)	A(7)	A(8)
UNITS	3 Persons	23	20		X(0)	F(1)	D(2)	C(3)	B(4)	B(5)	A(6)	A(7)	A(8)
BY	4 Persons	24	21		X(0)	F(1)	E(2)	D(3)	C(4)	C(5)	B(6)	B(7)	A(8)
NUMBER	5 Persons	25	22		X(0)	F(1)	F(2)	E(3)	D(4)	C(5)	C(6)	B(7)	B(8)
OF	6 Persons	26	23		X(0)	F(1)	F(2)	E(3)	D(4)	D(5)	C(6)	C(7)	B(8)
PERSONS	7 Persons	27	24		X(0)	F(1)	F(2)	F(3)	E(4)	D(5)	D(6)	C(7)	C(8)
	8 Persons	28	25		X(0)	F(1)	F(2)	F(3)	E(4)	E(5)	D(6)	D(7)	C(8)
	9 Persons	29	26		X(0)	F(1)	F(2)	F(3)	F(4)	E(5)	D(6)	D(7)	D(8)
	10 Persons	30	27		X(0)	F(1)	F(2)	F(3)	F(4)	E(5)	E(6)	D(7)	D(8)
	11 Persons or More	31	28		X(0)	F(1)	F(2)	F(3)	F(4)	F(5)	E(6)	E(7)	D(8)

Note - Add vertically all entries represented by similar code symbols.

CHART IV

Section of Table 15 showing the method by which the entries from the Number of Persons Section of Table 11-B-1 and 11-C-1, Total Section are to be transferred to the Number of Rooms Section of Table 15

	Line No. Owner Sect.	Line No. Tenant Sect.	TOTAL	X. No Rep. on Persons per Room	A .50 or Less	B .51 to .75	C .76 to 1.00	D 1.01 to 1.50	E 1.51 to 2.00	F 2.00 or More
No Report on Rooms	27	52		X(0)						
Total Report on Rooms	28	53								
1 Room	29	54		X(1)			C(1)		E(1)	F(1)
2 Rooms	30	55		X(2)	A(2)		C(2)	D(2)	E(2)	F(2)
3 Rooms	31	56		X(3)	A(3)	B(3)	C(3)	D(3)	E(3)	F(3)
4 Rooms	32	57		X(4)	A(4)	B(4)	C(4)	D(4)	E(4)	F(4)
5 Rooms	33	58		X(5)	A(5)	B(5)	C(5)	D(5)	E(5)	F(5)
6 Rooms	34	59		X(6)	A(6)	B(6)	C(6)	D(6)	E(6)	F(6)
7 Rooms	35	60		X(7)	A(7)	B(7)	C(7)	D(7)	E(7)	F(7)
8 Rooms or More	36	61		X(8)	A(8)	B(8)	C(8)	D(8)		

One Room column, line 22 of Table 11 is designated E(1). This entry is related to the One Room line, line 29, in the code E (1.51 to 2.00 Persons Per Room) column of Table 15. The next entry in the One Room column, line 23, is designated F(1), also the remaining entries in the One Room column of Table 11 are designated F(1). To obtain the F(1) entry for the One Room line of column F of Table 15 it is necessary to add all of the F(1) entries and post as indicated. The last entry in the One Room column, line 19, of Table 11 is designated X(1). This entry is placed on the One Room line, line 29, in the code X. No Report on Persons per Room column of Table 15. Continue on, following the same procedure in each Number of Rooms column Table 11, adding the entries with a similar code designation and posting to the proper Number of Rooms, line, and Persons per Room column of Table 15.

3. After all of the entries have been made from Table 11 to Table 15 as indicated by Chart IV, obtain the entries for line 28, (Total Reports on Rooms), by adding the entries from lines 29 to 36. The entry for line 26 is obtained by adding the entries on lines 27 and 28. The entry on line 26 X. No Report on Persons per Room column of Table 15, must check with the entry from the Number of Persons per Room section, X. No Report on Persons per Room line, line 56 of the Total Number of Units column of Table 9B. The entries on Total Number of Owner Occupied Units line, line 26 of the X. No Report on Persons per Room column and the A (.50 or Less) to F (2.00 or More) columns must check with the entries on lines 56 and 58 to 63 from the

Number of Persons per Room section of the Total Number of Units column of Table 9B. The entries for the Total column of Table 15 lines 26 to 36 are obtained by adding the corresponding entries in all of the Number of Persons per Room columns. The entries in the Total column, lines 27 and 29 to 36, must check with the entries on line 1 (Total Number of Dwelling Units) No Report on Rooms column to 8 Rooms or More column of the Total section of Table 11-B-1.

4. The Monthly Rent group entries, lines 37 to 50, are derived from the Rent group sections of Table 11-B-1 to 7. Obtain all pages of Table 11-B. Starting with page 11-B-1 obtain Chart V and note how the code symbols for Persons per Room apply to the Number of Persons section of the No Report on Rent section of this table. There is no chart used to relate these codes to Table 15 as all similar code symbols must be added together to obtain the entries for the Persons per Room columns. Chart V has been marked off to aid in distinguishing the entries to be added together. Thus, all entries designated code A on Chart V for the No Report on Rent group are added together and are posted on the No Report on Rent line, line 37, column A (.50 or less, Persons per Room). Similarly, all of the items designated code B are added together and posted on line 37 (No Report on Rent) in column B (.51 to .75, Persons per Room). Continue in the same manner adding each code group and posting on the No Report on Rent line in the proper Persons per Room section of Table 15.

5. Repeat the procedure indicated in paragraph 4 for each Monthly Rent group of Table 11-B, posting to the proper Monthly Rent line and in the proper Persons per Room column of Table 15. After all

CHART V — Number of Persons Section of Table 11-B and 11-C for any Rent Group Division of the Table showing the method in which the code for Persons per Rooms applies to each entry.

Number of Dwelling Units by:		Line No.	TOTAL	No Rep. on Rooms	1 Room	2 Rooms	3 Rooms	4 Rooms	5 Rooms	6 Rooms	7 Rooms	8 Rooms or More
	No Report on Persons	19		X	X	X	X	X	X	X	X	X
	Total Rep. on Persons	20										
NUMBER OF UNITS BY NUMBER OF PERSONS	1 Person	21		X	C	A	A	A	A	A	A	A
	2 Persons	22		X	E	C	B	A	A	A	A	A
	3 Persons	23		X	F	D	C	B	B	A	A	A
	4 Persons	24		X	F	E	D	C	C	B	B	A
	5 Persons	25		X	F	F	E	D	C	C	B	B
	6 Persons	26		X	F	F	E	D	D	C	C	B
	7 Persons	27		X	F	F	F	E	D	D	C	C
	8 Persons	28		X	F	F	F	E	E	D	D	C
	9 Persons	29		X	F	F	F	F	E	D	D	D
	10 Persons	30		X	F	F	F	F	E	E	D	D
	11 Persons or More	31		X	F	F	F	F	F	E	E	D

Rent groups have been so treated and entered to Table 15, obtain the entries for line 38, Total Reports on Rent, by adding the entries from lines 39 to 50. The sum of the entries on lines 37 and 38 must check with the entry on line 25 in each column. The entries for the Total column are obtained by adding the corresponding entries on each line from line 37 to 50. The entries in the Total column on lines 37 and 39 to 50 must check with the entries on line 1 (Total Number of Dwelling Units) for each Monthly Rent column (columns X to L) of Table 10-B.

6. The data for the Tenant Occupied section of the table, lines 51 to 75, are obtained in the same manner as indicated in paragraphs 2 to 5 with the exception that Table 11-C-1 to 7 are used to obtain the data and the entries should be checked against Table 9C instead of Table 9B, and against Table 10-C instead of Table 10-B.

TABLE 16B

Persons per Room Sections as Derived from the Number of Persons Section of Table 16B

1. When Table 16 has qualified for posting as explained in paragraph 13 of Part III or IV of the Tabulation Instructions, and has been posted in accordance with the Tabulation Instructions, Part VII, then it is necessary to derive the Persons per Room section by Number of Rooms, lines 36 to 43, from the Number of Persons section of this same table from lines 16 to 28. Use Chart III with the set of line numbers designated for Table 16. Apply the code symbols to each line and column as illustrated on this Chart. Since this Chart has been used in the derivation of Table 15 any information as to how it is worked out can be obtained by reference to posting instructions for

that table.

2. In the process of posting start in the One Room column. The entry on line 18 of this column designated C(1) is entered into line 40 (.76 to 1.00, Persons per Room - Code C) of the same column. The entry on line 19 of this column designated E(1) of the One Room column is entered on line 42 (1.51 to 2.00, Persons per Room - Code E) of the same column. The entries in the One Room column from lines 20 to 28 designated F(1) must be added together and the total entered into line 43 (2.01 or more Persons per Room - Code F) of the same column. The entry on line 16, designated X(1) of the One Room column is entered to line 36 (No Report on Persons per Room - Code X) of the same column. Continuing in this manner add all similar code symbols in each Number of Rooms column and post to the proper code line of the Persons per Room section by Number of Rooms in the same column. The entries for line 37, Total Reports on Persons per Room, are obtained by adding the entries on lines 38 to 43. The sum of the entries on lines 36 and 37 must check with the entry on line 1 of this table. The entries for the Total column are obtained by adding the corresponding entries from each Number of Rooms column.

3. In the same manner indicated in obtaining the Persons per Room section of Table 9B turn to Charts I and II. Apply Chart I to the Number of Persons section of Table 16 using the line numbers designated for Table 16. Following the same general procedure as used in Table 9 relate these entries to Chart II, using the line numbers designated for Table 16 and post to the proper line of the Persons per Room section by

Number of Persons (lines 45 and 47 to 52) of Table 16. This procedure is to add all similar code symbols from right to left to obtain the entry and post to the proper column and code designation of Table 16. Refer to instructions for deriving the Persons per Room section of Table 9 for details.

4. The entries for line 46 (Total Reports on Persons per Room) are obtained by adding the entries on lines 46 to 52. The entry for line 44 is obtained by adding the entries on lines 45 and 46. The entries for the Total column are obtained by adding the corresponding entries from each Number of Persons column. The entries in the Total column on lines 45 to 52 must check with the entries in the Total column on lines 36 to 43. The entries on line 44 from the X. No Report on Persons column and each Number of Persons column must check with the entries on lines 16 and 18 to 28 of Table 16-B.

TABLE 16-C

The entries for the Persons per Room by Number of Rooms and Persons per Room by Number of Persons sections for Table 16-C are obtained in identically the same manner as outlined for Table 16-B, obtaining all data from and checking all entries to Table 16-C.

TABLES FOR ALL OCCUPANCY GROUPS

The tabulation of Tables 7-A to 11-A, 13-A, 16-A and Total All Units sections of Tables 12, 14, and 15 as well as the derived sections of Tables 9B, 9C, 15, 16B, and 16C should be based on the tables marked REVISED or NO REVISION, not on tables marked ORIGINAL. In preparing these Total All Units tables it will be found most convenient to use an adding machine and to employ the following procedure.

In obtaining entries for Table 7-A, place Table 7-C on top of Table 7-B so that only the "Total" column of Table 7-B is visible at the left. In the same manner place the blank Table 7-A form on top of Table 7-C so that only the "Total" column of Table 7-C is visible at the left. Place a ruler or straight edge immediately below line 1 of Table 7-B, 7-C and 7-A. Add the entries in "Total" column of Tables 7-B and 7-C, and post in corresponding space of Table 7-A. Follow through this same procedure with entries on all lines of "Total" column. Check the group totals, and grand total with the items included in the total. Move the sheets to the left until the second column of Table 7-B and 7-C are visible and carry through these operations with the entries in this column. Continue in this manner until Table 7-A is completed. Check the entries in "Total" column with the total of the entries in the other columns on the tables. A similar procedure can be followed on each of the tables.

TABLE 7A

1. This Table presents a breakdown of all Occupied Dwelling Units by Type of Structure, by Number of Persons per Room, by Number of Children in the Unit. There is one section to this Table, which is "Table 7-A, All Occupied Units". The proper headings for this Table should be placed at the top of a "Table 7____, _____" form.

2. The entries for Tables 7-A are obtained by adding the corresponding entries on Table 7-B (Owner Occupied Units) and Table 7-C

(Tenant Occupied Units). After these entries are obtained they should be carefully checked in the following manner: In each Person per Room group the Total Reports on Children entry must check with the total of the Number of Children groups; in each Person per Room group the total of No Report on Children, plus the Total Reports on Children must check with the Total All Units; each entry in Total - All Persons Per Room groups section must check with the total of the corresponding entries in each of the Person per Room sections; the entries in column 7-A (Apartment - Total) must check with the total of the entries in columns 7-B, 7-C, 7-D and 7-E (Apartment by Size Group Columns); the entries in the total column must check with the total of the entries in columns X, 1 to 7-A, 8 to 11.

TABLE 8-A

1. This Table presents a breakdown of all Occupied Dwelling Units by Type of Structure, by Condition, by Duration of Occupancy. There is one section to this Table which is "Table 8-A, All Occupied Units". The proper headings for this Table should be placed at the top of "Table 8 _____, _____" form.

2. The entries for Table 8-A are obtained by adding the corresponding entries on Table 8-B (Owner Occupied Units) and Table 8-C (Tenant Occupied Units). It should be observed that the entries on Table 8-D (Vacant Units) are not to be included in the Totals for Table 8-A. After these entries are obtained, they should be carefully checked in the following manner. In each Condition Group the

Total Reports on Duration entry must check with the total of the entries for the Duration Groups; in each Condition group the total of No Report on Duration plus the total Reports on Duration must check with Total All Units; the entries in column 7-A (Apartment - Total) must check with the total of the entries on columns 7-B, 7-C, 7-D and 7-E (Apartment by Size Group Columns); the entries in the total column must check with the total of the entries in columns X, 1 to 7-A, 8 to 11.

TABLE 9-A

1. This Table presents a breakdown of all Occupied Dwelling Units by Number of Persons in Unit, by Type of Structure, Heating Equipment, Lighting Equipment, Cooking Equipment, Refrigerating Equipment, Number of Roomers and Extra Families. There is one section to this Table which is "Table 9-A All Occupied Units". The proper headings for this Table should be placed at the top of a "Table 9 _____, _____" form.

2. The entries for Table 9-A are obtained by adding the corresponding entries on Table 9-B (Owner Occupied Units) and Table 9-C (Tenant Occupied Units). After these entries are obtained, they should be carefully checked in the following manner: In each section the Total Reports on the Item must check with the total of the groups in the section; in each section the No Report on the Item plus Total Reports on the Item must check with the entry on Line 1; the entry in Total Number of Units Column must check with the Total of the entries in Column X (No Report on Persons) plus 1 Person to 11 Persons or More columns.

TABLE 10-A

1. This Table presents a breakdown of all Dwelling Units by Monthly Rent Group by Plumbing Equipment, Heating Equipment, Lighting Equipment, Cooking Equipment, Refrigerating Equipment, Year Built, Number of Roomers and Race of Household. There is one section to this Table which is "Table 10-A, All Dwelling Units". The proper headings for this table should be placed at the top of "Table 10 _____, _____" form.

2. The entries for Lines 1 to 46 of Table 10-A are obtained by adding the corresponding entries on Table 10-B (Owner Occupied Units), Table 10-C (Tenant Occupied Units) and Table 10-D (Vacant Units). The entries for Lines 47 to 59 of Table 10-A are obtained by adding the corresponding entries on Table 10-B (Owner Occupied Units) and Table 10-C (Tenant Occupied Units). After these entries are obtained, they should be carefully checked in the following manner: In each section of the Table the entries for Total Reports on the Item must check with the entries for the Groups in the Item; in each section of the Table except Number of Roomers section and Race of Household section the total of No Reports on the Item plus total Reports on the Item must check with the entries on Line 1; the entries in Total All Units column must check with the total of the entries in Column X and A to L (Monthly Rent Group Columns).

TABLE 11-A

1. This Table presents a breakdown of all Dwelling Units by Monthly Rent Group, by Number of Rooms, by Type of Structure, Number

of Persons, Furniture, Duration, Number of Children, Extra Families and Condition. There are seven pages to this Table which are:

Table 11A-1; All units; Total, No report on rent
Table 11A-2; All units: Rent of $4.99 or less, $5.00 to $9.99
Table 11A-3; All units; Rent of $10.00 to $14.99, $15.00 to $19.99
Table 11A-4; All units; Rent of $20.00 to $24.99, $25.00 to $29.99
Table 11A-5; All units; Rent of $30.00 to $39.99, $40.00 to $49.99
Table 11A-6; All units; Rent of $50.00 to $74.99, $75.00 to $99.99
Table 11A-7; All units; Rent of $100.00 to $149.99, $150.00 or more

Enter the proper headings for the Table at the top of a "Table 11 _____, _____, _____, _____" forms.

2. The entries for Lines 1 to 18 (By Type of Structure) of each of the pages of Table 11-A are obtained by adding the corresponding entries on the corresponding pages of Table 11-B (Owner Occupied Units), Table 11-C (Tenant Occupied Units) and Table 11-D (Vacant Units). The entries for Lines 19 to 32 (By Number of Persons), Lines 37 to 46 (By Duration of Occupancy), Lines 47 to 53 (By Number of Children), Lines 54 to 58 (By Number of Extra Families), Lines 59 to 65 (Extra Families by Number of Persons) are obtained by adding the corresponding entries on the corresponding pages of Table 11-B and 11-C. The entries for Lines 33 to 36 (by Furniture) are obtained by adding the entries on Lines 33 to 36 of Table 11-C (Tenant Occupied Units) and Lines 19 to 22 of Table 11-D (Vacant Units) of the corresponding pages of these Tables. The entries for Lines 66 to 71 of Table 11-A are obtained by adding the entries on Lines 66 to 71 of the corresponding pages of Table 11-B and 11-C and the entries on Lines 34 to 39 of the corresponding pages of Table 11-D. After these entries are obtained, they should be carefully checked in the following manner: In each section of the Table the total Reports on the Item must check with the total of the entries for the item. In each section of each page the entries

in the Total column must check with the total of the entries in No Report on Rooms and One Room to Eight Rooms or More columns. The entries in total All Rent Groups section of Table 11 A-1 must check with the total of the corresponding entries in each of the Rent Group sections on Pages 1 to 7 of Table 11-A.

TABLE 12

1. This Table presents a breakdown of all Dwelling Units by Occupancy, by Condition, by Plumbing Equipment and Number of Children. There is only one section to this Table which is "Table 12". The entries for total All Dwelling Units appear in the left section of Lines 1 to 19 of the Table.

2. The entries for Lines 1 to 11 (by Plumbing Equipment) section of All Dwelling Units section of Table 12 are obtained by adding the corresponding entries on Lines 1 to 11 of Vacant Units, Owner Occupied Units and Tenant Occupied Units sections of the Table. The entries for Line 12 (Total All Occupied Units) and Lines 13 to 19 (Number of Children in Unit) of All Dwelling Units section of the Table are obtained by adding the corresponding entries on Line 30 and 31 to 37 of Owner Occupied Units and Tenant Occupied Units sections of the Table. After these entries are obtained, they should be carefully checked in the following manner: The total of the entries on Lines 4 to 11 must check with the entry on Line 3 (Total Reports on Plumbing) in each column of the All Dwelling Units section of the Table. The total of the entries on Lines 2 and 3 must check with the entry on Line 1 (Total All Units) in each column of All Dwelling Units section.

The total of the entries on Lines 15 to 19 must check with the entry on Line 14 (Total Reports on Children) in each column of All Dwelling Units section of the Table. The total of the entries on Lines 13 and 14 must check with the entry on Line 12 (Total All Occupied Units) in each column of All Dwelling Units section of the Table. The entries in total column must check with the total of the entries in Column X, 1 to 4 (by Condition) on Lines 1 to 19 of All Dwelling Units section of the Table.

TABLE 13-A

1. This Table presents a breakdown of all Occupied Dwelling Units by Condition, by Number of Persons Per Room, by Number of Roomers and by Number of Persons by Age. There is one section to this Table which is "Table 13-A, All Occupied Dwelling Units". The proper headings for this Table should be placed at the top of a "Table 13 _____, _____" form.

2. The entries for Table 13-A are obtained by adding the corresponding entries on Table 13-B (Owner Occupied Units) and Table 13-C (Tenant Occupied Units). After these entries are obtained, they should be carefully checked in the following manner: In each Condition group the total Reports on Persons Per Room entry must check with the total of the Persons Per Room entries. In each Condition group the total of No Report on Persons Per Room and total reports on Persons Per Room must check with the entry on Total Line. Each entry in total Number of Units -- all Conditions section must check with the total of the corresponding entries in each of the Condition sections. On each line the total Number of Dwelling Units entry must check with

the total of entries in No Report on Roomers, No Roomers, One Roomer, to 11 Roomers or More columns. On each line the total Number of Dwelling Units entry must check with the total of Number of Units with No Report on Age of Persons plus Number of Units -- total Reports on Age of Persons entries. On each line the total Persons entry must check with the total of the Persons by Age Group entries.

TABLE 14

1. This Table presents a breakdown of Occupied Dwelling Units by Occupancy, by Number of Persons Per Room, by Number of Extra Families. There is only one section to this Table which is "Table 14" and the data for all Occupied Units appears on Lines 1 to 6 of the Table.

2. The entries for total - all Occupied Units section (Lines 1 to 6) of Table 14 are obtained by adding corresponding entries in all Owner Occupied Units section (Lines 7 to 12) and the corresponding entries in all Tenant Occupied Units section (Lines 13 to 18). After these entries are obtained, they should be carefully checked in the following manner: In each column entry of Line 3 (Total Reports on Extra Families) must check with the total of the entries on Lines 4 to 6. In each column the entry on Line 1 (Total) must check with the total of the entries on Lines 2 and 3. On each line the entry in total column must check with the total of the entries in Columns X, and A to F (Persons Per Room) columns.

TABLE 15

1. This Table presents a breakdown of Occupied Dwelling Units

by Occupancy, by Number of Persons per Room, by Rooms and Monthly Rent groups. There is one section to this table which is Table 15 and the data for All Occupied Units appears on lines 1 to 25 of the Table.

2. The entries for the Total, All Occupied Units Section, lines 1 to 25 of Table 15, are obtained by adding the corresponding entries in the All Owner Occupied Units section (lines 26 to 50) and the corresponding entries in All Tenant Occupied Units section (lines 51 to 75). After these entries are obtained they should be carefully checked in the following manner: In each column the sum of the entries on lines 2 and 3 and the sum of the entries on lines 12 and 13 must check with the entries on line 1. In each column the sum of the entries on lines 4 to 11 must check with the entry on line 3 and the sum of the entries on lines 14 to 25 must check with the entry on line 13. On each line the entry in the Total column must check with the total of the entries in columns X, and A to F (Persons per Room) columns.

TABLE 16-A

1. This Table presents a breakdown of All Occupied Dwelling Units by Occupancy, by Race, by Number of Rooms, by Monthly Rent, Number of Persons in Unit, Condition, and Number of Persons per Room; and by Number of Persons in Unit, by Number of Persons per Room. There is one section to this table for each Race group posted which is "Table 16-A, All Occupied Units". The proper heading for this Table should be placed at the top of a "Table 16 ____,_____" form.

2. The entries for Table 16-A are obtained by adding the corresponding entries on Table 16-B (Owner Occupied Units) and Table 16-C (Tenant Occupied Units). After these entries are obtained they should should be carefully checked in the following manner: The entry on line 1 must check with the sum of the entry on line 2 and 3, and the sum of the entries on line 16 and 17, and the sum of the entries on line 30 and 31, and the sum of the entries on line 35 and 36. The entry on line 44 must check with the sum of the entries on lines 45 and 46. The entry on line 3 must check with the sum of the entries on line 4 to 15 in each column. The entry on line 17 must check with the sum of the entries on lines 18 to 28 in each column. The entry on line 31 must check with the sum of the entries on lines 32 to 35. The entry on line 37 must check with the sum of the entries on lines 38 to 43 in each column. The entry in the Total column of each line must check with the total of the entries in each Number of Rooms column, on lines 1 to 43. The entry in the Total Number of Units column on each line (44 to 52) must check with the total of the entries in each Number of Persons in the Unit column.

Resort All Cards by Blocks

1. After all of the tables have been completed, withdraw all cards for Owner Occupied Units from File O-83 to O-89 (by Persons per Room); withdraw all cards for Tenant Occupied Units from file T-83 to T-89 (by Persons per Room); withdraw all cards for Vacant Units from File V-71 to V-75 (by Condition); withdraw all cards for Units Under Construction from File X. Combine all of these cards into one group. Sort the cards by Enumeration District and by Block Number.

CHECK THE SORTING OF THE CARDS. Sort the cards for each block by Structure Number. When there is more than one card for a structure place the white card first in the pile and the yellow cards for the same structure immediately after the white card. CHECK THE SORTING OF THE CARDS. Withdraw the Block Face Cards for the blocks included in the area from the Filing Division. Count the Form B and Form C cards for each block and check with the entries on the Block Face Cards. The sorter should enter his name and the date opposite "Tabulation Completed" on the Block Face Card. The Block Face Card should be attached to the Forms B and C for the block with a rubber band and returned to the Filing Division.

13543

TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART VII

Tables for Occupied Units by Race of Occupants
Tables 16-B and 16-C

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TABULATION INSTRUCTIONS FOR DWELLING SURVEY

PART VII

Tables 16-B and 16-C

This Table presents a breakdown of Occupied Dwelling Units by Occupancy, by Number of Rooms, by Monthly Rent groups, Number of Persons in Unit, Condition of Structure, and Number of Persons per Room; and by Number of Persons in Unit by Number of Persons per Room for each Color and Race group of importance in the area. As indicated in paragraph 13 of Table 10 of these instructions, these tables are to be prepared for each Racial group other than white, which occupied 200 or more dwelling units and which accounted for 10% or more of the total occupied dwelling units in the area. For each Racial group there are three sections of this table which are:

Table 16-A	All Occupied Units
Table 16-B	Owner Occupied Units
Table 16-C	Tenant Occupied Units

The proper headings, including designation of Racial group should be placed at the top of a Table 16___,_____,_____" form. When the tests indicated in paragraph 13 of Tables 10-B of Part III and 10-C of Part IV show that a Race group in the area qualifies for the tabulation of Table 16, this table should be set up immediately after Table 10-B and Table 10-C are completed. When the indicated test shows that no Racial group qualifies for the special tabulation, this table need not be tabulated. It should be observed that it is possible for Negro Occupied Dwelling Units to qualify for this tabulation, or for Other Race Dwelling Units to qualify for tabulation, or for both groups to qualify. When both groups qualify, two separate sets of Table 16 should be prepared.

Table 16 should never be prepared for dwelling units with White occupancy. When a Racial group does qualify for the tabulation, the general procedure indicated below should be followed for that particular Racial group. Withdraw all cards from each Monthly Rent group file separately and re-establish the sort by color or race. This should be easy to do since the race sort used on Tables 10-B and 10-C were by this grouping and may have been separated by rubber bands to preserve the groups. The groups which should be re-established are:

White
Negro
Other Race
No Report on Race

CHECK THE SORTING OF THE CARDS. Return the cards separated by rubber bands to the Monthly Rent group file from which they were withdrawn.

TABLE 16-B

1. This Table presents a breakdown of Owner Occupied Dwelling Units by Race, by Number of Rooms, by Monthly Rent group, Number of Persons in Units, Condition of Structure, and Number of Persons per Room; and by Number of Persons in Unit, by Number of Persons per Room. For convenience of presentation the following procedure assumes that the tabulation is to be prepared for Negro Units and the entries are to be made on the form prepared for Table 16-B, Owner Occupied Units, Negro.

2. Withdraw all cards from File O-49 (Monthly Rent of $4.99 and less - Code A, Owner) and select the negro group of cards, returning the other cards to the file.

3. Sort all Negro Owner Occupied Units from File 0-49 by NUMBER OF ROOMS IN UNIT into the following groups:

Number of Rooms	After Posting Place in File Number:
1 Room	0-62
2 Rooms	0-63
3 Rooms	0-64
4 Rooms	0-65
5 Rooms	0-66
6 Rooms	0-67
7 Rooms	0-68
8 Rooms or More	0-69
X No Report on Rooms	0-70

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on line 4 in the proper Number of Rooms column of Table 16-B. CHECK THE COUNTING AND THE POSTING. The entry for the Total column is obtained by adding the corresponding entries in the Number of Rooms column. The entry on line 4 of the Total column of Table 16-B must check with the entry on line 58 (Negro) of the A. $4.99 and less column of Table 10-B. After this tabulation is completed, place rubber bands around the cards and place them in files 0-62 to 0-70 by Number of Rooms, as indicated above.

4. In the manner indicated in paragraphs 2 and 3, select the group of Negro cards from each of the remaining Monthly Rent groups, files 0-50 to 0-61. Sort each Monthly Rent group by Number of Rooms; tabulate, enter the results on the proper line of Table 16-B, obtain the entry for the Total column and check against the entry on line 58 (Negro) for the proper Monthly Rent group column of Table 10-B. At the completion of tabulation

of each Monthly Rent group, place rubber bands around the cards by Number of Rooms group and place in files 0-62 to 0-70, by Number of Rooms. Be sure that the entry in the Total column for each Monthly Rent group checks with the entry in each Monthly Rent column, line 58, Negro, on Table 10-B, before proceeding with the next tabulation. If any entry fails to check, the sort may be established in Monthly Rent groups by withdrawing the cards from the Number of Rooms, Files 0-62 to 0-70, where the Monthly Rent groups have been retained by use of rubber bands.

5. Withdraw all cards from File 0-62 (Negro, 1 Room, Owner). Remove the rubber bands and sort these cards by NUMBER OF PERSONS in unit, into the following groups:

1 Person
2 Persons
3 Persons
4 Persons
5 Persons
6 Persons
7 Persons
8 Persons
9 Persons
10 Persons
11 Persons or More
X No Report on Persons

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 18 to 28 and 16 of One Room column of Table 16-B. The total of the Number of Persons in the 11 Persons or More group should be entered on line 29. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 17 (Total Reports on Person) by adding the entries on lines 18 to 28. The total of the entries on lines 16 and 17 must check with the entry on

line 1. After the tabulation of this section is completed the cards should be routed to the process indicated below.

Sort all cards from File O-62 (Negro, One Room, Owner) by CONDITION into the following groups:

Good Condition
Minor Repairs
Major Repairs
Unfit for Use
No Report on Condition

CHECK THE SORTING OF THE CARDS. Count the cards in each group and post on lines 32 to 35 and 30 of One Room column of Table 16-B. CHECK THE COUNTING AND THE POSTING. Obtain the entry for line 31 (Total Reports on Condition) by adding the corresponding entries on lines 32 to 35. The total of the entries on lines 30 and 31 must check with the entry on line 1. After this tabulation is completed these cards should be returned to File O-62.

7. Carry through the procedure indicated in paragraphs 5 and 6 with all cards from Files O-63 to O-70 (Negro, Owner, by Number of Rooms). This tabulation must be carried through separately for each Number of Rooms group. After the tabulation for any group is completed the cards should be returned to Files O-63 to O-70. The entries for Total All Units column of lines 16 to 35 of Table 16-B are obtained by adding the correspondence entries in the Number of Rooms column. The total of the entries in lines 18 to 28 of Total All Units column must check with the entry in line 17 (Total Reports on Persons). The entries in lines 32 to 35 of Total All Units column

must check with the entry in line 31 (Total Reports on Condition). The total of the entries in lines 16 and 17, and the total of the entries in lines 30 and 31 must check with the entry in line 1.

8. After the tabulation indicated above is completed the cards for Negro Units should be withdrawn from Files O-62 to O-70 (Negro, Owner, by Number of Rooms). These cards should be combined into one group and sorted by Monthly Rent into the following groups.

Monthly Rent Group	After Sorting Place in File No.
A. $ 4.99 and Less	O-49
B. 5.00 to $9.99	O-50
C. 10.00 to 14.99	O-51
D. 15.00 to 19.99	O-52
E. 20.00 to 24.99	O-53
F. 25.00 to 29.99	O-54
G. 30.00 to 39.99	O-55
H. 40.00 to 49.99	O-56
I. 50.00 to 74.99	O-57
J. 75.00 to 99.99	O-58
K. 100.00 to 149.99	O-59
L. 150.00 and Over	O-60
X. No Report on Rent	O-61

CHECK THE SORTING OF THE CARDS. Return the cards to Files O-49 to O-61 by Monthly Rent group as indicated above. If the tabulation of Table 16 is required for both Negro and for Other Race, the cards for Other Race should be withdrawn from Files O-49 to O-61 at this point and tabulated on a different Table 16-B form.

9. The entries for lines 36 to 43 (Persons per Room by Number of Rooms) and lines 44 to 52 (Persons per Room by Number of Persons) are not to be obtained at this point but will be derived in the manner indicated in Part VI, Derived Sections of Tables, Instructions for

Table 16-B after the other tabulations for Owner Occupied and Tenant Occupied Units have been completed.

TABLE 16-C

This table presents a breakdown of Tenant Occupied dwelling units by Race, by Number of Rooms, by Monthly Rent group, Number of Persons in Unit, Condition of Structure, and Number of Persons per Room; and by Number of Persons in Unit, by Number of Persons per Room. For convenience of presentation the following procedure assumes that the tabulation is to be prepared for Negro units and the entries are to be made on the form prepared for Table 16-C, Tenant Occupied units, Negro.

Carry through the procedure indicated in paragraphs 2 to 8 of the tabulation instructions for Table 16-B with the cards from File T-49 to T-61 (Tenant Occupied units by Monthly Rent groups). In the process of this tabulation the cards should be sorted into Files T-62 to T-70 by Number of Rooms and the results of the tabulation should be posted on Table 16-C. After the tabulation is completed the cards should be re-sorted as indicated in paragraph 8 of the tabulation instructions for Table 16-B and should be returned to Files T-49 to T-61. The entries for lines 36 to 43 (Persons per Room by Number of Rooms) and lines 44 to 52 (Persons per Room by Number of Persons) are not to be obtained at this point in the tabulation but will be derived later in the manner indicated in Part VI, Derived Sections of Tables, Instructions for Table 16-C, after the other tabulations for Owner Occupied and Tenant Occupied units have been completed.