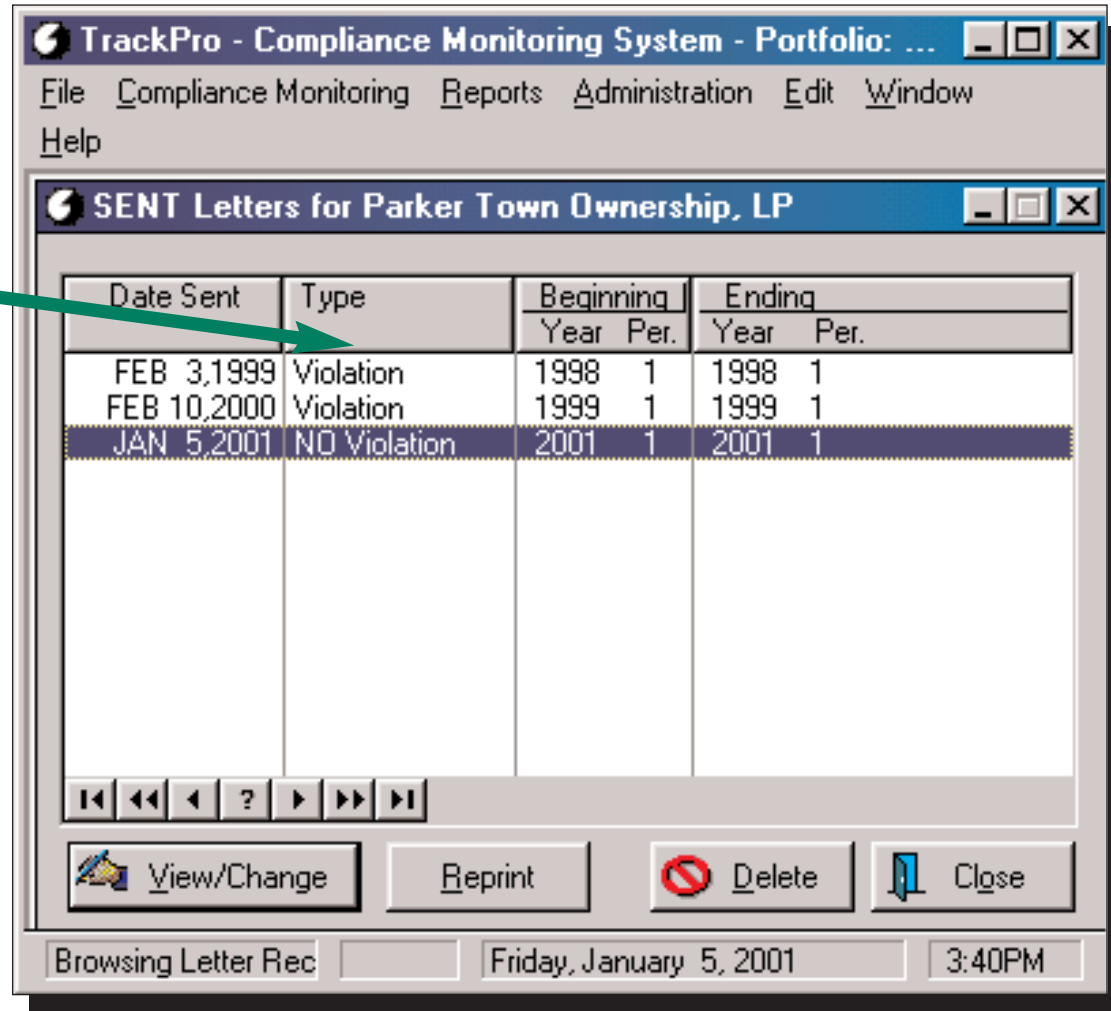


TrackPro Analyst stores the history of every letter – you can view or reprint as often as you need



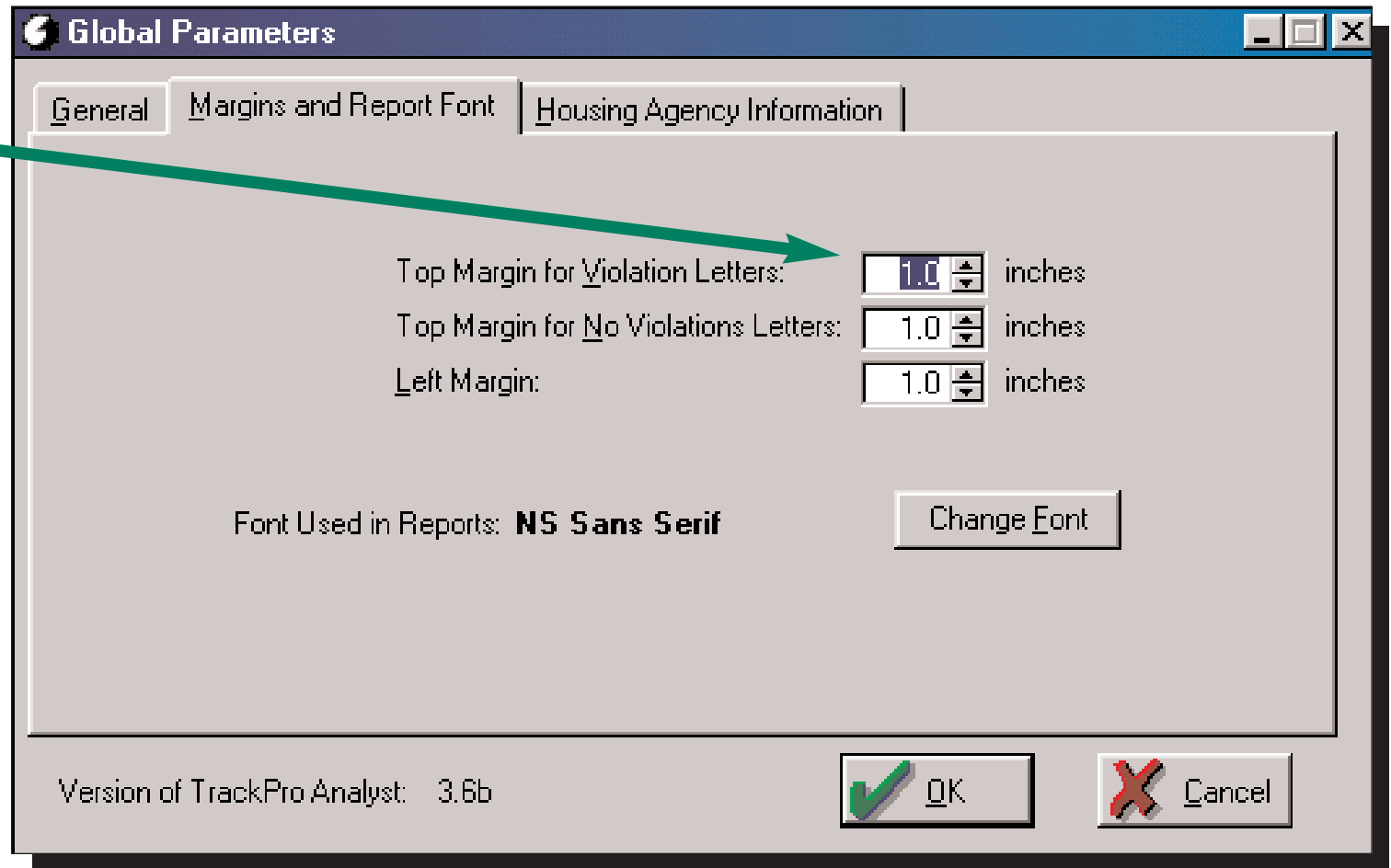
Date Sent	Type	Beginning		Ending	
		Year	Per.	Year	Per.
FEB 3, 1999	Violation	1998	1	1998	1
FEB 10, 2000	Violation	1999	1	1999	1
JAN 5, 2001	NO Violation	2001	1	2001	1

Browsing Letter Rec

Friday, January 5, 2001

3:40PM

Analyst allows you
the flexibility to change
letter formats



And you can easily
customize your agency
information



Global Parameters

General | Margins and Report Font | Housing Agency Information

Name: Test Agency

Address: 102 West Washington Ave

City: Madison

State: WI ZIP: 53703

Contact Person: Jill Schartner



Phone: (608) 286-2323

Employer Identification Number: 234-45-6712

Authorizing Official: Dean White

Title: VP of Program Operations

Version of TrackPro Analyst: 3.6b

Sample violations
letter



You can easily
change the wording
used in the violations
paragraphs

Preview: Letter:Violation

January 3, 2001

Barlow Frederikson L.P.
309 W. Washington Suite 345
Madison WI 53703-0000

Re Project: 0001 Parker Town Ownership, LP
309 State Street
Madison WI 53703-0000

RE Buildings: WI-001-01 101 State Street
WI-001-02 102 State Street
WI-001-03 103 State Street

Dear Owner,

In accordance with section 42 of the Treasury Code we are responsible for monitoring the compliance of all projects that have been placed in service and received Credit since the inception of the Low-Income Housing Tax Credit Program.

A review for 2000 period 1 of the required documentation which you submitted indicates that the referenced project may be in violation of the regulations set forth by the Internal Revenue Service for the Low-Income Housing Tax Credit Program. The specific types and events of violation indicated are listed below:

Project Set-Aside Election Violation:

The owner of a project must make an irreversible set-aside election for the project, either:

- a) At least 20% of the available rental units must be rented to households with incomes not exceeding 50% of the county median income adjusted for family size or;
- b) At least 40% of the available rental units must be rented to households with incomes not exceeding 60% of the county median income adjusted for family size.

The elected set aside for this project is 40/60. Failure to meet or exceed this minimum set-aside percentage of units for the entire project is a violation under section 42 of the IRS Code. Our set aside analysis revealed that the subject project was not in compliance with this requirement during the following period(s):

Non-Compliance: Year / Period	End of Period Set-Aside Fraction
2000 1	33.33%

Qualified Basis Violations:

Section 42 of the IRS tax code requires owners to maintain the level of the first year's qualified basis.

Print All Pages | Hpi_TrackPro on \\Hpiifs02\HPI_TRACKPRO_PQ | Pg: 1 of 3 | 83%

Sample violations letter – page two



Preview: Letter:Violation

BIN	Period of Non-Compliance		
WI-001-01	Period: 1, 2000		
	Target	First Year	Current
Eligible Basis:	\$500,000.00	\$100,000.00	\$100,000.00
Applicable Fraction:	80.00%	50.00%	15.78%
Qualified Basis:	\$400,000.00	\$50,000.00	\$15,782.83
WI-001-03	Period: 1, 2000		
	Target	First Year	Current
Eligible Basis:	\$543,000.00	\$600,000.00	\$3,450,123.00
Applicable Fraction:	90.00%	90.00%	0.00%
Qualified Basis:	\$488,700.00	\$540,000.00	\$0.00

Next Available Unit Rule (NAUR):

If a qualified tenant's income exceeds 140% county median income, the next available unit of comparable or smaller size must be rented to a qualified low income tenant. Our analysis indicates a NAUR violation for the following units:

BIN	Unit Violated	S.F.	Date	Cause Unit
WI-001-01	102	1668	JAN 15,2000	

Unit Vacancy Rule:

The unit vacancy rule requires that if a low income unit becomes vacant, it continues to qualify for tax credits provided that the rent is kept below the maximum and that reasonable attempts are made to rent the next available unit of comparable or smaller size to a qualified tenant. Our records indicate that the unit vacancy rule has been violated for the following unit(s):

BIN	Unit Violated	S.F.	Date	Cause Unit
WI-001-01	103	500	JAN 15,2000	103

Event History Report Violations:

Owners are required to submit event history reports to our agency each quarter. Our records indicate that we have not received a report for period 1, 2000 on the following buildings:

BIN	Last Report Received	Period Missing
WI-001-01	1, 2000	,
WI-001-02	1, 2000	,
WI-001-03	never received	1,

Print ALL pages | Hpi_TrackPro on \\Hpi\fs02\HPI_TRACKPRO_PQ | Pg. 2 of 3

Sample violations
letter – page three



Preview: Letter:Violation

Annual Recertification Violation:

Low-income tenants are required to be recertified at least annually. Our records indicate no activity for the following tenant(s):

BIN	Unit	Tenant	Date
WI-001-01	104	Ron Dayne	NOV 15,2000
WI-001-02	1	Betty White	NOV 15,2000

Utility allowance Submission

Owners are required to submit utility allowances to our agency each year. Our records indicate that we have not received a report for the following buildings:

BIN	Last Allowance Received
WI-001-01	Not Received
WI-001-02	Not Received
WI-001-03	Not Received

You have 30 days from receipt of this notice to respond to our office in writing. Any correspondence sent to us will be forwarded to the IRS along with the IRS Notice 8823.

Should you have any questions regarding this notice, please call me at (800) 555-1212.

Thank you in advance for your cooperation.

Sincerely
STATE HOUSING AUTHORITY

Jane O. Smith
Housing Compliance Officer

Print ALL pages | Hpi_TrackPro on \\Hpiifs02\HPI_TRACKPRO_PQ | Pg: 3 of 3 | 83%

Sample "no
violations found" letter



Preview: Letter:Violation

January 3, 2001

Barlow Frederikson L.P.
309 W. Washington Suite 345
Madison WI 53703-0000

Re Project: 0001 Parker Town Ownership, LP
309 State Street
Madison WI 34324-322

RE Buildings: WI-001-01 101 State Street
WI-001-02 102 State Street
WI-001-03 103 State Street

Dear Owner:

In accordance with section 42 of the IRS Tax Code, we are responsible for monitoring the compliance of all projects in our state with Section 42 tax credits.

We have reviewed the documentation submitted for this project for 2001 period 1 through 2001 period 1 and, based on our review, we have not identified any non-compliance violations.

We appreciate your efforts to comply with the Section 42 regulations. Please call if you have any questions - 612-555-1212.

Sincerely,

John O. Smith
Housing Officer

Print ALL pages | Hpi_TrackPro on \\Hpi\fs02\HPI_TRACKPRO_PQ | Pg. 1 of 1 | 123%

Analyst saves you time by preparing and printing the 8823



Preview: PR_8823

Form 8823
(Rev. January 1999)
Department of the Treasury
Internal Revenue Service

**Low-Income Housing Credit Agencies
Report of Noncompliance or Building Disposition**

OMB No. 1545-1204

Note: File a separate Form 8823 for each building that is disposed of or goes out of compliance.

1 Building name (if any). Check if item 1 differs from Form 8609 <input type="checkbox"/>	2 Owner's name. Check if item 2 differs from Form 8609 <input type="checkbox"/>
101 State Street	Barlow Frederikson L.P.
Street address	Continuation
City or town, state, and ZIP code	Street address
WI 00000-0000	309 W. Washington Suite 345
	City or town, state, and ZIP code
	Madison WI 53703-0000
3 Building identification number (BIN)	4 Owner's taxpayer identification number
WI-001-01	39-1648811 <input type="checkbox"/> EIN <input type="checkbox"/> SSN
5 If this building is part of a multiple building project, enter the number of buildings in the project	3
6a Total number of residential rental units in this building	4
b Total number of low-income units in this building	3
c Total number of residential units in this building determined to have noncompliance issues	4
d Total number of units reviewed by agency (see instructions)	4
7 Date building ceased to comply with the low-income housing credit provisions (see instructions) (MMDDYYYY)	11-15-2000
8 Date noncompliance corrected (if applicable) (see instructions) (MMDDYYYY)	
9 Check this box if you are filing only to show correction of a previously reported noncompliance problem	<input type="checkbox"/>
10 Check the box(es) that apply:	
a Household income above income limit upon initial occupancy	<input type="checkbox"/> Out of compliance <input type="checkbox"/> Noncompliance corrected
b Major violations of health, safety, and building codes (see instructions)	<input type="checkbox"/> <input type="checkbox"/>
c Pattern of minor violations of health, safety, and building codes (see instructions)	<input type="checkbox"/> <input type="checkbox"/>
d Owner failed to submit annual certification	<input type="checkbox"/> <input type="checkbox"/>
e Changes in eligible basis (see instructions)	<input type="checkbox"/> <input type="checkbox"/>
f Project failed to meet minimum set-aside requirement (20/50, 40/60 test) (see instructions)	<input checked="" type="checkbox"/> <input type="checkbox"/>
g Gross rent(s) exceed tax credit limits	<input type="checkbox"/> <input type="checkbox"/>
h Project not available to the general public (see instructions)	<input type="checkbox"/> <input type="checkbox"/>
i Household income increased above income limit and an available unit was rented to market rate tenant	<input checked="" type="checkbox"/> <input type="checkbox"/>
j Project is no longer in compliance and is no longer participating in the low-income housing tax credit program	<input type="checkbox"/> <input type="checkbox"/>
k Owner failed to execute and record extended-use agreement within time prescribed by section 42(f)(8)(J)	<input type="checkbox"/> <input type="checkbox"/>
l Low-income units occupied by nonqualified full-time students	<input type="checkbox"/> <input type="checkbox"/>
m Owner failed to maintain or provide tenant income certification and documentation	<input checked="" type="checkbox"/> <input type="checkbox"/>

Print ALL pages | Hpi_TrackPro on \\Hpi\fs02\HPI_TRACKPRO_PQ | Pg. 1 of