City of Lompoc Affordable Housing Monitoring Compliance Checklist

Project Name	
Project Address	
Property Owner	
Property Manager	

Total Units		Studios		1-BR		2-BR		3-BR		4-BR	
Restricted Units		HOME		CDBG		RDA		LAHTF		Other	
Covenant Start											
End Dates											
Monitoring Type		Initial		Annual		Follow-up					
Date Conducted											

Project File	Yes	No	N/A
Is there a program binder located at the property / property management office?			
Does Project File Contain the Following:			
Annual Reports (Occupancy Summaries/Rent Rolls)			
Annual Rent & Income Limits (For Each Applicable Program)			
Property Management Plan			
Utility Allowance			
Affirmative Marketing Plan			
Adhere to Policy & Procedures			
Financial Operations			
Leasing Guidelines			
Waitlist			
If yes, is it implemented and up to date?			
Were letters sent to rejected applicants? *(collect 3 sample)*			
Tenant Selection Plan			
[ ] Followed [ ] DOES NOT contain prohibited provisions			
Correspondence			
Regulatory Agreements			

Tenant Files	Yes	No	N/A
Lease *(Minimum 1 Year Lease)*			
Mandatory Lease Addendum			
Utility Allowance			
Rental Application			
Tenant Income & Rent Certification (Race & Ethnicity)			
Income Source Documentation			
Termination of Tenancy			

Physical Inspection

Units Inpsected:					
Bedroom Size:					
Unit Overall *(pass/fail)*:					
Notes/Comments:	Described on individual HQS Reports attached to audit.				
Exterior:	Pass		Fail*		*see notes attached