



Jennifer Cangelosi, COS, TCS
Compliance Director
Multifamily Division

Executive Summary

As Compliance Director for Latter & Blum Property Management, Jennifer oversees the day-to-day compliance operations of our Affordable Housing properties. Her daily responsibilities include approval of all move-ins and recertifications to assure that the proper paperwork has been completed and filled out correctly to meet the LIHTC guidelines.

Jennifer is responsible for compliance reporting, including the Annual Owner's Certifications for the LHFA, Quarterly Owner's Reports, and Monthly Occupancy Report to Owner's on Lease Ups.

As an expert on affordable housing compliance issues, Jennifer provides quarterly instruction to on-site staff on a variety of topics including:

- What is the LIHTC Program?
- Basic Requirements for Compliance
- Qualifying applicants
- Determining Eligibility
- Completing the paperwork
- Lease Requirements

Jennifer also audits resident files on site for each property to make certain all files are in compliance, all signatures are obtained, and that all information submitted is backed up by the on-site file.