MOR Preparation Checklist



Things you need to do or gather to prepare for your upcoming Management and Occupancy Review (MOR). This checklist is based off items required in form HUD-9834 for **WA**, **NE**, and **UT**.

General Appearance

Walked property to make sure it is ready for inspection
The property is free of litter and graffiti
The landscaping is neat and clean

Monitoring of Project Inspections

- Completed follow-up on items from property's last REAC inspection to ensure everything has been corrected
- Provided tenants notice that their unit may be inspected during the MOR

Standard Operating Procedures

- Documentation available detailing why, if any, vacancies took over 30 days to reoccupy
- Annual unit inspection reports available in a location that is accessible during the MOR

Leasing and Occupancy

- Hard copy available of the waiting list activity for the last 12 months
- If in electronic form, please print out for review during the MOR

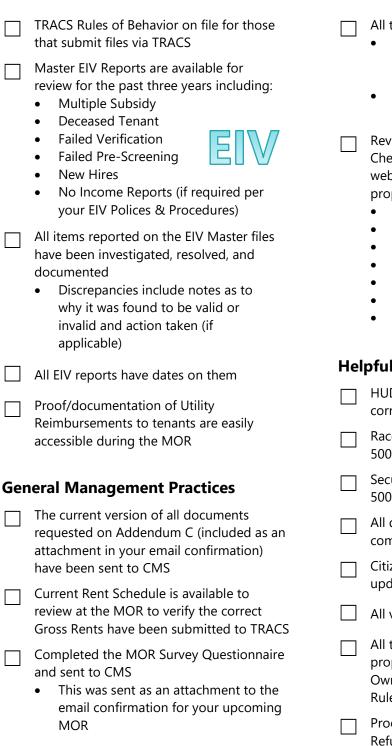
Waiting list is complete with comments, dates, and times

- Refer to Handbook 4350.3, Chapter 4, Section 3: Waitlist Requirements
- Waitlist includes Move-Ins, removed applicants, and rejected applicants

- HUD approved Affirmative Fair Housing Marketing Plan (AFHMP) is available and has been reviewed in the last 5 years
 - Refer to Handbook 4350.3, Chapter 4, Paragraph 4-12
- Required postings are available
 - Emergency Phone Numbers
 - Office Hours
 - Fair Housing Poster
 - PBCA Contact Information
 - Office Sign
 - Grievance Policy
 - Rent Collection Policy

Owner's Approval Letter on file for each EIV Coordinator

- The Owner's Approval Letter should be kept on file with the Rules of Behavior and made available upon request
- Initial Coordinator Access Authorization Form (CAAF) on file for each coordinator
- Current Coordinator Access Authorization Form (CAAF) on file for each coordinator
- Initial User Access Authorization (UAAF) on file for each user
- Current User Access Authorization Form (UAAF) on file for each user
- Security Awareness Training on file for all persons with access to EIV, EIV Reports, and TRACS (Cyber Awareness Challenge must be completed annually)
- EIV Rules of Behavior on file for all EIV Non-Users (*Required for individuals who do not have access to the EIV system, but who are in possession of EIV information*)



Quiet place available for specialists to conduct an MOR without interruption

- All tenant files are on site
 - This includes rejected applicants and move-out files during the last 12 months
 - If files are kept off-site, be sure to notify CMS prior to your MOR
- Reviewed the Property Document Checklists that are provided on the CMS website and compared them with your property documents including:
 - Application Checklist
 - EIV Policies and Procedures
 - House Rules
 - Lease Checklist
 - Pet Rules
 - Tenant Selection Plan (TSP)
 - 3rd Party Verification

Helpful Tips for Tenant Files

- HUD-9887 forms in tenant files include the correct addresses
- Race/Ethnicity form in tenant file matches 50059
- Security Deposit noted on the lease, Move-in 50059, and current 50059 all match
- All documents in tenant files are fully completed with required signatures, dates, etc.
- Citizenship documentation in tenant files is updated to current household composition
- ____ All verifications in tenant files are dated
- All tenant files have up-to-date copies of all property documents that are signed by the Owner/Agent including House Rules and Pet Rules
- Proof/documentation of Security Deposit Refunds to tenants who have moved out
- EIV Detail Reports and Income Reports are retained in tenant files with supporting documentation

