

### Example of Management Agent Letter Sent – January 2008

This letter is to inform you that the tenant certification identified below was randomly selected for a review of your file documentation and calculation of Rental Assistance. This review is part of an annual review required to be conducted by the Agency in accordance with the Improper Payment Information Act (IPIA). **Please provide the information identified below by February 11, 2008.**

This year, the Centralized Servicing Center (CSC), which processes your monthly payment, will be conducting the review.

Please submit a copy of Form RD 3560-8, "Tenant Certification," and supporting documents for the following tenant:

<u>Property Name</u>	<u>Location</u>	<u>Unit No.</u>	<u>Tenant Name</u>	<u>Effective Date of "Tenant Certification" to be reviewed</u>
ABC APARTMENTS	ANYTOWN, USA	10A	DOE, JOHN	03/01/2007

**Note:** The effective date of the certification may not be the current certification.

Please ensure that the supporting documents consist of all documents that were used to complete the "Tenant Certification" identified above. This includes calculation tapes, internal worksheets, and third-party verifications. Examples of supporting documents are as follows:

- **Verification of Employment:** A copy of verification of employment for each adult household member
- **Zero Income Persons:** Include the Zero Income Verification Checklist from your files.
- **Unemployment and Unemployment Benefits:** Tenants receiving unemployment benefits must provide the most recent award or benefit letter prepared and signed by the authorizing agency to verify the unemployment income.
- **Regular, Unearned Income (e.g., Social Security, pensions, workers compensation):** A copy of the most recent award or benefit letter prepared and signed by the authorizing agency.
- **Public Assistance:** A copy of the most recent award or benefits letter prepared and signed by the authorizing agency to verify the amount of public assistance received

- **Alimony or Child Support Payments:** A copy of the divorce decree, separation agreement, or other document indicating the amount of the required support payments. (If the tenant reports that the amount required by the agreement is not being received, the tenant must document that assistance has been requested from the state or local entity responsible for enforcing payment.)
- **Support for Foster Children or Adults:** Documentation indicating the amount of money received for the care of foster children or adults, and the anticipated period of time the support will be provided.
- **Income Tax Return:** For self employment, a complete, legible copy of the most recently filed Federal income tax form may be submitted for each applicant/tenant, unless the person was exempted from filing a return.
- **Verification of Assets and Income from Assets:** Financial institution statements to verify account balances. (For some assets, such as mutual funds or 401(k) accounts, copies of year-end statements can provide information about annual income. Documents from tenants that identify if any asset has been disposed of for less than fair market value.)
- **Disability/Handicapped Documentation:** If the tenant has been living in the property for a while, the necessary documentation may have to be retrieved from the application or prior certification documentation.
- **Medical Expense:** Documentation used to calculate medical expenses.
- **Citizenship:** FOR FARM LABOR ONLY, documentation of U.S. citizenship or immigration status (for all household members) is required.

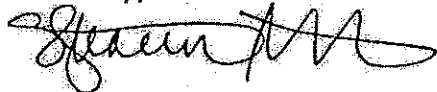
Attached is a cover sheet that should be submitted with each Tenant Certification and supporting documents.

We request that you fax the documents to 314-206-2332 or 314-206-2210 by **February 11, 2008.**

If faxing is a problem or if you have any questions concerning this letter, you may contact the Audit Unit at 1-800-349-5097, extension 2453, from 8:00 a.m. to 4:30 p.m. Central Standard Time, Monday through Friday.

We appreciate your immediate attention and assistance with this review.

Sincerely,



Stephanie B.M. White  
Director  
Multi-Family Housing  
Portfolio Management Division

# MULTI-FAMILY AUDIT WORKSHEET

Certification Date: \_\_\_\_\_

Record Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Number of Household members

## DEDUCTIONS

Number of Dependents

Elderly YES \_\_\_\_\_ NO \_\_\_\_\_

\$

X \$480

400.00

\$ -
\$ -

## ASSETS

Net Family Assets SAVING

Imputed Income from Assets

net family assets x .0200 =

Income from Assets

## INCOME

Income Source

Income Calculations

\_\_\_\_\_

x 12

\_\_\_\_\_

x 12

\_\_\_\_\_

\_\_\_\_\_

\$ -
\$ -

Income contributed by Assets

Total Annual Income

\$ -
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## MEDICAL EXPENSE

Prescription

\_\_\_\_\_

\_\_\_\_\_

Total Medical Expenses

Allowable medical deduction @ 3%

Dependant deduction

Elderly deduction

Total Adjustments

Adjusted Annual Income

\$ -

\$ -
\$ -
\$ -

\$ -
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\$ -
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Initials:

date certification signed

**SECTION 521 - RENTAL ASSISTANCE PROGRAM**  
**Improper Payment Information Act Compliance - FY 2007 Survey Form**

SECTION A - GENERAL INFORMATION		
1	Record Number	35
2	Reviewer's Name	[REDACTED]
3	Project Name	[REDACTED]
4	Case & Project Number (XX-XX-XXXXXXXXXX, XX-X)	[REDACTED]
5	Date of Payment	9/1/2006
6	Unit Number	40
7	Tenant Name (last name, first name)	[REDACTED]
8	Tenant Certification Effective Date	3/1/2006
9	Approved Basic Rent	316
10	Approved Utility Allowance	51

SECTION B - TENANT ELIGIBILITY		Yes, No or N/A
11	Is the Tenant Certification signed and dated on or prior to the effective date?	Yes
12	If Off Farm Labor Housing, is the tenant a United States citizen or qualified alien?	N/A

SECTION C - INFORMATION FROM FORM RD 3560-8, "TENANT CERTIFICATION"		COLUMN A Amount from MFIS	COLUMN B Amount from Review of Tenant File
<b>ASSET INCOME</b>			
13	Net Family Assets (from line no. 15)	-	-
14	Imputed Income from Assets (from line no. 16)	-	-
15	Income from Assets (from line no. 17)	-	-
<b>INCOME CALCULATIONS</b>			
16	Wages, Salaries, etc.(from line no. 18a)		-
17	Soc. Sec., Pensions, etc. (from line 18b)	7,476	7,476
18	Assistance (from line 18c)	-	-
19	Income contributed by Assets (Greater of Line 16 or Line 17; from line 18d)	-	-
20	Other (from line 18e)	-	-
21	<b>ANNUAL INCOME</b>	7,476	7,476
<b>ADJUSTMENTS TO INCOME</b>			
22	\$480 x total of Minor, Disabled, Handicapped or Full-Time Student 18 or Older (from line 19a)	-	-
23	\$400 if elderly status (from line 19b)	400	400
24	Medical exceeding 3% of Line 18f. (If elderly, handicapped or disabled) (from line 19c)		-
25	Child Care (from line 19d)		-
26	<b>TOTAL ADJUSTMENTS</b>	400	400
27	<b>ADJUSTED ANNUAL INCOME</b>	177	177
28	<b>MONTHLY INCOME</b>	62	62
29	<b>GROSS TENANT CONTRIBUTION</b>	177	177
30	<b>NET TENANT CONTRIBUTION</b>	126	126
31	<b>AMOUNT OF RA</b>	190	190
32	<b>OVER (+) OR UNDER (-) PAYMENT</b>		-

33	If Line 31 is not -0- and/or Questions 8 or 9 is no, what is the attributed Fault Code? (1. Insufficient Documentation, 2. Borrower/Agent Error or 3. Both)	
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**NOTE: If Amount of RA is different, corrective actions must be taken immediately.**

# MFH Initial Audit - Recap By Improper Payment Rate

Attachment D

Primary Code	# of Primary Occurrences	\$ of Primary Occurrences	% of Nbr of Primary Occurrences	% of \$ of Primary Occurrences	TCE	IP Rate		
M	14	\$ 3,805.00	9.4%	25.40%	\$18,975,535.00	2.14%	Income	No documentation in file per site manager
H	6	\$ 1,945.00	4.0%	12.98%	\$9,699,715.00	1.09%	Income	Zero income - missing attachment 6-B
D	5	\$ 1,744.00	3.4%	11.64%	\$8,697,328.00	0.98%	Cert	Not dated
E	6	\$ 1,488.00	4.0%	9.93%	\$7,420,656.00	0.84%	Cert	Incorrect cert
G	7	\$ 1,423.00	4.7%	9.50%	\$7,096,501.00	0.80%	Income	Missing award letter
F	24	\$ 1,305.00	16.1%	8.71%	\$6,508,035.00	0.73%	Income	Wage calculation difference
C	7	\$ 1,223.00	4.7%	8.16%	\$6,099,101.00	0.69%	Cert	Not signed
P	36	\$ 779.00	24.2%	5.20%	\$3,884,873.00	0.44%	Deduction	Child care documentation - Calculation difference
I	23	\$ 443.00	15.4%	2.96%	\$2,209,241.00	0.25%	Income	Calculation difference on SS/SSI
R	5	\$ 390.00	3.4%	2.60%	\$1,944,930.00	0.22%	Cert	Dated after cert effective date
Q	3	\$ 193.00	2.0%	1.29%	\$962,491.00	0.11%	Deduction	Child care documentation - Calculation difference
L	6	\$ 141.00	4.0%	0.94%	\$703,167.00	0.08%	Income	Other income calculation difference
A	2	\$ 57.00	1.3%	0.38%	\$284,259.00	0.03%	Income	Asset income difference
K	3	\$ 24.00	2.0%	0.16%	\$119,688.00	0.01%	Income	Income contributed by assets calculation difference
N	1	\$ 12.00	0.7%	0.08%	\$59,844.00	0.01%	Deduction	Minor, disabled, handicapped or F/T student calculation difference
O	1	\$ 10.00	0.7%	0.07%	\$49,870.00	0.01%	Deduction	Elderly difference
Total	149	\$ 14,982.00	100.0%	100.00%	\$74,715,234.00	8.42%		

# MFH Subsequent Audit - Recap By Improper Payment Rate

Attachment E

Primary Code	# of Primary Occurrences	\$ of Primary Occurrences	% of Nbr of Primary Occurrences	% of \$ of Primary Occurrences	TCE	IP Rate		
M	11	\$ 3,585.00	28.2%	32.54%	\$17,878,395.00	2.02%	Income	No documentation in file per site manager
H	5	\$ 1,923.00	12.8%	17.45%	\$9,590,001.00	1.08%	Income	Zero income - Missing attachment 6-B
D	5	\$ 1,744.00	12.8%	15.83%	\$8,697,328.00	0.98%	Cert	Not dated
E	5	\$ 1,179.00	12.8%	10.70%	\$5,879,673.00	0.66%	Cert	Incorrect Cert
C	4	\$ 1,081.00	10.3%	9.81%	\$5,390,947.00	0.61%	Cert	Not signed
G	4	\$ 646.00	10.3%	5.86%	\$3,221,602.00	0.36%	Income	Missing award letter
F	4	\$ 533.00	10.3%	4.84%	\$2,658,071.00	0.30%	Income	Wage calculation difference
R	1	\$ 327.00	2.6%	2.97%	\$1,630,749.00	0.18%	Cert	Dated after cert effective date
Total	39	\$ 11,018.00	100.0%	100.00%	\$54,946,766.00	6.20%		