



*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.**

<b>A. General Appearance (page 1)</b>		<b>Yes</b>	<b>N/A</b>
1	<a href="#">A2a.</a> Crime Statistics Summary or Calls for Service/Police Reports: include source documents and summary on the MOR Data Sheet	<input type="checkbox"/>	
<b>B. Follow-Up &amp; Monitoring of Project Inspections (pages 1-2)</b>		<b>Yes</b>	<b>N/A</b>
2	<a href="#">B3a.</a> EH & S Certification from the most recent REAC inspection	<input type="checkbox"/>	<input type="checkbox"/>
3	<a href="#">B3b.</a> REAC Schedule of work to be completed based on any 'open' items	<input type="checkbox"/>	<input type="checkbox"/>
4	<a href="#">B4.</a> Lead Based Paint Certification & Lead Hazard Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Maintenance &amp; Standard Operating Procedures (pages 2-3)</b>		<b>Yes</b>	<b>N/A</b>
5	<a href="#">C5a.</a> Preventative Maintenance Plan & Checklist	<input type="checkbox"/>	
6	Work Orders (showing work is actually being completed)	<input type="checkbox"/>	
7	<a href="#">C5b.</a> Inventory system (report/log) to account for tools, equipment, supplies, and keys (serial numbers, bar codes, etc.)	<input type="checkbox"/>	
8	<a href="#">C5d.</a> Unit Inspection Procedure	<input type="checkbox"/>	
9	<a href="#">C5i-j.</a> Work Order Policy & Procedures Emergency policy	<input type="checkbox"/>	
10	<a href="#">C5k.</a> Work Order Log/Journal	<input type="checkbox"/>	
11	<a href="#">C5m.</a> 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)	<input type="checkbox"/>	
12	<a href="#">C6a.</a> Vacancy and Turnover Documentation: include current vacants		
<b>E. Leasing and Occupancy (Pages 7-16)</b>		<b>Yes</b>	<b>N/A</b>
13	<a href="#">E14a.</a> Application for Rental	<input type="checkbox"/>	
14	<a href="#">E14e.</a> Applicant Rejection Letter	<input type="checkbox"/>	
15	<a href="#">E14f.</a> HUD approval of police office or security personnel unit	<input type="checkbox"/>	<input type="checkbox"/>
16	<a href="#">E14g.</a> Tenant Selection Plan	<input type="checkbox"/>	
17	VAWA Policy	<input type="checkbox"/>	
18	VAWA Emergency Transfer Plan	<input type="checkbox"/>	
19	<a href="#">E14h.</a> Waiting List	<input type="checkbox"/>	
20	<a href="#">E14i.</a> Income Targeting Tracking Log	<input type="checkbox"/>	
21	<a href="#">E14m.</a> Affirmative Fair Housing Marketing Plan	<input type="checkbox"/>	
22	<a href="#">E14n.</a> Advertisement, Brochures, Handouts, etc.	<input type="checkbox"/>	
23	<a href="#">E15a.</a> Lease, Addenda, House Rules/ Community Policies, VAWA, etc.	<input type="checkbox"/>	
24	<a href="#">E15a.</a> HUD approval of lease addenda	<input type="checkbox"/>	<input type="checkbox"/>
25	<a href="#">E15c.</a> HUD approval for 'other charges'	<input type="checkbox"/>	<input type="checkbox"/>
26	<a href="#">E15e.</a> Rent Collection Policy & Late Fee Policy	<input type="checkbox"/>	
27	<a href="#">E16a.</a> Termination of Tenancy Notice	<input type="checkbox"/>	
28	<a href="#">E16b.</a> Addendum D – State Lifetime Sex Offender Statistics	<input type="checkbox"/>	
29	<a href="#">E16c.</a> Termination of Assistance Notice	<input type="checkbox"/>	
30	<a href="#">E18a.</a> EIV Policy and Procedures	<input type="checkbox"/>	
<b>F. Tenant/Management Relations (Pages 15-16)</b>		<b>Yes</b>	<b>N/A</b>
31	<a href="#">23a.</a> Complaints/Concerns Procedures	<input type="checkbox"/>	
32	<a href="#">24j.</a> Renter's Insurance Information	<input type="checkbox"/>	<input type="checkbox"/>
33	<a href="#">24j.</a> MOR Data Sheet	<input type="checkbox"/>	
34	Current Rent Roll	<input type="checkbox"/>	

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

E. Leasing and Occupancy (Page 8-11)												
Coordinator Name	<u>Owner Approval Letter</u>		<u>Initial CAAF</u>		<u>Current CAAF</u>		<u>Security Awareness</u>					
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
User Name	<u>Initial UAAF</u>		<u>Current UAAF</u>		<u>Security Awareness</u>							
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
Nonuser with access to reports	<u>Signed copies of the EIV Rules of Behavior</u>				<u>Security Awareness</u>							
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
TRACS users	<u>Signed copies of the TRACS Rules of Behavior</u>				<u>Security Awareness</u>							
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
		<input type="checkbox"/>		<input type="checkbox"/>								
E. EIV Master File Documents												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>Failed Prescreening</u>												
<u>Failed Verification</u>												
<u>Multiple Subsidy</u>												
<u>Deceased</u>												
<u>New Hires</u>												
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"						

