

(date)

*
*
*
*

RE: Management Company Review

Dear *:

Rural Development will conduct a review of the management company records for selected borrowers on _____, _____, at _____. This review will be held at your management office located at _____, and conducted by the Management Review Team which consists of the following team members: _____, _____, and _____.

The complexes listed below are scheduled for supervisory visits this year. At the review, the team will randomly select 5 of these to perform a complete review of the accounting records.

Please have the following information available at the review for all of the properties listed above:

Management Records (current):

Management Plan
 Management Agreement
 Laundry Leases (if applicable)
 Approved Budget for FY' 2003
 Fidelity Bond Policy/Crime Dishonesty Policy

Property Account Records (From the date of late management review to present):

General Operating Account
 Tax & Insurance Escrow Account
 Reserve Account with a copy of Deposit Agreement and Signature Card that reflects that account is in a joint Supervised Bank Account with Rural Development
 Security Deposit Account
 Other Accounts (Petty Cash, Savings Accounts, etc.)

The team will also review documents relating to the above accounts, including but not limited to ledgers, invoices, bank statements, check registers, deposits, payroll records for site manager and maintenance personnel, etc. Please ensure this information is available for the team.

If you have any questions about the review process, feel free to call the team leader, _____, at _____.

Sincerely,

cc: Team Members