COMPLIANCE VIOLATIONS TRACKING SHEET

BUILDING ID # _____ **PAGE #** _____

INSTRUCTIONS: When you get a Report of Noncompliance (IRS Form 8823) from your state housing agency, enter the information in the log below. This way, you'll have all the information about violations in one location, and you'll need to refer only to the log as you correct the violations. Keep a separate log of each building at your site, and write the building's ID number in the space above. After completing entries, file all Forms 8823 (with accompanying documentation) for a building in one file. This way, you can easily find them later. Keep a blank copy, and make copies as needed for additional violations and buildings.

Unit #(s)	Form 8823 Issuance Date	Violations Category	Reason for Noncompliance	Deadline (w. any extension)	Corrective Actions	Date State Housing Agency Notified of Corrective Actions	Date Violation Officially Corrected	Notes