



Department of the Treasury
Internal Revenue Service
Mail Stop 1112, PO Box 12307
Ogden, UT 84412

HOUSING DEVELOPMENT PARTNERS OF SAN DIEGO
% JULIE CONSERVA
1335 5TH AVE
SAN DIEGO CA 92101-4210

Date:
June 30, 2015
Person to Contact / ID Number:
Kristina Ly
Contact Numbers:
Toll Free 1-877-767-2501
Long Distance 1-801-620-3319
Fax: 1-888-224-9146
Manager's Name / ID Number:
Mark Seneff
Manager's Contact Number:
801-620-3400

Taxpayer Identification Number: 33-0427639
Form: 990
Filing period(s) ended: December 31, 2013

Dear Sir or Madam:

Your organization has been selected for an audit for the year(s) indicated above. The Internal Revenue Service (IRS) routinely audits exempt organizations to ensure compliance with federal tax requirements.

Information Document Request

Enclosed is a Form 4564, *Information Document Request*, listing the items we need to conduct the audit. Please mail this information to me at the address shown above by the date indicated on Form 4564. Original documents aren't required, but please ensure all copies are legible.

If you're unable to respond to the request by the due date, please contact me as soon as possible. My phone number is provided above.

Your Rights as a Taxpayer

Also enclosed is Publication 1, *Your Rights as a Taxpayer*. This publication includes information on the audit process, as well as third-party contacts. Please take a few minutes to read it.

Audit Process

I'll review the information you provide. As the audit proceeds, I may request additional records. After completing my review, I'll discuss my findings with you and explain whether your tax-exempt status or tax liability is affected. In many cases there are no proposed changes. If I do propose changes, you'll have time to review my findings. I'll provide you with a copy of the appeal procedures.

If you agree to the changes, you'll sign an agreement form. If you don't agree, you may ask for a conference with my manager or an IRS Appeals official.

Representation

You must file a power of attorney with the IRS if you would like us to discuss the audit with anyone other than an officer of your organization. You can use Form 2848, *Power of Attorney and Declaration of Representative*, for this purpose. If you don't provide a power of attorney, your representative won't be permitted to receive or discuss confidential information.

Communication

To promote open communication, please call me to discuss any potential issues and keep me informed of unavoidable delays. I'll do likewise. The audit will proceed faster if we address questions and concerns and provide information to each other in a timely manner. You may also speak to my manager at any time. My manager's name and phone number are also shown in the heading of this letter.

Thank you for your cooperation in this matter.

Sincerely,



Kristina Ly
Revenue Agent
Exempt Organizations

Enclosures:
Information Document Request
Publication 1

Information Document Request

To: (Name of Taxpayer and Company Division or Branch)

HOUSING DEVELOPMENT PARTNERS OF SAN DIEGO

Subject
Audit

SAIN number

Submitted to:

Dates of Previous Requests (mmddyyyy)

Please return with listed documents to requester identified below

Description of Documents Requested

The following issues will be addressed during the examination:

- 1) Verify that the organization continues to qualify for tax exempt status under section 501(c)(3);
- 2) Verify that all required returns have been filed; and
- 3) Verify that the organization serves a charitable class;
- 4) Verify that all employment taxes are properly reported;
- 5) Verify the organization's foundation status per section 509 of the Internal Revenue Code

The following are items necessary to conduct the examination of your organization. Please provide the requested documentation or requested responses regarding the tax year ended December 31, 2013. Please do not send original documents, only legible copies. Questions that arise from the information that you provide will be addressed in a subsequent letter.

To determine if your organization is correctly classified under section 501(c)(3), please provide the following:

- 1) Minutes regarding meetings of the governing body and/or committees.
- 2) Copies of pamphlets, brochures, newsletters and other printed literature or advertising regarding your organization and its activities.
- 3) Copies of contracts, leases or agreements to which the organization was a party during the year under examination.

To reconcile your records to your organization's Form 990, and to verify that all required tax returns have been filed, please provide the following:

1. A statement of income and expenses for the year under examination.
2. A balance sheet for the year under examination.
3. Copy of the General ledger and subsidiary accounts.
4. Chart of accounts.
5. Auditor's report, if available.

To reconcile Revenues and Expenses records to your organization's Form 990, please provide support documents the following:

1. Developer fee: \$881,429
2. Contract Services: \$96,649
3. Gross amount of sale assets: \$308,640
4. Consultant : \$325,260
5. Other benefit: \$49,988
6. Administrative overhead: \$36,424
7. The chart of accounts, general ledger, and subsidiary ledgers (i.e. cash receipts and disbursements journals, accounts payable, accounts receivable, etc.)

In order to determine whether your organization has properly filed all applicable returns/forms for which it may be liable, please have the following items available for review:

1. Copies federal employment tax returns, Form 941, Form W-2s and any Form 1099(s) issued for the years under examination.
2. Copies of any contractual agreements to provide services. Please also include any policies or procedures included as part of the contractual agreement.

If your organization is unable to provide any of the items requested above or if a particular item is not applicable to your organization, explain in detail why they are either not available or do not apply.

If the records are kept on QuickBooks, Peachtree or Quicken then please provide a backup copy on a disk or flash drive, which includes the period from 01/01/2012 through 12/31/2013. This copy should not be an altered version of the data but rather a copy of the original electronic backup file.

As a result of the examination, additional documents may be requested.

Please attach a copy of this letter to the front of the requested information and mail to the address shown in the heading of this letter.

NOTE: It is to your benefit to provide clear and concise explanations and supporting documentation regarding the information being requested.

If you have any questions or concerns, please feel free to contact me at the phone number shown in the heading of this letter.

If you have any questions or concerns regarding the above listed items or if additional time is needed to gather the requested information, then contact *Kristina Ly*.

Information Due By 07/31/2015		At Next Appointment <input type="checkbox"/>	Mail In X
From:	Name and Title of Requester Kristina Ly – Revenue Agent	Date (mmddyyyy) 06/30/2015	
	Office Location IRS, EOCA, Mail Stop 1112, PO Box 12307 Ogden, UT 84412	Telephone Number 1-801-620-3319	