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SUBJECT: Management & Occupancy Review

HAP Contract No.

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Dear :

This letter serves as formal notice that National Housing Compliance (NHC) will conduct a Management and Occupancy Review of the subject property on . , your assigned Compliance Manager (CM), will conduct the review.

In preparation for this review, enclosed is Addendum C, Documents To Be Made Available By Owner/Agent. This checklist is designed to assist you in organizing and preparing for the review. Items checked on Addendum C must be available at the property on the day of the review.

To minimize the time the CM will be required to spend at the property, we ask that you please forward the following documents within 10 days of the receipt of this letter:

1. Tenant Selection Plan
2. HUD-approved Affirmative Fair Housing Marketing Plan (AFHMP)
3. Application
4. Current lease and HUD approved addenda
5. House Rules (if applicable)
6. Pet Rules (if applicable)
7. Enterprise Income Verification Systems (EIV) current policies/procedures

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 “Owner Documents” and use only the property contract number for 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).

While on site, the CM will also complete form HUD-9834, Part II On-Site Review, as well as observe buildings, grounds, common areas, and a minimum of 2 vacant units (if any). If tenant files are not located at the property, NHC requires that the files be bought to the property for the review. NHC will no longer complete file audits at an offsite location unless the offsite location is located within 5 miles of the property.

If you have questions, please contact at , or by e-mail at . You can also find helpful information regarding the Management and Occupancy Review on NHC’s website: <http://www.nhcinc.org/>.

Thank you for your cooperation and we look forward to working with you during the Management and Occupancy Review.

Sincerely,

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Enclosures:

* Addendum C, Documents To Be Made Available By Owner/Agent

cc:

Compliance Manager

MOR File

**Project Name: FHA/Project**#  **Section 8/PAC/PRAC#**

**Instructions:** Reviewers should place a check mark next to those items that must be available for review. Included in this list are FHEO staff instructions to provide MFH staff a list of requests for documents and special observations each year.

**General Documents**

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

Copies of the form HUD-52670 for the last twelve 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

Fact Sheet “How Your Rent Is Determined”

Copy of the “Resident Rights & Responsibility”

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) (UAAFs) – 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

Other – Enterprise Income Verification Systems (EIV) Policies and Required Documents

EIV and You brochure

EIV Income Reports

EIV Verification Reports: Failed Prescreening & Verification Reports, Deceased Tenant Report and Multiple Subsidy Report

Other – Current Staff Info – Name, Hire Date, % Charged to Site, Annual Salary. Also, please indicate if the employee is receiving subsidy or is the employee occupying a non-revenue producing unit/apt.

**Civil Rights Front End Limited Monitoring and Section 504 Review Documents**

Affirmative Fair Housing Marketing Plan

Tenant Selection Plan: with any approved residency preferences

Recent advertising

Fair Housing logo and Fair Housing poster