

Date

«Manager»

«Mailing_Address»

«Mailing_City_», «Mailing_State_» «Mailing_Zip»

SUBJECT: 2013 AFFORDABLE HOUSING COMPLIANCE MONITORING
«PROPERTY_ADDRESS»

The subject property is restricted by a Regulatory Agreement. This restriction occurred either as a condition of your development, previous financial assistance to the property in the form of loan/grant from the City of Lompoc Federal HOME, Community Development Block Grant (CDBG), local Lompoc Affordable Housing Trust Fund (LAHTF), and/or State Redevelopment Program (RDA) to the property. As a condition, the City recorded the Regulatory Agreement against the subject property which requires the owner to restrict the specified number of affordable unit(s) for occupancy by lower-income households in accordance with the terms established by the City of Lompoc, program requirements (Regulatory Agreement enclosed for reference).

We are required to perform periodic site visits to inspect the property and review the program files. Our site visit and inspection of the subject property is scheduled for «M_2013_Monitoring_Appointment». City monitoring staff will need access to tenant files at which time staff will randomly select units to monitor, in order to properly notify tenants of unit inspection, please email the Occupancy Summary Report to c_alarcon@ci.lompoc.ca.us a minimum of ten days prior to the monitoring site visit and staff will respond with the units they would like to view.

The terms of the Regulatory Agreement require that an annual report for the preceding twelve month period be submitted as verification of your continued compliance. You will be required to complete, sign and submit the following documentation to the City of Lompoc on an annual basis:

- Project Financial Statements (Audited Preferred)
- Occupancy Summary Report (sample Occupancy List attached for reference)
- Rent Roll (Sample Rent Roll Summary attached for reference)
- Tenant Income and Rent Certification (TIRC) with supporting documentation (blank attached for reference)
- Copy of current standard lease or lease waiver
- Property Management Plan
- Affirmative Marketing Plan
- Copy of Utility Allowance from source (Current Utility Allowance attached)
- Copy of Rent & Income Limits (2013 & 2014 Income Guidelines attached)

In an effort to expedite the monitoring visit please submit the requested information to the City of Lompoc by (10 days prior to site visit). Should you have any questions or require assistance, please contact me directly at 805-875-8245 or Linda Wertman, Redevelopment Program Coordinator at 805-875-8278. Thank you for helping to provide affordable housing to the residents of the City of Lompoc.

CHRISTIE ALARCON
Community Development Program Manager
Enclosures