

Directions to:

Keystone Apartments
151 Hallet Street
Dorchester, MA 02124
(617) 282-9125

From Route 128 or Route 3: Head into Boston and take the third exit after the split, Exit 11 (Granite Avenue/Ashmont). When you come off the ramp, go straight to the first set of traffic lights. At these lights, take a right onto Hilltop Street. At the bottom of the hill, you will see the McKeon Post. Parking is available in this lot. The Keystone Apartments is on your right.

From Boston or Route 93: Head South on Route 93 and take Exit 11B (Granite Avenue/Ashmont). When you come off the ramp, go straight to the first set of traffic lights. At these lights, take a right onto Hilltop Street. At the bottom of the hill, you will see the McKeon Post. Parking is available in this lot. The Keystone Apartments will be on your right.

For more training information, visit our website at www.neahma.org
Phone: 781-380-4344
Fax: 781-380-4842
jullie.kelliher@neahma.org



NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

Save These Dates!
SHCM 2-day Course
Lawrence, MA 9/16– 9/17
Allowances & Deductions
Worcester, MA 9/24



NEAHMA

Your Professional Partner
In Property Management

Massachusetts
August Monthly Meeting
Wednesday, August 20 , 2008

Keystone Apartments
151 Hallet Street
Dorchester, MA 02124
(617) 282-9125

LIHTC Audits and Inspections

“Are you ready for your next Spectrum visit?”

Presented by:
Ed Clark, Director of Compliance for MA
Spectrum Enterprises, Inc.

This important workshop is for:
Senior Managers, Site Managers,
Assistant Managers, and other office staff

Program Overview:

Ed will begin with an overview of the most recent IRS updates followed by a detailed overview of what is reviewed and inspected during a Spectrum LIHTC audit. His discussion will answer the following questions:

How can I best prepare for a Spectrum audit?
What do I have to prepare ahead of time?
What kind of documentation should I have in my files?
What are the most common file audit findings and how can I avoid them?
How can I best prepare for a Spectrum physical inspection?
What will be inspected?
What are the most common physical findings?
What are some of the best management practices in the industry?

Ed will be taking your questions throughout his discussion. We encourage you to write down and bring with you any and all LIHTC questions that you would like Ed to address during the meeting. These will be collected at registration. We look forward to seeing you on the 20th!

Agenda

Registration

8:30 am - 9:00 am

(Continental breakfast included)

9:00 am—12:00 pm

NEAHMA/NAHMA Updates

Agency Updates

MassHousing/HUD

LIHTC Audits & Inspections

Presented by:

Ed Clark, Director of Compliance for MA
Spectrum Enterprises, Inc.

***NEAHMA would like to thank
CMJ Management and the staff
at Keystone Apartments for
hosting this event!***

Fax-In Registration (781) 380-4842

Registration Deadline:

August 15, 2008

Please use one registration form per person.

MA August Monthly Meeting

Wednesday, August 20, 2008

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Name

Company

Site

Address

Phone

Email

As a NEAHMA member company benefit, there is no charge to attend this meeting. Non-member fee is \$25 per person. Make checks payable to:

NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184