

RIHousing Reference Form

Management Entity Instructions:

It is the responsibility of any management company that is new to RIHousing to provide copies of this form to any property owners and/or government agencies with which you currently work or have previously worked with. This includes, but is not limited to: HUD, state housing finance agencies, and housing authorities.

Please enter the Management Company name into the box below, send to all references, and return the completed forms to: Kristi Richardson, Compliance Policy Coordinator, at krichardson@rihousing.com.

Management Company:

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To be Completed by Reference Provider

Reference Provider Instructions:

The management company named on this form is seeking approval to do business with RIHousing and has identified your organization as a current or former business partner. Your feedback will assist RIHousing in evaluating the company's management experience, performance, and professional standing.

Please complete this form based on your organization's experience with the management company.

Agency/Organization Name:

Date of Reference:

Reference Prepared By:

Title:

Phone:

Email:

How long has your agency worked with this management company?

In what capacity has your agency worked with this management company? (Examples: Contract administrator, Housing Finance Agency, Public Housing Authority, HUD field office, Owner, etc.)

To your knowledge, has this management company received any uncorrected findings, notices of violation, or significant compliance deficiencies within the past 36 months?

Yes No

If yes, please explain:

Has this management company demonstrated a pattern of repeated compliance deficiencies or recurring findings, whether corrected or uncorrected?

Yes No

If yes, please explain:

When compliance issues were identified, did the management company respond promptly and implement appropriate corrective actions?

Yes No

If no, please explain:

To your knowledge, has this management company been debarred, suspended, or otherwise prohibited from participating in any federal, state, or local housing program?

Yes No

If yes, please explain:

Has the management company fulfilled its management responsibilities in a timely and professional manner?

Yes No

If no, please explain:

Has the management company demonstrated the ability to properly administer applicable housing program requirements, including reporting, inspections, record keeping, and regulatory compliance?

Yes No

If no, please explain:

Would you recommend this management company to administer affordable housing properties?

Yes No

Comments:

Please provide any additional information you believe RI Housing should consider when evaluating this management company:

(Signature)

(Date)