

**CHICAGO HOUSING AUTHORITY (CHA)**  
**Department of Procurement & Contracts Contract Compliance Division**

<b>SCHEDULE D – Hiring Report</b>
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The prime contractor and all subcontractors must complete this form and submit with each weekly payroll, to LCPtracker, including any Section 3 employees. The form must be complete and any missing information may result in the contractor being deemed non-compliant.

Contractor / Subcontractor: \_\_\_\_\_ CHA Contract Number: \_\_\_\_\_ Payroll Week Ending Date: \_\_\_\_\_

SECTION 3 EMPLOYEE INFORMATION	JOB TITLE	HIRE DATE	START DATE	TERMINATION DATE	RATE OF PAY
Name					
Address					
City, State, Zip					
CHA Property Name <sub>(if applicable)</sub> : LICAR <sub>(if applicable)</sub> :					
CHA Client ID Number:					
Social Security Number: Phone:					
Name					
Address					
City, State, Zip					
CHA Property Name <sub>(if applicable)</sub> : LICAR <sub>(if applicable)</sub> :					
CHA Client ID Number:					
Social Security Number: Phone:					
Name					
Address					
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Use additional sheet(s) as required

**NOTE: If a Section 3 hire does not live in a CHA development or property, they are considered a Low-Income Chicago Area Resident (LICAR). You must write "yes" in the field to identify the LICARs.**

\_\_\_\_\_  
**PRINT BUSINESS NAME**

\_\_\_\_\_  
**BUSINESS SIGNATURE (or Compliance Contact)**

\_\_\_\_\_  
**DATE**