Please utilize this list to prepare your documentation and response to the HUD-9834 Part II On-Site Review. Provide numbered and in the order below electronic copies via [Secure File Transfer](https://housingnm.org/logins/property-owners-agents-and-managers/mfa-secure-file-transfer) or hard copies of documents on date of review. ***Copies will not be returned.***

|  |  |  |  |
| --- | --- | --- | --- |
| **A. General Appearance (page 1)** | **Yes** | **No** | **N/A** |
| 1 | [A2a](https://www.hud.gov/sites/documents/9834.PDF#page=10). Crime Statistics Summary or Calls for Service/Police Reports: include source documents and summary on the MOR Data Sheet | [ ]  | [ ]  |  |
| **B. Follow-Up & Monitoring of Project Inspections (pages 1-2)** | **Yes** | **No** | **N/A** |
| 2 | [B3a](https://www.hud.gov/sites/documents/9834.PDF#page=10). EH & S Certification from the most recent REAC inspection | [ ]  | [ ]  | [ ]  |
| 3 | [B3b](https://www.hud.gov/sites/documents/9834.PDF#page=10). REAC Schedule of work to be completed based on any ‘open’ items | [ ]  | [ ]  | [ ]  |
| 4 | [B4](https://www.hud.gov/sites/documents/9834.PDF#page=11). Lead Based Paint Certification & Lead Hazard Control Plan | [ ]  | [ ]  | [ ]  |
| **C. Maintenance & Standard Operating Procedures (pages 2-3)** | **Yes** | **No** | **N/A** |
| 5 | [C5a](https://www.hud.gov/sites/documents/9834.PDF#page=11). Preventative Maintenance Plan & Checklist  | [ ]  | [ ]  |  |
| 6 | Work Orders (showing work is actually being completed) | [ ]  | [ ]  |  |
| 7 | [C5b](https://www.hud.gov/sites/documents/9834.PDF#page=11). Inventory system (report/log) to account for tools, equipment, supplies, and keys (serial numbers, bar codes, etc.) | [ ]  | [ ]  |  |
| 8 | [C5d](https://www.hud.gov/sites/documents/9834.PDF#page=11). Unit Inspection Procedure | [ ]  | [ ]  |  |
| 9 | [C5i-j](https://www.hud.gov/sites/documents/9834.PDF#page=11). Work Order Policy & Procedures Emergency policy | [ ]  | [ ]  |  |
| 10 | [C5k](https://www.hud.gov/sites/documents/9834.PDF#page=12). Work Order Log/Journal | [ ]  | [ ]  |  |
| 11 | [C5m](https://www.hud.gov/sites/documents/9834.PDF#page=12). Documentation by unit that indicates the date of purchase, manufacturer, model, and serial number for appliance purchases (i.e., ranges, refrigerators, furnaces, air conditioners, hot water heaters | [ ]  | [ ]  |  |
| 12 | [C6a](https://www.hud.gov/sites/documents/9834.PDF#page=12). Vacancy and Turnover Documentation: include current vacants  | [ ]  | [ ]  |  |
| **E. Leasing and Occupancy (Pages 7-16)** | **Yes** | **No** | **N/A** |
| 13 | [E14a](https://www.hud.gov/sites/documents/9834.PDF#page=16). Application for Rental  | [ ]  | [ ]  |  |
| 14 | [E14e](https://www.hud.gov/sites/documents/9834.PDF#page=16). Applicant Rejection Letter  | [ ]  | [ ]  |  |
| 15 | [E14f](https://www.hud.gov/sites/documents/9834.PDF#page=16). HUD approval of police office or security personnel unit | [ ]  | [ ]  | [ ]  |
| 16 | [E14g](https://www.hud.gov/sites/documents/9834.PDF#page=16). Tenant Selection Plan  | [ ]  | [ ]  |  |
| 17 | VAWA Policy  | [ ]  | [ ]  |  |
| 18 | VAWA Emergency Transfer Plan  | [ ]  | [ ]  |  |
| 19 | [E14h](https://www.hud.gov/sites/documents/9834.PDF#page=16). Waiting List  | [ ]  | [ ]  |  |
| 20 | [E14l](https://www.hud.gov/sites/documents/9834.PDF#page=16). Income Targeting Tracking Log | [ ]  | [ ]  |  |
| 21 | [E14m](https://www.hud.gov/sites/documents/9834.PDF#page=17). Affirmative Fair Housing Marketing Plan  | [ ]  | [ ]  |  |
| 22 | [E14n](https://www.hud.gov/sites/documents/9834.PDF#page=17). Advertisement, Brochures, Handouts, etc. | [ ]  | [ ]  |  |
| 23 | [E15a](https://www.hud.gov/sites/documents/9834.PDF#page=17). Lease, Addenda, House Rules/ Community Policies, VAWA, etc. | [ ]  | [ ]  |  |
| 24 | [E15a](https://www.hud.gov/sites/documents/9834.PDF#page=17). HUD approval of lease addenda | [ ]  | [ ]  | [ ]  |
| 25 | [E15c](https://www.hud.gov/sites/documents/9834.PDF#page=17). HUD approval for ‘other charges’ | [ ]  | [ ]  | [ ]  |
| 26 | [E15e](https://www.hud.gov/sites/documents/9834.PDF#page=17). Rent Collection Policy & Late Fee Policy | [ ]  | [ ]  |  |
| 27 | [E16a](https://www.hud.gov/sites/documents/9834.PDF#page=17). Termination of Tenancy Notice  | [ ]  | [ ]  |  |
| 28 | [E16b](https://www.hud.gov/sites/documents/9834.PDF#page=17). Addendum D – State Lifetime Sex Offender Statistics  | [ ]  | [ ]  |  |
| 29 | [E16c](https://www.hud.gov/sites/documents/9834.PDF#page=18). Termination of Assistance Notice  | [ ]  | [ ]  |  |
| 30 | [E18a](https://www.hud.gov/sites/documents/9834.PDF#page=19). EIV Policy and Procedures  | [ ]  | [ ]  |  |
| **F. Tenant/Management Relations (Pages 15-16)** | **Yes** | **No** | **N/A** |
| 31 | [23a](https://www.hud.gov/sites/documents/9834.PDF#page=24). Complaints/Concerns Procedures | [ ]  | [ ]  |  |
| 32 | [24j](https://www.hud.gov/sites/documents/9834.PDF#page=25). Renter’s Insurance Information | [ ]  | [ ]  | [ ]  |
| 33 | [24j](https://www.hud.gov/sites/documents/9834.PDF#page=25). MOR Data Sheet | [ ]  | [ ]  |  |
| 34 | Current Rent Roll  | [ ]  | [ ]  |  |

Have the following documentation available for review for items listed below. Hard copies **will not** be collected.

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| **E. Leasing and Occupancy (Page 8-11)**  |
| EIV Coordinator(s) | [Owner Approval Letter](https://www.hud.gov/sites/documents/9834.PDF#page=18) | [Initial CAAF](https://www.hud.gov/sites/documents/9834.PDF#page=18) | [Current CAAF](https://www.hud.gov/sites/documents/9834.PDF#page=18) | [Security Awareness](https://www.hud.gov/sites/documents/9834.PDF#page=18) |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes[ ]  No[ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes[ ]  No[ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes[ ]  No[ ]  |
| EIV User(s) | [Initial UAAF](https://www.hud.gov/sites/documents/9834.PDF#page=18) | [Current UAAF](https://www.hud.gov/sites/documents/9834.PDF#page=18) | [Security Awareness](https://www.hud.gov/sites/documents/9834.PDF#page=18) |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| EIV Nonuser(s) with access to reports | [Signed copies of the EIV Rules of Behavior](https://www.hud.gov/sites/documents/9834.PDF#page=18) | [Security Awareness](https://www.hud.gov/sites/documents/9834.PDF#page=18) |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| TRACS User(s) | [Signed copies of the TRACS Rules of Behavior](https://www.hud.gov/sites/documents/9834.PDF#page=19) | [Security Awareness](https://www.hud.gov/sites/documents/9834.PDF#page=18) |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |

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| **E. EIV Master File Documents** |
|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| [Failed Prescreening](https://www.hud.gov/sites/documents/9834.PDF#page=19)(Monthly) |  |  |  |  |  |  |  |  |  |  |  |  |
| [Failed Verification](https://www.hud.gov/sites/documents/9834.PDF#page=19)(Monthly) |  |  |  |  |  |  |  |  |  |  |  |  |
| [Multiple Subsidy](https://www.hud.gov/sites/documents/9834.PDF#page=19)(Quarterly) |  |  |  |  |  |  |  |  |  |  |  |  |
| [Deceased](https://www.hud.gov/sites/documents/9834.PDF#page=19)(Quarterly) |  |  |  |  |  |  |  |  |  |  |  |  |
| [New Hires](https://www.hud.gov/sites/documents/9834.PDF#page=19)(Quarterly) |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Additional Documentation for review.**  |
| All Tenant files, tenant history files and Records (including Rejected, Transfer and Move-Out files) | List of all current Principals and Board Members |
| Annual Unit Inspections | Fact Sheet “How your rent is determined.”  |
| All Operating Procedure Manuals | “EIV and You”  |
| HUD-52670 for the last 12 months | “Resident Rights & Responsibilities” |