

## Management and Occupancy Review Confirmation

**Please prepare copies of all of the following documents ahead of time. The Auditor will review these documents at the WAHC office after the onsite review and will retain them in the WAHC audit file:**

- All Operating Procedure Manuals
- All Tenant Files and records, including rejected, transfer and move-out files as requested per the on-site review
- Any policy or procedure that has been revised or added in the last twelve months
- Copy of Annual Unit Inspection Form
- Copy of Application Form
- Copy of Application Rejection Letter
- Copy of EIV and You
- Copy of last advertisement and/or apartment brochures
- Copy of lease and lease addenda
- Copy of Pet Policy
- Copy of Rent Roll
- Copy of TRACS Rules of Behavior, signed and dated
- Copy of TRACS and EIV requested Security Awareness Training Certificate, signed and dated
- Copy of the “Resident Rights & Responsibility”
- Copy of the current waiting list for all different size units
- Criminal history screening policy and procedures
- Current staffing pattern with names, titles, hire dates and salary for each staff member.
- Documentation for Elderly Preferences Under Sections 651 or 658 (if applicable)
- Demographic statistics for ethnicity, disability and familial status
- EIV Coordinator Access Authorization form(s)(CAAFs) – approved initial and current
- EIV User Access Authorization form(s)(UAAFs) – approved initial and current
- EIV Owner Approval Letter(s)
- EIV Policies and Procedures
- Energy Conservation Plan
- Equipment and appliance inventory with serial numbers
- Eviction files (as requested during the on-site review)
- Eviction policy and procedures
- Fact Sheet “How your Rent is Determined”
- Grievance procedure
- House Rules
- HUD approved Rent Schedule (HUD-92458)
- Income Targeting Tracking Log
- Lead Based Paint Certification
- List of all current Principals and Board Members
- List of standard damage charges
- Maintenance/service contracts
- Police activity reports for the MOR review period
- Preventive maintenance schedules
- Reasonable accommodation/modification policy
- Rental collection policy for subsidized and conventional (if applicable) residents

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- Resident/applicant comment/request records (for the audit period under review)
- Rules of Behavior for individuals without access to the EIV system
- Schedules and tracking system for work orders (at least one month of tracking records)
- Security deposit account current status for all units
- Tenant selection plan and procedures
- Termination of Assistance policy
- Vacancy monitoring reports for at least the last twelve months to include -
  - Dates of move-outs and move-ins
  - List of activities required to prepare unit for new resident
  - Summary information noting such information as number of move-outs per month, length of time unit vacant and average time units are vacant
- Work orders for most recent REAC inspection for all noted deficiencies including all EH & S Certifications
- Work orders journal/log (one month)

### **Civil Rights Front End Limited Monitoring and Section 504 Review Documents**

- Affirmative Fair Housing Marketing Plan
- Tenant Selection Plan, including any approved residency preference
- Fair Housing Logo and Fair Housing Poster
  
- Other: **See Enclosed Form HUD-9834 Addendum B & C for Additional Items**
- SECTION 504 REVIEWS
- ADDENDUM B
- ADDENDUM B Part A – Section I, II and III
- ADDENDUM B Part B and Part C
- ADDENDUM B Part D if applicable Yes  or No
- ADDENDUM D State Lifetime Sex Offender Statistics