
DOCUMENTS TO BE MADE AVAILABLE BY OWNER/AGENT

All documents should be available for review except those noted as N/A (Not Applicable). Please provide a copy of checked items for APHA staff.

= Provide copy for APHA

General Documents

- All Tenant Files and records (including rejected, transfer and move-out files)
- Current waiting list (last 18 months)
- Last advertisement and/or copies of apartment brochures
- HUD-approved Rent Schedule (HUD-92458)
- N/A Procurement Files
- Work Order Journals/Logs
- N/A Cash Disbursement Journal
- N/A Fidelity Bond
- N/A Property/Liability Insurance
- Copies of the HUD-52670 for the last twelve months for each subsidy contract
- N/A Current annual budget
- N/A Quarterly budget variance reports
- N/A Reserve for Replacement Component Analysis
- N/A 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 (if not previously provided)
- EH& S Certifications
- All Operating Procedure Manuals
- Energy Conservation Plan
- Documentation for Elderly Preferences Under Sections 651 or 658
- Income Targeting Tracking Log
- List of all current Principals and Board Members

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- Other
 - Contact Information Form
 - Damage/Cleaning Fees and applicable policy
 - Staff Training Information (form MOR-18)
 - RHS 515/8 Lease Addendum, if applicable
 - HUD approval of RHS 515/8 Lease Addendum, if applicable
 - Grievance Policy and Procedures
 - Unit Transfer Waiting List (last 6 months)

Civil Rights Front End Limited Monitoring and Section 504 Review Documents

- Section 504 Self Evaluation Plan
- Affirmative Fair Housing Marketing Plan
- Tenant Selection Plan
- Recent Advertising
- Fair Housing Logo and Fair Housing Poster