
DOCUMENTS TO BE MADE AVAILABLE BY OWNER/AGENT

~~Instructions: Reviewers should place a check mark next to those items that must be available for review.~~

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 (HUD-92458)
- ~~Procurement Files~~
- Work Order Journals/Logs
- ~~Cash Disbursement Journal~~
- ~~Fidelity Bond~~
- ~~Property/Liability Insurance~~
- Copies of the 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
- Copy of Lease, lease addendums 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 Tracking Log
- List of all current Principals and Board Members
- Other

Civil Rights Front End Limited Monitoring and Section 504 Review Documents

- Affirmative Fair Housing Marketing Plan
- Tenant Selection Plan
- Recent Advertising
- Fair Housing Logo and Fair Housing Poster