

RANGE OF DOCUMENTS TO MAKE AVAILABLE FOR ON-SITE REVIEW

The following checklist illustrates the range of documents that you may need to provide on the day of the on-site review. Keep in mind that preparation for a MOR should be ongoing and not just limited to the days and weeks before your scheduled MOR. Preparing for a MOR means that the good and thorough work you and your staff complete every day will be accurately reflected in your documentation.

- All tenant files and records, including rejected, transfer, and move-out files
- Current waiting list
- Last advertisement and/or copies of apartment brochures
- HUD-approved Rent Schedule form HUD-92458
- Procurement files
- Work order journals and logs
- Cash disbursement journal
- Fidelity bond
- Property and liability insurance policy
- Copies of the form HUD-52670 for the last 12 months, for each subsidy contract
- Current annual budget
- Quarterly budget variance reports
- Reserve for Replacement component analysis
- Copy of rent roll
- Copy of application form
- Copy of lease, lease addenda, and house rules
- Copy of pet policy
- Copy of applicant rejection letter
- Annual unit inspections
- "How Your Rent Is Determined" fact sheet
- "Resident Rights & Responsibility" brochure
- Lead-based paint certifications
- EH&S certifications
- All operating procedure manuals
- Documentation for elderly preferences under Sections 651 or 658
- Income targeting and tracking log
- List of all current principals and board members
- EIV Coordinator Access Authorization form(s) (CAAFs) – approved initial and current
- EIV User Access Authorization form(s) (UAAF) – approved initial and current
- EIV Owner Approval Letter(s)
- EIV Policies and Procedures
- Rules of Behavior for individuals without access to the EIV system
- Copy of TRACS Rules of Behavior, signed and dated
- Copy of TRACs and EIV requested Security Awareness Training Certificate, signed and dated
- Affirmative Fair Housing Marketing Plan
- Tenant Selection Plan, including any approved residency preference
- Recent advertising
- Fair Housing logo and Fair Housing poster