



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
January 29, 2014 at 4:30 pm
The Forum
Beloit City Hall
100 State Street

1. Call to Order and Roll Call
2. Election of Officers
 - a. Nomination and election of Chairperson
 - b. Nomination and election of Vice-Chairperson
3. Citizen Participation
4. Review and Consideration of the Minutes of the Regular Meeting held on December 12, 2013
5. Housing Authority
 - a. Presentation of November Activity Report (Pollard)
 - b. Presentation of November Financial Report (Pollard)
 - c. Presentation of December Activity Report (Pollard)
 - d. Presentation of December Financial Report (Pollard)
 - e. Review and Consideration of Resolution 2014-01, Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable 2013 Third Quarter Vacated Residents (Pollard)
 - f. Review and Consideration of Resolution 2014-02, Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable 2013 Fourth Quarter Vacated Residents (Pollard)
6. Community Development
 - a. Update on 422 Bluff Street (Christensen)
 - b. Update on the NSP Program (Downing)
7. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: January 24, 2013

Approved: Julie Christensen, Exec. Director

** Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

**Minutes
Beloit Community Development Authority
100 State Street, Beloit WI 53511
December 12, 2013
4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Thursday, December 12, 2013 in the Third Floor Conference Room at City Hall.

1. **Call to Order and Roll Call:**

Meeting was called to order by Commissioner Johnson at 4:30 p.m.

Present: Commissioners Evans, T. Johnson, G. Johnson, Luebke, and Van De Bogart

Absent: Commissioner Jacobs

Staff Present: Julie Christensen, Cathy Pollard, Clinton Cole and Shaun El-Amin

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Special Meeting held on October 21, 2013.**

Motion was made by Commissioner Luebke and seconded by Commissioner Van De Bogart to approve the minutes of the Special Meeting held on October 21, 2013.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of the September and October Activity Report**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the report.

The Public Housing Coordinator and Property Operations Coordinator positions are currently vacant. The Property Operations Coordinator position will be replaced with a part-time custodian position.

We recently met with a realtor regarding the sale of our eight (8) Project-based homes. Our two (2) options, in order of preference, are a single-investor sale or to list each home individually.

b. **Presentation of the September and October Financial Report**

Cathy Pollard gave a brief summary of the report.

Due to budget cuts, we have been averaging 565 vouchers but are revving up to our entire 598 vouchers for the beginning of 2014.

5. **Community Development:**

- a. Review and Consideration of Resolution 2013-38, Recommending the Reallocation of Unspent CDBG Dollars to Eligible Projects
Julie Christensen, Community Development Director, presented the staff report and recommendation.

Commissioner Van De Bogart moved and Commissioner Luebke seconded a motion to approve Resolution 2013-38.

Motion carried unanimously.

- b. Review and Consideration of Resolution 2013-39, Recommending the Allocation of 2012 and 2013 CHDO Dollars and City HOME Dollars to Eligible Projects
Julie Christensen presented the staff report and recommendation.

We have pledged \$170,000 to rehab 422 Bluff Street and anticipate selling it for \$80,000.

After discussion Commissioner Luebke moved to amend the HOME dollars awarded to Mirus Partners to \$20,000. Commissioner Van De Bogart seconded approval of the amendment to Resolution 2013-39.

Motion carried unanimously.

6. **Adjournment:**

The meeting adjourned at 5:24 p.m.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: November Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There was one vacancy in public housing units in November and one upcoming vacancy in December of 2013. Public housing accounts receivable on occupied units totaled \$2,319.91 and vacated units totaled \$8,132.18 at the end of November, 2013 which brings the totaled outstanding public housing accounts receivable to \$10,452.09. 10 applicants were pulled from the public housing waiting list in November; 5 applicants were briefed. No public housing inspections and 17 annual and interim re-certifications were completed in November.

Section 8:

549 vouchers were housed by November 30, 2013 with 66 voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in November with another 3 families waiting to Port-Out. 49 Section 8 inspections were completed in November, and the Housing Specialists completed 77 annual or interim re-certifications in November. 25 applicants were notified; 16 were briefed.

ATTACHMENTS:

November Activity Report

**Beloit Community Development Authority
Activity Report to Board for January 2014**

November Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables - Occupied Units 11/30/13	\$ 2,319.91
Outstanding Receivables - Vacated Units 11/30/13	\$ 8,132.18
Outstanding Receivables - Occupied Units 10/31/13	\$ 4,755.71
Outstanding Receivables - Vacated Units 10/31/13	\$ 7,508.87
Total November 30, 2013 Outstanding Receivables:	\$ 10,452.09
Total October 31, 2013 Outstanding Receivables:	\$ 12,264.58
Decrease of:	\$ 1,812.49

Vacancies – 11/30/13

Total Public Housing Units

131 Units
99% Occupancy

1 Vacancy:

Elderly - 100% Occupancy
Family - 98% Occupancy

Public Housing Inspections

No Inspections completed. There were no annual inspections; there were no move-out inspections. There were no move-in inspections. There were no housekeeping inspections and no preventative maintenance inspections.

Public Housing Activities

Annual Recerts:	14
Interim Recerts:	3
Notice to Vacate:	2

New Tenants:	2
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	1
Evictions	0

Public Housing Briefings

Number Notified:	10
Number Briefed:	5

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

November 549 under lease - 93% Occupancy
 9 Portable Vouchers –9 Not Absorbed (1/Port-In)
 66 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

49 inspections were completed in November. 20 were annual inspections. 17 were initial inspections, 10 were re-inspections, no project based inspections and there were 2 special inspections.

Section 8 Activities

New Participants:	9	
Annual Recerts:	30	
Interim Recerts:	47	
Abatements:	2	
Movers:	9	
Possible Program Violations:	8	program violations
End of Program	6	

Section 8 Briefings

Number Notified:	25
Number Briefed:	16

APPLICATIONS:

Waiting List:

198 Public Housing East
210 Public Housing West
66 Parker Bluff
80 Project-Based
492 Sec. 8

0 Tenants removed for Repayment Default 0
Tenants removed for unreported income 0
Tenants removed for unauthorized occupants 0
Applicants removed for debts owed
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5b

TOPIC: Monthly Reports

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement for the month ending November 30, 2013 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of November, the Low Income Public Housing (LIPH) program income was \$868,008, Project Based Voucher (PBV) program income was \$101,413 and the Housing Choice Voucher (HCV) program was \$2,813,455, for a combined income of \$3,782,876, which is \$413,724 less than approved budget year-to-date.

Through the month of November, the Low Income Public Housing (LIPH) program expenses were \$960,187, Project Based Voucher (PBV) program expenses were \$38,024 and the Housing Choice Voucher (HCV) program expenses were \$2,946,607. Combined program expenses are \$3,944,818, which is \$110,736 less than the approved budget year-to-date.

Through the month of November, the Housing Authority shows an overall deficit of (\$161,942) year-to-date. Public Housing deficit is (\$228,339), Redevelopment Phase 1 & 2 surplus is \$136,160, Project Based Voucher surplus is \$63,388, Section 8 administrative deficit is (\$53,212), and Section 8 HAP deficit is (\$79,939).

Through the month of November, the FSS program has 17 of the 30 enrolled tenants holding escrow accounts totaling \$12,478.09. The Homeownership program has 2 tenants receiving homeownership assistance payments in November totaling \$518.

ATTACHMENTS:

Monthly Financial Report

**Cash Flow Statement
Beloit Housing Authority
November 30, 2013**

	LLC		HCV YTD Actual	YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual			
Income					
Dwelling Rent/Utilities	41,809.00	116,234.09	- 181.84	222,103.75	(64,060.66)
Interest on Investments	321.59	418.63	3,999.49	751.67	170.39
Other Income	80,094.36	382,574.75	274,783.00	207,896.33	258,772.27
HUD Admin Fees	-	-	2,534,491.1	321,822.42	(47,039.42)
HUD Grants/Subsidies	347,968.13	-	0	3,444,025.75	(561,566.52)
Total Income	470,193.08	499,227.47	2,813,455.43	4,196,599.92	(413,723.94)

	LLC		HCV YTD Actual	YTD Budget	Variance Under (Over)
	BHA YTD Actual	Phase 1 & 2 Actual			
Expenses					
Administrative					
Salaries/Benefits	227,558.78	88,946.79	279,092.03	615,377.68	19,780.07
Office Expenses	32,115.90	52,527.35	36,706.37	80,662.08	(40,687.54)
Office Contracted Services	10,880.94	-	10,781.54	18,700.00	(2,962.48)
Oper Sub Transfer/Mgmt Fee Pd	-	9,181.52	-	24,383.33	15,201.81
Housing Assistance Pmts	-	-	2,614,430.20	2,758,899.92	144,469.72
Maintenance					
Salaries/Benefits	75,824.41	114,105.51	-	197,929.33	7,999.41
Materials & Supplies	5,260.47	13,746.91	-	8,349.00	(10,658.38)
Maintenance Contracts	10,987.87	17,452.52	-	27,820.83	(619.56)
Utilities	13,192.32	34,733.39	-	16,958.33	(30,967.38)
Other Operating					
Protective Services	1,308.04	4,110.46	-	6,233.33	814.83
Insurance	5,969.95	13,273.64	5,596.76	20,746.06	(4,094.29)
PILOT	3,565.47	8,150.07	-	26,791.42	15,075.88
Other Operating Expenses	248,479.02	6,839.59	-	252,702.08	(2,616.53)
Total Expenses	635,143.17	363,067.75	2,946,606.90	4,055,553.40	110,735.58

Net Admin Income (Loss)	(164,950.09)	136,159.72	(53,212.37)		
Net HAP Income (Loss)			(79,939.10)		
Total YTD Income (Loss)	(164,950.09)	136,159.72	(133,151.47)		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5c

TOPIC: December Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were 2 vacancies in public housing units in December and one upcoming vacancy in January of 2014. Public housing accounts receivable on occupied units totaled \$1,372.80 and vacated units totaled \$8,897.27 at the end of December, 2013 which brings the totaled outstanding public housing accounts receivable to \$10,270.07. 5 applicants were pulled from the public housing waiting list in December; 4 applicants were briefed. 2 public housing inspections and 19 annual and interim re-certifications were completed in December.

Section 8:

562 vouchers were housed by December 31, 2013 with 41 voucher holders either searching for units or waiting for passed inspections. 10 portable vouchers were paid by BHA in December with another 2 families waiting to Port-Out. 70 Section 8 inspections were completed in December, and the Housing Specialists completed 69 annual or interim re-certifications in December. 3 applicants were notified; 3 were briefed.

ATTACHMENTS:

December Activity Report

**Beloit Community Development Authority
Activity Report to Board for January 2014**

December Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 11/30/13	\$ 2,319.91
Outstanding Receivables – Vacated Units 11/30/13	\$ 8,132.18
Outstanding Receivables – Occupied Units 12/31/13	\$ 1,327.80
Outstanding Receivables – Vacated Units 12/31/13	\$ 8,897.27
Total November 30, 2013 Outstanding Receivables:	\$ 10,452.09
Total December 31, 2013 Outstanding Receivables:	\$ 10,270.07
Decrease of:	\$ 182.02

Vacancies – 12/31/13

<u>Total Public Housing Units</u>	131 Units 99% Occupancy
2 Vacancies:	Elderly - 100% Occupancy Family - 98% Occupancy

Public Housing Inspections

6 Inspections completed. There were no annual inspections; there were 4 move-out inspections. There were 2 move-in inspections. There were no housekeeping inspections and no preventative maintenance inspections.

Public Housing Activities

Annual Recerts:	11
Interim Recerts:	8
Notice to Vacate:	1

New Tenants:	4
Transfers:	2
Lease Terminations:	0
Possible Program Violations:	0
Evictions	0

Public Housing Briefings

Number Notified:	5
Number Briefed:	4

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

December 562 under lease - 93% Occupancy
 10 Portable Vouchers – 10 Not Absorbed (1/Port-In)
 41 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

70 inspections were completed in December. 28 were annual inspections. 24 were initial inspections, 17 were re-inspections, no project based inspections and there was 1 special inspection.

Section 8 Activities

New Participants:	24
Annual Recerts:	34
Interim Recerts:	35
Abatements:	1
Movers:	6
Possible Program Violations:	15 program violations
End of Program	2

Section 8 Briefings

Number Notified:	3
Number Briefed:	3

APPLICATIONS:

Waiting List: 198 Public Housing East
 207 Public Housing West
 68 Parker Bluff
 82 Project-Based
 498 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed for debts owed
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5d

TOPIC: Monthly Reports

REQUESTED ACTION: Information only - No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the unaudited Beloit Housing Authority Financial Statement for the fiscal year ending December 31, 2013 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of December, the Low Income Public Housing (LIPH) program income was \$1,113,769, Project Based Voucher (PBV) program income was \$46,343 and the Housing Choice Voucher (HCV) program was \$3,060,509, for a combined income of \$4,220,621, which is \$357,488 less than approved annual budget.

Through the month of December, the Low Income Public Housing (LIPH) program expenses were \$1,221,793,187, Project Based Voucher (PBV) program expenses were \$41,823 and the Housing Choice Voucher (HCV) program expenses were \$3,221,533. Combined program expenses are \$4,485,149, which is \$60,909 less than the approved annual budget.

Through the month of December, the Housing Authority shows an overall deficit of (\$264,529) year-to-date. Public Housing deficit is (\$245,793), Redevelopment Phase 1 & 2 surplus is \$137,769, Project Based Voucher surplus is \$4,519, Section 8 administrative deficit is (\$74,035), and Section 8 HAP deficit is (\$86,989).

Through the month of December, the FSS program has 17 of the 30 enrolled tenants holding escrow accounts totaling \$12,478.62. The Homeownership program has 2 tenants receiving homeownership assistance payments in December totaling \$518.

ATTACHMENTS:

Monthly Financial Report

Cash Flow Statement
Beloit Housing Authority
December 31, 2013

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
Income					
Dwelling Rent/Utilities	47,328.00	125,616.08	- 197.82	242,295.00	(69,350.92)
Interest on Investments	346.09	477.62	3,055.43	820.00	201.53
Other Income	26,484.80	420,544.27	296,886.00	226,796.00	223,288.50
HUD Admin Fees	-	-	2,760,369.8	351,079.00	(54,193.00)
HUD Grants/Subsidies	539,314.68	-	4	3,757,119.00	(457,434.48)
Total Income	613,473.57	546,637.97	3,060,509.09	4,578,109.00	(357,488.37)

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Under (Over)
Expenses					
Administrative					
Salaries/Benefits	255,643.67	92,052.73	307,423.80	671,321.10	16,200.90
Office Expenses	34,284.14	52,925.04	43,037.26	87,995.00	(42,251.44)
Office Contracted Services	11,233.04	-	9,196.46	20,400.00	(29.50)
Oper Sub Transfer/Mgmt Fee Pd	-	15,435.06	-	26,600.00	11,164.94
Housing Assistance Pmts	-	-	2,847,358.89	3,009,709.00	162,350.11
Maintenance					
Salaries/Benefits	76,778.67	126,782.85	-	215,922.90	12,361.38
Materials & Supplies	5,959.70	14,525.05	-	9,108.00	(11,376.75)
Maintenance Contracts	13,580.46	29,179.60	-	30,350.00	(12,410.06)
Utilities	14,068.29	37,536.29	-	18,500.00	(33,104.58)
Other Operating					
Protective Services	(29,022.74)	-	(16,504.86)	-	45,527.60
Insurance	1,346.74	4,562.23	-	6,800.00	891.03
PILOT	6,417.48	14,478.57	6,117.77	22,632.07	(4,381.75)
Other Operating Expenses	464,457.71	21,391.37	24,904.14	304,902.00	(205,851.22)
Total Expenses	854,747.16	408,868.79	3,221,533.46	4,424,240.07	(60,909.34)

Net Admin Income (Loss)	(241,273.59)	137,769.18	(74,035.32)		
Net HAP Income (Loss)			(86,989.05)		
Total YTD Income (Loss)	(241,273.59)	137,769.18	(161,024.37)		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5e

TOPIC: Resolution No. 2014-01

Authorization To Write-Off Beloit Housing Authority
Public Housing Tenants Accounts Receivable 2013
Third Quarter Vacated Residents

REQUESTED ACTION: Approval of Resolution No. 2014-

01 **PRESENTER:** Cathy Pollard

STAFF REPORT:

HUD has recommended to the Beloit Housing Authority (BHA) that we write off our Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of year and damage our overall HUD management rating.

Four (4) Public Housing tenants vacated leaving balances due which staff has not been able to collect. Total owed for the above quarter is \$6,205.44. This will be reported to Happy Software and the Tax Refund Intercept Program for collection action.

STAFF RECOMENDATION:

Staff recommends approval of Resolution

2014-01 **ATTACHMENTS:**

Resolution No. 2014-01 and attached detail

**RESOLUTION NO. 2014-01
AUTHORIZATION TO WRITE -OFF
BELOIT HOUSING AUTHORITY
PUBLIC HOUSING TENANTS ACCOUNTS RECEIVABLE
THIRD QUARTER 2013 VACATED RESIDENTS**

WHEREAS, four tenants have vacated their Public Housing units leaving a balance due for rent, late fees, sewer, water, maintenance charges, move-out charges, and/or damages; and

WHEREAS, efforts to collect the amount due have not been successful.

NOW THEREFORE BE IT RESOLVED that \$6,205.44 be written off of the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 29th day of January, 2014

Thomas Johnson, Chair
Beloit Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

Public Housing Write Offs for September 2013 (3rd Qtr)

BHA

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
		0.00						
		0.00						
	<i>Subtotal</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LLC Phase I

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Gates, Jennifer	04/08/13	1,209.85	519.08			665.77	25.00	
Flores, Vanessa	05/03/13	2,899.60	1,745.38			907.72	25.00	221.50
Craig, Amajhry	06/05/13	1,223.29				1,223.29		
		0.00						
	<i>Subtotal</i>	5,332.74	2,264.46	0.00	0.00	2,796.78	50.00	221.50

LLC Phase 2

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Vance Jr, Carlos	05/29/13	872.70				872.70		
		0.00						
		0.00						
		0.00						
	<i>Subtotal</i>	872.70	0.00	0.00	0.00	872.70	0.00	0.00

Total for November '13 Write Offs		<u>6,205.44</u>	<u>2,264.46</u>	<u>0.00</u>	<u>0.00</u>	<u>3,669.48</u>	<u>50.00</u>	<u>221.50</u>
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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5f

TOPIC: Resolution No. 2014-02
Authorization To Write-Off Beloit Housing Authority
Public Housing Tenants Accounts Receivable 2013
Fourth Quarter Vacated Residents

REQUESTED ACTION: Approval of Resolution No. 2014-

02 **PRESENTER:** Cathy Pollard

STAFF REPORT:

HUD has recommended to the Beloit Housing Authority (BHA) that we write off our Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of year and damage our overall HUD management rating.

Two (2) Public Housing tenants vacated leaving balances due which staff has not been able to collect. Total owed for the above quarter is \$2,217.01. This will be reported to Happy Software and the Tax Refund Intercept Program for collection action.

STAFF RECOMENDATION:

Staff recommends approval of Resolution

2014-02 **ATTACHMENTS:**

Resolution No. 2014-02 and attached detail

**RESOLUTION NO. 2014-02
AUTHORIZATION TO WRITE -OFF
BELOIT HOUSING AUTHORITY
PUBLIC HOUSING TENANTS ACCOUNTS RECEIVABLE
FOURTH QUARTER 2013 VACATED RESIDENTS**

WHEREAS, four tenants have vacated their Public Housing units leaving a balance due for rent, late fees, sewer, water, maintenance charges, move-out charges, and/or damages; and

WHEREAS, efforts to collect the amount due have not been successful.

NOW THEREFORE BE IT RESOLVED that \$2,217.01 be written off of the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 29th day of January, 2014

Thomas Johnson, Chair
Beloit Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

Public Housing Write Offs for December 2013 (4th Qtr)

BHA

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
		0.00						
		0.00						
	<i>Subtotal</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LLC Phase I

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
		0.00						
		0.00						
		0.00						
		0.00						
	<i>Subtotal</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LLC Phase 2

Name	M/O Date	Total	Rent	Repmt Agrmt	Utility	Maint	Late Fees	Legal Fees
Dawson, Amanda	07/09/13	1,185.27				1,185.27		
Leech, Steven	07/25/13	1,031.74	62.00			969.74		
		0.00						
		0.00						
	<i>Subtotal</i>	2,217.01	62.00	0.00	0.00	2,155.01	0.00	0.00

Total for January '14 Write Offs		<u>2,217.01</u>	<u>62.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,155.01</u>	<u>0.00</u>	<u>0.00</u>
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