



Sample Creek Apartments
LIHTC Compliance Review

*A Monitoring Report
Of Low Income Housing
Tax Credit Compliance*

October 19, 2005

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545 Shore Road
Cape Elizabeth, ME 04107
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October 19, 2005

Joe Client
1212 Maine Street
American Bank
Portland, ME 04101

RE: Spectrum Enterprises Compliance Monitoring Report – 20% Periodic Report
Sample Creek – Portland, ME

Dear Mr. Client:

This report summarizes the findings of a LIHTC compliance/eligibility audit performed by SPECTRUM ENTERPRISES for the above-mentioned project, located in Portland, ME. We performed a tenant file review for 20% of the tenant files (total of 4) along with a physical inspection of the same 4 units (as well as property grounds and common areas).

TENANT FILE REVIEW

Overall, these tenant files are in good condition. Most households appear eligible for the LIHTC program but we did find several issues of non-compliance. The attached report details specific findings which should be addressed by project staff.

UNIT INSPECTIONS

Most units chosen for inspection showed signs of wear and tear along with some more serious violations of health, safety, and building codes. The following items were noted:

MExxxxxxx (09) (Morin)

The living room smoke detector was disabled.
The towel bar in the bathroom was loose.
Some insect infestation was noted in the kitchen.

MExxxxxxx (13) (Boutwell)

The children's bedroom door contains a lock on the outside portion of the door which is above 48".
The linoleum floor in the bathroom is peeling.
Some kitchen cabinet doors are damaged.

MExxxxxxx (17) (O'Brien)

Tenant complained about a leaky bath tub. Property staff is aware of this and repair is in process.

The living room wall has a hole (approximately 24" wide).

The bedroom ceiling shows signs of water damage from the unit above.

MExxxxxxx (20) (Whittington)

Tenants have placed furniture in the hallway blocking the emergency egress.

The living room window pane is broken.

The kitchen sink drain is clogged.

The stairwell banister is loose.

BUILDING INSPECTIONS

Exteriors were inspected for each building in this project. The laundry building was also inspected. Overall the project is clean and no problems were noted.

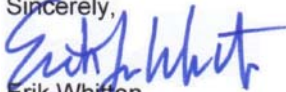
ACCESSIBLE ROUTE

The playground and trash dumpster (entrance) are not located on the accessible route. Please refer to the attached photographs.

This concludes our report for **Sample Creek – Portland, ME**. Should you have any questions please do not hesitate to call our office for assistance.

Please note—this report is solely intended for your information and use only. **SPECTRUM ENTERPRISES** will not distribute or discuss this review with any other entity or persons without your written authorization.

Sincerely,



Erik Whitton
Director of Private Monitoring
Spectrum Enterprises

Spectrum Reporting Abbreviations

BIN #: #####01 - Page: 1

Sample Apartments

May 25, 2004

Unit	# Bed	R	Move-in Cert Date	Tenant Name	# Hsld	%	Cert Income	W/Sheet Income	Rent	U/A	Gross Rent	Elig yna?	Comp yn?	Comments
A206	2		6/15/2004	Wilson, Doug	4	60	\$25,000.00	\$30,400.00	\$500.00	\$40.00	\$540.00	No	No	This household is not approved. Please note that child support is paid on a bi-monthly frequency but management has factored it as monthly income. Income exceeds the applicable limit of \$29,850 for a 4 person household at 60%.
A207	1		6/1/2004	Spalding, Steve	1	50	\$17,450.00	\$17,450.00	\$325.00	\$25.00	\$350.00	Yes	No	This file has been approved (5/24/04). Please note that the bank verification is incomplete; average 6 month balance has not been verified. This minor compliance issue does not affect the eligibility of the household, but should nonetheless be corrected.

Report Column Headings (blue shaded area):

Unit:	The unit identification
#Bed:	Bedroom size
R:	This will be checked for re-certifications
Move-In Cert Date:	This date is taken from the lease or Certification form
Tenant Name:	Head of Household name
# Hsld:	Number of occupants in the unit (as reported on Certification form)
%:	Applicable income set aside (as reported on Certification form)
Cert Income:	Annual household income (as reported on Certification form)
W/Sheet Income:	Annual household income as determined by Spectrum staff
Rent:	Tenant paid portion of rent (as reported on Certification form)
U/A:	Utility Allowance (as reported on Certification form)
Gross Rent:	Equals the previous 2 columns summed
Elig yna?:	LIHTC Eligibility reported as Yes, No, Questionable, Appears to be
Comp YN?:	LIHTC Compliance reported as Yes, No, Questionable

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Frequently Used Abbreviations in our Comments:

APPROVED (xx/xx): For move-in approvals only, a file is considered approved only if this comment appears along with the date of our approval. Any file which does not say *APPROVED* has not been approved by a Spectrum auditor.

EV:	Employment Verification
COZI:	Certification of Zero Income
OT:	Overtime
CS:	Child Support
SS:	Social Security
SSI:	Supplemental Security Income
OI:	Over Income
HH:	Household
HOH:	Head of Household
NV:	Not Verified
MI:	Move In
MO:	Move out

Unit	# Bed	R	Move-in Lease Date	Certification Date	Tenant Name	# Hsld	%	Cert Income	W/Sheet Income	Rent	U/A	Gross Rent	Elig yna?	Comp yn?	Comments
09	1		2/1/2005	2/1/2005	Morin, D	1	50	\$7,548.00	\$7,548.00	\$155.00	\$24.00	\$179.00	Yes	No	<p>Student status was left blank on Page 1 of the Certification form.</p> <p>The question regarding overtime was left blank on the EV form.</p> <p>The application was not signed.</p> <p>Some questions on the application were left blank.</p>
13	3		8/1/2005	8/1/2005	Boutwell	3	50	\$17,690.00	\$18,201.00	\$401.00	\$41.00	\$442.00	A	No	<p>The TIC was not signed by one of the adults living in the unit.</p> <p>Employment income for Mark has not been verified.</p> <p>File does not contain an income/asset worksheet to show how staff arrived at their figures for annual income.</p>
17	3		7/29/2005	7/29/2005	O'Brien	4	60	\$11,761.00	\$11,761.00	\$217.00	\$41.00	\$258.00	Yes	Yes	No issues; excellent file.
20	2		3/1/2005	3/2/2005	Whittington	3	60	\$15,302.00	\$15,302.00	\$344.00	\$25.00	\$369.00	Yes	?	<p>The correct utility allowance for a 2 BR unit should be reported as \$29.</p> <p>Lease is dated prior to Certification (one day).</p>

Dumpster is not on the accessible route:



Playground is not on the accessible route:

