This letter is to inform you that the tenant certification identified below was randomly selected for a review of your file documentation and calculation of Rental Assistance. This review is part of an annual review required to be conducted by the Agency in accordance with the Improper Payment Information Act (IPIA). Please provide the information identified below by February 28, 2014.

This year, the Centralized Servicing Center (CSC), which processes your monthly payment, will be conducting the review.

Please submit a copy of Form RD 3560-8, “Tenant Certification,” and supporting documents for the following tenant:

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Location</th>
<th>Unit No.</th>
<th>Tenant Name</th>
<th>“Tenant Certification” to be Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRINGBROOK APTS</td>
<td>KENTON</td>
<td>02</td>
<td>KING, KATHY E</td>
<td>6/1/2012</td>
</tr>
</tbody>
</table>

Note: The effective date of the certification may not be the current certification.

Please ensure that the supporting documents consist of all documents that were used to complete the “Tenant Certification” identified above. This includes calculation tapes, internal worksheets, and third-party verifications. Examples of supporting documents are as follows:

- **Verification of Employment**: A copy of verification of employment for each adult household member
- **Zero Income Persons**: Include the Zero Income Verification Checklist from your files.
- **Unemployment and Unemployment Benefits**: Tenants receiving unemployment benefits must provide the most recent award or benefit letter prepared and signed by the authorizing agency to verify the unemployment income.
- **Public Assistance**: A copy of the most recent award or benefits letter prepared and signed by the authorizing agency to verify the amount of public assistance received.
- **Alimony or Child Support Payments**: A copy of the divorce decree, separation agreement, or other document indicating the amount of the required support payments. (If the tenant reports that the amount required by the agreement is not being received, the tenant must document that assistance has been requested from the state or local entity responsible for enforcing payment.)
• **Support for Foster Children or Adults:** Documentation indicating the amount of money received for the care of foster children or adults, and the anticipated period of time the support will be provided.

• **Income Tax Return:** For self employment, a complete, legible copy of the most recently filed Federal income tax form may be submitted for each applicant/tenant, unless the person was exempted from filing a return.

• **Verification of Assets and Income from Assets:** Financial institution statements to verify account balances. (For some assets, such as mutual funds or 401(k) accounts, copies of year-end statements can provide information about annual income. Documents from tenants that identify any asset have been disposed of for less than fair market value.)

• **Disability/Handicapped Documentation:** If the tenant has been living in the property for a while, the necessary documentation may have to be retrieved from the application or prior certification documentation.

• **Medical Expense:** Documentation used to calculate medical expenses.

• **Citizenship:** FOR FARM LABOR ONLY, documentation of U.S. citizenship or immigration status (for primary tenant) is required.

Included is a FAX cover sheet with corresponding Record Number to submit with each Tenant Certification and supporting documents.

We request that you fax the documents to (314) 457-4545 by February 28, 2014 between the hours of 6:00 a.m. and 4:30 p.m. Central Standard Time, Monday through Friday. Please include your fax number and email address.

If you have problems faxing the requested information or if you have any questions concerning this letter, please contact the Audit Section at 1-800-349-5097 x5785, from 8:00 a.m. to 4:30 p.m. or Linda Russel at 1-800-349-5097 x5774 Central Standard Time, Monday through Friday.

We appreciate your immediate attention and assistance with this review.

Sincerely,

Stephanie B.M. White
Director
Multi-Family Housing
Portfolio Management Division

"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Office of Civil Rights, Programs, 300 7th Street SW, Room 400 (Stop 9430), Washington, DC 20020 or call (866)632-9992 (Voice), (202) 401-0216 (TDD/TTY Hearing Impaired Only) or (202)720-8346 (FAX)
Project Name: SPRINGBROOK APTS

Tenant Name: KATHRYN

To: CSC – Audit Unit / DURINDA STARKS

Date: ____________________
Unit #: 02

# of pgs: ____________________

Phone: (800) 349 – 5097 x5785
FAX #: (314) 457 – 4545 Or
(314) 457 – 4562

From: ____________________

Phone: ____________________
FAX #: ____________________

Required Documentation from Mgmt Co:

___ Tenant Certification, Form RD 3560-8 (Submit the tenant cert. based upon
the requested effective date.)

___ Verification of Income.

___ Verification of Assets

___ Medical Expense

___ Verification of Disability

___ Verification of Citizenship
(Farm Labor Only)

Remarks:

Please attach the corresponding cover sheet for each tenant. Include all supporting worksheets and/or
checklists. All required documents due by 02/28/2014.

Record #: 424