MFA

Housing New Mexico

Please utilize this list to prepare your documentation and response to the HUD-9834 Part II On-Site Review. Provide hard copies of documents on the review date for items listed below. *Copies will not be returned.*

	A. General Appearance (page 1)	Yes	N/A
1	A2a. 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**	**N/A**
2	B3a. EH & S Certification from the most recent REAC inspection	☐	☐
3	B3b. REAC Schedule of work to be completed based on any 'open' items	☐	☐
4	B4. Lead Based Paint Certification & Lead Hazard Control Plan	☐	☐
	C. Maintenance & Standard Operating Procedures (pages 2-3)	**Yes**	**N/A**
5	C5a. Preventative Maintenance Plan & Checklist	☐	
6	Work Orders (showing work is actually being completed)	☐	
7	C5b. Inventory system (report/log) to account for tools, equipment, supplies, and keys (serial numbers, bar codes, etc.)	☐	
8	C5d. Unit Inspection Procedure	☐	
9	C5i-j. Work Order Policy & Procedures Emergency policy	☐	
10	C5k. Work Order Log/Journal	☐	
11	C5m. 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. Vacancy and Turnover Documentation: include current vacants		
	E. Leasing and Occupancy (Pages 7-16)	**Yes**	**N/A**
13	E14a. Application for Rental	☐	
14	E14e. Applicant Rejection Letter	☐	
15	E14f. HUD approval of police office or security personnel unit	☐	☐
16	E14g. Tenant Selection Plan	☐	
17	VAWA Policy	☐	
18	VAWA Emergency Transfer Plan	☐	
19	E14h. Waiting List	☐	
20	E14l. Income Targeting Tracking Log	☐	
21	E14m. Affirmative Fair Housing Marketing Plan	☐	
22	E14n. Advertisement, Brochures, Handouts, etc.	☐	
23	E15a. Lease, Addenda, House Rules/ Community Policies, VAWA, etc.	☐	
24	E15a. HUD approval of lease addenda	☐	☐
25	E15c. HUD approval for 'other charges'	☐	☐
26	E15e. Rent Collection Policy & Late Fee Policy	☐	
27	E16a. Termination of Tenancy Notice	☐	
28	E16b. Addendum D – State Lifetime Sex Offender Statistics	☐	
29	E16c. Termination of Assistance Notice	☐	
30	E18a. EIV Policy and Procedures	☐	
	F. Tenant/Management Relations (Pages 15-16)	**Yes**	**N/A**
31	23a. Complaints/Concerns Procedures	☐	
32	24j. Renter's Insurance Information	☐	☐
33	24j. MOR Data Sheet	☐	
34	Current Rent Roll	☐	

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

E. Leasing and Occupancy (Page 8-11)				
Coordinator Name	Owner Approval Letter	Initial CAAF	Current CAAF	Security Awareness
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

User Name	Initial UAAF	Current UAAF	Security Awareness
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

Nonuser with access to reports	Signed copies of the EIV Rules of Behavior	Security Awareness
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

TRACS users	Signed copies of the TRACS Rules of Behavior	Security Awareness
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

E. EIV Master File Documents	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Failed Prescreening												
Failed Verification												
Multiple Subsidy												
Deceased												
New Hires												

Additional Documentation for review.	
All Tenant 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"

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Instructions:

In order to ensure that your submissions are secure, and the organization of your submissions is practical and orderly to allow for remote review, the list below has been provided for your convenience.

Utilize this checklist to prepare, inventory and organize each tenant file for review. Include this entire document as the cover page for each file. Each tenant file should be submitted in one PDF file per household. Use the sections below as it applies to the certification type requested:
- Section 1: Move-In Certifications, Initial Certifications, Annual Recertifications and Interim Certifications.
- Section 2: Move-Outs
- Section 3: Rejected Application Files

Name each PDF File including the Unit Number and Head of Household Last Name.

MFA will review the most current certification. If an interim is requested, unit transfer or gross rent, include all certifications through the most recent full certification. The most current certification (IR, UT, GR) should be on top and the most recent full certification (AR or MI) on the bottom.

This is not an all-inclusive list of documents that may be in each file. Refer to Addendum A for context as your file forms may be titled differently.

Tenant File Inventory

Family Name	Unit Number	Move-in Date

Type of Certification:

☐ Applicant Rejection   ☐ Move-In   ☐ Move-Out   ☐ Certification/Recertification

Effective date of certification: _____

If this is a Certification or Recertification, check the certification type:

☐ Initial ☐ Annual ☐ Interim ☐ Correction ☐ Gross Rent ☐ Unit Transfer ☐ Termination

		MOR-Tenant File Checklist
		Section 1 - Move-In Certification, Initial Certification, Annual Recertification, Interim Certification: *Include all items below as applicable to the household.*
Yes	**N/A**	**A. Original Household Information:**
☐		Initial Rental Application
☐		Criminal/Drug Screening
☐		State Lifetime Sex Offender Registration Screening
☐		HUD-92006, "Supplement to Application for Federally Assisted Housing"
☐		EIV Existing Tenant Search: & results/resolution as applicable
☐		HUD-5380, "VAWA Notice"
☐		HUD-5382, "VAWA Certification"
☐	☐	Other screening described in TSP:
		Eligibility & Identity Verification for all household members as applicable:
☐		Social Security numbers
☐		EIV Summary Report in file to Validate SSNs;
☐	☐	Exemption from SSN disclosure, if applicable
☐		Citizenship and/or Eligible Immigration Status
☐	☐	SAVE Verification
☐	☐	Disability Status
☐		Proof of Age
☐		Ethnicity & Racial Data Certification
☐	☐	Other(s):
Yes	**N/A**	**B. Lease – Lease Addenda:**
☐		Lease
☐	☐	Lead Based Paint Disclosure
☐		House Rules and/or Community Policies
☐		HUD-91067, "Lease Addendum-Violence Against Women and Justice Department Reauthorization Act of 2005"
☐	☐	Pet Rules, etc.
Yes	**N/A**	**C. EIV Verification Reports:** *Required for all verification report investigation(s) within the last 12 months for this household. Include the report, the results/resolution, and any recertificaiton required as a result.*
☐	☐	Summary Report
☐	☐	Multiple Subsidy Report
☐	☐	Deceased Tenant Report
☐	☐	New Hires Report
Yes	**N/A**	**D. Interim Certification:**
☐		HUD-50059, "Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures"
☐		Verifications as applicable verifying the change in household composition or household income
☐		Household Interview/Questionnaires/Recertification Application

Yes	N/A	**E. Current Certification/Recertification:**
☐		Rent Increase Notice
☐		HUD-50059, "Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures"
☐		Initial Notice of Recertification
☐		Current HUD-9887/9887A Consent Form for all adults 18 years of age
☐		Household Interview/Questionnaires/Recertificaiton Application
		Annual Income & Deductions Verifications: *All verifications, clarifications, calculations, etc. including, but not limited to, the items listed below:*
☐	☐	Wages/earned income/self-employment
☐	☐	SSA/SSI
☐	☐	Pensions/Veterans Benefits
☐	☐	Unemployment
☐	☐	TANF/Public Assistance
☐	☐	Child Support
☐	☐	Other Income, gifts, monetary or non-monetary, business, etc.
☐	☐	Zero Income Certification
		EIV Income Reports:
☐		EIV Income Summary Report
☐		EIV Income Report
☐		EIV Income Discrepancy Report
		Asset Forms and Verifications: *All verifications, clarifications, calculations, etc. Including, but not limited to the items listed below:*
☐	☐	Certification of Assets Disposed for Less than Fair Market Value
☐	☐	Checking/Savings/Direct Express Cards/Pay Cards
☐	☐	CDs
☐	☐	Stocks/Bonds
☐	☐	Pension/IRA/Roth/401(k)/Annuities
☐	☐	Life Insurance
☐	☐	Real Estate
☐	☐	Cash/Safe Deposit Boxes
		Expenses and Allowances: *All documentation to support eligible deductions are verified & calculated correctly*
☐	☐	Disability Expenses
☐	☐	Childcare Expenses
☐	☐	Medical Expenses
		Acknowledgement or signed document:
☐		Resident Rights & Responsibilities Brochure
☐		EIV & You
☐		Fact Sheet on How Your Rent is Determined
☐		Student Status

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Yes	N/A	
		Recertification Notices: as applicable
☐		120-Day First Reminder Notice
☐	☐	90-Day Second Reminder Notice
☐	☐	60-Day Third Reminder Notice
☐	☐	Termination of Subsidy
Yes	N/A	**F. If applicable to this file, all documentation to support:**
☐	☐	Minimum rent and hardship exemption
☐	☐	Written repayment agreement
Yes	N/A	**G. Unit Inspections:**
☐		Move-In Inspection
☐		Annual Inspection

Section 2: Move-Out File

Yes	N/A	**Move-Out File Only**
☐		HUD-50059, "Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures"
☐		Move-out notice
☐		Move-out inspection
☐		List of damages/charges
☐		Security deposit disposition/Final account statement
☐		Lease (initial move-in)

Section 3: Rejected Application File

Yes	N/A	**Applicant Rejection File Only**
☐		Complete Rental Application, include HUD- 92006
☐		Criminal and drug screening
☐		Other screening as disclosed in Tenant Selection Plan
☐		EIV Existing Tenant Search results/resolution as applicable
☐		Denial letter/communication to applicant
		If denial was appealed, include the following:
☐	☐	All records/documents regarding the appeal; including
☐	☐	Communication of final decision