
Louisiana Housing Finance Agency



Asset Management Committee

December 14, 2011

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Louisiana Housing Finance Agency

To: Commissioner Donald B. Vallee, Chairman
Commissioner Joseph M. Scontrino, III
Commissioner Guy T. Williams
Commissioner Mayson H. Foster
Treasurer John N. Kennedy
Commissioner Adena Boris
Commissioner Frank Thaxton

From: Dr. Roger Tijerino, Architect

Date: December 5, 2011

Re: Asset Management Committee

Please be advised an Asset Management Committee meeting will be held on **Wednesday, December 14, 2011, at 11:30 a.m.**, Louisiana Housing Finance Agency, Committee Room 2, 2415 Quail Drive, Baton Rouge, LA 70808 by order of the Chairman.

If you have any questions or concerns, please contact us.



Louisiana Housing Finance Agency

December 7, 2011

ASSET MANAGEMENT COMMITTEE MEETING

Notice is hereby given of an Asset Management Committee meeting to be held on **December 14, 2011 at 11:30 A.M.**, at Louisiana Housing Finance Agency, **Committee Room 2**, located at 2415 Quail Drive, Baton Rouge LA, by order of the Chairman.

AGENDA

1. Call to order, roll call, and introduction of guests.
2. Approval of the minutes for October 12, November 8, and November 9, 2011 Asset Management Committee Meetings.
3. Discussion of **Willowbrook Apartments** (East New Orleans, Louisiana):
 - Budget Variance Report and Actual Budget
 - Occupancy Report
 - Plumbing Report
 - Status of Leasing Activities and Marketing
 - RFP Property Management Schedule
4. A resolution authorizing the Louisiana Housing Finance Agency ("Agency") to extend the contract for the property management of the Agency owned property; **Willowbrook Apartments** (East New Orleans, Louisiana), and providing for other matters in connection therewith.
5. A resolution authorizing the Louisiana Housing Finance Agency ("Agency") to issue a request for proposals for the property management of the Agency owned property; **Willowbrook Apartments**, and providing for other matters in connection therewith.
6. Discussion and Status Update on the construction of **Capital City South Apartments** (East Baton Rouge, Louisiana):
 - Critical Path Timeline
 - Architect Field Reports
 - Budget Report
 - Community Center Furniture, Fixture and Equipment
 - Concrete Paving Update
7. Discussion and Status Update on the construction of **Village de Jardin Apartments** (East New Orleans, Louisiana):
 - Architect Field Reports
 - Budget Report (Landscaping and Furniture, Fixtures, and Equipment)
 - Latter and Blum Property Management Contract Update
 - Assisted Living Usage of Towers
8. Resolution authorizing and approving a CEA by and between the LSU Health Sciences Network (LSUHSN) and the Louisiana Housing Finance Agency for the provision of Health Related Services at the **Village De Jardin Apartments** (East New Orleans, Louisiana); and providing for other matters connected therewith.
9. Discussion of **LHFA Main Office Building Assets**:
 - Audit Report
 - IT Report on Replacement Computers
10. Other Business.
11. Adjournment.

Alesia Y. Wilkins-Braxton
LHFA Acting-President

**If you require special services or accommodations, please contact Board Coordinator/Secretary,
Barry E. Brooks at (225) 763 8773, or via email bbrooks@lhfa.state.la.us**

Pursuant to the provisions of LSA-R.S. 42:17, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency may choose to enter executive session, and by this notice, the Agency reserves its right to go into executive session as provided by law.

**Louisiana Housing Finance Agency
Asset Management Committee Meeting Minutes
Wednesday, October 12, 2011
2415 Quail Drive
Committee Room 2
Baton Rouge, LA 70808
9:00 a.m.**

Committee Members Present

Donald B. Vallee, Chair
Guy T. Williams
Mayson H. Foster
Alice Washington
Adena Boris
Frank Thaxton

Committee Members Absent

Joseph M. Scontrino, III

Other Commissioners Present

Michael Airhart

Staff Present

Alesia Wilkins-Braxton
Joseph Durnin
Don Seiser
René Landry
Danny Veals
Annie Robinson
Kip Anderson
Ricky Patterson
Loretta Wallace
E. Keith Cunningham
Jessica Guinn
Brenda Evans
Roger Tijerino
Terry Holden

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Others Present

Jennifer Blunski, D. Honoré Construction

Lisa Nice, Post Architects

Eugene Green, Willowbrook Management

Brian Tenette, Willowbrook Management

Ryan Faulk, Holly and Smith

Charlotte Bourgeois, LAAHP

Skipper Post, Post Architects

Wayne Nevev, Foley and Judell

Minutes

Call to order, and roll call. The Asset Management Committee Meeting was called to order by Chairman Vallee on October 12, 2011 at 9:04 a.m. in Committee Room 2 at Louisiana Housing Finance Agency, located at 2415 Quail Drive, Baton Rouge, LA. The roll was called by Ms. Rebekah Ward and the following Committee Members were present – Chair Vallee, Commissioner Williams, Commissioner Foster, Alice Washington in for Treasurer Kennedy, Commissioner Thaxton, and Commissioner Boris. Commissioner Airhart was also in attendance. There was a quorum for the meeting.

Approval of the minutes. Mr. Vallee called for a motion to approve the minutes of the September 13, 2011 Asset Management Committee Meeting. Mr. Thaxton presented a motion to approve the minutes of the July Asset Management Committee Meeting. The motion was seconded by Ms. Washington. The minutes were approved by unanimous vote. The voting Committee Members were Commissioners Vallee, Williams, Foster, and Boris.

Discussion of Willowbrook Apartments. Ms. Loretta Wallace reviewed the Occupancy report which showed the project at 77% occupancy. Ms. Wallace reviewed the Budget reports for Willowbrook Apartments and gave a brief description of the plumbing issues at the complex and the proposed solution. Plumbing bids were reviewed by the committee. Mr. Eugene Green confirmed that this problem is being resolved in a timely manner.

Discussion of Capital City South Apartments. Mr. Vallee gave a detailed report concerning the Construction Change Directive for Capital City South Apartments. Ms. Wilkins-Braxton stated that Change Order number two has been signed allowing the project to proceed with construction. Mr. Skipper Post gave a report on the projected project completion time, stating that the architects will approve a 45 day extension. Mr. Vallee asked for further justification to be provided for this extension at the November Asset Management Committee Meeting.

Discussion of Village de Jardin Apartments. Mr. Vallee reviewed concerns about leasing strategies, rental rates and age limitations for the Village de Jardin Apartments. Further discussion of these matters was deferred to future committee meetings. Mr. Ryan Faulk of Holly and Smith Architects gave report on the current construction status of the Village de Jardin Apartments stating that the current completion date is January 15th, 2012. Mr. Faulk gave a detailed description of the

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landscaping plans and warranties, stating that trees and shrubbery will be under warranty for a full year after purchase. Mr. Vallee reviewed the budget report for this project stating that the Work in Place for Landscaping is at 85%.

Discussion of LHFA Main Office Building Assets. Mr. Don Seiser gave a brief report concerning air conditioning repairs being made at the LHFA Main Office Building. Mr. Danny Veals gave an update on Information Technology hardware cooling progress. Ms. Alesia Wilkins-Braxton reported on the HUD Data Collection project, detailing that this was a complex task using resources in IT and Compliance, compiling demographic data on all tenants in Tax Credit projects. Mr. Veals gave a detailed report on importing the HUD Data information into HDS software. Mr. Thaxton suggested that The Agency provide more advance notice to developers to prepare tenant information in the future.

Other Real Estate. Ms. Wilkins-Braxton briefly reported on the property disposition which will take place by auction through Louisiana Land Trust.

Adjournment. Motion to adjourn was made by Commissioner Foster and seconded by Commissioner Williams. Motion was carried unanimously. Meeting was adjourned at 10:02 a.m.

Louisiana Housing Finance Agency
Asset Management Committee Meeting Minutes
Tuesday, November 8, 2011
7001 Bundy Rd
Willowbrook Apartments, Conference Room
New Orleans, LA 70127
10:00 a.m.

Committee Members Present

Donald B. Vallee, Chair
Guy T. Williams
Joseph M. Scontrino, III
Alice Washington
Adena Boris
Frank Thaxton

Committee Members Absent

Mayson H. Foster
Treasurer John N. Kennedy

Other Commissioners Present

Michael Airhart

Staff Present

Alesia Wilkins-Braxton
Loretta Wallace
Victoria Hilton
Leslie Strahan
Jeff DeGraff
Roger Tijerino
Rebekah Ward

Others Present

Representative Jim Tucker, Speaker of the House
Eugene Green, Willowbrook Management
Brian Tenette, Willowbrook Management
Aloha Small, Willowbrook Management
Ryan Faulk, Holly and Smith
Chris Riggs, Latter and Blum Property Management
Laura White, Latter and Blum Property Management
Sharon Poleate, Latter and Blum Property Management

Asset Management Committee Meeting Minutes

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Minutes

Call to order, and roll call. The Asset Management Committee Meeting was called to order by Chairman Vallee on November 8, 2011 at 10:03 a.m. in the Leasing Office Conference Room at Willowbrook Apartments, located at 7001 Bundy Rd, New Orleans, LA. The roll was called by Ms. Rebekah Ward and the following Committee Members were present – Chair Vallee, Commissioner Scontrino, Commissioner Williams, Commissioner Thaxton, and Commissioner Boris. Commissioner Airhart was also in attendance. There was a quorum for the meeting.

Approval of the minutes. Mr. Vallee denied approval of the minutes for the October 12, 2011 Asset Management Committee meeting due to lack of detail. Mr. Vallee asked that the minutes be revised with more detail and resubmitted at the next committee meeting for approval.

Discussion of Willowbrook Apartments. Ms. Loretta Wallace reviewed the Occupancy report for Willowbrook Apartments which showed the project at 77% occupancy. Mr. Brian Tenette of Willowbrook Management gave a detailed report on the result of leasing incentives and advertising recently instated. Mr. Tenette reported 17 new leases signed. Mr. Thaxton observed that occupancy at Willowbrook has declined 10% in the last month and 5% in the last 90 days. Mr. Tenette gave explanation for this trend and detailed the efforts being made to remedy the situation. Mr. Vallee asked that a detailed report of Advertising efforts and results be provided each month in Committee Meetings. There was a lengthy discussion between commissioners and Willowbrook Management concerning furnishing 2 bedroom units with washer/dryers as a rent incentive. Mr. Vallee requested that Ms. Wallace collaborate with Willowbrook Management on cost analysis for this incentive. Ms. Wallace gave a brief summary of the Budget report stating that there were no extraordinary expenditures. Mr. Vallee reported on the current status of plumbing bids at Willowbrook. Commissioners discussed at length the plumbing problems in four buildings at the property and examined the contractor bids provided in Committee Materials.

Mr. Scontrino moved that Ms. Wallace collaborate with Willowbrook Management to generate a spreadsheet comparison of plumbing bids for review and approval by Commissioners. Motion was seconded by Mr. Williams. Motion passed unanimously.

Discussion of Village de Jardin Apartments. Mr. Vallee introduced the Latter and Blum Property Management employees present. Mr. Thaxton and Ms. Boris were acknowledged for efforts in furnishing Village de Jardin by the presentation of plaques in appreciation from the Asset Management Committee. Mr. Vallee gave a description of the amenities at Village de Jardin. Mr. Ryan Faulk of Holly and Smith Architects gave report on the current construction status of the Village de Jardin Apartments stating that the south portion of the site will be completed by November 30th and the north portion completed by December 31st. Latter and Blum requested that the Property Management Contract be signed so that advertising and marketing may commence. Mr. Vallee proposed that the contract be signed by Friday, November 18, 2011. Latter and Blum distributed budget information and 6 month projection was reviewed by Commissioners. Laura White of Latter and Blum detailed the obstacles that may prevent lease-up of the property. Mr. Scontrino offered his assistance in pricing strategies. Latter and Blum requested details of restrictions in writing, which the Louisiana Housing Finance Agency Legal Department will provide.

Asset Management Committee Meeting Minutes

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Adjournment. Motion to adjourn was made by Commissioner Scontrino and seconded by Commissioner Thaxton. Motion was carried unanimously. Meeting was adjourned at 11:22 a.m.

**Louisiana Housing Finance Agency
Asset Management Committee Meeting Minutes
Wednesday, November 9, 2011
2415 Quail Drive
Committee Room 2
Baton Rouge, LA 70808
9:00 a.m.**

Committee Members Present

Donald B. Vallee, Chair
Guy T. Williams
Alice Washington
Frank Thaxton

Committee Members Absent

Joseph M. Scontrino, III
Mayson H. Foster
Adena Boris

Other Commissioners Present

Michael Airhart

Staff Present

Alesia Wilkins-Braxton
Joseph Durnin
Don Seiser
René Landry
Danny Veals
Ricky Patterson
E. Keith Cunningham
Jessica Guinn
Brenda Evans
Roger Tijerino
Terry Holden
Ruth Wesley
Charlette Minor

Asset Management Committee Meeting Minutes

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Others Present

Charlotte Bourgeois, LAAHP

Lisa Nice, Post Architects

Skipper Post, Post Architects

Dwayne Honore, D. Honore Constructions

Carliss Knesel, Whitney Bank

Wayne Neveu, Foley and Judell

Minutes

Call to order, and roll call. The Asset Management Committee Meeting was called to order by Commissioner Michael Airhart, by the request of Chairman Vallee who was delayed by traffic. The meeting began on November 9, 2011 at 9:07 a.m. in Committee Room 2 at Louisiana Housing Finance Agency, located at 2415 Quail Drive, Baton Rouge, LA. The roll was called by Ms. Rebekah Ward and the following Committee Members were present – Commissioner Williams, Alice Washington in for Treasurer Kennedy, and Commissioner Thaxton. Commissioner Airhart was also in attendance. Mr. Vallee arrived at 9:26 a.m. at which time he facilitated discussion. There was a quorum for the meeting.

Approval of the minutes. The approval of the minutes for the November 8, 2011 Asset Management Committee meeting was deferred to the December 14, 2011 Asset Management Committee meeting due to a lack of time to draw up document. Minutes for October 12, 2011, November 8, 2011, and November 9, 2011 will be reviewed at that time.

Discussion of Capital City South Apartments. Mr. Airhart deferred to Mr. Skipper Post of Post Architectural Firm for a status update on the Capital City South Apartments. Mr. Post gave an update on the Construction Change Directive for paving, detailing the progress being made. Mr. Post stated that \$330,000.00 will be saved due to Value Engineering. Mr. Dwayne Honore of D. Honore Construction provided an update on the construction status of the project. Mr. Honore stated that there is a new Superintendent overseeing construction by the name of William Palmer. Mr. Airhart asked Mr. Honore to be more personally involved in monitoring this project. Commissioners asked for justification on concrete costs from Architects and Contractor. Mr. Vallee requested that Contractor and Architects collaborate to provide a spreadsheet for evaluation by Commissioners and Agency staff. Mr. Honore stated that the projected completion date for this project is March 31, 2011. Mr. Vallee asked for documentation to justify these delays. Post Architects will provide inventory requirements for Furniture, Fixtures and Equipment at Capital City South for review by Commissioners.

Adjournment. Motion to adjourn was made by Commissioner Williams and seconded by Ms. Washington. Motion was carried unanimously. Meeting was adjourned at 9:48 a.m.

	Willowbrook Management, Inc									
	Operating Statement 2011-2012									
	Willowbrook Apartments									
			July 2011 Budget	July 2011 Actuals	July 2011 Variance	July 2011 Comments on Variance	August 2011 Budget	August 2011 Actuals	August 2011 Variance	August 2011 Comments on Variance
REVENUE										
4000	Rent/Lease Income		\$ 298,440.00	\$ 206,395.50	\$ 92,044.50	Occupancy at 77%	\$ 298,440.00	\$ 232,653.17	\$ 65,786.83	Occupancy at 77%
4001	Non Refundable Pet Fee		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
4002	Month to Month Rent		\$ 500.00	\$ 420.00	\$ 80.00		\$ 500.00	\$ 250.00	\$ 250.00	
4010	Security Deposit Forfeit		\$ 900.00	\$ 3,201.00	\$ (2,301.00)		\$ 900.00	\$ 3,200.00	\$ (2,300.00)	
4030	Application Fee		\$ 450.00	\$ 60.00	\$ 390.00		\$ 450.00	\$ 440.00	\$ 10.00	
4060	Laundry Income		\$ 700.00	\$ 1,131.80	\$ (431.80)		\$ 700.00	\$ 906.21	\$ (206.21)	
4100	Late Charge Income		\$ 1,500.00	\$ 2,035.00	\$ (535.00)		\$ 1,500.00	\$ 3,613.00	\$ (2,113.00)	
4110	Prepaid Rent Income		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
4120	NSF Fee Income		\$ -	\$ -	\$ -		\$ -	\$ 25.00	\$ (25.00)	
4121	Lock Out Fee		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
4122	Gate Card Replacement		\$ -	\$ -	\$ -		\$ -	\$ 30.00	\$ (30.00)	
4140	Maint & Repairs Income		\$ -	\$ 10.00	\$ (10.00)		\$ -	\$ -	\$ -	
4160	Interest Income									
4170	Electricity Utility Income		\$ -	\$ 124.45	\$ (124.45)		\$ -	\$ 181.02	\$ (181.02)	
4180	Water Utility Income		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
4490	Other Income		\$ 350.00	\$ 350.00	\$ -	income from washer/dryer and Lily Pad rent	\$ 350.00	\$ 485.25	\$ (135.25)	income from washer/dryer and Lily Pad rent
TOTAL REVENUE			\$ 302,840.00	\$ 213,727.75	\$ 89,112.25		\$ 302,840.00	\$ 241,783.65	\$ 61,056.35	
OPERATING EXPENSES										

5000	Administrative Salaries	\$ 2,773.33	\$ (2,368.00)	\$ 405.33	includes payroll for 9/5/2010 never paid and payroll ending 7/3/2011 (2 wks)	\$ 2,773.33	\$ (5,120.00)	\$ (2,346.67)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)
5010	Management Fees	\$ 15,142.80	\$ -	\$ 15,142.80	The June 2011 Fee was taken out in June when normally fee is taken out the 1st of the next month for the previous month	\$ 15,142.80	\$ (8,273.82)	\$ 6,868.98	Fee reduced to 4% beg July 1, 2011
5020	Manager Salaries	\$ 5,333.25	\$ (2,461.52)	\$ 2,871.73	includes payroll for 9/5/2010 never paid and payroll ending 7/3/2011 (2 wks)	\$ 5,333.25	\$ (9,846.08)	\$ (4,512.83)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)
5021	Maintenance Manager	\$ 5,039.49	\$ (2,325.94)	\$ 2,713.55	includes payroll for 9/5/2010 never paid and payroll ending 7/3/2011 (2 wks)	\$ 5,039.49	\$ (9,303.76)	\$ (4,264.27)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)
5030	Clerical Salaries	\$ 8,053.71	\$ (3,756.44)	\$ 4,297.27	2 weeks of payroll for leasing agent/assist manager/resident coordinator	\$ 8,053.71	\$ (14,903.84)	\$ (6,850.13)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)

5040	Maintenance Salaries	\$ 11,037.86	\$ (5,845.43)	\$ 5,192.43	2 weeks for 3 maintenance staff	\$ 11,037.86	\$ (19,884.02)	\$ (8,846.16)	Payroll for wk ending 7/10 through wk ending 8/28/2011(8 wks)
5060	Employee Benefits	\$ 3,319.95	\$ -	\$ 3,319.95	Billed for June not processed	\$ 3,319.95	\$ -	\$ 3,319.95	waiting on information from Willowbrook Management
5100	Advertising	\$ 2,000.00	\$ (2,008.00)	\$ (8.00)		\$ 2,000.00	\$ -	\$ 2,000.00	
5110	Office Supplies	\$ 750.00	\$ -	\$ 750.00		\$ 750.00	\$ (915.63)	\$ (165.63)	
5111	Office Equipment Contract	\$ 400.00	\$ (488.20)	\$ (88.20)	service on PC's, etc	\$ 400.00	\$ (382.78)	\$ 17.22	
5119	Monthly Newsletters	\$ 85.95	\$ -	\$ 85.95		\$ 85.95	\$ (171.90)	\$ (85.95)	
5120	Dues & Subscriptions	\$ 104.16	\$ (1,104.80)	\$ (1,000.64)	The Apartment Assoc. annual dues	\$ 104.16	\$ -	\$ 104.16	
5130	Postage & Delivery	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5140	Telephone	\$ 484.00	\$ (808.09)	\$ (324.09)		\$ 484.00	\$ (839.65)	\$ (355.65)	
5141	Cable/Internet	\$ 145.66	\$ (152.59)	\$ (6.93)		\$ 145.66	\$ (152.59)	\$ (6.93)	

5190	Other Administrative Expenses		\$ 950.00	\$ (726.73)	\$ 223.27		\$ 950.00	\$ (742.91)	\$ 207.09	
5191	Auto Expense		\$ 500.00	\$ (487.79)	\$ 12.21		\$ 500.00	\$ -	\$ 500.00	
5200	Maintenance & Repair		\$ 2,000.00	\$ (831.03)	\$ 1,168.97		\$ 2,000.00	\$ (1,126.63)	\$ 873.37	
5201	HVAC Outsourced		\$ 600.00	\$ (407.07)	\$ 192.93		\$ 600.00	\$ (477.72)	\$ 122.28	
5202	HVAC Repairs/Supplies		\$ 750.00	\$ (551.32)	\$ 198.68		\$ 750.00	\$ (818.16)	\$ (68.16)	
5203	Appliances		\$ -	\$ (200.00)	\$ (200.00)		\$ -	\$ (933.00)	\$ (933.00)	
5204	Doors/hardware/ceiling fans/misc		\$ 350.00	\$ -	\$ 350.00		\$ 350.00	\$ -	\$ 350.00	
5210	Painting/Drywall Contract		\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00	
5211	Paint/Drywall Supplies		\$ 1,250.00	\$ (195.92)	\$ 1,054.08		\$ 1,250.00	\$ (866.40)	\$ 383.60	
5220	Grounds Maintenance		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5222	Pump and Pond repair outsourced		\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00	
5230	Janitorial outsourced		\$ 450.00	\$ (85.00)	\$ 365.00		\$ 450.00	\$ (593.00)	\$ (143.00)	
5231	Janitorial Supplies		\$ 250.00	\$ (14.30)	\$ 235.70		\$ 250.00	\$ (807.22)	\$ (557.22)	
5232	Cleaning/Trash Out		\$ 150.00	\$ 75.00	\$ 225.00		\$ 150.00	\$ 560.00	\$ 710.00	
5240	Lawn Care Contract		\$ 3,975.00	\$ (3,795.00)	\$ 180.00		\$ 3,975.00	\$ (3,795.00)	\$ 180.00	

5250	Plumbing outsourced	\$ 1,000.00	\$ (3,169.00)	\$ (2,169.00)	plumbing issues in units A-13, N-13	\$ 1,000.00	\$ (871.00)	\$ 129.00	Building Y-plumbing
5251	Plumbing Supplies	\$ 450.00	\$ (1,105.86)	\$ (655.86)		\$ 450.00	\$ -	\$ 450.00	
5260	Security Contract	\$ 23,000.00	\$ (22,968.60)	\$ 31.40		\$ 23,000.00	\$ (34,935.60)	\$ (11,935.60)	Security services for 7/10 thru 8/20/2011(6 wks)company overbilled by \$2,918.55-will be credited on next invoice
5269	Replace Pool Pass	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5270	Building Supplies	\$ 1,200.00	\$ (888.15)	\$ 311.85		\$ 1,200.00	\$ (744.40)	\$ 455.60	
5289	Carpet Replacement	\$ 1,500.00	\$ (957.63)	\$ 542.37		\$ 1,500.00	\$ (707.63)	\$ 792.37	
5290	Other Operations Expenses	\$ 1,200.00	\$ (1,110.20)	\$ 89.80		\$ 1,200.00	\$ (6,060.84)	\$ (4,860.84)	Various charges for repairs to appliances and a credit for L/C paid should be reimbrused in the amount of \$1,794.32
5291	Tenant Overpayment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5292	HANO Overpayment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5293	DHAP Overpayment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	

5294	Electrical Repairs	\$ 350.00	\$ (262.50)	\$ 87.50		\$ 350.00	\$ (288.72)	\$ 61.28	
5295	Electrical Supplies	\$ 512.00	\$ (487.30)	\$ 24.70	Ceiling Fan, stove burner, bulbs, etc.	\$ 512.00	\$ (716.77)	\$ (204.77)	
5296	Quadel Consulting Corp	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5300	Electricity	\$ 9,756.45	\$ (10,499.48)	\$ (743.03)		\$ 9,756.45	\$ (10,863.40)	\$ (1,106.95)	
5304	Locks Change	\$ -	\$ -	\$ -		\$ -	\$ 60.00	\$ 60.00	
5310	Water	\$ 6,611.14	\$ (7,852.46)	\$ (1,241.32)		\$ 6,900.00	\$ (10,046.73)	\$ (3,146.73)	
5311	Sewer	\$ 8,888.25	\$ (10,282.31)	\$ (1,394.06)		\$ 8,888.25	\$ (12,717.62)	\$ (3,829.37)	
5320	Trash Collection	\$ 2,400.00	\$ (2,428.40)	\$ (28.40)	monthly fee + rental of 2 rolloff conrtainers	\$ 2,400.00	\$ (2,428.40)	\$ (28.40)	monthly fee + rental of 2 rolloff conrtainers
5401	Mileage Expense	\$ 50.00	\$ (117.89)	\$ (67.89)		\$ 50.00	\$ (165.85)	\$ (115.85)	
5412	Bank Recon Adjustments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5440	Legal & Accounting	\$ 750.00	\$ 68.00	\$ 818.00	Eviction fees for July	\$ 750.00	\$ (1,711.00)	\$ (961.00)	Eviction fees for Aug.
5510	Fees and Permits	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
5520	Insurance	\$ -	\$ -	\$ -		\$ -	\$ (3,937.50)	\$ (3,937.50)	annual premium
5540	Pool Contract	\$ 500.00	\$ (1,164.80)	\$ (664.80)	routine maint/and repairs to the seal and pump	\$ 500.00	\$ (821.05)	\$ (321.05)	routine maint/repairs
5541	Pool Supplies	\$ 150.00	\$ (1,058.88)	\$ (908.88)	chemical and supplies for pool	\$ 150.00	\$ (641.94)	\$ (491.94)	chemical and supplies for pool

5550	Pest Control Contract	\$ 650.00	\$ (650.00)	\$ -		\$ 650.00	\$ (456.00)	\$ 194.00	Apt. G-22 roach infestation services
5551	Pest Control Supplies	\$ -	\$ (107.49)	\$ (107.49)		\$ -	\$ -	\$ -	
7990	Uniforms/rugs	\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00	
Total Operating Expenses		\$ 126,363.00	\$ (93,581.12)	\$ 32,781.88		\$ 126,651.86	\$ (167,448.56)	\$ (40,796.70)	

September 2011 Budget	September 2011 Actuals	September 2011 Variance	September 2011 Comments	October 2011 Budget	October 2011 Actuals	October 2011 Variance	Comments	Total Variance Year-to-Date
\$ 298,440.00	\$ 216,191.00	\$ 82,249.00	Occupancy at 77%	\$ 298,440.00	\$ 222,232.00	\$ 76,208.00	Occupancy at 77%	\$ 240,080.33
\$ -	\$ -	\$ -				\$ -		\$ -
\$ 500.00	\$ 100.00	\$ 400.00		\$ 500.00		\$ 500.00		\$ 730.00
\$ 900.00	\$ 5,360.00	\$ (4,460.00)		\$ 900.00	\$ 400.00	\$ 500.00		\$ (9,061.00)
\$ 450.00	\$ 210.00	\$ 240.00		\$ 450.00	\$ 170.00	\$ 280.00		\$ 640.00
\$ 700.00	\$ 828.81	\$ (128.81)		\$ 700.00	\$ 1,093.10	\$ (393.10)		\$ (766.82)
\$ 1,500.00	\$ 2,819.00	\$ (1,319.00)		\$ 1,500.00	\$ 2,522.55	\$ (1,022.55)		\$ (3,967.00)
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ (25.00)
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
\$ -	\$ 50.00	\$ (50.00)		\$ -	\$ 25.00	\$ (25.00)		\$ (80.00)
\$ -	\$ 5.00	\$ (5.00)		\$ -	\$ -	\$ -		\$ (15.00)
	\$ 137.50	\$ (137.50)		\$ -	\$ -	\$ -		\$ (137.50)
\$ -	\$ 219.37	\$ (219.37)		\$ -	\$ 199.93	\$ (199.93)		\$ (524.84)
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
\$ 350.00	\$ 350.00	\$ -		\$ 350.00	\$ 1,432.41	\$ (1,082.41)		\$ (135.25)
\$ 302,840.00	\$ 226,270.68	\$ 76,569.32		\$ 302,840.00	\$ 228,074.99	\$ 74,765.01		\$ 226,737.92

\$ 2,773.33	\$ (2,560.00)	\$ 213.33	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ 2,773.33	\$ (1,920.00)	\$ 853.33		\$ (1,728.01)
\$ 15,142.30	\$ (9,069.85)	\$ 6,072.45	Fee reduced to 4% beg July 1, 2011	\$ 15,142.80	\$ (8,651.64)	\$ 6,491.16	Fee reduced from 6% to 4% beg July 1, 2011	\$ 28,084.23
\$ 5,333.25	\$ (4,923.04)	\$ 410.21	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ 5,333.25	\$ (5,563.04)	\$ (229.79)		\$ (1,230.89)
\$ 5,039.49	\$ (4,651.88)	\$ 387.61	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ 5,039.49	\$ (4,651.88)	\$ 387.61		\$ (1,163.11)
\$ 8,053.71	\$ (7,568.27)	\$ 485.44	payroll for wk ending 9/4- 9/25/2011 (4wks)	\$ 8,053.71	\$ (7,516.98)	\$ 536.73		\$ (2,067.42)

			payroll for wk ending 9/4- 9/25/2011 (4wks)					
\$ 11,037.86	\$ (10,034.18)	\$ 1,003.68		\$ 11,037.86	\$ (9,970.11)	\$ 1,067.75		\$ (2,650.05)
			3 months billing at \$3,953.80 per month-previous benefits were \$4,366 monthly				Set up on quarterly billing	
\$ 3,319.95	\$ (11,861.40)	\$ (8,541.45)		\$ 3,319.95	\$ -	\$ 3,319.95		\$ (1,901.55)
							New contract started in October, waiting on additional info from Willowbrook.	
\$ 2,000.00	\$ -	\$ 2,000.00		\$ 2,000.00	\$ -	\$ 2,000.00		\$ 3,992.00
\$ 750.00	\$ (623.99)	\$ 126.01		\$ 750.00	\$ (1,177.10)	\$ (427.10)		\$ 710.38
\$ 400.00	\$ -	\$ 400.00		\$ 400.00	\$ (553.12)	\$ (153.12)		\$ 329.02
\$ 85.95	\$ -	\$ 85.95		\$ 85.95	\$ (85.95)	\$ -		\$ 85.95
\$ 104.16	\$ -	\$ 104.16		\$ 104.16	\$ -	\$ 104.16		\$ (792.32)
\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
\$ 484.00	\$ (823.28)	\$ (339.28)		\$ 484.00	\$ (824.26)	\$ (340.26)		\$ (1,019.02)
\$ 145.66	\$ (150.99)	\$ (5.33)		\$ 145.66	\$ (150.99)	\$ (5.33)		\$ (19.19)

\$ 950.00	\$ (2,558.00)	\$ (1,608.00)	Labor law poster notice & new flags	\$ 950.00	\$ (633.25)	\$ 316.75		\$ (1,177.64)
\$ 500.00	\$ (975.58)	\$ (475.58)		\$ 500.00	\$ (487.79)	\$ 12.21		\$ 36.63
\$ 2,000.00	\$ (452.61)	\$ 1,547.39		\$ 2,000.00	\$ (1,345.84)	\$ 654.16		\$ 3,589.73
\$ 600.00	\$ -	\$ 600.00		\$ 600.00	\$ -	\$ 600.00		\$ 915.21
\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00		\$ 630.52
\$ -	\$ -	\$ -			\$ -	\$ -		\$ (1,133.00)
\$ 350.00	\$ (677.60)	\$ (327.60)		\$ 350.00	\$ (76.23)	\$ 273.77		\$ 372.40
\$ 500.00	\$ (595.00)	\$ (95.00)		\$ 500.00	\$ (5,750.00)	\$ (5,250.00)	Researching and waiting on support documentation from Willowbrook.	\$ 905.00
\$ 1,250.00	\$ (879.84)	\$ 370.16		\$ 1,250.00	\$ (642.38)	\$ 607.62		\$ 1,807.84
	\$ -	\$ -			\$ -	\$ -		\$ -
\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ (477.09)	\$ 22.91		\$ 1,500.00
\$ 450.00	\$ (692.00)	\$ (242.00)		\$ 450.00	\$ (180.00)	\$ 270.00		\$ (20.00)
\$ 250.00	\$ (353.95)	\$ (103.95)		\$ 250.00	\$ (102.87)	\$ 147.13		\$ (425.47)
\$ 150.00	\$ 40.00	\$ 190.00		\$ 150.00	\$ 181.00	\$ 331.00		\$ 1,125.00
\$ 3,975.00	\$ (3,795.00)	\$ 180.00		\$ 3,975.00	\$ (7,590.00)	\$ (3,615.00)	August was rebilled in October waiting on refund check.	\$ 540.00

							Ongoing plumbing issues researching and waiting on support documents from Willowbrook.	
\$ 1,000.00	\$ (894.83)	\$ 105.17		\$ 1,000.00	\$ (7,105.06)	\$ (6,105.06)		\$ (1,934.83)
\$ 450.00	\$ (529.87)	\$ (79.87)		\$ 450.00	\$ -	\$ 450.00		\$ (285.73)
			Sec. Ser. For 8/21/2011-9/17/201194 wks) credit to LHFA for over charge was done but will not show up until next month				Sec. Ser. For 9/18/2011-10/15/2011 credit to LHFA for over charge was done.	
\$ 23,000.00	\$ (23,129.60)	\$ (129.60)		\$ 23,000.00	\$ (19,405.23)	\$ 3,594.77		\$ (12,033.80)
\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
\$ 1,200.00	\$ (1,967.34)	\$ (767.34)		\$ 1,200.00	\$ (1,916.86)	\$ (716.86)		\$ 0.11
			Carpet replaced in move out units				Carpet replaced in move out units.	
\$ 1,500.00	\$ 768.00	\$ 2,268.00		\$ 1,500.00	\$ (4,232.78)	\$ (2,732.78)		\$ 3,602.74
\$ 1,200.00	\$ (743.00)	\$ 457.00		\$ 1,200.00	\$ (1,185.10)	\$ 14.90		\$ (4,314.04)
\$ -	\$ 99.00	\$ 99.00			\$ 99.00	\$ 99.00		\$ 99.00
\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
\$ -	\$ -	\$ -			\$ -	\$ -		\$ -

\$ 350.00	\$ (238.90)	\$ 111.10		\$ 350.00	\$ (462.34)	\$ (112.34)		\$ 259.88
\$ 512.00	\$ -	\$ 512.00		\$ 512.00	\$ -	\$ 512.00		\$ 331.93
\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
\$ 9,756.45	\$ (10,032.69)	\$ (276.24)		\$ 9,756.45	\$ (9,150.54)	\$ 605.91		\$ (2,126.22)
\$ -	\$ 60.00	\$ 60.00			\$ -	\$ -		\$ 120.00
\$ 7,200.00	\$ (5,381.73)	\$ 1,818.27		\$ 7,200.00	\$ (5,449.12)	\$ 1,750.88		\$ (2,569.78)
\$ 11,800.00	\$ (6,745.28)	\$ 5,054.72		\$ 11,800.00	\$ (6,724.28)	\$ 5,075.72		\$ (168.71)
\$ 2,750.00	\$ (2,428.40)	\$ 321.60		\$ 2,400.00	\$ (2,778.40)	\$ (378.40)		\$ 264.80
\$ 50.00	\$ (155.00)	\$ (105.00)		\$ 50.00	\$ (138.79)	\$ (88.79)		\$ (288.74)
\$ -	\$ -	\$ -			\$ 0.45	\$ 0.45		\$ -
\$ 750.00	\$ -	\$ 750.00		\$ 750.00	\$ 545.00	\$ 1,295.00		\$ 607.00
\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
\$ -	\$ -	\$ -			\$ -	\$ -		\$ (3,937.50)
\$ 500.00	\$ (1,277.25)	\$ (777.25)	repairs to pool and monthly contract	\$ 500.00	\$ (754.38)	\$ (254.38)		\$ (1,763.10)
\$ 230.00	\$ -	\$ 230.00		\$ 150.00	\$ (119.95)	\$ 30.05		\$ (1,170.82)

			Pest Control contract for August and September					
\$ 650.00	\$ (1,300.00)	\$ (650.00)		\$ 650.00	\$ (650.00)	\$ -		\$ (456.00)
\$ -	\$ -	\$ -			\$ -	\$ -		\$ (107.49)
\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00		\$ 1,500.00
\$ 130,043.11	\$ (117,103.35)	\$ 12,939.76		\$ 129,613.61	\$ (117,597.90)	\$ 12,015.71		\$ 4,924.94

Willowbrook Apartments														
DATE	11/1/2009	11/8/2009	11/15/2009	11/22/2009	11/29/2009	12/6/2009	12/13/2009	12/21/2009	12/27/2009	1/3/2010	1/10/2010	1/17/2010	1/24/2010	1/31/2010
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 1 BR OCCUPIED	102	103	104	102	103	103	104	103	103	104	102	103	106	104
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	184	181	183	183	184	172	173	175	176	176	176	176	175	173
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
TOTAL 1BR & 2 BR UNITS OCCUPIED	286	284	287	285	287	275	277	278	279	280	278	279	281	277
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
VACANT TOTALS														
MOVE-INS 1 BDRMS	1	1	0	1	0	3	0	0	1	1	1	1	0	6
MOVE-INS 2 BDRMS	1	3	2	1	0	2	2	1	2	0	0	0	0	5
MOVE-IN TOTALS	2	4	2	2	0	5	2	1	3	1	1	1	0	11
MOVE-OUT 1 BDRMS	0	1	2	0	3	3	1	0	0	3	0	0	2	2
MOVE-OUT 2 BDRMS	4	0	2	0	9	0	0	0	2	0	0	0	2	2
MOVE-OUT TOTALS	4	1	4	0	12	3	1	0	2	3	0	0	4	4
Current Units Occupied														
CURRENT % OCCUPIED	70%	70%	70%	70%	67%	68%	68%	68%	69%	68%	68%	69%	68%	70%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	4	3	2	3	4	2	0	2	1	0	1	1	10	3

Willowbrook Apartments														
MOVE-OUT NOTICES	7	2	2	4	5	12	11	11	11	11	7	7	8	8
TOTAL WALK-INS	5	7	10	10	4	5	4	3	3	4	7	7	6	10
TOTAL APPS TAKEN	4	5	5	5	2	3	2	2	1	2	4	4	3	5
APPS IN PROGRESS	0	1	0	0	0	0	0	0	0	0	0	0	0	0
APPS DENIED	4	3	8	8	12	7	7	8	7	4	10	10	4	6

Willowbrook Apartments														
DATE	2/7/2010	2/14/2010	2/21/2010	2/28/2010	3/7/2010	3/14/2010	3/21/2010	3/28/2010	4/4/2010	4/11/2010	4/18/2010	4/25/2010	5/2/2010	5/9/2010
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	0	0	0	0	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 1 BR OCCUPIED	108	109	110	108	115	115	120	120	134	131	131	131	139	141
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	176	177	179	172	176	177	177	177	179	185	188	188	185	185
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
TOTAL 1BR & 2 BR UNITS OCCUPIED	284	286	289	280	291	292	297	297	313	316	319	319	324	326
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
VACANT TOTALS														
MOVE-INS 1 BDRMS	1	2	0	7	3	5	0	18	0	0	0	9	2	8
MOVE-INS 2 BDRMS	1	2	0	4	2	2	0	9	6	3	0	1	0	1
MOVE-IN TOTALS	2	4	0	11	5	7	0	27	6	3	0	10	2	9
MOVE-OUT 1 BDRMS	2	1	8	0	3	2	0	4	3	0	0	1	0	2
MOVE-OUT 2 BDRMS	0	0	0	0	1	0	0	7	0	0	0	4	0	0
MOVE-OUT TOTALS	2	1	8	0	4	2	0	11	3	0	0	5	0	2
Current Units Occupied														
CURRENT % OCCUPIED	70%	71%	69%	71%	72%	73%	73%	77%	77%	78%	79%	80%	80%	82%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	9	7	13	11	17	20	32	10	12	11	21	13	13	11

Willowbrook Apartments														
MOVE-OUT NOTICES	9	10	8	11	13	12	11	5	7	7	9	9	10	13
TOTAL WALK-INS	7	6	10	15	6	11	5	12	12	10	10	10	7	13
TOTAL APPS TAKEN	3	12	7	10	5	6	7	7	7	6	6	7	4	6
APPS IN PROGRESS	0	0	3	0	0	0	0	0	0	0	0	0	0	0
APPS DENIED	1	15	8	13	1	5	2	4	3	6	4	7	5	6

Willowbrook Apartments														
DATE	5/16/2010	5/23/2010	5/30/2010	6/6/2010	6/13/2010	6/20/2010	6/27/2010	7/4/2010	7/11/2010	7/18/2010	7/25/2010	8/1/2010	8/8/2010	8/15/2010
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 1 BR OCCUPIED	147	147	149	155	156	158	157	160	160	161	163	163	162	164
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	186	185	185	184	185	187	187	185	184	184	187	187	187	184
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
TOTAL 1BR & 2 BR UNITS OCCUPIED	333	332	334	339	341	345	344	345	344	345	350	350	349	348
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
VACANT TOTALS														
MOVE-INS 1 BDRMS	0	2	7	2	2	2	5	0	1	2	0	0	3	3
MOVE-INS 2 BDRMS	0	0	3	2	2	0	3	0	0	3	1	1	2	1
MOVE-IN TOTALS	0	2	10	4	4	2	8	0	1	5	1	1	5	4
MOVE-OUT 1 BDRMS	0	0	1	1	0	3	2	0	0	0	1	1	1	2
MOVE-OUT 2 BDRMS	1	0	4	1	0	0	5	1	0	0	1	1	5	2
MOVE-OUT TOTALS	1	0	5	2	0	3	7	1	0	0	2	2	6	4
Current Units Occupied														
CURRENT % OCCUPIED	82%	82%	84%	84%	85%	85%	85%	85%	85%	86%	86%	85%	85%	85%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	12	14	9	8	8	10	5	7	8	4	10	10	11	10

Willowbrook Apartments														
MOVE-OUT NOTICES	12	12	9	8	9	10	4	5	2	4	5	5	2	4
TOTAL WALK-INS	11	7	10	11	9	11	7	7	7	8	8	8	10	10
TOTAL APPS TAKEN	8	5	5	5	4	5	3	4	3	5	6	6	7	7
APPS IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APPS DENIED	9	6	7	5	3	4	4	3	4	3	3	3	3	5

Willowbrook Apartments													
DATE	8/22/2010	8/29/2010	9/5/2010	9/12/2010	9/19/2010	9/26/2010	10/3/2010	10/10/2010	10/17/2010	10/24/2010	10/31/2010	11/7/2010	11/14/2010
1 BDRMS													
2 BDRMS													
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR													
OCCUPIED PSH													
OCCUPIED HANO													
OCCUPIED STAR													
TOTAL 1 BR OCCUPIED	165	166	168	168	169	168	169	173	175	177	177	175	174
% of SUBSIDIZED 1 BR UNITS-OCCUPIED													
2 BR OCCUPIED FMR													
OCCUPIED PSH													
OCCUPIED HANO													
OCCUPIED STAR													
TOTAL 2 BR OCCUPIED	183	184	185	182	182	181	183	187	185	184	185	181	183
% of SUBSIDIZED 2 BR UNITS-OCCUPIED													
TOTAL 1BR & 2 BR UNITS OCCUPIED	350	350	353	350	351	349	352	360	360	361	362	356	357
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED													
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED													
% OF 1 & 2 BR HANO UNITS OCCUPIED													
% OF 1 & 2 BR PSH UNITS OCCUPIED													
% OF 1 & 2 BR STAR UNITS OCCUPIED													
VACANT 1 BDRMS													
VACANT 2 BDRMS													
VACANT TOTALS													
MOVE-INS 1 BDRMS	2	2	4	1	2	1	6	3	4	1	0	2	0
MOVE-INS 2 BDRMS	1	1	4	0	1	3	4	0	1	1	0	3	2
MOVE-IN TOTALS	3	3	8	1	3	4	10	3	5	2	0	5	2
MOVE-OUT 1 BDRMS	1	0	4	0	3	0	2	1	2	1	2	1	2
MOVE-OUT 2 BDRMS	0	0	7	0	2	1	1	2	2	1	4	3	0
MOVE-OUT TOTALS	1	0	11	0	5	1	3	3	4	2	6	4	2
Current Units Occupied													
CURRENT % OCCUPIED	85.79%	86.52%	85.79%	86.03%	85.54%	86.28%	87.99%	88%	88%	89%	87.26%	88%	88%
PRELEASED 1 BDRMS													
PRELEASED 2 BDRMS													
PRELEASED	12	13	7	10	16	11	8	7	6	4	9	6	8

Willowbrook Apartments													
MOVE-OUT NOTICES	4	3	4	6	5	1	3	5	4	4	3	6	7
TOTAL WALK-INS	10	11	7	11	9	6	7	7	7	7	5	6	9
TOTAL APPS TAKEN	4	9	5	6	5	3	3	4	3	4	3	2	5
APPS IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	1
APPS DENIED	3	6	5	7	3	3	2	1	0	2	1	2	2

Willowbrook Apartments														
DATE	11/21/2010	11/28/2010	12/5/2010	12/12/2010	12/19/2010	12/26/2010	1/2/2011	1/9/2011	1/16/2011	1/23/2011	1/30/2011	2/6/2011	2/13/2011	2/20/2011
1 BDRMS														
2 BDRMS														
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	-2	-2	-2	-2	-2	2	2	2	2	2	2	2	2	2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 1 BR OCCUPIED	172	175	175	175	176	176	176	176	176	178	177	177	171	173
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	185	185	185	185	184	185	185	181	184	184	183	183	182	183
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
TOTAL 1BR & 2 BR UNITS OCCUPIED	357	360	360	350	360	361	361	357	360	362	360	360	353	356
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS														
VACANT 2 BDRMS														
VACANT TOTALS														
MOVE-INS 1 BDRMS	5	0	1	1	0	0	2	1	2	1	0	1	2	0
MOVE-INS 2 BDRMS	1	0	1	1	1	0	1	3	0	0	0	4	1	0
MOVE-IN TOTALS	6	0	2	2	1	0	3	4	2	1	0	5	3	0
MOVE-OUT 1 BDRMS	2	0	1	0	0	0	2	1	0	2	0	7	0	1
MOVE-OUT 2 BDRMS	1	0	3	0	0	0	5	0	0	1	0	5	0	1
MOVE-OUT TOTALS	3	0	4	0	0	0	7	1	0	3	0	12	0	2
Current Units Occupied														
CURRENT % OCCUPIED	88%	88%	88%	88%	88%	88%	88%	88%	89%	88%	88%	87%	87%	87%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	2	3	3	3	4	5	4	2	2	1	6	1	4	7

Willowbrook Apartments														
MOVE-OUT NOTICES	7	6	4	4	4	6	5	6	7	8	9	9	10	9
TOTAL WALK-INS	7	5	3	2	3	1	3	4	5	7	8	13	9	11
TOTAL APPS TAKEN	5	2	2	2	2	1	3	2	2	4	5	7	4	5
APPS IN PROGRESS	0	0	0	0	1	0	0	0	0	0	0	0	0	0
APPS DENIED	4	3	3	2	1	0	1	2	2	2	3	5	2	2

Willowbrook Apartments														
DATE	2/27/2011	3/6/2011	3/13/2011	3/20/2011	3/27/2011	4/3/2011	4/10/2011	4/17/2011	4/24/2011	5/1/2011	5/8/2011	5/15/2011	5/22/2011	5/29/2011
1 BDRMS			216	216	216	216	216	216	216	216	216	216	216	216
2 BDRMS			192	192	192	192	192	192	192	192	192	192	192	192
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	2	2	2	2	2	2	2	2	2	2	2	2	2	2
ADMIN. OCCUPIED	1	1	1	1	1	1	1	1	1	1	1	0	0	0
1 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 1 BR OCCUPIED	172	172	171	170	172	174	172	167	168	165	166	165	164	164
% of SUBSIDIZED 1 BR UNITS-OCCUPIED														
2 BR OCCUPIED FMR														
OCCUPIED PSH														
OCCUPIED HANO														
OCCUPIED STAR														
TOTAL 2 BR OCCUPIED	182	182	183	183	181	181	178	176	176	177	177	174	175	175
% of SUBSIDIZED 2 BR UNITS-OCCUPIED														
TOTAL 1BR & 2 BR UNITS OCCUPIED	354	354	354	353	353	355	350	343	344	342	343	339	339	339
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED														
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED														
% OF 1 & 2 BR HANO UNITS OCCUPIED														
% OF 1 & 2 BR PSH UNITS OCCUPIED														
% OF 1 & 2 BR STAR UNITS OCCUPIED														
VACANT 1 BDRMS			45	46	44	42	48	53	51	51	50	50	51	51
VACANT 2 BDRMS			9	9	11	11	14	16	12	12	12	17	16	16
VACANT TOTALS			54	55	55	53	62	69	63	63	62	67	67	67
MOVE-INS 1 BDRMS	0	3	0	2	2	2	0	0	1	1	1	1	0	0
MOVE-INS 2 BDRMS	0	6	0	0	0	1	0	1	2	0	1	0	0	0
MOVE-IN TOTALS	0	9	0	2	2	3	0	1	3	1	2	1	0	0
MOVE-OUT 1 BDRMS	0	4	1	0	0	4	5	0	4	0	2	1	0	0
MOVE-OUT 2 BDRMS	0	5	0	2	0	4	2	0	1	0	4	0	0	0
MOVE-OUT TOTALS	0	9	1	2	0	8	7	0	5	0	6	1	0	0
Current Units Occupied														
CURRENT % OCCUPIED	87%	87%	87%	87%	87%	87%	84%	84%	84%	84%	83%	83%	83%	83%
PRELEASED 1 BDRMS														
PRELEASED 2 BDRMS														
PRELEASED	8	4	3	4	2	0	1	1	0	1	1	1	0	1

Willowbrook Apartments														
MOVE-OUT NOTICES	12	11	12	12	14	8	13	12	12	14	13	12	8	9
TOTAL WALK-INS	7	7	7	6	6	7	10	9	6	7	10	5	5	7
TOTAL APPS TAKEN	2	3	4	2	3	3	3	4	3	3	5	2	0	3
APPS IN PROGRESS	0	0	2	1	3	4	4	5	7	5	5	4	5	1
APPS DENIED	1	0	0	0	0	0	0	0	0	0	0	0	0	0

Willowbrook Apartments

DATE	6/5/2011	6/12/2011	6/19/2011	6/26/2011	7/3/2011	7/10/2011	7/17/2011	7/24/2011	7/31/2011	8/7/2011	8/14/2011	8/21/2011	8/28/2011	9/4/2011	9/11/2011
1 BDRMS	216	216	216	216	216	216	216	216	216	216	216	216	216	216	216
2 BDRMS	192	192	192	192	192	192	192	192	192	192	192	192	192	192	192
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	408	408	408
MODELS	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
ADMIN. OCCUPIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 BR OCCUPIED FMR								78	78	77	77	77	76	75	76
OCCUPIED PSH								26	26	25	25	25	24	24	24
OCCUPIED HANO								52	52	52	52	52	53	53	51
OCCUPIED STAR								1	1	1	1	1	1	1	1
TOTAL 1 BR OCCUPIED	164	162	159	157	158	157	159	157	157	155	155	155	154	153	152
% of SUBSIDIZED 1 BR UNITS-OCCUPIED								50.32%	50.32%	50.32%	50.32%	50.32%	50.65%	50.98%	50.00%
2 BR OCCUPIED FMR								100	99	95	95	95	95	93	93
OCCUPIED PSH								4	4	4	4	4	4	4	4
OCCUPIED HANO								61	63	63	63	62	61	61	62
OCCUPIED STAR								2	2	2	2	2	2	2	2
TOTAL 2 BR OCCUPIED	175	175	172	171	171	170	171	167	168	164	164	163	162	160	161
% of SUBSIDIZED 2 BR UNITS-OCCUPIED								40.12%	41.07%	42.07%	42.07%	41.72%	41.36%	41.88%	42.24%
TOTAL 1BR & 2 BR UNITS OCCUPIED	339	337	331	328	329	327	330	324	325	319	319	318	316	313	313
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED								146	148	147	147	146	145	145	144
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED								45.06%	45.54%	46.08%	46.08%	45.91%	45.89%	46.33%	46.01%
% OF 1 & 2 BR HANO UNITS OCCUPIED								34.88%	35.38%	36.05%	36.05%	35.85%	36.08%	36.42%	36.10%
% OF 1 & 2 BR PSH UNITS OCCUPIED								9.26%	9.23%	9.09%	9.09%	9.12%	8.86%	8.95%	8.95%
% OF 1 & 2 BR STAR UNITS OCCUPIED								0.93%	0.92%	0.94%	0.94%	0.94%	0.95%	0.96%	0.96%
VACANT 1 BDRMS	51	53	56	58	57	58	56	58	58	60	60	61	61	62	63
VACANT 2 BDRMS	16	16	19	20	20	21	20	24	23	27	27	27	29	31	30
VACANT TOTALS	67	69	75	78	77	79	76	82	81	87	87	88	90	93	93
MOVE-INS 1 BDRMS	1	0	0	1	1	2	0	0	0	0	3	2	0	0	0
MOVE-INS 2 BDRMS	4	0	0	0	1	1	0	2	0	0	5	0	0	4	1
MOVE-IN TOTALS	5	0	0	1	2	3	0	2	0	0	8	2	0	4	1
MOVE-OUT 1 BDRMS	3	3	2	0	2	0	2	0	2	0	4	2	1	1	0
MOVE-OUT 2 BDRMS	4	3	1	0	2	0	4	1	4	0	5	2	2	3	1
MOVE-OUT TOTALS	7	6	3	0	4	0	6	1	6	0	9	4	3	4	1
Current Units Occupied						330	324	325	319	319	318	316	313	313	313
CURRENT % OCCUPIED	83%	83%	81%	80%	81%	81%	79%	80%	78%	78%	78%	77%	77%	77%	77%
PRELEASED 1 BDRMS								2	3	5	2	1	2	0	0
PRELEASED 2 BDRMS								3	4	6	2	3	5	1	2
PRELEASED	0	1	1	5	5	5	6	5	7	11	4	4	7	1	2

Willowbrook Apartments															
MOVE-OUT NOTICES	10	8	9	11	14	15	16	15	16	15	8	7	8	6	8
TOTAL WALK-INS	5	7	5	12	4	6	7	15	7	7	5	7	8	4	10
TOTAL APPS TAKEN	2	4	3	7	0	0	1	2	2	2	2	4	2	2	3
APPS IN PROGRESS	3	4	6	5	4	4	4	0	2	4	2	2	1	5	2
APPS DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Willowbrook Apartments														
DATE	9/18/2011	9/25/2011	10/2/2011	10/9/2011	10/16/2011	10/23/2011	10/30/2011	11/6/2011	11/13/2011	11/20/2011	11/27/2011	12/4/2011	12/11/2011	12/18/2011
1 BDRMS	216	216	216	216	216	216	216	216	216	216	216	216		
2 BDRMS	192	192	192	192	192	192	192	192	192	192	192	192		
TOTAL UNITS	408	408	408	408	408	408	408	408	408	408	408	408	0	0
MODELS	2	2	2	2	2	2	2	2	2	2	2	2		
ADMIN. OCCUPIED	0	0	0	0	0	0	0	0	0	0	0	0		
1 BR OCCUPIED FMR	76	76	75	77	75	75	75	75	75	75	76	77		
OCCUPIED PSH	24	24	24	24	24	26	26	26	26	26	26	26		
OCCUPIED HANO	51	51	51	51	51	50	50	50	49	49	49	49		
OCCUPIED STAR	1	1	1	1	1	1	1	1	0	0				
TOTAL 1 BR OCCUPIED	152	152	151	153	151	152	152	152	150	150	151	152	0	0
% of SUBSIDIZED 1 BR UNITS-OCCUPIED	50.00%	50.00%	50.33%	49.67%	50.33%	50.66%	50.66%	50.66%	50.00%	50.00%	49.67%	49.34%	#DIV/0!	#DIV/0!
2 BR OCCUPIED FMR	94	93	93	93	93	93	93	93	94	94	94	94		
OCCUPIED PSH	4	4	4	4	4	4	4	4	4	4	4	4		
OCCUPIED HANO	61	61	61	61	61	62	62	62	63	62	62	63		
OCCUPIED STAR	2	2	2	2	2	2	2	2	2	2	2	2		
TOTAL 2 BR OCCUPIED	161	160	160	160	160	161	161	161	163	162	162	163	0	0
% of SUBSIDIZED 2 BR UNITS-OCCUPIED	41.61%	41.88%	41.88%	41.88%	41.88%	42.24%	42.24%	42.24%	42.33%	41.98%	41.98%	42.33%	#DIV/0!	#DIV/0!
TOTAL 1BR & 2 BR UNITS OCCUPIED	313	312	311	313	311	313	313	313	313	312	313	315	0	0
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED	143	143	143	143	143	145	145	145	144	143	143	144	0	0
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED	45.69%	45.83%	45.98%	45.69%	45.98%	46.33%	46.33%	46.33%	46.01%	45.83%	45.69%	45.71%	#DIV/0!	#DIV/0!
% OF 1 & 2 BR HANO UNITS OCCUPIED	35.78%	35.90%	36.01%	35.78%	36.01%	35.78%	35.78%	35.78%	35.78%	35.58%	35.46%	35.56%	#DIV/0!	#DIV/0!
% OF 1 & 2 BR PSH UNITS OCCUPIED	8.95%	8.97%	9.00%	8.95%	9.00%	9.58%	9.58%	9.58%	9.58%	9.62%	9.58%	9.52%	#DIV/0!	#DIV/0!
% OF 1 & 2 BR STAR UNITS OCCUPIED	0.96%	0.96%	0.96%	0.96%	0.96%	0.96%	0.96%	0.96%	0.64%	0.64%	0.64%	0.63%	#DIV/0!	#DIV/0!
VACANT 1 BDRMS	63	63	65	62	64	63	63	63	62	62	60	63		
VACANT 2 BDRMS	30	31	31	31	31	30	30	30	32	31	31	28		
VACANT TOTALS	93	94	96	93	95	93	93	93	94	93	91	91	0	0
MOVE-INS 1 BDRMS	1	0	3	2	2	0	0	1	0	1		0		
MOVE-INS 2 BDRMS	3	1	0	4	2	0	0	3	1	0	2	3		
MOVE-IN TOTALS	4	1	3	6	4	0	0	4	1	1	2	3	0	0
MOVE-OUT 1 BDRMS	1	1	1	4	1	0	0	2	0	0	0	2		
MOVE-OUT 2 BDRMS	4	1	0	4	1	0	0	2	2	0	0	5		
MOVE-OUT TOTALS	5	2	1	8	2	0	0	4	2	0	0	7	0	0
Current Units Occupied	312	311	313	311	313	313	313	313	312	313	315	311	0	0
CURRENT % OCCUPIED	76%	76%	77%	76%	77%	77%	77%	77%	76%	77%	77%	76%	0%	0%
PRELEASED 1 BDRMS	0	1	2	0	0	1		0	1	1	1	2		
PRELEASED 2 BDRMS	3	5	6	4	4	3		5	4	4	3	5		
PRELEASED	3	6	8	4	4	4	0	5	5	5	4	7	0	0

Willowbrook Apartments												
MOVE-OUT NOTICES	7	7	8	8	8	10		10	6	7	7	3
TOTAL WALK-INS	12	15	6	12	9	12	7	18	10	4	1	7
TOTAL APPS TAKEN	5	7	4	4	5	0	3	0	2	1	0	5
APPS IN PROGRESS	6	6	5	2	3	4	5	2	5	5	4	2
APPS DENIED	0	1	0	0	0	0	0	0	0	0	0	0

Willowbrook Apartments

DATE	12/25/2011	
1 BDRMS		
2 BDRMS		
TOTAL UNITS	0	0
MODELS		
ADMIN. OCCUPIED		
1 BR OCCUPIED FMR		
OCCUPIED PSH		
OCCUPIED HANO		
OCCUPIED STAR		
TOTAL 1 BR OCCUPIED	0	0
% of SUBSIDIZED 1 BR UNITS-OCCUPIED	#DIV/0!	#DIV/0!
2 BR OCCUPIED FMR		
OCCUPIED PSH		
OCCUPIED HANO		
OCCUPIED STAR		
TOTAL 2 BR OCCUPIED	0	0
% of SUBSIDIZED 2 BR UNITS-OCCUPIED	#DIV/0!	#DIV/0!
TOTAL 1BR & 2 BR UNITS OCCUPIED	0	0
TOTAL 1 BR & 2 BR UNITS SUBSIDIZED-OCCUPIED	0	0
% OF TOTAL SUBSIDIZED UNITS-OCCUPIED	#DIV/0!	#DIV/0!
% OF 1 & 2 BR HANO UNITS OCCUPIED	#DIV/0!	#DIV/0!
% OF 1 & 2 BR PSH UNITS OCCUPIED	#DIV/0!	#DIV/0!
% OF 1 & 2 BR STAR UNITS OCCUPIED	#DIV/0!	#DIV/0!
VACANT 1 BDRMS		
VACANT 2 BDRMS		
VACANT TOTALS	0	0
MOVE-INS 1 BDRMS		
MOVE-INS 2 BDRMS		
MOVE-IN TOTALS	0	0
MOVE-OUT 1 BDRMS		
MOVE-OUT 2 BDRMS		
MOVE-OUT TOTALS	0	0
Current Units Occupied	0	0
CURRENT % OCCUPIED	0%	0%
PRELEASED 1 BDRMS		
PRELEASED 2 BDRMS		
PRELEASED	0	0

Willowbrook Apartments

MOVE-OUT NOTICES

- TOTAL WALK-INS
- TOTAL APPS TAKEN
- APPS IN PROGRESS
- APPS DENIED

WILLOWBROOK APARTMENTS BIDS FOR PLUMBING AND SEWER ISSUES

Building	Roto Rooter	Bynum Plumbing	Accardo and Lambert Plumbing	Blair Plumbing	Rooter Man	Alligator Plumbing
Q	\$20,150.00	\$16,741.00	\$22,535.00	No Bid	\$21,275.00	No Bid
W	\$9,000.00	\$6,830.00	\$7,400.00	No Bid	\$11,675.00	No Bid
X	\$12,400.00	\$12,439.00	No Bid	No Bid	\$13,275.00	No Bid
Y	\$6,200.00	\$6,301.00	No Bid	No Bid	\$6,875.00	No Bid
Total Cost	\$47,750.00	\$42,311.00	\$29,935.00	Wanted \$900 up front for Video study	\$53,100.00	Declined Work/Did not have proper equipment

Bynum Plumbing was selected to complete the plumbing work at Willow Brook Apartments for buildings Q, W, X, and Y based on the following reasons:

- Bynum Plumbing's was the lowest bidder by \$5,439. 00.
- There will be uninterrupted service to the residents while the work is being completed.
- They offered a lower rate than their competitor on any additional footage or chain walls not already included in the bid.
- Bynum produced very favorable references from previous clients.

AZUMA

the appliance leasing company

SPECIAL TERMS AND CONDITIONS ADDENDUM**Customer Number:****Contract Date:****Lease Number:****AZUMA Leasing**

2905 San Gabriel St., Suite 218, Austin, Texas 78705

Austin 512/233-5095, 866/233-5095 Fax Austin 512/236-9009, 888/441-1474

Lessee: WillowBrook Apartments**Address: 7001 Bundy Rd New Orleans LA 70127****Lessor: AZUMA Leasing****Owner/Agent: Aloha Ratleff**

1. **Addendum.** This Special Terms and Conditions Addendum (the "Addendum") modifies and supplements the provisions of the Lease Agreement described above (the "Agreement"). Capitalized terms used herein without definition shall have the meanings given to them in the Agreement. If there is a conflict between the provisions of the Agreement and the provisions of this Addendum, the provisions of this Addendum shall control.
2. **Rental Rates.** The initial rental rates for any Equipment leased under the Agreement shall be as set forth below:

Side-by-side washer and dryer sets	\$29.95 per month
Stackable washers and dryer sets	\$29.95 per month
Washer only	\$22.00 per month
Dryer only	\$22.00 per month
Delivery Fee	\$ 24.95 per delivery

LESSOR'S Rental Rates will be examined by LESSOR on an annual basis, after the first 36 months of Agreement, and the rates charged to LESSEE may be adjusted, by a maximum of 10%, per year.

3. **Assignment.** Notwithstanding the limits on assignment set forth in Section 12 of the Agreement, LESSEE shall have the right to assign the Agreement and its rights thereunder to a person who acquires substantially all of LESSEE'S business or who succeeds to LESSEE'S rights with respect to the management or ownership of a residential complex at which the Equipment is installed; provided,

however, that as a condition to such assignment, the assignee shall agree to be bound by the terms and conditions of the Agreement.

Executed on _____, _____

LESSOR:

LESSEE:

AZUMA LEASING CT, LP

By: DMN Corporation
Its: General Partner

By: _____
Name: _____
Title: _____

By: _____
Name: _____

Title: _____

Pickup & Delivery Request Form

AZUMA 
the appliance leasing company

austin
512/233-5095
toll free outside austin
866/233-5095

fax
512/236-9009
toll free fax outside austin
888/441-1474

www.azuma.com

Today's Date: _____

_____ Delivery _____ Pickup _____ Service

Requested Date _____

Company _____ Phone _____

Contact Person _____ Fax _____

Apartment Property _____

Address _____

Apt# _____ Bldg _____ Floor _____

City _____ Zip _____

Equipment:

Washer & Dryer _____

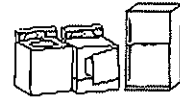
Stack W&D _____

Apartment Entry:

Lock Box _____

Key Permission _____

Special Instructions:

AZUMA

the appliance leasing company

Corporate Account Information

Date _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Main Contact _____

Phone # _____

Fax # _____

E-mail _____

Tax ID # _____

(If tax exempted, certificate must be provided before first delivery)

Management Company _____

Billing Address _____

City _____ St _____ Zip _____

Billing Contact _____

Phone # _____

Fax # _____

E-mail _____

Please fax completed forms to 1-888-441-1474

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Enter delivery zip code

CHECK

Read more about delivery and installation.

+ ADD TO CART

ONLINE EXCLUSIVE

SHOPPERS WHO VIEWED THIS ITEM PURCHASED...

Description

The GE Washer and Electric Dryer in White features a 5.9 cu. ft. capacity dryer and a 3.3 cu. ft. capacity washer that accommodate large loads, helping you spend less time doing laundry. The innovative washer unit features an auto-load sensing system with 5 water levels that automatically measure the load size and add just the right amount of water, making it easy to conserve energy. Rotary washer and dryer controls help make it easy to set the ideal settings for your load.

5.9 cu. ft. capacity dryer and 3.3 cu. ft. capacity washer accommodate large loads
Rotary-electronic washer controls and rotary-electromechanical dryer controls simplify cycle selection
9 wash cycles, including delicates, heavy duty and permanent press, help you care properly for a range of fabrics
3 wash/spin speed combinations help you match the spin speed to the fabric type
5 wash/rinse temperatures give you a high degree of control over fabric cleaning and care
Auto-load sensing system with 5 water levels automatically measures the load size and adds just the right amount of water
Bleach and fabric softener dispensers automatically mix solutions with wash water for bright, soft-to-the-touch results
4 dryer cycles, including air fluff and cool down, address everyday drying needs
4 drying temperatures help you pick the setting that's right for your clothes
Cycle status lights provide accurate cycle times
3-way exhaust options (back and sides) for versatility
White color for a classic look
MFG Brand Name : GE
MFG Model # : GTUP270EMWW
MFG Part # : GTUP270EMWW

Specifications

ADA Compliant : No
ANSI Certified : Yes
Air Fluff : Yes
Allergen Function : No
Amperage (amps) : 30 A
Assembled Depth (in.) : 30.85 in
Assembled Height (in.) : 75.5 in
Assembled Width (in.) : 26.8 in
Auto Dry Cycle : No
Automatic Temperature Control : Yes
Baby UPC : 054691229018
Bleach Dispenser : Yes
Built-in Water Heater : No
CASE DEPTH (In decimal format) : 29.7
CSA Listed : No
Color/Finish : White on White
Color/Finish Family : White
Control Type : Mechanical
Cool Down Cycle : Yes
Cotton Cycle : Yes
Damp Dry : No
Delay Start : No
Delicates Cycle : Yes
Depth With Door Open 90 Degrees (in) : 43.5
Dryer Capacity (cu. ft.) : 5.9 ft³
Dryer Door Style : Left Swing
Dryer Door Window : No
Dryer Drum Material : Other
Dryer Interior Light : No
Dryer Power Type : Electric
Dryer Rack : No
ETL Listed : No
End-Of-Cycle Signal : No
Energy Consumption (kWh/year) : 289
Energy Efficiency Tier Rating : Not CEE rated
Energy Star Compliant : No
Estimated Yearly Operating Cost (\$) : 31.0
Excluded Sell To States : Ontario
Extended Tumble Cycle : No
Extra Dry Cycle : Yes
Extra Rinse Cycle : No
Fabric Softener Dispenser : Yes
Four-Way Venting : Yes
Handwashable Cycle : No
Heavy Duty Cycle : Yes
High Efficiency : No
Hoses Included : Yes
Item Package Type : Cardboard Container
Item Package UOM : Pieces
Knits Cycle : No
Lint Filter : Yes
Lint Filter Location : Front
Manufacturer Warranty : Limited 1-year entire appliance
NSF Listed : Yes
Out of Balance Protection : No

\$989.10
~~Was \$1,099.00~~

GE
Unitized Spacemaker
Washer and Electric Dryer
(11)

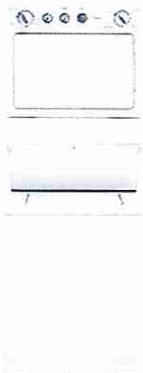
\$323.10
~~Was \$359.00~~

Admiral
6.5 cu. ft. Electric Dryer in
White
(280)

\$130.41
~~Was \$169.00~~

Stanley
1800 PSI 1.4 GPM Electric
Pressure Washer with
Maintenance
(219)

DEAL OF THE DAY



Whirlpool 27-1/4-Inch Electric Combination Washer and Dryer (White)

Item #: 349794 | Model #: WET3300XQ

★★★★★

\$1,079.10

Was: \$1,199.00 (Save 10% thru 12/12/2011)

Get 5%* Off Every Day or Special Financing**
Minimum Purchase Required

Customize Your Order

Special Order for Pick Up In Store
by 01/19/2012 if ordered today. -
FREE

Lowe's Truck Delivery - **FREE**

Parcel Shipping Not Available

Whirlpool 27-1/4-Inch
Electric Combination
Washer and Dryer
(White)

\$1,079.10

\$89.97

\$149.97

27-1/4-Inch Electric Combination Washer and Dryer (White)

- 4-way venting option
- 2.6 cu. ft. capacity wash basket
- Double Duty Surgilator® Agitator creates a continuous rollover action that provides a thorough cleaning of the wash load
- 8 automatic cycles
- 4 wash/rinse temperature combinations
- 5.9 cu. ft. extra-large capacity dryer
- AutoDry® drying system
- Tumble Press® cycle that helps remove wrinkles in clothing that is already dry
- Fabric softener dispenser
- Bleach dispenser

Manufacturer Color/Finish	White	Depth with Door Open (Inches)	47.5
CEE Tier Qualified	N/A	Manufacturer's Warranty (Parts)	Limited 1-year
Washer Tub Material	Porcelain enamel	Manufacturer's Warranty (Labor)	Limited 1-year
Number of Drying Cycles	6.0	Color/Finish Family	White
Number of Temperature Selections	3.0	UL Safety Listing	Yes
Dryer Drum Material	Porcelain	CSA Safety Listing	No
End-of-Cycle Signal for Dryer	Yes	ETL Safety Listing	No
Interior Light	No	Washer Capacity (Cu. Feet)	2.6
LP Convertible	N/A	Number of Wash Cycles	8.0
Control Type	Electro- mechanical	Number of Rinse Cycles	4.0
Gas Or Electric	Electric	Number of Rinse Temperatures	4.0
Height (Inches)	71.75	Water Levels	Large, Medium and Small
Width (Inches)	27.25	Dispensers	Bleach; fabric softener
Depth with Door Closed (Inches)	32.0	ENERGY STAR Qualified	No

Affiliated Websites

Company Info

Customer Care

Services

DEAL OF THE DAY**GE 26.8-Inch Electric Combination Washer and Dryer (White)**

Item #: 365697 | Model #: GTUP270EMWW

★★★★★

\$989.10

Was: \$1,099.00 (Save 10% thru 12/12/2011)

Get 5%* Off Every Day or Special Financing**
Minimum Purchase Required**Customize Your Order**Special Order for Pick Up In Store
by 12-12-2011 if ordered today. -
FREELowe's Truck Delivery - **FREE**

Parcel Shipping Not Available

**GE 26.8-Inch Electric
Combination Washer
and Dryer (White)****\$989.10****\$79.97****\$119.97****26.8-Inch Electric Combination Washer and Dryer (White)**

- 3 wash/spin speed combinations - speeds are matched to fabric type for great clothes care
- 9 wash cycles - discover convenient, preprogrammed settings for everyday fabrics
- 5 wash/rinse temperatures - multiple settings offer a greater degree of control over fabric cleaning and care
- Auto-load sensing with 5 water levels - washer will automatically measure the load size and add just the right amount of water
- Bleach and fabric softener dispensers - solutions are automatically mixed with wash water for bright, soft-to-the-touch results
- Rotary-electronic controls (washer) - simplify cycle selection
- Cycle status lights - provide accurate cycle times
- Rotary- electromechanical controls (dryer) - allow fast, easy cycle selection

Manufacturer Color/Finish	White	Depth with Door Open (Inches)	47.0
CEE Tier Qualified	N/A	Manufacturer's Warranty (Parts)	Limited
Washer Tub Material	Plastic		1-year
Number of Drying Cycles	4.0	Manufacturer's Warranty (Labor)	Limited
Number of Temperature Selections	4.0		1-year
Dryer Drum Material	Porcelain	Color/Finish Family	White
End-of-Cycle Signal for Dryer	No	UL Safety Listing	Yes
Interior Light	No	CSA Safety Listing	Yes
LP Convertible	N/A	ETL Safety Listing	Yes
Control Type	Electro-mechanical	Washer Capacity (Cu. Feet)	3.3
Gas Or Electric	Electric	Number of Wash Cycles	9.0
Height (Inches)	75.5	Number of Rinse Cycles	1.0
Width (Inches)	26.8	Number of Rinse Temperatures	5.0
Depth with Door Closed (Inches)	30.85	Water Levels	5
		Dispensers	Bleach; fabric softener
		ENERGY STAR Qualified	No

Affiliated Websites

Company Info

Customer Care

Services

Need Help? Call

AM 53

Outreach Activity

Facilitator	Willow brook Apartment Staff	Period Start	September 1, 2011
Location	Greater Saint Stephen FGBC	Period End	September 30,2011
	Read Blvd New Orleans LA 70127		

Outline		
Session	Activity	Duration
9/14/2011 Wednesday	Meet and greet with Apartment literature During and following Bible Study	5 PM to 9 PM
9/21/2011 Wednesday	Meet and greet with Apartment literature During and following Bible Study	6 PM to 9 PM
9/25/2011 Sunday	Meet and greet with Apartment literature Following Sunday Service	11AM to 1:30 PM

Facilitator	Willow brook Apartment Staff	Period Start	September 12, 2011
Location	University Of New Orleans	Period End	September 12, 2011
	University Center		

Outline		
Session	Activity	Duration
9/26/2011 Monday	Met with University Student Housing Office to discuss on site-and off-site housing opportunities. Current facilities Bienville Hall and Privateer Place. Suggested a listing in the Parent Guide, ok to leave literature.	10 AM to 11 AM

Facilitator	Willow brook Apartment Staff	Period Start	September 14, 2011
Location	Housing Authority of New Orleans	Period End	September 30,2011
	Touro St		

Outline		
Session	Activity	Duration
September	Continue to communicate regularly with HANO local Housing authority regarding unit availability, specials, etc	Ongoing

Facilitator	Willow brook Apartment Staff	Period Start	September 1, 2011
Location	PHS Permanent Supportive Housing	Period End	September 30,2011

Outline		
Session	Activity	Duration
September	Continue to communicate regularly with PSH counselors and administration to update them on unit availability, specials, etc	Ongoing

Outreach Activity

Facilitator	Willow brook Apartment Staff	Period Start	October 4, 2011
Location	Delgado Community College	Period End	October 4, 2011
	City Park Campus		
Outline			
Session	Activity	Duration	
10/4/2011 Tuesday	Met with University Student Housing Office to discuss off-site housing opportunities. There are currently no onsite facilities Ok to leave literature Possible opportunity to set up booth during January 5 – 13 2012 registration regarding housing availability.	9 AM to 9:30 AM	

Facilitator	Willow brook Apartment Staff	Period Start	October 4, 2011
Location	City of New Orleans	Period End	October 4, 2011
	Housing Advocate Center		
Outline			
Session	Activity	Duration	
10/4/2011 Tuesday	Brought updated 1 bedroom literature to housing office	10 AM to 10:30 AM	

Facilitator	Willow brook Apartment Staff	Period Start	October 3, 2011
Location	Household of Faith	Period End	October 31, 2011
	East I -10 Service Rd New Orleans LA 70127		

Outline		
Session	Activity	Duration
10/6/2011 Thursday	Meet and greet with Apartment literature During and following Bible Study	6 PM to 8 PM
10/20/2011 Thursday	Meet and greet with Apartment literature During and following Bible Study	6 PM to 8 PM

Outreach Activity

Facilitator	Willow brook Apartment Staff	Period Start	November 1, 2011
Location	Upper Room Bible Church	Period End	November 30, 2011
	Lake Forest Blvd New Orleans LA 70126		

Outline		
Session	Activity	Duration
11/9/2011 Wednesday	Meet and greet with Apartment literature During and following Bible Study	6 PM to 8 PM
11/23/2011 Wednesday	Meet and greet with Apartment literature During and following Bible Study	6 PM to 8 PM

Facilitator	Willow brook Apartment Staff	Period Start	November 1, 2011
Location	Dillard University	Period End	November 30, 2011
	Gentilly Blvd LA 70122		

Outline		
Session	Activity	Duration
11/14/2011 Monday	Community Development Center hosts an annual Housing fair. Discussed next availability and possible hosting partnership. Dillard currently provides students with access to affordable housing. Ok to leave literature.	10 am

Facilitator	Willow brook Apartment Staff	Period Start	November 1, 2011
Location	Sunburst Media & Marketing	Period End	November 30, 2011
	Causeway Blvd		

Outline		
Session	Activity	Duration
Oct 7, 21, 11/3/2011 Thursday	Possible opportunity to market on Alternative radio stations. Alternating costs associated with current advertisement and more exposure. Working on 1 time marketing effort to increase public awareness about the Willow brook Apartments, its amenities, specials, location to the latin community. Promotion provides low cost high volume advertisement on both FM and AM radio stations, 2 live broadcasts from the WB Apartments, and a Thanksgiving Food drive and Food giveaway.	Ongoing 1 of 2

Preparation			
No.	Item(s)	Owner	Target Date
1.	Willow brook is invited to participate annually in the Harrah's housing fair. Typically hosted in October of each year, but because of some external impediments had to postpone 2011 until later date	Harrahs- Ceasers Entertainment NOR Community Relations	January 2012
2.	Bring promotional material to area Hotels	Leasing	December 2011
3.	Install Additional promotional Signage I-10 Side of Building	Leasing	December 2011
4.	Continue to bring promotional Apartment information to local area businesses	Leasing	Ongoing
5.			

LOUISIANA HOUSING FINANCE AGENCY

The following resolution was offered by _____ and seconded by _____:

RESOLUTION

A resolution authorizing the Louisiana Housing Finance Agency (“Agency”) to extend the contract for the property management of the Agency owned property; Willowbrook Apartment Community, and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Finance Agency (the “LHFA”) acquired Willowbrook Apartments, located in New Orleans East in November of 1995, as part of a HUD sponsored property disposition program; and

WHEREAS, the LHFA contracted with Nationwide Real Estate Corporation and ETI, Inc., d/b/a Willowbrook Management Inc. (WMI), to manage operations at Willowbrook Apartments after the completion of rehabilitation of the property on March 17, 2008; and

WHEREAS, the LHFA Board of Commissioners amended and extended the property management contract with WMI by Board Resolution on January 19, 2011 and June 8, 2011; and

WHEREAS, the property management contract with WMI expires on December 31, 2011; and

WHEREAS, the LHFA through its Board of Commissioners, desires to extend the contract until such time as a Request for Proposals can be issued and a successful proposer chosen to manage the property; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Louisiana Housing Finance Agency (“Board”), acting as the governing authority of said Agency, that:

SECTION 1: The contract for property management services at Willowbrook Apartments by and between the LHFA and Willowbrook Management Inc., be extended for a term not to exceed one hundred and eighty days (180) days beyond the term of the current contract, or until such time as a Request for Proposals can be issued and a successful proposer

chosen to manage the property.

SECTION 2: The Agency staff and Counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the approved actions.

SECTION 3: The Chairman, Vice-Chairman, President, Vice-President, and/or Secretary of the Agency be hereby authorized, empowered and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Agency, the terms of which are to be consistent with the provisions of this resolution as approved by the Agency's counsel.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 14th day of December, 2011.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency (the “Agency”), do hereby certify that the foregoing two pages (2) constitutes a true and correct copy of a resolution adopted by said Board of Commissioners on December 14, 2011, entitled: **“A resolution authorizing the Louisiana Housing Finance Agency (“Agency”) to extend the contract for the property management of the Agency owned property; Willowbrook Apartment Community, and providing for other matters in connection therewith.**

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 14th day of December, 2011.

Secretary

(SEAL)

LOUISIANA HOUSING FINANCE AGENCY

The following resolution was offered by _____ and seconded by _____:

RESOLUTION

A resolution authorizing the Louisiana Housing Finance Agency (“Agency”) to issue a request for proposals for the property management of the Agency owned property; Willowbrook Apartment Community, and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Finance Agency (the “LHFA”) acquired Willowbrook Apartments, located in New Orleans East in November of 1995, as part of a HUD sponsored property disposition program; and

WHEREAS, the LHFA contracted with Nationwide Real Estate Corporation and ETI, Inc., d/b/a Willowbrook Management Inc. (WMI), to manage operations at Willowbrook Apartments after the completion of rehabilitation of the property on March 17, 2008; and

WHEREAS, the LHFA Board of Commissioners amended and extended the property management contract with WMI by Board Resolution on January 19, 2011 and June 8, 2011; and

WHEREAS, the property management contract with WMI expires on December 31, 2011; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Louisiana Housing Finance Agency (“Board”), acting as the governing authority of said Agency, that:

SECTION 1: The Agency issue an RFP for the property management services for the management of Willowbrook Apartments.

SECTION 2: The Agency staff and Counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the approved actions.

SECTION 3: The Chairman, Vice-Chairman, President, Vice-President, and/or Secretary of the Agency be hereby authorized, empowered and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Agency, the terms

of which are to be consistent with the provisions of this resolution as approved by the Agency's counsel.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 14th day of December, 2011.

Chairman

Secretary

STATE OF LOUISIANA

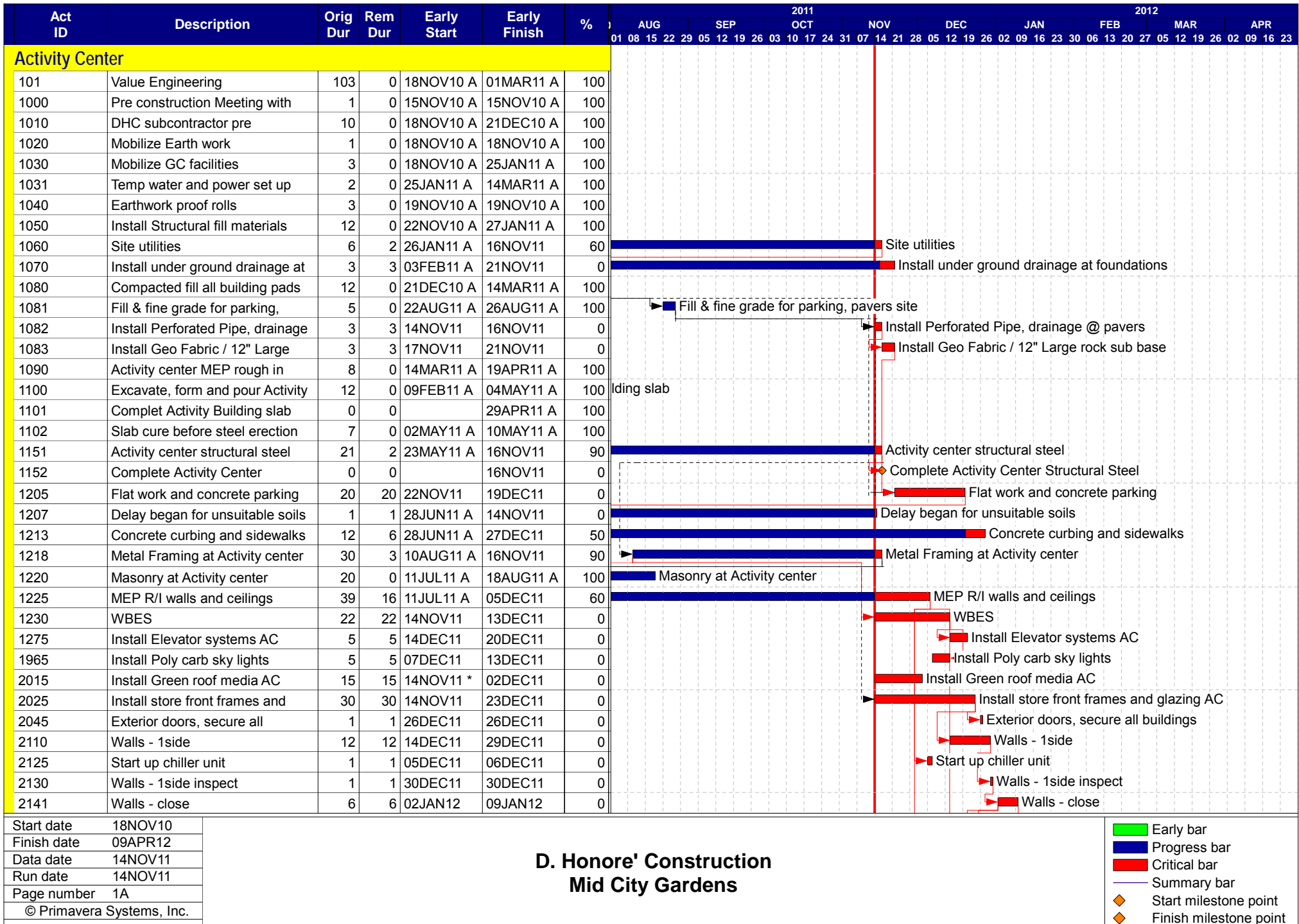
PARISH OF EAST BATON ROUGE

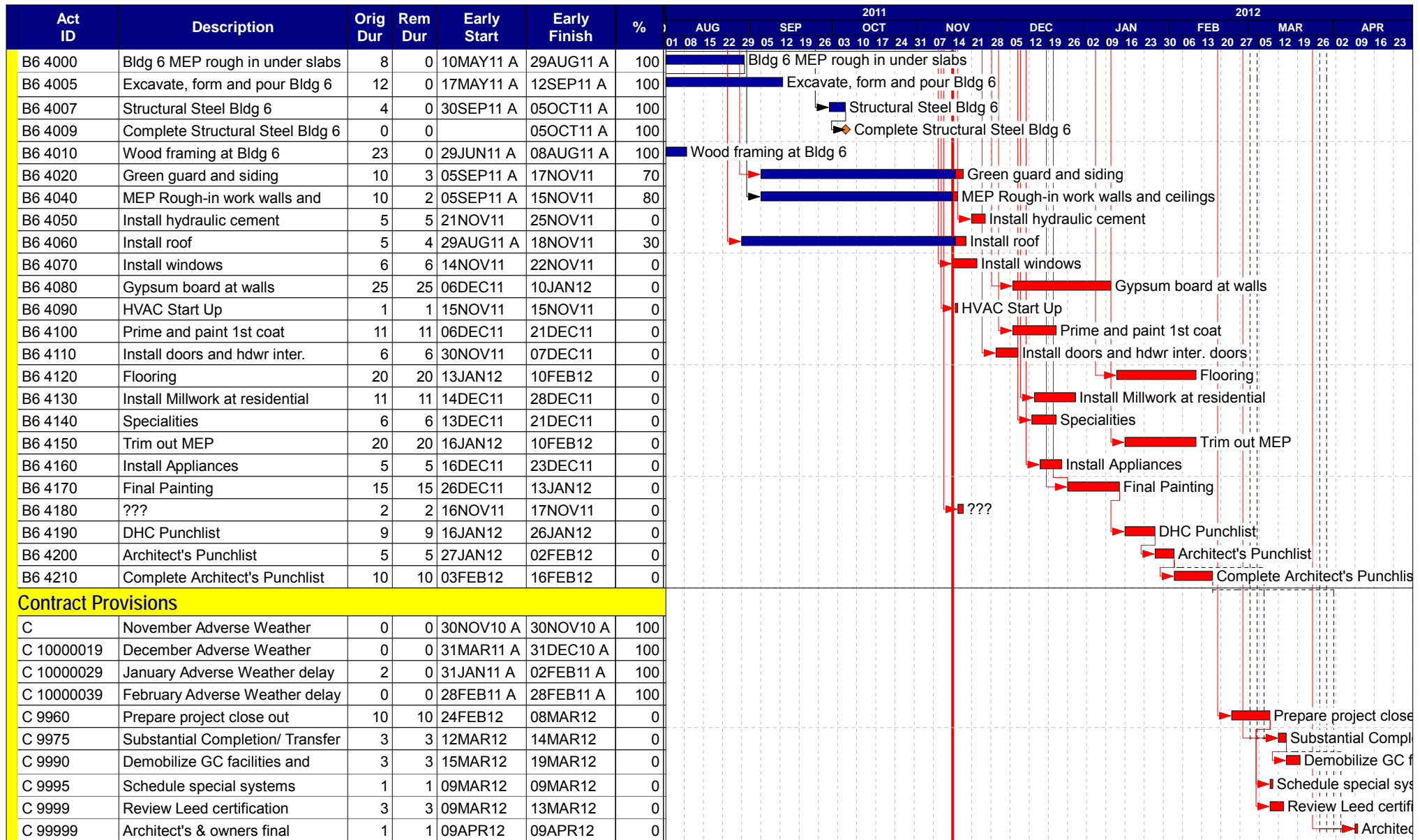
I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency (the “Agency”), do hereby certify that the foregoing two pages (2) constitutes a true and correct copy of a resolution adopted by said Board of Commissioners on December 14, 2011, entitled: **“A resolution authorizing the Louisiana Housing Finance Agency (“Agency”) to issue a request for proposals for the property management of the Agency owned property; Willowbrook Apartment Community, and providing for other matters in connection therewith.”**

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 14th day of December, 2011.

Secretary

(SEAL)





Start date	18NOV10
Finish date	09APR12
Data date	14NOV11
Run date	14NOV11
Page number	4A
© Primavera Systems, Inc.	

D. Honore' Construction Mid City Gardens

- Early bar
- Progress bar
- Critical bar
- Summary bar
- Start milestone point
- Finish milestone point

POST

ARCHITECTS

12032 Bricksome Avenue
Baton Rouge, La. 70816
225 293.6964
Fax 225 293.5189
www.postarchitects.com



400 Fourth Ave. South
Nashville, Tn. 37201
615 242.4004
Fax 615 256.9805
www.eoa-architects.com

FIELD REPORT

DATE: **November 1, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

WEATHER: **Clear** Partly-Cloudy Cloudy Lt. Rain Hd. Rain

TEMPERATURE: **75 Degrees**

Activities:

1. Weekly progress meeting held on site with Jennifer Blunsch (Outgoing Project Manager) , Ken Gardner (Incoming Project Manager) and Carrol Lazard (Superintendent) of DHC, and Joe Durnin of LHFA.
2. Discussed:
 - a. Building Numbering – not urgent; Post to meet with Roger.
 - b. Building 4/5/6 feeder raceways – Kent with AST reviewed last week; plan to create a pull box under the stair landing common space.
 - c. Buildings 4/5/6, window half covered by tub surround; 24 total impacted (8 per building); estimate a cost of \$1K per unit based upon VE credit and cost of tub surround (already purchased and on site); DHC to confirm with sub.
 - d. Existing phone pedestal and poles along S. 17th street. DHC received a cost from ATT of \$10K + to relocate. DHC cannot get any response from ATT representative Todd Messmer and asked Post to call (291-1852, RE: #8462168)
 - e. Post directed DHC to Sheet P1.01, Detail 3, for details and information on the underground rainwater collection tank.
 - f. Electrical - conflict between light fixture (type BQ) and steel bracing at balcony entry from green roof. DHC to send picture, request direction.
 - g. Structural - need direction on type of joist hangers at steel. Post to request from RAA.
 - h. Millwork - reviewed issues and proposed solutions.
 - i. New drywall sub on site (First and Goal out, Quality Plaster in), issues with wrong board in wet areas being addressed immediately.
 - j. Correction of the window flashing is in progress.
 - k. Reviewed RFCs - several prices pending; fencing req'd for LHFA Board meeting (will have by Nov. 9); still need revised concrete pricing (suggest taking estimates from other subs), cannot continue to wait on this (Ken thinks he can get \$2/sf labor for 8" concrete without issue - current price at \$3); cost to add lock at mechanical closet will be offset by deleting box - DHC needs direction.
 - l. Submittal review – sprinkler shops in our office, but application and check missing from returned submittal – we must have to submit to the SFM; fire alarm at SFM; all WBES submittals returned to DHC; Post working on submittal log update for GC comparison.
 - m. RFPs - #13 received, #14 in the works.
 - n. Need updated schedule.
3. Construction progress review:
 - a. Site conditions – overall good, some muck and standing water in the green space west of Building 3. Skipper stopped by and found paint washout on the newly compacted fill between Buildings 2 and 3. He quickly instructed Carrol to have the paint sub rectify the condition immediately, which they did. Fill placement has begun at Buildings 4 and 5; site prep done at Building 6.

Cont. next page.

Page 2

- b. Building 1 – walked the building with Carrol; MEP rough-ins continue; no other significant work in progress at this time; noted plumbing fix in progress in women's locker room; duct conflict remains in Dance, need to review again; discussed the status of the roofing and why it has not begun; ABG needs to build a coping mock-up (roof cannot be dried in without) and first submittal was wrong manufacturer; resubmittal in progress; looked at issues raised by WMC (Owner's Envelope Testing consultant); noted canopy beams needing to be aligned at ends (corrections required).
- c. Buildings 2 and 3 – exterior painting in progress at Bldgs. 2 and 3; interior painting in progress at 2; taping and floating 3; repairs to drywall in wet areas in progress; damaged vapor barrier still needs repair; looked at shimmed joists at the NW corner of 3, will review with RAA.
- d. Buildings 4 and 5 – siding ongoing; z-purlins complete; interior MEP rough-ins complete at 4, ongoing at 5; reviewed remedial work from open wall inspection of 4, repairs completed; flashing repairs in progress; insulation in progress at 4.
- e. Building 6 – vapor barrier completed (some damaged areas); z-purlins completed; MEP rough-ins ongoing; discussed backfill at edge of drive with Carrol - HCI to address.

Site Photos:

See Attached Photos (1-70).

Reported by:

Lisa H. Nice, AIA, LEED AP

Mid City Progress Photos

1001 Cap City South_110111-01



1001 Cap City South_110111-02



1001 Cap City South_110111-03



1001 Cap City South_110111-04



1001 Cap City South_110111-05



1001 Cap City South_110111-06



1001 Cap City South_110111-07



1001 Cap City South_110111-08



1001 Cap City South_110111-09



Mid City Progress Photos

1001 Cap City South_110111-10



1001 Cap City South_110111-11



1001 Cap City South_110111-12



1001 Cap City South_110111-13



1001 Cap City South_110111-14



1001 Cap City South_110111-15



1001 Cap City South_110111-16



1001 Cap City South_110111-17



1001 Cap City South_110111-18



Mid City Progress Photos

1001 Cap City South_110111-19



1001 Cap City South_110111-20



1001 Cap City South_110111-21



1001 Cap City South_110111-22



1001 Cap City South_110111-23



1001 Cap City South_110111-24



1001 Cap City South_110111-25



1001 Cap City South_110111-26



1001 Cap City South_110111-27



Mid City Progress Photos

1001 Cap City South_110111-29



1001 Cap City South_110111-30



1001 Cap City South_110111-28



1001 Cap City South_110111-31



1001 Cap City South_110111-32



1001 Cap City South_110111-33



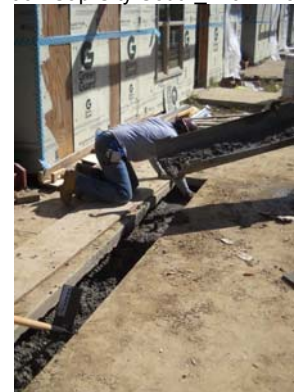
1001 Cap City South_110111-34



1001 Cap City South_110111-35



1001 Cap City South_110111-36



Photos by Post Architects
AM 73

Mid City Progress Photos

1001 Cap City South_110111-37



1001 Cap City South_110111-38



1001 Cap City South_110111-39



1001 Cap City South_110111-40



1001 Cap City South_110111-41



1001 Cap City South_110111-42



1001 Cap City South_110111-43



1001 Cap City South_110111-44



1001 Cap City South_110111-45



Mid City Progress Photos

1001 Cap City South_110111-46



1001 Cap City South_110111-47



1001 Cap City South_110111-48



1001 Cap City South_110111-49



1001 Cap City South_110111-50



1001 Cap City South_110111-51



1001 Cap City South_110111-52



1001 Cap City South_110111-53



1001 Cap City South_110111-54



Mid City Progress Photos

1001 Cap City South_110111-55



1001 Cap City South_110111-56



1001 Cap City South_110111-57



1001 Cap City South_110111-58



1001 Cap City South_110111-59



1001 Cap City South_110111-60



1001 Cap City South_110111-61



1001 Cap City South_110111-62



1001 Cap City South_110111-63



Mid City Progress Photos

1001 Cap City South_110111-64



1001 Cap City South_110111-65



1001 Cap City South_110111-66



1001 Cap City South_110111-67



1001 Cap City South_110111-68



1001 Cap City South_110111-69



1001 Cap City South_110111-70



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www.postarchitects.com



400 Fourth Ave. South
Nashville, Tn. 37201
615 242.4004
Fax 615 256.9805
www.eoa-architects.com

FIELD REPORT

DATE: **October 27, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

WEATHER: **Clear** Partly-Cloudy Cloudy Lt. Rain Hd. Rain

TEMPERATURE: **85 Degrees**

Activities:

1. Met Mike Robichaux on site to review edge of slab (EOS) condition at the Activity Center. Pouring a concrete 'curb' doweled back to foundation would need to be 6" thick minimum (2-3" thick would not be viable). The stud overhang at the EOS varies from 1-3", which would result in portions of the curb being exposed. This solves one problem, but creates others. We discussed adding an angle to give the waterproofing a 'bridge' from the sheathing face to the foundation face. We then questioned if the stud track was solid, why couldn't the water proofing be applied to it. Will need to review with envelope testing company, WMC.
2. Sheathing and metal stairs were in progress at Building 4.
3. Walked thru Building 4 with Carrol Lazard (DHC Superintendent) and Mike Robichaux (RAA) to inspect open wall conditions. AST representatives inspected at another time (see attached report).
4. Corrective actions required for Level 1, East Unit:
 - a. At NW corner of unit: repair slab edge; install missing sheathing; repair vapor barrier; repair bottom plate; double studs on each side of top plate cuts (typical throughout); fire caulk penetrations through rated assemblies; attach nailer plate more securely.
 - b. Install missing sheathing at west wall where removed for stair installation.
 - c. Install nailer plate at penetrations through top plate (typical throughout).
 - d. Repair damaged bottom plate at SW corner.
 - e. Reinforce cut studs at bathroom wall.
 - f. Plumbing at bedroom wall is not routed efficiently. Revise to match Level 1, West Unit. Replace/reinforce studs as needed.
 - g. Concrete patch at same location is sloppy. Repair to provide smooth transition.
5. Corrective actions required for Level 1, West Unit:
 - a. At bedroom wall reinforce cut stud.
 - b. Reinforce cut studs at bathroom wall.
 - c. At hall closet, repair concrete patch to provide smooth transition and repair cut drywall.
 - d. Install missing sheathing at east wall where removed for stair installation.
 - e. Repair window flashing at north wall (general issue with incomplete window flashing throughout).
6. Corrective action required for Level 2, West Unit: install nailer plate at top plate penetration and double up studs on both sides.
7. Corrective action required for Level 2, East Unit: remove splinters from top plate/beam penetration at south wall.
8. Corrective actions required for Level 3:
 - a. Where blocking is used to support a pipe, it should be securely fastened to the joist(s) it is resting on.
 - b. Install nailer plate at penetration in top plate of north wall, east unit.

Cont. next page.

Page 2

9. Advised Carrol to let us know when repairs were completed.

See also attached consultant reports.

Site Photos:

See Attached Photos (1-24).

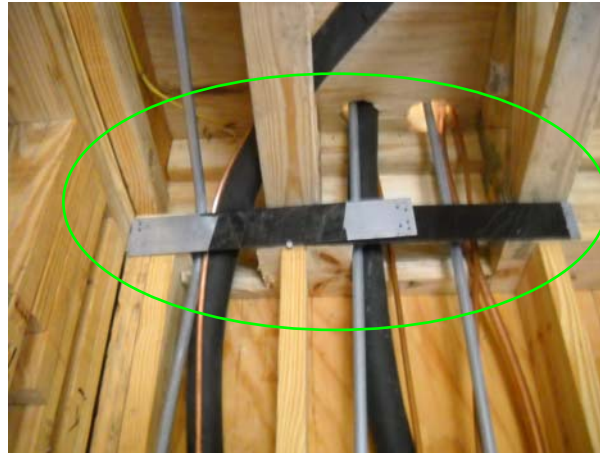
Reported by:

Lisa H. Nice, AIA, LEED AP

U:\1001 Capital City South Apartments\02 Docs\Field Reports\Word Versions\2011_1027-Field Report.doc

Mid City Site Photos

1001 Cap City South_102711-02



1001 Cap City South_102711-01



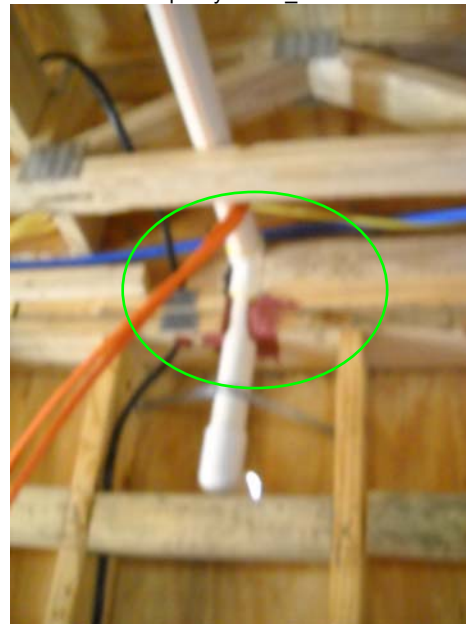
1001 Cap City South_102711-03



1001 Cap City South_102711-04



1001 Cap City South_102711-05



1001 Cap City South_102711-06



Photos by Post Architects
AM 80

Mid City Site Photos

1001 Cap City South_102711-08

1001 Cap City South_102711-07



1001 Cap City South_102711-09



1001 Cap City South_102711-10



1001 Cap City South_102711-11



1001 Cap City South_102711-12



Mid City Site Photos

1001 Cap City South_102711-14

1001 Cap City South_102711-13



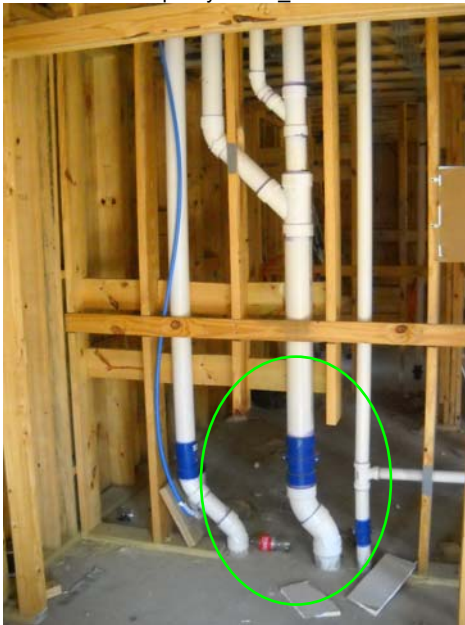
Match this installation



1001 Cap City South_102711-15



1001 Cap City South_102711-16



1001 Cap City South_102711-17



1001 Cap City South_102711-18



Photos by Post Architects
AM 82

Mid City Site Photos
1001 Cap City South_102711-20

1001 Cap City South_102711-19



1001 Cap City South_102711-21



1001 Cap City South_102711-22



1001 Cap City South_102711-23



1001 Cap City South_102711-24



Field Report: Inspection

Project: Capital City South (Apartments)

Project No.: 2010003

Report No: 009 (Apartments)

Site Visit Date: 10/28/2011

Location: Building 4

Attendees: Carrol Lazard (D. Honore' Construction, LLC)
Lisa Nice (Post Architects)
Mike Robichaux (Ragland-Aderman & Associates, Inc.)

Weather: Sunny, Warm & Dry

Work in Progress:

Inspection for Building 4 wall & ceiling close-out.

Observations:

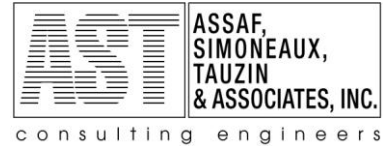
The following items are noted requiring remediation prior to closing wall or ceilings. Each of these items are to be inspected upon completion before walls are closed-in.

1. Re-pour concrete beneath stud wall where foundation is disturbed to allow entrance of mechanical tubing.
2. Replace bottom plate where cut-out at tubing.
3. Replace bottom plate where cut-out for no apparent reason
4. Replace 2x6 studs where cut-out for no apparent reason.
5. Double up adjacent studs in all locations where top plate is gouged to allow passage of mechanical tubing.
6. Add double studs directly beneath all joist locations where top plate is gouged.
7. Re-plumb piping to not penetrate studs in 2x4 wall. Achieve offset above ceiling. Replace all damaged studs, top plates and bottom plates.
8. Layout studs in walls serving laundry piping to achieve studs in as close a spacing as piping will allow.
9. Attach all wood joist to supporting wood nailer (or top plate) with minimum two (2) each 16d nails, toe-nailed into supporting member (current installation either has no nails, or only one single nail). This requirement is typical for all joist beneath second and third floor decks.
10. Repair and replace all cut or partial length studs with complete uninterrupted studs.

11. Repair and replace all cut bottom plates where missing to immediately adjacent to plumbing penetrations and secure to deck.
12. Install exterior balcony framing above first floor ceiling.

3888 Government St., Suite 100 • Baton Rouge, LA 70806
(225)343-4129 • (225)343-8968 FAX • raa@raaengineers.com

Engineer's Field Report



Project Name:

Mid City Gardens I & II Residential
(Replacement of Capital City South Apartments)
A New Mixed Use Project in South Baton Rouge
for Louisiana Housing Finance Agency

Engineer's Project No. 10-7438

Observer:

Field Report Number: 014
Page 1 of 1

Kirk J. Simoneaux, P.E.

DATE: 10/27/2011

TIME: 8:30 a.m.

WEATHER: Sunny (65°F)

OBSERVATIONS:

MECHANICAL

Building 4:

- 14.1 Called to site to observe Mechanical In-Wall items.
- 14.2 Contractor to support refrigerant piping at proper intervals.
- 14.3 Seal all joints in insulation with proper materials.
- 14.4 Provide proper alignment on all icemaker and washer service boxes.
- 14.5 Provide additional supports/straps for main CW line in Attic Space.
- 14.6 CW line and sprinkler lines in Attic Space to be routed below insulation.

Distributed to:

Lisa Nice, Post Architects
Job Specific E-Mails

POST

ARCHITECTS

12032 Bricksome Avenue
Baton Rouge, La. 70816
225 293.6964
Fax 225 293.5189
www.postarchitects.com



400 Fourth Ave. South
Nashville, Tn. 37201
615 242.4004
Fax 615 256.9805
www.eoa-architects.com

FIELD REPORT - Mock Up

DATE: **October 25, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

WEATHER: **Clear** Partly-Cloudy Cloudy Lt. Rain Hd. Rain

TEMPERATURE: **82 Degrees**

Activities:

1. Residential millwork mock-up review held on site with Jennifer Blunsch (Project Manager) and Carrol Lazard (Superintendent) of DHC, and Sharon Daigle (Millwork Sub) of Republic Industries.
2. Northern most upper unit of Building 2 was the location of the mock-up. Refer to attached pictures.
3. In general the quality and appearance was good.
4. Issues to be addressed:
 - a. Due to specified "flush overlay" type, there is no room for hardware where cabinets are adjacent to walls.
 - b. Side splash detail is not acceptable.
 - c. Stacked cabinet in kitchen is opposite of what is shown in plan, tall cabinet should be on top.
 - d. Conflict with stacked cabinet door and adjacent counter.
 - e. Conflict with bathroom cabinet door and adjacent trim.
5. Most issues could be solved by going to standard overlay.
6. Post to review and advise.

Mock-Up Photos:

See Attached Photos (1-11).

Reported by:

Lisa H. Nice, AIA, LEED AP

Mid City Progress Photos

1001 CCS Millwork Mockup_102411-01



1001 CCS Millwork Mockup_102411-02



1001 CCS Millwork Mockup_102411-03



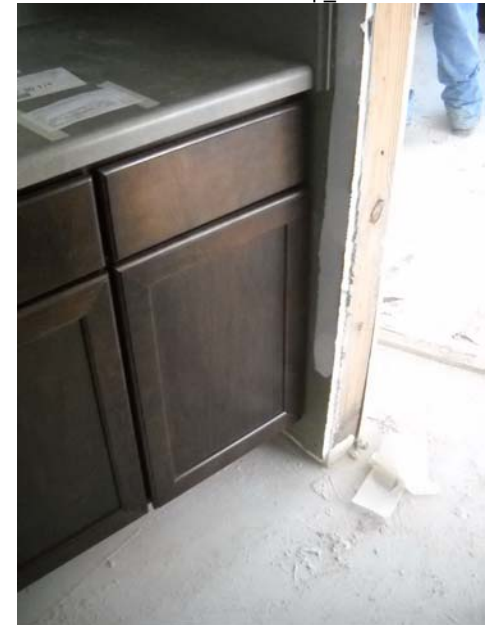
1001 CCS Millwork Mockup_102411-04



1001 CCS Millwork Mockup_102411-05



1001 CCS Millwork Mockup_102411-06



1001 CCS Millwork Mockup_102411-07



Mid City Progress Photos

1001 CCS Millwork Mockup_102411-08



1001 CCS Millwork Mockup_102411-09



1001 CCS Millwork Mockup_102411-10



1001 CCS Millwork Mockup_102411-11



POST

ARCHITECTS

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FIELD REPORT

DATE: **October 25, 2011**

PROJECT: **Mid City Gardens**

CONTRACTOR: **D. Honoré Construction**

WEATHER: **Clear** Partly-Cloudy Cloudy Lt. Rain Hd. Rain

TEMPERATURE: **82 Degrees**

Activities:

1. Weekly progress meeting held on site with Jennifer Blunsch (Project Manager) and Carol Lazard (Superintendent) of DHC, and James Hendrick (Sitework Sub) of HCI.
2. Discussed (including James):
 - a. Billing for approved changes in sitework. Pay request schedule of values includes enough money in sitework scope to bill against since net change in cost is a credit. Can add "fill" to description.
 - b. Site prep and fill placement based on the revised scope is in progress.
 - c. Reviewed the fire hydrant and water service status. No longer need to change design on domestic service. Still need pricing on hydrant, added back-flow preventers and revisions to fire department connection at Building 3 (now remote and part of sitework). Jennifer says HCI's costs have been submitted. She needs to review and package as an RFC.
 - d. DHC is pricing individual unit meters. Post to follow up with Roger at LHFA and Kirk at AST regarding location of meters in locked mechanical closet verses inside locked box in wall.
3. Discussed (without James)
 - a. Change Order No. 2 excluded any additional days for VE delays, but we are still recommending at least a 45 day extension. Will continue to pursue with LHFA.
 - b. Activity Center - need information on added exit devices ASAP; rough-in in progress; Post will call AST (Elec. Engineer).
 - c. WBES - Post is working on a package to address Owner's Testing Consultant comments on building envelope and differing field conditions.
 - d. Building Numbering - not urgent; Post to meet with Roger.
 - e. Activity Center MEP coordination issues at Dance and Lobby - resolved.
 - f. Building 4/5/6 feeder raceways - additional conflict even after switching to PVC with exceeding the number of 90 degree turns allowed in one run; Post to ask AST to review on site ASAP.
 - g. Buildings 4/5/6, window half covered by tub surround; need to confirm quantity; requested price from DHC, credit was about \$650 per unit.
 - h. Existing phone pedestal and poles along S. 17th street. DHC received a cost from ATT of \$10K + to relocate. DHC needs direction; Post requested details on what the cost includes (underground vs. poles across street?).
 - i. Residential roofing - still need tested assembly submittal from Carlisle for review.
 - j. DHC asked if phased acceptance of work would be considered. It is possible, but would be up to the Owner. Insurance and security become issues under these conditions (who is responsible for what).
 - k. DHC requested a specification on the underground rainwater collection tank. Post to contact AST.
 - l. Reviewed RFCs - several prices pending; fencing req'd for LHFA Board meeting; still need revised concrete pricing.

Cont. next page.

Page 2

- m. Schedule review (need updated hard copy): storefront framing set to ship Oct. 21st (not here yet); 12 missing windows have arrived; setting condenser units now; HM frames and balcony doors should arrive this week; interior doors Nov. 11th; entry doors the week of Nov. 14th.
- n. Submittal review – sprinkler shops under review by AST, but application and check missing from returned submittal – we must have to submit to the SFM; fire alarm at SFM.
- o. RFPs - #13 is in the works.
- 4. Construction progress review:
 - a. Site conditions – mostly dry with the exception of Building 6 drive. Fill has been placed and compacted between Buildings 2 and 3; looks good; will be tested this afternoon; fill stock-piled on site; community garden planters complete, some paving poured, light pole bases poured.
 - b. Building 1 – MEP rough-ins continue; no other significant work in progress at this time.
 - c. Buildings 2 and 3 – siding complete; exterior painting in progress at Bldg. 2; interior drywall complete at 2, nearing completion at 3 (possible issue with moisture resistant board locations, will research).
 - d. Buildings 4 and 5 – siding ongoing; z-purlins complete at 4, nearing completion at 5; interior MEP rough-ins continue; windows installed (issue with flashing needs to be addressed at all residential); noted some damage to vapor barrier at 5 (DHC needs to correct).
 - e. Building 6 – vapor barrier completed (some damaged areas); z-purlins nearing completion; MEP rough-ins ongoing.

Site Photos:

See Attached Photos (1-34).

Reported by:

Lisa H. Nice, AIA, LEED AP

Mid City Progress Photos

1001 Cap City South_102411-01



1001 Cap City South_102411-02



1001 Cap City South_102411-03



1001 Cap City South_102411-04



1001 Cap City South_102411-05



1001 Cap City South_102411-06



Mid City Progress Photos

1001 Cap City South_102411-07



1001 Cap City South_102411-08



1001 Cap City South_102411-09



1001 Cap City South_102411-10



1001 Cap City South_102411-11



1001 Cap City South_102411-12



Mid City Progress Photos

1001 Cap City South_102411-13



1001 Cap City South_102411-14



1001 Cap City South_102411-15



1001 Cap City South_102411-16



1001 Cap City South_102411-17



1001 Cap City South_102411-18



Mid City Progress Photos

1001 Cap City South_102411-19



1001 Cap City South_102411-20



1001 Cap City South_102411-21



1001 Cap City South_102411-22



1001 Cap City South_102411-23



1001 Cap City South_102411-24



Mid City Progress Photos

1001 Cap City South_102411-25



1001 Cap City South_102411-26



1001 Cap City South_102411-27



1001 Cap City South_102411-28



1001 Cap City South_102411-29



1001 Cap City South_102411-30



Mid City Progress Photos

1001 Cap City South_102411-31



1001 Cap City South_102411-32



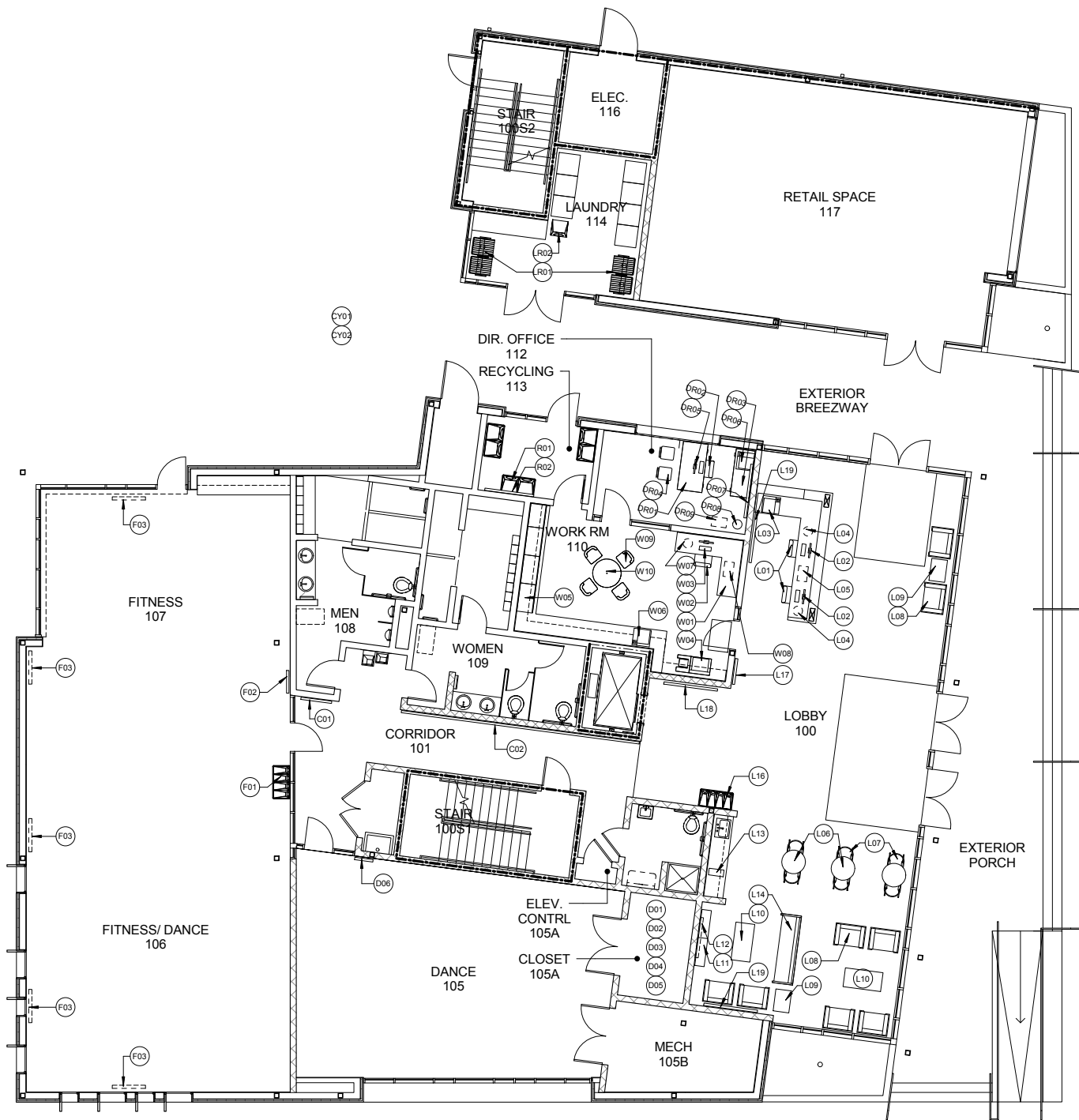
1001 Cap City South_102411-33



1001 Cap City South_102411-34



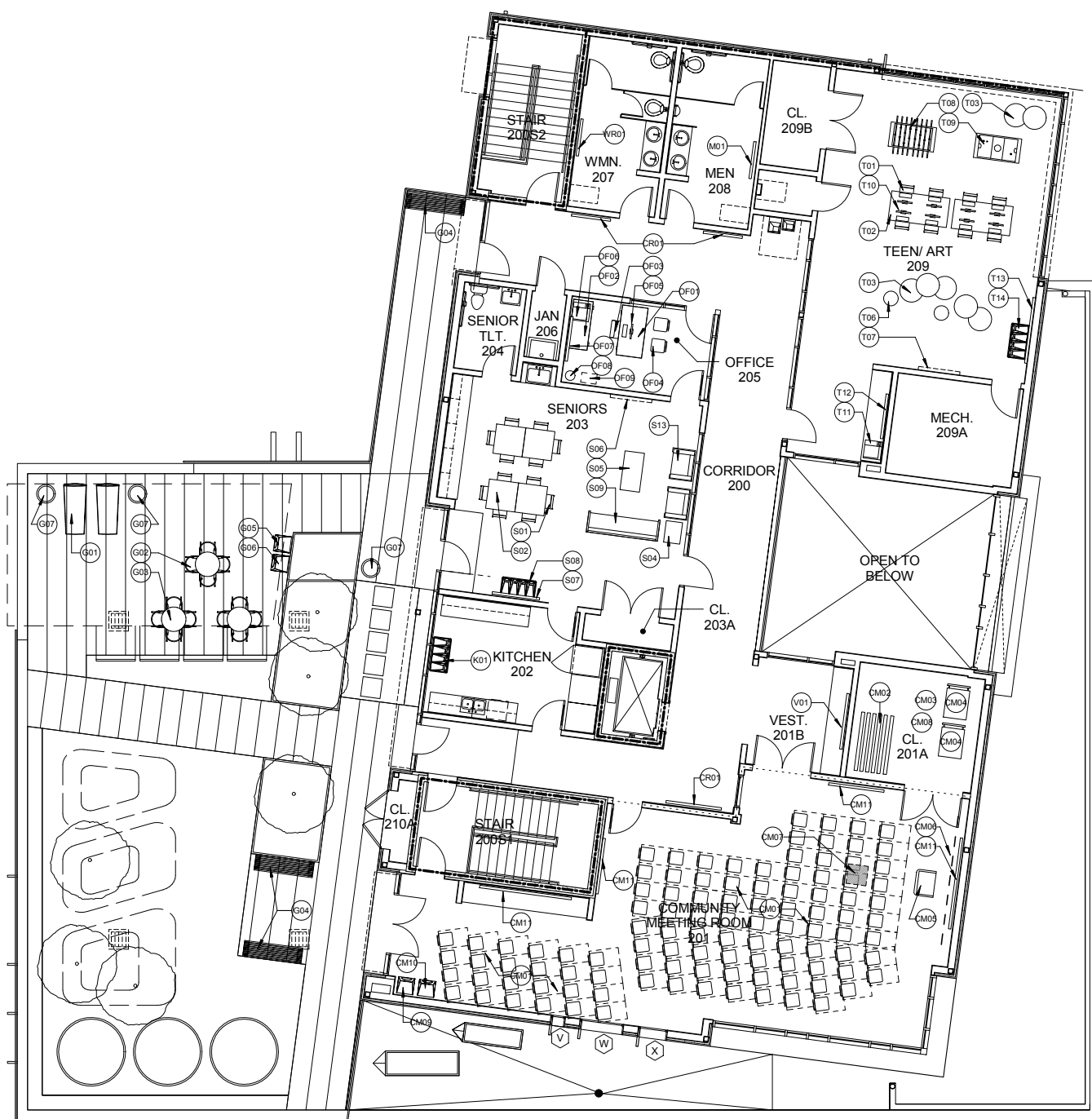
CAPITAL CITY SOUTH COMMUNITY CENTER FFE								
November 16 2011								
Room / Location	Description	Symbol	Description	Notes	Estimated Cost per Item	Quantity	Estimated Total Cost	Subtotals by Room
First Floor	Lobby 100	L01	Control Desk Chairs		\$239.00	2	\$478.00	
		L02	Control Desk Computer (monitor/cpu)		\$800.00	2	\$1,600.00	
		L03	Control Desk Printer		\$150.00	1	\$150.00	
		L04	Wastebasket		\$21.00	2	\$42.00	
		L05	Deskside Recycling container		\$50.00	1	\$50.00	
		L06	Lounge Café Tables (surface mount?)		\$500.00	3	\$1,500.00	
		L07	Lounge Café Chairs		\$380.00	6	\$2,280.00	
		L08	Lounge Seating (club chairs)		\$660.00	6	\$3,960.00	
		L09	Lounge End Table		\$350.00	1	\$350.00	
		L10	Lounge Coffee Table		\$549.00	1	\$549.00	
		L11	Wall Console		\$2,500.00	1	\$2,500.00	
		L12	Wall Mounted TV		\$1,200.00	1	\$1,200.00	
		L13	Coffee Maker		\$1,000.00	1	\$1,000.00	
		L14	Lounge Sofa		\$1,225.00	1	\$1,225.00	
		L15	NOT USED					
		L16	Recycling/Trash Sorting Station		\$800.00	1	\$800.00	
		L17	LEED Signage (Overall LEED NC Description)	See Signage Drawings				
		L18	Information Board (adjacent to elevator)		\$800.00	1	\$800.00	
		L19	Artwork					\$18,484.00
	Corridor 101	C01	Information Board		\$287.00	1	\$287.00	
		C02	Artist Collage/Mural		\$3,000.00	1	\$3,000.00	
								\$3,287.00
	Dance 105	D01	Exercise mats	Natural Fitness Powerhouse Exercise Mat (recyclable)	\$25.00	24	\$600.00	
		D02	Exercise steps	Altus Fitness by Cathe Cardio Club Step	\$85.00	24	\$2,040.00	
		D03	Exercise tubing/fitness cable		\$42.00	24	\$1,008.00	
		D04	Exercise balls	Fitball Sport Exercise Ball 65cm	\$25.00	6	\$150.00	
		D06	Tumbling Mat	Porter 1.5 Tumbling Mat - 6'x12' "	\$600.00	1	\$600.00	
		D06	Information Board		\$287.00	1	\$287.00	
								\$4,685.00
	Fitness 107		Fitness Equipment/Weights	Per Equipment Leasing Company				
		F01	Recycling/Trash Sorting Station		\$800.00	1	\$800.00	
		F02	Information Board		\$287.00	1	\$287.00	
		F03	Wall Mounted TV		\$1,200.00	5	\$6,000.00	
								\$7,087.00
	Workroom 110	W01	Workstation Desk (L-Shape)		\$1,098.00	1	\$1,098.00	
		W02	Workstation Chair		\$239.00	1	\$239.00	
		W03	Computer Monitor/CPU		\$800.00	1	\$800.00	
		W04	Copier/Fax Machine		\$2,000.00	1	\$2,000.00	
		W05	Horizontal File Cabinets - 42 w "		\$750.00	4	\$3,000.00	
		W06	Countertop Printer		\$150.00	1	\$150.00	
		W07	Wastebasket		\$21.00	1	\$21.00	
		W08	Deskside Recycling container		\$50.00	1	\$50.00	
		W09	Conference chairs		\$239.00	4	\$956.00	
		W10	Small Conference Table		\$300.00	1	\$300.00	
								\$8,614.00
	Directors Office 112	DR01	Workstation Desk		\$879.00	1	\$879.00	
		DR02	Workstation Chair		\$239.00	1	\$239.00	
		DR03	Workstation console/filing cabinet		\$749.00	1	\$749.00	
		DR04	Guest Chairs		\$269.00	2	\$538.00	
		DR05	Computer Monitor/CPU		\$800.00	1	\$800.00	
		DR06	Countertop Printer		\$150.00	1	\$150.00	
		DR07	Artwork	Local Artist		1	\$0.00	
		DR08	Wastebasket		\$21.00	1	\$21.00	
		DR09	Deskside Recycling container		\$50.00	1	\$50.00	
								\$3,426.00
	Recycling 113	R1	Recycling/Trash Sorting Stations		\$113.00	6	\$678.00	
		R2	LEED Signage (Recycling diagram/rules/regulations)	See Signage Drawings		1		
								\$678.00
	Laundry 114	LR01	Seats (or bench)		\$800.00	2	\$1,600.00	
		LR02	Trash Container		\$350.00	1	\$350.00	
								\$1,950.00
Second Floor								
	Corridor 200	CR01	Artwork	Local Artist		3		
								\$0.00
	Community Meeting Room 201	CM01	Chairs		\$50.00	81	\$4,050.00	
		CM02	Furniture: 6' foldable tables		\$80.00	6	\$480.00	
		CM03	Rolling cart for stacking chairs?		\$279.00	3	\$837.00	
		CM04	Rolling Cart (adjustable Utility Cart)		\$200.00	2	\$400.00	
		CM05	Podium (wireless, adjustable height w/ sound colu		\$1,299.00	1	\$1,299.00	
		CM06	Recessed Projection Screen	See Documents/Specs				
		CM07	Recessed ceiling mounted projector	See Documents/Specs				
		CM08	Mobile Melamine Dry-Erase Easel		\$200.00	2	\$400.00	
		CM09	Recycling Container		\$360.00	1	\$360.00	
		CM10	Trash Container		\$180.00	1	\$180.00	
		CM11	Artwork					
								\$8,006.00
	Vestibule 2018	V01	LEED Signage (interior materials)	See Signage Drawings		1		
								\$0.00
	Kitchen 202	K01	Recycling/Trash Sorting Station		\$636.00	1	\$636.00	
								\$636.00
	Seniors 203	S01	Chairs		\$129.00	12	\$1,548.00	
		S02	Tables		\$250.00	4	\$1,000.00	
		S03	Lounge Chairs		\$660.00	2	\$1,320.00	
		S04	Lounge End Table		\$409.00	1	\$409.00	
		S05	Lounge Coffee Table		\$549.00	1	\$549.00	
		S06	Wall Mounted TV		\$1,200.00	1	\$1,200.00	
		S07	Information Board		\$287.00	1	\$287.00	
		S08	Trash		\$636.00	1	\$636.00	
		S09	Lounge Sofa		\$1,225.00	1	\$1,225.00	
								\$8,174.00
	Office 205	OF01	Workstation Desk		\$1,500.00	1	\$1,500.00	
		OF02	Workstation console/filing cabinet		\$1,200.00	1	\$1,200.00	
		OF03	Workstation Chair		\$239.00	1	\$239.00	
		OF04	Guest Chairs		\$59.00	2	\$118.00	
		OF05	Computer Monitor/CPU		\$800.00	1	\$800.00	
		OF06	Countertop Printer		\$150.00	1	\$150.00	
		OF07	Artwork			1	\$0.00	
		OF08	Wastebasket		\$21.00	1	\$21.00	
		OF09	Deskside Recycling container		\$50.00	1	\$50.00	
								\$4,078.00
	Women 207	WR01	Artwork - 207			1	\$0.00	
								\$0.00
	Men 208	M01	Artwork - 208			1	\$0.00	
								\$0.00
	Teen/Art 209	T01	Chairs		\$99.00	8	\$792.00	
		T02	Furniture: 3'x6' tables		\$450.00	2	\$900.00	
		T03	Lounge Seating		\$439.00	5	\$2,195.00	
		T06	Lounge Side Tables		\$500.00	2	\$1,000.00	
		T07	Wall Mounted TV		\$1,200.00	1	\$1,200.00	
		T08	Game Table/Tablesport	Foosball Machine		1	\$0.00	
		T09	Game Table/Tablesport	Air Hockey Machine		1	\$0.00	
		T10	Computer Monitor/CPU		\$800.00	8	\$6,400.00	
		T11	Countertop Printer		\$150.00	1	\$150.00	
		T12	Information Board		\$287.00	1	\$287.00	
		T13	Artwork					
		T14	Recycling/Trash Sorting Station		\$800.00	1	\$800.00	
								\$13,724.00
	Green Roof	G01	NOT USED					
		G02	Patio Chairs		\$380.00	12	\$4,560.00	
		G03	Patio Tables (surface mounted)		\$500.00	3	\$1,500.00	
		G04	Wood Bench (surface mounted)		\$1,440.00	2	\$2,880.00	
		G05	Recycling Container		\$559.00	1	\$559.00	
								\$9,499.00
	Courtyard	CY01	Recycling/Trash Container		\$559	1	\$559.00	
								\$559.00
							Total Base Cost	\$92,887.00
							Sales Tax (9%)	\$8,359.83
							Shipping/Install (10%)	\$9,288.70
							Total Estimated Cost	\$110,535.53



FIRST FLOOR PLAN

1/16" = 1'-0"

2010.06.09



SECOND FLOOR PLAN

1/16" = 1'-0"

2010.06.09

Mid City Gardens / Capital City South - Cost Comparison

December 14, 2011, Asset Management Committee Meeting

	QUANTITY/UNIT	BID \$	RFC \$	COMMENTS
Permeable Paver System				
Pavers, 2" Small Stone Sub-Base, Submittals	20,800sf +/-	\$ 126,695.00	\$ (112,100.00)	General conditions allow GC to keep OH&P; credit excludes OH&P and submittal costs which were already submitted
Concrete 'Chain' Wall	1,824lf +/-	Unknown	\$ -	Work was already done, no credit available (equates to 76cy of cast in place concrete)
16" Limestone Sub-Base, Perforated Drainage Pipe	2,888 tons	\$ 113,950.40	\$ (71,219.26)	Credit was for 10" or 1805 tons, as 6" remain in the job
Geotextile Fabric Layer	20,800sf +/-	Unknown	\$ -	No credit, fabric to remain in the job
SUBTOTAL 'A'			\$ (183,319.26)	
Concrete Drive System				
8" 3,500psi Concrete	20,800sf +/-	Unknown	\$ 57,000.00	570cy at \$100/cy
Equipment, Pump Truck		Unknown	\$ 15,400.00	
Accessories (joints, dowels, etc.)	5,000lf +/-	Unknown	\$ 7,999.61	
Sealant Material and Labor	210 Tubes	Unknown	\$ 18,600.00	
Form, Place, Finish Concrete Labor	\$2/sf	Unknown	\$ 41,534.00	
6" Limestone Sub-Base	1,083 tons +/-	\$ 42,731.00	\$ -	No increase, already in job
Geotextile Fabric Layer	20,800sf +/-	Unknown		No increase, already in job
12" Fill, Compacted	1,182cy	Unknown	\$ 27,491.45	
Catch Basins and Solid Drain Pipe	8CBs, 750lf	n/a	\$ 28,098.14	
SUBTOTAL 'B'			\$ 196,123.20	
Other Items				
Timber Mats	10 Mats / 4 Mos.	Unknown	\$ 4,360.00	Kept on site longer due to delays in sitework
Limestone at Bldg. 6 Drive/Replace Drain Pipe	21 tons	n/a	\$ 2,352.76	Water leak on neighbor's property prevented access to site; limestone added to allow access; unforeseen condition
GC's OH&P on Net Increase Only	10% on Subs / 15% on Direct	n/a	\$ 2,174.87	As allowed in General Conditions (Subtotal A plus Subtotal B, plus Mats and limestone immediately above = \$19,516.70)
GC's Bond, Insurance, Misc. on Net Increase Only	Varies	n/a	\$ 390.87	As allowed in General Conditions for changes
Builders Risk Insurance Extension Request	121 Days / \$94.01	\$ 34,523.00	\$ 11,375.21	Requested \$14,200, but some of that time is standard Contract Time; prorated to cover increase only
Extension of time	121 Days	\$ 597,691.50	\$ -	GC is asking for time at no cost for this and other issues that have delayed the job (bid general conditions run \$1,637.51/day)
SUBTOTAL 'C'			\$ 20,653.71	
			\$ 33,458 RFC #15, Revision 3, with Architect Mark-ups	



D. HONORÉ

CONSTRUCTION, LLC

383 Highlandia Drive
Baton Rouge, Louisiana 70810

Phone: (225) 751-3078
Fax: (225) 751-3079

E-Mail: info@dhonore.com
Website: www.dhonore.com

September 27, 2011

Ms. Lisa Nice
Post Architects
12032 Bricksome Avenue
Baton Rouge, LA 70816

RE: Post Architects # 1001
EOA Project # 010.002.00
RFC #15REV.III Soils Remediation,
Paving Redesign & Repair of Roof
Drain Lines

Dear Ms. Nice,

Please find attached RFC #15REV.III for the additional work associated with the unsuitable soils remediation, the paving redesign and repairs to the damaged roof drain lines. We propose to do this work for the lump sum price of \$38,705.74. Our breakdown is attached for your review as per the Architect's & Owner's requested changes listed below.

Requested Changes:

1. All general conditions have been eliminated from this RFC, with the exception of the Timber Mats to accommodate access around the site during consideration to delete the pavers and redesign for concrete paving and the Builder's Risk Insurance extension from December 1, 2011 (contract completion date through Owner Change Order No.2) through the requested Contract Completion date of March 31, 2012 (121 days), which is mandatory for the project. As reviewed on this proposal, DHC agrees to delete our General Conditions costs as a settlement on the requested days to extend the Contract Time through the end of March 2012, at no added cost to the Owner.
2. HCI's costs have been revised per the Architect's comments. We are willing to recommend payment for the work at the Building 6 drive, but not the pipe replacement between 2/3.
3. RK's costs have been revised to match the Architect's total of \$140,583.61.

We are requesting that an additional (121) One-Hundred and Twenty-One days be added to the contract for the performance of this work. Thus bringing the contract completion date to March 31, 2012.

If you have any questions or concerns please contact our office at any time.

Sincerely,
Ken Gardner
Ken Gardner
Project Manager

After completing our review, we would recommend approval of
\$33,509.65 for the changes in the scope of work.

Lisa H. Nice, AIA, LEED AP
December 2, 2011

cc: Dwayne Honore'
Carrol Lazard
Project File



CONSTRUCTION CONTRACT CHANGE ORDER SUMMERY

Project Name: Mid City Gardens PROJECT NO.: 1007

CONTRACTOR OR SUBCONTRACTOR NAME: D. HONORE CONSTRUCTION, INC.

DESCRIPTION OF WORK: Per the Architect's CPR#03R1: Provide labor, materials & equipment for the unsuitable soils remediation work, additional drainage for the new concrete paving area that will replace the eliminated paver system, the deletion of the 10" limestone and perforated pipe drainage system for the paver sub base and repairs to the damaged roof drain lines. Additional General Condition costs for 20 days.

A. Direct Cost of Work :

1. Labor (Attach Worksheets as Necessary)

	Hourly Wage Rate Paid	Hours Worked	Total Cost
Job Superintendent	33.65	0	\$ -
Job General Labor	14.00	0	\$ -
Jobsite Security (12 hours per day 6pm - 6a.)	25.00	0	\$ -
Project Manager	62.50	0	\$ -
Project Assistant	20.00	0	\$ -
Add Labor Burden (49%)			\$ -
LABOR TOTAL			\$ -

COSTS
REMOVED AS
REQUESTED

2. Material (Attach Worksheets as Necessary)

Material Required for Change	Unit Price	Unit	Required Units	Total Cost
Job Site Office Facility	40.00	per day	0	\$ -
Porta Lets (3 units)	21.00	per day	0	\$ -
Vehicle Allowance	42.00	per day	0	\$ -
Communications (cellulare & data usage)	15.00	per day	0	\$ -
Dumpster	375.00	pulls	0	\$ -
Utilities	425.00	per month	0	\$ -
Safety	200.00	per month	0	\$ -
Timber Mats (10 mats)	1,000.00	per month	4	\$ 4,000.00
Concrete Disposal/Cleanout	400.00	per load	0	\$ -
Add Tax (9%)				\$ 360.00
MATERIAL TOTAL				\$ 4,360.00

3. Equipment (Attach Worksheets as Necessary)

Equipment Required for Change	Unit Price	Unit	Units Required	Total Cost
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Add Tax (0%)				0.00
EQUIPMENT TOTAL				0.00

DIRECT COST (SUM A 1, 2 & 3)

\$ 4,360.00

CONTRACTOR/SUBCONTRACTOR'S 15% OVREHEAD AND PROFIT (TOTAL DIRECT COST X 15% MAXIMUM)

\$ 654.00

TOTAL COST

\$ 5,014.00

B. Subcontractor's Direct Costs : (Attach Supporting Direct Cost Worksheets)

1. Direct Labor with Labor Burden Add-on	17,458.56	See page 6, No. 1
2. Direct Materials with Sales Tax	-45,448.47	See page 6, No. 2
3. Company Owned and Rented Equipment with Applicable Sales Tax	14,715.00	See page 6, No. 3
4. Concrete Paving	140,583.61	See page 11, CONCRETE TOTAL
5. Deletion of the Paver System	-112,100.00	See page 12, PAVER CREDIT
TOTAL	15,208.70	\$ 15,208.70

SITWORK TOTAL IS
(\$13,274.91)

NET INCREASE

Subcontractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(15% Maximum)

\$ 2,281.31

Contractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(10% Maximum)

\$ 1,520.87

TOTAL

\$ 24,024.88

ALREADY INCL.

\$21,743.57

C. Insurances/Bonds

Subcontractors GL Insurance	0.77%	117.11
Builder's Risk Insurance to extend from 11/17/11 through 03/31/11		14,290.00
OCP Insurance	0.30%	45.63
Perf & Payment Bond	1.50%	228.13

\$11,375.21

Total Cost of Proposed Change Order Item

\$ 38,795.74

\$33,509.65

Total Contract Days added/deleted from Project Schedule

121

This request for days is not for this work only, it includes other issues that have delayed the work.

From: [Kathleen](#)
To: [Diana Schoen;](#)
Subject: Mat Quote/Credit App.
Date: Tuesday, March 15, 2011 11:31:11 AM
Attachments: [CREDIT APPLICATION.xls](#)

March 15, 2011

ATTN: Diana
D. Honore Construction

In response to your request, we are pleased to submit the following quotation.
The prices quoted below are valid for 30 days from the date of this quote.

RENTAL

26 - 6" x 8' x 16' Laminated mats, each...\$7.00/day,\$35.00/week,\$100.00/month.

Freight: \$345.00 per load to Baton Rouge, LA. 2 loads required each way.

Delivery: Immediate in stock, subject to prior rental.

Terms: Net 30 days from date of invoice. With prior credit approval.

Taxes: All local state sales taxes applicable unless supplied with appropriate exemption certificate.

We appreciate the opportunity to submit this quotation, and look forward to serving your future mat needs. If you have any questions, please feel free to contact us.

Sincerely,
AMERICAN MAT & TIMBER CO.

Will Spencer
Branch Manager

Sincerely,

Kathleen Williamson
American Mat & Timber Co.
Office Manager
Office: (225) 355-3388
Fax: (225) 355-3499
Cell: (225) 229-5919
kathleen@americanmatandtimber.com

BEECHER CARLSON
Sawyer Foster Insurance, LLC

11/30/2011

D. Honore' Construction, LLC
383 Highlandia Dr.
Baton Rouge, LA 70810

Re: Builders Risk Policy
Mid City Gardens Project
B9A21M1003461-00

Dear Diana:

The total additional premium to extend this builders risk policy from 11/1/2011 to 3/31/2012, no change in building values will be \$14,290.00. Please let me know if any additional information is required.

Sincerely,

Joanne Spencer

START DATE
SHOULD BE
12/2/2011

PRORATED VALUE IS \$94.01 PER
DAY OR A MAX AMOUNT OF
\$11,375.21 FOR 121 ADDED DAYS

Project Name: Mid City Gardens PROJECT NO.: 1107

X CONTRACTOR OR ☐ SUBCONTRACTOR NAME: HCI Construction Group, LLC
DESCRIPTION OF WORK: Combined summary of all additions and deletions associated with the unsuitable soil remediation, additional drainage for the new concrete paving area in lieu of the eliminated paver system, the deletion of the 10" limestone and perforated pipe drainage system for the paver sub base and the repairs to the damaged roof drain lines.

A. Direct Cost of Work :

1. Labor (Attach Worksheets as Necessary)

Assigned Personnel or Work Crews

	Hourly Wage Rate Paid	Hours Worked	Total Cost
Unsuitable Soil Remediation	10,926.72	1	10,926.72
Additional drainage for new concrete paving area	11,232.00	1	11,232.00
Deletion of limestone and drainage system	5,022.72	-1	-5,022.72
Repairs to the damaged roof drain lines	322.56	1	322.56
			0.00
Add Labor Burden @	0%	%	0.00

LABOR TOTAL 17,458.56

2. Material (Attach Worksheets as Necessary)

Material Required for Change

	Unit Price	Unit	Required Units	Total Cost
Unsuitable Soil Remediation	4,509.33	LS	1	4,509.33
Additional drainage for new concrete paving area	10,762.14	LS	1	10,762.14
Deletion of limestone and drainage system	62,152.64	LS	-1	-62,152.64
Repairs to the damaged roof drain lines	1,432.70	LS	1	1,432.70
				0.00
Sales Tax		0%		0.00

MATERIAL TOTAL -45,448.47

3. Equipment (Attach Worksheets as Necessary)

Equipment Required for Change

	Unit Price	Unit	Units Required	Total Cost
Unsuitable Soil Remediation	12,055.40	LS	1	12,055.40
Additional drainage for new concrete paving area	6,104.00	LS	1	6,104.00
Deletion of limestone and drainage system	4,043.90	LS	-1	-4,043.90
Repairs to the damaged roof drain lines	599.50	LS	1	599.50
				0.00
Sales Tax		0%		0.00

EQUIPMENT TOTAL 14,715.00

DIRECT COST (SUM A 1, 2 & 3) -13,274.91

CONTRACTOR/SUBCONTRACTOR'S 15% OVREHEAD AND PROFIT (TOTAL DIRECT COST X 15% MAXIMUM) 0.00

TOTAL COST -13,274.91

B. Subcontractor's Direct Costs : (Attach Supporting Direct Cost Worksheets)

1. Direct Labor with Labor Burden Add-on		
2. Direct Materials with Sales Tax		
3. Company Owned and Rented Equipment with Applicable Sales Tax		
TOTAL	0.00	0.00

Subcontractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(15% Maximum) 0.00

Contractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(10% Maximum) 0.00

TOTAL -13,274.91

C. Bond Premiums (Total Contractor and Subcontractor Cost @ 0.00% %) 0.00

Total Cost of Proposed Change Order Item -13,274.91

Total Contract Days added/deleted from Project Schedule
(Attach supporting data such as meteorological reports)



Project Name: Mid City Gardens PROJECT NO.: 1007

X CONTRACTOR OR ☐ SUBCONTRACTOR NAME: HCI Construction Group, LLC

DESCRIPTION OF WORK: Architects CPR#03R1: Additional import fill and installation of base course. Prepare sub-base and install 12" of compacted fill in 6" lifts.

A. Direct Cost of Work :

1. Labor (Attach Worksheets as Necessary)

Assigned Personnel or Work Crews

	Hourly Wage Rate Paid	Hours Worked	Total Cost
Foreman	35.00	56	1,960.00
Operator 1	28.00	56	1,568.00
Operator 2	28.00	56	1,568.00
Operator 3	28.00	56	1,568.00
Laborer	16.50	56	924.00
Add Labor Burden (44%)			3,338.72

LABOR TOTAL 10,926.72

2. Material (Attach Worksheets as Necessary)

Material Required for Change

	Unit Price	Unit	Required Units	Total Cost
Clay Fill	3.50	per yard	1,182	4,137.00
				0.00
				0.00
				0.00
				0.00
Sales Tax		9%		372.33

MATERIAL TOTAL 4,509.33

3. Equipment (Attach Worksheets as Necessary)

Equipment Required for Change

	Unit Price	Unit	Units Required	Total Cost
Dozer	470.00	per day	9	4,230.00
Compactor	445.00	per day	4	1,780.00
Dump Truck 1	520.00	per day	4	2,080.00
Dump Truck 2	520.00	per day	4	2,080.00
Smooth Drum Compactor	445.00	per day	2	890.00
Sales Tax		9%		995.40

EQUIPMENT TOTAL 12,055.40

DIRECT COST (SUM A 1, 2 & 3) 27,491.45

CONTRACTOR/SUBCONTRACTOR'S 15% OVERHEAD AND PROFIT (TOTAL DIRECT COST X 15% MAXIMUM) 0.00

TOTAL COST 27,491.45

B. Subcontractor's Direct Costs : (Attach Supporting Direct Cost Worksheets)

1. Direct Labor with Labor Burden Add-on		
2. Direct Materials with Sales Tax		
3. Company Owned and Rented Equipment with Applicable Sales Tax		
TOTAL	0.00	0.00

Subcontractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(15% Maximum) 0.00

Contractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(10% Maximum) 0.00

TOTAL 27,491.45

C. Bond Premiums (Total Contractor and Subcontractor Cost @ 0.00%) 0.00

Total Cost of Proposed Change Order Item 27,491.45

Total Contract Days added/deleted from Project Schedule 7
(Attach supporting data such as meteorological reports)



Project Name: Mid City Gardens PROJECT NO.: 1007

X CONTRACTOR OR ☐ SUBCONTRACTOR NAME: HCI Construction Group, LLC

DESCRIPTION OF WORK: Architects CPR#03R1: Additional drainage for paver area of the project that has been eliminated and concrete paving as been added. Provide labor, materials and equipment to install (7) seven catch basins and drainage pipe system

A. Direct Cost of Work :

1. Labor (Attach Worksheets as Necessary)

Assigned Personnel or Work Crews

Foreman
Operator 1
Skilled Laborer
Laborer

Hourly Wage Rate Paid	Hours Worked
35.00	80
28.00	80
18.00	80
16.50	80
Add Labor Burden (44%) %	

Total Cost
2,800.00
2,240.00
1,440.00
1,320.00
0.00
3,432.00

LABOR TOTAL 11,232.00

2. Material (Attach Worksheets as Necessary)

Material Required for Change

Coburn's - A2000 Piping
Clenco - Catch Basins
Sand / Bedding Materials
Grout

Unit Price	Unit	Required Units
3.83	per foot	750
750.00	each	7
33.33	per ton	44
11.38	per bag	25
Sales Tax 9%		

Total Cost
2,872.50
5,250.00
1,466.52
284.50
0.00
888.62

MATERIAL TOTAL 10,762.14

3. Equipment (Attach Worksheets as Necessary)

Equipment Required for Change

Excavator - Mid Sized
Trench compactor

Unit Price	Unit	Units Required
315.00	per day	10
245.00	per day	10
Sales Tax 9%		

Total Cost
3,150.00
2,450.00
0.00
0.00
0.00
504.00

EQUIPMENT TOTAL 6,104.00

DIRECT COST (SUM A 1, 2 & 3) 28,098.14

CONTRACTOR/SUBCONTRACTOR'S 15% OVREHEAD AND PROFIT (TOTAL DIRECT COST X 15% MAXIMUM) 0.00

TOTAL COST 28,098.14

B. Subcontractor's Direct Costs : (Attach Supporting Direct Cost Worksheets)

1. Direct Labor with Labor Burden Add-on	
2. Direct Materials with Sales Tax	
3. Company Owned and Rented Equipment with Applicable Sales Tax	
TOTAL	0.00

Subcontractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(15% Maximum) 0.00

Contractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(10% Maximum) 0.00

TOTAL 28,098.14

C. Bond Premiums (Total Contractor and Subcontractor Cost @ 0.00% %) 0.00

Total Cost of Proposed Change Order Item 28,098.14

Total Contract Days added/deleted from Project Schedule 10
(Attach supporting data such as meteorological reports)



Project Name: Mid City Gardens PROJECT NO.: 1007

X CONTRACTOR OR ☐ SUBCONTRACTOR NAME: HCI Construction Group, LLC

DESCRIPTION OF WORK: Architects CPR#03R1: The deletion of 10" Limestone and perforated pipe drainage system.

Credit for labor, materials & equipment for the permeable paver sub base system.

(The 6" Limestone and geotextile fabric to remain in the project)

A. Direct Cost of Work :

1. Labor (Attach Worksheets as Necessary)

Assigned Personnel or Work Crews	Hourly Wage Rate Paid	Hours Worked	Total Cost
Foreman	35.00	-32	-1,120.00
Operator 1	28.00	-32	-896.00
Operator 2	28.00	-32	-896.00
Skilled Laborer	18.00	-32	-576.00
			0.00
	Add Labor Burden (44%	%
			-1,534.72

LABOR TOTAL -5,022.72

2. Material (Attach Worksheets as Necessary)

Material Required for Change	Unit Price	Unit	Required Units	Total Cost
4" perforated pipe with silt sock	0.61	per foot	-1,157	-705.77
Limestone	31.00	per ton	-1,805	-55,955.00
Geotextile fabric	360.00	per roll	-1	-360.00
				0.00
				0.00
	Sales Tax	9%		-5,131.87

MATERIAL TOTAL -62,152.64

3. Equipment (Attach Worksheets as Necessary)

Equipment Required for Change	Unit Price	Unit	Units Required	Total Cost
Back Hoe	235.00	per day	-4	-940.00
Smooth Drum Compactor	445.00	per day	-2	-890.00
Dozer	470.00	per day	-4	-1,880.00
				0.00
				0.00
	Sales Tax	9%		-333.90

EQUIPMENT TOTAL -4,043.90

DIRECT COST (SUM A 1, 2 & 3) -71,219.26

CONTRACTOR/SUBCONTRACTOR'S 15% OVERHEAD AND PROFIT (TOTAL DIRECT COST X 15% MAXIMUM) 0.00

TOTAL COST -71,219.26

B. Subcontractor's Direct Costs : (Attach Supporting Direct Cost Worksheets)

1. Direct Labor with Labor Burden Add-on		
2. Direct Materials with Sales Tax		
3. Company Owned and Rented Equipment with Applicable Sales Tax		
TOTAL	0.00	0.00

Subcontractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(15% Maximum) 0.00

Contractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(10% Maximum) 0.00

TOTAL -71,219.26

C. Bond Premiums (Total Contractor and Subcontractor Cost @ 0.00% %) 0.00

Total Cost of Proposed Change Order Item -71,219.26

Total Contract Days added/deleted from Project Schedule 10

(Attach supporting data such as meteorological reports)



Project Name: Mid City Gardens PROJECT NO.: 1007

X CONTRACTOR OR ☐ SUBCONTRACTOR NAME: HCI Construction Group, LLC
DESCRIPTION OF WORK: Provide labor, materials and equipment to repair the damaged roof drain lines. Add limestone and muck out due to the leak on the water line at the adjacent property at Building 6 entry drive.

A. Direct Cost of Work :

1. Labor (Attach Worksheets as Necessary)

Assigned Personnel or Work Crews	Hourly Wage Rate Paid	Hours Worked	Total Cost
Foreman	35.00	0	0.00
Operator 1	28.00	0	0.00
Operator 2 (water line)	28.00	8	224.00
Laborer	16.50	0	0.00
			0.00
	Add Labor Burden (44%)	%	98.56

LABOR TOTAL 322.56

2. Material (Attach Worksheets as Necessary)

Material Required for Change	Unit Price	Unit	Required Units	Total Cost
4" SDR 35 piping	1.26	per foot	300	378.00
6" SDR 35 piping	2.58	per foot	80	206.40
Fittings	100.00	per lot	1	100.00
Limestone	30.00	per ton	21	630.00
				0.00
	Sales Tax	9%		118.30

MATERIAL TOTAL 1,432.70

3. Equipment (Attach Worksheets as Necessary)

Equipment Required for Change	Unit Price	Unit	Units Required	Total Cost
Excavator - Mid Sized	315.00	per day	0	0.00
Excavator - Large Sized	550.00	per day	1	550.00
				0.00
				0.00
				0.00
	Sales Tax	9%		49.50

EQUIPMENT TOTAL 599.50

DIRECT COST (SUM A 1, 2 & 3) 2,354.76

CONTRACTOR/SUBCONTRACTOR'S 15% OVREHEAD AND PROFIT (TOTAL DIRECT COST X 15% MAXIMUM)

TOTAL COST 2,354.76

B. Subcontractor's Direct Costs : (Attach Supporting Direct Cost Worksheets)

1. Direct Labor with Labor Burden Add-on		
2. Direct Materials with Sales Tax		
3. Company Owned and Rented Equipment with Applicable Sales Tax		
TOTAL	0.00	0.00

Subcontractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(15% Maximum) 0.00

Contractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(10% Maximum) 0.00

TOTAL 2,354.76

C. Bond Premiums (Total Contractor and Subcontractor Cost @ 0.00%) 0.00

Total Cost of Proposed Change Order Item 2,354.76

Total Contract Days added/deleted from Project Schedule 10

(Attach supporting data such as meteorological reports)

R.K. CONSTRUCTION, INC

2817 Deborah Drive

Monroe, La. 71201

Ph. 318-267-6256

Email: rk06@yahoo.com

PAVING CHANGE ORDER

October 26, 2011

Project Name: Mid City Garden Apartments

Cost Breakdown

Concrete 570yds @ \$100.00

\$57,000.00

OK

NOTE: I will agree with you guys regarding the square footage and the yardage of concrete I come up with is 519yards and I am adding 10% of waste factor to that number which gives me a total of 570yards. My reason for this is when the rock base is placed there is no way for them to get the subgrade at exactly 8 inches across all the paving. So if you can guarantee the 8 inches then fine we will use your numbers. But I need to know what happens if it goes over the yardage will POST take on the cost? **No, the sitework should be within a 10% tolerance, the grade should be checked prior to pouring, stone should be added, if needed.**

Forming materials

~~\$11,564.61~~ \$7999.61

Keyway 71/2" 1830lf @ .80/lf

\$1,464.00

Keyway stakes 18" 1800pc @ .52/stake

\$936.00

Removable cap 1830lf @ .25/lf

\$457.50

#4 dowels 1908pc @ (.800/20' stick of rebar)

~~\$3,565.00~~

REMOVE DOWELS FROM LJ

Expansion Joint 1/2"x8" 2,397lf @ .60/lf

\$1,438.20

1" smooth dowels 1198pc @ 1.75

\$2,097.37

1" dowel caps 1198pc @ .40

\$479.20

Expansion Joint Removable Cap 2,397lf @ .22/lf

\$527.34

Concrete 1/4" drill bits

\$350.00

1/4" Concrete anchors (to hold expansion joint)

\$250.00

NOTE: After removing the south driveway behind building 2&3 the keyway footage does change but my footage for the expansion joint materials stays the same with all the accessories and a few additions that was missed originally.

Pump Truck

~~\$16,600.00~~

\$8,200.00, ASSUMING MAX 5 PUMPS AT \$1,650 EACH

I am estimating using a pump truck at least 10 times if we use the same truck we had for the building slabs. If I go to a larger truck which would be a 68 meter truck I could possibly get away with 3 pours but with this truck it will still cost at least \$5,500.00 each time. There are special permits and fees that go with this truck and that's why the cost is much higher for it. Once again if you guys are willing to pay for the cost then fine if not this is my budget.

Equipment

\$ 7,200.00

OK, BUT NEED BREAKDOWN

Skid steer

Light Towers (early morning pouring)

Vibratory plate tamp

Caulking L&M

\$18,600.00

OK

210 tubes of sealant per specs

Labor for Paving 20,767sf

~~\$62,301.00~~

\$41,534 (\$2/SF PER EMAIL)

NOTE: This is my paving price for this job the comment was made that the curb walls are already there so we don't have to set forms for the exterior. That is correct but it takes less time for us to set forms boards then to have to drill and set anchors in the curb wall to hold the expansion joints and to staple the cap to the top of the expansion joint. So looking from the outside it seems simple but it is not. Also there is a lot of keyway throughout the paving and that takes time to setup. **There is not that much keyway. What about sawcut joints?**

Total Cost:

\$173,265.61

\$140,583.61

THE BID AMOUNT FOR PAVERS IS LISTED AS \$126,695 ON THE
PAY REQUEST; THE GENERAL CONDITIONS ALLOW THE GC TO
KEEP OH&P UP TO 10%; SUBMITTALS WERE COMPLETED AND
BILLED FOR AS WELL

RFC of CO# 15REV.II

COR or RFI#

Project Name: Mid City Gardens

PROJECT NO.: 1007

X CONTRACTOR OR ☐ SUBCONTRACTOR NAME:

D. Honore Construction LLC

DESCRIPTION OF WORK:

Deletion of the Paver System

A. Direct Cost of Work :

1. Labor (Attach Worksheets as Necessary)

Assigned Personnel or Work Crews

Hourly Wage
Rate Paid

Hours
Worked

Total
Cost

0.00
0.00
0.00
0.00
0.00
0.00

Add Labor Burden (0%) %

LABOR TOTAL

0.00

2. Material (Attach Worksheets as Necessary)

Material Required for Change

Unit
Price

Unit

Required
Units

Total
Cost

0.00
0.00
0.00
0.00
0.00
0.00

Sales Tax 9%

MATERIAL TOTAL

0.00

3. Equipment (Attach Worksheets as Necessary)

Equipment Required for Change

Unit
Price

Unit

Units
Required

Total
Cost

0.00
0.00
0.00
0.00
0.00
0.00

Sales Tax 9%

EQUIPMENT TOTAL

0.00

DIRECT COST (SUM A 1, 2 & 3)

0.00

CONTRACTOR/SUBCONTRACTOR'S 15% OVREHEAD AND PROFIT (TOTAL DIRECT COST X 15% MAXIMUM)

0.00

TOTAL COST

-112,100.00

B. Subcontractor's Direct Costs : (Attach Supporting Direct Cost Worksheets)

1. Direct Labor with Labor Burden Add-on

2. Direct Materials with Sales Tax

3. Company Owned and Rented Equipment with Applicable Sales Tax

TOTAL

0.00

0.00

Subcontractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(15% Maximum)

0.00

Contractor's Overhead and Profit on Direct Cost (Direct Cost X OH&P)(10% Maximum)

0.00

TOTAL

-112,100.00

C. Bond Premiums

(Total Contractor and Subcontractor Cost @ 0.00%)

0.00

Total Cost of Proposed Change Order Item

-112,100.00

Total Contract Days added/deleted from Project Schedule

(Attach supporting data such as meteorological reports)



Volume 1, bldg 102 – Ipe' installation complete



Volume 1, bldg 101 – Ipe' installation complete



Volume 3, bldg 14 / volume 4, bldg 16 in background



Volume 4 – rework of catchbasin at Northwest entry



Volume 2, ipe' installation not begun

HOLLY & SMITH ARCHITECTS
A Professional Architectural Corporation
P. O. BOX 1707
HAMMOND, LOUISIANA 70401
985/345-5210

PROJECT: Replacement of Gaslight Apts.
Village de Jardin

H/S PROJECT NO. 07020
STATE PROJECT No. 01-107-05B-13, Part AQ

COMPLIANCE REVIEW

DATE: November 15, 2011

SITE: Dry

TIME: 10:00 a.m.

WEATHER: Partly Cloudy/Warm

PARTIES PRESENT

Ryan Faulk
Russell Stallings
Roger Tijerino
Tanner Broughton
Edward Scheper
Jeremy Renoit
Richard Kliebert
Brian Gates

ORGANIZATION

H/S
Owner's On-Site Representative
LHFA
Walton CORE
Walton CORE
Walton CORE
Entergy
Walton CORE

Parties receiving copies: Regis Bergeron – FP&C, Jason Crumb – Crumb Engineering, Ashley Austin – Morphy Makofsky Inc., Alejandro Flores – Krebs LaSalle LeMieux, Bill Petty – Walton Core, Roy T. Dufreche & Associates, Roger Tijerino – LHFA

//

Anyone taking exception to these notes should notify the Architect, in writing, within seven (7) days of the date of receipt of this document; otherwise, the minutes shall stand approved as written.

ACTIONS

94. 1 The State Fire Marshal Inspector Deputy confirmed that the Fire Marshal will not review the Volume 1 single-family homes for compliance with Life Safety or ADA codes since single-family residences are outside of the scope of their jurisdiction. A report will be issued to Walton core from the Fire Marshal's office stating such. Mr. Broughton stated that once he receives this document, he will request that H/S perform a reinspection of the interior of the Volume 1 units as well as to perform a punchlist for the exterior and grounds for Volume 1. H/S will schedule this once they receive a written request.
94. 2 Mr. Kliebert upon discussion with Ryan Faulk and Roger Tijerino noted that in order for Entergy to change addresses from the current 8800 I-10 Service Road to 8801 Lake Forest Blvd., all meters on the project will need to be re-permitted through F P & C. Both Mr. Faulk and Mr. Tijerino will review this matter with Regis Bergeron as to how F P & C wishes to proceed.
94. 3 Mr. Kliebert noted that a meter is required for the service dedicated to the gate and other site items located at the south side of the site. Ryan Faulk will request Jason Crumb to review and provide a letter to F P & C in order for an account to be initiated and a meter provided.
94. 4 Landscape work was in progress at the south side of the site between Iris Street and Lake Forest Blvd. The landscape contractor requested direction regarding whether sod shall be placed between the fence and the sidewalk at Lake Forest Drive or if mulch shall be used instead. Upon review of the documents and discussion with Mr. Tijerino, H/S noted that mulch shall be provided up to the edge of sidewalk; however, where the bedding area stops at the west side of the site, sod shall be placed in this area in lieu of mulch.
94. 5 Installation of Ipe' wood slats appears to be complete with the exception of Buildings 99 and 100 at Volume 1. Volume 2 installation was in progress at this time at Building 1, Unit C.

94. 6 Installation of wood fences was in progress at Volume 3.
94. 7 Installation of brick columns was in progress at Volume 3. It was noted by Mr. Broughton that the brick mason is installing brick up to approximately 7' on all columns and a second crew of masons is in progress staged behind the first to extend the columns from that level up to the roof. Twelve columns have been installed to 7' thus far. One of those is in progress up to the roof and an additional column is currently in progress at Building #11.
94. 8 Several cast-in-place light fixtures have been installed at ramps at Building 10; however, it was noted by Mr. Stallings that a water test was performed by the contractor on these light fixtures and water intrusion occurred within the fixture that the contractor is currently addressing. Upon review of the lights in place, a clear silicone sealant was observed to be smeared around the perimeter of the light fixtures, which is an unacceptable condition and rejected. The silicone sealant shall be removed and discolored concrete as a result shall be repaired and a proper gasket or other means recommended by the manufacturer shall be installed.
94. 9 Review of the canopy between Buildings 16 and 17 noticed that while the metal panels on all columns are installed at this time, the installation appears to be incomplete since several various joints over the entire installation are differing widths and the installation at this time generally appears to be rough. Furthermore, H/S observed that for (4) columns located roughly center of the canopy length, metal panels at one column are within 1/8" of the concrete where the remaining (3) columns have a gap of approximately 1" from the bottom of panel to the concrete. These extremes are unacceptable in this installation as proper field measurements should have been taken prior to fabrication of the panels. These particular items must be corrected.
94. 10 Regarding metal wall panels installed at Building 17 at the main entry, a gap of approximately 1-1/2" is present between the top of the panels and the soffit where it appears the 1x wood trim located at the soffit edge in this area was used as a guide to cut the metal wall panels. This condition is rejected and the panels at the top of this installation must be replaced with properly fitting panels.
94. 11 Solid surfacing has been installed for the majority of the security desk located within Building 17.
94. 12 Upon discussion with Brian Gates, H/S was advised that he will be assuming the duties of Project Manager from Tanner Broughton, but a set time table for this was not provided. MEP coordinator has not been assigned.

END OF MINUTES



Vol. 3 – recoating of balcony



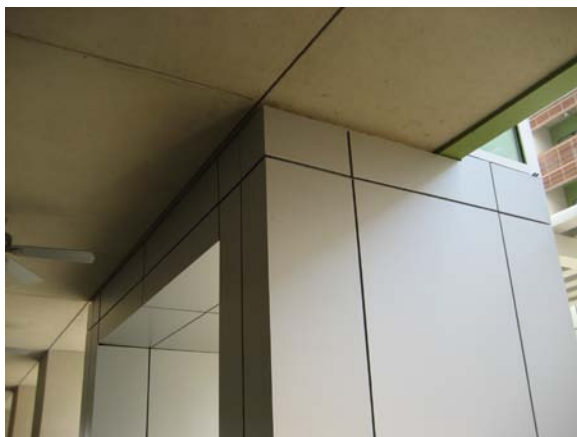
Vol. 3 – brick columns in progress



Vol. 2 – ipe installation in progress



Vol. 3 – clear silicone smeared around fixture at concrete walls – unacceptable product and installation



Vol. 4 – Unacceptable gap at top of metal panels



Vol. 4 – unacceptable gap at canopy metal panels.

Construction - a CORE
Jardin - Gaslight
Remaining Construction
26Sep11 Update

- Early Bar
- Progress Bar
- Critical Activity

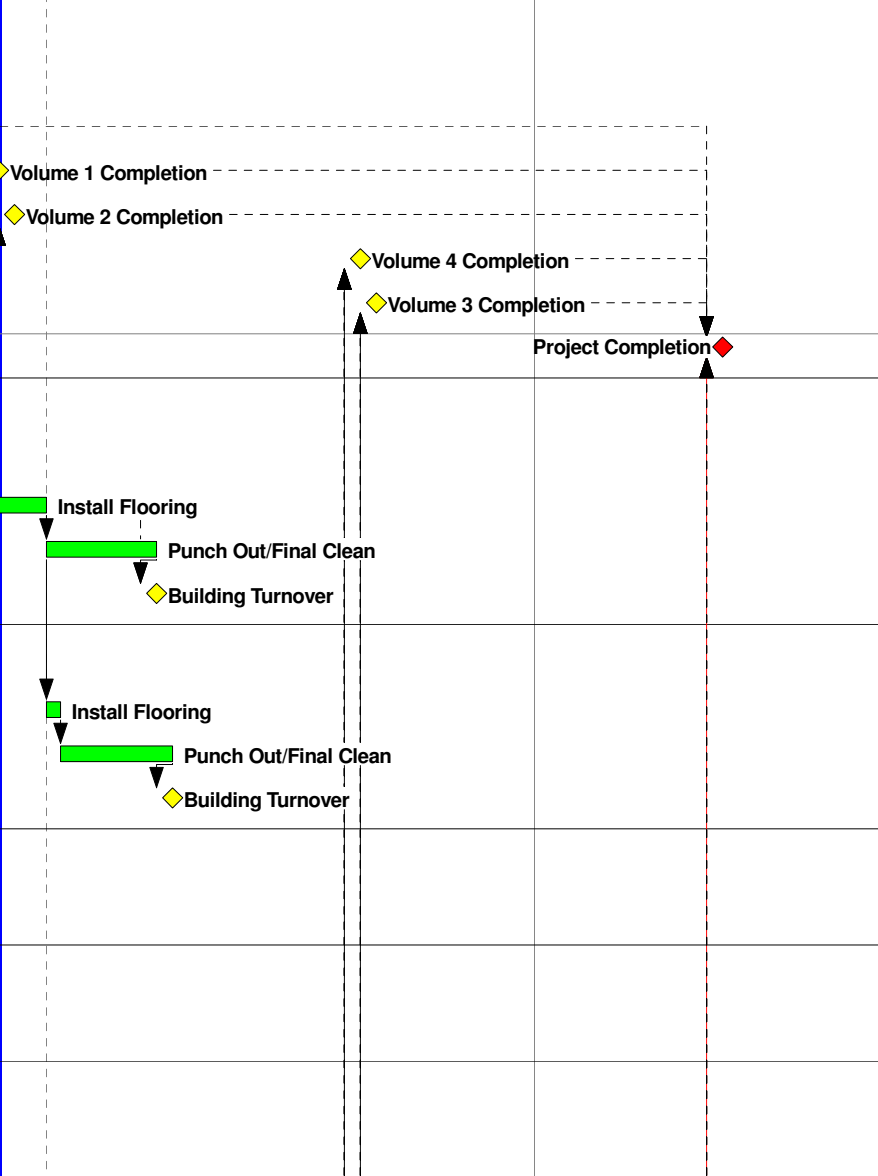
Start Date 10/19/09
Finish Date 01/12/12
Data Date 11/28/11
Run Date 11/29/11 09:14
Must Finish Date 07/28/11

18th Update - 26Sep11			
Date	Revision	Checked	Approved
09/26/11	Includes CCD-04		

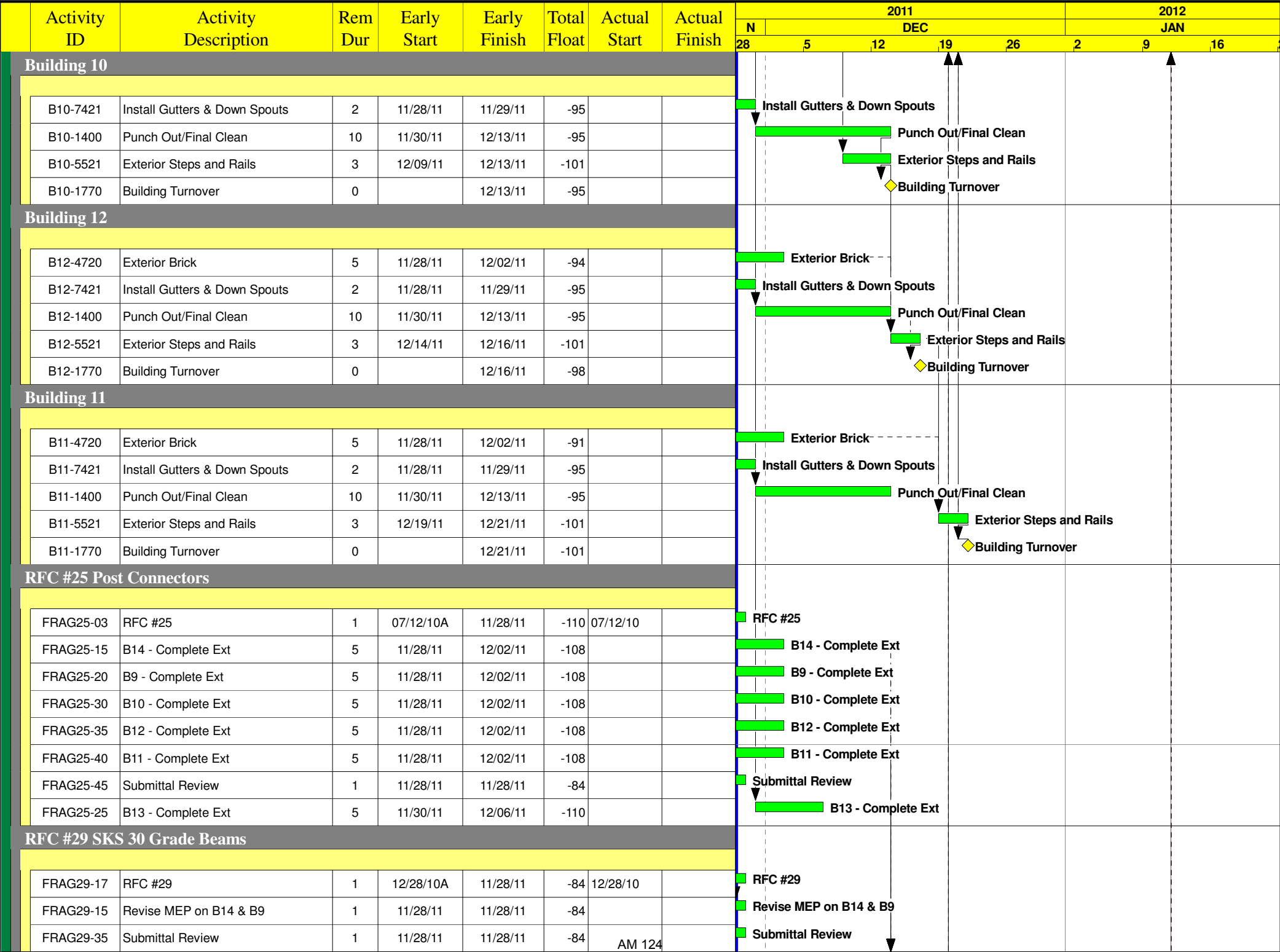
	Activity ID	Activity Description	Rem Dur	Early Start	Early Finish	Total Float	Actual Start	Actual Finish	2011				2012			
									DEC				JAN			
									N							

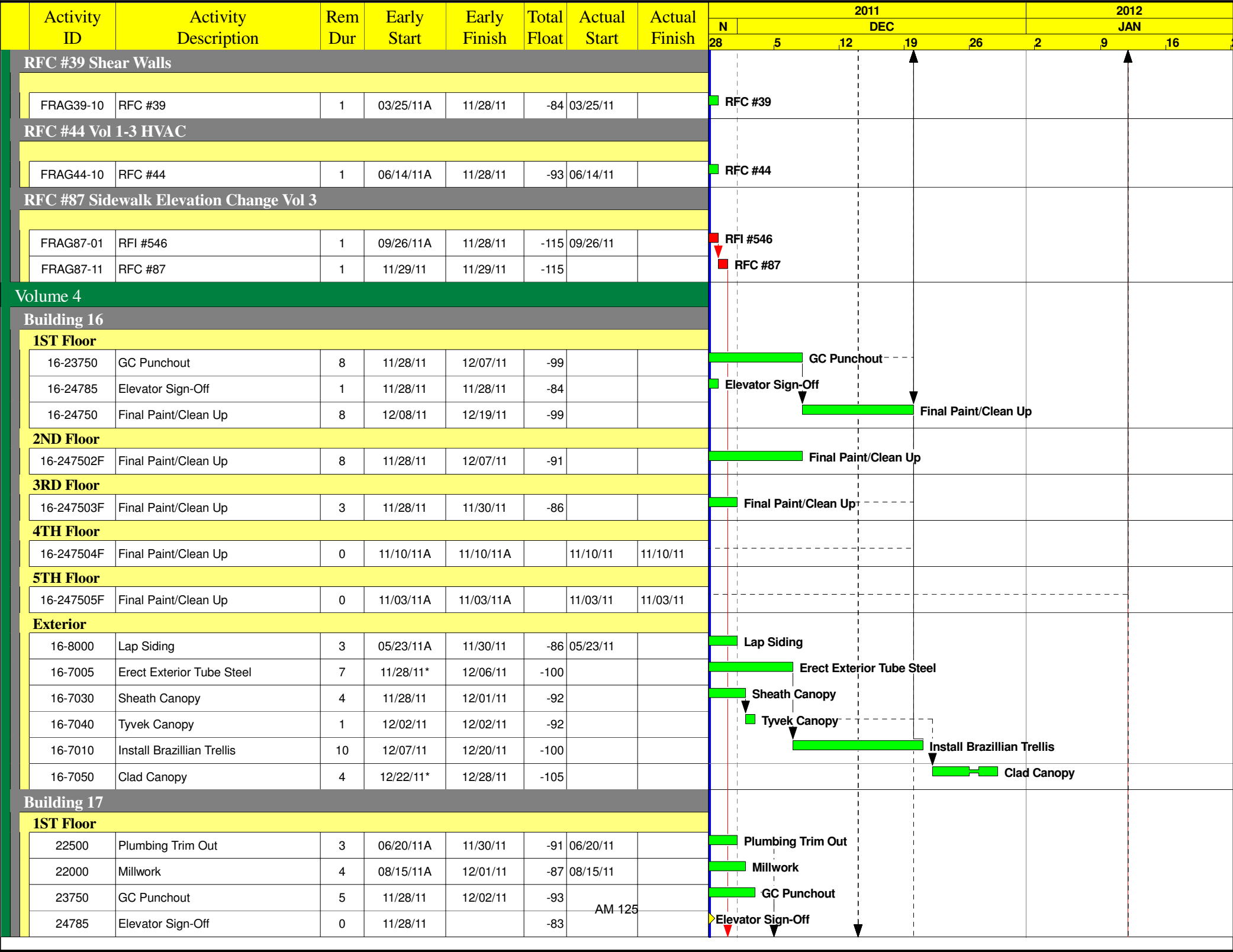
Key Dates							
14020	Volume 4 Pavement Complete	0		11/23/11	-83		
1770-109	Volume 1 Completion	0		11/27/11	-122		
1770-119	Volume 2 Completion	0		11/28/11	-123		
1770-139	Volume 4 Completion	0		12/20/11	-145		
1770-129	Volume 3 Completion	0		12/21/11	-146		
1770-99	Project Completion	0		01/12/12	-166		

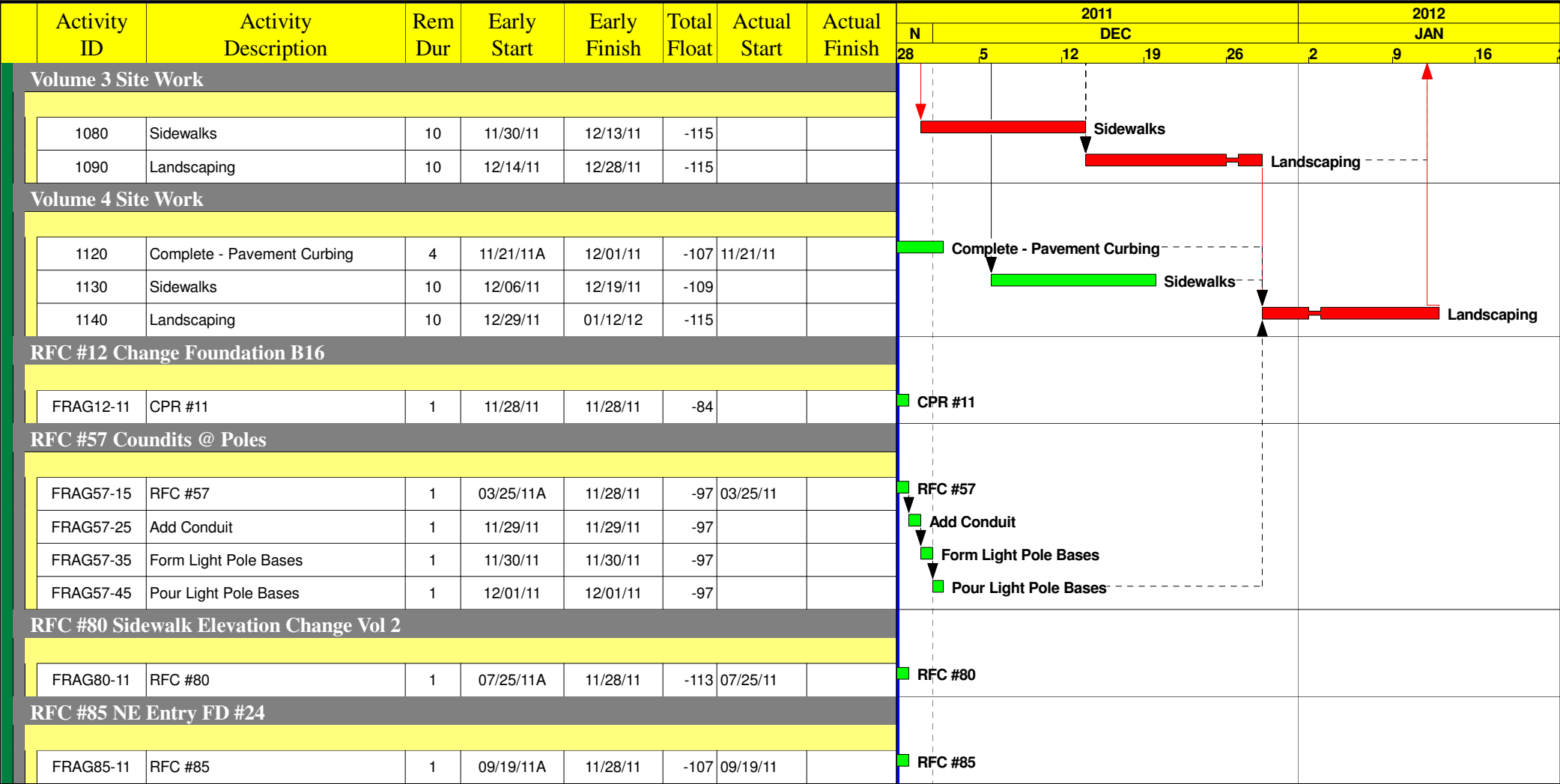
Volume 1							
Building 99							
CPR3							
99-9600	Install Flooring	3	11/28/11*	11/30/11	-92		
99-1400	Punch Out/Final Clean	5	12/01/11	12/07/11	-91		
99-1770	Building Turnover	0		12/07/11	-91		
Building 100							
CPR3							
100-9600	Install Flooring	1	12/01/11	12/01/11	-92		
100-1400	Punch Out/Final Clean	5	12/02/11	12/08/11	-92		
100-1770	Building Turnover	0		12/08/11	-92		
Building 101							
101-1770	Building Turnover	0		11/23/11	-83		
Building 102							
102-1770	Building Turnover	0		11/23/11	-83		
Building 103							
103-1770	Building Turnover	0		11/23/11	-83		



	Activity ID	Activity Description	Rem Dur	Early Start	Early Finish	Total Float	Actual Start	Actual Finish	2011				2012			
									N	DEC			JAN			
										28	5	12	19	26	2	9
	B6-7421	Install Gutters & Down Spouts	1	11/28/11	11/28/11	-84			█	Install Gutters & Down Spouts	▲				▲	
Building 2																
	B2-1770	Building Turnover	0		11/28/11	-84			◆	Building Turnover						
	B2-7421	Install Gutters & Down Spouts	1	11/28/11	11/28/11	-84			█	Install Gutters & Down Spouts						
Building 5																
	B5-1770	Building Turnover	0		11/28/11	-84			◆	Building Turnover						
	B5-7421	Install Gutters & Down Spouts	1	11/28/11	11/28/11	-84			█	Install Gutters & Down Spouts						
Building 1																
	B1-1770	Building Turnover	0		11/28/11	-84			◆	Building Turnover						
	B1-7421	Install Gutters & Down Spouts	1	11/28/11	11/28/11	-84			█	Install Gutters & Down Spouts						
RFC #44 Vol 1-3 HVAC																
	FRAG44-82	RFC #44	1	06/14/11A	11/28/11	-84	06/14/11		█	RFC #44						
Volume 3																
Building 14																
	B14-5521	Exterior Steps and Rails	3	11/28/11*	11/30/11	-101			█	Exterior Steps and Rails						
	B14-7421	Install Gutters & Down Spouts	1	11/28/11	11/28/11	-94			█	Install Gutters & Down Spouts						
	B14-1400	Punch Out/Final Clean	10	12/01/11	12/14/11	-96				Punch Out/Final Clean						
	B14-1770	Building Turnover	0		12/14/11	-96				◆	Building Turnover					
Building 9																
	B9-7421	Install Gutters & Down Spouts	2	11/28/11	11/29/11	-95			█	Install Gutters & Down Spouts						
	B9-1400	Punch Out/Final Clean	10	11/30/11	12/13/11	-95				Punch Out/Final Clean						
	B9-5521	Exterior Steps and Rails	3	12/01/11	12/05/11	-101				Exterior Steps and Rails						
	B9-1770	Building Turnover	0		12/13/11	-95				◆	Building Turnover					
Building 13																
	B13-6140	Exterior Decking	2	11/28/11	11/29/11	-110			█	Exterior Decking						
	B13-7421	Install Gutters & Down Spouts	2	11/28/11	11/29/11	-95			█	Install Gutters & Down Spouts						
	B13-1400	Punch Out/Final Clean	10	11/30/11	12/13/11	-95				Punch Out/Final Clean						
	B13-5521	Exterior Steps and Rails	3	12/06/11*	12/08/11	-101				Exterior Steps and Rails						
	B13-1770	Building Turnover	0		12/13/11	-95	AM 123			◆	Building Turnover					







LOUISIANA HOUSING FINANCE AGENCY

The following resolution was offered by _____ and seconded by _____:

RESOLUTION

A resolution authorizing the Louisiana Housing Finance Agency (“Agency”) to enter into a Cooperative Endeavour Agreement (“CEA”) with Louisiana State University School of Medicine in New Orleans Faculty Group Practice, a Louisiana non-profit corporation, doing business as the LSU Healthcare Network (“LSUHN”) to provide a portion of the need for additional medical care and affordable housing in the greater New Orleans area at Village de Jardin Apartment Complex; and providing for other matters in connection therewith.

WHEREAS, the Louisiana Housing Finance Agency (the “LHFA”) acquired Gaslight Square Apartments, at 8800 South I-10 Service Road in the eastern portion of New Orleans, Louisiana in November of 1995, as part of a HUD sponsored property disposition program; and

WHEREAS, the LHFA, FEMA and Office of Facility Planning and Control determined that Gaslight Square was a total loss and rehabilitation efforts at Gaslight Square Apartments were beyond the scope of disaster assistance; and

WHEREAS, a resolution was passed on April 8, 2009 by the Board of Commissioners of the Louisiana Housing Finance Agency (BOC) which authorized the Agency to commit funds to support construction at the Gaslight Square site as a senior village including an onsite medical center at the newly titled Village de Jardin; and

WHEREAS, LSUHN is the privatized physician clinic practice of the LSU School of Medicine in New Orleans and has as its purpose the support of the LSU Health Sciences Centers research, education and charitable care mission; and

WHEREAS, the damage and devastation caused by Hurricane Katrina significantly reduced the availability of medical care and affordable housing in the greater New Orleans area; and

WHEREAS, by utilizing each others’ resources, LHFA and LSUHN agree that a portion of the need for additional medical care and affordable housing in the greater New Orleans area can be met through opening a medical clinic and senior living center) in Village de Jardin, to provide quality patient care in a cost-effective and efficient manner to the residents of Village de Jardin and the citizens of the City of New Orleans; and

WHEREAS, the actions and services required of the LHFA and the LSUHN pursuant to this Agreement will result in a public benefit to citizens of New Orleans, Louisiana as described

herein and are not disproportionate to the investment of either the LHFA or LSUHN in the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Louisiana Housing Finance Agency (“Board”), acting as the governing authority of said Agency, that:

SECTION 1: LHFA and LSUHN enter into a CEA to provide housing and medical services for the citizens of New Orleans, Louisiana.

SECTION 2: The Term of the CEA shall be for an initial eighteen month period, with no more than three one year extensions.

SECTION 3: The Agency staff and Counsel are authorized and directed to prepare such documents and agreements as may be necessary to implement the approved actions.

SECTION 4: The Chairman, Vice-Chairman, President, Vice-President, and or Secretary of the Agency be hereby authorized, empowered and directed to execute any forms and or documents required to be executed on behalf of and in the name of the Agency, the terms of which are to be consistent with the provisions of this resolution as approved by the Agency’s counsel.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 14th day of December, 2011.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency (the “Agency”), do hereby certify that the foregoing two pages (2) constitutes a true and correct copy of a resolution adopted by said Board of Commissioners on September 14, 2011, entitled “A resolution authorizing the Louisiana Housing Finance Agency (“Agency”) to enter into a Cooperative Endeavour Agreement (“CEA”) with Louisiana State University School of Medicine in New Orleans Faculty Group Practice, a Louisiana non-profit corporation, doing business as the LSU Healthcare Network (“LSUHN”) to provide a portion of the need for additional medical care and affordable housing in the greater New Orleans area at Village de Jardin Apartment Complex; and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 14th day of December, 2011.

Secretary

(SEAL)

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: Department Area

Employee: General

Office/Division: Area Outside of President's Office

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – File Cabinet	6		Tan, Four Drawer
F&F – Chair	2		Brown Wood Frame, Cloth, Guest Chair
F&F – Table	1		Light Brown, Square
F&F – Table	2		Brown, Square
F&F – Coat Rack	1		Brown, metal

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 101 (Next to Barry Brooks cubicle)

Employee: Vacant

~~Barry Brooks~~
~~Amey~~

Office/Division: Admin

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Chair	1		Blue, Cloth, Rolling Desk Chair
F&F – Printer	1	CPU002018/HP	Laser Jet 4200tn
OME – Fax	1	OTH000023/Savin	Savinfax 3720

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Barry Brooks

Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 110

Employee: Milton Bailey

Office/Division: President's Office

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU008035/Dell	Laptop
F&F - Desk	1		Cherry, U-Shape
F&F - Chair	1		Black, Leather, Rolling Desk Chair
F&F - Chair	4		Cherry Wood Frame, Cloth, Guest Chair
F&F - Sofa	1		Brown, Cloth
F&F - Table	1		Cherry, Oval
F&F - Table	1		Cherry, Circle
F&F - File Cabinet	1		Black, 2 Drawer
OME - Printer	1	HP	Laser Jet 2300
OME - Shredder	1	PS-70	
F&F - Map of LA	1		Cherry Boarder, 5 Ft Length

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 109

Employee: Milton Bailey

Office/Division: President Conference Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Table	1		Cherry, Rectangular
F&F – Chair	8		Tan, Cloth, Computer Chair
F&F – File Cabinet	1		Cherry, 4 Drawers/2Shelves, Wood
OME – TV	1	Panasonic	27", Age Approximately 10 years
OME - VCR	1	Panasonic	PV-7450 Omnivision, Age Approximately 10 years
F&F – TV cart	1		Black, 2 Shelf
F&F – Coat Rack	1		Black, Metal

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 123

Employee: Barry Brooks

Office/Division: Admin (President)

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA087/Dell	Desktop
F&F – Chair	1		Black, Leather, Rolling Desk Chair
OME - Shredder	1	Fellows	
F&F – Bookcase	1		Cherry, 3 Shelves
F&F – Bookcase	1		Cherry, 2 Shelves

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

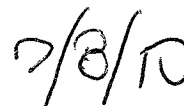
Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date:



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: Department Area

Employee: General

Office/Division: Legal

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
OME – Fax	1	Savin	Savinfax 3820
OME – Printer	1	OME000028/HP	Laser Jet 4350tn
F&F – Coat Rack	1		Black, Metal
F&F – Chair	4		Cherry, Cloth
F&F – Table	1		Cherry, Round
F&F – Cart	1		Brown, For Fax Machine
F&F – Cart	1		Cherry, 2 Drawers/1 Shelf, For Printer
F&F – File Cabinet	6		Light Tan, 4 Drawers

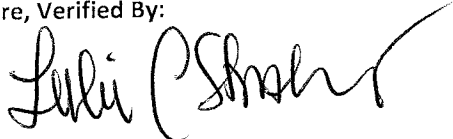
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Date: 7/8/10



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 117

Employee: Terri Ricks

Office/Division: Legal

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA007/Dell	Desktop
F&F – Desk	1		Cherry, U-Shape
F&F – Chair	1		Black, Leather, Rolling Desk Chair
F&F – Chair	4		Black, Plastic/Metal, Guest Chair
F&F – Chair	2		Brown Wood Frame, Checkered Print Cloth, Guest Chair
F&F – Sofa	1		Brown Wood, Grey Cloth
F&F – Table	1		Cherry, Oval
F&F – Table	2		Cherry Boarder/Black, Rectangular
F&F – Dry Erase Board	1		Cherry, Wall Mount, 3 Panel
F&F – Map of LA	1		Cherry Frame, 5 Feet Length
OME – Printer	1	HP	Laser Jet P3000 5x
F&F – Cart	1		Light Cherry, Small, For Printer
F&F – File Cabinet	1		Black, 5 Drawer

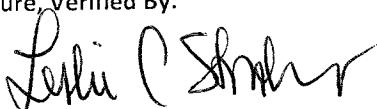
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:

Date:



7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 126

Employee: Melanie Brocato

Office/Division: Legal

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA009/Dell	Desktop
F&F – Chair	1		Green, Cloth, Rolling Desk Chair
OME – Shredder	1	PS-70	

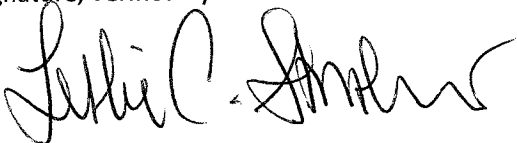
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Date:



7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 116

Employee: Keith Cunningham

Office/Division: Legal

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU008026/Dell	Laptop
F&F – Chair	1		Black, Computer, Orthopedic Rolling Desk Chair
F&F - Chair	2		Cherry Wood Frame, Checkered Cloth, Guest Chair
F&F – Table	1		Cherry, Round
F&F – Desk	1		Cherry, U-Shape
F&F – File Cabinet	1		Brown, Wood, 4 Drawer/2Shelves
F&F – File Cabinet	1		Cherry, 2 Drawer, On Wheels
F&F – Dry Erase Board	1		Cherry Trim, 3 Feet Length
F&F – Map of LA	1		Cherry Trim, 5 Feet Length

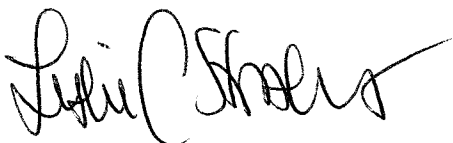
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Date:



7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 118

Employee: Christine Bratkowski

Office/Division: Legal

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA039/Dell	Desktop
F&F – Chair	1		Olive, Leather, Rolling Desk Chair
F&F – Desk	1		Cherry, U-Shape
F&F – Chair	3		Cherry Wood Frame, Checkered Cloth, Guest Chair
F&F – File Cabinet	1		Black, 2 Drawer
F&F - Table	1		Black/Cherry Boarder, Rectangular
F&F – Map of LA	1		Cherry Frame, 5 Feet Length

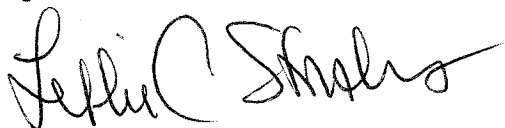
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Date:



7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 119

Employee: Leslie Strahan

Office/Division: Legal

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA075/Dell	Desktop
F&F – Desk	1		Cherry, U-Shape
F&F – Chair	1		Olive, Leather, Rolling Desk Chair
F&F – Chair	2		Cherry Wood Frame, Cloth, Guest Chair
F&F – File Cabinet	1		Brown, 4 Drawer/2Shelves, Wood
F&F - Table	1		Cherry, Round
F&F – Map of LA	1		Cherry Frame, 5 Feet Length

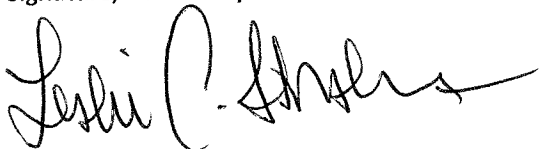
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Date:



7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 330

Employee: Jessica Guinn

Office/Division: Legal

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA056/Dell	Desktop
CPU –Printer	1	HP 1320	Laser Jet
F&F – Chair	1		Green, Cloth, Rolling Desk Chair
F&F – Chair	1		Black, Cloth, Metal, Guest Chair

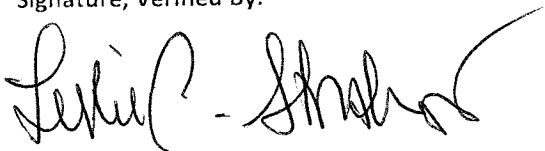
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date:



7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 111

Employee: Jeff Degraff

Office/Division: Public Relations

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001044	Laptop
OME - Video Camera	1	Canon	Canon FS11, SD Camcorder
OME – Camera	1	Nikon	D40X, Tamron Lens
OME - Printer	1	HP	Laser Jet 2300
F&F – File Cabinet	1		Tan, 5 Shelves
OME – PA System	1	Peavey	M100
F&F – Cabinet	1		Tan, 6 Shelves
F&F – Desk	1		Cherry, U-Shape
F&F – Chair	1		Black, Leather, Rolling Desk Chair
F&F – Chair	2		Cherry Wood Frame, Cloth, Guest Chair
F&F – Bookcase	1		Brown, Wood, 5 Shelves
F&F – Dry Erase Board	1		Grey Trim, 4 Feet Length

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Date: 7/13/10



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 127

Employee: Eva Martinez

Office/Division: Public Relations

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001055/Dell	Desktop
F&F – Chair	1		Olive, Leather, Rolling Desk Chair
OME – Shredder	1	Fellowes	Paper Shredder
Book Shelf	1		Cherry, 3 Shelves

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date: 7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 114

Employee: Annie Clark

Office/Division: Policy Department/Admin

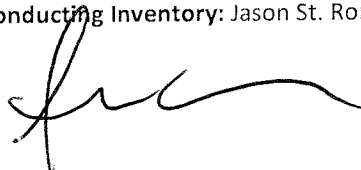
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001042/Dell	Laptop
F&F – Desk	1		Cherry, U-Shape
F&F – Chair	1		Green, Cloth, Rolling Desk Chair
F&F – Chair	2		Cherry Wood Frame, Cloth, Guest Chair
F&F – Chair	4		Brown, Blue Cloth, Guest Chair
F&F – Table	1		Brown, Round
F&F – File Cabinet	1		Tan, 4 Drawers
F&F – Bookcase	1		Brown, 5 Shelves
OME – Printer	1	HP	Laser Jet 2300
F&F – File Cabinet	1		Black, 3 Drawers

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date:

7/14/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 327

Employee: Starr Moore

Office/Division: Policy Department

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001048/Dell	Laptop, 2 Monitors
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - Chair	1		Cherry Wood Frame, Guest chair
F&F - File Cabinet	1		Light tan, 5 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Starr Moore

Date: 7/15/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 128

Employee: General

Office/Division: Board Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Chair	18		Leather, Tan, Rolling Desk Chair
F&F – Chair	118		Tan, Cherry trim, Stainless, Guest Chair
F&F – Desk	3		Cherry, Rectangular
F&F – Table	2		Cherry Boarder/Black, Rectangular
CPU – Computer	1	CPU008036/Dell	Laptop
OME – Printer	1	HP	Laser Jet 2300L

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:

Mizeli

Date:

7/16/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 130

Employee: General

Office/Division: Audio Control Area in Board Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
OME - Auditory Transmitter	1	Williams Sound	FM Auditory Assistance Transmitter
OME - Wireless System	1	Shure UC	
OME - Processor	2	Protea	24.24M Matrix Processor
OME - Amplifier	1	QSC	CX108V
OME - Recorder	1	For the Record	"Empowered"
OME - Power Supply	1	Panja	
OME - Control System	1	AMX Corporation	Axcess Control System
OME - Mixer	1	IED	4000 Series
OME - Mixer	1	IED	4800
OME - Feedback Reducer	1	Shure	EQ/Feedback Reducer, DFR11eq
OME - Compressor/Limiter	1	DBX	160A
OME - Amplifier	1	ATI	DA1008
OME - Amplifier	1	FSR, Inc	SP-3R
OME - Amplifier	1	QSC	CX204V
OME - Amplifier	2	TOA	P-906MK2

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:

Date:

Danny E. Korb
IT Director

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 141

Employee: General

Office/Division: Committee Rm 1

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Table	12		Cherry Boarder/Black, Rectangular
F&F – Chair	20		Cherry Trim, Tan Cloth, Stainless Steel, Guest Chair
CPU – Computer	1	CPU001051/Dell	Laptop
OME – Mixer	1	For the Record	
OME – Projector	1	InFocus	LP330

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:

Muzeli

Date:

7/16/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 143

Employee: General

Office/Division: Committee Rm 2

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Table	10		Cherry Boarder/Black, Rectangular
F&F – Chair	19		Cherry Trim, Tan Cloth, Stainless Steel, Guest Chair
F&F – Chair	5		Black, Plastic/Metal
F&F – Cart	1		Cherry, Wood, 2 Doors, 1 Shelf, 1 Drawer
CPU – Computer	1	CPU008033/Dell	Laptop
OME – Projector	1	Sharp	XR-40X
OME – Projector Screen	1	Apollo	
F&F – Dry Erase Board	1		6 Ft Wide, On Wheels

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:

Mireli

Date:

7/16/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 140

Employee: General

Office/Division: Storage Room Adjacent to
Committee Room 1

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Table	24		Cherry Boarder/Black, Rectangular
F&F – Chair	1		Tan Cloth, Cherry Trim/Stainless

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:

Brian Atkins

Date:

7-9-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 132

Employee: General

Office/Division: 1st Floor Multipurpose Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Sofa	2		Tan/Checkered print, Loveseat, Cloth
F&F - Chair	6		Tan, Cloth
F&F - Chair	12		Tan/Cherry Trim, Metal Cloth
F&F - Table	6		Cherry Boarder/Black, Squared edges
F&F - Table	3		Cherry Boarder/Black, Rounded Edges
F&F - Table	2		Cherry, Cherry Oval
F&F - Table	1		Cherry, Round
F&F - Table	1		Black, Round
F&F - Refrigerator	1	GE	Black

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:

Morgan Mains
Janyé Mizele
AM 152

Date:

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 134

Employee: General

Office/Division: Room Adjacent to 1st Floor
Multipurpose Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
OME – Fax Machine	1	HP	920
F&F – Table	1		Cherry Boarder/Black, Rectangular
F&F – Table	4		White, Plastic, Rectangular
F&F – Table	1		Black, Round
F&F – Chair	2		Green, Cloth, Rolling Desk Chair
F&F – Chair	2		Blue, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

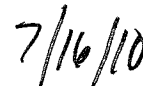
Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:



Date:



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/8/2010

Room No: 102

Employee: Robert Clark

Office/Division: Lobby

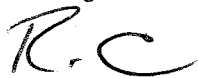
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Table	5		Cherry Boarder/Black, Rectangular
F&F – Chair	8		Brown Wood, Brown Cloth, Guest Chair
F&F – Table	2		Brown, Oval
F&F – Chair	1		Black, Plastic/Metal material
F&F - Bench	4		Brown Wood, Black Leather
CPU - Computer	1	CPU001179/Dell	Desktop
F&F - Desk	1		Cherry, Rectangular

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/8/10

Signature, Verified By:



Date: 7-13-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 104

Employee: Donna Wray

Office/Division: Receptionist

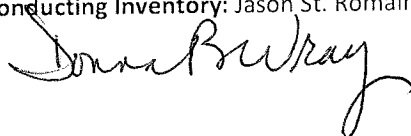
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	2	LHFA082/Dell LHFA040/Dell	Desktop, one is broken but was left there by IT
F&F – Chair	2		Green, Cloth, Rolling Desk Chair
F&F – Table	1		Cherry Boarder/Black, Rectangular
F&F – Half Table	2		Cherry, Half Circle

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE
ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date: 6-12-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 125

Employee: General

Office/Division: Library

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Table	1 ✓		Black, Cherry Boarder, Rectangular
F&F – Chair	7 ✓		Green, Cloth, Rolling Desk Chair
F&F – Chair	1 ✓		Black, Plastic/Metal
F&F – File Cabinet	2 ✓		Black, 2 Drawer
F&F – Refrigerator	1 ✓		Stainless, Small
OME – TV	1 ✓	Panasonic	Omnivision, Built in VCR
F&F – TV Cart	1 ✓		Black, 2 Shelves

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Morgan Harris
Jason St. Romain

Date:

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 115

Employee: General

Office/Division: Supply Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Storage Rack	2		Tan, Metal/Wood, 6 Shelves, 3 Ft Wide
F&F – Storage Rack	2		Dark Grey, Metal/Wood, 4 Shelves, 4 Ft Wide
F&F – Storage Rack	3		Tan, Metal/Wood, 4 Shelves, 3 Ft Wide
F&F – Storage Rack	1		Tan, Metal/Wood, 4 Shelves, 4 Ft Wide
F&F – Storage Rack	2		Aluminum, Aluminum/Wood, 4 Shelves, 3 Ft Wide
OME - Printer	1	OME000033/Savin	C3535

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:

Maria Perkins

Date:

7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No:

Employee: General Area

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Printer	1	CPU 002019	HP Laserjet 4200/4300 Series
F & F - Cart	1		Wooden Cart, 2 Doors
F & F - File Cabinet	15		Lateral Filing Cabinet, Tan, 5 Drawer
F & F - File Cabinet	1		Vertical, Letter Size, Tan, 5 Drawer
F & F - File Cabinet	4	HON Brand	Vertical, Legal, Putty Color, 4 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

T. Shachelford

Date:

7-16-2010

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 213

Employee: Tim Shackelford

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA - 001	Dell, Desktop, Flat Panel Monitor
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth
F & F - Bookcase	1		5 Shelf, Wood
F & F - Side Chair	2		Mahogany Frame, Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date: 7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 242

Employee: Victoria Hilton

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA - 021	Dell, Desktop, Flat Panel Monitor
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:

Victoria Hilton

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 267

Employee: Lauren Holmes

Office/Division: Contract Administration

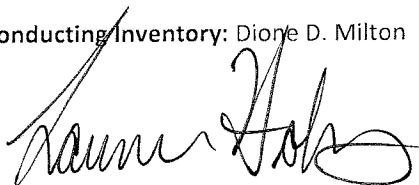
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 005	Dell, Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date: 7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 272

Employee: Latesha Mumphery

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001173	Dell, Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth
CPU - Fax Machine	1	Savifax 3720	
CPU - Typewriter	1	IBM Wheelwriter 1500	
CPU - Shredder		Corporate Express	Broken
F & F - Filing Cabinet	2		2 Drawer, Vertical File, Letter, Black

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:

Latesha Mumphery 7/26/2010

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 243

Employee: Althea Neff

Office/Division: Contract Administration

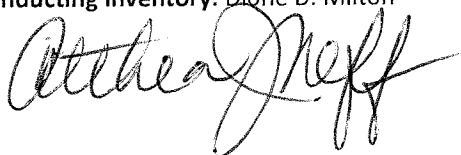
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Laptop	1	CPU008044	Dell, Laptop
CPU – Docking Station	1		Dell
F & F – Desk Chair	1		Rolling Desk Chair, Green Cloth
CPU – Monitor	1		Dell

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date:

7/22/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 265

Employee: Angie Pearson

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA - 068	Dell, Desktop, Flat Panel Monitor
F & F - Desk Chair	1		Rolling Desk Chair, Black Cloth, High Back

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Angie Pearson

Date: 7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 271

Employee: Collette Oglesby

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA053/Dell	Dell, Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date: 7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 280

Employee: Dominique Doyle

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Laptop	1	CPU - 008032	Dell, Laptop
CPU – Docking Station	1		Dell
F & F – Desk Chair	1		Rolling Desk Chair, Green Cloth
CPU – Monitor	1		Dell

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By: *alouiza aloull*

Date: ~~7-8~~
7-13-2010 *aloull*

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 245

Employee: Kelly Grace

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Laptop	1	CPU 001053	Dell, Laptop
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth
CPU - Docking Station	1		Dell

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date: 7-8-10



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 269

Employee: Kelly Hogan

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Laptop	1	CPU 001054	Dell, Laptop
CPU – Docking Station	1		Dell
F & F – Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 266

Employee: Kristi Boyd

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001190	Dell, Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Kristi Boyd

Date:

5/18/2010
KB

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 270

Employee: Loki Poland

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 080	Dell, Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Loki Poland

Date: 7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 273

Employee: Roger Piha-Paul

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA - 036	Dell, Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Gray, High Back

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date: 7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 268

Employee: Sandra Fields

Office/Division: Contract Administration

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA - 002	Dell, Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Green

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Sandra Fields

Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No:

Employee: General Area

Office/Division: Special Programs

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – File Cabinet	9		Lateral Filing Cabinet, Tan, 5 Drawer
F&F – File Cabinet	1		Lateral Filing Cabinet, Black, 5 Drawer
F&F – File Cabinet	1		Letter Filing Cabinet, Tan, 4 Drawer
F&F – File Cabinet	3		Letter Filing Cabinet, Gray, 4 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mary Brooks

Date:

7/21/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: June 15, 2010

Room No: 222

Employee: Lorretta Wallace

Office/Division: Special Programs

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU001045	Dell, Laptop, Flat Panel
F&F - Desk Chair	1		Rolling Desk Chair, Olive Leather
F&F - Side Chair	2		Wood Frame, Cloth
F&F - Desk	1		Cherry, U-Shape
F&F - Bookcase	2		Cherry, Wood, 5 Shelves
F&F - File Cabinet	1		Light Tan, 5 Drawer
OME - Printer	1	HP	Laser Jet P2015d

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/15/10

Signature, Verified By: *Mary Brooke*

Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 223

Employee: James Droddy

Office/Division: Special Programs

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA A003	Dell, Desktop, Flat Panel
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth
F&F - Book Case	1		3 Shelf, Wooden
F&F - Side Chair	2		Wood Frame, Cloth
F&F Bookcase	1		5 Shelf, Wooden
F&F - File Cabinet	1		Lateral Filing Cabinet, 5 Drawer, Tan
F&F - Desk	1		Mahogany Desk

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mary Brooks

Date: 5/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: June 15, 2010

Room No: 251

Employee: Mary Brooks

Office/Division: Special Programs

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 016/Dell	Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth
OME - Camera	2	Canon	Power Shot SD750

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/15/10

Signature, Verified By:

Mary Brooks

Date: 7/21/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 252

Employee: Bridget McGee

Office/Division: Special Programs

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001193	Dell, Desktop
F&F - Desk Chair	2		Rolling Desk Chair, Green Cloth
F&F - Bookcase	1		2-Shelf, Wooden Bookcase

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mary Brooks

Date:

7/21/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 247

Employee: Robyn Meschke

Office/Division: Special Programs

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 057	Dell, Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By: *Mary Brooks*

Date: 7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/19/10

Room No:

Employee: General Area

Office/Division: Energy

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Printer		CPU 002023	HP Laserjet 4250/4350 Series
F&F – Cart			Wooden Printer Cart, 3 Shelf
F&F – Filing Cabinet	8		5 Drawer, Lateral File Cabinet, Tan
F&F – Filing Cabinet	2 8		4 Drawer, Letter File Cabinet, Tan

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mary Brooks

Date: 7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/19/10

Room No: 236

Employee: Darlene Okammor

Office/Division: Energy

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU 001047	Laptop
CPU – Docking Station	1	Dell	
CPU – Air Card		Sprint	(225) 733-5182
CPU – Monitor	1	Dell	Flat Panel
F&F – Side Chair	2		Wood Frame, Cloth
F&F – Filing Cabinet	1		5 Drawer, Lateral, Black
F&F – Desk Chair	1		Rolling Desk Chair, Green Cloth
F&F – Book Shelf	1		Mahogany, Woodgrain, 5 Shelves

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mary Brooks

Date: 7/21/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 233

Employee: Angela King

Office/Division: Energy

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 030	Dell, Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mary Brooke

Date: 7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 241

Employee: Carolyn McQuairter

Office/Division: Energy

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
✓ CPU - Computer	1	LHFA 019	Dell, Desktop
✓ F&F - Desk Chair	2		Rolling Desk Chair, Green Cloth
✓ F&F - Binding Machine	1	Ibi Master 500	Ibicio, Manual Binding Machine
✓ F&F - Filing Cabinet	1		2 drawer, Clack, Lateral Filing Cabinet

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mary Brooks

Date: 7/2/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/19/10

Room No: 259

Employee: Vacant

Office/Division: Energy

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
✓ F&F – Desk Chair	3		Rolling Desk Chair, Green Cloth (ALL BROKEN)
✓ CPU – Computer	1	CPU 001198	Dell Desktop

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No:

Employee: General Area

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Printer		HP Laserjet 4200/4300	
F&F – Rolling Cart			Wooden Printer Cart, 2 Shelf
F&F – File Cabinet	13		Lateral Filing Cabinet, Tan, 5 Drawer
F&F – File Cabinet	10		Letter Filing Cabinet, Tan, 4 Drawer

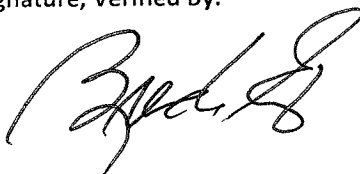
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:

 7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 207

Employee: Marjorianna Willman

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 008037	Dell Laptop, Flat Panel Monitor
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth
F&F - Bookcase	1		Dark Wood, 3 Shelf
F&F - Side Chair	3		Cherry Wood Frame, Cloth
F&F - Bookcase	1		Dark Wood, 7 Shelf
F&F - File Cabinet	1		4 Drawer, Letter
CPU - Shredder	1	SC170 ABC Shredmaster	
F&F - Desk	1		Cherry Wood Desk
F&F - Dry Erase Board	1		Black Trim, 3 ft Length (approx)

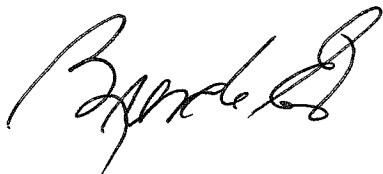
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:



5-19-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 228

Employee: Louis Russell

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001056	Dell, Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:

 7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 220

Employee: Urshala Hamilton

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 024	Dell, Desktop, Flat Panel
CPU - Monitor	1		Flat Panel Monitor
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth

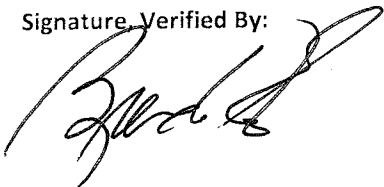
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 238

Employee: Johnese Roberson

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001037	Dell, Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth

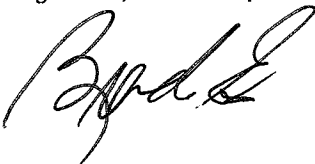
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:



7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 224

Employee: Kevin Harvey

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA018	Dell, Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth


I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date:

 7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 229

Employee: LaTosha Overton

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 061	Dell, Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth
CPU - Type Writer	1	Brother ML100 Standard	

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date: 7/10/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 226

Employee: Makeisha August

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001013	Dell, Desktop ✓
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth ✓

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date:

7/10/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 257

Employee: Nicole Collins

Office/Division: Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001168	Dell, Desktop ✓
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth ✓

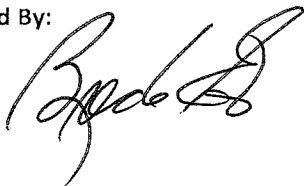
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Date: 5-10-10



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 225

Employee: Ronald Burrough

Office/Division: Tax Credit

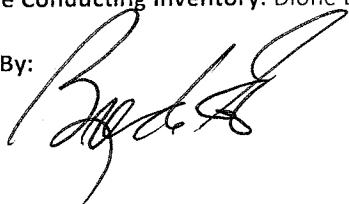
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 086	Dell, Desktop
F&F - Desk Chair	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date:

7-10-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 19, 2010

Room No: 227

Employee: Wendy Hall

Office/Division: Tax Credit

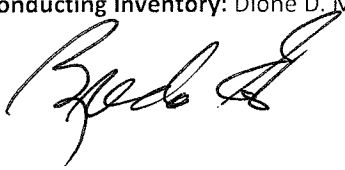
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 026	Dell, Desktop
F&F - Desk Chair	2		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:



Date: 7-10-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/21/10

Room No: Department Area

Employee: General

Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - File Cabinet	15		Light Tan, 5 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/21/10

Signature, Verified By:



Date:

7/23/2010

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 203

Employee: Charlette Minor

Office/Division: HOME/NSP/NP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001052/Dell ✓	Laptop
F&F - Desk	1	✓	Cherry, U-Shape
F&F – Chair	1	✓	Green, Cloth, Rolling Desk Chair
F&F – Chair	2	✓	Cherry Wood Frame, Cloth, Guest Chair
F&F – Bookcase	2	✓	Cherry, 5 Shelves
F&F – Dry Erase Board	1	✓	Silver Trim, 6 Feet in Length
OME - Printer	1	HP P2015d ✓	Laser Jet

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Property User

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 237

Employee: Robert McNeese


Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU008024 ✓	Laptop
F&F - Desk	1	✓	Cherry, U-Shape
F&F – Chair	1	✓	Grey, Cloth, Rolling Desk Chair
F&F – Chair	2	✓	Cherry Wood Frame, Cloth, Guest Chair
F&F – File Cabinet	1	✓	Light Grey, 5 Drawer
F&F – Bookcase	1	✓	Brown, 4 Shelves
F&F – Dry Erase Board	1	✓	Black Trim, 3 Feet Length
OME – Printer	1	OME00040/Savin ✓	SPC312DN

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 277

Employee: Alvin Johnson


Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA025/Dell ✓	Desktop
F&F - Chair	1	✓	Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 278

Employee: Patricia Hampton

Office/Division: HOME/NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA079/Dell ✓	Desktop
F&F - Chair	1	✓	Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 260

Employee: Mattie Coxé


Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001195/Dell	✓ Desktop
F&F – Chair	1		✓ Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 282

Employee: Yvonne Mathis

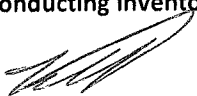
Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA012/Dell ✓	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 206

Employee: Desiree Armstead


Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001023/Dell ✓	Desktop
F&F - Chair	1	✓	Green, Cloth, Rolling Desk Chair
F&F – File Cabinet	1	✓	Black, 2 Drawers

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 211

Employee: Demetria Farve


Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001196/Dell	✓ Desktop
F&F - Chair	1		✓ Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 219

Employee: Joyce Jackson

Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA020/Dell ✓	Desktop
F&F - Chair	1	✓	Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 281

Employee: Curtis Ferrara

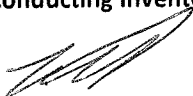
Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA090/Dell ✓	Desktop
F&F - Chair	1	✓	Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 221

Employee: Sterling Colomb

Office/Division: HOME

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001016/Dell ✓	Desktop
F&F - Chair	1	✓	Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 217

Employee: Lisa Williams

Office/Division: NRPP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001020/Dell	Desktop
F&F - Chair	2		Green, Cloth, Rolling Desk Chair

OK

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 218

Employee: Chevonne Payne

Office/Division: NRPP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001205/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

> OK

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/21/10

Room No: Department Area

Employee: General

Office/Division: NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – File Cabinet	4		Light Tan, 5 Drawers

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/21/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/24/10

Room No: 205

Employee: Agnes Chambers

Office/Division: NSP

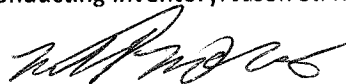
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001015/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F – Desk	1		Cherry, U - Shape
F&F – Chair	2		Cherry Wood Frame, Cloth, Guest Chair
F&F – Bookcase	1		Black, 2 Shelves

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/24/10

Signature, Verified By:



Date:

7/23/2010

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 200

Employee: Ingrid McCoy

Office/Division: NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA076/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

7 OK

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 201

Employee: Janelle Dickey

Office/Division: NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA083/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

OK

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 209

Employee: Terina Stripling


Office/Division: NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA054/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By: 

Date: 7/14/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 215

Employee: Edward Falgoust

Office/Division: NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA062/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

OK

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 255

Employee: Felicia McClay

Office/Division: NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA045/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

> OK

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date:

7/12/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 202

Employee: Nakeisha Cleveland

Office/Division: NSP

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001059/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

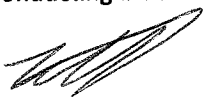
> OK

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:



Date: 7/19/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/21/10

Room No: Department Area

Employee: General

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – File Cabinet	8		Light Tan, 5 Drawers
F&F – File Cabinet	14		Light Grey, 4 Drawers
F&F – File Cabinet	1		Dark Grey, 4 Drawers, In Room 234
F&F – File Cabinet	1		Beige, 5 Drawers, In Room 234
F&F – File Cabinet	1		Beige, 4 Drawers, In Room 234
F&F - Bookcase	3		Black, 3 Shelves, In Room 234
F&F - Bookcase	2		Grey, 4 Shelves, In Room 234
F&F - Bookcase	2		Light Grey, 5 Shelves, In Room 234

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/21/10

Signature, Verified By:

Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 298

Employee: Brenda Evans

Office/Division: Single Family/Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU008039/Dell	Laptop
F&F – Chair	1		Grey, Leather, Rolling Desk Chair
F&F – Chair	4		Cherry Wood Frame, Cloth, Guest Chair
F&F – Desk	1		Cherry, U-Shape
F&F – Table	1		Cherry, Round
F&F – Bookcase	2		Cherry, 6 Shelves
F&F – File Cabinet	1		Cherry, 2 Drawer
OME – Printer/Fax	1	Savin 3725e	SavinFax, Printer and Fax Machine in one

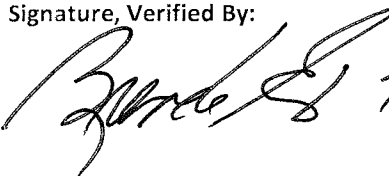
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:

 7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 208

Employee: Mary Antoon

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA085/Dell	Desktop
F&F – Desk	1		Cherry, U-Shape
F&F – Chair	1		Green, Cloth, Rolling Desk Chair
F&F – Chair	2		Cherry Wood Frame, Cloth, Guest Chair
F&F – Bookcase	1		Brown, 5 Shelves
F&F – File Cabinet	1		Black, 3 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:



5-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 275

Employee: Mary Boudreaux

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA084/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F – File Cabinet	1		Black, 2 Drawer
F&F – File Cabinet	1		Black, 3 Drawer

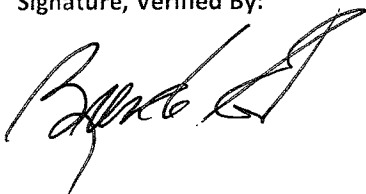
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:



7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 231

Employee: Sonja Andrews-Smith

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001171/Dell	Desktop, 2 Monitors
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:

m. Ant *JP 7/9/10*

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 286

Employee: Amy York

Office/Division: Single Family/Tax Credit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA060/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F – Bookcase	1		Black, 4 Shelves
F&F – File Cabinet	1		Black, 2 Drawers


I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:

 5-18-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 230

Employee: Alex Stewart

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA046/Dell	Desktop
F&F – Chair	1		Green, Cloth, Rolling Desk Chair

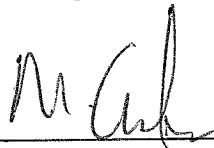
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

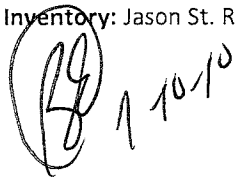
Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:



 5/18/10

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 232

Employee: Kesha Clark

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001199/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F – File Cabinet	1		Black, 2 Drawer

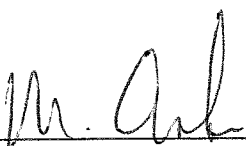
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

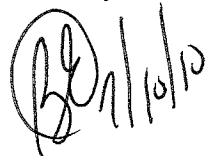
Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:





7/5/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 234

Employee: Cody Henderson

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA081/Dell	Desktop
F&F – Chair	1		Green, Cloth, Rolling Desk Chair

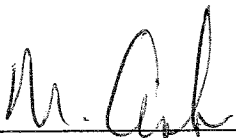
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

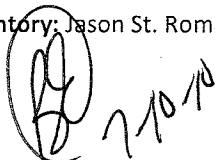
Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:





7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 235

Employee: Alissa Jordan

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001024/Dell	Desktop
F&F – Chair	1		Green, Cloth, Rolling Desk Chair
F&F – File Cabinet	1		Black, 3 Drawer

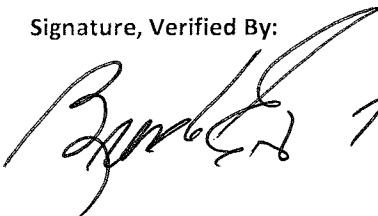
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:

 7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 239

Employee: Laura Womack

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA008/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F – File Cabinet	1		Black, 2 Drawer
F&F – File Cabinet	1		Black, 3 Drawer

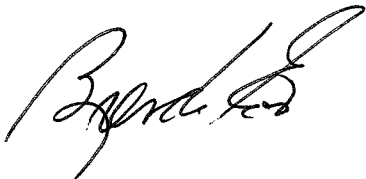
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:



7-14-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/18/10

Room No: 210

Employee: Cynthia (Part time)

Office/Division: Single Family

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	2	CPU001017/Dell CPU001143/Compaq	Desktop
F&F - Chair	2		Green, Cloth, Rolling Desk Chair
F&F – Table	2		Cherry Trim/Black, Rectangular
F&F – Cart	1		Black, Holds Printer
OME – Fax	1	OME000029/Savin	Savin 816
OME – Typewriter	1	IBM	Wheelwriter 1500

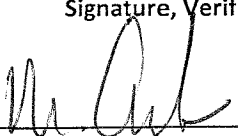

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/18/10

Signature, Verified By:

Date:

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/19/10

Room No: 400

Employee: General

Office/Division: 2nd Floor Multipurpose Room

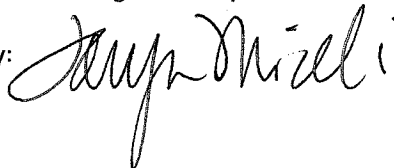
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Table	5		Oval, Black
F&F - Chair	29		Metal, plastic, Black
F&F - Refrigerator	2	GE	Black
F&F - Ice maker	1	Hoshizaki	Stainless Steel
F&F - Vending Machine	1	JBL	Snack Machine
F&F - Vending Machine	1	JBL	Soda Machine
F&F - Cart	1		Wooden Rolling Microwave Cart
F&F - Microwave	1	GE	Black
F&F - Microwave	1	Sharp	Black
F&F - Microwave	1	Sanyo	White

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

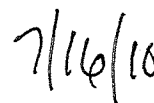
Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/19/10

Signature, Verified By:



Date:



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/15/2010

Room No: 232

Employee: General

Office/Division: 2nd Floor Meeting Room West
(Near Elevators)

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Table	1		Brown Boarder/ Black, Rectangular
F&F - Chair	10		Gold w/ Rectangle Print, Cloth, Rolling Chair
F&F - Dry Erase Board	1		Cherry, Wall Mount, 2 Doors
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
TV	1	Proscan	32 inch, Flat Screen

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/15/10

Signature, Verified By:



Date: 7-16-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/15/2010

Room No: 248

Employee: General

Office/Division: 2nd Floor Meeting Room East (Near
Brenda's Office)

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Table	1		Brown Boarder/ Black, Rectangular
F&F - Chair	8		Black, Leather, Rolling Desk Chair
F&F - Dry Erase Board	1		Cherry, Wall Mount, 2 Doors/3 Panels

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/15/10

Signature, Verified By:



Date:

7-16-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/19/10

Room No: East Side

Employee: General

Office/Division: 2nd Floor Copy Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Printer	1	OME 000035	HP Laserjet 4250/4350 Series
CPU – Printer	1	CPU 002017	HP Laserjet 4200/4300 Series
CPU – Fax Machine	1	OME 000016	Savinfax 3820
CPU – Copier	1	101157	Savin 4051

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Mireli

Date:

7/16/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/19/10

Room No: West Side

Employee: General

Office/Division: 2nd Floor Copy Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Printer	1 ✓	CPU 002013	HP Laserjet 4200/4300 Series
CPU – Fax Machine	1 ✓		Savinfax 3820
CPU – Copier	1 ✓	OME 000038	Savin 9060

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/19/10

Signature, Verified By:

Morgan Harris
Jaymie Miceli

Date:

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 365

Employee: Alesia Wilkins-Braxton

Office/Division: Vice President's Office

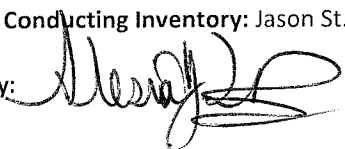
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU008046/Dell	Laptop
OME –Printer	1	HP 2300	Laser Jet
F&F – Desk	1		Cherry, U-Shape
F&F – File Cabinet	1		Cherry, 2 Drawer
F&F – Chair	1		Black, Leather, Rolling Desk Chair
F&F – Chair	4		Black, Leather, Guest Chair
F&F – Coat Rack	1		Chrome, Metal

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:



Date:

7/12/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 364

Employee: Natasha Anderson

Office/Division: VP/Admin.

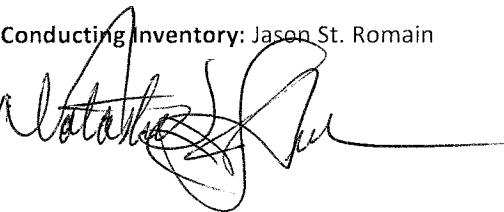
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU008041/Dell	Laptop
F&F – Chair	1		Leather, Black, Rolling Desk Chair (from Rm. 366)
F&F – Chair	7		Cherry Wood Frame, Blue Cloth
OME – Fax Machine	1	OME000031/Savin	Savin 3820
OME – Printer	1	HP	Laser Jet 2300
F&F – Table	1		Light Cherry, Cylinder shape

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:



Date: 5/12/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 350

Employee: File Room

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F & F - Filing Cabinet	26		Lateral, 5 Drawer, Black
F & F - Filing Cabinet	2		Vertical, 4 Drawer, Tan
OME -- Shredder	1	OME000030	Destroyit

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melissa Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: Hall

Employee: General Area (Hallway)

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
Filing Cabinet	7		Lateral, 5 Drawer, Tan

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melissa Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 360

Employee: Copy Room

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Fax Machine	1	Savin	SavinFax 3720
CPU - Typewriter	1	IBM	IBM Wheelwriter 1500 by Lexmark
CPU - Copier	1	OME-000034, Savin	Savin 8055

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melina Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 335

Employee: Rene Landry

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU008038/Dell	Desktop
F&F – Chair	1		Black, Cloth, Rolling Desk Chair
F&F – Desk	1		Light Cherry, U-Shape
F&F – File Cabinet	1		Light Cherry, 2 Drawer
F&F – Bookcase	2		Light Cherry, 5 Shelves
F&F – Table	1		Light Cherry, Round
F&F – Chair	4		Light Cherry Wood Frame, Blue Cloth, Guest
OME – Printer	1	HP 1300	Laser Jet

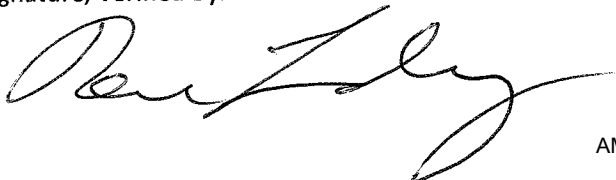
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date:



7/12/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 337

Employee: Jatis Harrington

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA063/Dell	Desktop
F&F – Desk	1		Light Cherry, U-Shape
F&F – File Cabinet	1		Light Cherry, 2 Drawer
F&F – Chair	1		Black, Cloth, Rolling Desk Chair
F&F – Chair	2		Light Cherry Wood Frame, Blue Cloth, Guest Chair
F&F – Bookcase/File Cabinet	1		Light Cherry, 3 Shelves, 2 Drawers
F&F – Coat Rack	1		Black, Metal
OME- Printer	1	CNCF080678/HP	Laser Jet 1300

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Melissa Mayers

Date: 7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 338

Employee: Melissa Mayers

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001022/Dell	Desktop
F&F – Desk	1		Light Cherry, U-Shape
F&F – File Cabinet	1		Light Cherry, 2 Drawer
F&F – Chair	1		Black, Cloth, Rolling Desk Chair
F&F – Bookcase	1		Light Cherry, 4 Shelves, Corner fit
F&F – Bookcase	1		Light Cherry, 5 Shelves
F&F – Printer	1	HP P1006	Laser Jet
F&F- Chair	2		Light Blue, Guest Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Melissa Mayers

Date: 7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 334

Employee: Anne Fulton

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU 001014, Dell	Dell Desktop
CPU - Printer	1	HP	HP LaserJet 1320
F & F - Desk Chair	1		Rolling Desk Chair, Black Cloth
F & F - Bookcase	1		5 Shelf, Maple
F & F - Desk	1		Maple Wood Desk
F & F - Side Chair	2		Side Chair, Blue Cloth
F & F - Filing Cabinet	1		Maple, 2 Drawer, Lateral

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melissa Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 306

Employee: Kip Anderson

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1 ✓	CPU001062/Dell	Desktop
F&F - Chair	1 ✓		Green, Cloth, Rolling Desk Chair
F&F - Chair	2 ✓		Cherry Wood Frame, Guest chair
F&F - Desk	1 ✓		Cherry, U-Shape
F&F - File Cabinet	1 ✓		Light Tan, 4 Drawer
OME - Printer	1 ✓	HP P2015	Laser Jet

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melissa Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 346

Employee: Shantel Richard

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F & F - Chair	2		Side Chair, Blue Cloth
F & F - Desk Chair	1		Rolling Desk Chair, Black Cloth
F & F - Book Shelf	1		Corner Book Shelf, 5 Shelf, Maple
F & F - Desk	1		Maple Wood Desk
CPU - Computer	1	LHFA - 089	Dell, Desktop
CPU - Printer	1	HP	HP LaserJet 2300
F & F - Filing Cabinet	1		Lateral , 2 Drawer, Black
F & F -Filing Cabinet	1		Maple, 2 Drawer, Lateral

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Melina Mayes

Date:

7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 345

Employee: Sydney Edmonston

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA - 064, Dell	Dell, Desktop
F & F - Desk	1		Maple Wood Desk
F & F - Bookshelf	1		Maple, 5 Shelf
F & F - Desk Chair	1		Rolling Desk Chair, Black Cloth
F & F - Side Chair	2		Side Chair, Blue Cloth
F & F - Filing Cabinet	1		Maple, 2 Drawer, Lateral

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melena Mayers

ikeLOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 341 & 342

Employee: Vanisha Alexander

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 008/ Dell	Dell, Desktop
CPU - Printer	1	CPU 002000/ Epson	EPSON DFX-8500
CPU - Computer	1	CPU 001174/ Dell	Dell, Desktop - 341
CPU - Printer	1	OME - 000032 / HP	HP Laserjet P3005n
F & F - Desk Chair	2		Rolling Desk Chair - Green Cloth
F & F - Desk Chair	1		Rolling Desk Chair - Blue Cloth
F & F - File Cabinet	1		Lateral Filing Cabinet - 5 Drawer - Tan
F & F - Cubicle Desk	2		
F&F - Filing Cabinet	2		Black, 2 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Date:

Melina Mayers

7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 312

Employee: Ashli' Mitchell

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU001012/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Melissa Mayers

Date: 7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 7/7/10

Room No: 332

Employee: Ashli' Mitchell

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA 028, Dell	Desktop
F & F - Desk Chair	1		Rolling Desk Chair, Black Cloth
F & F - Filing Cabinet	1		Lateral Filing Cabinet, Black, 2 Drawer
F & F - Filing Cabinet	1		Lateral Filing Cabinet, Tan, 5 Drawer
F & F - Desk w/ Hutch	1		Maple Wood Desk
F & F - Side Chair	1		Side Chair, Green Cloth
F & F - Filing Cabinet	1		Mobile, Vertical, Black, 3 Drawer (Small)

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melissa Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 343

Employee: Vickie Jackson

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1 ✓	LHFA - 042, Dell	Dell, Desktop
F & F - Desk	1 ✓		Maple Wood Desk
F & F - Desk Chair	1 ✓		Rolling Desk Chair, Black Cloth
F & F - Side Chair	2 ✓		Side Chair, Blue Cloth
F & F - Bookshelf	1 ✓		Maple, 3- Shelf
F & F - Cabinet	1 ✓		Maple, 2 Door
F & F - Filing Cabinet	1 ✓		Maple, Lateral, 2 Drawer
CPU - Check Scanner	1 ✓	OME 000020, PANINI	PANINI - My Vision X

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Melissa Mayers

Date: 7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 347

Employee: Danae Billingsley

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA067/ Dell	Dell Desktop
CPU - Printer	1	HP	HP LaserJet 1200 Series
F & F - Filing Cabinet	1		Black, Vertical Filing Cabinet, 5 Drawer
F&F - Corner Bookcase	1		4 Shelf, Maple
F & F - Side Chairs	2		Side Chairs, Blue Cloth
F & F - Desk Chair	1		Rolling Desk Chair, Black Cloth
F & F - Desk	1		Maple
F & F - Filing Cabinet	1		Lateral, Maple, 2-Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Melissa Mayer

Date: 7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 336

Employee: Tracy Roberts

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001175/Dell	Desktop
F&F – Chair	1		Black, Cloth, Rolling Desk Chair
F&F – Desk	1		Light Cherry, U-Shape
F&F – Chair	2		Light Cherry Wood Frame, Blue Cloth, Guest Chair
F&F – File Cabinet	2		Light Cherry, 2 Drawer
F&F – File Cabinet	1		Light Tan, 4 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melissa Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 340

Employee: Andrew Seneca

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA029/Dell	Desktop
F&F – Chair	1		Black, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date: 5/13/10

Melissa Mayes

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 313

Employee: Nicole Mack

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1 ✓	CPU001021/Dell	Desktop
F&F – Chair	2 ✓		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Melisa Mayers

Date:

7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 307

Employee: Ramona Robinson

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1 ✓	LHFA033/Dell	Desktop
F&F - Desk	1 ✓		Cherry, U-Shape
F&F - Chair	1 ✓		Green, Cloth, Rolling Desk Chair
F&F - Chair	1 ✓		Cherry Wood Frame, Guest chair
F&F - File Cabinet	1		Grey, 4 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date:

Melissa Mayers

7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 314

Employee: Lourie Brown

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer ✓	1	CPU001191/Dell	Desktop
F&F – Chair ✓	1		Green, Cloth, Rolling Desk Chair
F&F – Chair ✓	1		Blue, Cloth, Rolling Desk Chair
F&F – Bookcase ✓	1		Cherry, 3 Shelves with 2 doors

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date:

Melissa Mayers

7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/10/10

Room No: 339

Employee: Vacant

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Chair	1		Cloth, Blue, Rolling Desk Chair
OME –Printer	1	CPU002015/HP	Laser Jet 4300tn

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/10/10

Signature, Verified By:

Date: 7/13/10

Melina Mayers

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: May 10, 2010

Room No: 331

Employee: Vacant

Office/Division: Accounting

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer ✓	1	CPU 001030, Dell	Dell, Desktop
F & F - Filing Cabinet ✓	1		Mobile, Vertical, Black, 3 Drawer (Small)
F & F - Filing Cabinet ✓	1		Lateral Filing Cabinet, Black, 2 Drawer
F & F - Filing Cabinet ✓	2		Lateral Filing Cabinet, Tan, 5 Drawer
F & F - Desk w/ Hutch ✓	1		Maple Wood Desk
F & F - Desk Chair ✓	1		Rolling Desk Chair, Green Cloth

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Dione D. Milton

Date: 5/10/10

Signature, Verified By:

Date:

Melina Mayes

7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/13/10

Room No: 356/General area

Employee: General HR

Office/Division: Human Resources

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - File Cabinet (Rm356)	6		Black, 5 Drawer
F&F - File Cabinet (Rm356)	1		Light Grey, 4 Drawer
F&F - File Cabinet (Rm356)	1		Light Tan, 2 Lateral Doors, 6 Shelves on inside
F&F - File Cabinet	1		Dark Grey, 4 Drawer
F&F - File Cabinet	2		Light Tan, 5 Drawer
F&F - Book Shelf	2		Brown, 5 Shelves
F&F - Chair	2		Green, Rolling Desk Chair
F&F - Table	1		Brown, Worn, Folding Table

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/13/10

Signature, Verified By:

M. Ali

Date:

7/16/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/15/10

Room No: 355

Employee: Terry Holden

Office/Division: Human Resources

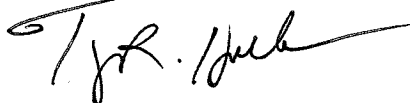
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Desk	1		Light Cherry, U-Shaped
F&F - Book Case	2		Light Cherry, 5 Shelf
F&F - F&F - Chair	1		Black, Rolling Desk Chair
F&F - Chair	6		Light Cherry, Blue cloth, Guest chair
F&F - Table	1		Light Cherry, Round
F&F - File Cabinet	1		Light Tan, 4 Drawer
F&F - File Cabinet	1		Light Cherry, 2 Drawer
CPU - Computer	1	Dell/CPU001049	Laptop
OME - Printer	1	Savin	SPC231N

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

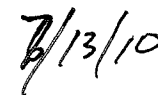
Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/15/10

Signature, Verified By:



Date:



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/13/10

Room No: 354

Employee: Taryn Miceli

Office/Division: Human Resources

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Desk	1		Light Cherry, U-Shape
F&F - Chair	1		Black, Cloth, Rolling Desk Chair
F&F - Chair	2		Light Cherry, Blue cloth, Guest Chair
F&F - Book Case	1		Light Cherry, 5 Shelf
F&F - File Cabinet	1		Light Tan, 5 Drawer
CPU - Computer	1	Dell/LHFA-037	Desktop
OME - Printer	1	HP	Laser Jet 2100
F&F - File Cabinet	1		Light Cherry, 2 Drawer
F&F - Shredder	1	Ideal	Destroyit
OME - Fax Machine	1	Savin	Savin 3710

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/13/10

Signature, Verified By:

T Miceli

Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/6/2010

Room No: 352

Employee: Don Seiser

Office/Division: Human Resources

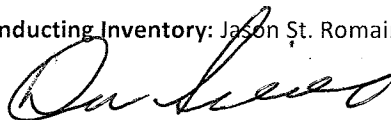
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001028/Dell	Desktop
F&F - Desk	1		Light Cherry, U-Shape
F&F - Chair	1		Black, Cloth, Rolling Desk Chair
F&F - File Cabinet	1		Light Tan, 5 Drawer
F&F - File Cabinet	1		Light Cherry, 2 Drawer
F&F - File Cabinet	1		Black, 3 Drawer
F&F - Chair	2		Light Cherry Wood Frame, Blue Cloth, Guest Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/6/10

Signature, Verified By:



Date:

7-16-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 6/7/2010

Room No: 124

Employee: Marva Perkins

Office/Division: Human Resources

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001179	Desktop
F&F – Desk	1		Cherry, Metal
F&F – Chair	1		Green, Cloth, Rolling Desk Chair
OME – Fax	1	Savin	Savifax 3820
OME – Copy Machine	1	OME000037/Savin	Savin 2560
OME – Envelope Feeder	1	Pitney Bowes	Office Right Mailer
OME – Postage Reader	1	OTH000015/Pitney Bowes	
OME – Typewriter	1	IBM	Personal Wheelwriter 2
F&F – File Cabinet	3		Black, 3 Drawer
F&F – File Cabinet	1		Black, 2 Drawer
OME – Shredder		Fellows	

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 6/7/10

Signature, Verified By:



Date:



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/6/2010

Room No: 358

Employee: Brian Atkins

Office/Division: Human Resources

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001018/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - File Cabinet	2		Black, 5 Drawer
F&F - Chair	1		Blue, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/6/10

Signature, Verified By:

Brian Atkins

Date:

7-9-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/13/10

Room No: 351

Employee: Juon Wilson

Office/Division: Human Resources

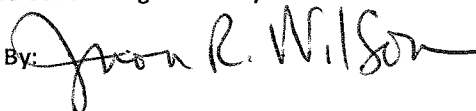
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Desk	1		Light Cherry, U-Shaped
F&F - Chair	1		Black, Wheels, Rolling Desk Chair
F&F - Chair	2		Light Cherry Wood Frame, Blue Cloth, Guest Chair
F&F - File Cabinet	1		Light Tan, 5 Drawers
F&F - Book Shelf	1		Cherry, 5 Shelves
F&F - File Cabinet	1		Light Cherry, 2 Drawers
CPU - Computer	1	LHFA-066/Dell	Desktop

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/13/10

Signature, Verified By:



Date:

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/13/10

Room No: 353

Employee: Denise Ackoury

Office/Division: Human Resources

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Desk	1		Light Cherry, U-Shaped
F&F - Chair	1		Black, Cloth, Rolling Desk Chair
F&F - Chair	2		Light Cherry, Blue Cloth, Guest Chair
F&F - File Cabinet	1		Black, 5 Drawer
F&F - File Cabinet	1		Light cherry, 2 Drawer
F&F - Book Shelf	1		Light Cherry, 3 Shelf, sits on top of 2 drawer file cabinet
CPU - Computer	1	Dell/LHFA-078	Desktop

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/13/10

Signature, Verified By:

Denise Ackoury

Date:

7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/6/2010

Room No: 359

Employee: Vacant

Office/Division: Human Resources

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU001026/Dell	Desktop
F&F - Chair	2		Green, Cloth, Rolling Desk Chair
OME - Printer	1	HP	Laser Jet 2430tn

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/6/10

Signature, Verified By:

Miceli

Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/12/10

Room No: 359

Employee: Tina Powell

Office/Division: Records Retention

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	NA	Laptop
F&F – Desk	1		Light Cherry, U-Shape
F&F – Chair	1		Black, Cloth, Rolling Desk Chair
F&F – Chair	2		Light Cherry Wood Frame, Blue Cloth, Guest chair
F&F – File Cabinet	2		Light Cherry, 2 Drawer
F&F – Dry Erase Board	1		Cherry Trim, Wall mount, 5ft length (approx.)
F&F – Bookcase	2		Cherry, 5 Shelves
F&F – Bookcase	1		Light Cherry, 2 shelves, corner fitment
OME – Printer	1	HP 2300	Laser Jet

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/12/10

Signature, Verified By:



Date: 7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/12/10

Room No: 362

Employee: Part Time Employee

Office/Division: Records Retention

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	2	LHFA017/Dell CPU001035/Dell	Desktop
OME – Scanner	1	OME000039/RICOH	Color Scanner IS7600
CPU – Scanner	1	CPU2021/RICOH	Aficio IS330DC
F&F – Chair	1		Black, Cloth, Rolling Desk Chair
F&F – Chair	2		Green, Cloth, Rolling Desk Chair
F&F - Table	2		Light Cherry, Rectangular
F&F - Dry Erase Board	1		Silver Trim, 3 ft length (approx)
F&F - Storage Rack	2		Black, Metal, 4 Shelves
F&F – Dry Erase Board	1		Silver Trim, 4ft length (approx)
F&F – Rolling Cart	1		Grey, Plastic
F&F – Desk	1		Light Cherry, Rectangular
F&F – Table	2		Cherry, Rectangular

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/12/10

Signature, Verified By:

Tina Powell

Date: 7/13/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/16/2010

Room No: Department Area

Employee: General

Office/Division: Internal Audit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - File Cabinet	11		Light tan, 5 Drawer, (One is located in Compliance Department Area
F&F - File Cabinet	3		Light tan, 3 Drawer
F&F - Book Case	1		Cherry, 2 doors at bottom, 3 Shelves
OME – Printer	1	OME000027	Laser Jet 4350tn

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/16/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/6/2010

Room No: 361

Employee: Closet

Office/Division: Internal Audit

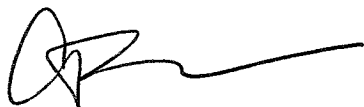
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - File Cabinet	1		Black, 2 Drawers, 2 Doors
F&F - Table	1		Cherry, Small, Round

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/6/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/16/2010

Room No: 310

Employee: Collette Mathis

Office/Division: Internal Audit

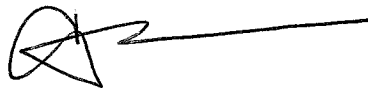
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F – Desk	1		Cherry, U-Shape
F&F – Chair	1		Black, Leather, Rolling Desk Chair
F&F – Chair	2		Cherry Wood Frame, Cloth, Guest Chair
CPU – Computer	1	CPU001046/Dell	Laptop
OME – Printer	1	HP Laser Jet	Model No. P2015D
F&F – Dry Erase Board	1		Cherry, 2 Door, 3 Panel

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/16/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/4/2010

Room No: 311

Employee: Konchetta Bringier

Office/Division: Internal Audit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Desk	1		Cherry, U-Shape
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - Chair	2		Cherry Wood Frame, Cloth, Guest Chair
F&F - Book Case	1		Cherry, 4 Shelves
CPU - Computer	1	LHFA015/Dell	Desktop
F&F - File Cabinet	1		Black, 5 Drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/4/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/19/2010

Room No: 308

Employee: Dione Milton

Office/Division: Internal Audit

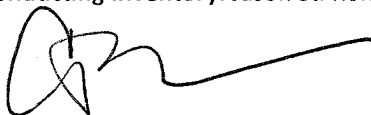
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Desk	1		Cherry, U-Shape
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - Chair	1		Cherry Wood Frame, Cloth, Guest Chair
CPU - Computer	1	CPU001063/Dell	Desktop

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/19/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/16/2010

Room No: 309

Employee: Jason St. Romain

Office/Division: Internal Audit

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Desk	1		Cherry, U-Shape
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - Chair	1		Cherry Wood Frame, Cloth, Guest Chair
CPU- Computer	1	CPU001194/Dell	Desk Top

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/16/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 315

Employee: Calvin Price

Office/Division: ESF

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU001192/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 316

Employee: Karen Thomas

Office/Division: ESF

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA069/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 300

Employee: Roger Tijerino

Office/Division: Compliance/Construction

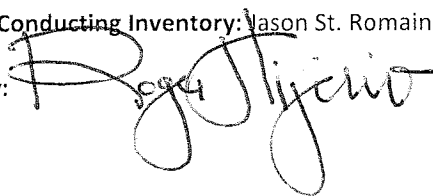
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001210/Dell	Laptop, 2 Monitors
F&F - Table	2		Cherry trim, Black, Rectangular
F&F – Desk	1		Cherry, U-Shape
F&F – Dry Erase Board	1		3 Prong, Standing
F&F – Chair	3		Cherry Wood Frame, Guest Chair
F&F - Bookshelf	1		Cherry, 5 Shelves
F&F - Chair	1		Black, Cloth, Rolling Desk Chair
F&F - Coat Rack	1		Light Cherry, Standing
F&F - File Cabinet	1		Black, 2 Drawer
CPU - Plotter	1	CPU002022/HP	Prints Blue Prints

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: General Area

Employee:

Office/Division: Compliance/Construction

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Blue Print File Cabinet	5		Light tan, 5 drawer
F&F - File Cabinet	3		Light tan, 5 drawer

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date: 7/8/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 301

Employee: File Room

Office/Division: Compliance

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - File Cabinet	7		Light grey, 4 drawer
F&F - File Cabinet	5		Black, 4 drawer
F&F - File Cabinet	2		Grey, 5 drawer
F&F - Chair	1		Green, Cloth, Computer chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/4/2010

Room No: 303

Employee: Ricky Patterson

Office/Division: Compliance

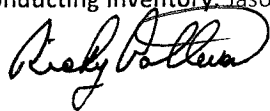
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	CPU001058/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - Desk	1		Cherry, U-Shape
F&F - Chair	1		Cherry Wood Frame, Guest Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/4/10

Signature, Verified By:



Date:

7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 320

Employee: Frankline Kimbeng

Office/Division: Compliance

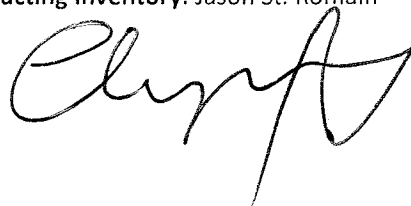
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA027/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

7/18/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 322

Employee: Jeff Hevey

Office/Division: Compliance

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA053/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - Marquee	1		Black, Grey trim

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Jeff Hevey

Date:

7-8-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 326

Employee: Carnisha Thomas

Office/Division: Compliance

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001197/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Carnisha Y. Thomas

Date: 7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 325

Employee: Tonika Jackson

Office/Division: Compliance

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA074/Dell	Desktop
F&F - Chair	2		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

7/8/2010

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 317

Employee: Rebekah Ward

Office/Division: Compliance

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001173/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Rebekah Ward

Date:

7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 324

Employee: Jonathan Wesley

Office/Division: Compliance

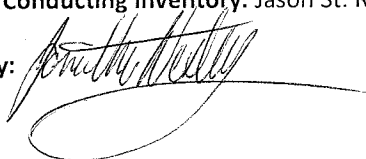
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA052/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 321

Employee: Vacant

Office/Division: Compliance

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Chair	2		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date:

7/16/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/10

Room No: 304

Employee: Joseph Durin

Office/Division: Construction

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA022/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair
F&F - Desk	1		Cherry, U-shape
F&F - Chair	1		Cherry Wood Frame, Guest chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Joseph B. Durin

Date:

7/7/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 323

Employee: Jerry Tichenor

Office/Division: Construction

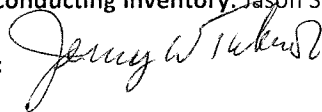
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	CPU001123/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:



Date: 7-7-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 318

Employee: Todd Folse

Office/Division: Construction

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA038/Dell	Desktop
F&F - Chair	1		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Date: 7/7/10



LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 319

Employee: Ivy Davis

Office/Division: Construction

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU - Computer	1	LHFA031/Dell	Desktop
F&F – Chair	2		Green, Cloth, Rolling Desk Chair

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Date:

07/07/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/3/2010

Room No: 302

Employee: Ruth Wesley

Office/Division: Construction

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
CPU – Computer	1	LHFA032/Dell	Desktop ✓ rw
F&F - Desk	1		Cherry, U-Shape ✓ rw
F&F – Chair	1		Green, Cloth, Rolling Desk Chair ✓ rw
F&F – Chair	1		Cherry Wood Frame, Guest Chair ✓ rw

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/3/10

Signature, Verified By:

Ruth Wesley

Date:

July 16, 2010

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 4/13/10

Room No: 305

Employee: General

Office/Division: 3rd Floor Multipurpose Room

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Table	5 ✓		Oval, Black
F&F - Chair	19 ✓		Metal, plastic, Black
F&F - Refrigerator	2 ✓	GE	Black
F&F - Ice maker	1 ✓	Hoshizaki	Stainless Steel
F&F - Microwave	1 ✓	GE	Black
F&F - Microwave	1 ✓	GE	Black, Spacemaker II

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 4/13/10

Signature, Verified By:

Morgan Mairs
Jayne Miceli

Date:

7/9/10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/6/2010

Room No: 366

Employee: General

Office/Division: 3rd Floor Meeting Room

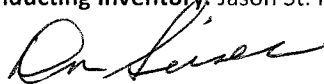
ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Table	1		Cherry Boarder/Black Rectangular
F&F - Chair	7		Black, Leather, Rolling Desk Chair
OTH – Television	1	Philips, DSS18700045758	27in
OTH – DVD	1	Pioneer	DVD-V7400
OTH – VCR	1	JVC	CTL Time Code
Dry Erase Board	1		Cherry, Wall Mount, 3 Panel
Table	1		Cherry, Small, Square

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/6/10

Signature, Verified By:



Date: 7-16-10

LOUISIANA HOUSING FINANCE AGENCY

PHYSICAL INVENTORY REPORT

Date: 5/6/2010

Room No: 329

Employee: Training Room

Office/Division: IT

ITEM	QUANTITY	SERIAL #/BRAND	DESCRIPTION
F&F - Table	11		Black, Rectangular
F&F - Chair	11		Green, Cloth, Computer Chair
F&F - Chair	2		Black, Plastic, Metal Frame
F&F - Chair	10		Cherry Trim, Cloth, Metal Frame
F&F - File Cabinet	1		Grey, 4 Drawer
OME - Printer	1	OME000013/HP	Laser Jet P3005
OTH - Digital Presenter	1	Samsung	SDP-900DXR
OTH - Sequencer	1	Mid Atlantic Prod	PDS-615R
OTH - Digital Video Scaler	1	Extron	DVS406
OTH - Amplifier	1	Bogen	HTA-125A
OTH - VCR	1	Samsung	VR8809
OTH - Audio Conference Mixer Processor	1	Clear One	XAP400
CPU - Computer	1	LHFA065/Dell	Desktop
CPU - Computer	1	CPU001206/Dell	Desktop
CPU - Computer	1	CPU001200/Dell	Desktop
CPU - Computer	1	CPU001207/Dell	Desktop
CPU - Computer	1	CPU001203/Dell	Desktop
CPU - Computer	1	CPU001201/Dell	Desktop

CPU - Computer	1	LHFA048/Dell	Desktop
CPU - Computer	1	CPU001204/Dell	Desktop
CPU - Computer	1	LHFA035/Dell	Desktop
CPU - Computer	1	CPU001208/Dell	Desktop
CPU - Computer	1	CPU001202/Dell	Desktop

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT AND FURNISHINGS IN THE ABOVE REFERENCED LOCATIONS.

Signature, Employee Conducting Inventory: Jason St. Romain

Date: 5/6/10

Signature, Verified By:

Danny E. Was
IT Director

Date:

08/01/10

Asset Depreciation Schedule

From the period 6/30/2010 to 6/30/2011

Reporting Currency:

In Detail, Grouped by Category

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
Category : Furniture and Fixtures						
F&F000001	LOVESEAT	1,410.10	1,410.10	0.00	0.00	0.00
F&F000002	SOFA	1,811.30	1,811.30	0.00	0.00	0.00
F&F000003	AUDIOVISUAL CART	1,113.31	1,113.31	0.00	0.00	0.00
F&F000004	MARKERBOARD WITH DOORS	1,025.60	1,025.60	0.00	0.00	0.00
F&F000005	CONFERENCE TABLE	1,888.43	1,888.43	0.00	0.00	0.00
F&F000006	CONFERENCE TABLE	1,303.58	1,303.58	0.00	0.00	0.00
F&F000007	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000008	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000009	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000010	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000011	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000012	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000013	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000014	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000015	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000016	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000017	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000018	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000019	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000020	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000021	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000022	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000023	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000024	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000025	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000026	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000027	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000028	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00

Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
F&F000029	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000030	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000031	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000032	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000033	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000034	FREESTANDING MODULAR OPEN	1,981.20	1,981.20	0.00	0.00	0.00
F&F000035	FREESTANDING MODULAR OPEN	1,981.20	1,981.20	0.00	0.00	0.00
F&F000036	FREESTANDING MODULAR OPEN	1,981.20	1,981.20	0.00	0.00	0.00
F&F000037	FREESTANDING MODULAR OPEN	3,778.40	3,778.40	0.00	0.00	0.00
F&F000038	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000039	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000040	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000041	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000042	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000043	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000044	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000045	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000046	FREESTANDING MODULAR ENCLOSED	3,778.40	3,778.40	0.00	0.00	0.00
F&F000047	DESK, WOOD	1,792.80	1,792.80	0.00	0.00	0.00
F&F000048	DESK, WOOD	1,792.80	1,792.80	0.00	0.00	0.00
F&F000049	DESK, WOOD	1,792.80	1,792.80	0.00	0.00	0.00
F&F000050	DESK, WOOD	1,792.80	1,792.80	0.00	0.00	0.00
F&F000051	DESK, WOOD	1,792.80	1,792.80	0.00	0.00	0.00
F&F000052	DESK, WOOD	1,792.80	1,792.80	0.00	0.00	0.00
F&F000053	DESK, WOOD	1,792.80	1,792.80	0.00	0.00	0.00
F&F000054	FREESTANDING MODULAR SECRETARIAL	4,100.00	4,100.00	0.00	0.00	0.00
F&F000055	FREESTANDING MODULAR SECRETARIAL	5,103.90	5,103.90	0.00	0.00	0.00
F&F000056	FREESTANDING MODULAR SECRETARIAL	5,103.90	5,103.90	0.00	0.00	0.00
F&F000057	FREESTANDING MODULAR SECRETARIAL	5,103.90	5,103.90	0.00	0.00	0.00
F&F000058	FREESTANDING MODULAR SECRETARIAL	5,103.90	5,103.90	0.00	0.00	0.00
F&F000059	FREESTANDING MODULAR SECRETARIAL	4,209.20	4,209.20	0.00	0.00	0.00
F&F000060	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000061	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000062	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000063	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000064	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
F&F000065	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000066	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000067	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000068	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000069	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000070	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000071	FREESTANDING MODULAR OPEN	5,066.80	5,066.80	0.00	0.00	0.00
F&F000072	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000073	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000074	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000075	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000076	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000077	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000078	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000079	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000080	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000081	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000082	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000083	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000084	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000085	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000086	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000087	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000088	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000089	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000090	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000091	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000092	FREESTANDING MODULAR OPEN	4,100.00	4,100.00	0.00	0.00	0.00
F&F000093	FREESTANDING MODULAR OPEN	1,981.20	1,981.20	0.00	0.00	0.00
F&F000094	FREESTANDING MODULAR OPEN	2,192.80	2,192.80	0.00	0.00	0.00
F&F000095	FREESTANDING MODULAR OPEN	2,192.80	2,192.80	0.00	0.00	0.00
F&F000096	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000097	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000098	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000099	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000100	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00

Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
F&F000101	FREESTANDING MODULAR OPEN	4,652.33	4,652.33	0.00	0.00	0.00
F&F000102	CONFERENCE TABLE	1,646.10	1,646.10	0.00	0.00	0.00
F&F000103	SOFA	1,943.00	1,943.00	0.00	0.00	0.00
F&F000104	SOFA	1,868.00	1,868.00	0.00	0.00	0.00
F&F000105	Training Room Equipment	24,234.00	24,234.00	0.00	0.00	0.00
F&F000106	3RD FLOOR FURNITURE - Modular desks	120,221.03	120,221.03	0.00	0.00	0.00
F&F000109	Tac Thermostats	21,028.00	14,018.80	4,205.64	350.47	2,803.56
F&F000111	LAWRENCE EXECUTIVE CHAIR- BLACK LEATHER	1,127.47	1,127.47	0.00	0.00	0.00
F&F000112	Komby Folding Table	13,320.00	11,866.26	1,453.74	0.00	0.00
F&F000113	FM200 System	19,006.40	10,770.18	3,801.24	316.77	4,434.98
F&F000114	Upgrade to fire system panels	4,751.60	2,644.95	950.28	79.19	1,156.37
F&F000115	Remote annunciator panel	4,200.00	1,890.00	840.00	70.00	1,470.00
F&F000116	Lighting Control	16,634.00	6,792.14	3,326.76	277.23	6,515.10
F&F000117	LHFA VAV Changeout	26,806.00	10,945.86	5,361.24	446.77	10,498.90
F&F000118	Desk	1,099.80	276.13	219.96	18.33	603.71
F&F000119	Credenza	1,013.84	4.51	202.80	16.90	806.53
F&F000120	Credenza	1,013.84	4.51	202.80	16.90	806.53
Subtotal :		659,019.28	609,359.14	20,564.46	1,592.56	29,095.68
Category : Building						
BLD000001	BASIC ARCHITECTURAL SERVICES 5/1/98 - 8/12/98	8,375.00	1,657.75	209.40	17.45	6,507.85
BLD000002	BASIC ARCHITECTURAL SERVICES 8/13/98 - 9/14/98	12,482.50	2,470.95	312.12	26.01	9,699.43
BLD000003	BASIC ARCHITECTURAL SERVICES 9/15/98 - 12/31/98	6,005.00	1,188.45	150.12	12.51	4,666.43
BLD000004	BASIC ARCHITECTURAL SERVICES DESIGN PHASE 1/1/99 -	5,090.00	1,007.00	127.20	10.60	3,955.80
BLD000005	BASIC ARCHITECTURAL SERVICES DESIGN PHASE 4/1/99 -	1,020.00	202.35	25.56	2.13	792.09
BLD000006	BASIC ARCHITECTURAL SERVICES DESIGN PHASE 7/1/99 -	11,291.00	2,234.40	282.24	23.52	8,774.36
BLD000007	BASIC ARCHITECTURAL SERVICES DESIGN PHASE 8/1/99 -	7,180.00	1,421.20	179.52	14.96	5,579.28
BLD000008	BASIC ARCHITECTURAL SERVICES DESIGN PHASE 9/1/99 -	3,992.50	790.40	99.84	8.32	3,102.26
BLD000009	BASIC ARCHITECTURAL SERVICES DESIGN PHASE 9/9/99 -	16,592.00	3,284.15	414.84	34.57	12,893.01
BLD000010	BASIC ARCHITECTURAL SERVICES DESIGN PHASE 15% BASE	41,216.20	8,157.65	1,030.44	85.87	32,028.11
BLD000011	BASIC ARCHITECTURAL SERVICES SITE PLAN REVIEW	14,354.45	2,841.45	358.92	29.91	11,154.08
BLD000012	SERVICES FOR ENGINEERING RECOMMENDATIONS	4,000.00	791.35	99.96	8.33	3,108.69

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
BLD000013	BASIC ARCHITECTURAL SERVICES CONSTRUCTION	30,618.00	6,060.05	765.48	63.79	23,792.47
BLD000014	BASIC ARCHITECTURAL SERVICES CONSTRUCTION	45,929.00	9,090.55	1,148.28	95.69	35,690.17
BLD000015	BASIC ARCHITECTURAL SERVICES CONSTRUCTION	15,309.00	3,029.55	382.68	31.89	11,896.77
BLD000016	BASIC ARCHITECTURAL SERVICES CONSTRUCTION	15,310.00	3,030.50	382.80	31.90	11,896.70
BLD000017	BASIC ARCHITECTURAL SERVICES DESIGN DEVELOPMENT	9,922.50	1,963.65	248.04	20.67	7,710.81
BLD000018	BASIC ARCHITECTURAL SERVICES DESIGN DEVELOPMENT	4,608.75	912.00	115.20	9.60	3,581.55
BLD000019	BASIC ARCHITECTURAL SERVICES DESIGN DEVELOPMENT	4,295.00	850.25	107.40	8.95	3,337.35
BLD000020	BASIC ARCHITECTURAL SERVICES DESIGN DEVELOPMENT	5,085.00	1,006.05	127.08	10.59	3,951.87
BLD000021	LESLIE HERPIN INTERIOR DESIGN SERVICES	6,246.22	1,235.95	156.12	13.01	4,854.15
BLD000022	BASIC ARCHITECTURAL SERVICES DESIGN DEVELOPMENT	14,313.75	2,832.90	357.84	29.82	11,123.01
BLD000023	BASIC ARCHITECTURAL SERVICES CONSTRUCTION	37,310.00	7,384.35	932.76	77.73	28,992.89
BLD000024	BASIC ARCHITECTURAL SERVICES CONSTRUCTION	38,971.00	7,713.05	974.28	81.19	30,283.67
BLD000025	BASIC ARCHITECTURAL SERVICES 4/1/01 - 4/30/01	2,870.55	568.10	71.76	5.98	2,230.69
BLD000026	BASIC ARCHITECTURAL SERVICES 5/3/01 - 5/31/01	1,753.50	346.75	43.80	3.65	1,362.95
BLD000027	BASIC ARCHITECTURAL SERVICES 6/1/01 - 6/30/01	2,870.55	568.10	71.76	5.98	2,230.69
BLD000028	BASIC ARCHITECTURAL SERVICES AS OF 8/1/00	45,103.13	8,927.15	1,127.64	93.97	35,048.34
BLD000029	BASIC ARCHITECTURAL SERVICES 1/5/01 - 1/31/01	1,620.50	321.10	40.56	3.38	1,258.84
BLD000030	BASIC ARCHITECTURAL SERVICES BIDDING NEGOTIATION	24,919.00	4,932.40	623.04	51.92	19,363.56
BLD000031	BASIC ARCHITECTURAL SERVICES	112,255.80	22,217.65	2,806.44	233.87	87,231.71
BLD000032	BASIC ARCHITECTURAL SERVICES 3/1/01 - 3/31/01	1,913.70	379.05	47.88	3.99	1,486.77
BLD000033	CONSTRUCTION OF FACILITIES	7,046.30	1,394.60	176.16	14.68	5,475.54
BLD000034	SOIL AND CONCRETE TESTING	4,291.25	849.30	107.28	8.94	3,334.67
BLD000035	CONSTRUCTION	191,366.10	37,874.60	4,784.16	398.68	148,707.34
BLD000036	SOIL AND CONCRETE TESTING	2,300.00	455.05	57.48	4.79	1,787.47
BLD000037	CONSTRUCTION	478,903.55	94,783.40	11,972.64	997.72	372,147.51
BLD000038	CONSTRUCTION	153,854.40	30,450.35	3,846.36	320.53	119,557.69
BLD000039	BASIC ARCHITECTURAL SERVICES 5/1/01 - 5/31/01	7,654.80	1,515.25	191.40	15.95	5,948.15
BLD000040	CONSTRUCTION 7/31/01	228,904.40	45,303.60	5,722.56	476.88	177,878.24
BLD000041	BASIC ARCHITECTURAL SERVICES 7/1/01 - 7/31/01	3,827.40	757.15	95.64	7.97	2,974.61
BLD000042	BASIC ARCHITECTURAL SERVICES 8/1/01 - 8/31/01	6,697.95	1,325.25	167.40	13.95	5,205.30
BLD000043	CONSTRUCTION 8/25/01	423,987.85	83,914.45	10,599.72	883.31	329,473.68
BLD000044	BASIC ARCHITECTURAL SERVICES	8,611.65	1,704.30	215.28	17.94	6,692.07
BLD000045	CONSTRUCTION 9/30/01	558,388.15	110,514.45	13,959.72	1,163.31	433,913.98
BLD000046	ADDITIONAL ARCHITECTURAL SERVICES FURNISHINGS	4,025.00	797.05	100.68	8.39	3,127.27
BLD000047	CONSTRUCTION 10/31/01	424,826.41	84,080.70	10,620.72	885.06	330,124.99
BLD000048	BASIC ARCHITECTURAL SERVICES 10/1/01 - 10/31/01	6,698.40	1,326.20	167.52	13.96	5,204.68

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
BLD000049	CONSTRUCTION 11/30/01	539,419.88	106,760.05	13,485.48	1,123.79	419,174.35
BLD000050	BASIC ARCHITECTURAL SERVICES 11/1/01 - 11/30/01	8,611.20	1,704.30	215.28	17.94	6,691.62
BLD000051	BASIC ARCHITECTURAL SERVICES 8/1/01 - 11/30/01	2,216.25	438.90	55.44	4.62	1,721.91
BLD000052	ADDITIONAL ARCHITECTURAL SERVICES FURNISHINGS	9,487.50	1,878.15	237.24	19.77	7,372.11
BLD000053	ADDITIONAL ARCHITECTURAL SERVICES 12/1/01 - 12/31/01	3,190.00	631.75	79.80	6.65	2,478.45
BLD000054	ARCHITECTURAL SERVICES 12/1/01 - 12/31/01	4,784.25	947.15	119.64	9.97	3,717.46
BLD000055	CONSTRUCTION 12/31/01	293,640.25	58,116.25	7,341.00	611.75	228,183.00
BLD000056	CONSTRUCTION 1/31/02	326,694.55	64,657.95	8,167.32	680.61	253,869.28
BLD000057	BASIC ARCHITECTURAL SERVICES 1/1/02 - 1/31/02	5,741.00	1,136.20	143.52	11.96	4,461.28
BLD000058	BASIC ARCHITECTURAL SERVICES 1/1/02 - 1/31/02	3,180.75	629.85	79.56	6.63	2,471.34
BLD000059	CONSTRUCTION 2/28/02	414,820.05	82,099.95	10,370.52	864.21	322,349.58
BLD000060	ADDITIONAL ARCHITECTURAL SERVICES FURNISHINGS	9,849.75	1,949.40	246.24	20.52	7,654.11
BLD000061	BASIC ARCHITECTURAL SERVICES 2/1/02 - 2/28/02	11,930.00	2,360.75	298.20	24.85	9,271.05
BLD000062	BASIC ARCHITECTURAL SERVICES 2/1/02 - 2/28/02	6,698.00	1,325.25	167.40	13.95	5,205.35
BLD000063	BASIC ARCHITECTURAL SERVICES 3/1/02 - 3/31/02	7,655.00	1,515.25	191.40	15.95	5,948.35
BLD000064	CONSTRUCTION 3/31/02	478,497.48	94,702.65	11,962.44	996.87	371,832.39
BLD000065	BASIC ARCHITECTURAL SERVICES 3/01/02 - 3/31/02	1,726.76	342.00	43.20	3.60	1,341.56
BLD000066	BASIC ARCHITECTURAL SERVICES 4/1/02 - 4/30/02	1,584.20	313.50	39.60	3.30	1,231.10
BLD000067	CONSTRUCTION 4/30/02	407,400.07	80,631.25	10,185.00	848.75	316,583.82
BLD000068	BASIC ARCHITECTURAL SERVICES 4/1/02 - 4/30/02	10,000.20	1,978.85	249.96	20.83	7,771.39
BLD000069	BASIC ARCHITECTURAL SERVICES 5/1/02 - 5/31/02	4,784.00	947.15	119.64	9.97	3,717.21
BLD000070	BASIC ARCHITECTURAL SERVICES 5/1/02 - 5/31/02	7,693.00	1,522.85	192.36	16.03	5,977.79
BLD000071	ADDITIONAL ARCHITECTURAL SERVICES FURNISHINGS	14,656.09	2,900.35	366.36	30.53	11,389.38
BLD000072	CONSTRUCTION 5/31/02	584,330.91	115,649.20	14,608.32	1,217.36	454,073.39
BLD000073	CONSTRUCTION 6/26/02	331,379.00	65,585.15	8,284.44	690.37	257,509.41
BLD000074	BASIC ARCHITECTURAL SERVICES 6/1/02 - 6/30/02	2,519.75	498.75	63.00	5.25	1,958.00
BLD000075	BASIC ARCHITECTURAL SERVICES 6/1/02 - 6/30/02	8,575.81	1,697.65	214.44	17.87	6,663.72
BLD000076	BASIC ARCHITECTURAL SERVICES 7/1/02 - 7/31/02	1,832.00	362.90	45.84	3.82	1,423.26
BLD000077	BASIC ARCHITECTURAL SERVICES 7/1/02 - 7/31/02	7,314.00	1,447.80	182.88	15.24	5,683.32
BLD000078	CONSTRUCTION 7/31/02	322,565.85	63,689.21	8,064.12	672.01	250,812.52
BLD000079	WIRING IN NEW BUILDING	29,710.00	5,852.54	742.80	61.90	23,114.66
BLD000080	BASIC ARCHITECTURAL SERVICES	1,099.00	214.34	27.48	2.29	857.18
BLD000081	CONSTRUCTION 8/31/02	132,188.69	25,486.90	3,304.68	275.39	103,397.11
BLD000082	CONSTRUCTION 10/8/02	95,654.55	18,423.76	2,391.36	199.28	74,839.43
BLD000083	ADDITIONAL ARCHITECTURAL SERVICES 5/1/02 - 8/31/02	1,820.00	350.76	45.48	3.79	1,423.76
BLD000084	CABLES & JACKS	6,557.00	1,261.13	163.92	13.66	5,131.95

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
BLD000085	SERVICES FOR PURCHASE OF BUILDING	1,500.00	297.35	37.56	3.13	1,165.09
BLD000086	SERVICES FOR PURCHASE OF BUILDING	4,398.25	870.20	109.92	9.16	3,418.13
BLD000087	ADDITIONAL SERVICES - FURNISHINGS	1,060.00	200.54	26.52	2.21	832.94
BLD000088	FURNISHINGS PACKAGE SERVICES 8/1/02 - 9/30/02	7,048.24	1,332.10	176.16	14.68	5,539.98
BLD000089	CONSTRUCTION	51,059.75	9,546.74	1,276.56	106.38	40,236.45
BLD000090	CANGELOSI WARD (RETAINAGE)	313,088.00	61,965.65	7,827.24	652.27	243,295.11
BLD000091	YEAR END ADJUSTMENT-CAPITALIZE INTEREST ON BLDG	231,766.51	45,870.75	5,794.20	482.85	180,101.56
BLD000092	ADDITIONAL SERVICES - 3RD FLOOR LAYOUT	3,700.00	555.12	92.52	7.71	3,052.36
BLD000093	ADDITIONAL SERVICES - 3RD FLOOR LAYOUT	9,475.00	1,421.28	236.88	19.74	7,816.84
BLD000094	Architectural Services 10/01/03 - 10/31/03	6,802.50	1,020.24	170.04	14.17	5,612.22
BLD000095	3rd floor build-out	1,275.00	191.52	31.92	2.66	1,051.56
BLD000096	3rd floor build-out	24,489.49	3,673.44	612.24	51.02	20,203.81
BLD000097	FI> Architect Services-3rd	3,825.00	573.84	95.64	7.97	3,155.52
BLD000098	Retainage for 3rd floor build out	2,721.06	408.24	68.04	5.67	2,244.78
BLD000099	3RD Floor Buildout	174,119.40	26,118.00	4,353.00	362.75	143,648.40
BLD000100	3RD Floor Buildout	6,601.60	990.00	165.00	13.75	5,446.60
BLD000101	3RD FL Add'l Buildout - application 4	12,821.40	1,937.37	320.52	26.71	10,563.51
BLD000102	Retainage 3rd fl buildout - application 4	1,424.60	215.42	35.64	2.97	1,173.54
BLD000103	3rd FL Add'l Buildout - Application 5	2,325.60	349.52	58.20	4.85	1,917.88
BLD000104	Retainage 3rd Fl buildout - application 5	258.40	38.92	6.48	0.54	213.00
BLD000105	3rd FL add'l buildout - architectural	1,275.00	191.61	31.92	2.66	1,051.47
BLD000106	3rd FL Buildout - add'l architectural	687.50	103.01	17.16	1.43	567.33
BLD000107	Construction	12,178.00	382.19	304.44	25.37	11,491.37
Subtotal :		8,037,914.30	1,574,724.84	200,948.88	16,745.74	6,262,240.58
Category : Cars						
CAR000005	2003 CHEVROLET MALIBU	11,658.00	11,658.00	0.00	0.00	0.00
CAR000007	2003 CHEVROLET MALIBU	11,658.00	11,658.00	0.00	0.00	0.00
CAR000011	2007 Ford Taurus Sedan	12,011.00	9,414.92	2,402.16	200.18	193.92
CAR000012	2007 Ford Taurus Sedan	12,011.00	9,414.92	2,402.16	200.18	193.92
CAR000014	2008 CHEVY UPLANDER	17,566.00	8,915.32	3,513.24	292.77	5,137.44
CAR000015	2008 DODGE CHARGER	14,354.00	5,525.44	2,870.76	239.23	5,957.80

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
CAR000016	2008 DODGE CHARGER	14,354.00	5,525.44	2,870.76	239.23	5,957.80
CAR000017	2011 Ford Fusion	14,315.00	0.00	620.31	238.58	13,694.69
CAR000018	2011 Ford Fusion	14,315.00	0.00	620.31	238.58	13,694.69
CAR000013	2008 Dodge Magnum	15,852.00	8,514.06	3,170.40	264.20	4,167.54
Subtotal :		138,094.00	70,626.10	18,470.10	1,912.95	48,997.80
Category : Land						
LND000001	LAND	1,000.00	0.00	0.00	0.00	1,000.00
LND000002	LEGAL SERVICES FOR PURCHAE OF LAND	3,567.00	0.00	0.00	0.00	3,567.00
LND000003	PURCHASE OF QUAIL ACRES	697,016.90	0.00	0.00	0.00	697,016.90
LND000004	LEGAL SERVICES FOR PURCHASE OF LAND	2,338.44	0.00	0.00	0.00	2,338.44
LND000005	LEGAL SERVICES FOR PURCHASE OF LAND	3,660.00	0.00	0.00	0.00	3,660.00
LND000006	LEGAL SERVICES FOR PURCHASE OF LAND	1,819.00	0.00	0.00	0.00	1,819.00
LND000007	LEGAL FEES WITH QUAIL RUN	1,905.00	0.00	0.00	0.00	1,905.00
LND000008	QUAIL RUN PROPERTY TAX	1,031.56	0.00	0.00	0.00	1,031.56
Subtotal :		712,337.90	0.00	0.00	0.00	712,337.90
Category : Other						
OTH000001	DK 2020 SD STRATA 20KEY SPEAKERPHONE SUPPLIES	11,762.00	11,762.00	0.00	0.00	0.00
OTH000002	TELEPHONE	6,053.00	6,053.00	0.00	0.00	0.00
OTH000003	SET OF GREEN BOOKS	2,937.60	2,937.60	0.00	0.00	0.00
OTH000004	TELEPHONE / VOICE PROCESSING SYSTEM	13,195.89	13,195.89	0.00	0.00	0.00
OTH000005	FIREPROOF FILE CABINET	1,300.00	1,300.00	0.00	0.00	0.00
OTH000006	FIREPROOF FILE CABINET	1,306.00	1,306.00	0.00	0.00	0.00
OTH000008	VOICE EXPRESS	6,995.00	6,995.00	0.00	0.00	0.00
OTH000009	PROJECTOR	3,999.99	3,999.99	0.00	0.00	0.00
OTH000011	OZTEC 800I PAPER SHREDDER	1,487.00	1,487.00	0.00	0.00	0.00
OTH000012	XYRON 2500 LAMINATOR	1,468.00	1,468.00	0.00	0.00	0.00

Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
OTH000013	DIGITAL REPORTER DECK	5,990.95	5,990.95	0.00	0.00	0.00
OTH000015	POSTAGE MACHINE	14,946.00	14,946.00	0.00	0.00	0.00
OTH000017	SAVIN 3720 FAX MACHINE	1,395.00	1,395.00	0.00	0.00	0.00
OTH000018	TELEPHONE SYSTEM	11,518.00	11,518.00	0.00	0.00	0.00
OTH000020	SAVIN DIGITAL COPIER/PRINTER	15,000.00	15,000.00	0.00	0.00	0.00
OTH000021	SAVIN DIGITAL COPIER	15,000.00	15,000.00	0.00	0.00	0.00
OTH000022	SAVIN 4045SP MFP COPIER	13,993.00	13,993.00	0.00	0.00	0.00
OTH000023	SAVIN 3720 FAX	1,500.00	1,500.00	0.00	0.00	0.00
OTH000024	VOICEMAIL UPGRADE	4,110.00	4,110.00	0.00	0.00	0.00
OTH000025	VOICEMAIL UPGRADE	1,828.00	1,828.00	0.00	0.00	0.00
OTH000030	SAVIN 3720 FAX	1,395.00	1,395.00	0.00	0.00	0.00
OTH000050	Hoshizaki Ice Maker	1,510.00	1,171.62	302.04	25.17	36.34
OTH000051	portable building with ramp	2,595.00	1,781.62	519.00	43.25	294.38
OTH000052	Gravely Lawn Mower	6,989.41	4,771.93	1,397.88	116.49	819.60
OTH000053	Hoshizaki Ice Machine	2,022.00	366.35	404.40	33.70	1,251.25
OTH000054	Hoshizaki Ice Machine	2,022.00	366.35	404.40	33.70	1,251.25
OTH000055	Fireproof File Cabinet	1,110.37	183.25	222.12	18.51	705.00
OTH000056	Condensation Pump	2,329.05	335.60	465.84	38.82	1,527.61
OTH000057	CallExpress Upgrade for Emergency Notification System	10,515.00	1,532.02	2,103.00	175.25	6,879.98
OTH000058	4000 Series Automatic Mixer Card (Mic System)	1,845.00	178.55	369.00	30.75	1,297.45
OTH000059	Electronic Lock for Emergency Supplies Closet	3,550.00	289.51	710.04	59.17	2,550.45
OTH000060	Installation of controls to turn off lights left on	1,027.00	47.36	205.44	17.12	774.20
OTH000061	Emergency Generator Monitoring - E-mail Alerts	3,553.00	122.39	710.64	59.22	2,719.97
OTH000062	Lighting Modification - added motion detectors	3,451.00	118.87	690.24	57.52	2,641.89
OTH000063	Lighting Modification - Controls to turn off lights left on	2,550.00	79.52	510.00	42.50	1,960.48
OTH000064	Water Cooler Replacement - 2nd Floor	1,524.25	0.00	213.03	25.40	1,311.22
OTH000065	Modification to Facility Power Monitor	4,553.00	0.00	146.87	75.88	4,406.13
Subtotal :		188,326.51	148,525.37	9,373.94	852.45	30,427.20
Category : Improvements						
IMP000001	LANDSCAPE INSTALLATION	49,390.00	19,516.86	2,469.48	205.79	27,403.66
IMP000002	LANDSCAPE INSTALLATION	28,500.00	11,099.17	1,425.00	118.75	15,975.83

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
IMP000003	LANDSCAPE INSTALLATION	43,376.55	16,893.16	2,168.88	180.74	24,314.51
IMP000004	LANDSCAPE INSTALLATION	8,173.00	2,962.35	408.60	34.05	4,802.05
IMP000005	LANDSCAPE INSTALLATION	1,500.00	543.75	75.00	6.25	881.25
Subtotal :		130,939.55	51,015.29	6,546.96	545.58	73,377.30
Category : Computer Hardware						
CPU001012	DELL OPTIPLEX GX260D MINITOWER	1,158.00	1,158.00	0.00	0.00	0.00
CPU001013	DELL OPTIPLEX GX260D MINITOWER	1,158.00	1,158.00	0.00	0.00	0.00
CPU001014	DELL OPTIPLEX GX260D MINITOWER	1,158.00	1,158.00	0.00	0.00	0.00
CPU001015	DELL OPTIPLEX GX260D DESKTOP	1,099.00	1,099.00	0.00	0.00	0.00
CPU001016	DELL OPTIPLEX GX260D DESKTOP	1,099.00	1,099.00	0.00	0.00	0.00
CPU001017	DELL OPTIPLEX GX260D DESKTOP	1,099.00	1,099.00	0.00	0.00	0.00
CPU001018	DELL OPTIPLEX GX260D DESKTOP	1,099.00	1,099.00	0.00	0.00	0.00
CPU001019	DELL OPTIPLEX GX260D DESKTOP	1,309.00	1,309.00	0.00	0.00	0.00
CPU001020	DELL OPTIPLEX GX260D DESKTOP	1,309.00	1,309.00	0.00	0.00	0.00
CPU001021	DELL OPTIPLEX GX260D DESKTOP	1,309.00	1,309.00	0.00	0.00	0.00
CPU001022	DELL OPTIPLEX GX260D DESKTOP	1,309.00	1,309.00	0.00	0.00	0.00
CPU001023	DELL OPTIPLEX GX260D DESKTOP	1,309.00	1,309.00	0.00	0.00	0.00
CPU001024	DELL OPTIPLEX GX260D DESKTOP	1,309.00	1,309.00	0.00	0.00	0.00
CPU001026	DELL OPTIPLEX GX270 DESKTOP	1,048.68	1,048.68	0.00	0.00	0.00
CPU001028	DELL OPTIPLEX GX270 DESKTOP	1,048.68	1,048.68	0.00	0.00	0.00
CPU001030	DELL OPTIPLEX GX270 DESKTOP	1,048.68	1,048.68	0.00	0.00	0.00
CPU001035	DELL OPTIPLEX GX270 DESKTOP	1,055.00	1,055.00	0.00	0.00	0.00
CPU001042	Dell Latitude D620	1,969.14	1,527.72	393.84	32.82	47.58
CPU001044	Dell Latitude D620	2,066.95	1,485.94	413.40	34.45	167.61
CPU001045	Dell Latitude D620	2,066.95	1,485.94	413.40	34.45	167.61
CPU001046	Dell Latitude D620	2,066.95	1,485.94	413.40	34.45	167.61
CPU001047	Dell Latitude D630	1,375.90	812.17	275.16	22.93	288.57
CPU001048	Dell Latitude D630	1,375.90	812.17	275.16	22.93	288.57
CPU001049	Dell Latitude D630	1,375.90	812.17	275.16	22.93	288.57
CPU001051	Dell Latitude D630	1,864.40	968.35	372.84	31.07	523.21
CPU001052	Dell Latitude D630	1,864.40	968.35	372.84	31.07	523.21

Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
CPU001053	Dell Latitude D630	1,864.40	968.35	372.84	31.07	523.21
CPU001054	Dell Latitude D630	1,864.40	968.35	372.84	31.07	523.21
CPU001055	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001056	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001057	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001058	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001059	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001061	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001062	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001063	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001064	DELL OPTIPLEX 755	1,062.00	441.91	212.40	17.70	407.69
CPU001112	DELL 1400 OPTIPLEX GX400 MINITOWER	1,154.00	1,154.00	0.00	0.00	0.00
CPU001116	DELL 1500 OPTIPLEX GX400 MINITOWER	1,153.00	1,153.00	0.00	0.00	0.00
CPU001123	DELL OPTIPLEX GX260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001143	INTEL P3-500 MINI TOWER	1,749.00	1,749.00	0.00	0.00	0.00
CPU001145	DELL 1400 OPTIPLEX GX400 MINITOWER	1,425.00	1,425.00	0.00	0.00	0.00
CPU001168	DELL OPTIPLEX GL260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001169	DELL OPTIPLEX GL260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001171	DELL OPTIPLEX GL260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001173	DELL OPTIPLEX GL260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001174	DELL OPTIPLEX GL260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001175	DELL OPTIPLEX GL260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001179	DELL OPTIPLEX GL260D DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001180	FLAT PANEL MONITOR / KEYBOARD / MOUSE	1,397.00	1,397.00	0.00	0.00	0.00
CPU001181	FLAT PANEL MONITOR / KEYBOARD / MOUSE	1,397.00	1,397.00	0.00	0.00	0.00
CPU001190	DELL OPTIPLEX GX260D COMPUTER DESKTOP	1,284.00	1,284.00	0.00	0.00	0.00
CPU001191	DELL OPTIPLEX GX260D COMPUTER DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001192	DELL OPTIPLEX GX260D COMPUTER DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001193	DELL OPTIPLEX GX260D COMPUTER DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001194	DELL OPTIPLEX GX260D COMPUTER DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001195	DELL OPTIPLEX GX260D COMPUTER DESKTOP	1,291.00	1,291.00	0.00	0.00	0.00
CPU001196	DELL OPTIPLEX GX260D DESKTOP	1,393.00	1,393.00	0.00	0.00	0.00
CPU001197	DELL OPTIPLEX GX260D DESKTOP	1,393.00	1,393.00	0.00	0.00	0.00
CPU001198	DELL OPTIPLEX GX260D DESKTOP	1,393.00	1,393.00	0.00	0.00	0.00
CPU001199	DELL OPTIPLEX GX260D DESKTOP	1,393.00	1,393.00	0.00	0.00	0.00
CPU001200	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
CPU001201	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001202	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001203	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001204	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001205	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001206	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001207	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001208	DELL OPTIPLEX 170L	1,094.19	1,040.29	53.90	0.00	0.00
CPU001210	Dell Precision M4300	3,555.07	1,978.95	711.00	59.25	865.12
CPU002000	EPSON DFX8500	1,300.00	1,300.00	0.00	0.00	0.00
CPU002005	HP LASERJET 4000	1,199.00	1,199.00	0.00	0.00	0.00
CPU002011	HP LASERJET 4000T	1,339.00	1,339.00	0.00	0.00	0.00
CPU002013	HP LASERJET 4200TN PRINTER	1,862.26	1,862.26	0.00	0.00	0.00
CPU002015	HP LASERJET 4200TN PRINTER	1,862.26	1,862.26	0.00	0.00	0.00
CPU002017	HP LASERJET 4200m PRINTER	1,592.00	1,592.00	0.00	0.00	0.00
CPU002018	HP LJ 4200 TN PRINTER	1,750.00	1,750.00	0.00	0.00	0.00
CPU002019	HP LJ 4300TN PRINTER	2,125.00	2,125.00	0.00	0.00	0.00
CPU002022	HP DesignJet 500	2,343.77	1,249.92	468.72	39.06	625.13
CPU002023	HP LJ 4350 TN PRINTER AND ENVELOPE FEEDER	2,250.00	1,190.00	450.00	37.50	610.00
CPU003000	HP PROCURVE 24PT 10/100 SWITCH MODULE	1,069.59	1,069.59	0.00	0.00	0.00
CPU003001	HP PROCURVE 24PT 10/100 SWITCH MODULE	1,069.59	1,069.59	0.00	0.00	0.00
CPU003002	HP PROCURVE 24PT 10/100 SWITCH MODULE	1,069.58	1,069.58	0.00	0.00	0.00
CPU003003	HP PROCURVE SWITCH 24 PT MODULE	1,056.00	1,056.00	0.00	0.00	0.00
CPU003005	APC NETSHELTER VX BASE ENCL 42 UX BLK	1,158.00	1,158.00	0.00	0.00	0.00
CPU003006	APC NETSHELTER VX BASE ENCL 42 UX BLK	1,158.00	1,158.00	0.00	0.00	0.00
CPU003008	HP PROCURVE 8SLOT 4108GL SWITCH	1,540.00	1,540.00	0.00	0.00	0.00
CPU003015	KOFAX ADRENALINE 1700V PCI VIDEO ACCEL BOARD	2,779.83	2,779.83	0.00	0.00	0.00
CPU003025	NOVELL BORDER FIREWALL SERVES 3 ADDITIVES	2,799.00	2,799.00	0.00	0.00	0.00
CPU003027	UPGRADE AND ADD LICENSE	5,254.97	5,254.97	0.00	0.00	0.00
CPU003031	HP Procurve switch	3,325.95	2,576.60	665.16	55.43	84.19
CPU003033	CISCO 1PT DS3 ATM NETWORK	4,336.10	3,324.42	867.24	72.27	144.44
CPU003034	CISCO 2821 With AC Power 2 GE	2,747.10	2,106.34	549.48	45.79	91.28
CPU003035	APC Smartups 2200 VA - battery backup	1,052.93	686.71	210.60	17.55	155.62
CPU003036	CISCO 1pt T3 E3 network module	6,160.00	3,993.86	1,232.04	102.67	934.10
CPU003038	Liberty RGB7C/22 Seven Conductor plus three MHR	2,644.59	1,702.96	528.96	44.08	412.67
CPU003039	ASC CX-1408V 8 Channel Amplifier	1,251.19	805.51	250.20	20.85	195.48

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
CPU003040	Ado Design Prem CS3 WIN BX	3,610.99	2,170.49	722.16	60.18	718.34
CPU003041	IED Circuit board	1,195.66	717.48	239.16	19.93	239.02
CPU003042	DELL EMC DAE2P DISK ARRAY ENCLOSURE	16,684.95	9,176.64	3,336.96	278.08	4,171.35
CPU003043	HP Procurve Switch	2,539.00	1,261.41	507.84	42.32	769.75
CPU003044	APC SMART UPS RM	1,215.10	567.00	243.00	20.25	405.10
CPU003045	ML6010 Control Module	16,337.39	4,463.61	3,267.48	272.29	8,606.30
CPU003046	HP Procurve Switch	2,240.00	622.61	447.96	37.33	1,169.43
CPU003047	300GB 10K RPM Fibre Channel HotPlug Hard Drive	2,399.20	419.25	479.88	39.99	1,500.07
CPU003048	300GB 10K RPM Fibre Channel HotPlug Hard Drive	2,399.20	419.25	479.88	39.99	1,500.07
CPU003049	300GB 10K RPM Fibre Channel HotPlug Hard Drive	2,399.20	419.25	479.88	39.99	1,500.07
CPU003050	300GB 10K RPM Fibre Channel HotPlug Hard Drive	2,399.20	419.25	479.88	39.99	1,500.07
CPU003051	300GB 10K RPM Fibre Channel HotPlug Hard Drive	2,399.20	419.25	479.88	39.99	1,500.07
CPU003052	APC SmartUPS Rack Mount and Remote Monitor Cards	1,399.55	221.63	279.96	23.33	897.96
CPU003053	APC SmartUPS Rack Mount and Remote Monitor Cards	2,077.04	331.20	415.44	34.62	1,330.40
CPU003054	Hardware Module	16,480.00	2,618.52	3,296.04	274.67	10,565.44
CPU003055	PowerEdge R610 with Chassis for up to Six 2.5 inch Hard Drives	3,736.60	29.06	747.36	62.28	2,960.18
CPU003056	PowerEdge R610 with Chassis for up to Six 2.5 inch Hard Drives	3,736.60	29.06	747.36	62.28	2,960.18
CPU003057	PowerEdge R610 with Chassis for up to Six 2.5 inch Hard Drives	4,048.65	53.98	809.76	67.48	3,184.91
CPU005006	CDW-G INTEL SERVER MOTHERBOARD	3,390.67	3,390.67	0.00	0.00	0.00
CPU005007	CDW-G MS MBG W2000 SERVER	1,341.99	1,341.99	0.00	0.00	0.00
CPU005008	CDW-G INTEL SERVER CHASSIS & 256MB	1,340.45	1,340.45	0.00	0.00	0.00
CPU005010	650 PENTIUM III HDS SERVER	0.00	0.00	0.00	0.00	0.00
CPU005011	POWEREDGE 1650 PENTIUM III HDS SERVER	0.00	0.00	0.00	0.00	0.00
CPU005012	POWEREDGE 1650 PENTIUM III HDS SERVER	5,679.00	5,679.00	0.00	0.00	0.00
CPU005013	POWEREDGE 1650 PENTIUM III HDS SERVER	5,679.00	5,679.00	0.00	0.00	0.00
CPU005014	MICROSOFT NT SERVER V4.0 W/25 CAL	1,578.00	1,578.00	0.00	0.00	0.00
CPU005015	MICROSOFT SQL SERVER V7.0 W/25 CAL	3,965.00	3,965.00	0.00	0.00	0.00
CPU005017	POWEREDGE 1650 PENTIUM III SERVER	5,744.00	5,744.00	0.00	0.00	0.00
CPU005018	POWEREDGE 1650 PENTIUM III SERVER	5,744.00	5,744.00	0.00	0.00	0.00
CPU005019	MS MGB ISA SERVER	1,150.00	1,150.00	0.00	0.00	0.00
CPU005021	PowerEdge 2650, 2.4GHz Server	3,454.12	3,454.12	0.00	0.00	0.00
CPU005026	MS MBG MSDN ENT SA SERVER	1,550.00	1,550.00	0.00	0.00	0.00
CPU005027	MS MBG TECHNET PLUS 1 SRV	1,620.00	1,620.00	0.00	0.00	0.00
CPU005030	PowerVault 110T, LTO-2, 200/400GB	2,621.50	2,621.50	0.00	0.00	0.00
CPU005031	PowerEdge 2850 Intel Xenon Server	4,719.90	4,486.81	233.09	0.00	0.00
CPU005032	PowerEdge 2850 Intel Xenon Server	4,719.90	4,486.81	233.09	0.00	0.00

Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
CPU005033	Dell Xeon Processor	5,166.20	3,549.54	1,033.20	86.10	583.46
CPU005034	Dell Xeon Processor	5,166.20	3,549.54	1,033.20	86.10	583.46
CPU005035	Dell Xeon Processor	4,399.00	2,478.21	879.84	73.32	1,040.95
CPU005036	Dell Xeon Processor	4,399.00	2,478.21	879.84	73.32	1,040.95
CPU005037	Dell Xeon Processor	4,399.00	2,478.21	879.84	73.32	1,040.95
CPU005038	Dell Xeon Processor	4,399.00	2,478.21	879.84	73.32	1,040.95
CPU005039	Dell Xeon Processor	4,399.00	2,478.21	879.84	73.32	1,040.95
CPU008005	DELL INSPIRON 4100 COMPUTER NOTEBOOK	1,995.00	1,995.00	0.00	0.00	0.00
CPU008015	DELL LATITUDE C840 COMPUTER NOTEBOOK	2,121.00	2,121.00	0.00	0.00	0.00
CPU008019	DELL LATITUDE D600 COMPUTER NOTEBOOK	1,677.62	1,677.62	0.00	0.00	0.00
CPU008020	DELL LATITUDE D600 COMPUTER NOTEBOOK	1,677.62	1,677.62	0.00	0.00	0.00
CPU008024	DELL Latitude D600, Pentium M 725	1,560.97	1,560.97	0.00	0.00	0.00
CPU008025	DELL Latitude D610, Pentium 760	1,839.92	1,787.76	52.16	0.00	0.00
CPU008026	DELL Latitude D610, Pentium 760	1,839.92	1,787.76	52.16	0.00	0.00
CPU008027	24U, SHORT RACK FOR DELL POWEREDGE	1,736.10	1,446.06	290.04	0.00	0.00
CPU008028	SERVER - POWEREDGE 2850	5,470.20	4,576.73	893.47	0.00	0.00
CPU008029	SERVER - POWEREDGE 1850	4,952.00	4,097.22	854.78	0.00	0.00
CPU008030	WATCHGUARD FIREBOX X700	2,124.14	1,765.43	358.71	0.00	0.00
CPU008031	Dell EMC CX300 SAN Disk Processor	53,202.36	43,677.62	9,524.74	0.00	0.00
CPU008032	Dell Latitude D620	2,066.95	1,421.34	413.40	34.45	232.21
CPU008033	Dell Latitude D620	2,066.95	1,421.34	413.40	34.45	232.21
CPU008034	Dell Latitude D620	2,066.95	1,421.34	413.40	34.45	232.21
CPU008035	DELL LATITUDE D630	1,511.78	629.16	302.40	25.20	580.22
CPU008036	DELL LATITUDE D630	1,511.78	629.16	302.40	25.20	580.22
CPU008037	DELL LATITUDE D630	1,511.78	629.16	302.40	25.20	580.22
CPU008038	DELL LATITUDE D630	1,511.78	629.16	302.40	25.20	580.22
CPU008039	DELL LATITUDE D630	1,511.78	629.16	302.40	25.20	580.22
CPU008040	Computer Server Alarms	2,355.00	598.88	471.00	39.25	1,285.12
CPU008041	Dell Latitude D630	1,071.83	243.71	214.32	17.86	613.80
CPU008042	Dell Latitude D630	1,071.83	243.71	214.32	17.86	613.80
CPU008044	Dell Latitude D630	1,071.83	243.71	214.32	17.86	613.80
CPU008045	Dell Latitude D630	1,071.83	243.71	214.32	17.86	613.80
CPU008046	Dell Latitude D630	1,071.83	243.71	214.32	17.86	613.80
CPU008047	PS400 Desktop Document Camera	1,743.00	0.00	258.64	29.05	1,484.36

Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
Subtotal :		429,987.03	304,152.10	53,252.14	3,363.73	72,582.79
Category : Computer Software						
SOF000004	SECURE SITE PRO WEBSITE LICENSE	1,595.00	1,595.00	0.00	0.00	0.00
SOF000005	AP, WIN, LANPAC	1,195.00	1,195.00	0.00	0.00	0.00
SOF000006	AP, WIN, LANPAC	1,195.00	1,195.00	0.00	0.00	0.00
SOF000007	AP, WIN, LANPAC	1,195.00	1,195.00	0.00	0.00	0.00
SOF000008	SQLUP FOR LAN-CONNECTED SERVERS	2,450.00	2,450.00	0.00	0.00	0.00
SOF000009	SQLUP FOR LAN-CONNECTED SERVERS	2,450.00	2,450.00	0.00	0.00	0.00
SOF000010	MS Cluster Fail-over configuration	1,250.00	1,250.00	0.00	0.00	0.00
SOF000011	FIXED ASSET MODULE	1,600.00	1,600.00	0.00	0.00	0.00
SOF000012	SINGLE FAMILY MANAGEMENT SOFTWARE LICENSE FEE	18,750.00	18,750.00	0.00	0.00	0.00
SOF000013	SECTION 8 CONTRACT ADMIN. SOFTWARE LICENSE FEE	16,750.00	16,750.00	0.00	0.00	0.00
SOF000014	LOAN SERVICE SOFTWARE LICENSE FEE	17,500.00	17,500.00	0.00	0.00	0.00
SOF000015	HOUSING PROJECT PORTFOLIO SOFTWARE LICENSE FEE	16,750.00	16,750.00	0.00	0.00	0.00
SOF000016	GRANT MANAGEMENT SOFTWARE LICENSE FEE	17,500.00	17,500.00	0.00	0.00	0.00
SOF000017	SECTION 8 SOFTWARE LICENSE	16,750.00	16,750.00	0.00	0.00	0.00
SOF000018	GRANT MANAGEMENT SOFTWARE LICENSE FEE	17,500.00	17,500.00	0.00	0.00	0.00
SOF000019	LHFA TRACKING SYSTEM	49,337.50	49,337.50	0.00	0.00	0.00
SOF000021	SINGLE FAMILY LOAN COMPLIANCE ENHANCEMENTS	3,420.00	3,420.00	0.00	0.00	0.00
SOF000022	SINGLE FAMILY LOAN COMPLIANCE ENHANCEMENTS	3,420.00	3,420.00	0.00	0.00	0.00
SOF000023	MULTIFAMILY LIHTC PROGRAM	10,455.00	10,455.00	0.00	0.00	0.00
SOF000024	MULTIFAMILY LIHTC PROGRAM	10,455.00	10,455.00	0.00	0.00	0.00
SOF000027	SINGLE FAMILY SOFTWARE LICENSE FEE	18,750.00	18,750.00	0.00	0.00	0.00
SOF000028	HOUSING PROJECT PORTFOLIO FINAL SOFTWARE LICENSE	16,750.00	16,750.00	0.00	0.00	0.00
SOF000029	WEB COMPLIANCE MANAGEMENT SYSTEM	17,500.00	17,500.00	0.00	0.00	0.00
SOF000030	PAYROLL MODULE	2,500.00	2,500.00	0.00	0.00	0.00
SOF000031	LASERFICHE UPGRADE	12,653.00	12,653.00	0.00	0.00	0.00
SOF000032	MS GSA W2003 SRV ENT	1,595.00	1,595.00	0.00	0.00	0.00
SOF000033	MS GSA W2003 SRV ENT	1,595.00	1,595.00	0.00	0.00	0.00
SOF000034	MS GSA EXCH SRV ENT 2003	2,732.00	2,732.00	0.00	0.00	0.00
SOF000035	MS GSA EXCH SRV ENT 2003	2,732.00	2,732.00	0.00	0.00	0.00
SOF000036	Faxserve 7.0 win upgrade 10 user	1,017.00	1,017.00	0.00	0.00	0.00
SOF000040	MS MBG SQL SRVR 2000 ENT ED w/Media	5,851.58	5,851.58	0.00	0.00	0.00

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
SOF000041	MS MBG SQL SRVR 2000 ENT ED w/Media (2nd)	5,851.58	5,851.58	0.00	0.00	0.00
SOF000042	MS MBG W2003 SRV ENT w/Media	2,017.00	2,017.00	0.00	0.00	0.00
SOF000043	MS MBG W2003 SRV ENT w/Media (2nd)	2,017.00	2,017.00	0.00	0.00	0.00
SOF000044	MS GSA W2003 SRV ENT	3,197.64	3,197.64	0.00	0.00	0.00
SOF000045	MS GSA W2003 SRV ENT	3,197.64	3,197.64	0.00	0.00	0.00
SOF000046	Channel Digital Recording Software	2,353.62	2,353.62	0.00	0.00	0.00
SOF000047	Powervault 132T Fiber Channel Bridge	2,135.55	2,135.55	0.00	0.00	0.00
SOF000048	FTR Reporter 2.1	2,353.62	2,353.62	0.00	0.00	0.00
SOF000050	Windows SAN software	1,470.00	1,470.00	0.00	0.00	0.00
SOF000051	LanPac MSSQL 5 user Licenses	24,390.00	24,390.00	0.00	0.00	0.00
SOF000052	TRACS Reconciliation Module License Fee	7,500.00	7,500.00	0.00	0.00	0.00
SOF000053	Intelligent Software Agency License Fee	7,500.00	7,500.00	0.00	0.00	0.00
SOF000054	MS GSA W2003 Server Software	1,598.82	1,598.82	0.00	0.00	0.00
SOF000055	MS GSA W2003 Server Software	1,598.82	1,598.82	0.00	0.00	0.00
SOF000056	MS GSA SQL Server Software 2005	5,813.49	5,813.49	0.00	0.00	0.00
SOF000057	MS GSA W2003 SRV ENT R2	1,598.82	1,598.82	0.00	0.00	0.00
SOF000058	MS GSA W2003 SRV ENT R2	1,598.82	1,598.82	0.00	0.00	0.00
SOF000059	MYSQL ENT DB 1Y Silver Tools SUP	1,800.00	1,800.00	0.00	0.00	0.00
SOF000060	Adobe Design Prem CS3 WIN BX	1,807.99	1,765.69	42.30	0.00	0.00
SOF000061	AutoCAD 2008	2,834.06	2,676.35	157.71	0.00	0.00
SOF000062	MS GSA W2003 Server Enterprise	1,598.82	1,483.20	115.62	0.00	0.00
SOF000063	MS GSA W2003 Server Enterprise	1,598.82	1,483.20	115.62	0.00	0.00
SOF000064	MS GSA W2003 Server Enterprise	1,598.82	1,483.20	115.62	0.00	0.00
SOF000065	MS GSA W2003 Server Enterprise	1,598.82	1,483.20	115.62	0.00	0.00
SOF000066	MS GSA W2003 Server Enterprise	1,598.82	1,483.20	115.62	0.00	0.00
SOF000067	Winpak 2005 software package	7,308.00	6,698.33	609.67	0.00	0.00
SOF000068	2nd license fee for McWeb Mortgage Compliance Software	37,500.00	37,025.87	474.13	0.00	0.00
SOF000069	MS GSA Exchange Server 2007	2,739.41	2,442.15	297.26	0.00	0.00
SOF000070	Funds Management Compliance License Fee	12,500.00	10,695.62	1,804.38	0.00	0.00
SOF000071	MS EXCHG AGT EM3	1,029.00	869.40	159.60	0.00	0.00
SOF000072	MS EXCHG AGT EM3	1,029.00	869.40	159.60	0.00	0.00
SOF000073	Linux software	1,189.00	980.08	208.92	0.00	0.00
SOF000074	MS EXCHG AGT EM3	1,029.00	869.40	159.60	0.00	0.00
SOF000075	CCH TEAMMATE SOFTWARE	13,500.00	10,123.99	3,376.01	0.00	0.00
SOF000076	Single Family License Fees	34,500.00	18,206.51	11,498.85	958.23	4,794.64
SOF000077	MS SLD SQL SERVER ENT 2008	6,855.81	3,574.98	2,285.05	190.42	995.78

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Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
SOF000078	MS SLD SQL SERVER ENT 2008	6,855.81	3,574.98	2,285.05	190.42	995.78
SOF000079	Red Hat Linux Premium	1,060.33	519.66	353.41	29.45	187.26
SOF000080	Red Hat Linux Premium	1,060.33	519.66	353.41	29.45	187.26
SOF000081	Watchguard Software License	1,427.42	621.56	475.76	39.65	330.10
SOF000082	ArcView Concurrent Use Upgrade	10,000.00	2,758.98	3,333.00	277.75	3,908.02
SOF000083	Single Family HDS Software Development	6,750.00	1,724.83	2,249.77	187.48	2,775.40
SOF000084	EBS Software	6,485.00	1,621.09	2,161.45	180.12	2,702.46
SOF000085	PrintBoss Software	1,000.00	249.98	333.30	27.78	416.72
SOF000086	Offsite Tape Encryption Software	2,449.99	248.05	816.58	68.05	1,385.36
Subtotal :		542,089.75	489,238.06	34,172.91	2,178.80	18,678.78
Category : Office Machines & Equipment						
OME000001	Clearone AP-10 telephone Hybrid	1,235.75	1,235.75	0.00	0.00	0.00
OME000002	CallXpress VoiceMail SMDI	2,010.00	2,010.00	0.00	0.00	0.00
OME000003	Auto Call Distribution Software	2,940.00	2,615.97	324.03	0.00	0.00
OME000004	Savin 3725e Plan Paper Fax System	2,395.00	1,992.13	402.87	0.00	0.00
OME000005	Nomadic Trade Show Booth	11,090.20	10,233.97	856.23	0.00	0.00
OME000006	MIC MIXER	1,495.95	1,115.42	299.16	24.93	81.37
OME000007	MIC MIXER	1,495.95	1,115.42	299.16	24.93	81.37
OME000008	HP Laserjet Printer	1,000.00	750.15	200.04	16.67	49.81
OME000009	Savix Fax 3820	1,095.00	787.18	219.00	18.25	88.82
OME000010	CTX Trunks Interface (23 channels)	4,650.00	3,237.50	930.00	77.50	482.50
OME000011	Call Accounting phone software	2,340.00	1,629.19	468.00	39.00	242.81
OME000012	IPT Station Card	1,160.00	807.50	231.96	19.33	120.54
OME000013	HP Laserjet 3005x Printer	1,297.50	891.71	259.56	21.63	146.23
OME000014	HP Laserjet 3005x Printer	1,297.50	891.71	259.56	21.63	146.23
OME000015	HP laserjet 4240n Printer	3,070.00	2,109.52	614.04	51.17	346.44
OME000016	Savin Fax 3820	1,095.00	746.95	219.00	18.25	129.05
OME000017	Sharp XG-C68X 3600 Lumen Projector	2,707.20	1,840.25	541.44	45.12	325.51
OME000018	1 Extron IN1508 Scaling Switcher for Projector	1,447.76	988.47	289.56	24.13	169.73
OME000019	Savin Fax 3820	1,095.00	718.82	219.00	18.25	157.18
OME000020	Check Scanner	1,900.00	1,219.29	380.04	31.67	300.67

Asset Depreciation Schedule

Asset Number	Description	Book Basis	Book Prior Years	Book This Year	Book This Period	Book Value
OME000021	Professional Conferencing System	3,853.33	2,339.75	770.64	64.22	742.94
OME000022	Extron DVS Video Scalier	2,813.33	1,708.36	562.68	46.89	542.29
OME000023	Multiple Channel Matrix Processor Mixer	1,200.00	728.67	240.00	20.00	231.33
OME000024	Multiple Channel Matrix Processor Mixer	1,200.00	728.67	240.00	20.00	231.33
OME000025	Fargo Printer	2,175.00	1,395.63	435.00	36.25	344.37
OME000026	Digital Recording System	4,593.17	2,503.93	918.60	76.55	1,170.64
OME000027	HP 4350TN Copier/Printer	2,695.00	1,302.68	539.04	44.92	853.28
OME000028	HP 4350TN Copier/Printer	2,695.00	1,302.68	539.04	44.92	853.28
OME000029	Savin 816 MF Copying System	2,195.00	1,060.82	438.96	36.58	695.22
OME000030	Destroyit 4002 6MM Shredder	1,200.00	295.33	240.00	20.00	664.67
OME000031	Savin 3820 Fax	1,095.00	239.60	219.00	18.25	636.40
OME000032	Laserjet P3005N Printer	1,348.00	314.58	269.64	22.47	763.78
OME000033	Savin 8055SP Copier	16,576.89	3,252.98	3,315.36	276.28	10,008.55
OME000034	Savin C3535 Copier	8,271.85	1,623.19	1,654.32	137.86	4,994.34
OME000035	HP Laserjet 4250n Printer	1,050.00	146.21	210.00	17.50	693.79
OME000036	HP Laserjet 4250n Printer	1,050.00	146.21	210.00	17.50	693.79
OME000037	2560 Digital Copier	3,900.00	585.00	780.00	65.00	2,535.00
OME000038	Savin 9060SP Copier	10,987.00	1,541.75	2,197.44	183.12	7,247.81
OME000039	Ricoh IS760D Scanner	5,300.00	743.68	1,059.96	88.33	3,496.36
OME000040	SPC312DN Color Printer	1,295.00	166.17	258.96	21.58	869.87
OME000041	3820 Fax Machine	1,090.00	88.90	218.04	18.17	783.06
OME000042	HP LJ 4250n Printer	1,050.00	20.89	210.00	17.50	819.11
OME000043	Savin 8065SP Digital Imaging System	6,695.00	0.00	1,148.20	111.58	5,546.80
Subtotal :		131,146.38	59,172.58	23,687.53	1,857.93	48,286.27
GRAND TOTAL :		10,969,854.70	3,306,813.48	367,016.92	29,049.74	7,296,024.30

FIXED ASSETS

Audit Follow-Up Report

Release Date: November 17, 2011

Internal Audit Department
Collette Mathis, Director



The mission of the Louisiana Housing Finance Agency is to ensure that every Louisiana resident is granted an opportunity to obtain safe, affordable, and energy efficient housing.

Louisiana Housing Finance
Agency

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MEMORANDUM

TO: Alesia Wilkins-Braxton, Acting President
Louisiana Housing Finance Agency

FROM: Collette Mathis, Internal Audit Director
Louisiana Housing Finance Agency

SUBJECT: Fixed Assets Follow-Up Review Results

The Internal Audit Department has completed a follow-up review on management's progress in addressing the recommendations presented in the Fixed Assets audit report issued March 2010. At the conclusion of each audit assignment, we work with management to develop action plans to address reportable conditions. Our department is required by government auditing standards to follow up on all significant findings to determine if issues from the original audit were appropriately addressed.

The follow-up audit was designed to determine that progress was made toward increasing effective control over the Agency's fixed asset inventory. The purpose of this audit was to determine if action plans agreed upon by management were implemented satisfactorily.

In the original report, two recommendations were made that, if implemented, would increase internal controls in the fixed asset area. We recommended that physical inventories be performed more frequently and that any discrepancies be investigated diligently. This recommendation went on to state that items with a high-risk of theft that fall under the established \$1,000 threshold also be tagged and included in periodic inventories as well as large dollar furniture purchases. Additionally, the follow-up audit was designed to determine if written procedures were developed to write-off assets deemed unrecoverable in accordance with applicable rules, laws and policies that govern the agency.

If you have any questions, concerns, or need additional information in regard to the above or the attached report, please do not hesitate to contact me.

cc: Audit Committee
Rene Landry, Chief Financial Officer
Danny Veals, IT Director

Fixed Assets Follow-Up Review

BACKGROUND

An audit report of LHFA Fixed Assets was released by the Internal Audit Department on March 9, 2010. Management concurred with the two management comments and recommendations presented in the report.

The recommendations presented in the report addressed the need to improve processes related to accounting for the whereabouts of all fixed assets. The recommendations also suggested that the Agency develop and implement written procedures for investigating and writing-off unrecoverable fixed assets that are in accordance with any applicable rules, laws and policies governing this Agency.

OBJECTIVES, SCOPE AND METHODOLOGY

Our first objective was to assess the progress that the Accounting and IT departments made towards increasing effective control over LHFA's inventory. Another objective was also to establish whether the Accounting Department implemented procedures to investigate and remove assets from the fixed assets system that could not be located that were possibly no longer of any book value.

To perform our follow-up review, we conducted a search for the 120 items reported to us by the Accounting staff identified in our original audit report as "not located during the last inventory". We conducted a search for these assets and also obtained any Disposition of Property forms available. We also reviewed the Accounting Department's fixed asset write-off procedures to ensure that fixed assets which are deemed unrecoverable are investigated and proper procedures are implemented to remove them from the general ledger. We also checked to see if lower cost, higher risk items such as cameras, camcorders, GPS equipment, etc. were being tagged and recorded as well as furniture items which fall under the current \$1,000 threshold.

Summary, Conclusions, and Status of Recommendations

Our initial report contained 2 management comments and recommendations. With regard to these comments and recommendations, management agreed to implement the following: **(1)** develop written procedures to address the write-off of unrecoverable assets, **(2)** strengthen the existing approach when receiving and accounting for fixed assets agency-wide which will ensure that a sound internal control structure exist, **(3)** tag lower cost, high risk items and **(4)** attempt to locate those items that the LHFA Accounting Department noted in their management response.

This follow up report indicates that management has implemented the recommendations contained in our original report. The responsibility for maintaining an inventory of all Agency fixed assets has been transferred and assigned to the Facilities Management Department. We have been told that they will perform regular inventories of Agency assets in conjunction with the LHFA Accounting Department. They are currently tracking all fixed assets using Microsoft Word and Excel. Once the transition to the Louisiana Housing Corporation is complete, Management has assured us that attempts to transition into an automated system will be made.

FOLLOW-UP OBSERVATIONS

RECOMMENDATION 1

Increase effective control over LHFA inventory, especially computer and electronic inventory, by performing physical inventories often and diligently investigate all instances where assets cannot be located. In addition, tag high-risk items such as cameras and camcorders that fall under the established \$1,000 threshold.

Management's Response (from original audit)

We agree that there are items in the D-Bit database that could not be physically located. This will require proper communication between those who are receiving/moving/disposing fixed assets and the Budget Accountant prior to movement. With the planned enhancements to procedures, the two should match; nevertheless, the monthly reconciliation of the general ledger with D-Bit should trigger follow up actions to identify and tag new items that may have been missed. Attached is a listing of the items that the Budget Accountant was not able to locate as of 12/31/09. It includes 120 additional items not included in Internal Audit's fixed asset sample. This list was forwarded to IT to comment on each item and their response has been incorporated into the schedule. We agree that fixed assets and high-risk items costing less than \$1,000 (i.e. digital cameras, camcorders, etc.) should be visibly tagged and follow-up procedures should be performed when items are identified as lost, stolen or missing.

Status: Implemented

Agency Action

As of 09/15/2011, 67 of the 120 items noted on the Accounting spreadsheet provided to Internal Audit were located by the Audit Supervisor and the remaining 53 items were written off and removed from the D-Bit system, a subsidiary to the Agency's general ledger, by the Accounting staff. Per our review, it appears that all items removed from D-Bit were already fully depreciated. Internal Audit reconciled the original listing of items to a listing of items located as well as the journal voucher prepared by the Accounting Department which wrote off these unrecoverable assets. Of the 53 items removed from D-Bit, 6 items were subsequently found. The Budget Accountant has assured us that the journal entry for those 6 items will be reversed. **(See Appendix B)** Management has also given us assurance that when high-risk items are purchased, those items will be entered into the inventory tracking system along with the higher dollar fixed assets items. Purchases of this nature have not been made in the past 12 months due to budget restrictions imposed on the Agency therefore; we could not perform any testing of compliance with this agreement.

We would like to note that many of the items that were written off were purchased as far back as 1997 when the Agency was located at its downtown location. In addition, these purchases exceed the established useful life noted in the LHFA Policy and Procedures manual of 5 years for computer hardware equipment and 3 years for computer software.

RECOMMENDATION 2

Develop written procedures to address the disposition of fixed assets that cannot be located and are deemed unrecoverable.

Management's Response (from original audit)

In general, we agree with the findings of the Internal Audit Department. We are currently working with the Vice-President and looking to expand our procedures to give better instructions via required forms and steps and to use facilities personnel to help track asset movement. Improvement will absolutely require assistance from the IT Director and his staff to communicate with the facilities personnel, who will communicate with the Budget Accountant before assets are moved. Lastly, writing off unrecoverable fixed assets will be incorporated into procedures.

Status: Implemented

Agency Action

A formal written process has been created and added to the Accounting Department's Policy and Procedure Manual addressing the disposition of unrecoverable fixed assets in accordance with applicable rules, laws and policies that govern the Agency. **(See Appendix A)** In addition, the responsibility for tracking the movement of fixed assets has been transferred to the facilities manager. We have been told that they will perform regular inventories of Agency assets in conjunction with the LHFA Accounting Department. They are currently tracking all fixed assets using Microsoft Word and Excel. Once the transition to the Louisiana Housing Corporation is complete, Management has assured us that attempts to transition into an automated system will be made.

Appendix A

Accounting Policies and Procedures – Disposition of Assets

Purchases

Copies of approved purchase orders and invoices are submitted to the Budget Accountant for recordation in D-Bit. The Budget Accountant records detailed information in D-Bit for capitalized assets and similar information in the “Acquisitions #3” spreadsheet to internally track hardware or other items \$1,000 or less. D-Bit is reconciled to the general ledger monthly.

Inventory

The Budget Accountant does an inventory by comparing the D-Bit and Acquisitions #3 Master Lists to the physical property. The Property Custodians are the IT Director for IT related equipment and Blackberries/cell phones and the Building/Fleet Manager for automobiles and building furniture. While most blackberries and cell phones are not capitalized, the IT Director keeps a master list of this equipment as well. The Property Custodians conduct an inventory of these specific items and report to the Budget Manager. In addition, Program Specialists perform an inventory of equipment physically located at contractor and sub-contractor agencies for their respective areas. Inventory is done within 2 months of the fiscal year end every year. The physical inventory is reconciled to D-Bit records as well as the Acquisitions spreadsheet. Discrepancies and items that cannot be physically located are reported to the responsible manager/administrator of that area, the Budget Manager, General Fund Accountant Manager, and the Assistant CFO, and CFO. If after further research, some items are unable to be reconciled, the items will be reported to the Internal Audit Director, Vice-President, and President. They will be written off of the books and criminal prosecution and restitution may be sought if deemed appropriate.

Disposition

The “Disposition of Property” form must first be completed by the responsible manager/administrator/Property Custodian and forwarded to the Budget Accountant for verification and to receive approval from the State Surplus section of Louisiana Property Assistance Agency (LPAA).

The Budget Accountant determines if the item has been capitalized by searching for a physical property tag and for evidence of recordation in D-Bit and completes a *Request for Sale of Property* form to be approved by the Budget Manager and faxed to LPAA. Once the *Request for Sale of Property* is approved, the LPAA will send an email to the Budget Accountant with a disposal number to be attached to each item to be disposed (capitalized or not). “CLK” is marked on the form for items to be recycled and picked up by LPAA. Otherwise, LHFA will have to deliver the items to LPAA or dispose of the items as instructed by LPAA.

In D-bit, the appropriate disposal method and the asset number are marked and a general ledger entry will be created to properly remove the asset from fixed assets and accumulated depreciation. The Budget Accountant will post the entry to the general ledger. If the asset was not capitalized, it is removed from the “Acquisition #3” spreadsheet and no journal entry is needed.

Appendix B
Reconciliation of Located and Written – Off Fixed Assets (Con’t)

Item Number	In-Service Date	Description of Asset	Located	Written Off	Exception	Comments
CPU-001007	8/10/2001	DELL 1400 OPTIPLEX 400 MINITOWER		X		
CPU-001025	2/10/2004	DELL POWEREDGE		X		
CPU-001030		DELL OPTIPLEX GX270 DESKTOP	X			Located in Kevin Jackson's office for disposal.
CPU-001036	7/21/2004	OPTIPLEX GX270 - MINITOWER		X		
CPU-001040	7/21/2004	OPTIPLEX GX270 - MINITOWER		X		
CPU-001041	8/15/2006	DELL LATITUDE D620		X		
CPU-001043	8/15/2006	DELL LATITUDE D620		X		
CPU-001050	6/18/1997	DELL LATITUDE D630		X		
CPU-001051		DELL LATITUDE D630	X			Located in Committee Room 2 (Room 143)
CPU-001060		DELL OPTIPLEX 755			X	Written-off but subsequently located. Entry to be reversed.
CPU-001122	10/16/2001	DELL 1500 OPTIPLEX GX400 MINITOWER			X	Written-off but subsequently located. Entry to be reversed.
CPU-001124	11/4/1997	CPT PENTIUM		X		
CPU-001127	11/4/1997	CPT PENTIUM WORKSTATION		X		
CPU-001131	3/6/2002	DELL 1500 OPTIPLEX 400 MINITOWER		X		
CPU-001135	6/9/2000	COMPUTER COMPAQ DESKPRO		X		
CPU-001136	6/18/1997	CPT PENTIUM PROCESSOR		X		
CPU-001147	6/17/1999	INTEL P3-500 MINI TOWER		X		
CPU-001148	6/19/1999	INTEL P3-500 MINI TOWER		X		
CPU-001158	11/4/1997	CPT PENTIUM WORKSTATION		X		
CPU-001159	3/1/2001	IBM PC		X		
CPU-001164	6/18/1997	CPT PENTIUM PROCESSOR		X		
CPU-001180		FLAT PANEL MONITOR / KEYBOARD / MOUSE	X			
CPU-001181		FLAT PANEL MONITOR / KEYBOARD / MOUSE	X			
CPU-001209	9/30/2005	DELL OPTIPLEX 170L		X		
CPU-002008	4/22/1998	HP LASERJET 5SI SHEET FEEDER		X		
CPU-002016	1/18/2001	AUTOMATIC DOCUMENT SHEET FEEDER		X		
CPU-002020	5/26/2004	HP LJ 4300TN PRINTER		X		
CPU-002021	10/29/2004	RICOH IS330DC COLOR SCANNER (IS420)			X	Written-off but subsequently located. Entry to be reversed.
CPU-002022		HP DESIGN JET 500	X			Located in Room 300- Roger Tijerno
CPU-003000		HP PROCURVE 24PT 10/100 SWITCH MODULE	X			Located in Second Floor Server Room
CPU-003001		HP PROCURVE 24PT 10/100 SWITCH MODULE	X			Located in Second Floor Server Room
CPU-003002		HP PROCURVE 24PT 10/100 SWITCH MODULE	X			Located in Second Floor Server Room
CPU-003003		HP PROCURVE SWITCH 24 PT MODULE	X			Located in Second Floor Server Room
CPU-003005		APC NETSHELTER VX BASE ENCL 42 UX BLK	X			Located in Second Floor Server Room
CPU-003006		APC NETSHELTER VX BASE ENCL 42 UX BLK	X			Located in Second Floor Server Room
CPU-003008		HP PROCURVE 8SL0T 4108GL SWITCH	X			Located in Second Floor Server Room
CPU-003010	7/19/2002	NORTEL BAYSTACK 450 24PT 10/100 SWITCH		X		
CPU-003011	8/4/1997	BAYSTACK 350 NETWORK SWITCH		X		
CPU-003013	3/26/1999	BAY NETWORKS 450T-HD 24PT SWITCH		X		
CPU-003014	3/26/1999	BAY NETWORKS 450T-HD 24PT SWITCH		X		

Item Number	In-Service Date	Description of Asset	Located	Written Off	Exception	Comments
CPU-003015		KOFAX ADRENALINE 1700V PCI VIDEO ACCEL BOARD	X			Located insider scanner.
CPU-003017	3/11/2003	MYLEX EXTREMERAIID 2000 4 CHANNEL CONTROLLER		X		
CPU-003018	3/11/2003	MYLEX EXTREMERAIID 2000 4 CHANNEL CONTOLLER		X		
CPU-003019	3/19/1997	CPT STM24 ETERNET STACKABLE HUB		X		
CPU-003020	8/4/1997	4MB SIMMS		X		
CPU-003021	8/4/1997	9.0 GB F/W SCSI-2 HARD DRIVE		X		
CPU-003022	6/30/1998	SEAGATE ST39173 W 9.1 GB U/W		X		
CPU-003023	6/30/1998	DACPU-1-OM ULTRA SCSI 1 CH CNT		X		
CPU-003024	9/28/1999	2000 COMPLIANT HARDWARE PLATFORM		X		
CPU-003025		NOVELL BORDER FIREWALL SERVES 3 ADDITIVES	X			
CPU-003026	11/4/1997	SONY SDT 9000 INT 24GB DAT DRIVE		X		
CPU-003027		UPGRADE AND ADD LICENSE	X			
CPU-003028	9/9/2003	DISK STORAGE CASE			X	Written-off but subsequently located in 3rd floor server room. Entry to be reversed.
CPU-003029	6/1/2004	HP PROCURVE SWITCH 4148 GL		X		
CPU-003031		HP PROCURVE SWITCH 4148 GL	X			Located in first floor phone closet.
CPU-003032	9/1/2006	HP PROCURVE SWITCH		X		
CPU-003033		CISCO 1 PT DS3 ATM NETWORK	X			Part of Cisco on first floor
CPU-003034		CISCO 2821 WITH AC POWER 2 GE	X			Located in first floor phone closet.
CPU-003035		APC SMARTUPS 2200VA - BATTERY BACKUP	X			Located in third floor server room.
CPU-003036		CISCO 2600 3600 1PT T3-NETWORK MODULE HARDWARE	X			Part of Cisco on First Floor
CPU-003038		LIBERTY RGB7C/22-3P-PLN SEVEN CONDUCTOR PLUS 3 MHR WITH BNC CONNECTORS	X			Board Room Closet
CPU-003039		ASC CX-108V 8 CHANNEL AMPLIFIER 70V	X			Board Room (Sound Room)
CPU-003040		ADO DESIGN PREM	X			
CPU-003041		IED CIRCUIT BOARD	X			Board Room (Sound Room)
CPU-003042		DELL EMC DISK ARRAY ENCLOSURE	X			Second Floor Server Room
CPU-003043		HP PROCURVE SWITCH	X			Second Floor Server Room
CPU-003044		APC SMARTUPS 2200VA - BATTERY BACKUP	X			Third Floor Server Room
CPU-003045		ML6010 CONTROL MODULE	X			Second Floor Server Room
CPU-003046		HP PROCURVE SWITCH	X			Third Floor Server Room
CPU-005000	6/30/1994	COMPUTER NETWORK FILE SERVER		X		
CPU-005001	6/18/1997	FILE SERVER WITH SOFTWARE		X		
CPU-005002	8/4/1997	FILE SERVER		X		
CPU-005003	6/17/1999	CPT PIII ASTOR II SERVER		X		
CPU-005004	1/21/2000	ACCOUNTING SERVER		X		
CPU-005005	11/6/2000	CPT SERVER P3/744		X		
CPU-005006		CDW-G INTEL SERVER MOTHERBOARD	X			Within a non-tagged computer
CPU-005007		CDW-G MS MBG W2000 SERVER	X			
CPU-005008		CDW-G INTEL SERVER CHASSIS & 256MB	X			Within a non-tagged computer

Item Number	In-Service Date	Description of Asset	Located	Written Off	Exception	Comments
CPU-005012	4/8/2003	POWEREDGE 1650 PENTIUM III HDS SERVER	X			Third Floor Server Room
CPU-005013		POWEREDGE 1650 PENTIUM III HDS SERVER	X			Third Floor Server Room
CPU-005014		MICROSOFT NT SERVER V4.0 W/25 CAL	X			
CPU-005015		MICROSOFT SQL SERVER V7.0 W/25 CAL	X			
CPU-005016	4/13/2004	BACKUP SERVER		X		
CPU-005017		POWEREDGE 1650 PENTIUM III SERVER	X			Third Floor Server Room
CPU-005018		POWEREDGE 1650 PENTIUM III SERVER	X			Third Floor Server Room
CPU-005019		MS MGB ISA SERVER	X			
CPU-005020	1/28/2005	DELL POWEREDGE 1750 SERVER			X	Written-off but subsequently located on shelf in 3rd floor server room. Entry to be reversed.
CPU-005021		POWEREDGE 2650, 2.4GHz SERVER	X			Second Floor Server Room
CPU-005026		MS MBG MSDN ENT SA SERVER	X			
CPU-005027		MS MBG TECHNET PLUS 1 SRV	X			
CPU-005029	9/21/2001	POWERSHIELD 220S, 3U, SCSI STORAGE ENCLOSURE		X		
CPU-005030		POWERSHIELD 110T, LTO-2, 200/400GB	X			Third Floor Server Room
CPU-005031		POWEREDGE 2850 INTEL XENON SERVER	X			Second Floor Server Room
CPU-005032		POWEREDGE 2850 INTEL XENON SERVER	X			Second Floor Server Room
CPU-005033		DELL DUAL CORE XEON PROCESSOR	X			Second Floor Server Room
CPU-005034		DELL DUAL CORE XEON PROCESSOR	X			Second Floor Server Room
CPU-005035		DELL DUAL CORE XEON PROCESSOR	X			Second Floor Server Room
CPU-005036		DELL DUAL CORE XEON PROCESSOR	X			Second Floor Server Room
CPU-005037		DELL DUAL CORE XEON PROCESSOR	X			Second Floor Server Room
CPU-005038		DELL DUAL CORE XEON PROCESSOR	X			Second Floor Server Room
CPU-005039		DELL DUAL CORE XEON PROCESSOR	X			Second Floor Server Room
CPU-008002	4/1/2003	DELL INSPIRON 4100		X		
CPU-008005		DELL INSPIRON 4100 COMPUTER NOTEBOOK	X			IT Work Area-Annie Robinson
CPU-008017		DELL LATITUDE C640 COMPUTER NOTEBOOK		X		
CPU-008020		DELL LATITUDE D600 COMPUTER NOTEBOOK	X			IT Work Area-Annie Robinson
CPU-008023	1/28/2005	DELL Latitude D600, Pentium M 725		X		
CPU-008024		DELL Latitude D600, Pentium M 725	X			IT Work Area-Annie Robinson
CPU-008027		24U, SHORT RACK FOR DELL POWEREDGE	X			Third Floor Server Room
CPU-008028		SERVER - POWEREDGE 2850	X			Second Floor Server Room
CPU-008029		SERVER - POWEREDGE 1850	X			Second Floor Server Room
CPU-008030		WATCHGUARD FIREBOX X700	X			IT Work Area-Annie Robinson
CPU-008031		DELL EMC CX300 SAN DISK PROCESSOR	X			Second Floor Server Room
CPU-008040		COMPUTER SERVER ALARMS	X			
CPU-008043		DELL LATITUDE D630			X	Written-off but subsequently located. Entry to be reversed.
OME-000025		FARGO PRINTER	X			IT Work Area-Annie Robinson

Item Number	In-Service Date	Description of Asset	Located	Written Off	Exception	Comments
SOF-000018		GRANT MANAGEMENT SOFTWARE LICENSE FEE	X			
SOF-000021		SINGLE FAMILY LOAN COMPLIANCE ENHANCEMENTS	X			
SOF-000022		SINGLE FAMILY LOAN COMPLIANCE ENHANCEMENTS	X			
SOF-000028		HOUSING PROJECT PORTFOLIO FINAL SOFTWARE LICENSE FEE	X			
SOF-000059		MYSQL ENT DB 1y SILVER TOOLS SUP (LIC FOR ACCT DEPT)	X			
120		Total	67	47	6	120