

SECTION 8 CHECKLIST MANANGEMENT AND OCCUPANCY REVIEW INFO SUBIMTTED TO WVHDF PRIOR TO DAY OF REVIEW & INFO AVAILABLE ON DAY OF REVIEW

This checklist is not proposed to be all-inclusive, but intended to help in the preparation for an upcoming Management and Occupancy review.

V	ITEM DESCRIPTION	COMMENTS	
Documents Submitted Prior to Review			
	 Form HUD-9834, Addendum B (completed & signed by <u>Owner</u>) Rent Roll Pet Policy, if applicable Assisted Animal Policy, if applicable House Rules Tenant Selection Plan, including any approved residency preference Management Plan Affirmative Fair Housing Marketing Plan List of on-site staff charged to project: (Name, title, date hired, % time charged to site, annual salary) Security Deposit Ledger/Account If Utilities are <u>NOT</u> included in rent: 		
Docu	 a. Bank Statement or Deposit Slip showing date HAP check deposited into the bank (3 months) b. Documentation showing date utility checks were cut for the tenants for at least 3 months ments Available on Day of Review		
	 All tenant files and records, including rejected, transfer, and moveout files Current waiting list Last advertisement and/or copies of apartment brochures HUD-approved Rent Schedule (HUD-92458) Work Order journals and logs Cash disbursement journal Fidelity bond Property and liability insurance Copies of HUD-52670 HAP Voucher for the last 12 months Current annual budget Quarterly budget variance reports Reserve for Replacement component analysis Copy of Application form Copy of lease, lease addenda, and house rules Copy of Applicant Rejection Letter Annual Unit Inspections Fact Sheet "How Your Rent is Determined" Copy of Resident Rights & Responsibility" 		

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19. Lead Based Paint Certification, if applicable	
20. EH&S Certifications	
21. All operating procedure manuals	
22. Documentation for Elderly Preferences under Sections 651 or 658	
23. Income Targeting and Tracking Log	
24. EIV Coordinator Access Authorization form(s) (CAAFs)-approved	
initial and current	
25. EIV User Access Authorization form(s) (UAAFs)-approved initial and	
 current	
26. EIV Owner Approval Letter(s)	
27. EIV Policies and Procedures	
28. Rules of Behavior for individuals without access to the EIV system	
29. Copy of TRACS Rules of Behavior, signed and dated	
30. Copy of TRACS and EIV requested Security Awareness Training	
 Certificate, signed and dated	
31. Recent advertising	
32. Fair Housing Logo and Fair Housing Poster	

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