**[Property Manager Tax Credit](https://www.postjobfree.com/resume/ad1bbr/property-manager-tax-credit-atlanta-ga)**

**Location:**Atlanta, GA

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**Resume:**

Tenisha Butler

Property Manager COS, HCCP Candidate

Atlanta, GA 30303

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678-613-0506

Property management professional that possess administrative support and extensive managerial experience working with subsidize housing properties which consists of programs that includes HUD and Tax Credit ensuring that follow all guidelines implemented by National Housing. (DCA) Authorized to work in the US for any employer

Work Experience

Property Manager HUD/ Tax Credit

Dorchester Mgmt. - Atlanta, GA

March 2015 to Present

• Completing annual/quarterly/monthly compliance reports as required. Prepare for and attend affordable and LIHTC audits performed by state and HUD. Perform file audits and identify errors and/or missing documentation. Follow up with facilities on file audits to make sure corrections have been completed. Keep a log of files audited and files to be audited. Review new applications for completeness prior to submission. Maintain an effective system for reporting and monitoring compliance for all properties. Ensure that all properties meet compliance requirements for LIHTC, Section 8, and all housing programs. Maintain maximum income limits, rent limits, and utility allowances and coordinate annual rent adjustments within the portfolio. eloping rental agreements, selects qualified tenant, collecting deposits and rents, enforces terms of rental agreements, resolving tenant complaints, overseeing eviction proceedings if needed

• Scheduling maintenance and repairs, negotiating contracts with vendors, regularly inspects property to ensure it is in good working order, quickly resolving emergency maintenance issues.

• Maintaining financial records from property operations, creates monthly financial reports for property owners, performing financial analysis on multifamily housing real estate assets to identify risk.

• Open dialogue with property owner on vacancies, tenants, physical condition of property, and financial issues. Analyzing portfolio details for multifamily housing programs and projects to provide recommendations and solve potential issues,

• Analyzing and running EIV reports, reporting any income discrepancy found in EIV to housing authority. Determining residents’ rents, using formula provided by HUD, making sure that residents are receiving the correct amount of deductions.

Property Manager

Lincoln Management - Atlanta, GA

January 2012 to March 2015

• Maintained and update insurance certificate files for all contractors performing work at the properties. Assist with the scheduling of contractor work and coordinate with tenants. Contribute toward overall office operational needs by helping to provide phone coverage, ordering supplies. Maintain and update as necessary all tenant contact information, after hour access.

• Processed requests for rent adjustments in accordance with established procedures, including obtaining verifications, entering information into computer, etc. Maintain compliance with Low-Income Tax Credits by assuring all files are accurate and audited. Prepare and monitor site budget and financial statements. Post charges associated with work order, late charges, etc. by entering them in computer and generating notices for residents. Follow-up delinquent accounts and pursue collections in accordance with established procedures. Monitor expenses to ensure spending is within guidelines. Pro-actively market non-subsidized units to low-income eligible individuals. Maintain tenant files and related documentation regarding continuing eligibility and adjustments. Work with the waiting list specialist to certify potential tenants, conduct briefing and orientation sessions to prospective tenants and market units to applicants to ensure occupancy in a timely manner. Promote Housing First principles by pro-actively work with tenants and supportive service staff to assure tenants are able to maintain their housing.

• Completed annual/quarterly/monthly compliance reports as required. Prepare for and attend affordable and LIHTC audits performed by state and regulatory agencies. Perform file audits and identify errors and/or missing documentation. Follow up with facilities on file audits to make sure corrections have been completed. Keep a log of files audited and files to be audited. Review new applications for completeness prior to submission. Maintain an effective system for reporting and monitoring compliance for all properties. Ensure that all properties meet compliance requirements for LIHTC, Section 8, and all housing programs. Maintain maximum income limits, rent limits, and utility allowances and coordinate annual rent adjustments within the portfolio.

• Pulling monthly EIV reports, reporting any income discrepancy found in EIV to housing authority. Determining residents’ rents, using formula provided by HUD, making sure that residents are receiving the correct amount of deductions.

• Ensured that staff is conducting monthly inspections making sure that residents are REAC (Real Estate Assessment Center) ready at all times.

• Attending REAC seminars and webinars for additional training on an annual basis.

• Completed weekly reports on the number of move-outs, move- ins, vacant units and month to date collections.

Assistant Property Manager

CF Lane - Decatur, GA

September 2010 to December 2012

• Oversaw, evaluated and verified intake information, which may include household composition, income, medical expenses, assets, deductions, dwelling type, fuel type, federal priority, criminal history, disability and other related information to assure compliance with program eligibility guidelines.

• Accomplished financial objectives by collecting rents; prepare and distribute monthly statements, ensure timely payments and collections, keep accurate and up-to-date financial records and prepare weekly and monthly financial reports. Filing evictions and attending court.

• Established appropriate rental rates by conducting market research, determining costs and considering profit goals. Submitting Invoices in timely manner. Negotiating cost with vendors to ensure renovations and repairs are within owner’s budget.

• Investigate and resolve resident complaints and concerns in a timely and efficient manner.

• Monitored all leasing and Intake process: hire, train and evaluate property staff; direct and control all personnel and resources to ensure property is properly maintained and owner objectives met

• Utilized Enterprise income verification (EIV) to ensure that applicants or residents are not receiving dual subsidies. Verifying income before move-in and before annual re certifications.

• Pulled monthly EIV reports, reporting any income discrepancy found in EIV to housing authority. Determining residents’ rents, using formula provided by HUD, making sure that residents are receiving the correct amount of deductions.

• Verified in Public and Indian Housing (PIH) that move-in and move-out report coincide with report in Visual Homes.

• Participated in The Uniform Physical Condition (UPCS) to perform a range of inspections onsite. Checking for health and safety issues ensuring that maintenance complete them within a 24 period.

• Setting up resident monthly meetings discussing Blocked Egresses, Sharp Edges, Flammable Materials and House Keeping.

Education

Associate's degree in Business Administration

Georgia Perimeter College - Decatur, GA

July 2007 to September 2009

High school diploma or GED in All General Studies

McNair High School - Atlanta, GA

1994 to 1998

Skills

• Audit

• Clerk

• Maintenance

• Customer service

• Operations

• Clerical

• General clerical

• Microsoft word

• Word

• Team building

• Yardi

• Tax Experience

• Accounts Payable

• LIHTC

• Section 8

• Property Management

• Property Leasing

• Payroll

• Office Management

• Contract Negotiation

• Account Reconciliation

• Fair Housing Regulations

• Management

• Excel (10+ years)

Certifications and Licenses

Certified Occupancy Specialist, HCCP Candidate

January 2009

Additional Information

SKILLS