

Daniel Barrett

Red Bluff, CA 96080

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(951) 466-6134

Professional Summary

Property Manager

Experience: Over 20 years of expertise in managing multi-residential affordable housing communities, ensuring compliance with county, state, and federal regulations.

Skilled manager, trainer, and administrator with a successful track record in staff development, mentorship, and program leadership.

Successfully marketed affordable housing by leveraging digital platforms, establishing local partnerships, and maintaining transparent communication to attract a diverse range of potential residents. Developed and executed marketing strategies tailored to local and regional demographics while adhering to fair housing principles.

Focused on maintaining high occupancy rates through operational excellence, fostering strong tenant relationships, and delivering exceptional service. This included proactive communication, timely issue resolution, and active community engagement.

Expertise in LIHTC, HUD programs, Project-Based Section 8, Section 236, PRAC 202, 811 PRA, USDA-Rural Development (515), HCV, HOME Funds, and Bond programs.

Work Experience

Regulatory Compliance Auditor - Affordable Housing

UPCSINSPECTOR INC-Red Bluff, CA

January 2017 to Present

Provide comprehensive regulatory and operational compliance support for multi-residential affordable housing communities. Conduct HUD REAC UPCS physical compliance inspections to ensure properties meet required standards.

Ensure adherence to federal, state, and local regulations, including Fair Housing laws. Oversee leasing processes, manage HCV contracts, and review rental applications for approval. Handle verification processes and calculate income to determine eligibility according to HUD/HCD income limits.

Monitor property finances, including rent collection, budgeting, and expense management. Coordinate maintenance activities and vendor contracts to ensure the property remains well-maintained and safe.

Prepare and submit precise financial and operational records to funding agencies and management. Perform annual recertification's by verifying and updating tenant income, ensuring compliance with rent and utility allowances under federal funding programs

Compliance Unit Manager

National CORE and Hope Through Housing Foundation-Rancho Cucamonga, CA

March 2015 to December 2016

Provided collective service to ninety affordable housing multi-residential communities.

Ensured the organization adhered to all relevant laws, regulations, guidelines, and specifications, maintaining operations within legal boundaries and meeting all applicable requirements.

Managed compliance with property-specific regulatory agreements and federal, state, and local regulations related to rent charges and occupancy. Verified adherence to programs such as HCV, LIHTC, HUD, USDA RD, and Bond.

Served as an internal resource and subject-matter expert for corporate teams overseeing existing operations, new construction, and rehabilitation projects. Represented ownership during agency and investor reviews.

Conducted audit reviews and managed various projects as required by executive management. Prepared weekly, monthly, and annual financial and operational performance reports.

Cultivated and maintained relationships with public and private entities.

Training: Developed and delivered compliance training seminars.

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Compliance Analyst

Upcsinspector Inc-California

June 2014 to March 2015

Provide compliance consulting services for multi-residential affordable housing communities. Perform HUD UPCS physical compliance pre-inspections.

Compliance Manager / On-site Property Supervisor

FWC Realty Services Corporation-Pacific Palisades, CA

October 2011 to June 2014

Managed a portfolio of seven multi-residential family and senior housing communities.

Oversaw applicant income eligibility assessments at move-in, as well as during annual or other re-determinations.

Developed local and regional marketing strategies, managed leasing processes, handled rental applications, and facilitated wait-list development.

Prepared and managed budgets, tracked income and expenses, collected rents, processed notices and legal actions for late or non-payments, and enforced lease agreements.

Supervised financial reporting and reconciliations.

Represented ownership in physical and regulatory compliance matters during agency reviews.

Supervised all maintenance activities and vendor operations.

Developed and implemented training programs focused on operations, compliance, and maintenance for both new and existing employees.

On-Site Community Manager - LIHTC- Project Based Sec 8

Cottonwood Park Apartments-Auburn, CA

April 2008 to June 2010

On-Site Community Manager: LIHTC- Project Based Sec 8

Ontario Senior Apartments - Little Zion Manor Family Community-Ontario, CA

July 2005 to December 2007

On-Site Community Manager: USDA RD 515

Oaktree Apartments -USDA RD 515 - Family-Temecula, CA

January 1997 to November 2004

On-site Maintenance Supervisor: -Conventional Leasing

Felicita Creek Apartments - Rehab-Escondido, CA

January 1993 to December 1995

On-site Maintenance Supervisor-Conventional Leasing

Hourglass Apartments-Mira Mesa, CA

January 1991 to December 1993

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Skills

- Legal Research
- Property Management
- Microsoft Excel
- Organizational skills
- Section 8
- LIHTC
- Fair Housing regulations
- Leadership
- Budgeting
- Yardi
- Microsoft Office
- Financial Management
- Microsoft Word
- Property Leasing
- Customer service
- Management

Certifications and Licenses

Multiple Affordable Housing Certifications - Certified Home Inspector

Present

RAM, CPM, C3P, HCCP, SHCM, HUD, RDA, RHS, BOND Formerly certified HQS and HUD UPCS REAC Inspector (#MM0074 WA DC, 2004-2010). HUD Secure Systems - PHA User - EIV Systems, Crime Free Multi-Housing Program Certifications.

Driver's License