



PROGRAM BULLETIN

Date: December 16, 2020
To: Multifamily Owners and Managers
From: Kathleen Stewart
Subject: Audit Confirmation E-Mail Address
Bulletin #: 2020-04

This Program Bulletin introduces RI Housing's e-mail address to be used for submission of annual Multifamily Development Loan audit confirmations. This new submission process replaces the need for paper submissions, e-mails to individual staff members, and provides a single repository for receipt of all audit confirmation submissions.

Owners, managers and their audit vendors will be required to use the following e-mail address effective with audit confirmation submission beginning with fiscal year end December 31, 2020:

auditconfirms@rihousing.com

Per our current requirement, owners are required to provide written authorization to share loan level information for each audit confirmation submitted by their audit vendor. Each confirmation request form should also include the loan number. Please share this information with your audit firm.

To assist in tracking the status of each submission, please include the Development name in the subject line of your e-mail.

If you have any questions regarding the new submission process, please contact Kathy Stewart, Supervisor Financial Audit Credit Analyst at kstewart@rihousing.com or Leann Platt at lplatt@rihousing.com.