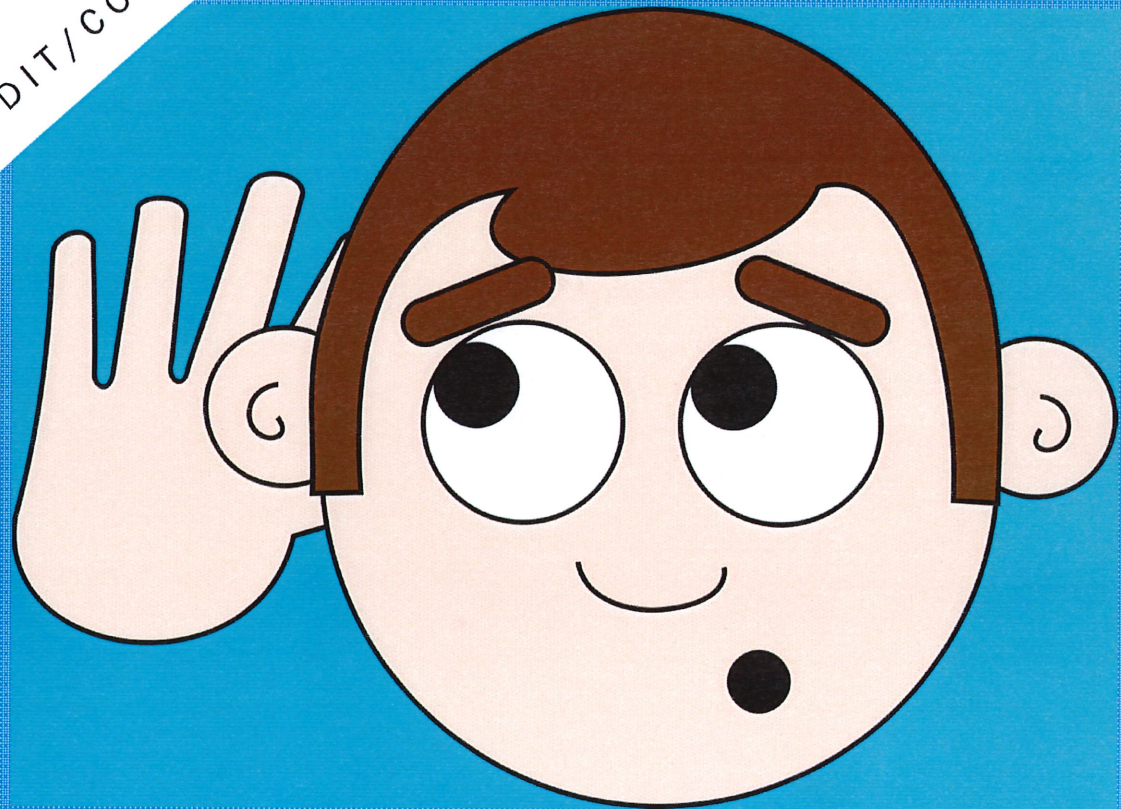


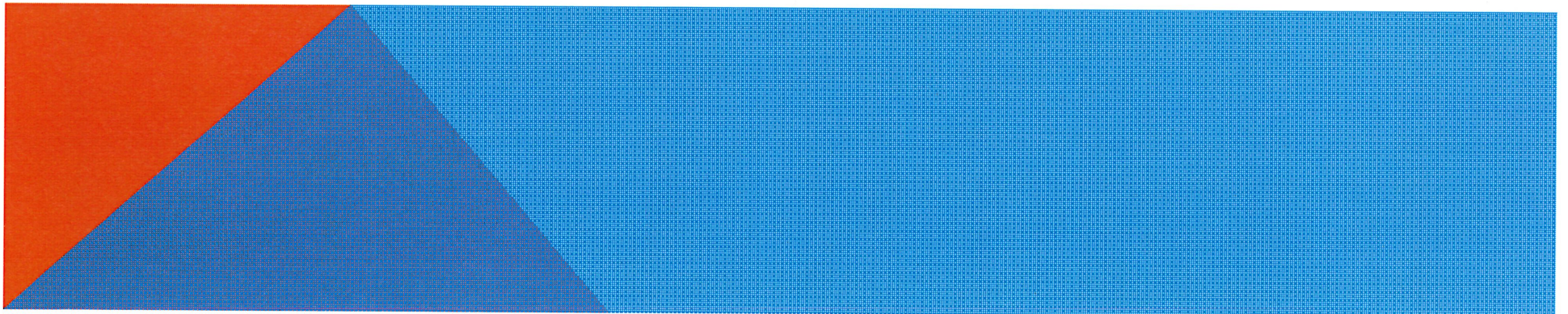
# WHAT ARE THEY SAYING???

COMMON AUDIT/COMPLIANCE FINDINGS



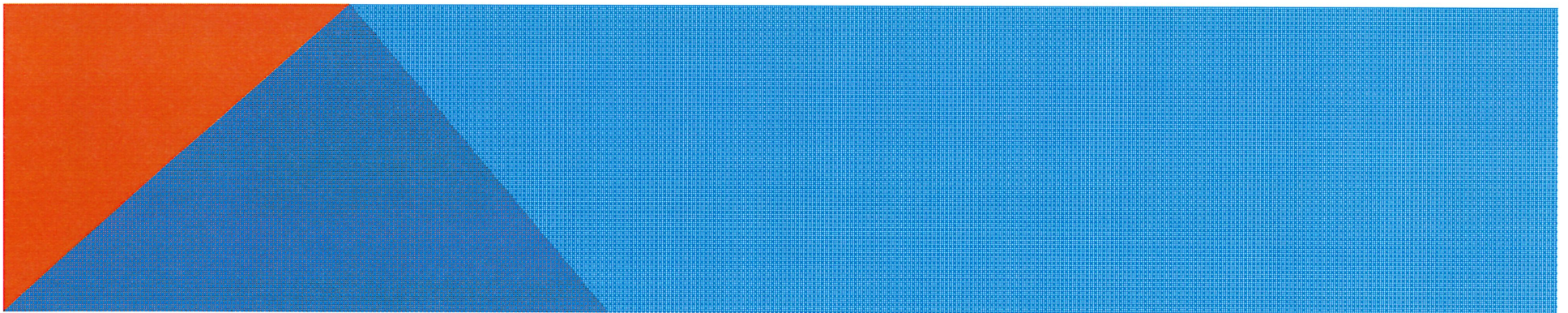
# COMMON AUDIT AND COMPLIANCE FINDINGS

- ✓ Income and/Assets declared by tenant/applicant but not listed on the certification
  - ✓ Manager not signing or dating the TIC
  - ✓ Employment verification incomplete without a clarification
    - ✓ Assets not properly 3<sup>rd</sup> party verified
  - ✓ EV has no fax strip, email, or postmarked envelope indicating how obtained
  - ✓ Filling out the under 5K form incorrectly, and/or using it on a HUD or RD property
- ✓ Income listed on the calculation sheet varies from the income listed on the certification
  - ✓ Verifications are not dated by verifying source
  - ✓ White out being used on the documents
    - ✓ **Verifications are older than 120 days**



# COMMON AUDIT AND COMPLIANCE FINDINGS

- ✓ Calculations for income and/or assets are not clear
- ✓ Not comparing the income and assets from the prior year certification and clarifying changes
  - ✓ Cross-out changes on documents not initialed by resident and manager
    - ✓ Cross-out changes on TIC rather than changing in YARDI
- ✓ Not marking minors over the age of 5 and under the age of 18 as students
  - ✓ Not checking the box in YARDI for Sec 8 voucher holders
  - ✓ **Putting the wrong type of income into the income boxes on the TIC**



## COMMON UNIT FINDINGS

- Loose toilet bases
- Grease around burners on stove
- GFCI's dysfunctional
- Loose handrails
- Exterior lighting
- Torn/Broken window blinds
- Junk Cars
- Open breaker slots or missing electrical panel covers
- Missing or torn window screens
- **Smoke detectors with missing or chirping batteries**

