

ATTACHMENT TO ADDENDUM C

DOCUMENTS TO BE AVAILABLE BY OWNER/AGENT

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

Other:

- Total vacant units at review date (Unit number and move-out date)
- Unit's painting schedule (Include last date each unit was painted and next date it will be painted)
- Evidence of last date project exterior was painted
- Evidence of utilities reimbursement payment to tenants
- Material inventory list
- Evidence of utility allowances revision
- Applicant's requirements list
- List of project's employees (name, position, monthly salary, date hired and working hours)
- Evidence of project staff assistance to seminars for the past year
- Previous Participation Certification Form HUD 2530 (Owner)
- Reasonable accomodation policy
- Evidence that owner/management agent complies with Quality Control Procedure
- Last 5 move-outs files to verify security deposit refund
- Tenants under legal action due to rent delinquency or for other reasons
- Termination of assistance cases for the past year
- Work order logs completed on last 3 months and pending work orders for last 2 months
- Documentation that indicates:unit-date of purchase-manufacturer-model-serial num. for appliances
- Contracted services (elevator, exterminating, security, trash collection, grounds, etc.)