

FDIC AFFORDABLE HOUSING DISPOSITION PROGRAM
Monitoring Agency: Phoenix Revitalization Corporation

AHDP PROPERTY SITE REVIEW COMPLIANCE

AHDP property owners and management staff should anticipate periodic on-site reviews performed by the monitoring agency.

- The monitoring agencies will conduct on-site reviews approximately once every three years, but may visit properties more frequently.
- A Site Review is required for all properties with 10 or more set aside units.
- A Site Review is not required for properties with 9 or less set aside units however, the monitoring agency can conduct a Site Review for any AHDP property if necessary at any time.
- The purpose of the review is to assure that owners and their managers understand and comply with the terms of the property LURA.
- During a review, property owners and management staff must provide the AHDP monitoring team with access to all documents relevant to an evaluation of the owner's continued compliance with the provisions of the LURA.

Site Review Compliance Items

Below are the items that will be reviewed during out visit.

1. Compare Compliance Reports to On-Site Records	The monitoring agency will compare the owner's most recent compliance report to the property's unit listing (rent roll) for the corresponding time period, to confirm that the compliance report was accurately filled out.
2. Review Tenant Files	The monitoring agency will examine a sample of tenant files for the property's QUs to make sure that these files contain the required documents. The monitoring staff will sample 15% of QU files, or a minimum of 15 files.
3. Verify Vacant QUs	To ensure that owners have not misrepresented the occupancy status of the property's QUs, the monitoring staff will select a sample of vacant QUs to visit in person. Monitoring agency should confirm that these units are not occupied by unreported tenants.
4. Examine Physical Conditions of Property	Owner must maintain the physical condition of the property & comply with local housing codes. Monitoring agency can request the owner to make corrections or inform the local housing inspector of any identified code violations. Agency may deny QU status to a unit that is not habitable.
5. Proportionality	Section 2.2 of the LURA requires owners to use best efforts to achieve and maintain a distribution of Qualified Units across unit sizes in proportion to the overall distribution of unit sizes in the Property; and to avoid physical concentrations of Qualified Units in any area.
6. Management Practice	To assure that owners and managers have followed correct program procedures the monitoring agency will review on-site record keeping and unit leasing procedures to make sure they are well understood.
7. Technical Assistance	To ensure owners and managers are aware of the technical assistance available we will review the services you can access from the monitoring agency.