

**504/ADA  
CERTIFICATION CHECKLIST**

Name of Development: Waterford Place Apartments Owner: **CCBA Waterford Place LLC**

Development Address: 180 Shawmut Avenue , Boston, MA 02118 Phone: ( 617) 482-2747

Check applicable box(es):

This property is covered by (check as many as apply):

- Section 504 of the Rehabilitation Act - receives federal funds
- ADA (Americans with Disabilities Act) - receives state funds

I CCBA Waterford Place LLC, Owner/ Agent of  
(Company) do hereby certify that an:

ADA  504 [check applicable box(es)] Self Evaluation was done

and

any necessary Transition Plan for \_\_\_\_\_ was developed  
on \_\_\_\_\_ and has been placed in the files of said property.

or

I am not required to develop a Transition Plan because the development is only covered by the ADA and the owner employs less than 50 persons, but I have completed the required ADA Self-Evaluation.

**If you are required to make a Transition Plan, please certify to the statements in Section 1. If you are not required to do a written Transition Plan, go to Section 2.**

Section 1. I certify that the Self-Evaluation/Transition Plan has met the following criteria:

1. The Self Evaluation/Transition Plan is in written format and was prepared by:

Name:

Company:

Phone:

□ 2. The Self Evaluation has reviewed at a minimum the following policies and practices and revisions have been made:

- Marketing materials and procedures
- Notification of non-discrimination procedures
- Application and screening procedures
- Reasonable accommodation policies
- Rules and house policies, including lease enforcement and resident handbooks
- Tenant selection
- Unit transfer policy regarding accessible units
- Employment policies and practices (if applicable)
- All forms and notices
- Designation of someone to coordinate efforts to comply with and carry out responsibilities under the applicable law(s)
- Grievance procedures (where applicable) for disability rights complaints from applicants, residents, and/or employees.

□ 3. The Transition Plan includes the following elements:

- A completed written physical audit for each building
- Audit addresses:

Accessible routes, including:

- \* outside paths and walks
- \* ramps
- \* stairs
- \* elevators
- \* doorways
- \* corridors

Parking

Passenger drop off area

Warning signals

Common areas including:

- \* entrance way
- \* community rooms and kitchens
- \* laundry rooms
- \* meeting areas
- \* recreational facilities
- \* public part of management office
- \* bathrooms

standards) Accessible units (accessible units must meet current UFAS and/or ADAG

Commercial facilities

□ 4. The document shows evidence of consulting interested persons, including individuals with disabilities and groups representing individuals with disabilities.

□ 5a. Based on the above, property is fully in compliance.

5b. If not, the Transition Plan:

- 1) Lists physical changes that are required, including a plan for reaching 5% unit accessibility, of applicable (Existing accessible units cannot be counted unless they meet current UFAS and/or ADAG standards)
- 2) Lists the date changes were completed or are estimated to be completed
- 3) States the estimated costs and sources of revenue to pay for changes which have not yet been completed
- 4) Documents any necessary changes that will not be made and includes supporting documentation to substantiate any findings that these changes are structurally infeasible or an undue financial/ administrative burden.

**If you are not required to develop a transition plan because your development is covered only by the ADA and the owner employs less than fifty persons, you must still meet the requirements of ADA. For such purposes please certify to statements in Section 2.**

Section 2.

1. I have completed a Self Evaluation which has reviewed at a minimum the following policies and practices and revised them where necessary:

- Marketing materials and procedures
- Notification of non-discrimination procedures
- Application and screening procedures
- Reasonable accommodation policies
- Rules and house policies, including lease enforcement and resident handbooks
- Tenant selection
- Unit transfer policy regarding accessible units
- Employment policies and practices (if applicable)
- All forms and notices
- Designation of someone to coordinate efforts to comply with and carry out responsibilities under the applicable law(s)
- Grievance procedures (where applicable) for disability rights complaints from applicants, residents, and/or employees.

2. I have completed a physical audit for each building, examining:

Accessible routes, including:

- \* outside paths and walks
- \* ramps
- \* stairs
- \* elevators
- \* doorways
- \* corridors

Parking  
Passenger drop off area  
Warning signals  
Common areas including:  
\* entrance way  
\* community rooms and kitchens  
\* laundry rooms  
\* meeting areas  
\* recreational facilities  
\* public part of management office  
\* bathrooms


Accessible units (accessible units must meet current UFAS and/or ADAG standards)

Commercial facilities

3. I have consulted interested persons, including individuals with disabilities and groups representing individuals with disabilities, in completing the Self Evaluation.
4. If the above does identify necessary physical changes, but I am not required to complete a written transition plan, I have a schedule for complying with the physical requirements of the ADA as expeditiously as possible. The schedule:
- 1) Lists physical changes that are required, including a plan for reaching 5% unit accessibility, if applicable (Existing accessible units cannot be counted unless they meet current UFAS and/or ADAG standards)
  - 2) Lists the date changes were completed or are estimated to be completed
  - 3) States the estimated costs and sources of revenue to pay for changes which have not yet been completed
  - 4) Documents any necessary changes that will not be made and includes supporting documentation to substantiate any findings that these changes are structurally infeasible or an undue financial/administrative burden.
- 5a. Based on the above, the property is in full compliance

or

- 5b. The estimated date for achieving compliance according to the above plan is July, 2008.

  
\_\_\_\_\_  
Owner/Agent  
CCBA Waterford/Place LLC  
Michael Wong

June 4, 2007  
Date

Winn Management Company LLC  
Management Company