**VIA E-MAIL**

,

owellH

SUBJECT: Management & Occupancy Review

HAP Contract No.

,

Dear :

On , serving as your Compliance Manager (CM), conducted a Management and Occupancy Review (MOR) of the subject property and met with **[List Names of Attendees]**. Enclosed is a copy of the MOR Report which identifies the findings noted as a result of the MOR.

The property received an overall rating of . The **Below Average or Unsatisfactory** overall rating is the result of the categories **“List Categories”**, all of which individually received a rating of **Below Average or Unsatisfactory** due to numerous weaknesses in procedures that resulted in frequent failures to comply with published U.S. Department of Housing and Urban Development (HUD) instructions and guidelines located in the HUD 4350.3 Occupancy Requirements for Subsidized Multifamily Housing Programs Handbook.

***Due to the excessive number and seriousness of the findings in this review, management must perform a 100% file audit and submit, in the owner’s response to NHC within 30 days of this letter, a report listing all findings discovered by management, including actions taken to correct the findings and supporting documents demonstrating that corrections have been completed. NHC may conduct a follow-up review to ensure that management has corrected all files and is in compliance with HUD rules and regulations.***

***In response to this review, please provide a certification that the EIV System has been implemented in its entirety. Please note that the Owner is required to deduct a penalty of five percent (5%) from the voucher payment for the month following the date the violation was found, and from each subsequent voucher payments until the violation is cured. Submit a copy of the voucher adjustment page (monthly) until the EIV system has been implemented in its entirety, as required by HUD regulations.***

Pursuant to the HUD Handbook 4350.1, Chapter 6, as an Owner, you have the right to appeal the **Below Average or Unsatisfactory** rating. A **Below Average or Unsatisfactory** rating could affect your participation in HUD programs as Previous Participation Clearance can be denied unless acceptable progress is made in resolving violations - i.e., generally, those findings for which the phrase “Corrective Action” is used.

If you choose to appeal, the written appeal must be forwarded within 30 days from the date of this letter. The appeal should be sent to:

Jeffery K. Wirrick

Chief Asset Management Officer

National Housing Compliance

1975 Lakeside Parkway, Suite 310

Atlanta, Georgia 30084-5860

The appeal must provide sufficient documentation to show that the findings and ratings noted in the Management Review Summary are in error. You will be informed of our final determination concerning the rating as soon as possible.

Please provide a written response to this office regarding the findings cited in the MOR Report **within 30 days** from the date of this letter**.** Your response should be emailed as an attachment to [MORdocs@nhcinc.org](mailto:MORdocs@nhcinc.org). You are not required to submit any additional copies by mail or to any other email address. Please name the attachment(s) “**Owner Response**” and enter only the property contract number in the subject line. For example, your specific subject line will be:

Admission into and continued occupancy in the Section 8 housing program require the collection of Social Security Numbers (SSNs) for all household members. Owners/Management Agents are encouraged to develop a plan to ensure the security and confidentiality of each customer’s information.  When responding to the tenant file deficiencies noted in this review, remove/delete the SSNs from all documents that will be transmitted electronically to National Housing Compliance (NHC).

If you have questions, or if I may be of any assistance, please contact me at 770-939-3939 ext. 2012 or via e-mail at [jeff.wirrick@nhcinc.org](mailto:jeff.wirrick@nhcinc.org)

Sincerely,

Jeffery K. Wirrick

Chief Asset Management Officer

Enclosures: MOR Report and Summary Report

cc: **[Name],** Account Executive

U.S. Dept. of Housing and Urban Development

**Email Address**

, Compliance Manager

National Housing Compliance

MOR File

NHC Invoice