### I. LOCATION AND HOUSEHOLD DATA

<table>
<thead>
<tr>
<th>Location</th>
<th>Population Line No.</th>
<th>Block No.</th>
<th>Name of person</th>
<th>Address of home</th>
<th>Race</th>
<th>Age</th>
<th>Color or race</th>
<th>Number of persons in household</th>
<th>Tenure</th>
<th>Value of home or monthly rental</th>
<th>Type of structure in which this dwelling unit is located</th>
<th>Exterior</th>
<th>Major repairs in last year</th>
<th>Roof material</th>
<th>Water supply</th>
<th>Toilet facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>103</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>103</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>104</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>105</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>106</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>107</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>108</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>109</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>110</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>111</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>112</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>113</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>114</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>115</td>
<td>Block No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. CHARACTERISTICS OF STRUCTURE

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of persons in household</th>
<th>Tenure</th>
<th>Value of home or monthly rental</th>
<th>Type of structure in which this dwelling unit is located</th>
<th>Exterior</th>
<th>Major repairs in last year</th>
<th>Roof material</th>
<th>Water supply</th>
<th>Toilet facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Location and General Data

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>290</td>
<td>327 Regent St.</td>
<td>Yes</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

### Characteristics of Structure

<table>
<thead>
<tr>
<th>Type of dwelling</th>
<th>Monthly rental or value of rent</th>
<th>Room #</th>
<th>Room type</th>
<th>Size</th>
<th>Fenestration</th>
<th>Ceiling finish</th>
<th>Fuel</th>
<th>Type of structure</th>
<th>Age of frame</th>
<th>Roof construction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

### Vacant-Dwelling Schedule

<table>
<thead>
<tr>
<th>Block No.</th>
<th>Street and No.</th>
<th>Number of rooms</th>
<th>Type of structure</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>290</td>
<td>327 Regent St.</td>
<td>1</td>
<td>Vacant, for sale</td>
<td></td>
</tr>
</tbody>
</table>

---

**Explanatory Notes:**

- Cat. 2: The term "vacant" means that the structure is not in use by a family.
- Cat. 3: The structure is defined based on its usage and occupancy status.
- Cat. 4: The "condition" column indicates the status of the dwelling unit.
- Cat. 5: The "number of rooms" includes all rooms used for living or sleeping purposes.
- Cat. 6 and 7: The "type of structure" and "condition" are recorded according to the specific definitions and criteria.
HOUSING

INSTRUCTIONS TO ENUMERATORS

The following are the instructions to enumerators for the Housing Census relating to the finition of a dwelling unit and the instructions for filling out the Occupied-Dwelling schedule, and the Vacant-Dwelling Schedule.

1. Dwelling unit defined.—The unit of enumeration for the Housing Census is the “dwelling unit.” A dwelling unit is the living quarters occupied by or assigned to one household. For the finition of “household” see Instructions to Enumerators for Population (p. 420–427). The dwelling unit may be a detached house; or a tenement, flat, or apartment in a larger building; or a room in a house primarily devoted to business or other nonresidential purposes. It may be a nurse, an attendant’s living quarters in a public building such as a courthouse or library; a watchman’s living quarters in a store, factory, or warehouse; a chauffeur’s living quarters in a garage; a boat, tent, trailer, or car—wherever a separate sleeping and cooking space is furnished. A separate sleeping and cooking space is furnished by such arrangements as a bed or cot in a separate room or a bed or cot in a partitioned compartment of a larger room.

2. The space occupied by each group of persons to whom a separate household unit is assigned is the “dwelling unit.” As an example, when a structure originally built as a family home is occupied by two households, the structure is considered as containing two dwelling units.

3. Use of the schedules.—All occupied and vacant dwelling units are to be enumerated on the Vacant-Dwelling schedule.

4. Enumeration on the Vacant-Dwelling schedule all habitable vacant dwelling units, including not only those units that are for sale or rent, but also those that are not being offered for sale or rent.

5. It is important to remember that the Structure Schedule is to be used only for occupied dwelling units.

6. It is not necessary to enumerate buildings which have been reported under Schedule No. 1, Dwelling units occupied by households which have been reported under Schedule No. 1.

7. For all structures, including nonresidential structures, the number of rooms, number of rooms occupied by each household, and number of persons in each household are to be enumerated on the Housing Census schedule.

11. Hotels and sections of hotels containing no apartments.—All residents in a hotel or a section of a hotel to which a separate household is assigned are to be enumerated on the Population schedule.

12. Apartment hotels and sections of hotels devoted to apartment use.—In apartment hotels and sections of hotels (such as a separate building, a floor, a wing, or other section) devoted entirely to apartment rather than transient use, there are as many households (each of which is identified by a separate household unit number in col. of the Population schedule) as are occupied, whether or not the building or section is occupied by a single household or a group of households.

13. Missions, cheap one-night lodginghouses (hostesses), etc.—Do not include in the Housing Census missions, such as those maintained by the Salvation Army, cheap one-night lodgings, and other places of this kind, the occupants of which are enumerated on the night of April 8. The occupants of each mission or one-night lodginghouse constitute a single household, identified on the Population schedule by the letter “M” instead of a household visitation number.

14. Tourist camps and trailer camps.—In the enumeration of tourist camps and trailer camps, the night of April 8, each group occupying a separate dwelling unit is to be enumerated as a separate household and is to be identified separately by the letter “T” entered in col. 3 of the Population schedule. (See Instructions to Enumerators for a residence, p. 390–392.) Enumerators as a separate unit on the Population schedule for each camp, trailer, or other dwelling unit occupied by a household so identified and enumerated on the night of April 8. Do not include in the Housing Census any other dwelling units in a tourist or trailer camp that are vacant or occupied by persons not enumerated on the Population schedule for your district.

15. Tent, trailer, boat, railroad car, temporary shack, and similar places.—Enumerate on the Occupied-Dwelling schedule each tent, trailer, boat, railroad car, temporary shack, or similar place.
HOUSING—GENERAL CHARACTERISTICS

which is occupied by a household enumerated on the Population schedule. Do not enumerate such places when vacant or occupied by persons not enumerated on the Population schedule for your district.

16. Buildings under construction.—Do not enumerate buildings under construction or undergoing extensive remodeling if they are totally unoccupied. If, however, any building under construction or undergoing extensive remodeling contains one or more occupied dwelling units, enumerate all of the units in the building. Enumerate dwelling units in such buildings on the Occupied-Dwelling schedule if occupied by households enumerated on the Population schedule, and enumerate vacant units on the Vacant-Dwelling schedule.

17. Vacant structures that are uninhabitable and beyond repair.—Do not enumerate vacant structures which are uninhabitable and beyond repair, such as those with the roof or walls caved in, or the windows out and doors plastered off. However, if any dwelling unit in a structure is occupied by a household enumerated on the Population schedule, enumerate all dwelling units in that structure, even though some of the units may be considered uninhabitable.

INSTRUCTIONS FOR FILLING OUT THE OCCUPIED-DWELLING SCHEDULE (FORM 15-256)

General

38. Where check boxes are provided, indicate the correct answer by entering an "X" in the proper box. In any series of boxes in a column, enter only one box. For example, if a householder is only living in a farm, the correct answer would be shown thus:

Live on a farm? Yes ☑ No ☐

In the following paragraphs the word “check” is used to indicate that you must enter an “X” in the box for the item.

34. Heading of schedule.—Enter in the heading of the Occupied-Dwelling schedule the State, county, etc., exactly the same as on the Population schedule, except that the block number (if any) should be entered in col. 9 of the Occupied-Dwelling schedule rather than in the heading.

35. Sheet number.—The Occupied-Dwelling schedule on which a dwelling was enumerated must have the same sheet number as the Population schedule on which the head of the household occupying the dwelling unit is enumerated. The dwelling units and households are to be enumerated in the same order on these corresponding sheets. Thus, number "1", "2", "3", etc., the sheets on which dwelling units are enumerated in regular order; number "01", "02", "03", etc., the sheets for dwelling units enumerated out of order; number "51", "52", "53", etc., the sheets for dwelling units enumerated on the night of April 8. Enumerate dwelling units on the "A" side of the Occupied-Dwelling schedule if the households are enumerated on the "A" side of the Population schedule and likewise for the "B" side. If there are unused sections of pages in either the first or the last unused section, if there are not enough sections on the "A" side, continue the enumeration on the "B" side of the Occupied-Dwelling schedule. If there are not enough sections on the "B" side of the schedule, use one or more new sheets of the Occupied-Dwelling schedule, using the same sheet number and changing the "A" to "C", and the section numbers from 1-15 to 31-45.

Part I. Location and Household Data

36. Column 1. Number of structure in order of visitation.—Assign each structure which contains one or more occupied or vacant dwelling units to be enumerated, a structure number in order of visitation. Number the first structure visited "1", the second "2", etc., and continue this single series for all structures enumerated. Includes in this single series all structures except structures in tourist or trailer camps enumerated on the night of April 8, which should be assigned structure numbers of "T-1", "T-2", etc., to apartment rather than transient use to be enumerated in regular order (rather than on April 8) and a hotel building containing such apartments is to be assigned a structure number in regular order of visitation.

37. Structure defined.—The structures to be enumerated in the Housing Census are those which contain one or more dwelling units which are to be enumerated. A structure includes as members of the household on the Population schedule, and enter this number in col. 4.

40. Column 3. Color or race of head.—If the head of the household is returned as white (“W” entered in col. 10 of the Population schedule) check “White” in col. 3. If the head of the household has been returned as Negro (“Negro” in col. 10 of the Population schedule) check “Negro” in col. 3. If the head of the household occupying this dwelling unit has been returned as a member of any other race, such as Indian, Chinese, Japanese, etc., check “Other.” Note that Mexicans are to be returned as white unless definitely of Indian or other nonwhite race.

47. Column 4. Number of persons in household.—Count all persons, including servants and lodgers, whether present or absent, enumerated as members of the household on the Population schedule, and enter this number in col. 4.

48. Column 5. Live on a farm?—Check “Yes” in col. 5 if this household has been returned as living on a farm (“F” entered in col. 6 of the Population schedule). Check “No” in col. 5 if the household has been returned as not living on a farm (“N” entered in col. 6 of the Population schedule) or a notation on sheet 1 of the Population schedule that the household is located in a city or town.

49. Column 6. Home tenure (Owner or Rented).—Check “Owned” when the home has been returned as owned (“O” or “P” in col. 7 of the Population schedule). Check “Rented” when the home has been returned as rented (“R” in col. 7 of the Population schedule).

50. Column 7. Value of home or monthly rental.—Enter in col. 7 the value or monthly rental as given in col. 5 of the Population schedule.
51. Estimated rent of owned nonfarm home.—For each owner-occupied nonfarm dwelling unit ("No" check in col. 7 and "Owned" in col. 8 of Table 1) obtain an estimate of the amount which the dwelling unit would rent. Enter the estimated monthly rental in the lower part of col. 7, rounding to the nearest dollar (raising amounts ending in 50 cents). This figure should be based on the rent which could be charged for similar houses located in the neighborhood.

When the dwelling unit is a one-family structure, the estimated monthly rental value should be for the house without furniture and without electricity, gas, heat, or water. When the dwelling unit is in a multi-unit building and is either two or more dwelling units the estimated rental should be for the dwelling unit occupied by the owner and his household. The rental includes included in the monthly rents of other dwelling units in the same structure. When the dwelling unit is located on a farm or is rented, enter a dash to indicate that this item does not apply.

Part II. Characteristics of Structure

52. Cols. 8-12 relate to the structure as defined in paragraph 27. The entries for all dwelling units in one structure must be identical for these columns even though some of the units are enumerated in the "Private-Nonfarm Dwellings" section.

53. Column 8. Type of structure in which this dwelling unit is located.—Each dwelling unit must be classified according to the type of structure in which it is located. In answering this question you must determine whether or not the dwelling unit is located in a "Structure without business, (a) a "Structure without business," (b) a "Structure with business," or (c) an "Other dwelling place"; and then find out and specify the number of dwelling units both occupied and vacant now in the structure. Structures which contain business and nonresidential structures without business is to be made, as indicated in paragraph 54.

54. Whether containing business.—For each normal structure (that is, one not classified as an "Other dwelling place") you must determine whether it is a "Structure without business," a "Structure with business," or a "Structure without business." "Structures with business" include all structures containing one or more dwelling units and having space devoted to business or other nonresidential purposes. These include such structures as offices and stores, where there are two or more rooms for office purposes by a person who lives in the structure, such as a doctor, dentist, lawyer, or contractor; laundry work, cooking, or sewing for pay or profit by a member of a household living in the structure; industrial structures, such as those in which laundry and beauty services are provided by a person living in the structure to a few friends but not to the public; selling of home-grown farm produce; serving meals to occupants in a boarding house; renting of rooms to tourists or to permanent lodgers; or repair work. These structures are not the same as the "Other dwelling place" which contains either more or fewer dwelling units than when originally built. The most common structures of this type are structures originally built as one-family homes and subsequently annexed to business and space devoted to other nonresidential purposes.

55. Structures without business.—Classify structures without business as one of the following types (for structures containing more than two dwelling units check one of the boxes provided): for structures containing three or more dwelling units enter the number of dwelling units in the structure provided):

(a) One-family detached.—A completely detached structure, that is, with open space on all four sides, without business, and containing only one dwelling unit.

(b) One-family attached.—A structure without business, having one or both sides built directly against an adjoining structure or structures (either residential or nonresidential), and containing only one dwelling unit extending from ground to roof. In a typical block of three or more "row houses" each dwelling unit extending from ground to roof is a one-family attached structure.

(c) Two-family detached.—A structure without business, containing two dwelling units side-by-side as a vertical wall. The structure must have open space on all four sides. The dwelling units may or may not have separate entrances.

(d) Two-family, other.—Any structure without business, containing two dwelling units side-by-side as a vertical wall. The dwelling units may or may not have separate entrances.

(e) Three-or-more family structure without business.—Any structure without business, containing three or more dwelling units side-by-side as a vertical wall. A structure whistle shall be classified as a "three-or-more family structure without business," entered on the line for the item the total number of dwelling units in the structure, including all units enumerated on the Population schedule but not occupied by the owner, is used for the construction of the building. All units which were originally designed as a "three-or-more family structure without business," entered on the line for the item the total number of dwelling units in the structure, including all units enumerated on the Population schedule were classified under this heading. For all structures classified as three-or-more family structures without business, enter on the line for the item the total number of dwelling units in the structure, including all units enumerated on the Population schedule. Enter the space opposite "Three-or-more family structure without business" only for those units not occupied by the owner.

56. Structure with business.—For structures containing one or more dwelling units and space devoted to business purposes, as defined in paragraph 54, enter the number of dwelling units, including vacant as well as occupied units.

57. Other dwelling places.—Designate as "Other dwelling place" tents, trailers, boats, railroad cars, dugouts, and temporary sheds occupied by households not enumerated on the Population schedule. Also report as "Other dwelling place," places occupied by households enumerated on the Population schedule but not intended for habitation, such as garages, workshops, fruit sheds, barns, and caves. Include in this group camps and trailers occupied on the night of April 8. Vacant dwellings in places classified in this category are not to be enumerated in the Housing Census. (Note that one or more dwelling units other than those listed above should be classified as one-family detached or attached structures.) Enter in the space opposite "Other dwelling place" the total number of occupied dwelling units (which will usually be "1") and in the space under the heading, "Type of structure," enter the type of place, such as "boat," "tent," or "trailer."

58. Column 9. Structure originally built as.—The purpose of this question is to determine whether the present use of the structure is the same as that for which it was originally built. Assign each structure to one of the following groups:

(a) Residential structure with the same number of dwelling units.—Designate as "Resid. struc. same No. dwell. units" any structure which was originally built with one or more dwelling units and which contains either more or fewer dwelling units than when originally built. The most common structures of this type are structures originally built as one-family homes and subsequently annexed to business and space devoted to other nonresidential purposes. Some structures are built to appear to contain only one dwelling unit, although they are designed for two or more dwelling units, and are now available for use, by two households. These, of course, will report as "Resid. struc. same No. dwell. units.

(b) Residential structure with a different number of dwelling units.—Report as "Resid. struc. differ. No. dwell. units" any structure which was originally built with one or more dwelling units and which contains either more or fewer dwelling units than when originally built. The most common structures of this type are structures originally built for occupancy by only one household but which have been subdivided into two or more dwelling units. This subdivision may or may not involve any structural alterations. Frequently a family rents out a part of its house as an apartment or for light housekeeping and thus changes a one-family structure into a two-family structure.

(c) Nonresidential structure.—Designate as "Nonresid. struc." any structure which was not originally built to contain one or more dwelling units. Examples of such structures include: A structure which was originally built as a factory or other business place, but which now contains one or more dwelling units; a structure which was originally built as a shed, a barn, a garage, or for other nonresidential purpose, but which is now being occupied as living quarters.

59. Column 10. Exterior material.—Enter only one "X" to indicate the kind of exterior material used in the structure. Do not combine, for example, brick and wood, stone and concrete, brick and tile, wood and stucco, etc., in accordance with the single material which covers the greater part of the exterior wall area. For example, report as "Brick" any structure more than 50 per cent of whose exterior wall area is brick; report as "Stucco" any structure more than 50 per cent of whose exterior wall area is stucco. Check "Wood" for wood shingles used as a wall finish. Classify brick veneer as "Brick." Include as "Stucco" all stucco finishes, regardless of the base, such as stucco on lath, stucco on wire, or stucco on tile. Enter as "Other," stone, concrete, cinder block, tile, metal, adobe, composition shingles, etc.

60. Column 11. Structure in need of major repairs?—Check "Yes" when parts of the structure such as roof, floor, plaster, walls, or foundation require major repairs or replacements. A repair is major when its continued neglect would seriously impair the soundness of the structure and create a hazard to its safety as a place of residence. Also check "Yes" if these needed repairs have been neglected so long that the structure is already unsound. Check "No" if structural repairs are not required, that is, if the structure is in good condition or no further major repairs or maintenance work is needed. Check "No" if there is no painting, no补丁 small leaks, pointing of masonry, or similar work. Ordinarily you will be able to determine whether a structure needs major repairs by inspection and will not have to question your informant.

61. Column 12. Year originally built.—Enter the calendar year in which the structure was originally built, which means the year in which the construction of the building was completed. This may be the year in which the building was completed, or the year in which the building was substantially completed, not to any later remodeling, additions, or reconstruction, or conversion. If the owner is an occupant of the structure, find out from him the year built; if not, try to find out the year built from a previous owner who owns the property. If the date is not obtainable, enter the approximate year based on available information and observation.
67. Column 17. Principal lighting equipment—Check one of the following to show the principal type of lighting equipment in the dwelling unit being enumerated:
   (a) Electric—Electric lights wired to a power line or a bungalow, even though the service may be temporarily cut off.
   (b) Gas—Equipment for gas lighting connected to a gas main or tank, even though service may be temporarily cut off. Do not check "Gas" if there is also electric lighting equipment.
   (c) Kerosene, gasoline—Kerosene or gasoline lamps and neither electric nor gas lights. Do not check "shared" with other items.
   (d) Candles or some means of lighting other than those listed under a, b, or c above.

68. Column 18. Principal refrigeration equipment—Designate the principal equipment available for the refrigeration of food for the household during the summer months by entering an "X" after one of the following categories:
   (a) Mechanical.—Any type of mechanical refrigeration operated by electricity, gas, or kerosene or by a gasoline engine or some other source of power.
   (b) Ice machine—Any device or method of keeping food cool, such as spring or eating house cooler, well cooler, or ice box in which storage space for perishable food is provided.
   (c) Other.—Include in this category an evaporative cooler consisting of a frame or box covered with cloth which is kept wet by the circulation of water. Report as "None" boxes in which food is placed on window ledges in order to keep it fresh.
   (d) No device or method for keeping food cool.

69. Column 19. Radio in dwelling unit—Check "Yes" if the dwelling unit contains a usable radio set or one only temporarily out of order. Check "No" if the dwelling unit contains neither a usable radio set nor one only temporarily out of order.

70. Column 20. Heating equipment—Enter only one "X" in this column to designate the principal equipment available for heating this dwelling unit during the winter months. Report a usable heating system or furnace even though it is not being used because of the cost or inconvenience of operation. Report the heating equipment under one of the following categories:
   (a) Steam or hot-water system—Steam or hot water piped to radiators in the various rooms of the dwelling unit. The system may serve this dwelling unit only, or it may also serve other dwelling units located in the same or other structures.
   (b) Piped warm-air system—A system from which warm air is piped to the various rooms of the dwelling unit.
   (c) Pipeless warm-air furnace—a furnace located in the cellar or utility room, with no warm-air outlet other than one grille directly above or adjacent to the furnace.
   (d) Heating stove—a regular heating stove, circular heater, or portable gas or oil heater. All heating stoves, except nonportable electric, gas, or oil heaters, must have flues to be considered of this type.
   (e) Other or none—Check "Other or none" for a portable heater, a fireplace, or a device not specifically for cooking purposes, when these furnish the only heat for the dwelling unit.

71. Column 21. Principal fuel used for heating—Enter only one "X" in this column to designate the principal fuel used for heating. For example, check "Electric" if electricity is most frequently used for cooking, even though some other fuel is used for a part of the time.

74. Column 23. Furniture included in rent—Check "Yes" if the rent shown in column 7 includes payment for the use of furniture, that is, the use of important pieces of furniture such as tables, chairs, and beds. Check "No" if the rent shown in column 7 does not include payment for use of furniture.

75. Estimated rent without furniture—If the answer to "Furniture in rent" is "Yes," enter the estimated monthly rental value of this dwelling unit without furniture, but with all utilities now included in rent. Such rental is to be estimated on the basis of rent without furniture for comparable dwelling units in the same structure or neighborhood. When the furnished rental cannot be determined in this manner it is permissible, when necessary, to estimate it by subtracting the estimated rental value of the furniture from the rental value reported in column 7. The figure entered should be rounded to the nearest dollar; do not show cents. If the answer to "Furniture included in rent?" is "No," leave this item blank.

76. Column 24. Average monthly use of gas, electric light, gas, other fuel, and water—Enter the average monthly cost in dollars and cents of each utility or fuel paid for by the renter in addition to the rent entered in column 7. (These are the only amounts to be reported on the
Occupied-Dwelling schedule which are not to be rounded to the nearest dollar.) The amounts entered are to cover costs of these utilities and fuels for ordinary household purposes only. In some cases the payment made by the household for these items will cover business as well as household use, in which instances the cost for household purposes only should be estimated and entered in col. 24. The average monthly costs should be based upon expenditure for utilities and fuels over a 12-month period, and should not represent the cost for any particular month. For example, if coal is used for heating, the amount entered under "Other fuel" must include one-twelfth of the total amount spent for coal during the year. The same applies to coke, wood, fuel oil, Propane, automobile gas, and other fuel used for heating or cooking. If the water bill is received quarterly or semiannually, the amount entered under "Water" must be one-twelfth of the annual cost. Each utility or fuel for which a line is provided is to be entered. For utilities and fuels which have no expenditure in addition to rent, the amount entered under "No rent expense" is to be entered in the proper column for the utility or fuel for which there is no expenditure in addition to rent, that is, if it is not used or if its cost is covered by the rent. Thus, an entry of "None" or of an amount must appear on each line of this column for each utility or fuel for which there is no expenditure in addition to rent.

Part V. Financial Data for Each Owner-Occupied Nonfarm Unit
(In structure containing not more than 4 dwelling units)

77. Cols. 25-31 apply only to owner-occupied nonfarm dwelling units. This schedule contains business and containing not more than 4 dwelling units, that is:
(a) When "No rent" has been checked in col. 8 (Live on a farm).
(b) When "Owned" has been checked in col. 8 (Home owner).
(c) To identify structure without business which has been checked in col. 8 (Type of structure).

When complete information for cols. 25-31 on the Occupied-Dwelling schedule is not obtained on your first visit, leave a Preliminary Housing Schedule with the respondent that the head of the household or some person able to supply the information complete the entries required for cols. 25-31, in order that the information may be ready for you on your return visit. (See pars. 22-25.)

78. Note that cols. 25-31 relate to the property of which the dwelling unit is a part and not to the dwelling unit alone or the structure alone, unless these are identical with the property. In the majority of cases the property will consist only of one structure, and in many cases a portion of 3 or 4 one-family attached structures constitutes a single property for ownership or mortgage purposes, the financial data entered in cols. 25-31 must relate to the entire property. When one or more living units in the structure are not separately owned, the financial data will relate only to the portion owned. In cooperatively owned apartments each dwelling unit constitutes a separate property. When one or more living units in the structure is mortgaged, the mortgaged living units are considered as separate properties. The financial items apply to the entire property and not to the unit occupied by the owner. Note also that the "Value of property" is to be entered in col. 25 must refer to the same property as the mortgage information entered in cols. 25-31, that is, if the mortgage data apply to 4-dwelling units the value information must be for the same 4 units. Enter amounts in cols. 25, 26, and 27 to the nearest dollar. Do not show

79. Column 25. Value of property.—Enter in col. 25 the current market value of the property. If the property contains only one dwelling unit this value will be the same as that entered in col. 7. If the property contains two or more dwelling units the value shown must be the total value of the property entered in col. 7. This figure should represent the amount for which the property, including land, would sell under ordinary conditions at the present time, not at a forced sale. The assessed value on which real estate taxes are based does not generally represent market value. Make it clear to the respondent that the values returned on the census schedule are confidential and will not be used in any way in determining the assessed valuation on which taxes are paid. The number of dwelling units.—Enter the number of dwelling units contained in the property on which the value entered in this column is based. The property may include this structure only; it may include other structures with additional dwelling units, of which may include some but not all of the dwelling units in this structure.

80. Column 26. Mortgage on property.—Enter an "X" in the box under "Yes" if there is an indebtedness in the form of mortgage, a deed of trust, or a land contract. A deed of trust, or a land contract, which is to be treated the same as a first mortgage in these financial items, is a contract by which one person agrees to purchase a property from another but does not receive title until some later date when a specified amount of money has been paid toward the purchase price. Consider as mortgaged a property on which there has been a foreclosure proceeding, or a property in which the amount of reimbursation has not expired and the former owner is still occupying the dwelling. Do not report a tax lien, a judgment note, a mechanic's lien, or a confession of judgment as a mortgage. Note that a judgment note, a mechanic's lien, or a confession of judgment is not to be reported as a mortgage in the Census of Agriculture. Enter an "X" in the box under "No" in this item if the property is fully paid for, and therefore not mortgaged.

82. Present debt on first and on second mortgage.—If the answer to "Mortgage on property" is "Yes," enter the amount of the outstanding indebtedness or unpaid balance of the first mortgage, first trust deed, or land contract under "On 1st mtg." This amount should include unpaid principal and any past due interest. In instances where the respondent does not know the exact amount of the indebtedness outstanding, have him estimate the amount to the best of his ability. If in addition to the amount entered under "On 1st mtg." there is a second mortgage, a second trust deed, or any other mortgage indebtedness, enter the total amount of outstanding indebtedness, or unpaid balance, on all such junior liens on the line under "On 2d mtg." If the first mortgage or land contract constitutes the entire mortgage debt on the property, enter "None" under "On 1st mtg." and enter "No" in the box under "No" in the box under "On 2d mtg." If no such indebtedness exists, leave the spaces under "On 1st mtg." and "On 2d mtg." blank.

88. Columns 27-31.—Entries are to be made in these columns for each mortgaged property as indicated by an "X" under "Mortgaged" in col. 26. When a mortgage on property, in the form of a trust deed, first mortgage, first deed of trust, or land contract, is to be entered in these columns, the amount of principal, or any other amount required, should be entered in col. 27 or 28.

84. Column 27. Regular payments required.—This item refers to the periodic payments of specified amounts on principal or interest or both now required on this indebtedness. Such payments required according to the borrower's present agreement with the lender, even though the home owner may now be paying somewhat different amounts because he is in arrears, or because he may have been granted a temporary postponement. When only interest payments are required, or when interest and principal payments are required at the same frequency, and when these payments are required monthly, quarterly, semiannually, or annually, enter an "X" in the box after the appropriate category to indicate how often payment is required. When there is some plan for regular payment of principal or interest at frequencies other than monthly, quarterly, semiannually, or annually, the frequency of principal payments is different from that of interest payments, enter an "Other reg. mtg. plan." or "Other reg. pmnt. plan." If no regular payment of interest or principal is required, enter an "X" in the box after "No reg. mtg. required." Enter only one "X" in each of these columns for each property mortgaged.

Amount of each payment.—An entry is to be made here only when regular payments are required monthly, quarterly, semiannually, or annually. The amount entered must be the amount of the last payment made before the date of the census. The amounts entered in cols. 28-31 may be changed only if the amount is less than $400. If payments have not been made, enter the amount that will be due as the first regular payment, including interest. If the payment to the mortgage holder or his agent includes an amount for real estate taxes, fire insurance, mortgage insurance, or other items in addition to interest and principal, include such additional items in the amount entered for the regular payment. When "Other reg. mtg. plan." or "No reg. mtg. required." is checked, enter a dash rather than an amount under "Amount of each payment."

86. Column 28. Do payments include an amount for reduction of principal?—Check "Yes" when the amount entered in col. 27 includes a payment on principal. Check "No" when the amount in col. 27 does not include any payment on principal. Make no entry in col. 28 when you have checked "Other reg. mtg. plan." or "No reg. mtg. required." in col. 27.

89. Column 29. Do payments include real estate taxes?—Check "Yes" when an amount for real estate taxes is included in the regular payments indicated in col. 27 that are made to the mortgage holder or his agent. An amount for real estate taxes is included in the monthly payment made to the mortgage holder of a Federal Housing Administration insured mortgage. Check "No" when an amount for real estate taxes is not included in the amount entered in col. 27 when you have checked either "Other reg. mtg. plan." or "No reg. mtg. required." in col. 27.

88. Column 30. Interest rate now charged.—Enter the annual rate of interest which is charged on the mortgage or land contract by the person entered. In most cases the rate now being charged is the same as that stated in the mortgage, but when these rates are different,
HOUSING—GENERAL CHARACTERISTICS

enter the rate now being charged. Do not include any fees or charges in addition to the regular rate of interest.

90. Column 31. Holder of first mortgage (or land contract).—Enter an "X" in only one box in this column to indicate the type of holder (that is, owner) of the first mortgage (or land contract). Frequently mortgage companies and individuals act as service agents to make collections on mortgages which are owned by others, such as individuals or insurance companies. Service agencies acting in this capacity are not principals, and in such cases, try to find out whether the actual owner is. When this cannot be ascertained, report the type of agency to which payments are made. Note, also, that the Federal Housing Administration cannot be considered as the holder of a mortgage, since it does not own mortgages; it only insures them. Classify mortgage-holders under one of the following categories:

(a) Building and loan association.—Check "Bldg. & Loan" for savings and loan associations, building associations, cooperative banks (mostly in New England States), homestead associations (mostly in the South), and Federal savings and loan associations.

(b) Commercial bank or trust company.—Check "Com. Bank" for State banks, national banks, trust companies, trust departments of banks, and other banks which accept checking accounts.

(c) Savings bank.—Check "Savings bank" for both mutual and stock banks which accept savings deposits only and do not handle checking accounts. Usually all banks have savings accounts and some may even have the word "savings" in their name, but if they accept checking accounts they should be excluded from this group and reported as commercial banks.

(d) Life insurance company.—Check "Life Ins. Co." for life insurance companies; check "Fire Ins. Co." for fire insurance companies.

(e) Mortgage company.—Check "Mtg. Co." for those firms that are primarily engaged in the business of making and selling mortgages. In many cases, the mortgage company is the lender, the borrower makes payment is not actually the holder of the loan, but is simply making collections for the holder. When a respondent reports that a mortgage company holds the loan, always ask whether the mortgage company itself is the holder or whether the mortgage company is merely acting as agent for the actual holder of the loan. In such cases, there should be an entry under the heading "Mtg. Co." which should include the name of the company and the name of the actual holder.

(f) Home Owners’ Loan Corporation.—Check "HOLC" for mortgages held by the Home Owners’ Loan Corporation.

(g) Individual.—Check "Individual" for private holders, that is, persons as distinguished from agencies or associations. (Note: Check "Other" for all other mortgage holders not designated above, such as construction companies, governmental agencies other than Home Owners’ Loan Corporation, colleges, schools, fraternal organizations, etc.)

INSTRUCTIONS FOR FILLING OUT THE VACANT-DWELLING SCHEDULE FORM (11-483)

Part 1. Location and General Data

95. Column 1. Number of structure in order of visitation and dwelling number within structure.—Design and enter the "Number of structure in order of visitation" and the "Dwelling unit number within structure" in the same manner as on the Occupied-Dwelling schedule. (See para. 36-38.) Note that all the structures which you enumerate are to be numbered in one series, and that once the numbers in this series will appear only on the Occupied-Dwelling schedules, thus leaving blank in the series of structure numbers on the Occupied-Dwelling schedule. For example, if structure No. 6 is a vacant one-family house, there will be no entry of "6" on the structure number in col. 1 on the Occupied-Dwelling schedule. Likewise the dwelling units in each structure are to be numbered in one series so that there will often be a blank in the series of dwelling unit numbers within structure on the Occupied-Dwelling schedule. In reviewing the enumeration, both the Vacant-Dwelling schedules and the Occupied-Dwelling schedules will be considered together, and in this process the numbers on the Vacant-Dwelling schedule will fit into the blank of the series on the Occupied-Dwelling schedule, and complete both series of numbers.

96. Column 2. Block number, street number, and apartment number or location. These are to be entered in the same manner as on the Occupied-Dwelling schedule. (See para. 41, 43, and 44.)

97. Column 5. Located on a farm?—Check "Yes" if the dwelling unit is on a farm, or if not, check "No." Note that col. 5 immediately follows col. 2, and that col. 5 and succeeding columns are so numbered in (order) that comparable questions on the Vacant-Dwelling schedule and the Occupied-Dwelling schedule have the same column number.

98. Column 6. Occupancy status of this dwelling unit.—Enter only one "X" in this column under either the heading "Ordinary dwelling" or the heading "Seasonal dwelling." A dwelling unit in the closely built-up areas of most cities is to be classified as ordinary, even though it is used on a seasonal basis by its occupant. Seasonal dwellings will be found primarily in resort areas, and will be either actually occupied or intended for occupancy during only a portion of the year. In the case of used and resort cities, the decision as to whether an "Ordinary dwelling" or a "Seasonal" or "Ordinary" is based on whether the unit is generally occupied on a seasonal or permanent basis. In some rural farm and similar areas, dwellings are used for occupation by house migratory workers employed during the crop season. Such vacant dwelling units, unless they are barns, trailers or other vacant dwellings of the types specifically excluded from the Housing Census (see par. 14, 15, and 17), are to be returned as "Seasonal dwellings."

99. Vacant, for sale or rent.—Enter an "X" after "Vacant, for sale or rent" when the dwelling unit is vacant at the time of enumeration. It is used on the market for sale or for rent. Some cases will be encountered where the unoccupied dwelling unit is not for sale or for rent at the time of enumeration, but would be made available and placed on the market if a demand were made for it; such a dwelling unit should be considered as if it were actually for sale or for rent. For example, some towns where an industry has ceased to operate have become almost deserted, leaving many habitable dwellings for which there is no demand; houses in resort areas may be closed up, and not be on the market for sale or for rent until the season opens. Consider such dwellings as it actually for sale or for rent. In other words, return as "Vacant, for sale or rent" all dwellings units which are vacant except those held for occupancy of an absent household.

100. Vacant, held for occupancy of absent household.—Check "Held for occupancy of absent household" for a dwelling unit which is unoccupied at the time of enumeration and is not on the market for sale or for rent. Vacant dwellings held for occupancy of an absent household that has not been enumerated on the Population schedule for your district. Always return a dwelling as "Held for occupancy of absent household" when a "Report Card for Absent Household" (Form P-8) has been filled out. When this card is used make the entry under the heading, "Ordinary dwelling." When the absent household card is not filled out, however, for a dwelling unit being held for occupancy, the entry in this item may be under either the heading, depending upon whether it is an "Ordinary" or "Seasonal" dwelling, as defined above. When the occupants of a dwelling unit which you have reported as "Held for occupancy of absent household" unexpectedly return and are enumerated on the Population schedule for your district, you must cancel the entries on the Vacant-Dwelling schedule (by the notation in col. 2 "Cancelled. See sheet No. —, Section No. —") and enumerate the dwelling unit on the Occupied-Dwelling Schedule reserved for dwelling units enumerated out of order.

101. Occupied by "nonresident" household.—Return as "Occupied by ‘nonresident’ household" when the dwelling unit is occupied by persons enumerated on a nonresident schedule, or by any other household not enumerated on the Population schedule for your district.

102. Column 7. Monthly rental or estimated monthly rental value. Enter the monthly rental or estimated monthly rental value of the dwelling unit in dollars, rounding cents to the nearest dollar.

103. When the entry in col. 6 shows that the dwelling unit is vacant and on the market for sale or for rent, the amount entered as rental for an "Ordinary dwelling" is to be the actual amount asked for the unit if this information can be obtained; otherwise it is to be estimated on the basis of rents actually being charged for similar dwelling units in the same structure or neighborhood. When the vacant dwelling unit is checked under "Seasonal dwelling," the same instructions apply except that the monthly rental charged for the unit during the portion of the year it is generally occupied, and not the rent being asked now, unless there is no difference. If there is a monthly rental charged for a dwelling unit which is for rent, either "Ordinary" or "Seasonal," it is to be entered to reflect the use of such furniture and equipment as are generally supplied with the unit. When a vacant unit is for sale only, enter the estimated rental value uncharged, based on the rental of similar dwelling units.

104. When the entry in col. 6 shows that the dwelling unit is held for the occupancy of an absent household, either as an "Ordinary" or a "Seasonal" dwelling, enter the estimated monthly rental value furnished, based on the rental of similar units in the same structure or neighborhood. Always enter the estimated monthly rental for the portion of the year the dwelling unit is generally occupied.

105. When the entry in col. 6 shows that the dwelling unit is occupied by a "nonresident" household, the rental figure to be entered is the amount the occupants have agreed to pay in monthly rental, or, in case they own the unit, the amount for which they think they could now rent it uncharged.
Appendix

Part II. Characteristics of Structure

106. Fill out cols. 8-12 of the Vacant-Dwelling schedule in exactly the same manner that you fill out cols. 8-12 on the Occupied-Dwelling schedule. (See paras. 52-61.) The entries in cols. 8-12, whether on the Occupied-Dwelling schedule or on the Vacant-Dwelling schedule, must be the same for all dwelling units in the same structure. Note that col. 8, Type of structure, on the Vacant-Dwelling schedule does not include a category "Other dwelling place" because vacant dwelling units in structures which should be classified as "Other dwelling place" are not to be enumerated.

Part III. Characteristics of Dwelling Unit

107. Fill out cols. 15-17 of the Vacant-Dwelling schedule in the same manner that you fill out cols. 15-17 on the Occupied-Dwelling schedule. (See paras. 62-67.) These items on the Occupied-Dwelling schedule refer to the facilities available for the use of the household, and on the Vacant-Dwelling schedule refer to the facilities which would be available for any household that might occupy the unit.

Population

Instructions to Enumerators

The following are the instructions for the Population Census relating to the definition of a household and the instructions for making entries on the Population Schedule that were transcribed to columns 3, 6, and 7 of the Occupied-Dwelling Schedule.

420. Household Defined. A household, as the term is used for census purposes, is a family or any other group of persons living together, with common housekeeping arrangements, in the same living quarters. Although ordinarily a household will consist of a head, his wife, and their children, the persons in a household may or may not be related by blood or marriage. Include a servant, hired hand, or other employee who sleeps in the house as a member of the household for which he or she works. Consider a boarder or lodger a member of the household with which he lodges, if that is his usual place of residence.

421. The decision as to what constitutes a household is to be made on the basis of the housekeeping arrangements and not the relationships of the persons making up the household. For example, a couple with married children (with or without children of their own) living with them in one house, apartment, etc., with only one set of cooking facilities or housekeeping arrangements, comprise a single household. On the other hand, if a married son or daughter or any other person lives in a separate portion of the house that has its own cooking or housekeeping facilities, such persons constitute a household separate from that of the persons occupying other portions of the house, even though the house may have been originally built for only one household.

422. Note that the household may occupy an entire house, or a part of the house, such as apartment, flat, tenement, or "rent," or a room or section of a building devoted primarily to nonresidential purposes. Likewise, a household may live in a tourist camp, a trailer, a boat, a tent, a freight car, etc.

423. Persons Living Alone. For census purposes, a person living entirely alone constitutes a household, except as indicated in paragraph 425.

424. Apartment Houses. In an apartment or tenement house there are as many households as there are separately occupied apartments or dwelling units, even though use may be made of a common cafe or restaurant.

425. Hotels and Boarding and Lodging Houses. All the occupants and employees of a hotel, boarding house, or lodging house, if that is their usual place of residence, make up a single household and are to be returned as such.Transient guests are not to be included as members of this household only if they have no other usual place of residence at which they will be reported in the census.

426. Apartment Hotels. In an apartment hotel there are as many households as there are separately occupied apartments or dwelling units, even though use may be made of common cafe, restaurant, lobby, or recreational facilities. The person living in a section of a hotel (such as a floor or a wing or other section of the building), which is entirely devoted to apartment, rather than to transient use, are to be enumerated as separate households rather than as part of the transient hotel household.

427. Institutional Households. The officials, employees, and inmates of an institution who live in the institution building or buildings make up one household. If any officer or employee and his family, or any, live in separate quarters (a detached house or structure containing no inmates), they should be returned as a separate household. Note the instructions to identify institutions (par. 410).

428. Column 4. Home Owned or Rented (Tenure). If the home in which the household lives is owned by the head of the household or by some related member or his family living with the household, enter "O" (for owner) on the line for the head of the household, regardless of whether it is still being paid for or is subject to a mortgage.

429. If the home or dwelling unit is not owned, either wholly or in part, as indicated above, write "R" (for rented) on the line for the head of the household, even though no rent is actually paid.

430. A home which is owned by a person whose position in the household is that of a lodger should be returned as rented.

431. Column 5. Value of Home, if Owned, or Monthly Rental, if Rented. If the home is owned, as indicated by the entry in col. 4, enter in col. 5, on the line for the head of the household, the current market value of the home, as nearly as it can be ascertained. Unless the home has been recently purchased, it will be necessary to estimate its value.

The estimate should represent the amount for which the home, including (except on a farm) such land as belongs to it, would sell under ordinary conditions--not at forced sale, on which taxation is based, is usually too low.

432. Where a person owns a house with living accommodations for more than one household and his
A household occupies only a portion of the house, as where the owner of a two-family house rents part to another household, estimate the value of the portion of the house occupied by the owner's household (which for a two-family house may be about one-half of the total value), and enter this amount in col. 5 for the owner's household. The entry in col. 5 for the household or households renting a portion of the structure will be the amount paid in monthly rental. Where any considerable portion of the house is used for business purposes, such as a store, deduct the value of this portion—except that the value of one or two rooms used as an office by a dentist, lawyer, or contractor, etc., need not be deducted.

433. For the home of a farm operator who owns, and lives on, his farm (or who owns that part of the farm on which the dwelling stands), obtain an estimate of the value of the dwelling in which he lives, excluding the land on which it is built. (This figure should represent a reasonable fraction of the value of all farm buildings reported on the Farm schedule.)

434. Make it clear to your informant that the values returned on the census schedule are not to be used in any way in connection with taxation and are not open to public inspection.

435. If the home or dwelling unit is rented, as indicated by "R" in col. 4, enter in col. 5 to the nearest dollar the actual amount paid each month as rent, or enter one-twelfth of the annual rental, in case payment is not made monthly. Do not enter fractions of a dollar.

436. If no money rent is paid, as where a workman receives the use of a house as part of his wages, enter in col. 5 the estimated monthly rental value based on the monthly rental paid for similar dwelling units in the neighborhood.

437. In the case of a tenant farm operator, that is, one who pays rent in some form for the farm, including his dwelling (rather than for the dwelling alone), estimate the monthly rental value of the dwelling in which he lives. This estimate should be based, if possible, on the rent actually paid for similar dwellings nearby, making allowance for the fact that rents are usually lower in the open country than in town.

438. If there is no other basis for estimating the rental value of the home of a farm tenant (or in some instances a nonfarm tenant), you may consider that 1 percent of the total value of the dwelling is a fair monthly rental. For example, if $1,000 seems to be a reasonable estimate of the total value of the dwelling, enter $10 as the monthly rental value.

439. Whenever the value reported to you for a dwelling seems a great deal higher or lower than the value for similar structures in the same neighborhood, question your informant further to make sure that he has properly understood the question and that the value is the current market value of the living quarters.

453. Column 10. Color or Race. Write "Wh" for white; "Neg" for Negro; "In" for Indian; "Ch" for Chinese; "Jp" for Japanese; "Fil" for Filipino; "Hin" for Hindu; and "Kor" for Korean. For a person of any other race, write the race in full.

454. Mexicans. Mexicans are to be regarded as white unless definitely of Indian or other nonwhite race.

455. Negroes. A person of mixed white and Negro blood should be returned as a Negro, no matter how small the percentage of Negro blood. Both black and mulatto persons are to be returned as Negroes, without distinction. A person of mixed Indian and Negro blood should be returned as a Negro, unless the Indian blood very definitely predominates and he is universally accepted in the community as an Indian.

456. Indians. A person of mixed white and Indian blood should be returned as Indian, if enrolled on an Indian Agency or Reservation roll; or if not so enrolled, if the proportion of Indian blood is one-fourth or more, or if the person is regarded as an Indian in the community where he lives. (See par. 455 for mixed Indian and Negro.)

457. Mixed Races. Any mixture of white and non-white should be reported according to the nonwhite parent. Mixtures of nonwhite races should be reported according to the race of the father, except that Negro-Indian should be reported as Negro.