



Ancillary Housing Programs Desk Review rev 3.4.24

Desk Reviews must be done annually regardless of whether an actual inspection takes place.

Development Name:

Owner:

Management Company (if applicable):

Site Manager (if applicable):

Program type:

Date of initial lease up for site:

Number of units in the program:

Total # of units:

Number of occupied units in the program:

<p>___ Units income restricted to ___%AMI</p> <p>___ Units income restricted to ___%AMI</p> <p>___ Units income restricted to ___%AMI</p>	<p>Rent restrictions (if applicable)</p> <p>Rent restricted at: ___% AMI</p> <p>Rent restricted at: ___% AMI</p> <p>Rent restricted at: ___% AMI</p>
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Yes No If applicable, unit types / bedroom sizes are compliant.

*Review Regulatory Agreement for rent and income restrictions and number of program units
Pull rent and income limits from Novogradac*

YES	NO	N/A	
			Tenant certs in Procorem are up to date
			Tenant certs in Procorem reflect adherence to income and rent restrictions above
			Utility allowances are correct
			O/A has been notified of upcoming inspection
			Property is listed on HousingSearchRI
			Inquired with owner if there are long term vacancies or other issues at the property.

Annual Owner's Certification

YES	NO	N/A	
			Was the most recent Owner's Certification of Continuing Program Compliance received on time?
			If no, was owner contacted?
			Is a copy of the correspondence in the property folder?

Desk Review Completed By:

Name:

Date: