

DOCUMENTS TO BE MADE AVAILABLE BY OWNER/AGENT
(Form HUD-9834 Addendum C “Other”)

Documents to be reviewed on site:

- All Tenant Files and records, including rejected, transfer and move-out files
- *Last advertisement, outreach letters and/or copies of apartment brochures
- Annual Unit Inspection Reports, if not maintained in the tenant files
- Copies of the signed form HUD-52670 for the last 12 months, for each subsidy contract
- All Operating Procedure Manuals
- Documentation for Elderly Preferences under Sections 651 or 658
- EIV Coordinator Access Authorization form(s) (CAAFs) – approved initial and current
- EIV User Access Authorization forms (UAAFs) – approved initial and current
- EIV Owner Approval Letter(s) for individuals designated as an EIV Coordinator
- EIV Policies and Procedures
- Rules of Behavior for individuals without access to the EIV system
- Copy of TRACS Rules of Behavior, signed and dated
- Copy of TRACS and EIV requested Security Awareness Training Certificates for individuals with access to EIV and individuals without access to EIV who use EIV Reports, signed and dated
- EIV Reports Binder that contains monthly and quarterly reports with action notes as applicable
- *Fair Housing logo and Fair Housing poster, displayed in the office and on-site
- Reasonable Accommodation log

Copies required to provide to AM at the Management and Occupancy Review (MOR) to bring back with them or sent prior to the review. Items with an “x” are to be provided ONLY if there are updates since the last MOR:

- Current waiting list
- Rent Roll
- Application forms and attachments
- Lease and Lease Addenda (include copy of HUD or CA approval of non HUD addenda)
- House Rules/Resident Handbook
- Pet Policy
- Applicant Rejection Letter
- Lead Based Paint Certifications (if applicable)
- Security Deposit Ledger & most recent Bank Statement
- *Affirmative Fair Housing Marketing Plan
- *Tenant Selection Plan, including any approved residency preference
- EH&S Certifications (if applicable from most recent REAC inspection)
- Limited English Proficiency Plan
- Grievance Procedures
- Completed Addendum B (form attached to confirmation letter and instructions within the confirmation letter)
- Completed 9834 Questionnaire (form attached to confirmation letter)
- Contact data sheet (form attached to confirmation email) (review and write current or make any necessary changes)
- EIV Monitoring Review Checklist (form attached to confirmation letter) (please complete)
- Financial review documents (if noted as applicable in the confirmation letter)
- REAC inspection status of deficiencies (if noted in the confirmation email and attached thereto)

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

Personally identifiable information (PII) must be encrypted or transmitted and stored in a secure manner to prevent its release. Violations of the Privacy Act may be subject to fines up to \$5,000. Owners/agents and reviewers must comply with EIV Data Sharing Agreements to prevent any prohibited use of or access to EIV records.