

Rental Monitoring Tools

Rental Property Monitoring Schedule

Check each month for upcoming projects

| Rental Property Monitoring schedule | | | | | | | | | | | | | | |
|---|-------------------------------|--------|-------|--|--------------|--|--------------|------------|---|------------|---------------|------------------------|----------|--|
| Inspection Schedule Required under HOME Reg 92.504 d) 1. *unit count is entire project not just home units Type A =Every 3 yrs if project has 1 to 4 units. Type B =Every 2 yrs if project has 5 to 25 units. Type C =Every year if project contains more than 25 | | | | HOME Investment Per Unit- rental rehab** Less than \$15,000 \$15,000 - \$40,000 More than \$40,000 New construction (rental) | | Length of the Affordability Period 5 years 10 years 15 years 20 years | | | | | | | | |
| new HOME regulations, (1/24/15)- within 12 months of project completion and at least once ever 3 years | | | | Refinancing (rental) 15 years | | ** adaptive reuse is considered rehab | | | | | | | | |
| Property | Address | IDIS # | # | # | last tenant | last | inspect | next | period of | next | | | | |
| | | | Units | HOME Units | doc request | completed | next | inspection | finalized | inspection | affordability | doc | comments | |
| Alternatives | 45 Pearl, 01453 | 339 | 6 | 6 | 7/14/2014 | | | | | | 10 yrs | 10/15/2014 | N/A | Affordability expired |
| Rockwell Village | Adams St., 01453 | 412 | 14 | 4 | 7/9/1905 | Jun-17 | 6/1/2018 | Dec-16 | Feb-17 | 12/1/2018 | * 20 yrs | 5/30/2029 | 2021 | |
| BankNorth, 470 Main Street, New Vue | 470 Main Street | 484 | 31 | 8 | 2/9/2018 | 4/7/2017 | 2/1/2019 | 3/15/2018 | | 3/1/2020 | * 20 yrs | 4/15/2030 | 2022 | |
| Litchfield Terrace/Silverleaf | 42 Terrace Drive, 01453 | 554 | 216 | 4 | 10/26/2017 | 11/20/2017 | 10/30/2018 | 3/14/2018 | Mar-18 | 3/1/2019 | 15 yrs | 12/30/2025 | 2022 | |
| Riverside Village | 24 State Street, 01453 | 580 | 310 | 4 | 6/10/2016 | 10/25/2017 | 9/1/2018 | 8/17/2017 | Aug-17 | 8/1/2018 | * 15 yrs | 2/24/2027 | 2023 | |
| New Vue Affordable Housing Corp. | 30 Summer Street | 605 | 3 | 3 | 10/26/2017 | 12/20/2017 | 12/1/2018 | 3/15/2018 | | 3/15/2021 | 15 yrs | 12/30/2026 | 2017 | |
| New Vue Affordable Housing Corp. | 143 Marshall Street | 544 | 3 | 3 | 2/9/2018 | 4/26/2018 | 2/9/2019 | 3/15/2018 | April 2018* | 3/15/2021 | 15 yrs | 7/11/2027 | 2018 | |
| New Vue Affordable Housing Corp./ 142 Water Limited Partnership | 142 Water St Leominster | 607 | 40 | 4 | 6/10/2016 | 10/1/2017 | 9/1/2018 | 15-Nov-17 | | 11/1/2018 | * 20 yrs | 3/11/2033 | 2018 | source documentation submitted |
| Fitchburg Place | 16 Prichard Street | 606 | 96 | 4 | 3/1/2018 | 4/24/2018 | 3/1/2019 | 3/8/2018 | 3/12/2018 | 3/1/2019 | 15 yrs | 6/21/2028 | 2018 | 3/30/2018 |
| Prichard/Academy new vue | 184 Prichard St/69 Academy St | 660 | 14 | 2 | 2/9/2018 | Apr-18 | 2/9/2019 | | Jan 2017 | 1/1/2019 | 15 yrs | 7/19/1932 | 2023 | |
| 4 Leighton Street, New Vue Affordable Housing Corporation | 4 Leighton Street | 726 | 15 | 2 | 8/8/2017 | | 8/8/2018 | 8/8/2017 | | 8/1/2019 | 20 yrs | 8/8/2037 | 2023 | |
| | | | | | | | | | | | | | | * requested inspection from Rick on |
| Property | Address | | | | Next inspect | Next docs | request sent | Notes | | | | | | |
| require source documents every 6 years | | | | | | | | | | | | | | |
| Rockwell Village | Adams St., 01453 | | | | 12/1/2018 | 6/1/2018 | | | | | | | | |
| NewVue Affordable Housing Corp. | 470 Main Street | | | | 4/1/2019 | 2/1/2019 | 2/9/2018 | docs recei | Inspection undertaken 3/15/2018. Violations outstanding | | | | | sent questions on income documentation 4/25/2018 |
| Litchfield Terrace/Silverleaf | 42 Terrace Drive, 01453 | | | | 3/1/2019 | 10/30/2018 | | | | | | | | |
| Riverside Village | 24 State Street, 01453 | | | | 9/17/2018 | 9/1/2018 | | | | | | | | |
| NewVue Affordable Housing Corp. | 30 Summer Street | | | | March 2021 | 12/1/2018 | | | Inspection undertaken, 3/15/18, heat , flooring | | | | | |
| NewVue Affordable Housing Corp. | 143 Marshall Street | | | | March 2021 | 2/9/2019 | | | | | | docs received 4/9/2018 | | |
| Newvue Affordable Housing Corp. Water Mill Apartments/142 Water Limited Partnership | 142 Water St Leominster | | | | 11/15/2018 | 8/1/2018 | | | | | | | | |
| Fitchburg Place/Groop Towers | 16 Prichard Street | | | | March 2019 | 3/1/2019 | | | | | | | | |
| Prichard/Academy | 184 Prichard St/69 Academy St | | | | 1/1/2019 | 2/9/2019 | 2/9/2018 | | | | | | | |

Rental Property Monitoring Schedule

| Rental Property Monitoring schedule | | | |
|--|--|---------------------------------------|----------------------|
| Inspection Schedule | | HOME Investment | Length of the |
| Required under HOME Reg 92.504 d) 1. | | Per Unit- rental rehab** | Affordability Period |
| *unit count is entire project not just home units | | Less than \$15,000 | 5 years |
| Type A =Every 3 yrs if project has 1 to 4 units. | | \$15,000 - \$40,000 | 10 years |
| Type B =Every 2 yrs if project has 5 to 25 units. | | More than \$40,000 | 15 years |
| Type C =Every year if project contains more than 25 | | New construction (rental) | 20 years |
| new HOME regulations, (1/24/15)- within 12 months of project completion and at least once ever 3 years | | Refinancing (rental) | 15 years |
| | | ** adaptive reuse is considered rehab | |

Projects developed before the 2013 final rule follow pre-2013 regulations

Rental Property Monitoring Schedule

| Property | Address | IDIS # | # | # HOME | last tenant | | | last | inspect | next | | period of | next | | |
|--|-------------------------------|--------|-------|--------|-------------|------------|------------|------------|-------------|-------------|--|---------------|------------|----------|--|
| | | | Units | Units | doc request | completed | next | inspection | finalized | inspection | | affordability | doc ' | comments | |
| Alternatives | 45 Pearl, 01453 | 339 | 6 | 6 | 7/14/2014 | | | | | | | 10 yrs | 10/15/2014 | N/A | Affordability expired |
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| BankNorth, 470 Main Street, New Vue | 470 Main Street | 484 | 31 | 8 | 2/9/2018 | 4/7/2017 | 2/1/2019 | 3/15/2018 | | 3/1/2020 * | | 20 yrs | 4/15/2030 | 2022 | |
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| Fitchburg Place | 16 Prichard Street | 606 | 96 | 4 | 3/1/2018 | 4/24/2018 | 3/1/2019 | 3/8/2018 | 3/12/2018 | 3/1/2019 | | 15 yrs | 6/21/2028 | 2018 | source documentation submitted 3/30/2018 |
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| 4 Leighton Street, New Vue Affordable Housing Corporation | 4 Leighton Street | 726 | 15 | 2 | 8/8/2017 | | 8/8/2018 | 8/8/2017 | | 8/1/2019 | | 20 yrs | 8/8/2037 | 2023 | |

Add new projects with details when the project completes

Rental Property Monitoring Schedule

| Property | Address | | | | Next inspection | Next docs | request sent | Notes | | | | | | | | | | |
|---|-------------------------------|--|--|--|-----------------|------------|--------------|------------|--|--|--|--|--|--|--|--|--|--|
| <i>require source documents every 6 years</i> | | | | | | | | | | | | | | | | | | |
| Rockwell Village | Adams St., 01453 | | | | 12/1/2018 | 6/1/2018 | | | | | | | | | | | | |
| NewVue Affordable Housing Corp. | 470 Main Street | | | | 4/1/2019 | 2/1/2019 | 2/9/2018 | docs recei | Inspection undertaken 3/15/2018. Violations outstanding | | | | | | | | sent questions on income documentation 4/25/2018 | |
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| Fitchburg Place/Groop Towers | 16 Prichard Street | | | | March 2019 | 3/1/2019 | | | | | | | | | | | | |
| Prichard/Academy | 184 Prichard St/69 Academy St | | | | 1/1/2019 | 2/9/2019 | 2/9/2018 | | | | | | | | | | | |

Use this section as yearly progress on monitoring

Individual Property Record

| Project Compliance Report | | | | | | | | | | | | | | | | |
|--|--------|---------------------------------|-----------|---------------------------------|------------|---------------|-------------------|----------------------------|------------------------------|-------------------|----------------------|--|--------------|------------------------|-------------------------------------|---------------|
| Project Name: | | Prichard/Academy | | Reporting Period: | | 2018 | | # Units: | | 14 | | Utilities included with rent 2016 2 bedroom rent limit 994 15 year HAP contract gross rent 1111 utility allowance at prichard street-121, no utility allowance at academy st | | | | |
| Project Address: | | 184 Prichard St. 69 Academy St | | IDIS Close Out Date: | | 7/19/2017 | | # Home U | | 2 | | | | | | |
| Management Company | | | | Period of Affordability: | | 15 | | fixed units | | | | | | | | |
| Owner Name: | | NewVue Affordable Housing Corp. | | Funded Amount: | | \$186,750.00 | | Last certification: | | | | | | | | |
| IDIS #: | | | | Date Request sent: | | 2/9/2018 | | Next inspection: | | 1/1/2019 | | | | | | |
| Inspection completed and passed on: | | | | | | | | | | | | | | | | |
| low or high home rent? | Unit # | Tenant Name | # Persons | # Bedrooms | lease date | max HOME rent | utility allowance | tenant paid rent | total tenant rent +utilities | subsidy paid rent | total with utilities | Annual gross income | Income Limit | Project based subsidy? | HAP contract allowable rent (gross) | comments |
| low | 186-1 | name deleted | 3 | 2 | 1/1/2018 | | 121 | 154 | 275 | 844 | 1119 | \$ 13,840.80 | 57600 | yes | 1111 | |
| low | 69-6 | name deleted | 4 | 2 | 1/1/2018 | | 0 | 380 | 380 | 731 | 1111 | \$ 15,573.48 | 64000 | yes | 1111 | |
| Inspection completed and passed on: | | | | | | | | | | | | | | | | |
| 8/8/2017 | | | | | | | | | | | | | | | | |
| low or high home rent? | Unit # | Tenant Name | # Persons | # Bedrooms | lease date | max HOME rent | utility allowance | tenant paid rent | | subsidy paid rent | total with utilities | Annual gross income | Income Limit | Project based subsidy? | HAP contract allowable rent (gross) | comments |
| low | 186-1 | name deleted | 3 | 2 | 1/24/2017 | 994 | 113 | 154 | | 844 | 1111 | 12052.8 | 59150 | yes | 1111 | 15 year HAP c |
| low | 69-6 | name deleted | 4 | 2 | 1/15/2017 | 994 | 0 | 380 | | 731 | 1111 | 16660.8 | 65700 | yes | 1111 | 15 year HAP c |

Top Section for compliance terms, annual rent rolls below

Rental Monitoring Questionnaire

Property Managers do this once a year, they do not necessarily remember requirements.

- Provide a written reminder of what you need from them including:
 - HOME Project terms- e.g. 15 year affordability, number of HOME units, etc.
 - Income documentation requirements, depending on the year of monitoring & new tenants
 - Rent requirements, when utilities allowances are added to rents, when HAP contracts override HOME rent limits, etc.
 - Lease requirements and banned provisions
 - Marketing and Tenant Selection plans and efforts
 - Financial health and physical maintenance- ask for financials and details about replacement reserves
 - List of required attachments

The goal is to achieve compliance- give property managers all the info they need to comply.

Rental Monitoring Questionnaire

Rental Monitoring Questionnaire

You are receiving this questionnaire because the below referenced property received HOME funds from the Fitchburg/Leominster HOME consortium, (the PJ), for the development and/or rehabilitation of the property.

HOME Program Regulations (24 CFR Part 92), require compliance for a period of time, (the Affordability Period), based on the amount of assistance given per unit. The PJ has an obligation to monitor the property for compliance with HOME Program regulations during the Affordability Period. The PJ also has a responsibility to monitor the financial health of the property to ensure that the property can be managed as safe, decent and affordable housing for the full affordability period.

Please complete the enclosed questionnaire as part of the monitoring of the property listed below. If you have questions or concerns regarding any part of this document, please contact Liz Murphy at 978-829-1897 or lmurphy@fitchburgma.gov

| | | |
|----------------------------------|---------------------------------------|--|
| Project Name: | Fitchburg Place/Groop Townview Towers | |
| Project Address: | 16 Prichard Street | |
| Property Owner: | | |
| Property Manager: | | |
| Phone/email: | | |
| Date affordability period began: | 6/21/2013 | |
| Years of affordability: | 15 years | |

How many total units in your project? 96

How many units are Fitchburg/ Leominster Consortium HOME funded units? 3

Please list the current unit numbers of your HOME assisted units in the first column below. In the second column, indicate if the unit requires tenant's household income to be at or below 50% AMI or 80% AMI. If the unit receives Low Income Tax Credits restricting the income limit to 60% please indicate this in the third column.

| Unit # | 50% or 80% income limit | receives LIHTC? |
|-------------------|--|--|
| Example unit #105 | 80% - if I have more than 4 HOME units, 5 th is 50% | No but if yes, 80% would be come 60% as the income limit |
| | | |
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| | | |

I. Annual Income Certification:

Please provide income documentation for each household occupying a HOME funded unit. Income documentation must be source documentation, (from the source of the income) every 6th year of monitoring. **Income MUST be source documentation for any NEW TENANTS.**

Your project is in a 5th year of monitoring. Please provide the type of income documentation checked below:

Income documentation from the source of income
 signed certification of tenant's self-reported household income or documentation worksheet from other certifying source, (e.g. Housing Authority providing Section 8). **Source documentation for any NEW tenants.**

1. Are all tenant's household incomes at or below the HOME income limits for their household size? Current income limits are attached.
 - a. If not, please describe plan to bring unit into compliance. Please contact the Fitchburg Division of Housing to discuss options.

II. HOME Rents:

1. Do tenants pay for any of their own utilities separate from their rent?
 - a. If yes, please be sure you have a current annual utility schedule from your local Housing Authority and utilize this utility schedule for the purposes of ensuring your rents PLUS tenant paid utilities do not exceed the current HOME rent limits.
2. Are your rents, plus any tenant paid utilities equal to or less than the current HOME rent limits? Exceptions are only allowed when units also receive a Project Based Section 8 Rental Subsidy. This exception does not include mobile Housing Choice Vouchers.
3. Do any of the HOME assisted units also receive Project Based Section 8 Rental Assistance? If yes, please attach a copy of the Exhibit to the current Section 8 HAP contract detailing the approved contract rent. This Exhibit or contract must also include effective dates.

The goal is to achieve compliance- give property managers all the info they need to comply

Rental Monitoring Questionnaire

III. Leases:

Please provide a copy of current leases for all HOME assisted units.

1. Do you have a lease with each tenant in a HOME assisted units?
2. Are leases for a minimum of one year? (unless otherwise agreed upon by tenant and owner)
3. Does your lease contain a provision that tenants must comply with requirements of the HOME Program and the requirements of any other project funding sources?

The lease between the owner and tenant in a HOME assisted property cannot contain any of the following provisions:

- **Agreement to be sued.** Agreement by the tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit brought in connection with the lease.
 - **Treatment of Property.** Agreement by the tenant that the owner may seize or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This provision does not apply to the disposition of personal property left by a tenant who has vacated the property.
 - **Excusing owner from responsibility.** Agreement by the tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent.
 - **Waiver of notice.** Agreement by the tenant that the owner may institute a lawsuit without notice to the tenant.
 - **Waiver of legal proceedings.** Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court proceeding in which the tenant has an opportunity to present a defense, or before a court decision on the rights of the parties.
 - **Waiver of jury trial.** Agreement by the tenant to waive any right to a trial by jury.
 - **Waiver of right to appeal a court decision.** Agreement by the tenant to waive the tenant's right to appeal or to otherwise challenge in court a court decision in connection with the lease.
 - **Tenant chargeable with costs of legal actions regardless of outcome.** Agreement by the tenant to pay attorney's fees or legal costs, even if the tenant wins in a court proceeding by the owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.
4. Does your lease contain any of the above prohibited lease provisions?

IV. Marketing and Tenant Selection:

Please provide a copy of your policies/procedures or formal plan for:

Tenant Selection

Marketing vacancies

Affirmative Marketing Plan, (required when 5 or more units are funded with HOME funds)

1. Please list the number of vacancies within the last year. Please list the HOME units that were vacant and the length of vacancy.
2. Please describe your marketing efforts for vacancies over the past year. Please be specific and include copies of advertisements.
3. Please describe how you select applicants for vacant units. Please include the following: how you take applications, select tenant and any selection preferences you may have, maintain waiting lists, and notifying applicants of eligibility or rejection.
4. Do you keep a waiting list? How do you select applicants from the waiting list?

The goal is to achieve compliance- give property managers all the info they need to comply

Rental Monitoring Questionnaire

5. Do you use the fair housing and equal opportunity logos in marketing and signage? If you have signage posted in office and rental property locations, please describe locations and indicate use of above logos.

V. Financial Health and Physical Maintenance of Property:

Please provide a copy of your most recent annual operating budget, income statement and balance sheet for the property.

Please answer all questions for the end of the most recent budget year:

1. Did this property operate at a net loss? (Do not include depreciation for this purpose.)
If yes, please explain.

2. Did you write off, or do you anticipate writing off any uncollectable rents? If yes, how much and what is this as a percentage of total rental income?

3. What was your vacancy rate? Please explain any vacancy rate higher than the industry standard.

4. Do you have a replacement reserve account for this property? If so, what is the balance?
 - a. Did you access this account for replacements? Please describe.

5. Do you conduct regular inspections of the property to ensure that it continues to meet required property standards? Please describe and include frequency.

6. Have you deferred any maintenance on this property? If so, please explain.

7. Have you made any major investments/replacements/improvements in this property during the year? If so, please explain.

Required Attachments

- Completed Tenant rent roll, a sample is provided.
- Current utility schedule if property has tenant paid utilities.
- Copy of Project based Section 8 HAP Contract exhibit detailing contract rents, if applicable.
- Copies of current leases for HOME assisted units.
- Copy of Policies/Procedures/Plan for Tenant Selection.
- Copy of Policies/Procedures/Plan for marketing vacancies.
- Copy of Policies/Procedures/Plan for Affirmative Fair Marketing, if applicable.
- Most recent annual operating budget, income statement and balance sheet for the property.
- Copy of applications for any new tenant occupying a HOME assisted unit.
- Certification of income eligibility for all tenants in HOME assisted units; including source documentation for new tenants and source documentation for all tenants in HOME assisted units every 6th year of monitoring.

The goal is to achieve compliance- give property managers all the info they need to comply

For electronic copies of the monitoring schedule, project form, or monitoring questionnaire, please email me:

Liz Murphy
Lmurphy@fitchburgma.gov
978-892-1897

Thank you.
