



STATE OF MICHIGAN

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GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

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EXECUTIVE DIRECTOR

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To: Owners & Management Agents of Tax Credit Properties  
Owners & Management Agents of Section 8 and Section 236 Project-Based Properties  
Owners & Management Agents of Multifamily Assisted Properties

From: Mark Whitaker, Compliance  
Rental Housing

MSHDA Compliance is pleased to announce that a new web application, Compliance Audit Response System (CARS), has been developed to streamline the process of creating and submitting File Audit responses.

CARS creates a single point of entry for certifying the corrective actions and correction dates for file audit findings, in a manner similar to the Owner's Physical Inspection Certification System (OPIC) for physical inspection responses. It pulls the file findings directly from the file audit report and pushes the data to the file audit certification report. It also allows MSHDA to collect the certification data electronically and link it to the file audit data. The CARS system also gives owners and agents many benefits, including:

- Saving time by eliminating manual data entry of file findings.
- Takes the guess work out of how to prepare and format the report.
- Automatically creates the file audit certification forms when correction data is entered.
- Reduces data entry errors and the chance of missing a file finding.

In addition, implementation of CARS enables the development owner/manager, file audit contractor and MSHDA to easily track outstanding file audits electronically.

Attached to this email you will find the CARS User Guide. Please review and be prepared to start using CARS for all file audits conducted after March 1, 2013. After CARS is successfully implemented for each owner and manager, MSHDA will require that all deficiency corrections for future file audits must be entered into CARS.

MSHDA Compliance will be emailing all owners a list of their properties and management companies associated with each property that MSHDA Compliance currently monitors. The owner will have 30 days to respond and make any necessary changes by submitting a "Notice of change in Management Agent" form located at [http://www.michigan.gov/documents/mshda/mshda\\_crh\\_f\\_yer13\\_notice\\_change\\_in\\_mgmt\\_agent\\_30406\\_2\\_7.doc](http://www.michigan.gov/documents/mshda/mshda_crh_f_yer13_notice_change_in_mgmt_agent_30406_2_7.doc) (Word Version).

Unless MSHDA is notified of a change, the data below will be considered to be correct.

If you have any questions regarding CARS, please contact Mark Whitaker at (517) 335-6822 or email [whitakerm@michigan.gov](mailto:whitakerm@michigan.gov). Please include CARS in the subject line.

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