MANAGEMENT AGENT QUESTIONNAIRE

1) How many years have you been managing properties?

2) How many tax credit units do you manage?

3) How many staff do you employ?

4) How many staff are tax credit compliance trained?

5) Please describe your staff’s level of compliance training

6) Who are the staff members that will be working on this property?

7) How many compliance audits has the state agency performed on your properties?

8) Were they desk or site audits?

9) What were their general findings?

10) Were there any 8823s filed? If so, what were the reasons and were they corrected?

11) How often do you attend compliance training?

12) Is there a resident selection criteria for the property? Please provide a copy.

13) What is the leasing schedule for the property?