

TO: All Owners, Managers and Auditors of VHFA Financed Properties

FROM: Sam Falzone, Director Multifamily Programs

DATE: April 25, 2012

RE: Audit Requirements Package – revised 4/2012

Audited financial statements for VHFA financed properties with a fiscal year ending December 31, are due in our offices within 60 days (no later than **March 1**). For properties with a year ending June 30 or September 20, financial statements should be submitted by September 1 or December 1.

Meeting the March 1 submission deadline is very important as we use the audited information relating to the performance of our portfolio to update the Rating Agencies, report to our Board's Risk Management Committee and make decisions on the status of our portfolio.

VHFA's Multifamily staff is committed to responding to audit confirmation requests within a 2 day turnaround time and we are always available to answer questions related to the preparation of the 2012 audited financial statements. Our complete Audit Guidelines may also be found at www.vhfa.org. Click on "Rentals", then from the drop down menus "For Property Managers" – "Forms, Documents and Memos" and then "2012 Audit Requirements".

Attached is a copy of the revised Audit Requirements Package for your reference. You will notice that we have made changes to the VHFA Supplemental, pages 15-17 of the Audit Requirements package. VHFA is now using the HUD Char of Account numbers and names. This is necessary to aid us in inputting the audit in a manner consistent with HUD reporting and electronic submission. Please make sure to implement these changes for the 2012 Audit year.

We thank you for your help in making this process as efficient as possible.