

****New****
Entrance Interview
Questionnaire

December 2022

Contact Information

Mailing Address:

TDHCA
PO Box 13941
Austin, TX 78711-3941

Physical Address:

TDHCA
221 East 11th Street
Austin, TX 78701

Website: www.tdhca.state.tx.us

Division Phone Number:

(512) 475-3800
(800) 525-0657 (toll free in Texas only)

Announcements

Schedule:

- The training will run from 9:00 am until approximately 3:00 pm
- Breaks: Morning and Afternoon; if needed
- Lunch: Approximately 12 – 1 pm

Housekeeping:

- Certificates will not be given for this webinar
- The webinar is being recorded and will be available on the Department website
- We suggest you silence your phones and put an “out of office” email response to help avoid distractions during the training
- Please pose questions and comments in the Questions Box or Raise Your Hand to ask your question in the webinar

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Monitor Review Questionnaire

The Department has updated the Entrance Interview Questionnaire.

The report will now be known as the Monitor Review Questionnaire and will be used in lieu of the “old” Entrance Interview Questionnaire.

This webinar will be a LIVE walk-thru of the new reporting requirements and a brief reminder of how to update the Unit Status Report (USR).

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Monitor Review Questionnaire: Where is it?

The screenshot shows the main interface of the CMTS Property Reporting System. At the top, there is a navigation bar with links like Home, Contact, About, Calendar, Press, Employment, Change Password, and Edit Email Address. Below this is the system title 'CMTS Property Reporting System' and a sub-section 'cpollet Property Listings'. A table lists properties with columns for Property ID, Property Name, and various report links. The 'Unit Status Report' link for property 4793 is circled in red. Other links include 'Annual Owners Compliance Reports', '8609 Part II Reports', 'Start New Report', 'Update Contact Information', 'Edit Manager Password', 'Reports', 'Unit Data Upload', 'Tenant Data Upload', and 'Electronic Document Attachment'.

Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Reports	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
4793	Oasis Cove	Annual Owners Compliance Reports - 2021	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (6/2)
5627	Greenline North	Annual Owners Compliance Reports - 2021		Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (1)

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Monitor Review Questionnaire: Where is it?

The screenshot shows the detailed view of property 4793, 'Oasis Cove'. At the top, there are navigation links and a search bar. Below is the system title 'CMTS Property Reporting System' and a sub-section 'Property Selection | Logout'. A table provides detailed information about the property, including its name, type, total units, and various dates. The 'Unit Status Reports' link is circled in red. Below the table, there is a section for 'Program Income Requirements'.

Property#4793 Detail			
Name: Oasis Cove	Type: Individual/Family	Scattered site: N	
Building config: Five+ Units Per Building	Dwelling type: Multi Family Residential	Year constructed: 2013	
Total buildings: 5	Total units: 64	Total program units: 64	
Planned buildings:	Planned units:	Zoning: R	
Total sq ft: 61880	Land site ctri:	Elevator: N	
Disposition:	Home funding: N	Floors in tallest bldg: 2	
Special needs:	Home 4050: N	Fair Housing Construction: N	
# of parking spots:	First building in svc date: 10/17/2013	Next RD onsite row date:	
# of handicap spots:	Last building svc date: 12/16/2013	Last RD onsite row date:	
Census Tract: 48211950300	Latitude: 35.9169	Longitude: -100.3762	
GPS Date: 01/11/2017	RAD Development:		
HTC Type: 9%	Disaster Housing Flag: N	Property Status: Active	
Legal description:			

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Monitor Review Questionnaire: Where is it?

Report Type	Submitted Date	Submit	Print
Unit Status Report / Desk - Quarterly Vacancy Report	Has not been submitted	[Submit]	[Preview before submitting]
Unit Status Report / Desk - Quarterly Vacancy Report	07/09/21	[Submit]	[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	Has not been submitted	[Submit]	[Preview before submitting]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/08/21	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/08/21	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/18/21	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/08/20	[Submit]	[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	07/15/20	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/20	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/20	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/20	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/19	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/11/19	[Submit]	[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/19	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/19	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Onsite	04/02/19	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/19	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/18	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/18	[Submit]	[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/18	[Submit]	[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/18	[Submit]	[Print USR PDF / Excel]

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Monitor Review Questionnaire: Where is it?

Monitor Review Questionnaire

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print
Entrance Interview Questionnaire	04/02/2019		04/02/2019	[Submit]	[Print as Submitted]
Entrance Interview Questionnaire	04/13/2016		04/12/2016	[Submit]	[Print as Submitted]
Entrance Interview Questionnaire	01/31/2014		01/29/2014	[Submit]	[Print as Submitted]

Required Confirmation of Notification

UPCS Required Notification

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print
UPCS Inspection Report	05/01/2020	[Start Edit or View before submission]	Has not been submitted	Must Save Before Submission	[Preview before submitting]
UPCS Inspection Report	06/01/2017		05/04/2017	[Submit]	[Print as Submitted]
UPCS Inspection Report	05/01/2014		03/26/2014	[Submit]	[Print as Submitted]

Utility Allowance Review Questionnaire

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print

Quarterly Owners Financial Certification

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Monitor Review Questionnaire: Where is it?

Monitor Review Questionnaire						
Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print	
Entrance Interview Questionnaire	03/30/2021		03/25/2021		[Print as Submitted]	
Entrance Interview Questionnaire	04/23/2018		04/24/2018		[Print as Submitted]	
Entrance Interview Questionnaire	05/26/2015		05/14/2015		[Print as Submitted]	
Entrance Interview Questionnaire	06/25/2014		06/24/2014		[Print as Submitted]	
Entrance Interview Questionnaire	06/10/2013		05/29/2013		[Print as Submitted]	
Entrance Interview Questionnaire	07/16/2012		07/09/2012		[Print as Submitted]	
Entrance Interview Questionnaire	06/30/2011		06/27/2011		[Print as Submitted]	
Entrance Interview Questionnaire	05/27/2010		06/01/2010		[Print as Submitted]	
Entrance Interview Questionnaire	07/06/2009	[Start, Edit or View before submission]	Has not been submitted	[Submit]	[Preview before submit] [Print]	



Thank you!

Please reach out with any questions, anytime!

DEPARTMENT WEBSITE:

[HTTPS://WWW.TDHCA.STATE.TX.US/](https://www.tdhca.state.tx.us/)

CMTS LOGIN:

[HTTPS://POX.TDHCA.STATE.TX.US/AIMS2/POX](https://POX.TDHCA.STATE.TX.US/AIMS2/POX)



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Project# 2636 **Project Name** Freeport Apartments
 1001 N Avenue J, FREEPORT **Project Type** Individual/Family

CR#: 80040 **Fiscal Year:**

Ques#	Question	Answer
	Please answer the following questions. Based on your response, if instructed below, please submit through the attachment system in CMTS the indicated documentation to evidence compliance with the requirement.	
	Contact Information	
1	In CMTS, is the contact information for the Owner representative, management company, and onsite manager true and correct?	
	If not, please update the contact information in CMTS.	
2	If the Department is conducting the monitoring review onsite, has onsite staff been made aware of the visit?	
	If not, please notify onsite staff that the date and time in the notice are approximate.	
3	In CMTS, is the name of the development the same as it is known to the public?	
	If not, please update the development's address in CMTS.	
4	In CMTS, is the physical address correct for the development?	
	If not, please update the development's address in CMTS.	
5	Does the development have a leasing office at the physical address provided in CMTS?	
6	If not, please indicate where the files are kept by providing a full physical address (street number, street name, city, state, and ZIP).	
	Reporting	
	Please submit electronically in CMTS an accurate and up-to-date Unit Status Report.	
7	Have Forms 8609 been issued by the Department?	
	If not, please submit through the attachment system in CMTS copies of the Certificates of Occupancy.	

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8	Are copies of all the IRS Forms 8609 (with applicable attachments) for each BIN already uploaded to the attachment system in CMTS? If not, please submit through the attachment system in CMTS.	Record Keeping
9	In what format are files stored (paper, electronic, or both)?	
10	If paper or both, will the original files be available during the onsite visit?	
11	If electronic, can files be provided within 24-hour notice through the attachment system in CMTS?	
12	If any units at the development are assisted with the Department's Section 811 PRA program, has a 11 by 14 inches Fair Housing poster been displayed prominently in both English and Spanish (at a minimum) in the leasing office as required by 24 CFR Part 100?	Ownership
13	Has there been a change in ownership in the last 12-months? If so and not approved by the Department, please contact the Asset Management Division at the Department.	Additional Marketing Requirements
14	Does a LURA for the development require setting aside a certain number of units for Special Needs households?	
15	If the development is not able to meet currently, does that LURA permit evidence of good faith efforts by affirmatively marketing to Persons with Disabilities? If so, please submit through the attachment system in CMTS marketing efforts to Persons with Disabilities.	
16	If the development is for seniors or elderly persons, what is the specific age requirement as written in the tenant selection criteria (written screening policies)?	

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Ques#	Question	Answer
17	Does a LURA for the development require marketing to veterans through direct marketing or contracts with veteran's organizations? If so, submit through the attachment system in CMTS evidence, such as marketing flyers, letters, contracts, etc..	
18	Does the LURA require setting aside and marketing to a certain number of units for COC/Homeless?	
19	If so, what units are current occupied by referred Persons from a COC/Homeless? Submit through the attachment system in CMTS evidence, such as marketing flyers, letters, contacts, etc. Tenant Files	
20	If any tenants are assisted by the Department's Section 811 PRA program, are the files kept in a secure location, which restricts access to personal and EIV information to only those staff with a signed Rules of Behavior, current certification for security training, and official need to access that information?	
21	If so, please provide here a list of 811-assisted units.	
22	If any tenants are assisted by the Department's HOME, TCAP-RF, NHTF, or HOME-ARP programs and the development was awarded after August 23, 2013, are any leases between an organization and landlord (instead of between the tenant and landlord)?	
23	If any tenants are assisted by the Department's Neighborhood Stabilization Program (NSP), is the Development using a master lease?	
24	If any tenants are assisted by the Department's HTC program and units are leased to an organization for a supporting housing program, have any units been vacant for more than 60 days and the development has received a rental payment?	
25	If so, please list here the units.	

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26	Has a Tenant Rights and Resources Guide, with property specific information, been posted in a common area of the leasing office? If the monitoring review is desk (not an onsite visit), please submit through the attachment system in CMTS a copy of the posted Guide.	
27	When was the development originally built (please provide a 4-digit year)? Utility Allowances	
28	Are tenants required to pay for any utilities (electric, gas, water, sewer, trash, etc.) besides telephone, cable, and internet? If not, please skip questions lines between 27 through 84. If so, please answer question lines between 27 through 84.	
29	Since the last monitoring review, have the utilities paid for by the tenant changed?	
30	If so, which utilities do the tenants pay for now that they did not at the last monitoring review?	
31	If so, which utilities do the tenants now no longer pay for that they did at the last monitoring review?	
32	Since the last monitoring review, has the utility allowance methodology changed?	
33	If so, please answer here from what to what methodology. What building types are at the development (Single Family Homes, Duplexes, Row/Townhouse, Triplex, Fourplex, Lowrise 2 - 4 units (Building has one outside entrance), Large Apartment Buildings (5+ units))? Please list below each type.	
34	Type	
35	For this type, please identify here the buildings.	
36	Type	

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Ques#	Question	Answer
37	For this type, please identify here the buildings.	
38	Type	
39	For this type, please identify here the buildings.	
40	Type	
41	For this type, please identify here the buildings.	
42	Are any units at the development assisted with USDA's Rural Development?	
43	If so, please provide here a list of buildings with RD-assisted units. If so, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances from USDA.	
44	Are any units at the development assisted with a HUD program (such as project-based Section-8, public housing units, etc.)?	
45	If so, please provide here a list of buildings with HUD-assisted units. If so, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances from HUD.	
46	If the Development has multiple HUD Programs, please provide details and all applicable utility schedules.	
47	Are any units at the development assisted with the HOME program not through the Department but another Participating Jurisdiction?	
48	If so, please provide here a list of buildings with HUD-assisted units. If so, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances from the Participating Jurisdiction.	

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49	<p>Did the development elect to use the Public Housing Authority methodology?</p> <p>If yes, please submit through CMTS attachment system the current and the last two years of PHA schedules.</p>	
	Utilities	
	Heating of the Unit	
50	Who pays (tenant/owner)?	
51	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	
52	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
53	If the tenant pays, what Utility Allowance Methodology was elected?	
54	If the tenant pays, is it electric, gas, etc.?	
55	If the tenant pays, does the development use electric resistance or electric heating pumps?	
	Cooking	
56	Who pays (tenant/owner)?	
57	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	
58	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
59	If the tenant pays, what Utility Allowance Methodology was elected?	

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Ques#	Question	Answer
60	If the tenant pays, is it electric, gas, etc.? Other Electric	
61	Who pays (tenant/owner)?	
62	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	
63	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
64	If the tenant pays, what Utility Allowance Methodology was elected? Air Conditioning	
65	Who pays (tenant/owner)?	
66	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	
67	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
68	If the tenant pays, what Utility Allowance Methodology was elected?	
69	If the tenant pays, it is refrigerated air or evaporative cooling? Water Heating	
70	Who pays (tenant/owner)?	
71	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	

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Ques#	Question	Answer
72	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
73	If the tenant pays, what Utility Allowance Methodology was elected?	
74	If the tenant pays, its based on an individual heater or shared water boiler system?	
	Water	
75	Who pays (tenant/owner)?	
76	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	
77	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
78	If the tenant pays, what Utility Allowance Methodology was elected?	
	Sewer	
79	Who pays (tenant/owner)?	
80	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	
81	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
82	If the tenant pays, what Utility Allowance Methodology was elected?	
	Trash Collection	

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Ques#	Question	Answer
83	Who pays (tenant/owner)?	
84	If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?	
85	If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.	
86	If the tenant pays, what Utility Allowance Methodology was elected?	
	Social Services	
87	Does a LURA for the development require the provision of supportive services to tenants?	
	If so, please answer questions lines between 86 through 118.	
	If not, please skip questions lines between 86 through 118.	
88	If this is the development's first monitoring review and not all services can be provided at this time, does the development have a plan to provide services with specific dates?	
89	If so, please submit through the attachment system in CMTS the plan.	
90	Does a LURA for the development require an onsite Notary Public?	
	If so, please submit through the attachment system in CMTS evidence of the Notary Public.	
91	Does a LURA for the development require the community to make available on a regularly-schedule basis, to a local nonprofit or government provider of services, space to provide outreach services and education to tenants regarding their health and well-being?	
92	If so, please submit evidence through the attachment system in CMTS.	

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Ques#	Question	Answer
93	Does a LURA for the development require a per-unit cost that the Owner must expend monthly?	
94	If so, how much is expended by the development on a monthly basis?	
	If so, please provide through the attachment system in CMTS evidence of those costs.	
	Please provide information on supportive services as required per a LURA for the development, including required providers. For each services, please submit through the attachment system in CMTS sufficient documentation to evidence the required frequency and scope as indicated in a LURA.	
	Service 1	
95	Provide the name of the service as listed in the LURA.	
96	What events are being provided?	
	Service 2	
97	Provide the name of the service as listed in the LURA.	
98	What events are being provided?	
	Service 3	
99	Provide the name of the service as listed in the LURA.	
100	What events are being provided?	
	Service 4	
101	Provide the name of the service as listed in the LURA.	
102	What events are being provided?	
	Service 5	
103	Provide the name of the service as listed in the LURA.	
104	What events are being provided?	

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Ques#	Question	Answer
	Service 6	
105	Provide the name of the service as listed in the LURA.	
106	What events are being provided?	
	Service 7	
107	Provide the name of the service as listed in the LURA.	
108	What events are being provided?	
109	Service 8	
110	Provide the name of the service as listed in the LURA.	
111	What events are being provided?	
	Service 9	
112	Provide the name of the service as listed in the LURA.	
113	What events are being provided?	
	Service 10	
114	Provide the name of the service as listed in the LURA.	
115	What events are being provided?	
116	Service 11	
117	Provide the name of the service as listed in the LURA.	
118	What events are being provided?	
	Service 12	
119	Provide the name of the service as listed in the LURA.	
120	What events are being provided?	
	Non-Profits, Historically Underutilized Businesses (HUB), and Community Housing Development Organizations (CHDO)	

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Ques#	Question	Answer
121	If a LURA for the development requires ongoing material participation of a non-profit, Historically Underutilized Business (HUB), and/or Community Housing Development Organization (CHDO) entity, please provide here a written narrative explaining how that entity materially participates in the on-going operations of the development.	
	Rents, Fees, and Units	
122	Do tenants pay to use any amenities (garages, carports, parking spots, storage units, pools, fitness rooms, business centers, hairdressing spaces, etc.)?	
123	If so, please list here the amenity type and the amount of the fee for each.	
124	Do tenants pay any fees that are a condition of occupancy (month-to-month rent, laundry hookup fees, cable, internet, renter's insurance, etc.)?	
125	If so, please list here the type of fee and the amount of the fee for each.	
126	If the development has any HTC or Exchange assisted units, does the development charge application fees (screening for criminal, credit, etc.)?	
	If so, please submit through the attachment system in CMTS invoice(s) from the screening company the Owner uses to evidence the actual-out-of-pocket costs.	
127	If so, how much is the application fee? (Please provide here the cost for the first person and each additional person.)	
128	If so, please provide here calculations on how the application fee or fees were determined.	
129	Does the development add to the application fee an additional costs for processing the application? (The Department allows without additional documentation up to \$5.50 per household).?	

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130	Does the development require a security deposit?	
131	If so, are the deposits fully refundable upon move-out or transfer (except for allowable deductions under law)?	
132	Is the development current with the Department on all program monitoring fees?	
	If not, please contact the Finance Division at the Department to make arrangements.	
133	Are any units used for non-residential purposes (maintenance office, property storage, supportive service providers, etc.)?	
134	If so, please provide the unit numbers and purpose.	
135	Are any units occupied by employees (management, maintenance, or courtesy officers)?	
	If so, for management and maintenance employee-occupied units, please submit through through the attachment system in CMTS evidence of full-time employment at the development?	
136	If so, for courtesy officers, please list here their responsibilities.	
137	If any tenants are assisted by the Department's HTC program and the development is past the federal Compliance Period, what is the percentage of units leased to households comprised entirely of full-time student?	
	Does the property have any units that have special features for persons with mobility impairments?	202,210,312,402,502
	Does the property have any units that have special features for persons with vision or hearing impairments?	102,404