#### **Oakwood Apartments**



# xx MODs 8, 15, 39 Scoring summaries (Site Visit) Asset Mgr

Scheduled: 07/25/2024 Closed: ID: 541857

#### **Inspection Results**

	5	Site Visit				
Site		Describe	Natas	Dete	Floor	wo
Location	Item	Results	Notes	<b>Date</b> 07/25/24	Fixed	WO
	General Location	Pictures		12:27 AM		
Occupancy / Preleased	Number Vacant	Qty 1.00 Each		07/25/24 12:28 AM		
Occupancy / Preleased	Number Vacant-Ready	Qty 1.00 Each		07/25/24 12:28 AM		
Occupancy / Preleased	Are rents at Max allowable for the set asides?	Yes		07/25/24 12:28 AM		
Occupancy / Preleased	Date of last rental increase / average increase amount?	General Comment	4/30/24 \$50	07/25/24 12:29 AM		
Occupancy / Preleased	Are there any market rate apartments? If Yes, how is the next available unit rule implemented?	No		07/25/24 12:29 AM		
Occupancy / Preleased	Reasons residents vacate the community?	General Comment	Move to new city Eviction Change in roommate	07/25/24 12:30 AM		
Occupancy / Preleased	How many residents currently in eviction?	Qty		07/25/24 12:30 AM		
Occupancy / Preleased	How many evictions have been done Y-T-D?	Qty 1.00 Each		07/25/24 12:30 AM		
Occupancy / Preleased	Any significant apartments type harder to rent?	No		07/25/24 12:30 AM 07/25/24		
Occupancy / Preleased	Number of apartments with Section 8 vouchers?	Qty 19.00 Each		12:31 AM		
Occupancy / Preleased	Does a Section 8 voucher pay max rent?	Yes		07/25/24 12:31 AM		
Occupancy / Preleased	What is the average median income for the community?	General Comment	35,600	07/25/24 12:31 AM		
Occupancy / Preleased	Is there a waiting list? If so, How many for each unit type and set-aside?	Yes		07/25/24 12:31 AM		
Occupancy / Preleased	Review the average days lost on last 12-month move-outs. What has been the average?	General Comment	14	07/25/24 12:32 AM		
Market Conditions	Does the site have a current market survey?	No		07/25/24 12:32 AM		
Market Conditions	Does it only contain LIHTC communities?	No		07/25/24 12:32 AM		
Market Conditions	Which two communities are the subject community direct LIHTC comps?	General Comment	Green meadow and Garden Terrace	07/25/24 12:33 AM		
Market Conditions	What is the Google rating online?	General Comment	4	07/25/24 12:33 AM		
Market Conditions	Last date Manager shopped the comps?	General Comment	6/14/24	07/25/24 12:33 AM		
Market Conditions	Does Manager have a written marketing plan?	Yes		07/25/24 12:33 AM		
Market Conditions	What is the current advertising media used?	General Comment	Internet- housing sites and instagram ads	07/25/24 12:34 AM		
Market Conditions	Are there any new LIHTC communities under construction in the area?	No		07/25/24 12:34 AM		
Market Conditions	Are there any new Market Rate communities under construction in the area?	Yes		07/25/24 12:34 AM		
Market Conditions	Is there one employer that the residents work at?	No		07/25/24 12:34 AM		
Market Conditions	What are the 5 largest employers in the market?	General Comment	SNHU Market Basket City of Manchester Lindt Chocolates City Fuel	07/25/24 12:36 AM		
Market Conditions	Overall economic conditions?	Good		07/25/24 12:36 AM		
Market Conditions	Sub-market economic conditions	Good		07/25/24 12:37 AM		
Compliance	Property Staff: Property Manager	General Comment	Jane Smith	07/25/24 12:37 AM		
Compliance	Property Staff: Lead Maintenance	General Comment	Carl Ankra	07/25/24 12:37 AM		
Compliance	Property Staff: Maintenance 1	General Comment	Joe King	07/25/24 12:38 AM		

## **Inspection Results (Continued)**

December   Per	Site (Continued)						
Compliance   Com	Location		Results	Notes		Fixed	WO
Compliance   Policy and ponedyments for compliances   Policy and ponedyments for compliances   Compliance   When was the lead State Audit?   Compliance   When was the lead State Audit?   No.   1238 AM   1275504   1238 AM   1275504   1238 AM   1	Compliance	certifications? If yes, provide details	No		12:38 AM		
Complaince   When was the last State Audit   No	Compliance	• • •	Yes		12:38 AM		
Compilance   West break any filter and robust in the audit of closed out with State? If so, does	Compliance	When was the last State Audit?		4/30/24			
Compliance   Any 9803's selector   Part	Compliance	Were there any items noted in the audit?	No				
Complaince   the Manager have that lettler?   Vest   Comment   C	Compliance	·			12:38 AM		
Compliance   State date   Comment   Comment   Comment   Compliance   Compliance   Are there any other reporting requirements other than LHTC?	Compliance	the Manager have that letter?	res		12:38 AM		
Compilance   April the any compilance problems on the property today?   12.39 AM   12.	Compliance	is it dated.		Quarterly- 6/30/24	12:39 AM		
Completine	Compliance	· · · · · · · · · · · · · · · · · · ·	No		12:39 AM		
Financial / Insurance   Montace	Compliance	· · · · · · · · · · · · · · · · · · ·	No		12:39 AM		
Financial / Insurance what as 12 months?  Financial / Insurance what capital improvements have been made in the last 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what capital improvements are needed in the next 12 months?  Financial / Insurance what was a problems with ambient moisture in units?  Financial / Insurance what was a problems with ambient moisture in units?  Financial / Insurance what was a problems with ambient moisture in units?  Financial / Insurance what was a problems with ambient moisture in units?  Financial / Insurance what was a problems with ambient moisture in withs?  Financial / Insurance what was a problems with ambient moisture in withs?  Financial / Insurance what was a master key for yes what was a problems with a master key for yes what was a problems with a master key for yes what was a problems with a master key for yes what was a problems with a master key for yes what was a problems with was a memperancy was a problems with a master key for yes what was a problems with a master key for yes what was a problems with a master key for yes what was a problems with a master key for yes what was a problems with a problems with was a problems with was a problems with a problems with was	Financial / Insurance		Yes		12:39 AM		
Financial / Insurance   Mark apital improvements are needed in the next 12 months?   Yes   1240 AM   Yes   1241 AM   Yes   Yes   1241 AM   Yes	Financial / Insurance	the last 12 months?		Repaved front parking area.	12:40 AM		
Financial / Insurance next 12 months? Financial / Insurance next 12 months? Financial / Insurance next 12 months? Financial / Insurance Does properly have traffic control problems? Financial / Insurance Financial / Insurance Does properly have any problems with consistent lease violations (a. kids playing alone outside, patio clutter, et.)? Financial / Insurance Financial / Insurance Financial / Insurance Any roof leaks? Financial / Insurance Any problems in the past with ambient moisture in units? Financial / Insurance Any active problems with ambient moisture in units? Financial / Insurance Any active problems with ambient moisture in units? Financial / Insurance Any tip and fall accidents in the last 12 months? Financial / Insurance Any tip and fall accidents in the last 12 months? Financial / Insurance Does the community staff have a master key for all units? Financial / Insurance Does the community have an emergency evacuation plan? Financial / Insurance Does the community have an emergency evacuation plan? Financial / Insurance Financ	Financial / Insurance	the last 12 months?	Yes		12:40 AM		
Financial / Insurance Pinancial / Insurance	Financial / Insurance	•	Yes				
Financial / Insurance Does property have any problems with consistent lease violations (i.e. kids playing alone outside, patio clutter, etc.)?  Financial / Insurance Any problems in the past with ambient moisture in unite?  Financial / Insurance Any active problems with ambient moisture in unite?  Financial / Insurance Any active problems with ambient moisture in unite?  Financial / Insurance Any active problems with ambient moisture in unite?  Financial / Insurance Any active problems with ambient moisture in unite?  Financial / Insurance Any leasuits outstanding?  Fin	Financial / Insurance	· ·					
Financial / Insurance   consistent lease violations (i.e. kids playing alone outside, patio clutter, etc.)?   1241 AM   1241	Financial / Insurance	Does property have traffic control problems?	No				
Financial / Insurance Any foot leaks? No 12.41 AM Financial / Insurance In units? No 172524 Financial / Insurance Any problems with ambient moisture in units? No 172524 Financial / Insurance Any lawsuits outstanding? No 172524 Financial / Insurance Des the community staff have a master key for all units? No 172524 Financial / Insurance Des the community staff have a master key for all units? Yes 17242 AM Financial / Insurance Des the community have an emergency evacuation plan? Yes 172524 Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance of debris? Yes 17242 AM Financial / Insurance Plance Pla	Financial / Insurance	consistent lease violations (i.e. kids playing	No				
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Financial / Insurance units? No 12-41 AM Financial / Insurance Any lawsitis outstanding? No 0725/24 Financial / Insurance Any tay in and fall accidents in the last 12 months? No 0725/24 Financial / Insurance Dest the community staff have a master key for all units? Yes 07725/24 Financial / Insurance Dest the community staff have a master key for all units? 12-42 AM Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Does the community have an emergency evacuation plan? Yes 07725/24 Financial / Insurance Destination plan? Plance	Financial / Insurance		No				
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Trash Control Trash chutes operational? Area kept clear of debris?  Sidewalks and Walkways Slip, trip, and fall hazards?  No 07/25/24 12:42 AM Sidewalks and Walkways Handrails / railings secure?  Yes 07/25/24 12:42 AM Sidewalks and Walkways Stairs have non-skid tread or riser tips Yes 07/25/24 Sidewalks and Walkways painted with contrast striping? In good repair? Yes 07/25/24 Sidewalks and Walkways Adequate lighting provided and Yes 07/25/24 Sidewalks and Walkways functioning? Completed light log? Yes 07/25/24 Sidewalks and Walkways Pedestrian gates functional? In good repair? Yes 07/25/24 Sidewalks and Walkways Pedestrian gates functional? In good repair? Yes 07/25/24 Laundry Rooms Laundry Room Count Ott 2.00 Each 07/25/24 Laundry Rooms Screens present? Yes 07/25/24 Laundry Rooms Slip, trip, and fall hazards? No. 07/25/24 Laundry Rooms Slip, trip, and fall hazards?	Trash Control	Recycling bins available?	Yes				
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Sidewalks and Walkways Painted with contrast striping? In good repair? Yes 12:42 AM  Sidewalks and Walkways Adequate lighting provided and Yes 07/25/24  Sidewalks and Walkways functioning? Completed light log? Yes 07/25/24  Sidewalks and Walkways Pedestrian gates functional? In good repair? Yes 07/25/24  Laundry Rooms Laundry Room Count Qty 2.00 Each 07/25/24  Laundry Rooms Screens present? Yes 07/25/24  Laundry Rooms Slip, trip, and fall hazards? No.	Sidewalks and Walkways	Handrails / railings secure?	Yes				
Sidewalks and Walkways Painted with contrast striping? In good repair? Yes 12:42 AM  Sidewalks and Walkways Adequate lighting provided and Yes 12:42 AM  Sidewalks and Walkways functioning? Completed light log? Yes 07/25/24  Sidewalks and Walkways Pedestrian gates functional? In good repair? Yes 07/25/24  Laundry Rooms Laundry Room Count Qty 2.00 Each 07/25/24  Laundry Rooms Screens present? Yes 07/25/24	Sidewalks and Walkways	Stairs have non-skid tread or riser tips	Yes				
Sidewalks and Walkways  Functioning? Completed light log?  Yes  12:42 AM  77/25/24  12:42 AM  Sidewalks and Walkways  Pedestrian gates functional? In good repair?  Yes  07/25/24  12:42 AM  77/25/24  12:42 AM  Completed light log?  Yes  12:42 AM  12:43 AM	Sidewalks and Walkways	painted with contrast striping? In good repair?	Yes				
Sidewalks and Walkways functioning? Completed light log? Yes 12:42 AM  Sidewalks and Walkways Pedestrian gates functional? In good repair? Yes 07/25/24  Laundry Rooms Laundry Room Count Qty 2.00 Each 07/25/24  Laundry Rooms Screens present? Yes 07/25/24  Laundry Rooms Screens present? Yes 07/25/24  Laundry Rooms Slip, trip, and fall hazards? No. 07/25/24	Sidewalks and Walkways	Adequate lighting provided and	Yes		07/25/24		
Sidewalks and Walkways         Pedestrian gates functional? In good repair?         Yes         07/25/24 12:42 AM           Laundry Rooms         Laundry Room Count         Qty 2.00 Each         07/25/24 12:42 AM           Laundry Rooms         Screens present?         Yes         07/25/24 12:43 AM           Laundry Rooms         Slip, trip, and fall hazards?         No.         07/25/24	Sidewalks and Walkways	functioning? Completed light log?	Yes		07/25/24		
Laundry Rooms         Laundry Room Count         Qty 2.00 Each         07/25/24 12:42 AM 07/25/24 12:43 AM 07/25/24           Laundry Rooms         Screens present?         Yes         07/25/24 12:43 AM 07/25/24           Laundry Rooms         Slip, trip, and fall hazards?         No.         07/25/24	Sidewalks and Walkways	Pedestrian gates functional? In good repair?	Yes		07/25/24		
Laundry Rooms         Screens present?         Yes         07/25/24           Laundry Rooms         Slip trip and fall hazards?         No.         07/25/24	Laundry Rooms	Laundry Room Count	Qty 2.00 Each		07/25/24		
Laundry Rooms Slip, trip, and fall hazards? No. 07/25/24	Laundry Rooms	Screens present?	Yes		07/25/24		
	Laundry Rooms	Slip, trip, and fall hazards?	No		07/25/24		

## **Inspection Results (Continued)**

Site (Continued)						
Location	Item	Results	Notes	Date	Fixed	WO
Laundry Rooms	Leaks or drainage issues?	No		07/25/24 12:43 AM		
Laundry Rooms	No Smoking and Prop 65 sign posted?	Yes		07/25/24 12:43 AM		
Laundry Rooms	Adequate lighting provided and functioning?	Yes		07/25/24 12:43 AM		
Clubhouse / Recreation Room	Controlled access?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Rules posted or written rules given to residents?	Yes		07/25/24 12:45 AM		
Clubhouse / Recreation Room	No Smoking and Prop 65 signs posted?	Yes		07/25/24 12:45 AM		
Clubhouse / Recreation Room	Furnishings in good condition?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Slip, trip, and fall hazards?	No		07/25/24 12:45 AM		
Clubhouse / Recreation Room	Office hours posted on door?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Emergency number posted on front door?	Yes		07/25/24 12:44 AM		
Clubhouse / Recreation Room	Grievance policy clearly posted and updated?	Yes		07/25/24 12:44 AM		
ADA Accessibility	ISA sign posted at leasing office?	Yes		07/25/24 12:45 AM		
ADA Accessibility	Public ADA accessible parking available and compliant for leasing office?	Yes		07/25/24 12:45 AM		
Playground	Playground Count	Qty 1.00 Each		07/25/24 12:45 AM		
Playground	Equipment in good condition?	Yes		07/25/24 12:45 AM		
Playground	Sufficient surface material beneath equipment? Is not compacted?	Yes		07/25/24 12:45 AM		
Playground	Surfaces free of foreign matter? No rough edges?	Yes		07/25/24 12:45 AM		
Playground	Rules posted, sign in good condition and easily seen?	Yes		07/25/24 12:45 AM		
Playground	Adequate lighting provided and functioning?	Yes		07/25/24 12:45 AM		
Fire Protection	Fire extinguishers serviced within the past 12 months? Service tag attached? Accessible?	Yes		07/25/24 12:45 AM		
Fire Protection	Fire sprinklers serviced within that past 12 months? Inspected annually?	Yes		07/25/24 12:45 AM		
Fire Protection	Central station alarm tested quarterly?	Yes		07/25/24 12:46 AM		
Fire Protection	Pull Stations and Bells inspected annually?	Yes		07/25/24 12:45 AM		
Fire Protection	Post indicator valve locked in open position? 3	Yes		07/25/24		
Fire Protection	feet aisle clearance to main sprinkler valves?  Knox Box Present? #	No		12:45 AM 07/25/24		
Fire Protection	Roofs checked/cleaned regularly?	Yes		12:46 AM 07/25/24		
Fire Protection	Completed Preventative Maintenance Log?	Yes		12:45 AM 07/25/24		
Site Contracts	Do all contracts have the proper insurance	Yes		12:45 AM 07/25/24		
Site Contracts	coverage required by the LPA?  Any contracts over a year term?	Yes		12:46 AM 07/25/24		
Site Contracts	Are the contracts on a form contract for the	Yes		12:46 AM 07/25/24		
Maintenance Shop	management company?  Chemicals stored properly? Labeled?	Yes		12:46 AM 07/25/24		
Maintenance Shop	Flammable cabinets? Flammable placard	Yes		12:47 AM 07/25/24		
Maintenance Shop	posted?  MSDS Book available and organized?	Yes		12:47 AM 07/25/24		
Maintenance Shop	Personal protective equipment available?	Yes		12:47 AM 07/25/24		
·	Eyewash/First aid available and readily			12:47 AM 07/25/24		
Maintenance Shop	accessible? Serviced every three months?	Yes		12:47 AM 07/25/24		
Maintenance Shop	Hand tools in good operating order?	Yes		12:47 AM 07/25/24		
Maintenance Shop	Ladders stored securely? In good repair?	Yes		12:47 AM		

## **Inspection Results (Continued)**

Site (Continued)						
Location	Item	Results	Notes	Date	Fixed	WO
Maintenance Shop	Compressed air/gas cylinders secured?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Fire Extinguisher serviced and tagged?	Yes		07/25/24 12:47 AM		
Maintenance Shop	Rooms secured? Room organized?	Yes		07/25/24 12:47 AM		
Maintenance Shop	No Smoking, Prop 65 and Labor Law Poster/signs posted?	No		07/25/24 12:47 AM	X	
Maintenance Shop	Site utility map and emergency numbers posted?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Emergency Manual 911? Key-Trac? Key Code System in place? Key log separate from coded keys?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Emergency numbers within the [Code 911] manual complete? Available? Posted?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Site utility map within the Code 911 manual complete? Lists all utility shut-offs? Available? Posted?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Petty cash box locked and secure? How much is the fund?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	Petty cash box locked and secure? How much is the fund?	General Comment	\$86	07/25/24 12:48 AM		
Leasing Office/Administrative	Fair Housing sign posted and visible? Size?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	MSDS Book available and organized?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	First Aid available? Digital Camera available?	Yes		07/25/24 12:47 AM		
Leasing Office/Administrative	No Smoking, Prop 65, No Cash and Check ID signs posted? E-Verify Poster?	Yes		07/25/24 12:47 AM		
Storage Rooms	Storage Room Count	Qty 1.00 Each		07/25/24 12:48 AM		
Storage Rooms	Water Heater Count	Qty 2.00 Each		07/25/24 12:48 AM		
Storage Rooms	Boiler Rooms Count	Qty 2.00 Each		07/25/24 12:48 AM		
Storage Rooms	Storage room secured? Rooms organized? Condition?	Yes		07/25/24 12:49 AM		
Storage Rooms	Water heater / boiler rooms secured? Rooms organized?	Yes		07/25/24 12:49 AM		
Storage Rooms	Condition of Water Heaters / Boilers?	Yes		07/25/24 12:49 AM		
Furnace Room	Controlled access?	Yes		07/25/24 12:44 AM		
Furnace Room	Equipment in good operating condition?	Yes		07/25/24 12:44 AM		
Furnace Room	Equipment use instructions posted for exercise equipment?	Yes		07/25/24 12:44 AM		
Furnace Room	Fitness Room Count	Qty 1.00 Each		07/25/24 12:43 AM		
Furnace Room	No Smoking and Prop 65 signs posted?	Yes		07/25/24 12:44 AM		
Furnace Room	Rules and Regulations clearly posted?	Yes		07/25/24 12:44 AM		
Furnace Room	Use at your own risk statement?	Yes		07/25/24 12:44 AM		
Overall Inspection Comment	General Location	General Comment	Very well organized, and generally In good repair. Documentation excellent.	07/25/24 12:49 AM		
Site Contracts	General Location	General Comment	Property manager	07/25/24 12:46 AM		

## **Inspection Results - Two Column**

Item	Result	Item	Result
		Site Visit	

General Location	Pictures		
Occupancy / Preleased			
Number Vacant	Qty	Number Vacant-Ready	Qty
Are rents at Max allowable for the set asides?	Yes	Date of last rental increase / average increase amount?	General Comment
Are there any market rate apartments? If Yes, now is the next available unit rule mplemented?	No	Reasons residents vacate the community?	General Comment
How many residents currently in eviction?	Qty	How many evictions have been done Y-T-D?	Qty
Any significant apartments type harder to rent?	No	Number of apartments with Section 8 vouchers?	Qty
loes a Section 8 voucher pay max rent?	Yes	What is the average median income for the community?	General Comment
s there a waiting list? If so, How many for each init type and set-aside?	nYes	Review the average days lost on last 12-month move-outs. What has been the average?	General Comment
Market Conditions		-	
Ooes the site have a current market survey?	No	Does it only contain LIHTC communities?	No
Which two communities are the subject community direct LIHTC comps?	General Comment	What is the Google rating online?	General Comment
ast date Manager shopped the comps?	General Comment	Does Manager have a written marketing plan?	
Vhat is the current advertising media used?	General Comment	Are there any new LIHTC communities under construction in the area?	No
are there any new Market Rate communities under construction in the area?	Yes	Is there one employer that the residents work at?	No
Vhat are the 5 largest employers in the narket?	General Comment	Overall economic conditions?	Good
Sub-market economic conditions	Good		
ompliance			
roperty Staff: Property Manager	General Comment	Property Staff: Lead Maintenance	General Comment
roperty Staff: Maintenance 1	General Comment	Does any of the office staff have LIHTC certifications? If yes, provide details	No
Ooes the management company have written olicy and procedures for compliance?	Yes	When was the last State Audit?	General Comment
Vere there any items noted in the audit?	No	Any 8823's issued?	No
/as the audit closed out with State? If so,	Yes	How often are utility allowances verified? What is it dated.	General Comment
oes the Manager have that letter?	No	Are there any compliance problems on the	No
re there any other reporting requirements ther than LIHTC?	No	property today?	No
inancial / Insurance		<b>.</b>	
loes Manager review operating statements nonthly?	Yes	What capital improvements have been made in the last 12 months?	
/hat capital improvements have been made in ne last 12 months?		What capital improvements are needed in the next 12 months?	Yes
Vhat capital improvements are needed in the ext 12 months?	General Comment	Does property have traffic control problems?	No
oes property have any problems with onsistent lease violations (i.e. kids playing lone outside, patio clutter, etc.)?	No	Any roof leaks?	No
ny problems in the past with ambient noisture in units?	No	Any active problems with ambient moisture in units?	No
ny lawsuits outstanding?	No	Any trip and fall accidents in the last 12 months?	No
Ooes the community staff have a master key or all units?	Yes	Does the community have an emergency evacuation plan?	Yes
rash Control		•	
Dumpsters stored away from general public? Area kept clear of debris?	Yes	Recycling bins available?	Yes
rash chutes operational? Area kept clear of lebris?	Yes		

Sidewalks and Walkways			
Slip, trip, and fall hazards?	No	Handrails / railings secure?	Yes
Stairs have non-skid tread or riser tips	Yes	painted with contrast striping? In good repair?	
Adequate lighting provided and	Yes	functioning? Completed light log?	Yes
Pedestrian gates functional? In good repair?	Yes		
Laundry Rooms			
Laundry Room Count	Qty	Screens present?	Yes
Slip, trip, and fall hazards?	No	Leaks or drainage issues?	No
No Smoking and Prop 65 sign posted?	Yes	Adequate lighting provided and functioning?	Yes
Clubhouse / Recreation Room			
Controlled access?	Yes	Rules posted or written rules given to	Yes
N 0 1' 1B 05 ' 18		residents?	<b>V</b>
No Smoking and Prop 65 signs posted?	Yes	Furnishings in good condition?	Yes
Slip, trip, and fall hazards?	No Voc	Office hours posted on door?	Yes
Emergency number posted on front door?	Yes	Grievance policy clearly posted and updated?	res
ADA Accessibility	.,	1	
ISA sign posted at leasing office?	Yes	Public ADA accessible parking available and compliant for leasing office?	Yes
Playground			
Playground Count	Qty	Equipment in good condition?	Yes
Sufficient surface material beneath equipment		Surfaces free of foreign matter? No rough	Yes
Is not compacted?		edges?	
Rules posted, sign in good condition and easily	yYes	Adequate lighting provided and functioning?	Yes
seen?			
Fire Protection			
Fire extinguishers serviced within the past 12	Yes	Fire sprinklers serviced within that past 12	Yes
months? Service tag attached? Accessible?		months? Inspected annually ?	
Central station alarm tested quarterly?	Yes	Pull Stations and Bells inspected annually?	Yes
Post indicator valve locked in open position? 3	Yes	Knox Box Present? #	No
feet aisle clearance to main sprinkler valves?			
Roofs checked/cleaned regularly?	Yes	Completed Preventative Maintenance Log?	Yes
Site Contracts			
Do all contracts have the proper insurance coverage required by the LPA?	Yes	Any contracts over a year term?	Yes
Are the contracts on a form contract for the management company?	Yes	General Location	General Comment
Maintenance Shop			
Chemicals stored properly? Labeled?	Yes	Flammable cabinets? Flammable placard	Yes
Chemicals stored property? Labeled?	162	posted?	162
MSDS Book available and organized?	Yes	Personal protective equipment available?	Yes
Eyewash/First aid available and readily	Yes	Hand tools in good operating order?	Yes
accessible? Serviced every three months?	103	riand tools in good operating order:	103
Ladders stored securely? In good repair?	Yes	Compressed air/gas cylinders secured?	Yes
Fire Extinguisher serviced and tagged?	Yes	Rooms secured? Room organized?	Yes
No Smoking, Prop 65 and Labor Law	No	Site utility map and emergency numbers	Yes
Poster/signs posted?		posted?	
Leasing Office/Administrative			
Emergency Manual 911? Key-Trac? Key Code	Yes	Emergency numbers within the [Code 911]	Yes
System in place? Key log separate from codec keys?		manual complete? Available? Posted?	
Site utility map within the Code 911 manual	Yes	Petty cash box locked and secure? How much	Yes
complete? Lists all utility shut-offs? Available? Posted?		is the fund?	
Petty cash box locked and secure? How much	General Comment	Fair Housing sign posted and visible? Size?	Yes
is the fund?	_ 5 Johnnoit	- In the state of	•
MSDS Book available and organized?	Yes	First Aid available? Digital Camera available?	Yes
No Smoking, Prop 65, No Cash and Check ID		J J	
signs posted? E-Verify Poster?			
Storage Rooms		•	
Storage Room Count	Qty	Water Heater Count	Qty
	1		
•	•	Storage room secured? Rooms organized?	res
Boiler Rooms Count	Qty	Storage room secured? Rooms organized? Condition?	Yes
<u> </u>	Qty		Yes

Furnace Room			
Controlled access?	Yes	Equipment in good operating condition?	Yes
Equipment use instructions posted for exerciple equipment?	sise Yes	Fitness Room Count	Qty
No Smoking and Prop 65 signs posted?	Yes	Rules and Regulations clearly posted?	Yes
Use at your own risk statement?	Yes		
Overall Inspection Comment		•	
General Location	General Comment		