

Program Overview

LIHTC File Audit

The focus of this training will be on what monitoring agencies look for when they come out and do file audits for LIHTC (low-income housing tax credit) sites. The class will begin with a discussion of the information monitoring agencies request prior to coming to do the audit, including a list of units by BIN (with move-out/move-in dates of each unit) and the regulatory agreement. We will then focus on file organization and proper documentation of income and student status eligibility. We will discuss how to self-audit and when to begin this process. Students will work both in small groups and independently to audit sample files. Emphasis will be placed on issues that monitoring agencies often focus on, including incomplete applications, recertifications updates, inadequate child support documentation, inaccurate income calculations, inconsistencies within a verification, failure to maximize anticipated income, late verifications and TICs signed after leases.

Please bring a calculator and a sample tenant file with you.

NEAHMA would like to thank Peabody Properties, Inc. for hosting this training.

Agenda

Registration

8:30 am - 9:00 am

(Continental breakfast included)

Morning Presentation

9:00 am - 12:00 pm

Lunch

(Included)

12:00 pm –12:30 pm

Afternoon Presentation

12:30 pm - 3:30 pm

Registration Info or Questions?

Call NEAHMA 781-380-4344

Participants who attend the full 6 hours of this workshop will earn 6 CEU's.

REGISTRATION FORM

Fax In Registration (781) 380-4842

Registration Deadline: January 9, 2010

MA LIHTC File Audit

Wednesday, January 13, 2010

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at www.neahma.org

Registration Fees:

_____ Member \$269 _____ Non Member \$339

Name: _____

Title: _____

Management Co: _____

Property Name: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.

**Directions to:
Braintree Village**
2 McCusker Drive
Braintree, MA 02184
Tel: 781-848-2400

From South, Route 3 North, exit 17.
Take first right onto Union Street.
Bldg. will be 1 mile down on left.

From North, Route 3 South, exit 17.
Go around rotary to 3rd right onto Union Street. Bldg. will be 1 mile down on left.

From MBTA, Red Line - Braintree Station



NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184



neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

LIHTC File Audit Workshop

**Braintree Village
2 McCusker Drive
Braintree, MA 02184
January 13, 2010**

Are You Prepared for a File Audit?

Learn what monitoring agencies look for when they come out to tax credit sites for file audits.

**Presenter:
Debbie Piltch, Piltch Associates**

www.neahma.org