

BARKAN COMPLIANCE SOLUTIONS SERVICES

1

RECERTIFICATIONS

Complete and timely full-cycle annual and interim recertifications for Section 8, HOME, and/or LIHTC programs under the supervision of Owner using Owner's web-based software. Process applications from the waiting list for move-in and complete move in certifications.



2

HOUSING CHOICE VOUCHER ADMINISTRATOR

Coordinate annual inspections with Owner's contracted inspection company. Review rent reasonableness using GoSection8 or similar. Review EIV reports as appropriate and identify and report any issues or discrepancies. Research discrepancies, do retroactive calculations, and report balances to Owner for follow up.



3

SECURE CONNECTION/EIV COORDINATOR

Act as secure connection coordinator and EIV administrator.



4

MOR/PMR/AMR/LIHTC/OTHER

Assist with preparation for management review and be present during the review, prepare response, make or recommend corrections.



5

REASONABLE ACCOMMODATIONS/GRIEVANCES/LEGAL

Process reasonable accommodations or Grievances as requested in accordance with Owner's policy (or Barkan Management Company's policy if requested). Assist with preparing matters involving tenants/participants for legal action/eviction.



6

QUALITY CONTROL

Review all move-ins and a percentage of annual recertifications for accuracy and program compliance.



7

GROSS RENT INCREASES/UTILITY ALLOWANCE ANALYSIS

Process Gross Rent submissions in accordance with applicable regulations. Help generate utility allowance analysis based on bedroom size.



8

LIHTC YEAR END REPORTING

Assist owners by preparing Year End LIHTC documents and fulfilling reporting requirements.



9

BARKAN FINANCIAL SERVICES

Provides full financial services, preparation of fully substantiated operating budgets, and utilizing Yardi software to perform collection of rents, payment of invoices and production of monthly financials.



10

BARKAN MANAGEMENT COMPANY

Provides full service property management including oversight of staff, full financial services, full compliance services, oversight and coordination of all preventative, emergency and routine maintenance of each site.

