



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**Agenda**  
**Lansing Housing Commission**  
**March 25, 2020**

**Call to Order**

1. Roll Call
2. Approval of Minutes of January 22, 2019

**Action Items:**

Approval to install Air Conditioning at South Washington Park.

**Informational Items:**

- a. Finance Report January & February 2020 Steven Raiche
- b. Housing Choice Voucher January & February 2020
- c. Asset Management Report January & February 2020
  - Mt. Vernon (MVP) & Scattered Sites AMP 102
  - Hildebrandt (HP), Forrest, Hoyt AMP 103
  - LaRoy Froh (LRF) & Scattered Sites AMP 111
  - South Washington (SWP) & Scattered Sites AMP 112

**Discussion Items:**

- a. RAD Update
  - a. Hildebrandt – LaRoy Froh tax credit submission





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Other Items:

4. Executive Director's Comments.
5. President's Comments
6. Public Comment – limit 3 minutes per person.
7. Adjournment.





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### Minutes of the January 22, 2020

Commissioner Robinson called the meeting to order at 5:33 p.m. Mr. Fleming, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Ryan Robinson, Emma Henry, Don Sober, Loria Hall and Michael McKissic.

**STAFF:**

Marcel Jackson	Marcus Hardy
Marshall Brice	Kim Shirey
Douglas Fleming	Andrea Bailey
Steven Raiche – Contractor	Sam Spadafore – Contractor
Kristine Ranger - Contractor	Vic Verchereau - Contractor

**Guests:**

See List

Commissioner Henry moved and Commissioner Sober seconded a motion to approve the minutes of the November 20, 2019 commission meeting. **The Motion was approved by all members present.**

**Action Items:**

Resolution 1317 – Contract between Lansing Housing Commission and Northern Home Improvement Company for Window Replacement at all LHC amps. Funding is from 2018 Capital Funds

Commissioner Henry motioned to approve; Commissioner McKissic seconded the motion. **Motion was approved by all members present.**

**Informational Item:**

**Written Informational Reports were provided as follows:**

Finance Report – December 2019

Steven Raiche

Mr. Raiche provided a brief overview of the December 2019 Finance Reports. Steven also discussed the sheet of financial ratios.





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- LHC is in a Really good position compared to the prior year's budget. Revenue is up 8% due to the increase in occupancy and the consistency in occupancy. The AMPS are under budget on the expenses, COCC and HCV are close as well. There are 4 months' worth of funding to cover each AMP.
- There is an ongoing audit for Oliver Gardens with Plante Moran. The report should be provided at the next board meeting.

#### Housing Choice Voucher (HCV) Report – December 2019

Kim Shirey provided a brief overview of the November and December 2019 HCV Reports.

- At the end of last week, 100 applicants were pulled from the waiting list. The applications are due at the end of January. There are 250 people remaining on the waiting list.
- HCV partnered with Gateway to use services – LHC has established a business practice to reduce the homeless population and offer a voucher to those aging out of foster care. LHC now has a contact for this, the organization LHC is partnering with will aide as supportive services for the youth aging out of foster care. Hopefully this leads to the following: after ever 5 vouchers are issued, 1 will be issued to a young person aging out of foster care. HCV is applying for a new program to receive 25 vouchers from HUD for youth aging out of foster care, these are called Sunsetting Vouchers. These vouchers have term limits.

#### Asset Management Report – December 2019

**Mt. Vernon (MVP) & Scattered Sites, AMP 102** – Marcel Jackson, MVP had an occupancy rate of 96% at the end of December. There was three (3) move-in, one (1) move -outs and zero (0) transfers. There were 22 open work orders.

The current occupancy rate is 96%. There are 8 vacancies, one (1) market ready. There are 22 open work orders. Average work order is 46 days old.







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**Hildebrandt (HP) & Scattered Sites, AMP 103** – Andrea Baily, HP had an occupancy rate of 97% at the end of December. There were zero (0) move-ins, two (2) move-outs and zero (0) transfers. There were 80 open work orders.

The current occupancy rate is 97%. There are 6 vacancies. 4 will be leased up before the month ends. There are 80 open work orders. Average work order is 40 days old.

Positive Note: REAC inspection: 81, 23-point increase from last year inspection.

**LaRoy Froh (LRF) & Scattered Sites, AMP 111** – Marshall Brice, LRF had an occupancy rate of 95% at the end of December. There was two (2) move-in, two (2) move-outs and two (2) transfers. There were 10 open work orders.

The current occupancy rate is 95%. There were 10 open work orders. 3 applicants approved.

**So. Washington (SWP) & Scattered Sites, AMP 112** – Marcus Hardy, SWP had an occupancy rate of 95% at the end of December. There were four (4) move-ins, four (4) move-out and one (1) transfers. There were 89 open work orders.

The current occupancy rate is 95%. There were ten (10) vacant units, 1 unit is pre-leased and 7 will be leased before the end of the month. 7 applicants have deposits paid. 89 work orders that are open. Average work order time is 64 days.

Positive Note: 2 new boilers have been installed.

#### **Discussion Items:**

##### **1. RAD Presentation – Sam Spadafore**

(a) This PowerPoint will be provided to the Board

(b) RAD – All 4 AMPS will undergo RAD

- Phase 1 – SWP and MVP - The Tax Credit has been received for SWP. LHC received unofficial approval for MVP to move to RAD. Next step is to finalize the paperwork and begin construction.





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- Phase 2 – HP and LRF - The application will begin in the Fall and Winter of 2020 and Spring and Summer of 2021.
2. Section 18 (scattered sites) – Scattered sites will be sold.
- (a) Residents will be informed of this the Summer of 2020.
  - (b) The sale of the scattered sites is expected to be the Winter of 2020.
3. LHC
- (a) The employees (managers and maintenance) at the site transitioning to RAD will become employees of the 3<sup>rd</sup> party managing group the day of closing.
  - (b) The records and other resident information will be transferred to the 3<sup>rd</sup> party managing group.
  - (c) Accounting will also need to transfer paperwork, transactions and journals to the 3<sup>rd</sup> party managing group.
  - (d) All software will be transitioned to the 3<sup>rd</sup> party managing group.
  - (e) The 3<sup>rd</sup> party management group RFP or RFQ will be completed within the next 2 months. During this time, terms will be discussed. EX: if the transition or employees is temporary or permanent.

**Other Items:** None

#### **Executive Director's Comments:**

#### **Activities**

#### **Capital Projects**

- Elevator – almost complete, project is moving slower than anticipated.
- Windows – Scattered Sites windows will be replaced, see Resolution 1317
- SWP boiler - \$120,000 rebate on both boilers. LHC total to replace the boilers was about \$50,000 and are 96% efficiency.





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- Mt. Vernon boiler – MVP had a boiler go down, LHC got a small rebate off a boiler and put in a 96% efficiency boiler.
- New Vehicles for AMPs – This contract has now been finalized, they are on order. 6 new vehicles will be coming in. 2 trucks are three quarter ton trucks.

#### Staff Changes

- LRF – Manager Open – Marshall will be leaving LHC January 31, 2020.
- Southside Restructuring – Marcus will manage LRF and SWP. The maintenance, Asset Manager and the Assistant Asset Managers on the south side will float between the two sites. One Assistant Manager will work part time at LRF and part time with HCV.

#### RAD Activities

- Disposal of Scattered Sites (Section 18)
  - RFP for environmental and environmental will be completed on all 230 homes.
  - Deed research – moving forward with this process.
- Tax Credit Applications for LaRoy Froh and Hildebrandt
- HUD conference calls – these are being held biweekly with HUD staff
- Significant Amendment - ACOP

#### Other Activities

- Site visits to LHC properties
- Phone systems install – new phone system effective
- PHADA annual ED and Commissioners Conference – Emma and Doug attended.
- ADP conversion – LHC is transitioning from Paychex to ADP
- IT upgrades – Elite upgrade, New Scanner, software updated.
- MOU with Family and Child Services.
- Community Mental Health
- MLK table – LHC staff and board members attended
- REAC inspections – all AMPs have completed their REAC inspections.
- Public Relations firm – interviewed 2 Public Relations Firms to assist with general press releases.
- Website Re-Design – will add press releases and resident stories.
- Social Media – LHC will begin to expand social media presence.
- Crisis Management Plan – LHC will design and put in place a Crisis Management Plan







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- Oliver Gardens – Management has been transitioned to a 3<sup>rd</sup> party management company effective January 1, 2020.
- Summer Program – scheduling for the summer program has been underway. LHC is looking to engage the youth in the community in addition to LHC residents.

**President's Comments:**


It is a big deal that SWP has been approved for RAD. This is monumental. There has not been an investment like this in 40+ years. Thanks to everyone who has been a part of the transition to RAD.

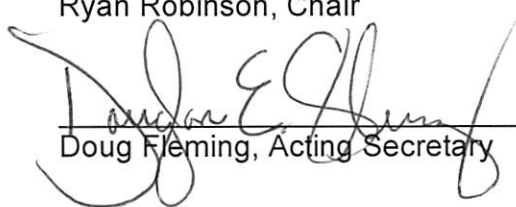
Doug and President Robinson walk the sites monthly. Anyone is invited to join.

**Public Comment:** limit 3 minutes per person – None

**Other Business:** None

**Adjournment:** The meeting was adjourned at 7:03 p.m.

 Date 6-25-2020  
Ryan Robinson, Chair

 Date 6-26-2020  
Doug Fleming, Acting Secretary







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**March 25, 2020**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**February Housing Choice Voucher (HCV) Monthly Report**

**CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

**Family Self Sufficiency (FSS):**

During the month of February, the FSS Coordinator sent out invitations to attend an orientation in the month of March.

During this orientation voucher holders learn more about the FSS program, what is expected of them, and what the outcome is once they reach their goals. If after hearing the requirements of the program and they wish to participate, an appointment is scheduled for them to sign their FSS Contract which includes what goals they wish to accomplish over the next 5 years.

**HCV Orientations:**

LHC had one (1) orientation during the month of February 2020 and thirteen (13) vouchers issued. Information has been returned from the 100 application which were pulled. LHC received approximately 48 responses. Orientations are being scheduled in February for qualified applicants.

One (1) VASH orientation was held for the month of February 2020, and five (5) vouchers were issued.

**Waiting List:**

We are currently on waiting list number 400 out of 650. Once the part time person is established the primary goal will be to process the rest of the 2018 waiting list so that a new list may be open by spring. Once the new list is established it is anticipated that better response to pulls will happen.

**Department Initiatives:**

In the HCV Program there are currently 1,768 vouchers housed in all its programs. Fifty participants are with the Shelter Plus Care Program (S+C), 74 are housed under





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the Permanent Supportive Housing Program (PSH), and 143 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,501 are housed under the Housing Choice Voucher Program.

#### Voucher Utilization

January Voucher Program Total Units	1,863
January Traditional HCV Utilization	1649
January % Utilized Units	89%

February Voucher Program Total Units	1,863
February Traditional HCV Utilization	1644
February % Utilized Units	89%

#### Voucher Disbursement

HUD January HAP Disbursement	\$957,472
LHC January HAP/UAP Disbursement	\$875,699.18
% Voucher Funding Utilization	91%

HUD February HAP Disbursement	\$957,472.00
LHC February HAP/UAP Disbursement	\$893,528.16
% Voucher Funding Utilization	93%
HUD Held Reserves as of September 2018	\$897,936

#### SEMAP Indicators

##### Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have written policy.

##### Waiting List

PIC Scoring	Internal Scoring
N/A	15

##### Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed 15 rent reasonable for the fiscal year 2020. This indicator is not scored by PIC but based





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on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.

#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 0 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2020.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 11/01/2019. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period one (1) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all







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other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were zero (0) 24-hour deficiencies and twenty-three (23) 30-day deficiencies. All corrected, abated, or terminated as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

#### Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of January 31, 2020, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10







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#### Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

##### Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

#### Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

##### Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

#### Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

##### Inspections

PIC Scoring	Internal Scoring
10	10

#### Indicator 13- Program Utilization

The department utilization rate during this reporting period is 91%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

##### Program Utilization

PIC Scoring	Internal Scoring
N/A	20





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#### **Indicator 14-Family Self Sufficiency**

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 19 slots/households or (51%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

#### **FSS Enrollment**

PIC Scoring	Internal Scoring
N/A	5

Currently 54% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

#### **Participants w/ Escrows**

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 02/29/2020





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**March 25, 2020**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**February 2020 Asset Management Monthly Report**

**CONTACT PERSON:**

Doug Fleming  
Executive Director  
517-487-6550 Ext. 111

**OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of February. LHC Unit Months Leased (UML) was 797 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% occupancy level, which meets the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 96% at the end of February. There were three (3) households moved in, two (2) residents moved out, and one (1) unit transfers. The UML was 194 which equals 96%. At the end of February, Mt. Vernon had a total of 50 open work orders.

**Hildebrandt Park** occupancy was 97% at the end of February. There was three (3) households moved in, zero (0) resident moved out, and one (1) unit transfers. The UML was 213 which equals 97%. At the end of February, Hildebrandt had a total of 49 open work orders.

**LaRoy Froh** occupancy was 97% at the end of February. There was two (2) household moved in, zero (0) residents moved out, one (1) unit transfers. The UML







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was 206 which equals 97%. At the end of February, LaRoy Froh had a total of 17 open work orders.

**South Washington Park occupancy** was 93% at the end of February. There were zero (0) households moved in, three (3) resident moved out, and two (2) unit transfer. The UML was 184 which equals 93%. At the end of February, South Washington had a total of 55 open work orders.

#### OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	194	96%	3	2	1	0
Hildebrandt	220	213	97%	3	0	1	0
LaRoy Froh	213	206	97%	2	0	1	0
S. Washington	197	184	93%	0	3	2	0
<b>Totals</b>	<b>832</b>	<b>797</b>	<b>96%</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>0</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 30,512	\$ 33,058	\$ 0	148%
Hildebrandt	\$ 31,541	\$ 38,667.25	\$ 0	123%
LaRoy Froh	\$ 24,922	\$ 30,102	\$ 0	121%
S. Washington	\$ 27,659	\$ 30,483.52	\$ 0	110%
<b>Totals</b>	<b>\$ 114,634</b>	<b>\$ 132,310.77</b>	<b>\$0</b>	<b>115%</b>







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**Mt. Vernon Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3242 N Waverly	2	1-21-20	29	3-12-20	\$2,450	Unit offer accepted.
1503 Robertson	4	8-5-19	168	Ready	\$1,800	Pulling from waitlist.
3228 N Waverly	3	1-13-20	26	Ready	\$1,900	Vacant due to RAD
4151 Glenburne	2	2-10-20	15	3-1-20	\$2,900	Transfer pending.
3426 N Waverly	3	10-17-19	127	TBD	TBD	Vacant due to RAD
3342 N Waverly	4	10-29-19	94	Ready	TBD	Vacant due to RAD
3336 N Waverly	4	1-6-20	43	TBD	TBD	Vacant due to RAD
4351 Balmoral	3	2-10-20	15	Ready	\$2,900	Transfer pending.

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting March 25, 2020

Monthly Asset Management Report February 2020

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### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3126-A Turner	3	2-24-20	17	3-28-20	\$3600	Ready for move in, currently reviewing applicants.
103-3116-B Turner	4	1-2-20	45	3-26-20	\$1850	2 transfer denials-processing waitlist applicants
103-1218 High	2	3-3-20	14	2-29-20	\$1125	Processing waitlist applicants.
103-1520 High	2	1-13-20	60	3-24-20	\$100	Ready for move in, currently reviewing applicants.
103-2149 Forest	2	2-5-20	45	3-6-20	\$1400	Awaiting BB treatment



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**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-3508 Burchfield	3	11-18-19	75			11-25 unit has been cleaned out and painting has started. 12-2 scope work is next and should be started this week. 12-9 vinyl flooring in process. 12-16 scope work is underway. 12-23 pending cleaning then ready for LRF transfer over/under housed list. 12-30 cleaning completed and pending minor touch ups. 1-21 unit is ready for LRF transfer. 1-27 transfer did not accept transfer. Pending new applicant.
111-2312 Reo Rd	2	12-13-20	55			12-23 paint has been completed and pending sand/poly and scope work. 12-30 scope work still pending due to parts being needed. 1-14 minor scope work still ongoing. Estimated completion 1-17-20. 1-21 minor work still need completing. 1-27 needs to be cleaned then ready for occupancy.
111-6065 Southbrook	2	12-20-19	55			Needs touch up work for painting and needs applicant.
111-3415 W Jolly	3	1-6-20	40			01-07 unit has been cleaned out and scope completed. Pending parts to start painting unit. 1-14 paint is underway. Scope work will





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						start 1-16-20. 1-21 scope work is underway. 1-27 unit has to be cleaned and then ready for occupancy.
111-2424 Reo Rd	3	2-5-20	24			
111-2524 Reo Rd	2	12-1-19	89			Ready waiting on applicant.
111-2334 Reo Rd	2	1-15-20	45			Ready waiting on applicant.







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**South Washington Park Vacant Unit Status:**

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S Washington 514	1	11-7-19	116	1-13-20	In house turn	Transfer
112-3200 S Washington 421	1	10-11-19	143	1-13-20	In house turn	Was not notified tenant deceased.
112-3200 S Washington 100	1	11-27-19	96	1-13-20	In house turn	Tenant deceased.
112-3200 S Washington 502	1	1-2-20	60	1-20-20	In house turn	Unit needs to be put back together.
112-3200 S Washington 535	1	1-8-20	54	1-28-20	In house turn	Had to get unit cleaned out.
112-3200 S Washington 419	1	12-23-19	70	1-28-20	In house turn	Bed bugs in unit.
112-3200 S Washington 515	1	1-30-20	32	1-28-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 508	1	1-30-20	32	1-28-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 113	1	1-30-20	32	1-28-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 225	1	1-28-20	34	1-28-20	In house turn	Waiting on unit to be completed
112-3200 S Washington 325	1	2-4-20	25	3-27-20	In house turn	Waiting on unit to be completed

