



U.S. Department of Housing and Urban Development
Columbus Field Office
200 North High Street
Columbus, OH 43215-2499

January 22, 2013

Kelan Craig
COHHIO
175 S. Third Street, Suite 250
Columbus, Ohio 43215

Dear Mr. Craig:

This letter is in response to your Freedom of Information Act (FOIA) request dated January 4, 2013. In your request, you asked for the following documentation: the most recent Physical Inspection Summary Report and Management and Occupancy Review for the Lansing Gardens Apartments in Bridgeport, Ohio.

When responding to a FOIA request, HUD searches for responsive documents existing up to the date the request is received in the proper office. The Columbus Field Office received your request on January 4, 2013.

Your request is granted in full, the releasable portions of your request are enclosed, but the following information has been redacted from the records under FOIA exemption 6, which protects information the disclosure of which would constitute an unwarranted invasion of personal privacy: tenant names and individual addresses (including unit numbers).

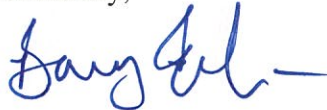
You may appeal this determination within 30 days from the date of this letter. Your appeal should include copies of your original request and this response, as well as a discussion of the reason(s) supporting the appeal. The envelope should be plainly marked to indicate that it contains a Freedom of Information Act request for appeal. If you should decide to appeal, please send your appeal to:

U.S. Department of Housing and Urban Development
Regional Counsel
77 West Jackson Boulevard
Chicago, IL 60604
(312) 353-6236

For your information, your FOIA request, including your identity and any information made available, is releasable to the public under subsequent FOIA requests. In responding to these requests, the Department does not release personal privacy information such as home address, telephone number, or social security number, all of which are protected from disclosure under Exemption 6.

Thank you for your interest in the Department's policies and programs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Barry Roberts", with a horizontal line extending to the right.

Barry Roberts
FOIA Liaison

U.S. Department of Housing and Urban Development
Washington, DC 20410-0100



REAL ESTATE ASSESSMENT CENTER

April 19, 2012

375470 / 800016819
Sumner Partners Real Estate Investment
7200 Wisconsin Ave
Suite 1006
Bethesda, MD 20814-4885

Dear Owner:

Enclosed with this letter/electronic file is the latest Physical Inspection Summary Report for your property. (An inspector, certified by HUD in the use of the inspection protocol, performed the inspection.) The report includes property and ownership profile information and shows each deficiency observed during the inspection. Also enclosed is a short description of the elements of the report to assist you in interpretation.

The physical inspection was completed pursuant to HUD regulations at 24 CFR Part 5 and Part 200. You may review the regulations at any time from the Real Estate Assessment Center (REAC) web site – <http://www.hud.gov/offices/reac>. This site provides information about REAC and the physical inspection process and allows you to download a free copy of the inspection software and view deficiency definitions.

If the inspector noted any exigent health and safety (EH&S) deficiencies at the time of the inspection, you or your representative received a report listing those deficiencies. HUD requires you to immediately correct or mitigate all such deficiencies and report your actions within three (3) business days of receipt of the report. If you have not already done so, please provide the local HUD Office of Housing with a certification, on your letterhead, that these exigent items have been corrected. You must use the language in the enclosed certification to report completion of the EH&S deficiencies. If your property is assigned to a Performance Based Contract Administrator (PB-CA), your certification should be sent to the PB-CA and not to the local HUD office. If the loan is under the 232 program, your certification should be sent to the local Office of Healthcare Programs (OHP). Do not send your report to REAC.

Because your property received a score of 60 or above, HUD requires that you note and correct all deficiencies as part of your ongoing maintenance program. If there are any special requirements for your property, the local Office of Housing or PB-CA having jurisdiction will contact you. If, you are still working to complete approved work under an earlier PC or formal Plan of Action (PA), or you have not yet certified completion of a PC or PA, the Office of Housing requires that you contact the local HUD Office of Housing to discuss this inspection and its relationship to work in progress, or, if a 232 loan, the local OHP. If the mortgage on your property is insured by HUD/FHA, please provide copies of all correspondence regarding this inspection to your mortgagee.

If your property had any EH&S deficiencies, and you fail to correct all of these deficiencies within the required timeframe, or falsely certify to repairs made, these noncompliance issues may adversely affect your eligibility for participation in HUD programs. Under HUD's Previous Participation Review and Clearance procedure, these non-compliance issues constitute a standard for disapproval pursuant to 24 CFR Section 200.230(c)(3) and HUD Handbook 4065.1 REV-1, paragraph 2-1(D)(1)(b). Under these circumstances, a flag (disqualifying entry) will be placed in the Active Partner Performance Systems (APPS) in accordance with the textual "NOTE" at the conclusion of paragraph 2-1(D)(1) of the above referenced handbook. This letter is the only notice that you will receive of the placing of a flag in the APPS for noncompliance.

We appreciate your cooperation during the inspection, and remind you of your ongoing responsibility to maintain this property in a manner that is decent, safe, sanitary and in good repair.

Thank you for your cooperation.

Sincerely,

/S/

Samuel Tuffour
Acting Program Manager, Physical Assessment SubSystem (PASS)
Real Estate Assessment Center

Enclosures

Inspection Summary Report - 375470

Inspection No: 375470
 Property: (800016819) Lansing Gardens Apartments
 68216 Commercial Dr.
 Bridgeport, OH 43912-1520

Inspection Date: 4/17/2012
 Phone: (740) 738-0662
 Fax: (740) 738-0663
 E-Mail Address: LansingGardens@CohenEsrey.com
 ACC#: _____
 CA#: _____

Scattered Site?: No

Comments: 96%; No bedbugs reported[Ver 2.3.4]

Building Unit Count

	#Total	#Inspected
Buildings	10	10
Units	54	18

Scores

	Possible Points	Area Points	H & S Deduction
Site	20.9	19.6	0.0
Bldg Ext	17.7	17.3	0.0
Bldg Sys	14.2	14.2	0.0
CA	0.8	0.4	0.0
Units	46.4	37.5	2.7
Overall	100.0	88.9	2.7
Final Score = Area Points - H & S Deduction			86 b*

Health and Safety Counts

Non-Life Threatening	Site	Bldg	Unit	Total
Actual	0	0	6	6
%Inspected	---	100%	33%	---
Projected	0	0	18	18

Life Threatening

Actual	0	0	0	0
%Inspected	---	100%	33%	---
Projected	0	0	0	0

Smoke Detectors

Actual	0	0	1	1
%Inspected	---	100%	33%	---
Projected	0	0	3	3

Systemic Deficiencies:

Area	Item	Defect	# with Defect	# Total	% of Bldgs / Units with Defect
Capital	None				
Ordinary	BldgExt	FHEO - Accessibility to Main Floor Entrance**	7	10	70%
	CA	FHEO - Accessible Outside Common Areas**	7	10	70%
	DU	Doors	8	18	44%
		Damaged/Missing Screen/Storm/Security Door**	6	18	33%

Note: Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances).
 Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers, and smoke detectors).

Participants:

Management Agent Cohen-Esrey Communities, LLC	Vavrock, Brittany K	Phone: (913) 671-3300 Fax: (913) 671-3301 E-Mail Address: LansingGardens@CohenEsrey.com	6800 West 64th Street Suite 101 Overland Park, KS 66202-4179
Owner Sumner Partners Real Estate Investment	Klebanoff, Steven M	Phone: (301) 657-4485 Fax: (301) 657-5933 E-Mail Address: sklebanoff@sumnerpartners.com	7200 Wisconsin Ave Suite 1006 Bethesda, MD 20814-4885
Site Manager Lansing Gardens Apartments	Vavrock, Brittany K	Phone: (740) 738-0662 Fax: (740) 738-0663 E-Mail Address: LansingGardens@CohenEsrey.com	68216 Commercial Dr. Bridgeport, OH 43912-1520

Buildings/Units:

No	Name/Type/Reason Uninspectable	Year built	# Units	Address
1	A Row/Town Houses	1979	8	68202 Commercial Dr. Units A1-A8 Bridgeport OH 43912-1520
	A1	2 Bedroom	Occupied	

Inspection Summary Report - 375470

	A8	2 Bedroom	Occupied		
2	B Row/Town Houses		1979	8	68204 Commercial Dr. Units B1-B8 Bridgeport OH 43912-1520
	B1	2 Bedroom	Occupied		
	B2	2 Bedroom	Occupied		
	B6	2 Bedroom	Not Occupied	Vacant	
	B7	2 Bedroom	Occupied		
3	C Row/Town Houses		1979	8	68208 Commercial Dr. Units C1-C8 Bridgeport OH 43912-1520
	C3	2 Bedroom	Occupied		
	C5	2 Bedroom	Occupied		
	C6	2 Bedroom	Occupied		
4	D Duplex		1979	2	68210 Commercial Dr. Units D1-D2 Bridgeport OH 43912-1520
5	E Row/Town Houses		1979	4	68211 Commercial Dr. Units E1-E4 Bridgeport OH 43912-1520
	E3	3 Bedroom	Occupied		
	E4	3 Bedroom	Occupied		
6	F Row/Town Houses		1979	4	68209 Commercial Dr. Units F1-F4 Bridgeport OH 43912-1520
	F3	3 Bedroom	Occupied		
7	G Row/Town Houses		1979	8	68207 Commercial Dr. Units G1-G8 Bridgeport OH 43912-1520
	G2	1 Bedroom	Occupied		
	G5	1 Bedroom	Occupied		
	G7	1 Bedroom	Occupied		
8	H Row/Town Houses		1979	8	68205 Commercial Dr. Units H1-H8 Bridgeport OH 43912-1520
	H1	1 Bedroom	Occupied		
	H6	1 Bedroom	Occupied		
9	J Row/Town Houses		1979	4	68201 Commercial Dr. Units J1-J4 Bridgeport OH 43912-1520
	J3	1 Bedroom	Occupied		
	J4	1 Bedroom	Occupied		
10	Laundry/Office Common Building		1979	0	68216 Commercial Dr. Laundry Bridgeport OH 43912-1520

Inspectable Items:

Inspected Item	NO/OD	Observation	Severity	Location/Comments	Ded.
Site					Possible Points: 20.9

Inspection Summary Report - 375470

Parking Lots/Driveways/Roads	OD	Potholes/Loose Material**	Level 1		1.3
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Building 1 - Building Exterior					Possible Points:	2.5
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FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: Bldg; Comments: inaccessible	
Walls	OD	Missing/Damaged Caulking/Mortar	Level 1		0.3

Building 1 - Common Areas					Possible Points:	0.0
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FHEO - Accessible Outside Common Areas**	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: Outside Areas; Comments: inaccessible	
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Building 1 - Unit A1					Possible Points:	2.6
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Doors	OD	Damaged Hardware/Locks**	Level 1		0.1
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Building 1 - Unit A8					Possible Points:	2.6
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Doors	OD	Damaged Hardware/Locks**	Level 3	Location: Bathrm; Comments: will not latch	0.3
		Damaged Surface - Holes/Paint/Rusting/Glass**	Level 2		0.1
Kitchen	OD	Refrigerator - Missing/Damaged/Inoperable	Level 1		0.2
Smoke Detector	OD	Missing/Inoperable** (SD)	Level 3	Location: Bdrm2; Comments: inop	

Building 2 - Building Exterior					Possible Points:	2.5
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FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: Bldg; Comments: inaccessible	
Windows	OD	Damaged/Missing Screens**	Level 1		0.1

Building 2 - Common Areas					Possible Points:	0.0
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FHEO - Accessible Outside Common Areas**	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: Outside Areas; Comments: inaccessible	
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Building 2 - Unit B1					Possible Points:	2.6
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Bathroom	OD	Bathroom Cabinets - Damaged/Missing**	Level 1		0.1
Doors	OD	Damaged Surface - Holes/Paint/Rusting/Glass**	Level 3	Location: Bdrm2; Comments: hole greater than 1 in dia	0.3

Building 2 - Unit B2					Possible Points:	2.6
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Doors	OD	Damaged Hardware/Locks**	Level 2		0.1
		Missing Door	Level 1		0.2
Kitchen	OD	Refrigerator - Missing/Damaged/Inoperable	Level 1		0.2

Building 2 - Unit B7					Possible Points:	2.6
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Bathroom	OD	Plumbing - Clogged Drains	Level 1		0.5
		Plumbing - Leaking Faucet/Pipes	Level 1		0.3
Doors	OD	Damaged Surface - Holes/Paint/Rusting/Glass**	Level 3	Location: Bdrm1; Comments: delamination compromising door integrity	0.3
		Damaged/Missing Screen/Storm/Security Door**	Level 1		0.1

Building 3 - Building Exterior					Possible Points:	2.5
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FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: Bldg; Comments: inaccessible	
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Building 3 - Common Areas	Possible Points: 0.0
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FHEO - Accessible Outside Common Areas**	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: Outside Areas; Comments: inaccessible	
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Building 3 - Unit C3	Possible Points: 2.6
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Bathroom	OD	Lavatory Sink - Damaged/Missing**	Level 1		0.2
		Plumbing - Leaking Faucet/Pipes	Level 1		0.3
Doors	OD	Damaged Hardware/Locks**	Level 1		0.1
		Damaged/Missing Screen/Storm/Security Door**	Level 1		0.1
		Missing Door	Level 2		0.3
Walls	OD	Damaged**	Level 1		0.1
Windows	OD	Cracked/Broken/Missing Panes	Level 1		0.1

Building 3 - Unit C5	Possible Points: 2.6
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Doors	OD	Damaged Hardware/Locks**	Level 1		0.1
		Damaged/Missing Screen/Storm/Security Door**	Level 1		0.1
Kitchen	OD	Cabinets - Missing/Damaged**	Level 2		0.3

Building 3 - Unit C6	Possible Points: 2.6
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Bathroom	OD	Plumbing - Clogged Drains	Level 1		0.5
		Plumbing - Leaking Faucet/Pipes	Level 1		0.3
Doors	OD	Damaged Hardware/Locks**	Level 2		0.1
Kitchen	OD	Cabinets - Missing/Damaged**	Level 2		0.3
		Refrigerator - Missing/Damaged/Inoperable	Level 1		0.2
Walls	OD	Damaged**	Level 1		0.1
		Peeling/Needs Paint**	Level 1		<0.05

Building 4 - Building Exterior	Possible Points: 0.6
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FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: Bldg; Comments: inaccessible	
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Building 4 - Common Areas	Possible Points: 0.0
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FHEO - Accessible Outside Common Areas**	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: Outside Areas; Comments: inaccessible	
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Building 5 - Building Exterior	Possible Points: 1.3
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FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: Bldg; Comments: inaccessible	
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Building 5 - Common Areas	Possible Points: 0.0
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FHEO - Accessible Outside Common Areas**	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: Outside Areas; Comments: inaccessible	
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Building 6 - Building Exterior	Possible Points: 1.3
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FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: Bldg; Comments: inaccessible	
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Building 6 - Common Areas					Possible Points:	0.0
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FHEO - Accessible Outside Common Areas**	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: Outside Areas; Comments: inaccessible	
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Building 6 - Unit F3					Possible Points:	2.6
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Doors	OD	Damaged Hardware/Locks**	Level 3	Location: Bathrm; Comments: will not latch	0.3
		Damaged Surface - Holes/Paint/Rusting/Glass**	Level 3	Location: Multiple locations; Comments: hole greater than 1 in dia	0.3
		Damaged/Missing Screen/Storm/Security Door**	Level 1		0.1
Kitchen	OD	Refrigerator - Missing/Damaged/Inoperable	Level 1		0.2
Walls	OD	Damaged**	Level 1		0.1
		Peeling/Needs Paint**	Level 1		<0.05
Windows	OD	Inoperable/Not Lockable** (NLT)	Level 3	Location: Lvg Rm; Comments: unlockable	0.3

Building 6 - Unit F3 - Health & Safety					
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Hazards	OD	Tripping (NLT)	Level 3	Location: Entry doorway; Comments: TV cable across doorway	0.0
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Building 7 - Unit G2					Possible Points:	2.6
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Bathroom	OD	Bathroom Cabinets - Damaged/Missing**	Level 1		0.1
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Building 7 - Unit G5					Possible Points:	2.6
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Bathroom	OD	Plumbing - Clogged Drains	Level 1		0.5
		Plumbing - Leaking Faucet/Pipes	Level 1		0.3
Doors	OD	Damaged Hardware/Locks**	Level 2		0.1
Windows	OD	Missing/Deteriorated Caulking/Seals/Glazing Compound**	Level 3	Location: Lvg Rm; Comments: damaged thermoseal-foggy window	0.6

Building 7 - Unit G7					Possible Points:	2.6
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Bathroom	OD	Shower/Tub - Damaged/Missing**	Level 1		0.3
Call-for-Aid	OD	Inoperable (NLT)	Level 3	Location: Bdrm; Comments: pull chord blocked by furniture-system does not function as designed	0.2
Doors	OD	Damaged/Missing Screen/Storm/Security Door**	Level 1		0.1

Building 8 - Unit H1					Possible Points:	2.6
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Call-for-Aid	OD	Inoperable (NLT)	Level 3	Location: Bdrm; Comments: pull chord blocked by furniture-system does not function as designed	0.2
Doors	OD	Damaged/Missing Screen/Storm/Security Door**	Level 1		0.1

Building 8 - Unit H1 - Health & Safety					
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Air Quality	OD	Mold and/or Mildew Observed (NLT)	Level 3	Location: Bathrm; Comments: mold observed on tub walls	0.9
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Building 8 - Unit H6					Possible Points:	2.6
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Bathroom	OD	Plumbing - Leaking Faucet/Pipes (NLT)	Level 3	Location: Bathrm; Comments: leaking shower head not contained in shower area	1.2
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Building 10 - Building Exterior				Possible Points:	0.6
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FHEO - Accessibility to Main Floor Entrance**	OD	Obstructed or Missing Accessibility Route**		Location: Bldg; Comments: inaccessible	
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Building 10 - Common Areas				Possible Points:	0.6
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FHEO - Accessible Outside Common Areas**	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: Outside Areas; Comments: inaccessible	
Halls/Corridors/Stairs	OD	Doors - Damaged Hardware/Locks**	Level 3	Location: Hallway Entry; Comments: will not lock	0.5

NOTE: Score for any given building or unit can not be negative (if deductions are greater than possible points, the score is set to zero)

Inspection Summary Report - 375470

PHYSICAL INSPECTION SUMMARY REPORT

The Inspection Summary Report is designed to achieve two objectives:

1. Provide the Public Housing Agency or owner and/or owner agent (POA) with the background information, *i.e. addresses, phone numbers, building names, etc.*, collected during the property inspection.
2. Provide the POA the results of the REAC physical inspection of a specific property.

The items below describe the information provided in the Inspection Summary Report.

Inspection Number: The inspection number is unique for each property inspection conducted by REAC. Each time a property is inspected by REAC, a new inspection number is used. These unique numbers may be used to communicate with REAC on any matter concerning a particular inspection.

Property Information: Information related to a property is provided:

- property identification number (in parentheses) - a unique number in HUD databases
- property name
- status as a scattered site (Yes/No)
- relevant addresses, phone numbers, fax numbers, and e-mail addresses for the property

Each of these should be checked carefully for accuracy. *All discrepancies should be reported to the REAC Technical Assistance Center (TAC) at 1-888-245-4860.*

Building Unit Count: The total number of buildings and units on the property are given, along with the number of buildings and units actually inspected by REAC

Scores: An overall numerical score is given as a value from zero to 100. Separate numerical scores are also given for each of five areas:

- site
- building exterior
- building systems
- common areas
- units

The five area scores range from zero to the maximum number of points possible for each area. The possible points for a given area are determined for a specific property based on the inspectable items actually present in each area. The sum of the area points identifies what the overall score would be if there were no health & safety (H&S) deficiencies. The overall numerical score is then calculated by subtracting the sum of deductions for H&S deficiencies from the sum of the individual "area points."

Examples of overall scores are: 95c; 67b*; 84a*; 100b; 78a; and 43c*. The asterisk indicates that H&S deficiencies were found with respect to smoke detectors. The lower-case letter indicates whether or not other kinds of H&S deficiencies were observed, as follows:

Inspection Summary Report - 375470

The letter "a" is given if no health and safety deficiencies were observed other than for smoke detectors.

- The lower-case letter "b" is given if one or more non-life threatening H&S deficiencies, but no exigent/fire safety H&S deficiencies were observed other than for smoke detectors.
- The lower-case letter "c" is given if one or more exigent/fire safety (calling for immediate attention or remedy) H&S deficiencies were observed.

Although all H&S deficiencies, except for smoke detector problems and "other" hazards, affect the scores with appropriate deductions, the letter grades are added to highlight the serious nature of H&S deficiencies, all of which need to be addressed by the POA.

Health and Safety Counts: In addition to the counts of actual H&S deficiencies observed in the inspected buildings and units, the *estimated* number of H&S deficiencies that would have been found had all buildings and units been inspected is also given. This projected count gives a sense of the total H&S problem for the inspected property. The projection is calculated by dividing the counts actually observed in buildings or units by the proportion of buildings or units inspected. The percent of buildings and units inspected is additionally given to show the basis for the calculations.

Systemic Deficiencies: Defects observed in at least half of the inspected units or buildings are listed by whether or not they are repairs generally requiring large cash outlays ("Capital" items) or generally requiring smaller cash outlays ("Ordinary" items).

Participants & Buildings/Units: Information provided includes:

- relevant addresses, phone numbers, fax numbers, and e-mail addresses for participants
- name, year built, number of units and address for each building on the property. Note: All buildings on the property should be listed.

As before, each of these should be checked carefully for accuracy and any discrepancies should be reported to the REAC Technical Assistance Center (TAC) at 1-888-245-4860.

Inspectable Items: This portion of the report details all deficiencies found in the inspection. The main headings in the first column refer to the inspectable area--site, building exterior, building systems, common areas, unit, or health & safety, where the deficiency was observed. The entries are "inspectable items" within which the deficiencies were found. Some items may not be present for a given property. In such cases, appropriate adjustments are made in the points for each area. Items present, but with no deficiencies found, are not listed. Inspectable items are:

Site: fencing & gates, grounds, mail boxes/project signs, market appeal, parking lots/driveways/roads, play areas & equipment, refuse disposal, retaining walls, storm drainage, and walkways/stairs.

Building Exterior: doors, fire escapes, foundations, lighting, roofs, walls, and windows.

Building Systems: domestic water, electrical system, elevators, emergency power, exhaust system, fire protection, heating/ventilation/air conditioning, and sanitary system.

Common Areas: basement/garage/carport, closet/utility/mechanical, community room, day care, halls/corridors/stairs, kitchen, laundry room, lobby, office, other community spaces, patio/porch/balcony, pools & related structures, restrooms/pool structures, storage, and trash collection areas.

Unit: bathroom, call-for-aid, ceiling, doors, electrical system, floors, heating/ventilation/air conditioning, hot water heater, kitchen, laundry area (room), lighting, outlets/switches, patio/porch/balcony, smoke detectors, stairs, walls, and windows.

Health & Safety: air quality, electrical hazards, elevator, emergency/fire exits, flammable materials, garbage and debris, hazards, infestation.

Column labeled NO/OD:

NO: The inspection protocol requires the inspector to check for the existence of certificates for certain items such as lead-based paint, elevators, etc. If the inspector verifies all of the required certificates, the report will not include any certificate information. If a certificate is not present, the first inspectable item listed will be "certificates" and the designation "NO" will be listed for each unavailable certificate.

OD: If the inspector records a deficiency, then an OD in this column refers to the "observed deficiency" for the given item.

Column labeled Observation: The column lists each specific deficiency observed within a given inspectable item. Each deficiency has a definition, which specifies what must be observed for that deficiency to be recorded. Also noted in this column are observations about Health & Safety items. These are:

- (LT) - Exigent/Fire Safety (calling for immediate attention or remedy)
- (NLT) - Not Life Threatening
- (SD) - Smoke Detector

Definitions for all deficiencies are given in the physical inspection section at REAC's web site on the Internet (www.hud.gov/reac/). Click on "Products," then "Physical Inspection," and then "Physical Inspection Definitions."

Column labeled Severity: Deficiencies differ by "severity." The definitions specify what must be recorded for a given deficiency under one of three possible severity levels-level 1, level 2 and level 3. The severity level is given on the report to indicate which part of the definition actually applies for the specific deficiency observed. Severity levels are defined within a given deficiency and do not necessarily indicate which deficiencies are the worst. For more serious deficiencies, a level 2 severity may be more of a problem and may reduce the overall score more than less serious deficiencies with a severity of level 3.

Location/Comments: Comments are required for all severity level 3 deficiencies.

Column labeled Ded.: This column gives the points deducted from the overall property score for the observed deficiencies. In the shaded heading the possible points are given for that area and building or unit. Although the listed points deducted may sum to more than the possible points, the total deducted from the overall property score for that area and building or unit does not exceed its possible points. The listing of points deducted is rounded to the nearest tenth of a point, so "<0.05" is listed when the points deducted is a very small fraction, but greater than zero. Where there is a blank or zero, such as for lack of a certificate or observed smoke detector problems, it means no points are deducted from the property score.

OWNER CERTIFICATION OF REPAIRS FOR EXIGENT HEALTH FIRE SAFETY HAZARDS

SEND OR FAX SIGNED COPY TO LOCAL MF OFFICE. DO NOT SEND OR FAX TO THE REAC.

Property ID #: _____	Inspection ID#: _____	Inspection Date: _____
Property Name: _____		
Property Address: _____		
City: _____	State: _____	ZIP: _____
Property Phone: _____	Owner Phone: _____	

Observed and Noted Exigent Health Safety Hazards (If additional space is needed, continue on a separate page)

Air Quality A – Propane/Natural Gas/Methane Gas Detected Electrical Hazards B – Exposed Wires/Open Panels C – Water Leaks On or Near Electrical Equipment	Emergency Equipment/Fire Exits/Fire Escapes D – Emergency/Fire Exits/Blocked/Unusable Fire Escapes E – Blocked Egress/Ladders Gas/Oil Hot Water Heater/Gas/Oil HVAC F – Carbon Monoxide Hazard – Gas/Oil Fired Unit - Missing/Misaligned Chimney
---	--

Item No	Site or Building location	DU or CA Location	Defect Type						Corrective Action Taken	Date	Work order no
			A	B	C	D	E	F			
1											
2											
3											
4											
5											
6											

Observed and Noted Fire Safety Hazards (If additional space is needed, continue on a separate page)

Emergency Equipment/Fire Exits/Fire Escapes G – Window Security Bars Prevent Egress H – Fire Extinguishers Expired	Smoke Detectors I – Missing/Inoperative
---	---

Item No	Site or Building location	DU or CA Location	Defect Type(s)			Corrective Action Taken	Date	Work order no
			G	H	I			
1								
2								
3								

I certify that to the best of my knowledge and belief, the exigent fire safety hazards noted and reported during the physical inspection described above, have been mitigated. I further acknowledge that any false, fictitious or fraudulent statement or report, or any alteration or forgery of a document, or any willful misrepresentation made to the U.S. Department of Housing and Urban Development may result in a fine or imprisonment or both pursuant to 18 U.S.C. Sec. 1001, 1010, or 1012v.

Name of Owner/Agent’s Representative (Please print legibly)	Signature of Owner/Agent’s Representative	Date _____
--	---	------------

SEND OR FAX SIGNED COPY TO LOCAL MF OFFICE Call 1-888-245-4860 (toll free) if you need assistance.
 Retain a copy for your records.

**PROJECT OWNER'S CERTIFICATION THAT ALL EXIGENT
HEALTH SAFETY ITEMS HAVE BEEN CORRECTED**

**SEND OR FAX SIGNED COPY TO LOCAL MF OFFICE
DO NOT SEND OR FAX TO THE REAC**

[Name of Project Owner:] _____ (the "Project Owner"), the owner of [Project Name:] _____, [City:] _____, [State:] _____ [Project Number:] _____ (the "Project"), by and through its duly authorized representative identified below, hereby certifies that:

1. All Exigent Health Safety ("EHS") items at the Project have been corrected. Such EHS items include those identified in the Notification of Exigent Fire Safety Hazards Observed, dated _____.
2. The attached Report accurately identifies the repairs that have been made to correct the EHS items, the location of those repairs, and the date or dates the repairs were made. If repairs were not made, the dangerous condition was eliminated.

This certification is made by the Project Owner and is signed by a duly authorized representative of the Project Owner, who is so authorized by reason of his/her position as the [State Fully Relationship Between Signer of Certification and Project Owner:] _____

All of the foregoing statements, as well as the date, signature and identifying information of the signer and the Project Owner that follows, are HEREBY CERTIFIED as true and accurate this ____ day of _____, 20 ____.

Project Owner: _____

By: Signature: _____

Print Name: _____

Title: _____



AUG 31 2010

U.S. Department of Housing and Urban Development
Columbus Office
Multifamily Hub
200 North High Street
Columbus, OH 43215-2499

Steven M. Klebanoff, General Partner
New Lansing Gardens Housing Limited
5272 River Road, Suite 440
Bethesda, Maryland 20816

Dear Mr. Klebanoff:

SUBJECT: Project Name: Lansing Gardens Apartments
Project Number: 043-35196
Management Review Results

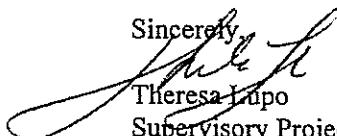
The enclosed report reflects the results of the Management and Occupancy Review for the above subject property that was conducted by the Department of Housing and Urban Development (HUD) on July 13, 2010. This type of review is conducted periodically to determine compliance with HUD regulations and the established management procedures and practices. Your review reflects an overall rating of Unsatisfactory. The individual category ratings are as follows:

<u>Category</u>	<u>Rating</u>
General Appearance and Security	Satisfactory
Follow-up and Monitoring of Project Inspections	Satisfactory
Maintenance and Standard Operating Procedures	Satisfactory
Financial Management/Procurement	Satisfactory
Leasing and Occupancy	Unsatisfactory
Tenant/Management Relations	Satisfactory
<u>General Management</u>	<u>Satisfactory</u>

Overall Rating **Unsatisfactory**

The deficiencies cited in the enclosed report must be resolved and written responses to each of the indicated problem areas are to be forwarded to this office within 30 days from the date of this letter. We will not accept a faxed copy of your response.

Thank you for your cooperation in this matter. If you have any questions, please contact Sondra King at (614) 469-5737, extension 8135.

Sincerely,

Theresa Lupo
Supervisory Project Manager
Ohio Multifamily Hub

Enclosures

SMCK
8-26-2010
APD
83010

Management Review for Multifamily Housing Projects

U.S. Department of Housing and Urban Development
Office of Housing – Federal Housing Commissioner

OMB Approval No. 2502-0178
Exp. 11/30/2011

Date of On-Site Review: 7-13-2010	Date of Report: 8-26-2010	Project Number: 043-35196	Contract Number: OH16-0014-004
Section of the Act: 221(d)4	Name of Owner: New Lansing Gardens Ltd	Project Name: Lansing Gardens	Project Address: 68210 Commercial Drive Bridgeport, OH 43912-1575
Loan Status: <input checked="" type="checkbox"/> Insured <input type="checkbox"/> HUD-Held <input type="checkbox"/> Non-Insured <input type="checkbox"/> Co-Insured	Contract Administrator: <input checked="" type="checkbox"/> HUD <input type="checkbox"/> CA <input type="checkbox"/> FBCA	Type of Subsidy: <input checked="" type="checkbox"/> Section 8 <input type="checkbox"/> PAC <input type="checkbox"/> Section 236 <input type="checkbox"/> Section 221(d)(3) BMIR	Type of Housing: <input checked="" type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Elderly <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Other (please specify)
		<input type="checkbox"/> Rent Supplement <input type="checkbox"/> RAP <input type="checkbox"/> PRAC <input type="checkbox"/> Unsubsidized	

For each applicable category, assess the overall performance by checking the appropriate column. Indicate A (Acceptable) or C (Corrective action required). Include target completion dates (TCD) for all corrective action items. For those items not applicable, place N/A in the TCD column.

	A	C	TCD	
A. General Appearance and Security				General Appearance and Security Rating
1. General Appearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Satisfactory
2. Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Rated
B. Follow-up and Monitoring of Project Inspections	A	C	TCD	Follow-up and Monitoring of Project Inspections Rating
3. Follow-Up and Monitoring of Last Physical Inspection and Observations	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Satisfactory
4. Follow-Up and Monitoring of Lead-Based Paint Inspection	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Rated
C. Maintenance and Standard Operating Procedures	A	C	TCD	Maintenance and Standard Operating Procedures Rating
5. Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Satisfactory
6. Vacancy and Turnover	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Rated
7. Energy Conservation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
D. Financial Management/Procurement	A	C	TCD	Financial Management/Procurement Rating
8. Budget Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Within 30 days	<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Satisfactory
9. Cash Controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Rated
10. Cost Controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
11. Procurement Controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
12. Accounts Receivable/Payable	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
13. Accounting and Bookkeeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
E. Leasing and Occupancy	A	C	TCD	Leasing and Occupancy Rating
14. Application Processing/ Tenant Selection	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory
15. Leases and Deposits	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Below Average <input checked="" type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Rated
16. Eviction/Termination of Assistance Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
17. Tenant Rental Assistance Certification System (TRACS) Monitoring and Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Within 30 days	
18. Tenant File Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
19. Summary of Tenant File Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Within 30 days	
F. Tenant/Management Relations	A	C	TCD	Tenant Services Rating
20. Tenant Grievances	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Satisfactory
21. Provision of Tenant Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Rated
G. General Management Practices	A	C	TCD	General Management Practices Rating
22. General Management Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Satisfactory
23. Owner/Agent Participation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Rated
24. Staffing and Personnel Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Overall Rating:	<input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input checked="" type="checkbox"/> Unsatisfactory			

Name and Title of Person Preparing this Report: (Please type or print):

Sondra Scott King, Project Manager

Signature: *Sondra King*

Date: 8-26-2010

Name and Title of Person Approving this Report: (Please type or print):

Theresa Lupo, Supervisory Project Manager

Signature: *Theresa Lupo*

Date: 8/27/2010

NOTE: If this review is conducted by a CA or FBCA as indicated above, the overall rating reflects a review as it relates to compliance with the Housing Assistance Payment Contract (HAP) only.

Lansing Gardens Apartments
043-35196/OH16-0014-004

The above project was funded under the Section 221(d)4 Program with occupancy beginning on February 26, 1979. There are 54 units in 10 buildings with a primary project address of 68210 Commercial Drive, Bridgeport (Belmont County), Ohio.

The purpose of the Management and Occupancy Review conducted on the above named property was to ensure that the Owner and the Agent (O/A) are in compliance with HUD program requirements. All areas reviewed are controlled by the Regulatory Agreement, Management Certification, Mortgage, Section 8 Contract, and HUD Handbooks 4350.1, 4350.3, and 4370.2, as well as applicable parts of the Code of Federal Regulations.

All certifications that are required as a corrective action by the O/A are to be attached to original document(s) or placed in the tenant file as directed. These certifications are to demonstrate for future Management Reviews that HUD has already identified the deficiencies with the document(s) in question.

PART A. General Appearance and Security

- | | |
|------------------------|-------------|
| 1. General Appearance: | No Findings |
| 2. Security: | No Findings |

General Physical Appearance and Security Rating	Satisfactory
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PART B. Follow-Up and Monitoring of Project Inspections

- | | |
|--|-------------|
| 3. Follow-up and Monitoring of Last Physical Inspection and Observations | No Findings |
| 4. Follow-up and Monitoring of Lead-Based Paint Inspection: | No Findings |

Follow-Up and Monitoring of Project Inspections Rating	Satisfactory
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PART C. Maintenance and Standard Operating Procedures

5. Maintenance

Observation:

The owner and current management company are beginning to address deferred maintenance at this property. A Section 223(a)7 application was initially submitted to HUD Production but was rejected. Upon further discussions with the Production branch, there will likely be Section 223(f) request submitted for this project. Functional obsolescence at the project is observed as many units lack air conditioning and all units lack modern apartment interiors (limited square footage, inefficient appliances, dated flooring, etc.). Project management continues to support the upgrading of units as a feasible financial future for this project may depend upon addressing the project's functional obsolescence.

- | | |
|-------------------------|-------------|
| 6. Vacancy and Turnover | No Findings |
| 7. Energy Conservation | No Findings |

Maintenance and Standard Operating Procedures Rating	Satisfactory
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PART D. FINANCIAL MANAGEMENT/PROCUREMENT:

8. Budget Management

Condition:

The Management Certification (effective March 25, 2010) allows for a 4-percent management fee based on residential income. Data gathered at the management and occupancy review show a management expense greater than 4 percent. This condition constitutes non-compliance with the current Management Certification as well as the Regulatory Agreement.

Criteria:

Management Certification Section 1, paragraph b. (1) and (2)
HUD Handbook 3481.5 REV-2, Chapter 3.3 and Figure 3-1
Regulatory Agreement, Sections 8(b) and 12(b)

Cause:

Management fees, documented on the Monthly Income Statement for May 2010 and June 2010, appear to be over the 4 percent allowed by the Management Certification.

Effect:

Project income was unnecessarily reduced by an incorrect management fee calculation.

Corrective Action:

The O/A must demonstrate to HUD the calculation of the management fee for May 2010 and June 2010 is based on four percent of the collected residential income for the corresponding time period. If the fee was miscalculated, and more was allocated to the management fee than was approved, please provide evidence of repayment to the property. The response to this finding must be submitted to HUD within 30 days of the date of this letter.

Observation:

The management fee category, on both the budget and income statements for 2010, includes two subcategories 1) management fee (Account 6220); and, 2) incentive management fee (Account 6223). This office has approved a four-percent management fee. If the category is broken into parts, the sum of the parts cannot exceed 4 percent of residential income collected.

9. Cash Controls	No Findings
10. Cost Controls	No Findings
11. Procurement Controls	No Findings
12. Accounts Receivable/Payable	No Findings
13. Accounting and Bookkeeping	No Findings
Financial Management/Procurement Rating	Satisfactory

PART E. LEASING AND OCCUPANCY:

14. Application Processing/Tenant Selection:	No Findings
15. Leases and Deposits:	No Findings

16. Eviction/Termination of Assistance Procedures: No Findings

17. Tenant Rental Assistance Certification System (TRACS) Monitoring and Compliance: **Unsatisfactory

Condition:

Due to the O/A's failure to properly enter the 50059 data into TRACS database, the TRACS Certification with Discrepancies Report doesn't agree with what TRACS has calculated or derived for the data element. The necessary TRACS data queries were not being pulled and viewed by O/A (Date Range: 7/1/2009 – 7/1/2010).

Criteria:

RHHP general information memo for owners and agent dated July 2004
(Can be found on the RHHP Homepage website listed below)
RHHP Information Sheet HUD Multifamily Housing Automation Rule
HUD Handbook 4350.3 Rev.1, Chapter 9-entire chapter
24 CFR, part 208 Electronic Transmission of Required Data Certification and Recertification and Subsidy Billing Procedures for Multifamily Subsidized Projects.

Cause:

The O/A did not ensure that up-to-date information reported on HUD 50059 regarding tenants was entered into TRACS correctly.

Effect:

TRACS Certification errors generally affect the assistance payment calculation.

Corrective Action:

The O/A must contact their software vendor to correct all HUD 50059s identified and transmit the appropriate MAT file to TRACS. These procedures ensure that TRACS has up-to-date information regarding tenants at a property. Owners must meet the data requirements for these actions. The corrected HUD 50059s and the TRACS database corrections must be completed within 30 days from the date of this report. A copy of the TRACS Certifications with Discrepancies Report was provided to the on-site manager at the time of the Management Review.

The staff must do a better job when reviewing/correcting TRACS Discrepancies; they must be in compliance with the automation rule with regard to subsidy submissions. The RHHP initiative is a priority of the Secretary of the Department and the O/A must be in compliance with all TRACS requirements.

18. Tenant File Security: No Findings

19. Summary of Tenant File Review:

A. Tenant Files and Records: Satisfactory

List of Tenant Files Reviewed:

[REDACTED] Unit [REDACTED]
[REDACTED] Unit [REDACTED] Tenant appears to have moved out; however,
[REDACTED] Unit [REDACTED] no record of move out documentation.
[REDACTED] Unit [REDACTED]
[REDACTED] Unit [REDACTED]
[REDACTED] Unit [REDACTED]

B. Application/Tenant Selection: No Findings

C. Lease: No Findings

D. Certification/Re-Certification Activities: Unsatisfactory**

****TRACS Late Recertification Report—HQ terminated subsidy for the following tenants:**

Tenant	Unit	Cert Effective Date	HQ Terminated
[REDACTED]	[REDACTED]	4/1/2009	2/28/2010
[REDACTED]	[REDACTED]	2/1/2009	10/31/2009

E. Voucher Billing: No Findings

F. Move-in Files: No Findings

G. Move-out Files: Unsatisfactory

List of Tenant Files Reviewed:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] (Tenant appears to have moved out, however, there was
no record of move-out documentation).

Condition: Move-out inspection was not completed and disposition of security deposit was not noted in the tenant file.

Criteria: Section 2.5(b)(2) of the HAP Contract and HUD Handbook 4350.3 REV-1, Change 2, 6/07, Chapter 6, Section 6-29, Paragraph A2. "Upon the unit being vacated by the tenant, an owner performs a move-out inspection to ensure there are no damages to the unit. The owner should list the damages on the move-out form and compare it with the move-in form to determine if the damage is reasonable wear or tear or excessive damage caused by the tenant's abuse or negligence. The tenant should be given prior notice of the move-out inspection and be allowed to accompany the owner if the tenant

chooses. Ideally, the tenant should accompany the owner on the move-out inspection so that any discrepancies can be discussed and a decision reached as to the extent of the damage and who is responsible for the cost associated with the damage.”

Disposition of Security Deposit:

The O/A must deduct charges for unpaid rent, damages, or other items permitted by local law from the security deposit. The O/A must refund any amounts due the tenant within 30 days after the tenant has permanently moved out of the unit and returned possession of the unit to the O/A. Interest earned on security deposits will be calculated and added to the refund.

Cause: The O/A is not adhering to the HAP contract agreement to provide documentation requested by HUD that assures correct asset management of the HUD insured mortgage. The O/A did not follow unit inspection requirements.

Effect: The O/A does not have accurate information regarding move-ins, move-outs, make-ready rates and unit turn-over rates. O/A does not have documentation to assess possible damages.

Corrective Action: The O/A is to submit to this office a self-certification on company letterhead stating that accurate data regarding move-in, move-out, make-ready and vacant units will be maintained in accordance with HUD’s regulation. HUD will monitor compliance of the self-certification at the next scheduled review.

H. Application Rejection Files: No Findings

Leasing and Occupancy Rating: Unsatisfactory

PART F. Tenant/Management Relations:

20. Tenant Grievances No Findings

21. Provision of Tenant Services No Findings

PART G. General Management Practices:

22. General Management Operations No Findings

23. Owner/Agent Participation No Findings

24. Staffing and Personnel Practices No Findings

General Management Practices Rating Satisfactory

TRAINING INFORMATION:

***Management Certification Available**

We recommend HUD Occupancy training for all managers of HUD subsidy programs in order to keep abreast of the changes. Listed below are the sources that we are aware of for this training in the Columbus area:

Candi Atkins & Associates
33644 Paiute Lane
Eugene, OR 97408
Tel: (541) 683-1500
Fax: (541) 683-6123
<http://www.candiatkinsconsulting.com>

National Center for Housing Management (NCHM)*
1019 Massachusetts Ave., NW (4th Floor)
Washington, DC 20001-5402
Tel. (202) 872-1717 or 800-368-5625

Ross Business Development
Mary and Mark Ross
1449 Wood Park Way
Kennesaw, GA 30152
<http://www.rbdnow.com>

Quadel Consulting Corporation*
1250 Eye Street, N.W., Suite 330
Washington, DC 20005
Tel. (202) 789-2500/800-987-2581
www.quadel.com

Midwest Affordable Housing Management Association (MAHMA)*
P.O. Box 12204
Columbus, OH 43212
Tel. (614) 481-6949 – Fax (614) 481-6951
www.mahma.com

EPS TRACS Training
Evan S. Einkorn
EPS, Inc.
687 Marshall Avenue, Suite 200
Williston, VT 05495
<http://www.TRACSEXPERTS.COM>

Listed below are a few very helpful web links to gain access to systems, and obtain current information on rules, regulations, and changes for subsidized properties.

HUDClips: <http://www.hudclips.org/cgi/index.cgi>

The Special Claims guidebook can be located on the HUDCLIPS website under the link Guidebooks.

TRACS Home page: <http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm> this is where you will request a password and ID for the TRACS queries.

***RHIP Home page <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>
This link provides helpful information on obtaining access to the new EIV system.

***The Listserv link (*Want More Information? RHIP Subscriptions*) provides an excellent means for owners/agents/site manager of project based Section 8 properties nationwide to obtain current occupancy information via email. If you have not signed up for the Listserv newsletters, please do so. Note: The TASS system has been discontinued.