ANTHONY WAYNE SENIOR HOUSING PHASE III

PROPOSAL SUBMITTED TO PHA

SOLICITATION NO. P-004440 UNIT BASED OPERATING SUBSIDY PROGRAM

NOVEMBER 21, 2014

SECTION 9

PROPERTY MANAGEMENT PLAN

The Altman Group of Companies
240 New York Drive - Suite One; Fort Washington, PA 19034

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SECTION 09 – PROPERTY MANAGEMENT PLAN

Property Management for Anthony Wayne Senior Housing Phase III will be provided by Altman Management Company (AMC), an affiliated company, who is already providing services at Phase I and II. Altman Management has extensive experience in managing both affordable and market rate apartments. AMC is currently the property manager at Anthony Wayne Phase One and Two as well as the nearby King Village Development. Altman Management has extensive experience in managing both affordable and market rate apartments. Altman Management currently manages nearly 14,000 units of housing. The staff at Altman Management are involved in reviewing development budgets that are created to ensure the long term viability of any project the firm is involved in. Phase III will have an onsite Management Office.

Enclosed in this section are the following documents:

1. PHFA Management Certification (Most Recent)
2. PHFA Questionnaire and Experience Summary (Most Recent)
3. Resident Selection Plan
4. Management Plan – SAMPLE
5. Project Highlight – Paseo Verde North and South
6. Complete List of Current properties managed by Altman Management.

In these documents there is a specific outline of the services to be provided that will mirror those in previous phases of Anthony Wayne Senior Housing.

CERTIFICATION OF MANAGEMENT AGENT EXPERIENCE IN PENNSYLVANIA

Proposed Development: Montgomery Park Senior Housing – Phase I

Location: 1301 Powell Street; Lot 1 (Corner of Powell and West Wood Streets)
Norristown, PA 19401

Management Agent: Altman Management Company, Inc.

Address: 240 New York Drive, Suite 1
Fort Washington, PA 19034

Telephone Number: 215-884-0500

Development Name and Tax Credit No.	Location	Type of Development	No. of Units	Bldg. Occupancy Date	Mgmt Inception Date
Somerville Homes TC 95-86	Philadelphia, PA	Senior Housing	24	1997	1997
King's Village TC 96-46	Philadelphia, PA	General	21	1997	1997
Carl Mackley Apartments	Philadelphia, PA	General	184	1997	1997
Anthony Wayne Senior Housing	Philadelphia, PA	Senior Housing	39	2004	2004
Anthony Wayne Senior Housing Phase II TC 2012-453	Philadelphia, PA	Senior Housing	46	2013	2013
Eastridge Apartments TC 2003-423	Harrisburg, PA	General	104	2004	2004

The list of developments shown above is an accurate representation of the Tax Credit developments in which Altman Management Company, Inc. is the Management Agent. By completing and signing this form, I acknowledge that Altman Management Company, Inc. intends to participate in the development team of this proposal as management agent.

Management Agent (please print or type): Altman Management Company, Inc.

Signature: _____ Date: 03/13/14

General Partner Signature: _____ Date: 03/13/14

Type/Print Name of Signer: Brett Altman, Manager of Elon at Montgomery Park GP I, LLC the GP of Elon at Montgomery Park I, LP

Experience Worksheet

List all multi-family housing experience (use additional sheet, if needed)

Project Name	City, State	# of Units	Financing Type(s) (see key below)	Family, Elderly, or Other (describe)	Length of time Managed	Property Type: New construction, preservation w/ relocation of residents, or other (describe)	Is property in a rural, suburban or urban area?
Anthony Wayne Senior Housing Phase I	Philadelphia, PA	39	PHFA PH TC 2003-607&608 HOME	Senior Housing	2004-current	Rehab	Urban
Anthony Wayne Senior Housing Phase II	Philadelphia, PA	46	TC 2012-453 HOME	Senior Housing	2013-current	New Construction	Urban
Somerville Homes	Philadelphia, PA	24	TC 95-86	Senior Housing	1997-current	Rehab	Urban
King's Village	Philadelphia, PA	21	TC 96-46	General	1997-current	New Construction	Urban
Eastridge Apartments	Harrisburg, PA	104	TC 2003-423	General	2004-current	Rehab	Urban
Carl Mackley Apts	Philadelphia, PA	184	TC 97-12 HOME	General	1997-current	Rehab	Urban
Paseo Verde North	Philadelphia, PA	53	TC2011-438	General	2013-current	New Construction	Urban
Paseo Verde South	Philadelphia, PA	67	TC2011-438	General	2013-current	New Construction	Urban
See Attached for additional							

HUD = HUD financing (describe type)

PH = PennHOMEs (Agency HOME or Reserves financing)

HOME = Federal HOME funds from a source other than the Agency

Other = Explain in an attachment

RHS = Rural Housing Service financing

AHP = Federal Home Loan Bank Affordable Housing Program Funds

CON = Conventional Market Rate financing

TC = Tax Credits (Provide Tax Credit Number)

I hereby certify that the information above and any attached explanations are true and correct. I understand that any misrepresentation, false information or omission may result in disqualification of this application and any other involving the same owner(s), principal(s), partner(s), consultant(s) and/or application preparer(s).

03/13/14

Signature of authorized representative of proposed management agent/partner/consultant / Date

Experience Summary

Name of Development: Montgomery Park Senior Housing – Phase I

Name of Agent (company): Altman Management Company, Inc.

Name of Partner/Consultant, if applicable: _____

Contact Person: Paul D. Small

Office address, phone number and email:

240 New York Drive, #1
Fort Washington, PA 19034
215-884-0500 Paul_1@altmanco.com

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1. If the Agent/Partner/Consultant manages tax credit properties:

How many 8823's have been filed on properties identified on the Management Agent/Consultant Experience Worksheet for an event that occurred during the agent/consultant's tenure that remain uncorrected? None

Of the above identified 8823's, are there any that remain uncorrected more than six months from the date of the Agency notification letter?

Yes _____ No _____ N/A _____ If yes, attach an explanation.

2. If the Agent/Partner/Consultant manages HUD assisted properties:

A. In the last five years how many properties have received a REAC under 60? None

Explain actions undertaken to make corrections, if applicable.

B. In the last five years how many properties have received an MOR score below satisfactory? None

Explain actions undertaken to make corrections, if applicable.

C. Do you have any current flags in HUD's 2530 National Participation system? Yes ___ No X

If yes, attach an explanation.

D. Submit to the Agency a HUD approved 2530 for the subject property.

3. If the property under consideration is involved in rehabilitation of existing housing units, does the agent/consultant have experience with the federal Uniform Relocation Act?

Yes _____ No _____ N/A X

Complete the table below for all persons in a compliance oversight capacity with regard to the proposed project and attach copies of the Tax Credit and Fair Housing certifications.

Name/Title	Oversight Responsibility	Name of Certification	Certification Sponsor
Frank Potts, Jr., Regional Manager	Review of applications, initial move-in Tenant Income Certifications and recertifications.	Specialist in Housing Credit Management (SHCM)	NAHMA
Mary Barnes, Compliance Officer	Review of applications, initial move-in Tenant Income Certifications and recertifications.	Certified Assisted Housing Manager	Quadel Consulting

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03/13/14

Altman Management Company, Inc.

Signature of authorized representative of proposed management agent/partner/consultant / Date

Altman
MANAGEMENT COMPANY

240 New York Drive, Suite 1
Fort Washington, PA 19034
(215) 884-0500 • FAX (215) 884-7372

TAX CREDIT COMMUNITIES EXPERIENCE

Community Name and Tax Credit No.	Location	Type of Development	No. of Units
Anthony Wayne Senior Housing PHFA TC 2003-607 & 707	Philadelphia, PA	Senior Housing	39
Carl Mackley Apartments PHFA TC 97-12	Philadelphia, PA	General	184
Clinton Court Apartments NJHMFA #1120	Trenton, NJ	General	26
Centennial Village Property sold in 2009	Camden, NJ	General	200
Eastridge Apartments PHFA TC 2003-423	Harrisburg, PA	General	104
Foxglenn Apartments Property sold in 2006	Capitol Heights, MD	General	172
King's Village PHFA TC 96-46	Philadelphia, PA	General	21
Lamberton Street Redevelopment NJHMFA #324	Scattered Sites Trenton, NJ	General	26
Palms Apartments LHFA 94-00329-00348 & 95-00700-00721 Complex destroyed in 2005 by Hurricane Katrina	New Orleans, LA	Senior Housing	286
Red Oak Manor NJHMFA #582 Property sold in 2013	Hamilton, NJ	General	174
Somerville Homes PHFA TC 95-86	Philadelphia, PA	Senior Housing	24
St. Joseph's Housing for the Elderly PHFA TC 1995-22	Philadelphia, PA	Senior Housing	62
Warren Street I NJHMFA #452	227-231 N. Warren Street Trenton, NJ 08618	General	11
Warren Street II NJHMFA #521	222, 224, 226, 233, 235, 239, 240, 242, 243, 245, 254, 256 N. Warren Street Trenton, NJ 08618	General	31
Warren Street III NJHMFA #712	225 N. Warren Street 250 N. Warren Street Trenton, NJ 08618	General	9

Questionnaire

Name of Agent/Partner/Consultant: Altman Management Company, Inc.

1. Is there a common interest or ownership between the property owner and management agent? If yes, describe.
   Management Agent is the parent corporation. Yes X No ____

2. The agent must be licensed as a broker in Pennsylvania in order to manage real estate in Pennsylvania pursuant to the Real Estate Licensing and Registration Act. Provide the license number and the entity name of record. If agent qualifies for exclusion or has a reciprocal license from another state, attach relevant information.
   License #RB067254
   Entity Name: Altman Management Company II, Inc.

3. Is the management agent a subsidiary of another corporation? If yes, provide the name and address of the parent corporation and explain the relationship.
   ____ Yes ____ No X

4. Have any properties under your management been unable to meet property financial obligations, i.e., utility and vendor payments, debt service? If yes, explain.
   ____ Yes ____ No X

5. Has the agent or its personnel been involved in government or judicial action concerning a violation of Fair Housing laws in the past five years? If yes, explain.
   ____ Yes ____ No X

6. Within the past ten years have you been debarred or received a limited denial of participation by any federal or state agency from participating in any multi-family development program? If yes, explain.
   ____ Yes ____ No X

7. Has the management agent (or any of its principals or affiliates) ever had a limited denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain.
   ____ Yes ____ No X

8. Has the management agent (or any of its principals or affiliates) participated in the operation of a project that experienced a default? If yes, provide the number of developments and explain (including the name and location of the development, circumstances surrounding each default, cure, workout and mortgage modification arrangements, assignments, foreclosures, etc.). Yes ____ No X

9. Has the management agent ever filed a petition of bankruptcy or has a petition of bankruptcy ever been filed against the management agent? If yes, explain.
   ____ Yes ____ No X

10. Have any of your property management contracts been terminated prior to expiration or not renewed upon expiration? If yes, explain.

_____ Yes _____ No X

11. Describe the amount of the agent's fidelity bond and the name of the bonding company.
***A fidelity bond is required to be an approved PHFA Management Agent.*
$1,000,000 Coverage for Employee Theft and Client Coverage inside and outside premises.

12. List all relevant professional organizations of which the agent is a member.
Apartment Association of Greater Philadelphia, Apartment Association of Central PA,

I hereby certify that the information above and any attached explanations are true and correct. I understand that any misrepresentation, false information or omission may result in disqualification of this application and any other involving the same owner(s), principal(s), consultant(s) and/or application preparer(s).

03/13/14

Altman Management Company, Inc.

Signature of authorized representative of proposed management agent/partner/consultant / Date

The following certifications will be accepted by the Agency*:

Certification	Contact	Phone / e-mail / website
Housing Credit Certified Professional (HCCP)	Ruth Theobald AJ Johnson NAHB Karen Wert	www.icomply42.com ajjohn@cox.net 800-368-5242 M & L Compliance www.mlcm.net/ 717.731.1161
Certified Credit Compliance Professional (C3P)	Steve Rosenblatt	www.spectrumseminars.com
Tax Credit Compliance System (TaCCS)	Quadel	www.quadel.com
National Compliance Professional (NCP)	Elizabeth Moreland	www.housingcreditcollege.com
Tax Credit Specialist (TCS)	NCHM	www.nchm.org
Specialist in Housing Credit Management (SHCM)	NAHMA	www.nahma.org
Certified Acquisition/Rehab Expert (ARE®) LIHTC Compliance Specialist (LCS) Mixed Finance Pro (MFP) Mixed Income Expert (MIE)	Liz Bramlett	support@lbctrainingcenter.com
Certified Occupancy Specialist	National Center for Housing Management (NCHM)	www.nchm.org
Certified Professional of Occupancy (CPO)	NAHMA/PAHMA/ PennDel AHMA	www.nahma.org / www.pahma.org / www.penndelahma.org
Certified Assisted Housing Manager	Quadel Consulting	www.quadel.com
Fair Housing Certification Fair Housing Compliance (FHC) Fair Housing and Beyond	Fair Housing Institute NAHMA IREM	http://www.fairhouse.net/training/index.php http://www.nahma.org/content/ed_off.html https://www.irem.org/education/fairhousing.cfm

*Other certifications may be accepted by the Agency, in its sole discretion.

NAHMA™

SHCM
SPECIALIST IN HOUSING CREDIT MANAGEMENT

This is to certify that

Frank Potts, Jr.

has successfully completed the requirements set forth by the National Affordable Housing Management Association to become certified as a

Specialist in Housing Credit Management

and is confirmed as a certified SHCM on this 13th day of September, 2005.

President, NAHMA

SHCM
SPECIALIST IN HOUSING

ASSISTED HOUSING MANAGER - AHM

This is to certify that

Mary Barnes

has successfully completed training and passed an examination evidencing proficiency in the occupancy requirements of HUD Subsidized Multifamily Housing and therefore has earned the Assisted Housing Manager designation as of this date.

Dorli Boker

PRESIDENT, QUADEL CONSULTING CORPORATION

October 25, 2012

DATE

QUADEL CONSULTING

TRAINING THE AFFORDABLE HOUSING INDUSTRY

NLHA

NATIONAL LEASED HOUSING ASSOCIATION

Anthony Wayne Elderly Housing

Altman Resident Selection Plan

September 2010

Property Information

Property Name	Anthony Wayne Senior Housing
Property Contact Name	Vernon Moore
Address	1701 South 28th Street
Address	
City, State, Zip	Philadelphia, Pa. 19145
Phone	215-271-2710
Fax	215-271-0874
TTY/TDD/Audio Relay	

The Purpose of the Resident Selection Plan

The resident selection plan helps to ensure that residents are selected for occupancy in accordance with Federal, State and Local requirements and established management policies.

Please contact the management office if you need help understanding this document.

Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento. (Spanish)

SUBSIDY

Subsidized rents are made available through participation in the Housing Choice Voucher program.

Housing Choice Vouchers

The owner/agent will accept applicants with the housing choice vouchers for units that do not already have a form of rental assistance such as Section 8, RAP, Rent Supplement, Section 202 PAC, or Section 202 and Section 811 PRAC. The household must meet all other eligibility and screening requirements.

Policies to Comply With Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964

Title VIII - The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status.

In addition, the state of **Maryland** adds additional protections to applicants and residents based on Age, Marital Status, Genetic Information and Sexual Orientation.

In addition, the state of **Minnesota** adds additional protections to applicants and residents based on Creed, Sexual or Affectional Orientation, Marital Status and Receipt of Public Assistance.

In addition, the state of **New Jersey** adds additional protections to applicants and residents based on Nationality, Ancestry, Marital Status, Domestic Partnership Status, Affectional or Sexual Orientation and Source of Income.

In addition, the state of **Pennsylvania** adds additional protections to applicants and residents based on Ancestry and Age (40 and above).

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions included in the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the owner/agent to make their programs as a whole, accessible to persons with disabilities.

Coordinating Efforts to Comply with Section 504 Requirements

The owner/agent has designated a specific person to address questions or requests regarding the specific needs of our disabled residents and applicants. This person is referred to as the Section 504 Coordinator.

Name of Section 504 Coordinator:	Sue Tamny
Address:	New York Drive, Ste 1, Fort Washington, PA 19034
Phone Number:	215-884-0500 215-461-6004 (fax)
TDD/TTY Number:	711 National Voice Relay

Requests for Reasonable Accommodation or Modification

The owner/agent will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, the owner/agent will make reasonable accommodations or modifications for individuals with disabilities (applicants or residents) unless these modifications would change the fundamental nature of the property or result in undue financial and/or administrative burden. Please see Appendix A for additional information.

Compliance with Requirements Outlined in the Violence Against Women Act

The Violence Against Women Act was promoted for a noble cause to make the lives of victims of abuse easier and to prevent homelessness. In accordance with the Violence Against Women Act (VAWA), the owner/agent will not penalize victims of domestic violence, stalking, dating violence or rape if the incident under review is a direct result of such abuse.

Victims must certify their status as victims and that the incident in question was a bona fide incident of domestic violence by presenting appropriate documentation to the owner/agent. Nothing prevents a victim who has committed a crime or violated a lease from being denied, evicted or terminated.

Eligibility Requirements

Program Eligibility

Based on Federal Regulations, the owner/agent may not admit ineligible applicants. In the selection of applicants for admission, Eligibility Criteria has been established in accordance with HUD guidelines. **All information reported by the household is subject to verification.** The following eligibility standards will be applied in accordance with HUD requirements.

1) The household's annual income must not exceed program income limits
2) All adults in each applicant household must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter
3) The unit for which the household is applying must be the household's only residence
4) An applicant must agree to pay the rent required by the program under which the applicant will receive assistance
5) Only U.S. citizens or eligible non-citizens may receive assistance under Section 8, Section 236, Rent Supplement, Rental Assistance Payment (RAP), and Section 202/8 programs
6) Applicants who claim eligible status must disclose social security numbers for all household members and provide proof of the numbers reported
7) The household size must be appropriate for the available apartments

8) All information reported by the household is subject to verification

Disclosure and Certification of Social Security Number

Effective January 31, 2010, all household members must provide:

- The complete and accurate SSN assigned to each member of the applicant's household and
- Documentation necessary to prove that the Social Security Number is accurate (verification)

The requirement to disclose a Social Security Number is waived if no Social Security Number has been assigned **and**:

- A household member is 62 or older as of January 31, 2010, and eligibility determination began before January 31, 2010
- A household member is an ineligible non-citizen. This household member does not qualify for assistance therefore household assistance will be prorated.

If a household member is under the age of six, and does not already have a Social Security Number, you will have 90 days to provide the Social Security Number and adequate documentation that the Social Security Number is accurate.

Under certain circumstances, the owner/agent may provide an additional 90 days to allow the resident to obtain Social Security Number information in accordance with HUD requirements.

The owner/agent must deny in accordance with the provisions governing the program, if the applicant does not meet the applicable SSN disclosure, documentation, and verification requirements.

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Citizenship/Immigration Status Requirements

Applicants are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each household member seeking housing assistance. The owner/agent is required to obtain the following:

1) Family Summary Sheet (lists all household members who will reside in the assisted unit)
2) Citizenship Declaration (Each household member listed on the Family Summary Sheet must complete a declaration of citizen or non-citizen status)
3) Forms and/or evidence of citizen/immigration status

Additional information regarding submission and verification of proof of citizenship status or eligible non-citizen status can be found in Appendix C.

If you have any questions or difficulty in providing the described information or determining the type of documentation required, please contact the management office. If you are unable to provide the required documentation in the timeframe indicated in Appendix C, you must contact the management office and request an extension. If you fail to provide this information in the timeframes described, the owner/agent cannot provide assistance. The owner agent will offer the household assistance, providing subsidy to those eligible household members whose documents were received on time when the following criteria is met:

1) At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this resident selection plan
2) Assistance/unit is available
3) The household is the next household to be selected from the waiting list

If any household member is determined to be an ineligible non-citizen, either at application or after move-in, assistance may be denied, prorated or terminated.

Eligibility Students

Student eligibility is determined at move-in/initial certification and at each annual

Property Eligibility Definition

Household/Resident Type

This property is set aside for elderly . In order for a household to be eligible to live on the property the household must meet all other eligibility/screening criteria and the head-of-household, co-head or spouse must be either:

Income Limits

Income limits vary by household size. The owner/agent will provide applicants a copy of the income limits for the property area upon request. In addition, applicants can review the income limits by accessing the following web site.

http://www.huduser.org/datasets/il.html

HUD requires that property managers incorporate the most recently published income limits when determining eligibility. Income limits are updated annually (usually around February).

Occupancy Standards

Occupancy standards serve to prevent the over or underutilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

Below, please find this property's occupancy standards description:

Number of Bedrooms	Min. # Household Members	Max. # Household Members
1	1	2
2	2	4

PROCEDURES FOR TAKING APPLICATIONS & OPENING AND CLOSING THE WAITING LIST

TAKING APPLICATIONS

It is the owner/agent's policy to accept and process applications in accordance with company policy and books and regulations when applicable. The owner/agent will make a reasonable accommodation to assist in the application process if the applicant or any member of the applicant household is disabled.

An applicant will be required to complete and sign the property application. Applications can be submitted on-site at the property management office. Applicants may also request to submit an application by mail. A reasonable accommodation will be granted if there is the presence of a disability. At the time of application, all applicants must provide a government issued photo ID, a complete and accurate Social Security Number and documentation verifying that the information provided is accurate. See Appendix D for additional information

Applications must be completed in full and signed in order to be accepted. Incomplete plans will be returned to the applicant and will not be considered until the application is complete.

The owner/agent will use the following communications methods when requesting or providing information to the household members:

- First Class Mail
- Phone
- Email
- In person
- By Fax

OPENING AND CLOSING WAITING LISTS

In order to maintain a balanced application pool, the owner/agent may, at its discretion, restrict application taking, suspend application taking, and close waiting lists in whole or in part. The owner/agent will use a 12-month waiting period to determine whether the waiting list may be closed.

If the owner/agent has sufficient applications, they may elect to close the waiting list completely.

Decisions about closing and opening the waiting list will be based on the number of applications available for a particular size and type of apartment and the ability of the owner/agent to house an applicant in an appropriate apartment within a reasonable period of time.

If the owner/agent has sufficient applications, they may elect to close the waiting list during certain times of the year. Notices announcing that the waiting list is closed or open will be publicly announced in the following manner:

1) Local newspapers
2) Publications described in the Affirmative Fair Housing Marketing Plan
3) Flyers distributed in applicable neighborhoods

Interested parties who insist on submitting applications when the waiting list is closed will not be considered. The application **will not be reviewed** and will be returned to the head of household indicated on the application via first class mail.

During the period when the waiting list is closed, the owner/agent will not maintain a list of individuals who wish to be notified when the waiting list is reopened

Privacy Policy

It is the policy of the owner/agent to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the owner/agent. Neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested gives written consent to such disclosure.

This Privacy Policy in no way limits the owner/agent's ability to collect such information to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

Verification

The owner/agent shall obtain verifications in compliance with requirements set forth in the PHFA Handbook after the preliminary eligibility determination, no decision to accept or reject an application shall be made until information provided on the application form and during subsequent interviews has been collected and any necessary follow-up interviews have been performed. All information relative to the following items must be verified as described in these procedures.

Information to be Verified

Information to be verified includes, but is not limited to:

1) Eligibility for Admission, such as
   a) Income
   b) Assets And Asset Income
   c) Identification

   d) Social Security Numbers
   e) Citizenship And/Or Legal Status
   f) Student Status
   g) Current HUD Assistance
   h) Household composition
2) Allowances, such as
   a) Age
   b) Disability
   c) Full Time Student Status
   d) Child Care Expenses
   e) Disability Assistance Expenses
   f) Medical Expenses (For Elderly/Disabled Households Only)
3) Compliance with Resident Screening Guidelines, such as
   a) Criminal History
   b) Credit History
   c) Rental/Residence History
4) Special Program Requirements, such as
   a) Age
   b) Disability
   c) The Need for an Accessible Unit

METHODS OF VERIFICATION

Verifications will be attempted in the following order:

1) Third-party (as appropriate)
2) Review of applicable documents
3) In the absence of any of the above, notarized affidavits from the household member

Each file will be documented, when appropriate, to show that staff attempted to obtain third-party verification before relying on some less acceptable form of information.

SOURCES OF INFORMATION

Sources of information may include, **but are not limited to**:

1) Any member of the applicant household
2) Present and former housing providers/landlords
3) Present and former employers
4) Banks
5) Insurance Companies
6) Any Asset Manager
7) Family members
8) Any person or organization providing gifts/regular contributions to the household
9) Credit Screening providers

10) Criminal Screening providers
11) Eviction Screening providers
12) Social workers/Parole Officers
13) Court records
14) Drug Treatment Centers
15) Health Providers
16) Physicians
17) Clergy
18) Schools/Institutes of Higher Education
19) Department of Homeland Security (DHS)
20) Department of Health and Human Services (HHS)
21) The Internal Revenue Service (IRS)
22) The Social Security Administration (SSA)
23) Medicare/Medicaid
24) Any federal/local benefit providers
25) Pharmacies
26) Local and non-local law enforcement
27) Automated criminal databases
28) Sexual Offenders registries when available
29) The world wide web (internet)

The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent considers documentation doubtful, it will be reviewed by management staff that will make a ruling about its acceptability. The owner/agent will continue to pursue credible documentation until it is obtained or the applicant is rejected for failing to produce it.

Period for Verification

Only verified information that is less than 120 days old may be used for verification or recertification. Verified information not subject to change (such as a person's date of birth) will not be re-verified.

Consent and Verification Forms

All adult members of a household must sign consent forms and, as necessary, verification documents, so that the owner/agent can verify eligibility and screening criteria. Consent and verification forms protect the rights and privacy of residents and applicants by allowing them to have control over any information collected about them.

All adult members of an applicant or Resident household must also sign individual verification forms authorizing the owner/agent to verify household income and other applicable eligibility factors (e.g., disability status).

Provisions for Refusal to Sign

If the applicant or any adult member of the applicant's household, does not sign and submit the consent forms as required in 24 CFR 5.230, the owner/agent must deny assistance and tenancy.

Misrepresentation

Any information provided by the applicant that verification proves to be untrue may be used to disqualify the applicant because of misrepresentation or attempted fraud.
The owner/agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the owner/agent has independently investigated the information. The owner/agent considers false information about the following to be grounds for rejecting an applicant:

1) Identity
2) Social Security Numbers/Information
3) Income
4) Assets/Income From Assets
5) Household Composition
6) Disability
7) Birth Date/Age
8) Citizenship, Naturalization, And/Or Eligible Immigration Status
9) Eviction History
10) Criminal History
11) Sexual Offender Status
12) Eligibility For Preferences and Priorities
13) Allowances
14) Current/Previous Residence History
15) Current Housing Assistance
16) Status As A Student

Unintentional errors that do not cause preferential treatment will not be used as a basis to reject applicants.

Determination of Applicant Eligibility

Information needed to determine applicant eligibility shall be obtained, verified, and the determination of applicant eligibility performed, in accordance with PHFA and property eligibility requirements. If any household member has declared him/herself and eligible non-citizen, verification of non-citizen eligibility will begin within a reasonable timeframe after the owner/agent accepts the application.

Preliminary Determination of Eligibility

The owner/agent will make a preliminary eligibility determination before putting a household on the waiting list or initiating final eligibility tasks.

The owner/agent will review the application to ensure that there are no obvious factors that would make the applicant ineligible. If information on the application indicates that the applicant household does not meet the eligibility and/or screening requirements the household will be rejected.

If a preliminary eligibility indicates that a household is eligible for tenancy, but units of appropriate size are not available, the owner/agent will place the household on the waiting list for the property and notify the household when a suitable unit becomes available.

If an applicant is otherwise eligible but no appropriate size unit exists in the property, the owner/agent will reject the application.

Final Determination of Eligibility

When a unit becomes available, all eligibility criteria, including the criteria described above, will be reviewed before a final eligibility determination is made.

Being eligible, however, is not an entitlement to housing. Every applicant must meet Resident Screening Guidelines. The Applicant Screening criteria must be met in order for the owner/agent to offer a unit to the household.

Applicant Screening Criteria

Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened prior to moving in. This includes, but is not limited to, live-in aides, security/police officers or additional household members wishing to move-in after the initial move-in. The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission.

Screening is performed in a manner that is reasonable, consistent, and complies with Fair Housing laws.

Screening For Drug Abuse and Other Criminal Activity

Anthony Wayne Elderly Housing has established standards that prohibit admission of:

1) Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity
2) A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents
3) Any household member who is subject to any state sex offender registration requirement or has been subject to lifetime inclusion on any state sex offender registration
4) Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful

enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse

In addition to Anthony Wayne Elderly Housing requirements, the owner/agent has established a policy to reject all applications where the applicant or any household member has engaged in criminal activity as described below.

The owner/agent will not accept applicants who meet any of the following criteria:

1) Record of any conviction or adjudication other than acquittal of any felony in any state or federal court providing that the applicant has had the opportunity to remove said offender
2) Record of any conviction or adjudication, other than acquittal, which involved a misdemeanor offense within 3 years of conviction or parole; whichever is later.
3) Record of any current illegal use of a controlled or illegal substance
4) Record of any act that interferes or may interfere with the peaceful and quiet enjoyment of the premises within 3 years of conviction or parole; whichever is later.
5) Record of any conviction or adjudication other than acquittal, which involved harm to a child
6) Record of any conviction or adjudication other than acquittal, which involved harm to an animal
7) Record of any conviction or adjudication other than acquittal, for any sexual offense
8) Record of any conviction or adjudication other than acquittal, for any act covered under the Violence Against Women Act
9) Sex Offender Registration: Applicant is or ever has been subject to registration under a state sex offender registration program

If criminal screening indicates an unresolved criminal charge or an unresolved charge of an act covered under the Violence Against Women Act, the application will be suspended until the charge is resolved. At that time, the owner/agents current screening criteria will be applied.

If criminal screening indicates that the applicant has an unacceptable criminal history, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection.

Criminal Screening Discoveries

If the criminal background investigation results indicate that the applicant does not meet the criminal screening criteria, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection.

If the applicant provided conflicting information on the application, before rejecting the household, the owner/agent will:

1) Notify the household of the proposed action based on the information;
2) Provide the subject of the criminal record and the tenant with information about how to obtain a copy of the information;
3) Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency;
4) Allow the household the opportunity to remove the household member.

In this situation, applicants will have five (5) calendar days to resolve the discrepancy before the owner/agent moves to the next household on the waiting list.

Screening for Credit History

The owner/agent will screen for credit history using a Service provided by a reputable vendor – NTN. Credit History and Landlord eviction/payment history for the last 7 years will be reviewed.

An unsatisfactory credit report is one that reflects past or current bad debts, late payments, or unpaid bills, liens, judgments or bankruptcies. Outstanding student loans or medical bills will not be considered. Items to be considered include:

1) The type of account;
2) The age of the account;
3) The credit limit;
4) The balance;
5) Any past due amounts;
6) The length of time balances have been outstanding;
7) Recent credit performance versus historical credit performance.

Applicants may be rejected for poor credit history, but not for a lack of credit history.

If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit-reporting agency that provided the credit report, as required by the Fair Credit Reporting Act. The content of any credit reports will not be released from management.

Screening for Rental History

If any member of the applicant household has been evicted from any property owned or managed by Altman Management, that applicant household will be rejected.

The owner/agent reviews rental history with the current landlord and will review eviction information via a national eviction database.

If any member of the applicant household has been evicted from any property within the last three years, the applicant household will be rejected.

The owner/agent will contact the prior property owner/agent (as indicated above) and inquire about the following information:

1) Adherence to the Lease & Community Policies
2) Compliance with certification reporting requirements
3) Rental Payment Performance
4) Unit Maintenance
5) Record of Disturbing Neighbors
6) Complaints

If information obtained is negative the applicant will be rejected. Negative responses include but are not limited to:

1) Failure to comply with the lease
2) Failure to report changes in household information
3) Slow or no response to requests to recertify
4) Record of poor unit maintenance or extensive damage to the unit
5) Complaints from neighbors regarding actions that directly impact the peace and quiet comfort of others living in the community and/or record of actions that interfered with or prevented the previous landlord from effectively managing the property.
6) A current outstanding balance owed by any household member to a prior landlord

If no rental history is available, the owner/agent will accept one (1) reference from licensed business owners, accredited professionals or an employee of an accredited education facility.

or Unqualified Applicants

The owner/agent complies with applicant rejection requirements set forth in the PHFA Handbook

The owner/agent reserves the right to reject applicants for admission if it is determined that the applicant or any member of the household falls within any one or more of the following categories:

1) No unit of the appropriate size exists on the property
2) Failure to meet the PHFA indicated eligibility requirements for the assistance program/property
3) Failure to meet the screening requirements
4) Failure to respond to management inquiries for additional information during the application process
5) Failure to respond to management inquiries while on the waiting list
6) Failure to provide changed household information to the management company as indicated
7) Inability to contact the applicant via US Mail (letters undeliverable or returned) and/or by phone (number disconnected or changed)
8) Record of eviction, for lease violations, from any property managed by Altman Management

9) Record of eviction, for lease violations, from any property within the last three years
10) Owing prior landlords
11) Owing utility providers
12) Inability to establish utilities in the new unit
13) Inability to pay the first month's rent (TTP)
14) Any other reason described in the plan

Rejection Notices

The owner/agent will promptly notify the applicant, in writing, of the denial of admission or assistance. The result of the eligibility determination will be sent to the head of household, as indicated on the application, via First Class Mail.

The rejection notice will include:

1) The specifically stated reason(s) for the rejection
2) The applicant's right to respond to the owner/agent in writing or request a meeting within fourteen (14) calendar days to dispute the rejection
3) That persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process

Information about the results of the eligibility determination will NOT be provided over the phone or via email.

Meetings with Applicants to Discuss Rejection Notices

A member of the owner/agent's staff who was not involved in the initial decision to deny admission or assistance will conduct any meeting with the applicant to discuss the applicant's rejection. Within five (5) business days of the owner/agent response or meeting, the owner/agent will advise the applicant in writing of the final decision on eligibility.

Consideration of Extenuating Circumstances in the Screening Process

The owner/agent may consider extenuating circumstances during the meeting to discuss rejection notices. If an applicant is clearly eligible and passes the screening guidelines, admission shall be authorized. Likewise, if the applicant is ineligible, rejection shall be authorized. Management will follow the grievance process in compliance with requirements set forth in the HUD Handbook 4350.3.

Application After Rejection

In most circumstances, an applicant who was rejected may apply to the property after a 12-month waiting period.

Waiting Lists

To ensure that applicants are appropriately and fairly selected for the next available unit (when a unit of the appropriate size or type was not available at the time of application), it is essential for the owner/agent to maintain waiting lists with appropriate information taken from the application.

The owner/agent will place the applicant household on the waiting list after preliminary eligibility is complete.

Applicants that qualify for more than one unit size will not be required to select a unit size and will be added to the waiting list for multiple unit sizes if no units are available. The applicant will be contacted, based on the waiting list Selection Criteria, for the first unit that becomes available based on the selection guidelines described in this plan.

Verifying the Need for an Accessible Unit

When an applicant requests an accessible unit or a unit preference, such as a first floor unit, the owner/agent will conduct inquiries to:

1) Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability
2) Verify that the applicant needs the features of the unit as an accommodation to his or her disability
3) Verify that the applicant is qualified to receive a priority on the waiting list available to persons with a disability or to persons with a particular type of disability

Maintaining Waiting Lists

It is the policy of the owner/agent to administer its waiting list as required by HUD handbooks and regulations. The owner/agent will update the waiting list by removing the names of those who are no longer interested in or no longer qualify for housing.

Applicants on the waiting list must contact the property list between February 15 and March 15 of each year to confirm the applicant's desire to remain on the waiting list.

If the applicant fails to contact the management office to indicate the desire to remain on the waiting list, the household will be rejected.

In addition, the applicant household must contact the property, in writing, if information changes (i.e. number of household members, number of future household members, criminal history, income, etc.).

If the household composition changes, the owner/agent will

1) Update the waiting list information and
2) Decide whether the household needs the same or a different unit size

If, as a result of the household composition change, it is determined that the household will be on the waiting list for a different size unit then originally indicated, the household will maintain their place on the waiting list for the new unit size.

If, through subsequent interviews, management determines that the applicant household failed to update information provided on the application that would affect household composition, eligibility, preference or unit size, the applicant household will be rejected and removed from the waiting list.

Selecting Applicants from the Waiting List

When a unit becomes available, the owner/agent will contact the next three (3) households on the waiting list and those households will be required to meet with management for an eligibility interview. The interview shall be conducted in accordance with the PHFA Handbook . No decisions to offer the unit shall be made until all information presented by the applicant on the application has been verified and the final eligibility determination is complete.

Offering Accessible Units

Units that have been made accessible in accordance with the Universal Federal Accessibility Standards will be offered to applicant households with disabled members first. In some cases, the owner/agent may implement marketing effort to ensure that disabled households occupy accessible units.

An accessible unit will be offered as follows:

1) Units with communication accessible features will be offered to households with a verified need for communication accessible units first
2) Units with mobility accessible features will be offered to households with a verified need for mobility accessible units first

In the case where the members of the household who required the special features of the accessible unit no longer reside in the unit, and where the lease permits, the owner will require the remaining members of the household to move to a unit without accessibility features when such a unit of the appropriate size becomes available.

If there is no household on the waiting list that has requested an accessible unit, the unit will then be offered to the next applicant household on the waiting list. Before the applicant can accept that accessible unit, all adult members of the applicant household must sign a lease addendum that includes a requirement to move, at the household's expense, to the first available non-accessible unit that meets the household's occupancy requirements as described in this plan.

The resident household will not be required to move if :

1) No unit that meets the household's occupancy requirements is available
2) There is no applicant household on the waiting list requesting an accessible unit

In either of the cases above, the household will have a maximum of 30 calendar days to complete the move. If the applicant fails to move in 30 calendar days, assistance will be terminated.

This rule, in no way, effects the single residence criteria. The household can only accept assistance in one unit on any given day.

Offering Units to Applicants with Disabled Household Members

The owner/agent will not skip over a household that has reached the top of the waiting list and has indicated a need for certain unit features because of a disability. The household will be given the opportunity to benefit from the program and decide for itself, in compliance with Section 504, whether a unit meets the needs of the disabled household member, based on size, location, or facilities.

The applicant may decide to accept a standard unit, particularly when units meeting the household's needs are in short supply. The household may accept the unit and request some modification to the unit as a reasonable accommodation.

Offering an Apartment

When a unit becomes available and eligibility is determined, available units will be offered:

- In writing
- Over the phone

If the owner/agent is unable to contact the household within five (5) business days from the date of the letter, the offer will be cancelled and the apartment will be offered to the next applicant based on the selection criteria described above.

In that event, the head of household, as indicated on the application will be sent a letter requesting confirmation of interest in remaining on the waiting list. If the applicant household replies affirmatively, they will retain the current position on the waiting list. Failure to accept the unit will be considered a refusal of the unit offer. (See Right to Refusal policies below.) If the reply is negative, or if no reply is received within five (5) business days from the date of the letter, the household will be rejected and removed from the waiting list.

Right to Refusal

Applicant households will be offered available units based on the information included in this resident selection plan. Each applicant household will be offered the opportunity to accept an offered apartment two (2) times. If a resident does not wish to accept an offered apartment, they have the right to refuse the offer.

Applicants must notify the owner/agent of their intent to refuse the unit offer by using one or more of the following methods:

- In writing
- By email
- By facsimile
- Over the phone

Note: If the refusal is made over the phone, contact must be made with a member of the management staff. Leaving a message is not adequate.

The first time an applicant refuses a unit, the unit will be offered to the next qualified household based on the criteria described above. The applicant household will retain the same place on the waiting list. The second time an applicant household refuses an offered unit, the household will be removed from the waiting list.

Right to refusal policies will be modified in three cases:

1) If a disabled applicant household is at the top of the waiting list, they will be offered units as they become available regardless of whether they include accessible features. A disabled household has the right to refuse an unlimited number of non-accessible units or units that do not meet their accessibility requirements. The disabled household can refuse two accessible units that meet the household requirements. If a disabled household refuses two accessible units that meet the household requirements, that household will be removed from the waiting list.
2) If an applicant household with no disabled household members is at the top of the waiting list, and there are no disabled households on the waiting list, the applicant household may be offered an accessible unit. An applicant household with no disabled household members has the right to refuse an unlimited number of accessible units.
3) Any applicant on a property set aside for the elderly and/or disabled may reject an available unit if this unit is close to another unit with an animal. This action will not negatively affect the household's application for occupancy or position on the waiting list to be eligible for the next available unit. The owner/agent is not obligated at the time the applicant rejects a unit to provide an alternate unit.

The Right to Refusal policy applies to applicant households and existing residents who have submitted a Unit Transfer Application.

Removal of Applicants from the Waiting List

The owner/agent will remove an applicant's name from the Waiting list when:

1) Applicant requests that the household name be removed
2) The unit that is needed – using household size as the basis – has changed, and no appropriate size unit exists in the property
3) Applicant fails to meet eligibility requirements
4) Applicant fails to meet screening requirements
5) Applicant is rejected for any reason described in this plan
6) Applicant cannot be contact by US Mail (letters are returned or undeliverable)
7) Applicant cannot be contacted by phone (number disconnected or changed)
8) Applicant fails to keep application information up to date based on the requirements described in this plan
9) Applicant was clearly advised, in writing, of the requirement to tell owner/agent of his/her continued interest in housing by a particular time and failed to do so
10) Applicant refused second offer of a unit (See Right to Refusal)
11) The owner/agent has notified the applicant, in writing, of its intention to remove the applicant's name, because the applicant no longer qualifies for assisted housing at this property

If an applicant is removed from the waiting list, and subsequently the owner/agent determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.

If an applicant is removed from the waiting list and later, the applicant household feels that they are now qualified for assistance/tenancy, the applicant household must submit a new application. The applicant will be place on the waiting list, as necessary, based on the submission date of the new application.

Unit Transfer Policies

The owner/agent agent will accept applications for transfer based on the following:

1) There is a need for a unit transfer because of a change in household size and/or composition
2) There is a need for a unit transfer based on the verified need for an accessible unit
3) There is a verified medical need for a different unit.
4) There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living to accommodate a disabled resident/applicant on the waiting list.
5) If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, they will be required to submit an application. The application will be reviewed for eligibility as described above and if approved, that applicant will receive preference over other non-residents

Existing residents must complete a Unit Transfer request. The Unit Transfer Request must be completed and signed by the head of household and all adult household members. Factors concerning approval of transfers are as follows:

1) A household that has given notice to move need not be transferred
2) A household whose household size/composition has not changed and the household currently meets the unit size standards for their current apartment will not be transferred unless there is:
   a) A verified medical need for a different unit
   b) A verified need for an accessible unit
   c) A need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living to accommodate a disabled resident/applicant on the waiting list.
3) The household must have been in the current unit for at least one year unless there is:
   a) A verified medical need for a different unit
   b) A verified need for an accessible unit
   c) A need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living to accommodate a disabled resident/applicant on the waiting list.
4) A household living in an apartment too large for its needs will not be required to move if there are no applicants waiting for the bedroom size to be vacated by the transfer. An appropriate sized unit will be available before the resident household is required to move

Security Deposit Requirements

The owner/agent must collect a security deposit at the time of the initial lease execution. The amount of the security deposit established at move-in does not change when a resident's rent changes.

The owner/agent will comply with any applicable state and local laws governing the security deposit. The Resident is expected to pay the security deposit from his/her own resources, and/or other public or private sources.

Pet Deposits

The pet rules require residents who own dogs or cats (pets) or keep dogs or cats (pets) in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on residents of the property.

The owner/agent will use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet on the property. Such expenses would include, but not be limited to, the cost of repairs and replacement to the unit, fumigation of the unit, and the cost of animal care facilities.

The owner/agent will return the unused portion of a pet deposit to the Resident within a reasonable time after the Resident moves from the property or no longer owns or keeps a household pet in the unit.

The pet deposit will not exceed $150. A $50.00 initial pet deposit is required at the time the pet is brought on to the premises. The resident will be required to pay the remaining balance in increments of $10.00 per month until the $150 pet deposit is reached. Residents are allowed to pay the entire pet deposit in increments greater than those described above if he/she chooses to do so.

Assistance animals that assist persons with disabilities are exempt from the pet policy and from the refundable pet deposit. However, disabled residents who require assistance/companion animals will be required to comply with the Assistance/Companion Animal Policies.

Security Deposits & Unit Transfers

When a Resident transfers to a new unit, the owner/agent will transfer the security deposit.

Changes in Household Composition

Adding Household Members after Initial Occupancy

The owner/agent must approve any new household member **before** he/she moves in to the unit. The proposed new household member will be considered an applicant and must participate in the eligibility determination and screening processes described in the current resident selection plan. In addition, the rent payment will be re-calculated to reflect any income or allowances for the new household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

This policy applies to live-in aides as well. Screening criteria will also be applied to live-in aides, **except for the criterion regarding credit performance or the ability to pay rent on time** because live-in aides are not responsible for rental payments. However, live in aides must meet other screening criteria established by the owner/agent. Income and/or allowances received by live-in aides will not be considered.

Removing Household Members after Initial Occupancy

Upon notice, the rent payment will be re-calculated to remove any income or allowances for the previous household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

Failure to provide notice to the owner/agent, within 30 days, could result in rent increases retroactive to the first of the month after the household member left. Subsidy paid in error will be returned, as required, to the Department of Housing & Urban Development.

If the resident fails to notify the owner/agent of a change in household composition within 30 days, and that change would result in a rent decrease, the owner/agent will make the decrease effective the first of the month following the notice. No retroactive rent credits will be returned to the resident.

Apartment Inspections

All apartments must undergo a move-in and move-out inspection by the on-site management team. These inspections include not only interior but also exterior inspections.

The move-in inspection is an opportunity to familiarize the new resident with the property and the unit, as well as to document its current condition. By performing move-in inspections, the owner/agent and residents are assured that the unit is in livable condition and is free of damages. A move-in inspection gives the owner/agent an opportunity to familiarize residents with the operation of appliances and equipment in the unit.

Upon the unit being vacated by the resident, the owner/agent will conduct a **move-out inspection** to ensure there are no damages to the unit. The owner/agent will list the damages on the move-out form and compare it with the move-in form to determine if the damage is reasonable wear and tear or excessive damage. The resident will be given prior notice of the move-out inspection and be allowed to accompany the owner/agent if the resident chooses.

In addition, the owner/agent will perform **unit inspections on at least an annual basis** to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also an opportunity to determine any damage to the unit and, if so, make the necessary repairs. At this time, residents may be charged for damages to the unit so long as those damages are not the result of normal wear-and-tear.

PHFA, or its authorized contractor(s), has the right to inspect the units and the entire property to ensure that the property is being physically well maintained. These inspections assure HUD that owners and their agents are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and that residents are provided with decent, safe, and sanitary housing.

Changes to the Resident Selection Plan

Applicants will be notified in writing when the resident selection plan undergoes significant change. At that time, applicants will be:

1) Given an opportunity to review the new plan

EQUAL HOUSING OPPORTUNITY

2) Notified of changes to preferences
3) Asked if they wish to remain on the waiting list

If the applicant household does not respond, that household will be deemed ineligible and removed from the waiting list.

The current Resident Selection Plan, in place at the time of final eligibility determination, will be used to determine eligibility.

Appendix A – Request for Reasonable Accommodation or Modification

The owner/agent is committed to ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of housing services or programs solely on the basis of such disabilities. Therefore, if an individual with a disability requests an accommodation or modification, the owner/agent will fulfill these requests, unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden. In such a case, the owner/agent will offer and alternative solution that would not result in a financial or administrative burden.

(1) The owner/agent is responsible for informing all residents that a request may be submitted for reasonable accommodations for an individual with a disability.
(2) At the time of application, all applicants will be provided with the Request for Reasonable Accommodation Policy or, upon the applicant's request, the Policy will be provided in an equally effective format.
(3) All applicants/residents will be provided the Request Form when requesting a reasonable accommodation or, upon the applicant/resident's request, the Request Form will be provided in an equally effective format. A resident or applicant may submit the request in writing, orally, or use another equally effective means of communication to request an accommodation or modification.
(4) Residents and applicants may contact the management office located within their property for information about requests.
(5) Upon receiving the request, the owner/agent will respond to the request within twenty (20) business days. At this time, the owner/agent may request additional information or verification.
(6) The owner/agent will consent to or deny the request as quickly as possible, but within thirty (30) business days after receiving all necessary information and documentation from the resident. All decisions to grant or deny reasonable accommodations will be communicated in writing or if required, in an alternative format in order to communicate the decision to the applicant/resident. Exceptions to the 30 business day period for notification of the owner/agent's decision on the request will be provided to the resident setting forth the reasons for the delay.
(7) If the request for reasonable accommodation or modification is denied, the requestor has the right to appeal the decision within 10 business days of the date of the written notification of denial. The appeal meeting will be conducted by staff who was not originally involved in the original denial.

Appendix B: Required SSN Documentation

Effective January 31, 2010, all household members must provide:

- The complete and accurate SSN assigned to each member of the applicant's household and
- Adequate documentation that the SSN is accurate

Adequate documentation means a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN.

- ❑ Original Social Security card
- ❑ Driver's license with SSN
- ❑ Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union.
- ❑ Earnings statements on payroll stubs
- ❑ Bank statement
- ❑ Form 1099
- ❑ Benefit award letter
- ❑ Retirement benefit letter
- ❑ Life insurance policy
- ❑ Court records

If the owner/agent uses a verification document other than the original Social Security Card, the applicant will be required to provide a certification stating that the information provided on the alternative form of verification is true and correct.

If a household member is not claiming eligible immigrant status, the requirement to disclose Social Security Numbers is waived. This household member does not qualify for assistance therefore household assistance will be prorated.

Accepting Applications without Documentation of Social Security Numbers

Except when indicated, the head of household must provide an accurate Social Security Number and evidence that the Social Security Number is accurate. When another member of the applicant household has a SSN but does not have the required documentation, the applicant may submit the SSN and certify that the number is accurate but that acceptable documentation could not be provided. That applicant will have 90 days to provide the documentation verifying the accuracy of the Social Security Number provided.

Individuals who have applied for legalization under the Immigration and Reform Control Act of 1986 will be able to disclose the social security numbers, but unable to supply the cards for documentation.

Social security numbers are assigned to these persons when they apply for amnesty. The cards go to the Department of Homeland Security (DHS) until the persons are granted temporary lawful resident status. Until that time, their acceptable documentation is a letter from the DHS indicating social security numbers have been assigned.

The owner/agent will accept the certification and continue to process the individual's application. However, an applicant may not become a participant in the program unless the applicant submits the required SSN documentation to the owner/agent.

The applicant must provide SSN documentation to the owner/agent within 90 days from the date on which the applicant certified that the documentation was not available.

If the owner/agent has determined that the applicant is otherwise eligible for admission into the property, and the only outstanding verification is that of the SSN, the applicant may retain his or her place on the waiting list for the 90-day period during which the applicant is trying to obtain documentation.

After 90 days, if the applicant has been unable to supply the required SSN documentation, the applicant will be determined ineligible and removed from the waiting list.

The owner/agent **will not** extend the time period for an additional 90 days <u>if the applicant is at least 62 years old</u> and unable to submit the required documentation within the first 60-day period.

Appendix C – Citizen/Non-citizen Eligibility

Applicants are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of household member seeking housing assistance.

The owner/agent is required to obtain the following documents:

1) Family Summary Sheet (lists all household members who will reside in the assisted unit)
2) Citizenship Declaration (Each household member listed on the Household Summary Sheet must complete)
3) Forms and/or evidence of citizen/immigration status

If you have any questions or difficulty in providing the described information or determining the type of documentation required, please contact the management office. If you are unable to provide the required documentation in the timeframe indicated, you must contact the management office and request an extension. If you fail to provide this information, the owner/agent cannot provide assistance.

The owner agent will offer the household assistance, providing subsidy to those household members whose documents were received on time when the following criteria is met:

1) Assistance/unit is available
2) The household has come to the top of the waiting list
3) At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this resident selection plan

If any household member is determined to be an ineligible non-citizen, either at application or after move-in, assistance may be prorated or terminated.

Required Documentation

The owner/agent must obtain the following documentation for each household member regardless of age:

- ❑ From U.S. citizens, a signed declaration of citizenship. The owner/agent requires verification of the declaration.
  - o The following documents will be accepted as proof of citizenship
    - United States (U.S.) Passport
    - U.S. Naturalization Certificate issued by U.S. Citizenship & Immigration Services (USCIS)
    - Certificate of Citizenship issued by USCIS

- The following documents will be accepted as proof of citizenship when proof of identity is also provided
  - U.S. Birth Certificate
  - Certification or Report of Birth Abroad issued by USCIS or the State Department
  - U.S. Citizen ID card issued by USCIS
  - American Indian card issued by USCIS for the Kickapoo tribe
  - Final Adoption Decree
  - Evidence of Civil Service employment by U.S. Government before 6/1/1976
  - Official Military Record of Service showing U.S. place of birth (i.e. a DD-214)
  - Northern Mariana ID card issued by USCIS to a naturalized citizen born before 11/4/1986
  - Extract of U.S. hospital birth record established at the time of birth
- Proof of Identity includes
  - Driver's License
  - Certain government issued ID cards with photo (if no photo, must include identifying information)
  - Tribal government issued ID and documents, including Certificate of Indian Blood
  - Day care or nursery record (minors only)
  - School record or report card (under 16 only)
  - School ID with picture
  - U.S. Military ID, U.S. Military Dependent ID or U.S. Military Draft Record (over 16 years only)

- From non-citizens claiming eligible status:
  - A signed declaration of eligible immigration status
  - A signed consent form **and**
  - One of the DHS-approved documents
    - Form I-151, Alien Registration Receipt Card (issued to lawful permanent residents prior to 1979). Form I-151 will no longer be valid after March 20, 1996. Detailed information on how and where to apply for a new green card may be obtained by telephoning the DHS toll-free number 1-800-755-0777.
    - Form I-551, Alien Registration Receipt Card (for permanent resident aliens);
    - Form I-94, Arrival-Departure Record, with one of the following annotations:
      - "Admitted as Refugee Pursuant to Section 207";
      - "Section 208" or "Asylum"
      - "Section 243(h)" or "Deportation stayed by Attorney General";
      - "Paroled Pursuant to Section 212(d)(5) of the INA";
    - If Form I-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:
      - A final court decision granting asylum (but only if no appeal is taken);
      - A letter from an DHS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from an INS district director granting asylum (if application filed before October 1, 1990);
      - A court decision granting withholding or deportation; or
      - A letter form an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990).

- Form I-688, Temporary Resident Card, which must be annotated "Section 245A" or "Section 210";
- Form I-688B, Employment Authorization Card, which must be annotated "Provision of Law 274a.12(11)" or Provision of Law 274a.12";
- A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified; or
- If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.

Non-citizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

Timeframes for Submitting Evidence of Citizenship/Immigration Status to the Owner/Agent

Applicants must submit required documentation of citizenship/immigration status no later than the date the owner/agent initiates verification of other eligibility factors (pre application or application). Citizen or non-citizen eligibility verification will be done first. Owner/agents determine the applicant's citizenship or immigration status during the initial eligibility determination, prior to adding that household to the waiting list or prior to move-in.

If the applicant cannot supply the documentation within the owner/agent's specified timeframe, the owner/agent **may** grant the applicant an extension of not more than 30 days, **but only if** the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation. (Although the extension period may not exceed 30 days, the owner/agent may establish a shorter extension period based on the circumstances of the individual case.)

The owner/agent will inform the applicant in writing if an extension request is granted or denied. If the request is granted, the owner/agent will include the new deadline for submitting the documentation. If the request is denied, the owner/agent will state the reasons for the denial in the written response. When granting or rejecting extensions, the owner/agent/agent will treat applicants consistently.

Reviewing and Verification of a Household's Citizenship/Immigration Status

Owner/agents will conduct primary verification through the (Systematic Alien Verification for Entitlements) SAVE ASVI database - the Department of Homeland Security (DHS) automated system.

After accessing the ASIV database, the owner/agent enters the required data fields. The system will display one of the following messages for immigration status confirmation on the screen.

- Lawful Permanent Resident
- Temporary Resident
- Conditional Resident
- Asylee

- Refugee
- Cuban\Haitian Entrant
- Conditional Entrant

Secondary verification. If the message "institute secondary verification" is displayed on the screen, the manual verification process must be used.

Within 10 days of receiving an "Institute Secondary Verification" response, the owner/agent will prepare DHS Form G-845S, *Document Verification Request*. The owner/agent will send DHS Form G-845S and photocopies of the DHS documents submitted by the applicant to the DHS office serving the property's jurisdiction.

The DHS will return to the owner/agent a copy of DHS Form G-845S indicating the results of the automated and manual search.

Notification to Applicants

Owner/agents will notify households in writing that they are:

- ❑ Eligible for assistance
- ❑ Eligible for partial assistance, as a mixed household

The owner/agent/agent will notify households in writing if they are found to be ineligible based upon citizenship/immigration status.

Appealing Determinations of Ineligibility

The owner/agent will notify the household in writing as soon as possible if the secondary verification process returns a negative result.

The household has 30 days from receipt of the notice to choose which option to follow.

The household may appeal the owner/agent's decision directly to the DHS. The household must send a copy of the appeal directly to the owner/agent. The DHS should respond to the appeal within 30 days.

If the DHS decision results in a positive determination of eligibility, the owner/agent can provide the household with housing assistance. If the DHS decision results in a negative determination of eligibility, the household has **30 days** to request a hearing with the owner/agent.

Prohibition Against Delay of Assistance

Owner/agents may not delay the household's assistance if the household submitted its immigration information in a timely manner but the DHS verification or appeals process has not been completed.

If a unit is available, the household has come to the top of the Waiting list, and at least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible, the owner/agent will offer the household a unit and provide full assistance to

those household members whose documents were received on time. Owner/agent will continue to provide full assistance to such households until information establishing the immigration status of any remaining non-citizen household members has been received and verified.

Guest: A guest is a person who visits any resident and may stay over no more than 5 consecutive days in a six month period and may stay over no more than 15 non-consecutive days in any six month period.

If the owner/agent suspects that a guest should actually be classified as a resident, the owner/agent will request a meeting with the Head of household. The resident will have 10 days to meet with the owner/agent. Failure to respond to the request to meet will result in termination of assistance beginning the first of the month following the 10-day notice.

If the owner/agent suspects that a guest is actually living in the unit, the owner/agent will ask for verification of alternative residence. Samples of such verification include one or more of the following:

- Verification with the United States Postal Service that no mail, for the guest, is delivered to the unit address
- *A current drivers license for the "guest" with an alternative address
- *A current lease indicating an alternative residence
- *A current utility bill in the resident's name showing an alternative address
- *A current insurance policy or other such invoice/bill showing an alternative address

**Current means issued/created within the last 30 days.*

In addition, the resident, indicated on the lease, must sign a notarized statement confirming that the guest does not violate the guest policy as indicated above and does not reside in the unit.

Live-in Aides: A live-in aide must meet HUD's definition of a live-in aide:

- Is essential to the care and well-being of the resident
- Is not dependent on the resident for support
- Is only living in the unit to provide essential support

In certain cases (Section 202/8) adult children may not move in to the unit after initial occupancy unless they are providing care essential to the health and well-being of the resident.

These adult children are not classified as live-in aides. They are considered part of the family/household and income must be counted when determining the household assistance. In addition, in these circumstances, the adult child(ren) must sign a approved lease addendum relinquishing any rights to the unit, as a remaining household member, should the elderly resident leave for any reason.

By signing this notice, I certify that I have been given an opportunity and understand the provisions stated above.

Signature of HOH_____Date_____

Signature of Household Member_____Date_____

Signature of Manager_____Date_____

CC: Resident File

MANAGEMENT PLAN

Anthony Wayne Senior Housing - Phase II

Sample

Altman Management Company, Inc.
240 New York Drive, Suite 1
Fort Washington, PA 19034
(215) 884-0500 Fax (215) 884-7372

MANAGEMENT PLAN

ANTHONY WAYNE SENIOR HOUSING - Phase II

ALTMAN MANAGEMENT COMPANY, INC., ("Altman Management") acting as the Management Agent for Anthony Wayne Senior Housing-Phase II and AWS Phase II, LP, the Owner, proposes the following Management Plan for Anthony Wayne Senior Housing-Phase II, located at 1701 S. 28th Street - Parcel B, Philadelphia, Pennsylvania. Anthony Wayne Senior Housing-Phase II is a 55+ senior housing complex of 46 units, 30 one-bedroom and 16 two-bedroom apartments, in one high-rise building.

I. **Management Philosophy and Objectives**

A. **Mission Statement**

Altman Management is committed to providing the highest quality of affordable housing with a superior level of service in order to establish a sense of community and to promote a better quality of living.

B. **Company Philosophy**

Altman Management recognizes the fact that managing affordable housing is unlike managing conventional housing. It is one matter to create places for people to live and quite another to create an environment that enhances the quality of life.

Affordable housing involves dealing with an array of Federal, state and local regulations and procedures. In addition, some residents have special needs often unrelated to their shelter requirements that demand creative and sometimes unusual solutions. Thus, the job of managing affordable housing is more demanding than most other management endeavors. It may also, however, be more rewarding in that it offers those who manage affordable housing the opportunity to contribute to improving the quality of life and community.

If the management operation is successful, it will not only be economically solvent, but will also have a long-term positive effect on the lives of the residents. It has become increasingly clear over the years that the success or failure of our government-sponsored housing program depends on the quality of its long-term management. It is toward this goal of *quality* management that Altman Management strives.

C. **Specific Objectives**

Altman Management's major objectives in the management of Anthony Wayne Senior Housing-Phase II are to:

1. Promote sound business management, including prompt payment of all obligations and the timely collection of all rents due, and employ professional property management practices that ensure preservation of the asset, optimal use of fiscal resources and safe, efficient and ethical operation of the site.

2. Coordinate the involvement of local public and private agencies, which can provide residents with the resources necessary to achieve a more satisfying lifestyle.

3. Effect the meaningful involvement of families in the social management of Anthony Wayne Senior Housing-Phase II.

Sample

II. Program Guidelines and Requirements

A. Role and Responsibility of the Owner and Management Agent

As a general rule, the Owner will direct Altman Management on matters of policy and overall procedure, while Altman Management will have direct responsibility for the day-to-day development operations as follows:

1. Altman Management will be responsible for marketing the development in accordance with the Low Income Housing Tax Credit Program Compliance Manual, the PHFA Multi-Family Housing Management Property Operations Manual, Resident Selection Plan, and the approved Affirmative Fair Housing Marketing Plan.
2. Altman Management will follow procedures as outlined in Altman Management's Personnel Policy and Operations Manual in its day-to-day operation of the property.
3. Altman Management will attempt to achieve and maintain 100% occupancy by conducting an affirmative marketing program when necessary and maintaining a waiting list of eligible applicants.
4. Altman Management will be responsible for the overall physical condition of the grounds and buildings and for implementing an effective system for the timely acknowledgment of complaints, including prompt action to correct deficiencies.
5. Altman Management will develop and implement a continuing program of social activities with and for apartment residents. This will be accomplished by Altman Management monitoring the Social Services contract.
6. Altman Management will maintain an accounting and financial reporting system acceptable to the Owner and other governing agencies; these records will be made available for inspection by the Owner and appropriate governing agencies upon request.
7. The Regional Property Manager will supervise the activities of the Manager of Anthony Wayne Senior Housing-Phase II. The Manager will supervise the activities of all site administrative and maintenance staff.
8. All maintenance contracts, service contracts, and insurance policies and claims settlements will be approved by the Owner.

B. Management Fee

The management fee will pay for overall management expertise and will include:

1. Furnishing all necessary personnel for the supervision of on-site staff
2. Budget preparation and analysis
3. Hiring and training all staff
4. Executing and monitoring all service contracts
5. Providing liaison with attorneys, government agencies, the Owner and project accountants
6. Providing general overall supervision of the development.

C. Personnel Policy and Staffing Arrangements

1. All personnel - professional, maintenance and clerical - shall be hired without regard to race, color, sex, age, religion, national origin, disability, sexual orientation or familial status according to Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Section 109 of Title I-Housing & Community Development Act of 1974, Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title VIII of the Civil Rights Act of 1968, Executive Order 11063 and any other applicable Equal Opportunity requirements of Federal, State and local laws.
2. Whenever practicable, qualified residents shall be employed by Altman Management in the management of its properties.

3. In the event that a rent-free apartment is provided as part of an employee's personnel package, an Employee Housing Amendment to the Lease Agreement must be executed. This Amendment states that the Lease Agreement will terminate immediately at the date and time employment with Altman Management is terminated or discontinued for any reason. The employee agrees to vacate the apartment as soon as possible, but in no case later than 30 days from the date employment is severed.

4. Staff composition including annual salaries and organizational chart shall be as follows

   a. Manager (part time).

   b. Maintenance Superintendent (part time).

D. **Marketing Effort**

Marketing shall be conducted according to the approved Affirmative Fair Housing Marketing Plan. In addition:

1. A project sign will be placed on the site indicating where to apply for occupancy.

2. Newspaper advertisements and community contact letters will be utilized for ongoing outreach efforts to attract minority and disabled persons, as needed.

3. Prospective applicants will be referred to the on-site Rental Office where income and related information is placed on preliminary application forms.

4. Residents and prospective residents are advised of their right to request a reasonable accommodation if any unusual adaptation, changes or additions are required in their living quarters to make their lifestyle while residing at Anthony Wayne Senior Housing-Phase II more manageable.

5. Hearing and speech impaired residents and applicants are provided equal communications accessibility through the use of a professional TDD/TTY service, which is monitored 24 hours a day, 7 days a week.

E. **Procedures for Resident Eligibility**

1. The Manager shall preliminarily interview each prospective resident in order to determine if he or she is eligible for occupancy based on the Low Income Housing Tax Credit Program Compliance Manual.

2. Income and asset verifications shall be made by obtaining statements from employers, banks, the Social Security Administration, the Veterans Administration and any other appropriate source. These, as well as all other pieces of documentation required for processing an application, such as Social Security Number, Proof of Age, Application,

Home Visit, Credit Report, Landlord Verification, Criminal History Investigation, and any other information pertinent to a particular resident will be retained in the individual resident's file. Copies of all correspondence and notices of rent increases will also be included in the file. Files will be kept confidential in locked filing cabinets.

3. A prospective resident's age shall be certified by obtaining a copy of a birth certificate, or other source, in order to determine that all members of the household are 55 years of age or older.

4. Before receiving approval for residency at Anthony Wayne Senior Housing-Phase II, each applicant will be asked to sign a release form, which will be submitted to the Pennsylvania State Police Department. This form will authorize the Police to release to Altman Management or Anthony Wayne Senior Housing-Phase II any and all information regarding the applicant's Criminal History Profile. All charges incurred for each profile requested will be paid by Anthony Wayne Senior Housing-Phase II as a project expense and will not be passed on to the prospective resident. The Criminal History Profile will be requested for all new applicants as well as persons moving in with families already in residency. Information received on this report will be used in determining if an applicant will be approved for residency at Anthony Wayne Senior Housing-Phase II. Negative information received can be used as grounds for rejection of the application.

5. Residents will be selected without regard to race, color, sex, religion, national origin, disability, sexual orientation or familial status.

6. Security deposits will be collected in an amount equal to one month's rent. The security deposits will be escrowed into an interest-bearing savings account.

7. Incorporated herewith and attached as Exhibit "B" is the Resident Selection Plan.

8. Transfers to other apartments during occupancy will normally be made only because of a change in family composition or severe medical condition.

F. **Rent Collection Policies and Procedures**

1. Altman Management shall make available to the resident in writing, a rent collection policy for Anthony Wayne Senior Housing-Phase II. This policy shall also be posted in the rental office.

2. Rent is due the first (1st) day of each month. Rents may be paid at the Rental Office or by mail.

3. Rents will be considered late after the fifth (5th) day. A rental reminder notice shall be placed under applicable resident's door the afternoon of the fifth (5th) day of the month.

4. If any or all of the rent is not paid by the close of business on the fifth (5th) day of that month, Resident shall pay a late fee of $5.00 on the sixth (6th) day, and $1.00 per day thereafter will be charged for each day the rent is unpaid. In no case will the charges exceed $30.00 per month.

5. On the ninth (9th) day of each month, a warning letter will be sent to delinquent residents requesting that they make an appointment with the Manager within three (3) working days of that date. A copy of this and any subsequent notice will be provided to the Social Services Director.

6. If no mutually acceptable agreement has been reached by the fifteenth (15th) day of the month, written notice of intent to begin eviction proceedings shall be sent. The Social Services Director will receive a copy of this notice.

Sample

7. If no resolution occurs within 24 hours, a Notice to Quit and Deliver is sent to the resident. A copy of this letter shall be sent to the President of Altman Management and the Social Services Director (every effort shall be made to have the resident vacate the premises voluntarily).

8. If no results are obtained, appropriate court action will be commenced.

9. There will be a $35.00 returned-check charge as additional rent. Only ONE (1) "Non-Sufficient Funds" will be accepted per unit.

10. Every effort will be made to assist those who are experiencing budget problems or temporary unemployment difficulties by:

    a) referring them to Social Services, who can work with them individually;

    b) setting up an agreed payment plan to carry them through difficult times;

    c) assisting them in finding housing more suitable to their present circumstances.

11. Anthony Wayne Senior Housing-Phase II falls into four income tiers. Resident rents will be as follows:

% AMI	BR Size	Net Rent	Utility Allowance	Gross Rent
20%	1BR	$176.00	$102.00	$278.00
50%	1BR	$594.00	$102.00	$696.00
60%	1BR	$670.00	$102.00	$781.00
60%	2BR	$802.00	$130.00	$932.00

12. Rents are payable by check or money order only. Under no circumstances will cash be accepted.

13. Collected rents will be deposited in the Project Operating Account on a daily basis. Project personnel will not have access to funds after deposits are made.

G. **Maintenance and Repair Program**

1. Scheduled maintenance and repairs for mechanical equipment and appliances in each apartment unit will be in accordance with manufacturer's recommendations and service manuals. Maintenance records will be maintained on all equipment to insure proper service.

2. Inspection of grounds, buildings, and apartment units will be carried out at regular intervals to identify any maintenance problems that can be attended to promptly, to avoid serious problems at a future time.

3. Prior to initial occupancy, the prospective resident and Altman Management shall complete a Dwelling Unit Inspection Report.

4. When a resident gives a notice to vacate, an inspection of his or her unit will be made after move-out. At this time, the Manager will inspect the unit, compare any damages or wear with that on the move-in checklist and determine whether the resident must pay for repairs. A Settlement Move-Out sheet will then be prepared, as well as a new Inspection Report.

5. Prior to re-renting the unit, the Manager will take the same inspection check-list and make all necessary repairs, have the unit repainted as needed, and thoroughly clean and check

Sample

all equipment and appliances for proper operation.

6. Each resident shall be instructed on home care (i.e. stove, heaters, etc.) as needed.

7. A comprehensive painting schedule will be set up for the development. All vacated apartments will be painted prior to re-occupancy. Apartments occupied continuously by the same resident will be painted every four years at the property's expense or sooner, if necessary, at the resident's expense.

8. The public areas of the building, including entranceways and corridors will be painted or redecorated approximately every four years. Doors that receive heavy use shall be painted with a heavy-duty semi-gloss paint as necessary. In addition, the Manager will insure that interior and exterior surfaces of the building are maintained in prime condition at all times.

9. Exterminating services shall be contracted monthly and at other intervals as necessary.

10. Altman Management shall contract for trash removal services at required intervals.

11. All requests for repairs shall be submitted by the resident to the Manager in writing on the Maintenance Request Work Order. Normal service repairs will be conducted during regular business hours from 9:00 a.m. to 4:00 p.m., Monday through Friday.

12. Site maintenance staff will perform all repairs, or if necessary, a specialized technician (plumber, electrician) may be obtained with the approval of the Manager.

13. A staff person shall be on call 24 hours a day, 7 days a week in order to handle emergencies which are so serious in nature that they cannot wait to be corrected during regular hours.

14. Any prospective maintenance costs to residents will be clearly posted in the Rental Office. In general, residents will be expected to pay for all property willfully or accidentally destroyed or damaged by them or their guests.

15. With the exception of petty cash items, equipment and supplies shall be ordered on a purchase order and must receive the approval of the Manager.

H. **Accounting and Financial Management**

1. The Management Agent shall maintain a permanent system of records and accounts in accordance with the Pennsylvania Housing Finance Agency ("PHFA") Code of Accounts, the Redevelop Authority of the City of Philadelphia ("RDA"), and any applicable agency requirements governing fiscal operations and/or accounting and financial reports for multi-family housing projects.

2. The Manager will maintain files on all residents, which will include applications, leases, income, certifications and recertifications and any other data as directed by PHFA or RDA. These files will be kept confidential in locked filing cabinets.

3. Regular reports of finances and occupancy will be prepared monthly and annually, and submitted to PHFA, and the Owner.

4. The Management Agent shall have a financial statement prepared at Project expense by a Certified Public Accountant at the end of each operating year and this statement shall be submitted to the PHFA, RDA, and the Owner.

5. The Owner and PHFA will receive the monthly accounting report by the 20th day of the following month, unless some other schedule is desired.

6. Altman Management shall, on behalf of the Owner, submit the required annual tax credit reports to PHFA, as required by the LIHTC Compliance Manual, and the Annual Report to

the RDA for this HOME and/or CDBG Funds project.

I. Resident Management Relations

1. General

   a. Each new resident will be oriented to the development by the Manager in a private meeting regarding the following areas:

      1) Rights and responsibilities of the resident under the lease
      2) Location and meeting schedule of civic and/or other resident groups
      3) Information on Fair Housing
      4) Tips and rules of development living
      5) Services provided by Management
      6) Hours of office operation
      7) Maintenance and repair request procedures
      8) Income recertification and dwelling unit inspection procedures
      9) Instructions on operation of all appliances and equipment within the unit

   b. Henceforth, periodic meetings will be arranged between a committee representing the residents and management with regard to any and all complaints, problems, or management procedures that could be corrected or improved by either party.

2. Arbitration Procedures

   All resident grievances in the area of management services, maintenance services, management policy, management personnel, and grievances concerning other residents will receive prompt, efficient follow-up from the Manager.

   Grievances that cannot be resolved on-site shall be made in writing to Altman Management, and a meeting between the aggrieved party, the Manager, and an Altman Management supervisor shall be called to resolve the issue.

J. Eviction Procedures

Altman Management shall not terminate or refuse to renew a resident's Lease other than for serious or repeated violations of material terms of the Lease. The steps the Manager must take to evict a resident for "other good cause" or "material non-compliance" are as follows:

1. Resident must be notified in writing of any violation of the terms of his/her Lease, at such time as Altman Management is made aware of the violation. The notification must include the following information: the specific action (or inaction) which is in violation of the Lease, the date (if known) of the specified violation, the specific clause of the Lease which has been violated, and remedial actions (if any) to be taken. It will specifically advise that additional violations may lead to eviction, and it will instruct the resident to make an appointment to discuss the violation with the Manager.

2. If the resident fails to act upon the instructions of the violation notice, or additional violations occur, a 30-Day "Notice to Quit" is delivered in accordance with HUD procedures as outlined in Handbook 4350.3 and state and local laws. The number of violations that will be tolerated before eviction varies according to the severity of the violation and the possible existence of mitigating circumstances in a particular case. Therefore, the decision to evict is made on a case-by-case basis.

   The Notice to Quit will advise the resident of the reasons for the Notice. It will allow for a 10-day period in which the resident may contact the Management Office to attempt to resolve the issue short of eviction. Failing resolution, at the end of the 30-day Notice, formal eviction proceedings will be initiated.

3. Exemptions

In accordance with the Quality Housing Work Responsibility Act of 1998 (QHWRA), in the case of certain extreme infractions, including, but not limited to, criminal or drug-related activity, that pose a significant threat to the property or its inhabitants, formal eviction proceedings may be initiated upon the first violation.

If a resident is convicted of (i) a capital offense, (ii) a first or second degree felony involving actual or potential harm to a person; or (iii) possession, manufacturing or delivery of a controlled substance as defined in Section 102 of the Controlled Substance Act, 21 U.S.C. 802, the Arbitration and Grievance Procedures no longer apply.

If a resident is involved in criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises or drug-related criminal activity on or near the premises, the Grievance Procedures do not apply.

K. Social Service Programs for Residents

An integral part of this Management Plan is the development of program services to facilitate the growth of residents as people and to encourage a sense of community among residents. A comprehensive Social Services Plan is attached as Exhibit C to this Management Plan.

To augment these community services, management will direct social programming activities until a resident group can be formed and encouraged to develop social programs of their own. Altman Management will make every effort to assist the resident's organization on an on-going basis by providing a) advice and informal assistance; b) staff time and materials; and c) assistance in obtaining meeting space.

L. Energy Conservation

1. Each development will be inspected periodically to insure that proper insulation, weather stripping and caulking has been utilized in construction. Where this is found to be inadequate, the deficiencies will be corrected.
2. Project maintenance staff will be trained to periodically attend to such potentially energy-conserving routines as cleaning filters in air conditioners and clothes dryers.
3. The Manager shall encourage residents to report leaking faucets immediately.
4. Minimum wattage light bulbs will be installed in all public and outdoor areas of buildings.
5. Hot water heaters will not be set at a temperature higher than is necessary to accommodate resident's needs. As none of the units include dishwashers as standard features, thermostats may be set at approximately 110 degrees.
6. A resident manual will be prepared (attached hereto in draft form as Exhibit "D"), including hints and techniques for saving energy such as:
   a) how to most efficiently use the washers and dryers
   b) how to use kitchen equipment more carefully to conserve energy
   c) recommendations for room heat temperatures
   d) indoor lighting techniques
   e) how to conserve energy with the use of small appliances

M. Units Designed for Use by Disabled Residents

Units designed with special features for use by mobility, speech and hearing impaired residents have been provided at Anthony Wayne Senior Housing-Phase II.

1. Initial Occupancy

During the initial period of occupancy, all handicapped accessible units must be held open for a minimum period of 30 days. If, at the end of 30 days, persons needing the special amenities in those units have not been identified, those apartments may be rented to non-disabled individuals or families.

2. Occupancy by Other than Disabled Resident

In accordance with the requirements of the Low Income Housing Tax Credit Program, preference for units designed for handicap accessibility must be given to those applicants who require the special design features of an accessible unit, i.e., wheelchair, hearing impairment, vision impairment, etc.

When an accessible unit is available and there is no applicant on the waiting list who requires such a unit, the accessible unit may be rented to the first applicant on the waiting list who meets all other selection criteria and whose household size is appropriate for the unit. The household occupying the accessible unit must agree to transfer, at project expense, to another unit when there is an applicant who requires the special accessibility features of the apartment.

Prior notice of the transfer will be given at least 30 days in advance. Residents will not be given a choice of the apartment to which they will transfer. The resident will be given two (2) days to complete the actual move and return possession of the present unit back to Management.

Sample

Paseo Verde North and South

Altman Management is the property manager for a unique newly constructed LEED Certified mixed income community developed by Jonathan Rose Companies and Asociación de Puertorriqueños en Marcha (APM). Paseo Verde South consists of 67, one and two-bedroom apartments with a range of amenities such as off-street parking, fitness center, business center, community room, landscaped terraces, community garden, and ground-floor retail. Add to that an award-winning contemporary design and green technology.

Paseo Verde North contains 53 affordable apartments and townhomes available for qualifying low income residents.

The entire deal is financed using equity raised from Low Income Housing Tax Credits and New Market Tax Credits. Altman Management is responsible for marketing, lease up and compliance with all financing regulations.

ALTMAN MANAGEMENT COMPANY, INC.
COMMUNITY LIST

As of November 4, 2014

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
7 NORTH WILLIAMS STREET - #435 Mgmt: Altman Mgmt. Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 02/05/14	1 Commercial	7 N. Williams Street Selbyville, DE 19975 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affanato
24 N. VERMONT AVENUE - #428 Mgmt: Altman Mgmt. Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 10/24/13	2 Residential 1 Commercial	24 N. Vermont Avenue Atlantic City, NJ 08401 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affanato
26 NORTH MAPLE AVENUE - #433 Mgmt: Altman Mgmt. Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 01/09/14	1 Vacant Commercial	26 North Maple Avenue Marlton, NJ 08053 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affanato
32 N. BLACKHORSE PIKE - #442 Mgmt: Altman Mgmt. Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 03/12/14	2 Comm. 1 Residential	32 N. Blackhorse Pike Blackwood, NJ 08012 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affanato
411 ELM AVENUE - #445 Mgmt: Altman Mgmt. Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 04/30/14	1 Industrial	411 Elm Avenue North Wales, PA 19454 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affanato
412 S. SPRINGFIELD ROAD - #436 Mgmt: Altman Mgmt. Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 02/21/14	1 Commercial	412 S. Springfield Road Clifton Heights, PA 19018 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affanato
501 LAWRENCE ROAD - #424 Mgmt.: Altman Mgmt. Company, Inc. Owner: Broomall Stoneridge, LLC Takeover: 10/01/2013	41	501 Lawrence Road Broomall, PA 19008 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Owner AP: Owner
1527 SOUTH STREET - #443 **&** **709 S. MOLE STREET** Mgmt.: Altman Mgmt. Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 04/01/14	1 Apt 2 Comm. *TBD*	1527 South Street & 709 S. Mole Street Philadelphia, PA 19146 *All calls to Don Powell* *(717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affanato
818 S. BROOM STREET - #449 Mgmt: Altman Mgmt. Co., Inc. Owner: Receiver for Takeover: October 14, 2014	12 Apts 1 Commercial	818 S. Broom Street Wilmington, DE 19805 *All calls to Don Powell* *(717) 673-7021*	RM: Don Powell GL: Mike Marsico AP: Jane Affanato
2600 COTTMAN AVENUE - #252 Mgmt: Altman Mgmt. Co. II, Inc. Owner: 2600 Cottman Associates, L.P. Takeover: 06/06/2005	3 Stores	2600-2620 Cottman Avenue Philadelphia, PA	RM: Pat Eller GL: Patricia Barksdale AP: Katie Jones
2623 GERMANTOWN AVENUE - #422 Mgmt: Altman Management Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 7/02/13	2 Vac. Res. 1 Vac. Com.	2623 Germantown Avenue Philadelphia, PA 19133 *All calls to Don Powell* *(717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affannato
6901 CHESTNUT AVENUE - #446 Mgmt: Altman Management Company, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 06/18/14	2 Comm.	6901 Chestnut Avenue Pennsauken, NJ 08109 *All calls to Don Powell* *C: (717) 673-7021*	CM: RM: Don Powell GL: Mike Marsico AP: Jane Affannato

Updates highlighted in gray.

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ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
ALL AMERICAN GARDENS - #32 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: All American Associates	86	1936 S. 8th Street Camden, NJ 08104 P: (856) 966-1460 (SD 601) P: (856) 966-0919 F: (856) 365-1985 allamerican@altmanco.com	CM: Claudette Williams RM: Frank Potts, Jr. GL: Patricia Barksdale AP: Katie Jones
ALLENDALE APTS. - #22 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: Allendale Associates	240	535 Cedar Hill Drive Allentown, PA 18109-3038 P: (610) 264-8989 (SD 602) P: (610) 264-7121 F: (610) 264-8450 allendale@altmanco.com allendale-manager@altmanco.com	CM: Jan Bove RM: Cheryl Bishop GL: Patricia Barksdale AP: Katie Jones
ANTHONY WAYNE SENIOR HOUSING I #245 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: AWS Senior Affordable Housing, L.P.	39	1701 South 28th Street Philadelphia, PA 19145 P: (215) 271-2710 (SD 603) F: (215) 271-0874 anthonywayne@altmanco.com	CM: Karen Anderson RM: Frank Potts, Jr. GL: Sheila Thomas AP: Yolanda Watson
ANTHONY WAYNE SENIOR HOUSING II #409 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: N/A Owner: AWS Phase II, LP	46	1701 S. 28th Street, Unit B Philadelphia, PA 19145	CM: Karen Anderson RM: Frank Potts, Jr. GL: Sheila Thomas AP: Yolanda Watson
ASPEN HILL APTS. - #251 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Chamber's Ridge Associates, L.P.	324	5069 Stacey Drive East Harrisburg, PA 17111 P: (717) 564-2602 (SD 604) P: (717) 564-2603 (back) F: (717) 564-6952 aspenhill@altmanco.com aspenhill-manager@altmanco.com	CM: Lori Bair RM: Rebecca Roda GL: Sheila Thomas AP: Debra Bratzler
ATLANTIC GARDENS - #444 Mgmt: Altman Management Company, Inc. Payroll: AGP, Inc. Owner: Ocwen Loan Servicing, LLC Takeover: 04/17/14	179	124 N. Carolina Avenue Atlantic City, NJ 08401 P: (609) 347-7300 F: (609) 347-3311 atlanticgardens@altmanco.com	CM: Angela Corbitt RM: Don Powell GL: Mike Marsico AP: Jane Affannato
AUTUMN RIDGE APTS. - # 299 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: HP Altman Autumn Ridge, LLC	970	1501 Little Gloucester Road Blackwood, NJ 08012 P: (856) 228-2100 (SD 668) F: (856) 228-9082 autumnridge@altmanco.com autumnridge-manager@altmanco.com autumnridge-leasing@altmanco.com autumnridge-accounting@altmanco. autumnridge-outreach@altmanco.com autumnridge-residentserv@altman.com	CM: Margie Spaulding RM: Ingo Kraus GL: Paul Small AP: Debra Bratzler
AXIS - #354 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Axis UKA Associates, LP	136	20 S. 36th Street Philadelphia, PA 19104 P: (215) 662-0802 (SD 690) F: (215) 662-0804 Cell: Conroy Stevens (215) 435-9312 axismanager@altmanco.com axisleasing@altmanco.com axisdesk@altmanco.com axiscafe@altmanco.com	CM: TBD RM: Ingo Kraus GL: Paul Small AP: Debra Bratzler

**Updates highlighted in gray.*

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ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
BIRCHWOOD HILL APTS. - #23 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: Birchwood Apartments, L.P.	78	5115 Wissahickon Avenue Philadelphia, PA 19144 P: (215) 849-6186 (SD 605) P: (215) 849-0560 (back) F: (215) 849-8955 birchwoodhill@altmanco.com	CM: Pat Dorrah RM: Pat Eller GL: Patricia Barksdale AP: Katie Jones
BLUE GRASS ESTATES - #91 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Capri Homes Company Takeover: 01/01/2002	220	9213 Blue Grass Road - Unit #2 Philadelphia, PA 19114 P: (215) 671-8804 (SD 606) P: (215) 671-8805 (back) F: (215) 671-8807 bluegrassestates@altmanco.com bluegrass-manager@altmanco.com	CM: Molly Gill RM: Pat Eller GL: Dina Hanzok AP: Barbara Januzelli
CARL MACKLEY APTS. - #135 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: CMH Development Corp.	184	1401 E. Bristol Street Philadelphia, PA 19124 P: (215) 533-1564 (SD 608) P: (215) 289-6033 (back) F: (215) 533-1545 carlmackley@altmanco.com	CM: Dawn Wilson RM: Frank Potts, Jr. GL: Carole Casale AP: Yolanda Watson
CEDAR GLEN APTS. - #253 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Cedar Glen Investors, L.P.	110	9140 Old Bustleton Ave. - C111 Philadelphia, PA 19115 P: (215) 856-9400 (SD 609) F: (215) 856-0466 cedarglen@altmanco.com	CM: Sheila Conrad RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler
CLINTON COURT APTS. - #295 Mgmt: Altman Mgmt. Co. II, Inc. Owner: New Clinton Apts., L.P. Takeover: 10/19/2007	26	70 North Clinton Avenue Trenton, NJ 08609 P: (609) 695-3500 (SD 670) F: (609) 695-6043 clintoncourt@altmanco.com	CM: TBD RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson
COLONIAL CREST APTS. - #284 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. HP Altman Colonial Crest Emmaus, L.P.	329	102 North 10th Street Emmaus, PA 18049 P: (610) 967-5134 (SD 611) F: (610) 965-1156 colonialcrest@altmanco.com colonialcrest-manager@altmanco.com	CM: Bonnie Ruth RM: Cheryl Bishop GL: Sheila Thomas AP: Jane Affannato
COPLEY MANOR - #437 Mgmt: Altman Mgmt. Company, Inc. Owner: 121-23 West Tulpehocken Road, LLC Takeover: 03/01/14	92	121-123 West Tulpehocken Street Philadelphia, PA 19144 P: (267) 368-6421 Copleymanor@altmanco.com Copleymanor-manager@altmanco.com	CM: Sandra George RM: Theresa Trumbetti GL: Paul Small AP: Debra Bratzler
CORINTHIAN APTS. - #92 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: No Payroll Owner: Cambridge Partners Takeover: 10/15/1994	22	909 Corinthian Street Philadelphia, PA 19130 *All Calls/Mail to Birchwood*	CM: Pat Dorrah RM: Pat Eller GL: Dina Hanzok AP: Barbara Januzelli
EASTRIDGE APTS. - #232 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Eastridge Affordable Housing, L.P.	108	102 Worcester Avenue - #8 Harrisburg, PA 17111 P: (717) 561-0364 (SD 614) P: (717) 561-2091 (back) F: (717) 561-1568 eastridge@altmanco.com	CM: Tashya Thompson RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson

Updates highlighted in gray.

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ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
ELKINS PARK GARDENS - #293 Mgmt: Altman Mgmt. Co, II, Inc. Owner: AKS Elkins Park, L.P.	50	8000 High School Road Elkins Park, PA 19027 P: (215) 635-0186 (SD 660) F: (215) 635-2856 elkinsparkgardens@altmanco.com	CM: Rosemarie Walsh RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler
EMERALD RIDGE APTS. - #308 Mgmt: Altman Mgmt. Co. II, Inc. Owner: Trent Court Realty Holding Company, LLC Takeover: 08/27/2009	376	101 E. Gibbsboro Road - #1105 Lindenwold, NJ 08021 P: (856) 784-0747 (SD 672) F: (856) 784-5356 emerald@altmanco.com emerald-manager@altmanco.com	CM: Steve Alicea RM: Ingo Kraus GL: Mike Marsico AP: Barbara Januzelli
EXECUTIVE HOUSE APTS. - #294 Mgmt: Altman Mgmt Co II, Inc. Payroll: AGP, Inc. Owner: Empire Executive House PA, LP Takeover: 08/20/2007	100	150 Oakland Avenue Lansdale, PA 19446 T: (215) 855-0680 (SD 669) F: (215) 855-5610 executivehouse@altmanco.com exechouse-manager@altmanco.com	CM: Sheila Howard RM: Theresa Trumbetti GL: Patricia Barskdale AP: Katie Jones
FONTHILL APTS. - #255 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Font Hill Associates, L.P.	130	504 Fonthill Drive – F4 Doylestown, PA 18901 P: (215) 348-8371 (SD 661) F: (215) 230-8531 fonthill@altmanco.com	CM: Danielle Sproehnle RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler
GOLDEN TERRACE - #238 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Wesmar Associates, L.P. Takeover: 01/01/2009	40	555 Lakehurst Road Browns Mills, NJ 08015 P: (609) 735-7711 (SD 662) F: (609) 735-7722 goldenterrace@verizon.net	CM: Kim Powell RM: Theresa Trumbetti GL: Mike Marsico AP: Jane Affannato
GREEN STREET PORTFOLIO - #438 Mgmt: Altman Mgmt. Co., Inc. Payroll: Owner: Green Street Investors, LP Takeover: 4/16/14	57	2113 Green Street - Office: 1R Philadelphia, PA 19130 P: (215) 765-7222 (SD 613) F: (215) 765-0421 greenstreetportfolio@altmanco.com	CM: Angel Carpani RM: Theresa Trumbetti GL: Paul Small AP: Debra Bratzler
HANOVER APTS.- #285 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: HP Altman Hanover, L.P.	215	203 West Clearview Road Hanover, PA 17331 P: (717) 632-4050 (SD 664) F: (717) 632-2608 hanover@altmanco.com hanover-manager@altmanco.com	CM: Theresa Apostolopoulos RM: Rebecca Roda GL: Sheila Thomas AP: Jane Affannato
HATBORO LOFTS - #357 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Plumridge Master Tenant, LP	159	237 Jacksonville Road Hatboro, PA 19040 P: (215) 682-2000 (SD 619) F: (215) 773-8394 hatboro-manager@altmanco.com hatboro-leasing@altmanco.com	CM: Ashley Kilcoyne RM: Theresa Trumbetti GL: Mike Marsico AP: Jane Affannato
HEATHERWOOD APTS. - #192 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Heatherwood Apartments, L.P.	300	9200 Bustleton Avenue Philadelphia, PA 19115 P: (215) 698-1467 (SD 666) F: (215) 671-9984 heatherwood@altmanco.com heatherwood-manager@altmanco.com	CM: Sheila Conrad RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler

**Updates highlighted in gray.*

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ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
HIDDEN VILLAGE APTS. - #286 Mgmt.: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: HP Altman Hidden Village, L.P.	264	2010B Pinehurst Court Allentown, PA 18109 P: (610) 866-0600 (SD 615) F: (610) 866-0158 hiddenvillage@altmanco.com hiddenvillage-manager@altmanco.com	CM: Bonnie Ruth RM: Cheryl Bishop GL: Sheila Thomas AP: Jane Affannato
HOLLIDAYSBURG MANOR - #242 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Hollidaysburg Associates, L.P.	194	1152 Four Leaf Lane Hollidaysburg, PA 16648 P: (814) 695-7523 (SD 616) F: (814) 695-5322 hollidaysburgmanor@altmanco.com hollidaysburg-manager@altmanco.com	CM: Patricia Raugh RM: Rebecca Roda GL: Sheila Thomas AP: Debra Bratzler
HUNTERS CROSSING APTS.- #281 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Coolidge Admirals Club LLC Takeover: 8/10/2006	680	41 Fairway Road - Unit 2C Newark, Delaware 19711 P: (302) 737-1971 (SD 617) P: (302) 737-8496 Michelle Andreoli F: (302) 737-4910 hunterscrossing@altmanco.com hunterscrossing-manager@altmanco.com	CM: Michelle Andreoli/Sherry Haro RM: Theresa Trumbetti GL: Mike Marsico AP: Yolanda Watson
INVERNESS APTS. - #247 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Coolidge Inverness LLC Takeover: 03/01/2005	368	5600 Shetland Way Westville, NJ 08093 P: (856) 686-9800 (SD 618) F: (856) 686-9001 inverness@altmanco.com inverness-manager@altmanco.com	CM: Angelita Beiner RM: Ingo Kraus GL: Mike Marsico AP: Jane Affanatto
KING'S VILLAGE - #151 Mgmt: Altman Mgmt. Co. II, Inc. Owner: MLK Affordable, L.P.	21	2700 Titan Street Philadelphia, PA 19146 *All Calls/Mail to Anthony Wayne*	CM: Karen Anderson RM: Frank Potts, Jr. GL: Sheila Thomas AP: Yolanda Watson
LAMBERTON STREET - #125 Mgmt: Altman Mgmt. Co. II, Inc. Owner: Trenton Housing Urban Renewal Advocates, L.P.	26	Scattered Sites Trenton, NJ 08611 *All Calls/Mail to Clinton Court*	RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson
LAURA LANE APTS - #448 Mgmt: Altman Mgmt. Co., Inc. Payroll: AGP, Inc. Owner: Empire Laura Lane I, L.P. Takeover: 09/15/14	69	801 Laura Lane Norristown, PA 19401 P: (484) 322-2122 (484) 322-2168 F: (484) 322-2133 lauralane-manager@altmanco.com	CM: Sandra George RM: Theresa Trumbetti GL: Patricia Barksdale AP: Katie Jones
LAUREL MANOR APTS. - #155 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Riddler Associates, L.P.	310	333 North Avenue - Unit 10A Secane, PA 19018 P: (610) 543-4020 (SD 621) P: (610) 543-4021 F: (610) 543-4052 laurelmanor@altmanco.com laurelmanor-manager@altmanco.com	CM: Arlene Soares RM: Theresa Trumbetti GL: Sheila Thomas AP: Debra Bratzler
MELROSE PARK MANOR - #43 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: Melrose Park Manor Associates	84	210 W. Cheltenham Avenue Philadelphia, PA 19126 P: (215) 548-1999 (SD 622) F: (215) 548-9280 melroseparkmanor@altmanco.com	CM: Kim White RM: Pat Eller GL: Patricia Barksdale AP: Katie Jones

Updates highlighted in gray.

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ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
MINGO APTS. - #256 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Mingo Investors, L.P.	72	50 Keokuk Road – E4 Royersford, PA 19468 P: (610) 948-8404 (SD 623) F: (610) 948-2241 mingo@altmanco.com	CM: Danielle Sproehnle RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler
N.P.D.F. **MISCELLANEOUS PROP. - #262** 4| 333 S. 43rd Street (19104) 6| 4501 Chester Avenue (19143) 5| 4402 Pine Street (19104) 6| 4403 Pine Street (19104) 5| 4225 Pine Street (19104) 6| 4527 Pine Street (19143) 5| 4523 Spruce Street (19139) 7| 4528 Spruce Street (19139) 8| 4601 Spruce Street (19139) 6| 4642 Spruce Street (19139) 32 **4504 Pine Street - # 263** Philadelphia, PA 19143 16 **4511-17 Pine Street- #264** Philadelphia, PA 19143 *Note*: **All properties, other than Spruce Hall and The Cornerstone, are owned by** ***Neighborhood Preservation and Development Fund, LP***	39 114 25 17 12 54 13 19	**SPRUCE HALL - #219** 4141 Spruce Street - Phila. 19104 *Owner: **NPDF Chester Associates, LP*** **THE CORNERSTONE - #220** 400 S. 48th Street - Phila. 19143 A-42, B-25, C (4840 Pine St)-47 *Owner: **NPDF Pine Associates, LP*** **THE ALEXANDRIA - #221** 516 South 42nd Street - Phila. 19104 **GUNTER HALL - #222** 4040 Baltimore Avenue -Phila. 19104 **4950 PINE STREET - #223** 4950 Pine Street - Phila. 19143 **4529 Spruce Street - # 266** Philadelphia, PA 19139 **4530-32 Spruce Street - #267** Philadelphia, PA 19139 **4600 Spruce Street - #268** Philadelphia, PA 19139	Mgmt: Altman Mgmt Co. II, Inc. Payroll: AGP, Inc. Owners: NPDF Pine Associates, LP; NPDF Chester Associates, LP; Neighborhood Preservation & Development Fund, LP All Calls/Mail to The Cornerstone P: (215) 476-4787 (SD 624) F: (215) 476-4016 npdf@altmanco.com npdf-manager@altmanco.com npdf-residentservices@altmanco.com CM: Anna Laudadio RM: Pat Eller GL: Paul Small AP: Debra Bratzler
OAKVIEW ESTATES APTS. - #287 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: HP Altman Oakview Estates, L.P.	272	77 Foal Court Lancaster, PA 17602 P: (717) 397-0331 (SD 625) F: (717) 397-1901 oakviewestates@altmanco.com oakviewestates-manager@altmanco.com	CM: Jane Winter RM: Rebecca Roda GL: Sheila Thomas AP: Jane Affannato
OVERMONT HOUSE - #305 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Overmont Corp. Takeover: 04/01/2009	250	4001 Monument Road Philadelphia, PA 19131 P: (215) 305-8290 (SD 610) (Janette 215-305-8291) F: (215) 305-8296 Overmont-leasing1@altmanco.com Overmont-leasing2@altmanco.com Overmont-manager@altmanco.com Overmont-sw@altmanco.com (social worker)	CM: Janette Solomone RM: Frank Potts, Jr. GL: Dawn Cieri AP: Katie Jones
PARK CHASE APTS. - #174 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Park Chase Associates, L.P.	124	8118 Verree Road - E206 Philadelphia, PA 19111 P: (215) 742-8895 (SD 626) F: (215) 722-3216 parkchase@altmanco.com	CM: Evie Camacho RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler

**Updates highlighted in gray.*

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ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
PASEO VERDE SOUTH – 401 Mgmt: Altman Management Company, Inc. Payroll: AGP, Inc. Owner: Transit Village Affordable Housing LP Takeover: 01/20/2013	67 +Comm.	1900 N. 9th Street Philadelphia, PA 19122 P: (215) 232-1118 (215) 232-1119 PaseoVerdeSouth@altmanco.com	CM: Carmen Rivera RM: Ingo Kraus GL: Dina Hanzok AP: Katie Jones
PASEO VERDE NORTH – 411 Mgmt: Altman Management Company, Inc. Payroll: AGP, Inc. Owner: Transit Village Affordable Housing LP Takeover: 01/20/2013	53	1900 N. 9th Street Philadelphia, PA 19122 P: (215) 232-1118 (215) 232-1119 PaseoVerdeNorth@altmanco.com	CM: Carmen Rivera RM: Frank Potts GL: Dina Hanzok AP: Katie Jones
PHEASANT RUN APTS. - #283 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: AG Pheasant Run, L.P.	142	150 Main Street Harleysville, PA 19438 P: (215) 256-6973 (SD 629) P: (215) 256-1307 (back) F: (215) 256-1305 pheasantrun@altmanco.com	CM: Joe Preston RM: Frank Potts, Jr. GL: Patricia Barksdale AP: Katie Jones
PLAZA I APTS. - #28 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: B.I.D. Associates **PLAZA II APTS. - #37** Owner: A.B.E. Associates	128 128	1813 Summit Street Lebanon, PA 17042 P: (717) 273-7177 (SD 630) P: (717) 273-7178 F: (717) 273-5070 plaza@altmanco.com plaza-manager@altmanco.com	CM: Linda Kafora RM: Bob Bluth GL: Patricia Barksdale AP: Katie Jones
RED BANK RUN TOWNHOMES - #105 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Red Bank Apartments, LLC Takeover: 12/01/1995	290	701 W. Red Bank Avenue – E1 Woodbury, NJ 08096 P: (856) 845-9656 (SD 631) F: (856) 384-1773 redbankrun@altmanco.com redbankrun-manager@altmanco.com	CM: Janet Butto RM: Theresa Trumbetti GL: Dina Hanzok AP: Yolanda Watson
RIDGE CARLTON APTS. - #188 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Ridge Carlton Apartments, L.P.	164	7373 Ridge Avenue Philadelphia, PA 19128 P: (215) 483-8300 (SD 633) F: (215) 483-9697 ridgecarlton@altmanco.com	CM: Zelene Jones RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler
ROLLING HILLS APTS. - #288 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: HP Altman Rolling Hills, L.P.	184	1701 Taxville Road - Unit 3D York, PA 17408 P: (717) 792-3602 (SD 635) F: (717) 792-3901 rollinghills@altmanco.com rollinghills-manager@altmanco.com	CM: Karla Michael RM: Rebecca Roda GL: Sheila Thomas AP: Jane Affannato
ST. JOSEPH'S HOUSING FOR THE ELDERLY - #269 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: St. Joseph's Affordable Housing, L.P. Takeover: 07/01/2006	62	1515 W. Allegheny Avenue Philadelphia, PA 19132 P: (215) 225-7831 (SD 640) F: (215) 225-7833 stjosephs@altmanco.com	CM: Dennice Foreman RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson
ST. REGIS APTS. - #90 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: St. Regis Investors Takeover: 10/15/1994	279	2301 Tremont Street - H109 Philadelphia, PA 19115 P: (215) 677-0800 (SD 641) F: (215) 677-9223 st.regis-manager@altmanco.com	CM: Haydee Ventura RM: Pat Eller GL: Dina Hanzok AP: Barbara Januzelli

**Updates highlighted in gray.*

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ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
SILVER TERRACE APTS. - #239 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Pental Associates, L.P. Takeover: 01/01/2009	38	80 Broadway Hammonton, NJ 08037 P: (609) 567-7100 (SD 637) F: (609) 567-6268 silverterrace@verizon.net	CM: Kim Powell RM: Theresa Trumbetti GL: Mike Marsico AP: Jane Affannato
SOMERVILLE HOMES - #136 Mgmt: Altman Mgmt. Co., II, Inc. Owner: Somerville Associates '92 L.P.	24	5333-5347 N. 13th Street Philadelphia, PA 19141 *All Calls/Mail to Anthony Wayne*	CM: Karen Anderson RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson
SPRING GARDEN TOWNHOUSES - #26 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: Townhouse Associates	270	1026 North Boulevard Bethlehem, PA 18017 P: (610) 865-9870 (SD 638) P: (610) 865-9884 F: (610) 882-4124 springgarden@altmanco.com springgarden-manager@altmanco.com	CM: Sharon Hintze RM: Cheryl Bishop GL: Patricia Barksdale AP: Katie Jones
STEVENSON TERRACE APTS. -#25 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: Stevenson Terrace	148	Leasing Office - 6201 N. 10th Street Philadelphia, PA 19141 P: (215) 548-5737, 38 (SD 642) (215) 548-5736; 548-5738 F: (215) 548-5988 stevensonterrace@altmanco.com	CM: Sonya Sunkett RM: Pat Eller GL: Patricia Barksdale AP: Katie Jones
STONINGTON COURT APTS. -#162 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Court: Superior Court of New Jersey Owner: Coolidge Stonington Court, LLC Plaintiff: Fannie Mae Takeover: 11/03/2011	456	1800 Laurel Road - 131 Lindenwold, NJ 08021 P: (856) 627-2424 (SD 643) F: (856) 627-1185 stoningtoncourt@altmanco.com stoningtoncourt- manager@altmanco.com	CM: Kathy Ward RM: Ingo Kraus GL: Mike Marsico AP: Jane Affannato
UNIVERSITY CITY TOWNHOUSES - #46 Mgmt: Altman Realty Co., Inc. Payroll: Automated Payroll Services Owner: I.B.I.D. Associates	70	3990 Market Street Philadelphia, PA 19104 P: (215) 386-2222 (SD 644) P: (215) 386-3012 F: (215) 386-7026 universitycity@altmanco.com	CM: LaTonya Dunn RM: Frank Potts, Jr. GL: Patricia Barksdale AP: Katie Jones
WARREN STREET I - #296 Mgmt: Altman Mgmt. Co. II, Inc. Owner: Warren Street Urban Renewal Partners, L.P. Takeover: 10/19/2007	11	227-231 North Warren Street Trenton, NJ 08618 P: (609) 695-3500 (SD 670) F: (609) 695-6043 *All Calls/Mail to Clinton Court*	CM: Zeydaris GilDeLamadrin RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson
WARREN STREET II - #297 Mgmt: Altman Mgmt. Co. II, Inc. Owner: Warren Street Urban Renewal Partners II, L.P. Takeover: 10/19/2007	31	222, 224, 226, 233, 235, 239, 240, 242, 243, 245, 254, 256 North Warren Street Trenton, NJ 08618 P: (609) 695-3500 (SD 670) F: (609) 695-6043 *All Calls/Mail to Clinton Court*	CM: Zeydaris GilDeLamadrin RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson
WARREN STREET III - #298 Mgmt: Altman Mgmt. Co. II, Inc. Owner: Warren Street Urban Renewal Partners III, L.P. Takeover: 10/19/2007	9	225 North Warren Street 250 North Warren Street Trenton, NJ 08618 P: (609) 695-3500 (SD 670) F: (609) 695-6043 *All Calls/Mail to Clinton Court*	CM: Zeydaris GilDeLamadrin RM: Frank Potts, Jr. GL: Dawn Cieri AP: Yolanda Watson

Updates highlighted in gray.

Updated 11/4/2014

ALTMAN MANAGEMENT COMPANY, INC.

COMPLEX NAME	UNITS	ADDRESS & PHONE NO.	MANAGERS
WESTAWAY APTS. - #257 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Westaway Associates, L.P.	40	503 Germantown Pike Lafayette Hill, PA 19444 P: (610) 828-5340 (SD 645) westaway@altmanco.com *All Mail to Fonthill Apts.*	CM: Danielle Sproehnle RM: Pat Eller GL: Sheila Thomas AP: Debra Bratzler
WHEATLAND HILLS APTS. - #290 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: HP Altman Wheatland Hills, L.P.	413	190 Colonial Crest Drive Lancaster, PA 17601 P: (717) 393-3929 (SD 646) F: (717) 393-0355 wheatlandhills@altmanco.com wheatlandhills-manager@altmanco.com	CM: Michelle Sotomayer RM: Rebecca Roda GL: TBD AP: Jane Affannato
WOODBURY MANOR TOWNHOMES #179 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: Woodbury Manor Associates, LLC Takeover: 08/01/1999	80	546 Lafayette Avenue Woodbury, NJ 08096 P: (856) 845-7767 (SD 648) woodburymanor@altmanco.com *All Mail to Red Bank Run*	CM: Janet Butto RM: Theresa Trumbetti GL: Sheila Thomas AP: Debra Bratzler
YORK APTS. - #289 Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Owner: HP Altman York, L.P.	396	2000 Maplewood Drive York, PA 17403 P: (717) 843-8944 (SD 649) F: (717) 848-8929 york@altmanco.com york-manager@altmanco.com	CM: Katarina Young RM: Rebecca Roda GL: Sheila Thomas AP: Jane Affannato

Updates highlighted in gray.

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ALTMAN MANAGEMENT COMPANY, INC.

STEPHANO PROPERTIES

COLONY ARMS - #270 (2-300) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	139	2804 Colony Drive – G16 Audubon, PA 19403 P: (610) 666-6648 (SD 650) F: (610) 666-1715 colonyarms@altmanco.com colonyarms-manager@altmanco.com	CM: Sandra George Cell: (610) 592-7850 RM: Theresa Trumbetti AC: Dina / Barbara
COVERED BRIDGE - #271 (1-010) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	90	123 S. Second Street – B23 Perkasie, PA 18944 P: (215) 257-2216 (SD 651) F: (215) 257-2213 coveredbridge@altmanco.com	CM: Andy Laessig Cell: (215) 870-3977 RM: Theresa Trumbetti AC: Dina / Barbara
EDGEWOOD APTS. - #272 (1-020) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	116	150 N. Bethlehem Pike – A109 Ambler, PA 19002 P: (215) 646-6016 (SD 652) F: (215) 646-6118 edgewood@altmanco.com	CM: Colleen Romeo Cell: (215) 896-0076 (John) RM: Theresa Trumbetti AC: Dina / Barbara
HICKORY HILLS - #274 (3-350) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	78	315 Steele Road – A2 Feasterville, PA 19053 P: (215) 355-7580 (SD 654) F: (215) 355-9194 hickoryhills@altmanco.com	CM: Lissette Carafa Cell: (215) 983-0786 RM: Theresa Trumbetti AC: Dina / Barbara
HIGHVIEW GARDEN-#273 (1-040) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	133	245 S. Cedar Street – A203 Spring City, PA 19475 P: (610) 948-6160 (SD 653) F: (610) 948-3213 highviewgardens@altmanco.com	CM: Sandra George Cell: (610) 592-7850 RM: Theresa Trumbetti AC: Dina / Barbara
HOLLY COURT - #275 (1-050) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	50	640 Nutt Road Phoenixville, PA 19460 P: (610) 933-3455 (SD 655) * *All Mail to Highview* hollycourt@altmanco.com	CM: Sandra George Cell: (610) 592-7850 RM: Theresa Trumbetti AC: Dina / Barbara
KUTZTOWN GARDEN-276 (1-060) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	66	139 Normal Avenue – A8 Kutztown, PA 19530 P: (610) 683-3107 F: (610) 683-3459 kutztowngardens@altmanco.com	CM: Janet Ferree Cell: RM: Theresa Trumbetti AC: Dina / Barbara
MAPLE HILL - #277 (1-030) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	206	213 Maple Avenue – A1 Horsham, PA 19044 P: (215) 675-2735 (SD 657) F: (215) 675-9894 maplehill@altmanco.com maplehill-manager@altmanco.com	CM: Dottie McGowan Cell: (215) 870-6022 RM: Theresa Trumbetti AC: Dina / Barbara
MATTISON HOUSE - #278 (1-070) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	43	174 S. Bethlehem Pike Ambler, PA 19002 P: (215) 646-6016 (SD 658) F: (215) 646-6118 * *All Mail to Edgewood* mattisonhouse@altmanco.com	CM: Colleen Romeo Cell: (215) 518-7060 (Peter) RM: Theresa Trumbetti AC: Dina / Barbara
PENN-WELDY - #279 (1-080) Mgmt: Altman Mgmt. Co. II, Inc. Payroll: AGP, Inc. Takeover: July 1, 2006	64	1300 Pennsylvania Ave – G1 Oreland, PA 19075 P: (215) 886-3504 (SD 659) F: (215) 646-6118 * *All Mail to Edgewood* pennweldy@altmanco.com	CM: Colleen Romeo Cell: (610) 937-5598 RM: Theresa Trumbetti AC: Dina / Barbara

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